

# **DateBk4**

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

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in association with  
**The Dewar Wildlife Trust, Inc.**

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## Introduction

Thank you for your interest in DateBk4—advanced software that replaces the built-in Datebook and ToDo 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, 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 DateBk4.

More recent information about DateBk4 and answers to Frequently Asked Questions (FAQ’s) may be found at: <http://www.PimlicoSoftware.com/DateBk4faq.htm>

## Install Caution

DateBk4 is an extremely 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** 500k of free memory before you attempt to install DateBk4. You can install DateBk4 in Flash ROM using utilities such as FlashPro, but be sure not to copy the DateBk4db preference database into Flash ROM, as that file must be maintained in RAM.

You may find that you have several hacks or applications that you will no longer use once you start using DateBk4, so the actual “hit” on available space may not be as much as you might initially think. If you don’t have space for DateBk4, remember that much of the functionality here is also contained in the smaller DateBk3 and even smaller DateBk2 and DateBk1 (see Appendix D for comparison of features of all 4 programs).

DateBk4 will run on all Palm Organizers that are running at least V-2.0 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 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

DateBk4 installs in the same way as all other Palm Organizer applications. Usually, you need do no more than double-click the DateBk4.prc file on the desktop platform in order to set it up for an install. Then HotSync to transfer it to the Palm Organizer. There may be versions of DateBk4 in other languages—check the DateBk4 web page for details.

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 DateBk4 automatically run instead of the built-in datebook application when you tap the Datebook key. When DateBk4 is first run, it will ask you if you want to re-map the datebook button to run DateBk4. 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 and then tap on DateBk4 in the popup list next to the Datebook icon.

## Operation

DateBk4’s operation is **very** similar to that of the built-in datebook application, so if in doubt – try the same thing that you would in that application and chances are it will do the same thing in DateBk4.

## General information on using Datebk4

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 pushbutton 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.



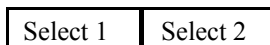
Popup Trigger

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.



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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.

## Preference and option settings in DateBk4

DateBk4 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 **Preferences** from the **Options** menu in that view. Options that affect all views are typically selected in the Day View’s preferences or are available in all views (like category selection).

## If you need technical assistance on DateBk4

As of the date of this manual, all basic support on DateBk4 is provided through PalmGear at Pimlico-Tech@palmgear.com. Any questions regarding your electronic order, administrative support, or basic technical support should go to this email address. If you have a technical problem that Pimlico-Tech is not able to assist you with, they will contact Pimlico Software who will then email you with a resolution to your problem.

If you have a detailed technical question or problem with DateBk4, you may send an email directly to Pimlico Software at 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 DateBk4 zip archive which you can copy and paste into an email, or you can download a copy of the form from the DateBk4 web page: <http://www.PimlicoSoftware.com/DateBk4.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 FAQs (Frequently Asked Questions) or this manual, so before sending an email, it would be a good idea to quickly review the DateBk4 FAQs (<http://www.PimlicoSoftware.com/datebk4faq.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.

## Icons and Timezones

If you plan to use icons or timezones, there is additional data that needs to be installed into the MemoPad database. To install this information, use the dbSetup application which is included in the DateBk4 zip archive. Just run dbSetup and tap on the Install button. You can remove dbSetup once it has been run, but don't touch the two memo pad records (DATEBK3 and WORLD TIMEZONES) that are created by this application as that is where the data is stored. At this point, DateBk4's timezone feature works independently of the OS 4.0 Timezone setting as DateBk4's handling is more sophisticated and so not enough information is conveyed by the Palm OS setting.

## Registering your DateBk4 program

DateBk4 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 DateBk4. At 30 days, you will get one warning reminding you that there is only 15 days of usage left on the program.

At 45 days, certain advanced DateBk4 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 DateBk4. All your data is of course in the datebook database and readily accessible by the built-in Datebook application.

DateBk4 is \$24.95 and can be registered by going to the Pimlico Software home page:

**<http://www.PimlicoSoftware.com>**

Tap on the **Order Now** button to order. Tapping that button will take you directly to the PalmGear shopping basket screen with DateBk4 selected for purchase. Confirm your purchase and you will get an immediate confirmation along with a temporary registration code that will provide an additional 30 days of use of the program. This will be followed some days later by a permanent registration code for the program.

If you do not have web access, you can send \$25 in cash or check for \$24.95 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 PalmGear's site features encryption to ensure that no data is intercepted by any other party.

## Upgrading to DateBk4 from DateBk3

Existing DateBk3 users can upgrade to DateBk4 for \$10. You may also be able to upgrade at no cost, but only if you are able to do it electronically, using a fully automated upgrade system—see the DateBk4 web page for details.

## The Gorilla Haven Connection



*Gorilla Haven*

All the profits from the sale of DateBk3 & DateBk4 (and this means virtually all the revenue) is donated to wildlife conservation and in particular, the Dewar Wildlife Trust's **Gorilla Haven** project which is building a sanctuary for Western Lowland Gorillas on CESD's 288 acres in the North Georgia Mountains. You can learn more about this ambitious project from [www.gorilla-haven.org](http://www.gorilla-haven.org).

Construction of phase 1 is fully underway. The primary containment wall is complete as are many support buildings. We hope to be ready to accept the first gorilla in late fall of 2001. It will be one of the largest 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 such as the Limbe Wildlife Center in Cameroon, and contributes to various organizations fighting the bushmeat trade.

## What's new in the V-4.0e/f releases

**Version 4.0f** is a minor maintenance release with only a small number of changes from V-4.0e. It includes fixes for the post-hotsync scan, jog dial and Samsung phone. Remaining items below cover changes in V-4.0e from prior versions.

**Selection on Color Devices.** DateBk4 now uses a yellow/orange highlight bar that does not invert the underlying color (except yellow and orange which are temporarily changed to black for better visibility).

**Masked Record Handling.** DateBk4 now handles masked records in the same way that the new OS 4.0 built-in applications handle them: when you enter the correct password, only the selected record is unmasked and as soon as you select another record, the record remasks automatically.

**Jog Wheel/Dial Support.** V-4.0e now adds very extensive support for Jog Wheel on Handera330 and Jog Dial on Sony Clie 6xx/7xx/320 series—see section on Jog dial/Wheel support in the manual.

**High Resolution Display Support.** V-4.0e now adds some limited support for the high resolution displays on the Handera 330 and Sony Clie 600/700 series. The 1-2-1/2 weekly views now will use a smaller, high resolution font if you select the **Cond./Alt. Font** option in the Preferences dialog of that view (note: on initial load, this option is selected by default if you have one of these devices, so you will need to uncheck this option if you do not like it). Also, the 4-month view on both of these devices now uses font characters rather than crude vector drawn characters. Future versions of DateBk4 may incorporate further support for the high resolution font handling and other features (such as resizable screen area on the Handera330).

**History Database.** V-4.0e now supports a separate history database that you can purge items to. You can use this to keep ALL your past events in a separate database without any performance penalty or clutter in your existing Datebook database. A **Select Database** option in the CAT. menu makes it easy to switch back and forth between the current and history databases.

**Hide Tilde (~) on undated ToDo's.** V-4.0e adds an option in ToDo Preferences to suppress the display of the Tilde (~) on undated ToDo's.

**PostCode Address Display.** V-4.0e now has an option (See Split-Screen Preference dialog) to put the postal/Zip code field before the city name (European style).

**German Version.** V-4.0e is now available in German. If you have the existing English version, remember that you **must pre-delete** the English version before installing the German version. The manual is not available yet in German but is being worked on.

**Second Weekly Views.** V-4.0e now has a better color scheme on color devices, and the feature of turning the blinking on and off (by double-tapping the graffiti area) now responds immediately to the change.

**Phone Label Display.** The Call/Action feature now includes the phone label after the phone number when using the ~phone, ~phone[xx], or ~allphones tags in a Call/Action template.

**Flagging Past-due ToDo's.** On color devices only, past-due ToDo's are now flagged with the number of days that the ToDo is past-due in red. If more than 9 days past-due an exclamation point appears.

**Flashing LED/Vibrating Alarm Support.** V-4.0e now supports enhanced alarm features that conform to the OS 4.0 Palm API function specifications. This includes the new Palm M500/505 series, but does not presently include the Visor Edge which uses proprietary code to implement their flashing alarm (support for that device may be forthcoming).

**Next/Prev Field Support in Day View.** V-4.0e now allows the Next and Previous Field graffiti strokes (down/up and up/down) to move the insert pointer to the next or previous scheduled appointment in the current day, or to the next day (identical function to the jog wheel/dial up/down functionality).

## What's new in the V-4.0e/f release—continued

**Invalid Repeat End Dates Fixed.** V-4.0e now includes a check in the daily scan for repeat events with invalid end dates and will display a message and then automatically fix them. Certain conduits have this flaw, and since they are not getting updated, it seems prudent to have DateBk4 do this automatically as it can otherwise cause problems.

**Faster dbScan.** V-1.2b of dbScan now uses an optimized binary insertion sort for uniqueID checking which is MUCH faster (up to 10-20 times faster on larger databases).

**Changed Default on App Buttons.** Too many users were ignoring all the signs about the App buttons opening split-screens just being a preference option. So V-4.0e reverses this preference setting, so the buttons are now normally off and need to be selected in the split-screen preference dialog in order to enable them to open up split-screens.

**Maximum # of events on day.** V-4.0e raises the number of allowed events on a day from 100 to 200.

**Conversion of Float to ToDo.** When converting a floating event to a ToDo, if the float is dated today but undated ToDo's are hidden, it will now be converted to a Dated ToDo (rather than making it undated and forcing all ToDo's to display).

**Time logged as well as Date.** If you select the TODAY pushbutton in the LOG dialog, the time is now included as well as the date when logging an untimed appointment, float or ToDo.

**Append Description Feature.** An **Append Description** checkbox has been included in the log dialog, so you can choose whether or not to include the description field of the appointment or ToDo. The last setting is also always remembered.

V-4.0e/f also incorporates a comprehensive set of fixes to all known, reported problems in the prior V-4.0d release.



## The Day View

Tap on this menu icon to open up split-screen window and display menu

Tiny 'H' indicates one or more hidden items on this day, while an 'S' indicates normally hidden items are being shown—tap to toggle between hiding and showing items.

Tap on Box to check-off a To Do. Completed To Do's can also be hidden (*Options|Todo Preferences*).

Icons can be optionally displayed (*Options|More Preferences—dbSetup* to install) tap on icon/space to change/add icon. Colors & fonts can be set (Details/Font).

Pm indicator can be suppressed (*Options|More Preferences*).

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 DateBk4 runs (*Options|Preferences*).

~ 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.

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 (*Options|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 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.

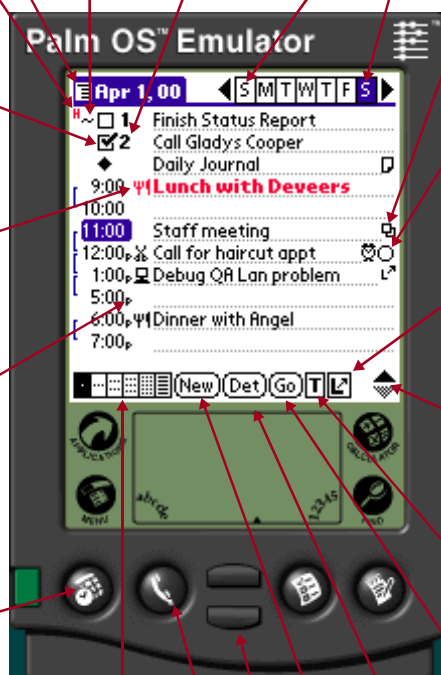
**Go** button selects a date.

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

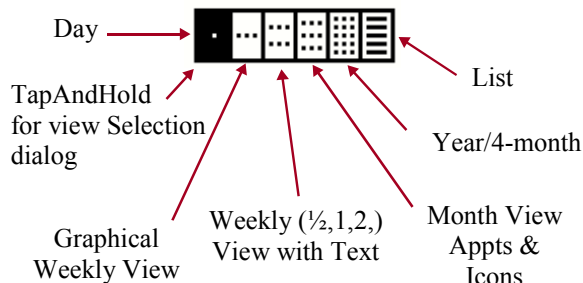
**New** Button can create new appt, ToDo, Addr, Memo, floating event or Daily Journal entry. It can also pop up a list of all those options (*Options|More Preferences*) including display of next upcoming alarms.

Up/Down buttons can also be set to Scroll up/down and **then** move to the previous/next day (*Options|More Preferences*).

Tap on the Addr/ToDo/Memo buttons to bring up that database in split-screen mode inside Datebk4. Press again to go to full screen, and again to close. See **Split-screen preferences** to disable this feature, if you don't like it.



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).





## The Day View—Preferences Dialog

Defines the start hour and end hour for the day. This controls how many time bars are displayed in the Day View. Set these to the **same** time to remove all the time bars (or just leave one on the screen) in the time selection dialog. Tap on the arrows on the right side of the screen to move the time forwards or backwards.

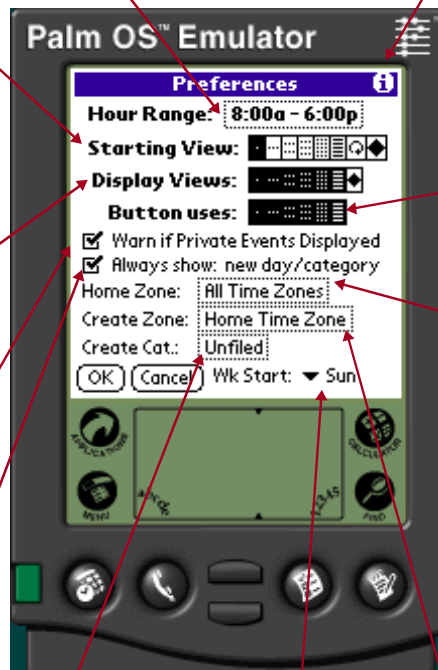
Select which view first appears in Datebk4 when you press the Datebook button or run Datebk4. The first six buttons match the view buttons. The seventh button will use whatever view **and date** was last displayed, and the eighth button invokes a custom view (which you must define) with the name **Startup**.

You can select any combination of up to six of these buttons to display in all views. Note that to get the diamond button for saved views to display, you will need to UN-SELECT one of the standard six views.

If unchecked, suppresses the possibly annoying warning about going into the Security application to hide private events.

When you change the date of an item or move it to a category that is not displayed, Datebk4 will usually go to that day or force the category to display. If you uncheck this box, Datebk4 will stay on the original day or will not force the category to be displayed.

Sets the default category for creating new events which is normally **unfiled**. If you are sharing calendars with others, however, you may want to pick a unique category name and then set this preference item to create all events in that category.



Remember that the 'i' at the end of the window title indicates an **Info tip** is available on this dialog. Tap on it to bring up a dialog with useful tips about the current screen.

If the Datebook button is set to run Datebk4, repeatedly pressing the Datebook button cycles you through all six views. You can exclude certain views from this cycling by de-selecting them (white dots on black mean the view is selected).

You must run **dbSetup** to install timezones to use this preference item. **Home** zone is where you live and defines the timezone for all events that have no explicit timezone set. Once set, you would **not** be likely to change it unless you move permanently to a new time zone.

You must run **dbSetup** to install timezones to use this preference item. **Create** zone indicates the timezone in which all newly created events should be placed in. When you travel to a new locale, you will likely want to change this to match the timezone of your new locale.

Sets the starting day of the week for all of Datebk4. Unlike the system preference, Datebk4 can start the week on **any** day. This applies to all views except the 2nd weekly view which has its own preference setting.

## The Day View—More Preferences Dialog

**Compress....:** If checked, Datebk4 will remove empty time rows to avoid your having to scroll the display.

**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).

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

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

**Hide End....:** If checked, Datebk4 will not create a time bar for the end time of an event.

**Scroll before....:** If checked, Datebk4 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.

**Sort after....:** If checked, Datebk4 will re-sort the database after a hotsync. In general you will not want to do this unless you have a buggy conduit that is not sorting events properly, or you want to have repeat events sorted by start time.

**Auto-scroll....:** If checked, Datebk4 will automatically scroll the display of **today's** events so the next event is always displayed on the screen.

**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.

**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.

**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.

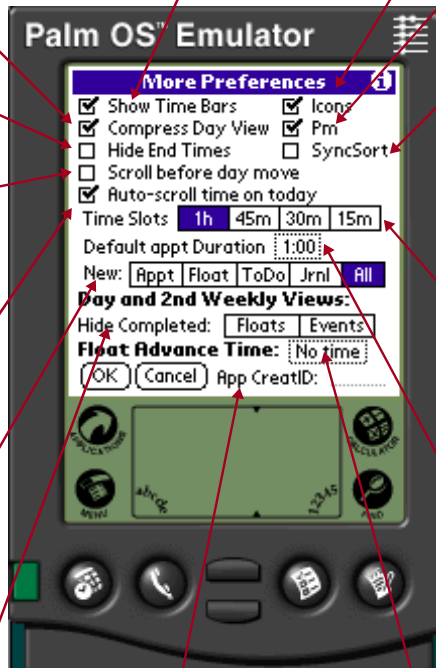
**Hide Completed....:** If **Floats** is selected, floating events that are completed will be hidden from the display and will disappear from the screen when they are checked off. If **Events** is selected, regular events that are marked done will be hidden and disappear from the screen. You can select either, both or none.

**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 DateBk4-aware application to perform some specific function.

**Float Advance....:** At the start of each day when you first run Datebk4, you will see a **Scanning** message as Datebk4 performs daily housekeeping (such as moving all floating events to the next day). You can have Datebk4 do this automatically when you are asleep by setting a time here. Datebk4 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 **Cancel** button in the time dialog to reset this preference back to **No Time**.

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



## The Day View—Alarm Preferences Dialog

Normally, this checkbox will be checked as you will want Datebk4 to handle alarms. However, if you have conflicts with hacks and want to keep using those hacks, you can try unchecking this box so that the built-in datebook application handles alarms.

This popup list sets the default alarm sound for appointments.

This popup list sets the default alarm sound for ToDo's.

This popup list sets the default alarm sound for snoozed appointments or ToDo's.

This popup list sets the default alarm sound for the repeat sound (I.e. when you don't acknowledge the first alarm).

**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.

**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).

Check this box to set a different default alarm preset (default is 5min) 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.



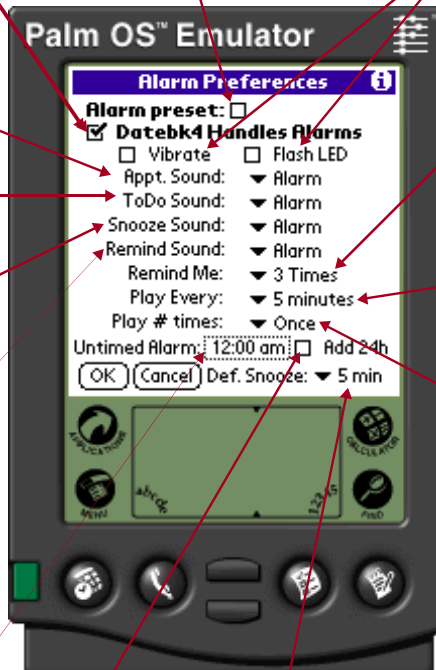
**Vibrate/Flash:** On OS 4.0 devices only, that support this feature, check these boxes to enable these special alarms.

**Remind Me:** If you don't acknowledge an alarm, this popup specifies the number of times that Datebk4 will remind you about the alarm.

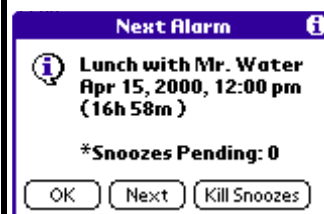
**Play Every:** specifies how much time elapses between reminders when you don't acknowledge an alarm.

**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 with your finger or stylus until the alarm stops.

**Def. Snooze:** allows you to specify the default snooze time on the left-most big snooze button. The default is 5min.



A **Next Alarm** feature on the **NEW** button in the day view displays all your upcoming alarms. Tap **Next** button to cycle through all up-coming alarms. Snooze alarms are tagged with an asterisk. You can kill all pending snoozes with the **Kill Snoozes** button. This is especially useful for checking that you set an alarm correctly (by checking hr/mn till alarm sounds in parentheses).



You will **not** see future alarms that might appear due to the daily re-scheduling or undated Todo's or floating events.

## The Day View—ToDo Preferences Dialog

**Hide Completed....:** This checkbox if checked will hide all completed ToDo's. Many users will want to check this box.

**Hide Priority (2nd....:** This item if checked will hide the priority number in the second weekly view (space is very tight in that view).

**Hide Priority (day....:** This item if checked will hide the priority number in the day view and in the split-screen display of ToDos'. This would probably only be used by people who do not want to prioritize their Tasks.

**Hide Category....:** This item if checked will suppress the display of the category name in the split-screen view of ToDo's.

**Show Undated....:** This item if checked will display undated and past-due ToDo's in every day's calendar rather than just today's calendar. Undated items will display a tilde (~) in front of the checkbox which can be tapped to assign the undated ToDo to the currently displayed day.

**Top|Bottom|Hide....:** In the integrated view, this option will place ToDo's either above (top) or below (Bottom) your daily appointments. Hide will remove all ToDo's from the display (both integrated and split-screen).

When a ToDo is rescheduled, the repeat interval can be calculated from the original due date **or** the day that it was checked off (i.e. Today) depending upon this preference setting.

**Note:** When you check off a ToDo, DateBk4 will either leave the date field untouched, or will store today's date. DateBk4's action is taken from the **Record Completion Date** preference item in the **ToDo application** (which you have presumably already set the way you want it).

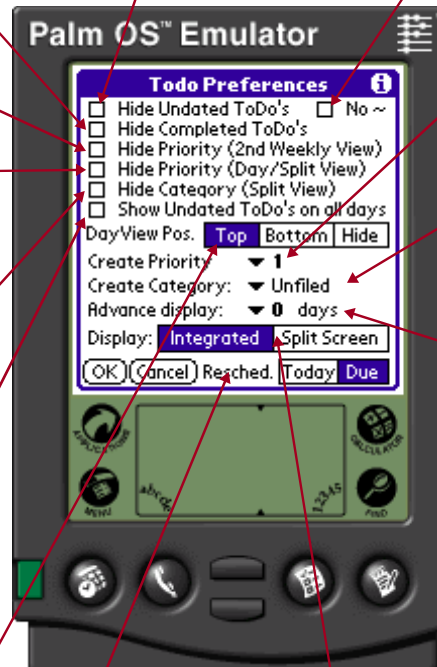
**Hide Undated....:** This checkbox if checked will hide all undated ToDo's.

Check this box to suppress the display of the tilde (~) on undated ToDo's.

Sets the default priority for newly created ToDo's.

Sets the default category in which newly created ToDo's will be put.

Sets a global advance preview for all ToDo's. For example, if you set the number '3' here, then all ToDo's will start displaying 3 days before their actual due date. This global advance does **not** apply to the alarm setting.



Defines how ToDo's are to be displayed. **Integrated** means that ToDo's appear in the main day view like untimed events. If you open up the ToDo's in the split-screen window, they are removed from the day view display. **Split Screen** means that ToDo's appear in the separate split-screen window. When this option is selected, ToDo's never appear in the daily calendar. In this view, each ToDo takes up one line, they can be sorted based on the ToDo applications sort criteria and can also display category information.

If you double-tap a ToDo in the split-screen window or select and tap the **Det. (Details)** button, an extended ToDo details dialog appears with the description in an editable field (since you can't edit entries directly in the split-screen window).

## The Day View—with split-screen window open

Tap on this menu icon to open up split-screen (SS) window and select database, category or preferences for split-screen display.

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.

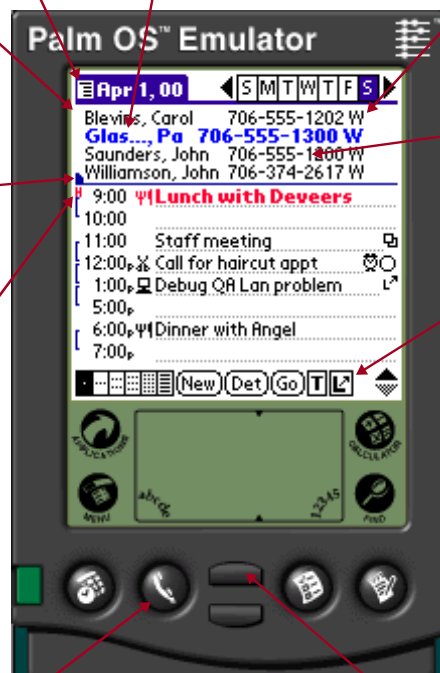
If there are hidden events, a tiny 'H' will appear here which you can also tap to temporarily display hidden events (at which point, a tiny 'S' appears instead).

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 (SS menu—**Preferences**).

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 page on linking for further information.



Tap on the Addr/ToDo/Memo buttons to bring up that database in split-screen mode inside Datebk4. Press again to go to full screen, and again to close. You can also close that window by double-tapping the SS menu icon (first tap opens menu, 2nd tap falls on **close window**).

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 screenful at a time.

**NOTE:** the use of these buttons to open up split-screens is a **preference** option in DateBk4 (tap on menu icon at top left, and select **PREFERENCES** to change it).



## The Day View—with Addressbook Details View

When you are in split-screen mode with the Addressbook database displaying, you can tap twice on an item (or tap once, and then tap the **Det** button) to bring up a full-screen display of that item.

You can associate colors and fonts with Addressbook categories (SS Menu | Select Category). In this case, this category is displayed in maroon.

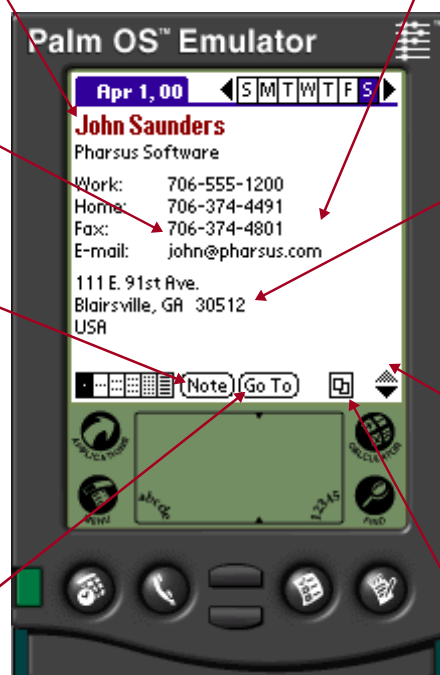
Tap **anywhere** on the main screen to dismiss this view and return to the normal split-screen display of the Addressbook database.

The font for main portion of this display is taken from the preference setting in the Addressbook application itself.


Tap on **Note** button to edit or create a new note for this item. You are still in DateBk4 when you do this and therefore have access to the enhancements (such as the Restore button).

A preference option in the split-screen preference dialog allows you to display the post code in front of the City name if you prefer.

Tap on scroll buttons to page through the addressbook item, including the note field (up to a maximum of 100 lines).



To conserve space, DateBk4 does not include redundant code to handle the entry of new Addressbook items. Tap on this **Go To** button to instantly switch to the **same** view in the Addressbook application itself, at which point you can then tap on **Edit** button to edit that entry, or **New** button to create a new entry. You will need to press the Datebook button to return to DateBk4 as you will no longer be in the DateBk4 application. In the main screen, you can tap on the **New** button and select Address to get to the opening screen of the Addressbook application.

If this screen is brought up by tapping on the Link icon  then you will also see this special button appear. This button will log the current date and time (or the event/ToDo's date and time) and the description of the item to the end of the note field for this addressbook item. Use this feature to conveniently track phone calls, meetings, contacts, etc. The logging dialog also allows you to insert boilerplate comments such as "Called", "Left message", "No Answer", etc. which you can enter yourself and which are then remembered in a popup list for future use.

## The Day View—with split-screen window open

### Primary Use

Allows you to view items in the Addressbook and Memo databases while still having appointments displayed. Provides an alternate method of displaying ToDo's in a separate window and also makes it possible to put the ToDo's below the appointments and have more control over the display and sort order.

### SplitScreen menu

**Close Window:** closes the split-screen (SS) window. This is the first item in the menu so you can quickly double-tap the menu icon and have it close the split-screen window.

**Recent Items:** Datebk4 remembers the last ten items that you accessed in both the addressbook and memopad databases and will display that list when this menu item is selected. This is very handy when you know that you have recently accessed an item.

**Find/Filter Text:** allows you to specify a text filter so that only matching entries are displayed in the SS window. The Find dialog also remembers the last ten items that you have used to filter the display.

**Addressbook/ToDo List/MemoPad:** opens up the SS window and then displays the contents of that database. If that database is already open, the window changes in size to fill the entire screen, and then will close. This matches the action taken if you use the application buttons and have Datebk4 manage them.

**Select Category:** allows you to manage categories in the database currently open in the SS window—see **Category Management—ToDo/Addr/Memo Databases** for further information.

**Preferences:** sets specific preferences for the SS window (see next page).

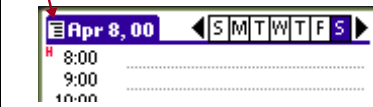
### Other tips

- If you don't like using split-screen there is a preference option to disable it.
- 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 Datebk4 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 (DateBk4 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 Datebk4 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.
- The H/S flag is always reset when you switch to another view and return to the day view.



## The Day View—Split Screen (SS) Preferences Dialog

To get to the Split-Screen (SS) preferences dialog, tap on the SS menu icon and select **Preferences**:



**Addr DB is sorted:** 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!

**Tight Line Spacing:** DateBk4 can display more items in the SS window by using less space between the lines. (not recommended for non-Roman languages).

**Include Phone Labels:** If checked, DateBk4 includes the label associated with a phone number

**Zip, City:** If checked, DateBk4 displays the zip/postal code before the city name (European style).

**Include Telephone Number:** If checked, DateBk4 includes the telephone number for the contact. If unchecked, the telephone number is omitted, leaving just the name in the address field.

**Always open:** When you press the Link button, DateBk4 expects you to select an item in the SS window to link to. If this option is checked, DateBk4 will make sure that the addressbook database is displayed in the window.

**Display Find:** If this option is checked, DateBk4 will always open up the Find dialog as soon as the Addr button is pressed. Otherwise, the Addr database is displayed normally.

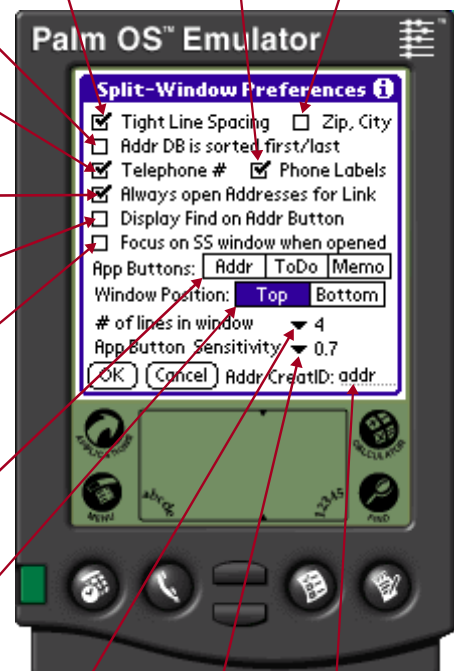
**Focus on SS:** If checked, DateBk4 will always put the focus on the split-screen window when opened and select the top line. The Up/Down buttons will then page the split-screen window rather than move from day to day or scroll the calendar. Tap anywhere on the calendar window to have the focus switch back to the calendar window.

**App Buttons:** If checked, DateBk4 will intercept the press of that button and use it to open the SS window with that database displayed. This occurs whenever a main window in DateBk4 is open. If a dialog is open, the button press is not intercepted and the ROM application will run. However, two very quick keypresses will run the Rom application. If unhighlighted, DateBk4 leaves the buttons completely alone.

**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.

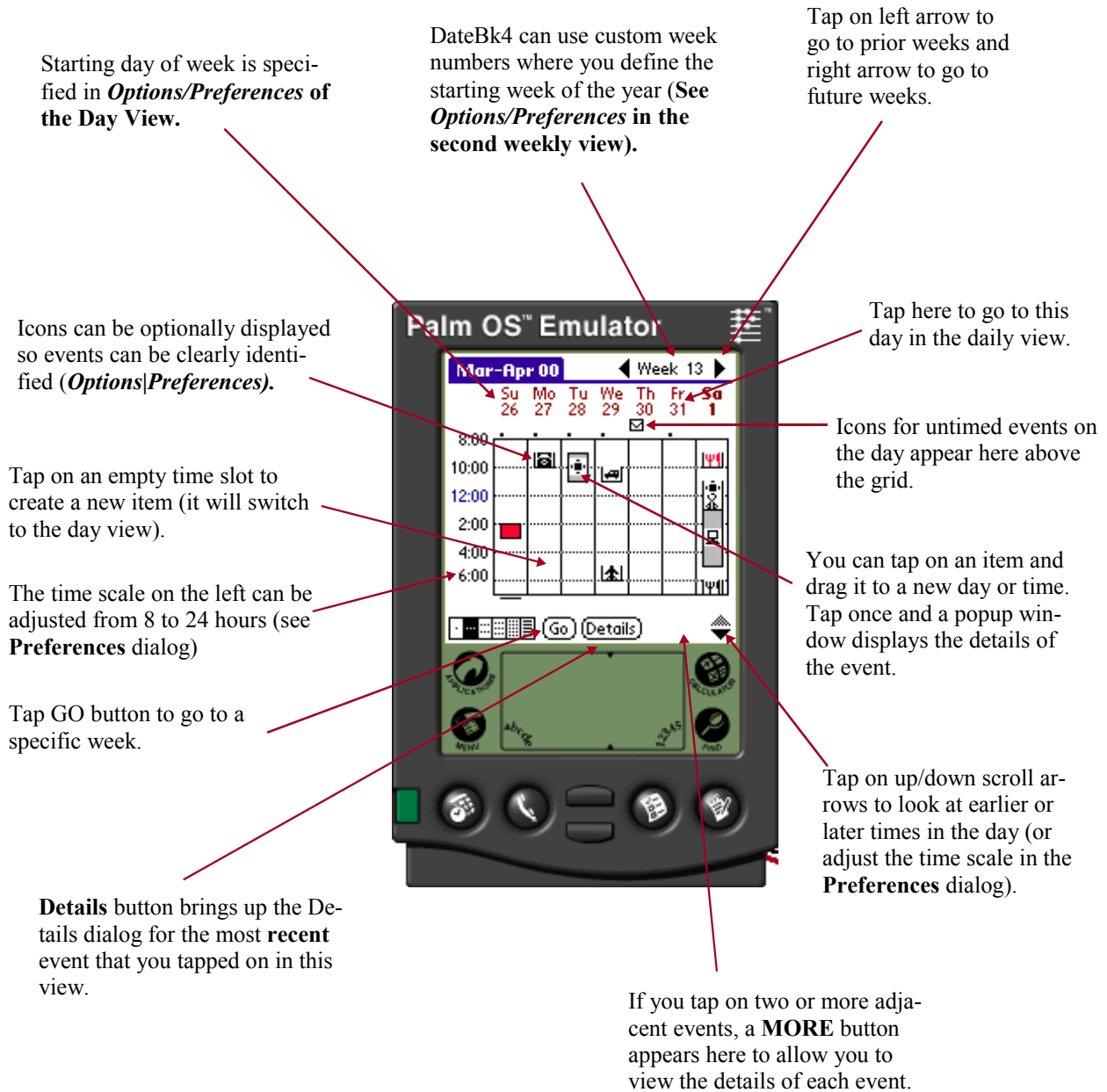
**# of lines:** Sets the number of lines in the SS window. You can also size the window dynamically by dragging the tiny nub, but some may find it easier to just set it from the popup list in this preference.

**App Button Sensitivity:** Determines how rapidly in succession you must press a button twice to invoke the original ROM version of the application (or user-mapped application) associated with the Addr, ToDo or Memo buttons. This is specified in seconds and tenths—the default value of 0.7 should be about right for most users.



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

## The Graphical Weekly View



## The Graphical Weekly View

### Primary Use

To quickly scan the week for free time and get a quick overview as to how busy you are on each day.

### Options menu

**Select Category:** Allows you to select which appointment categories are to be displayed.

**Preferences:** There are two items here. The first controls whether icons are displayed and the second allows you to adjust the time scale from 8 hours to 24 hours. At 24 hours, the scroll arrows never appear as you can always see every event in the day. See also **Weekly View with Text** for Start of week and week number options that also affect this view.

**Register Software:** Allows you to enter your registration code.

**About DateBk4:** Displays current version # of software and notices.

### Other tips

- You can drag and drop items in this view to new days and times.
- To go to the corresponding day in the day view tap on the day at the top of the column.
- To create a new item, just tap on the empty time slot.
- Icons and colors make this view far more useful as you can often tell what an appointment is by using them judiciously
- There are two preference settings in **Weekly View with Text** that also affect this view: start of week and Week#.

## The Weekly View with Text—One Week View

Starting day of week **just for this view only** is specified in *Options/Preferences*. This setting does **not** affect the global setting for the start of the week for all other views.

DateBk4 can use custom week numbers where you define the starting week of the year (See *Options/Preferences* in the second weekly view).

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 both 1 & 2 week views, by 3 days in 3-day view.

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

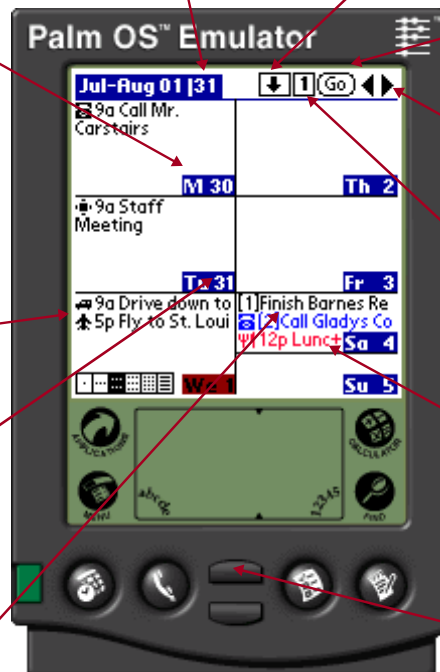
+ sign indicates that there are more events to display on this day than are shown. Tap on Down arrow button at top of screen to scroll display.

Icons can be optionally displayed so events can be clearly identified (*Options/Preferences*).

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. A preference option can go to the Day View instead when a cell is tapped.

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.

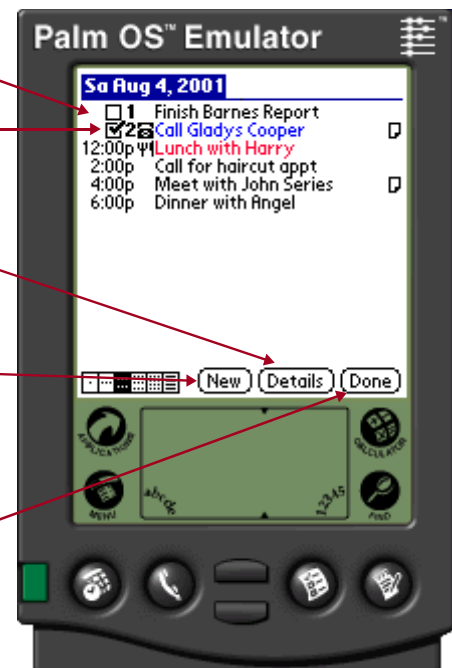


You can check off ToDo's in this view by tapping on the checkbox.

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

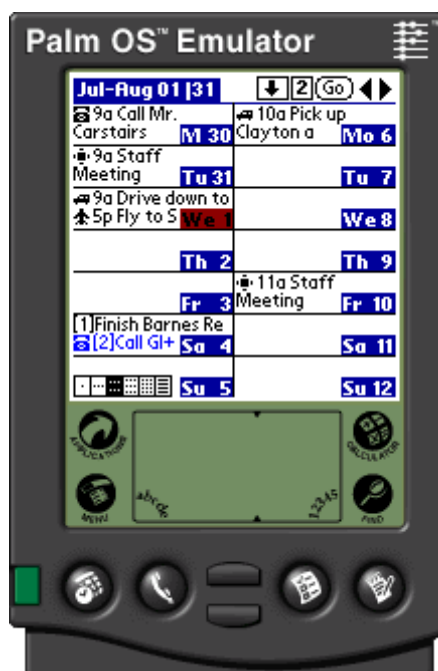
Tap **New** button to create a new event (defaults to start hour of day as defined in Day View's **preference** dialog).

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).



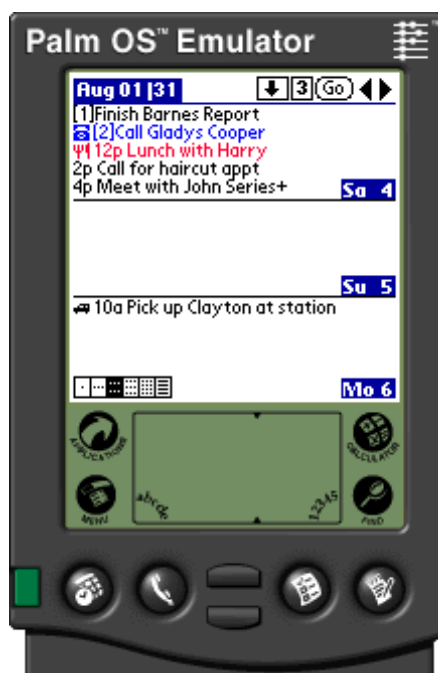
## The Weekly View with Text—Two week view

Options in this view are identical to the options in the one week view.



## The Second Weekly View—half week (3-day) view

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



## The Weekly View with Text

### Primary Use

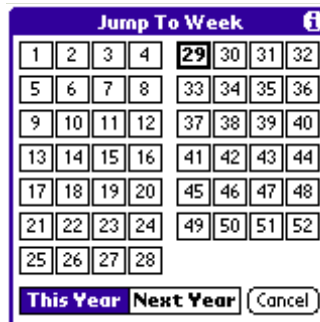
To quickly scan the week to see a summary of appointments and ToDos on each day.

### GO menu

**Select Category:** Allows you to select which appointment categories are to be displayed.

**Custom View:** Brings up the Custom View dialog so you can either save the current view as a custom view, or switch to a new custom view.

**Week Number:** Displays a dialog that shows all 52 weeks of the year and allows you to jump to that week based upon a week number.



The current week is displayed in bold (29 in this example). The **This Year** pushbutton selects the week in the currently displayed year, while **Next Year** returns the week in the following year. If you are using custom week numbers, these two buttons allow you to access weeks in the two defined custom years.

**Fwds/Bkws by Day:** Displays a dialog that allows you to jump forwards or backwards by some number of days (see *Miscellaneous menu commands in the Day View* for further information on this dialog).

### OPTIONS menu

**Preferences:** See next page for details on this dialog.

**ToDo Preferences:** Brings up the preference dialog that controls the display of ToDo's.

**Register Software:** Allows you to enter your registration code.

**About Datebk4:** Displays current version # of software and notices.

### Other 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) and Datebk4 will then just display today's date in white inside a black frame. This will take effect at the next screen refresh (go to a new day, or tap on the 3rd view button to refresh the screen).
- Many people like to have this view be the starting view—to do that, go to the day view, select **preferences** from the **options** menu 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 and yearly views.
- A useful saved view is the 3-day view with **Today** as the starting day of the week. That provides a nice Today/tomorrow/tomorrow-next view!

## The Weekly View with Text—Preferences Dialog

**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 Untimed:** 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.

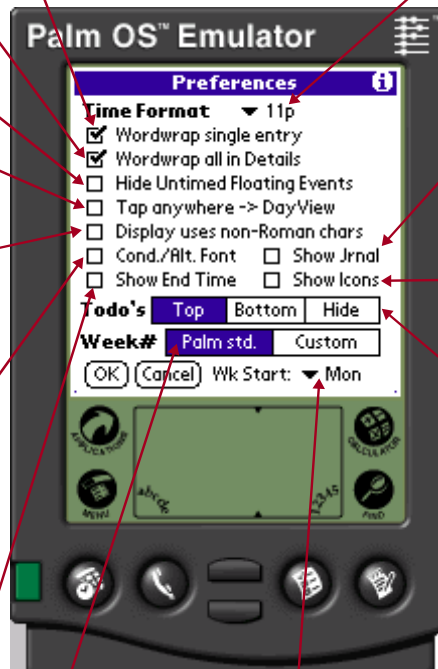
**Display Uses:** If checked, optimizations for Roman languages are suppressed, which will allow non-Roman languages to be displayed properly in this and the List View. If checked, tight line spacing is also turned off for the split-screen window for the same reason.

**Cond./Alt. Font:** If checked, an alternate font is used if one is available (usually a smaller, hi-rez font). If no alternate font is available, then the font is condensed by uniform kerning of one pixel (a bit ugly, but some people may find it useful).

**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.

**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.

**Time Format:** Tap on popup to select 12 or 24 hour time format (independent of System Preferences) and select HH or HH:MM display. **Note:** the time format selected here **also affects** the List View and the popup lists in the month/year and 4-month views. If you set this to **NoTime**, then no time appears in the list view even if **Time** is checked in that preference dialog.



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**).

Select any day of week to start display for just this view and the graphical weekly view (some people want Mo-Su for this view, but not elsewhere). There is also an option **Today** that always starts the display on today.



## The Monthly View—Appointment times

DateBk4 can use custom week numbers where you define the starting week of the year (See *Options/Preferences* in the second weekly view). Range of week numbers can be suppressed in the options menu.

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

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).

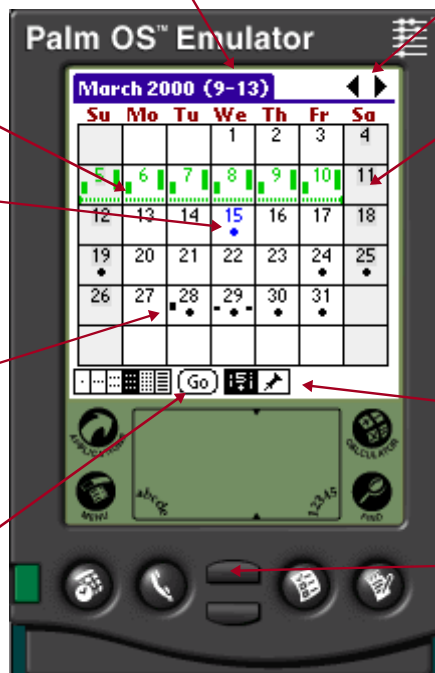
Bars on left side of day cell cover events up to 12 noon, while events on right side cover events from 12 noon on. There are six positions with the first position on the left being 12a-6a, the second is 7a, the third is 8a, etc.

Tap **Go** button to go to a specific month.

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 button to switch from appointment view to the icon view of the month.

Up/Down buttons page display by 1 month forwards or backwards.



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

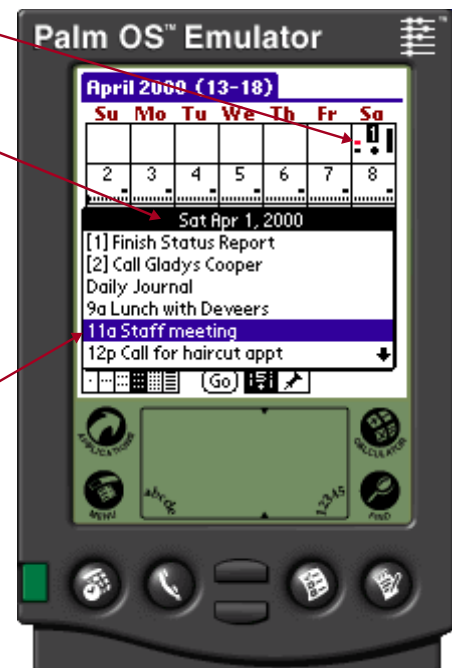
**NOTE:** you can go straight to a day in the day view by **quickly** tapping the same cell twice. If you tap slowly, the popup list just appears again.

Tap on any day in the calendar ...

and DateBk4 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.

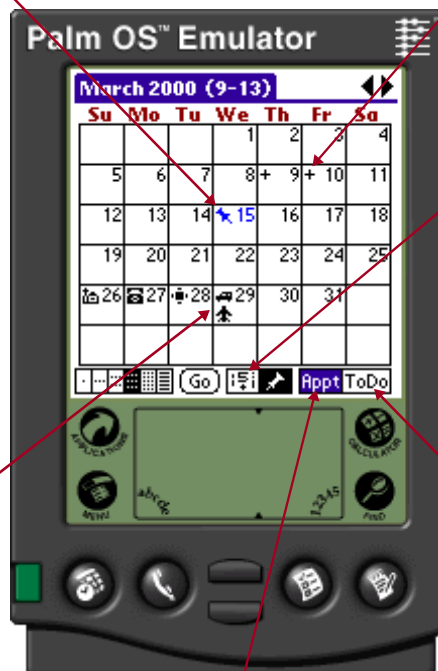
The time format is taken from the Preference dialog in the **weekly view with text** (not this view). Week Numbers can be added by checking the preference option for week numbers. Inclusion of ToDo's is controlled by preference option in **Yearly View**.



## The 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. Icons will assume the color of the associated event.

+ sign indicates one or more events is scheduled on this day but does not have an icon. You can remove them with a preference option.



Tap on this button to return to the appointment display of the monthly view.

When more than one icon is displayed, icons for repeat events are displayed first followed by icons for non-repeat events.

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

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

**Note:** as with the appointment display of the monthly view, you can tap on any day cell to pop up a list of all events and ToDo's for that day (see prior page).

## The Monthly View—Preference Dialog

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

**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.

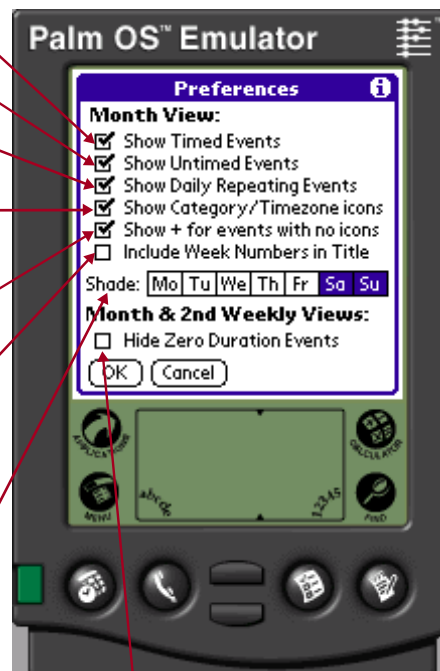
**Show Category...** If checked, icons that are associated with the category or timezone that the event is in will be displayed. If unchecked, only explicitly-assigned icons will be included.

**Show +...** If checked, a + sign appears on those days in the icon display for events which have no icon.

**Include Week...** If checked, week numbers are included in the title. They are also included in the title on the popup list in both this view **and** the year/4-month views as well.

**Shade...** On Palm devices that support color, you can shade any day or combination of days in the monthly view and the year/4-month view (this is one of a few places where a preference option in one view can affect some other view.

Palm devices that do not support color will not display this preference option



**Hide Zero...** If checked, zero duration events (I.e. events that are timed, but which have the same start and end time,) will be hidden in this view **and also hidden** in the second weekly view as well.

## The Monthly View

### Primary Use

To quickly scan month to see what tasks are coming up (icon view) or to get an idea of time usage (appointment view).

### OPTIONS menu

**Select Appt Category:** Allows you to select which appointment categories are to be displayed.

**Select ToDo Category:** Allows you to select which ToDo categories are to be displayed.

**Go To Date:** Brings up the Date Picker dialog to select a month (same as tapping the **Go** button).

**Preferences:** Brings up the preference dialog for this view

**Register Software:** Allows you to enter your registration code.

**About DateBk4:** Displays current version # of software and notices.

### Other tips

- To view events and ToDo's for the day, just tap 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).
- To go to the day view for a specific day, double-tap the cell quickly.
- 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 un-timed events.
- On an OS 3.5 color device, all the markers, dotted lines, icons etc. 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 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 DateBK4 finds that has color. On occasions you may want to control this feature, so DateBk4 will give **priority** to an event that has a bold or large font. If DateBk4 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 featurette.

## The 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).

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

If display is filtered for a specific event icon, that icon is displayed here (tap on icon to change or remove).

Tap on this button to switch to the four month view.

Up/Down buttons move the selected day to the previous or 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 if available...

...and DateBk4 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 Preference dialog in the **weekly view with text** (not this view). Week Numbers can be added by checking the preference option for week numbers (Options menu of the **monthly view**). Inclusion of ToDo's is controlled by preference option.

## The Yearly View—Four Month Display

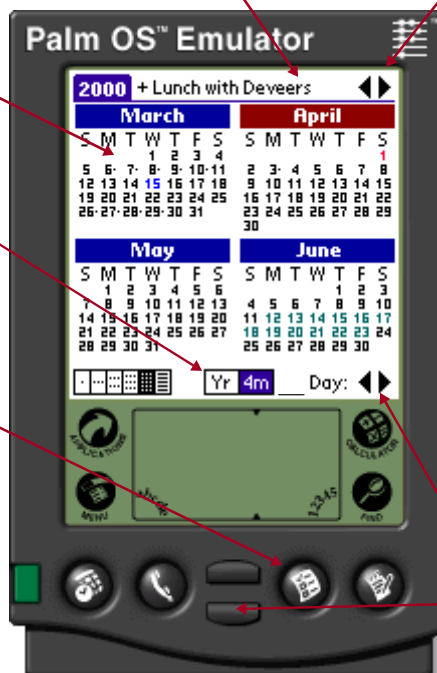
If there is an event on the day, a dot is drawn to the right of the day number. If the event is colored, the day number is drawn in that color.

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 .

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).



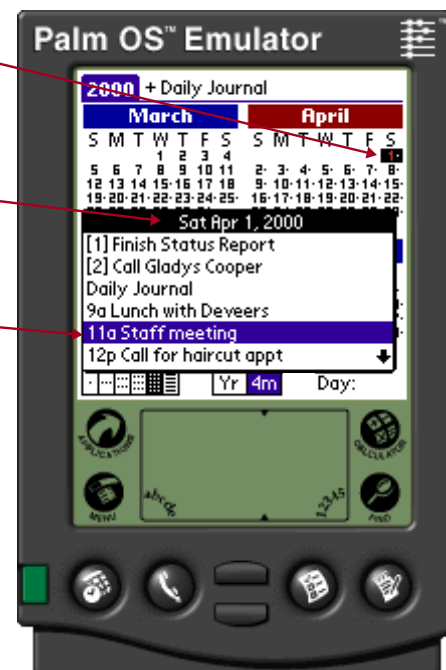
Up/Down buttons and these scroll arrows move selected day to the previous and next day. The currently selected day will blink gently.

Tap on any day in the calendar, or press the ToDo button (if option set) ...

and DateBk4 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 Preference dialog in the **weekly view with text** (not this view). Week Numbers can be added by checking the preference option for week numbers (Options menu of the **monthly view**). Inclusion of ToDo's is controlled by preference option.



## The Yearly View—Preference Dialog

**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 day View's split-screen preference setting for this option to be displayed.

**Include ToDo's...** If checked, ToDo's are included in the popup list of items for the selected day.

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

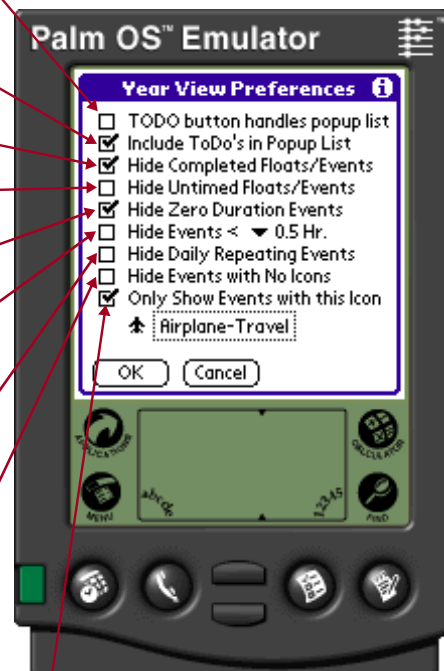
**Hide Untimed...** If checked, all untimed events are excluded from the display.

**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.

**Hide Events with...** If checked, all items with no explicitly-assigned icons will be excluded (useful if you attach icons to all important events).



**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 timezone association are included.



## The Yearly View

### Primary Use

The four month view is useful to get the day number associated with a day of the week when planning items. The year view is most useful when filtered by a certain category or icon—for example to look at vacation schedules, track days worked, etc.

### OPTIONS menu

**Select Appt Category:** Allows you to select which appointment categories are to be displayed.

**Select ToDo Category:** Allows you to select which ToDo categories are to be displayed.

**Go To Date:** Brings up the Date Picker dialog to select a year (year view) or starting month (4-month view).

**Preferences:** brings up the preference dialog for this view.

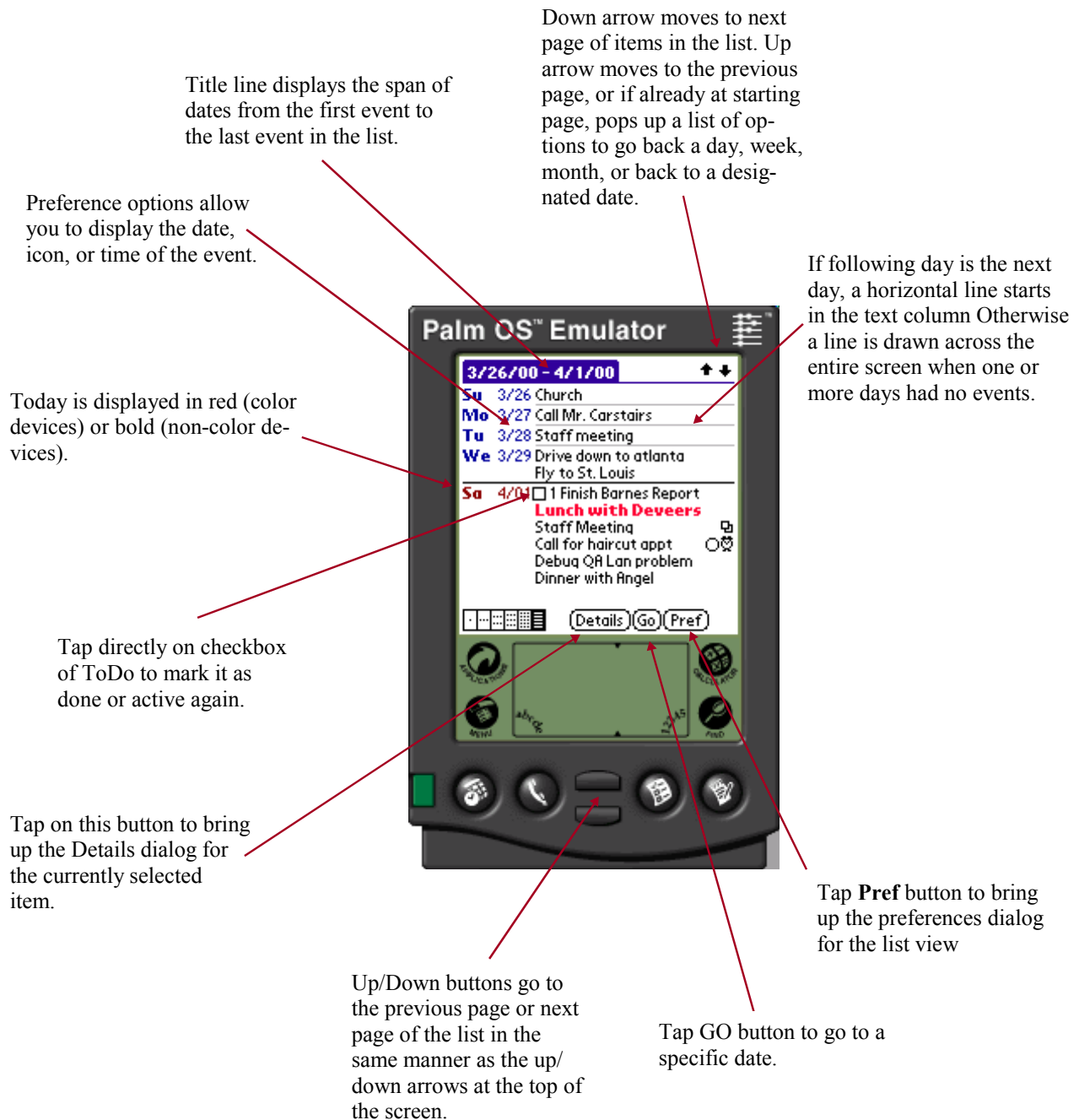
**Register Software:** Allows you to enter your registration code.

**About DateBk4:** Displays current version # of software and notices.

### Other tips/comments

- 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.
- 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. 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 handy 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 and monthly views.
- Note that this is one case where the usual rule of preference options **always** being in the current view's preference dialog is not true for one item: the **time format** in the popup list is taken from the Preference Dialog of the **Weekly View with Text**.

## The List View



## The List View—Preference Dialog

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.

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).

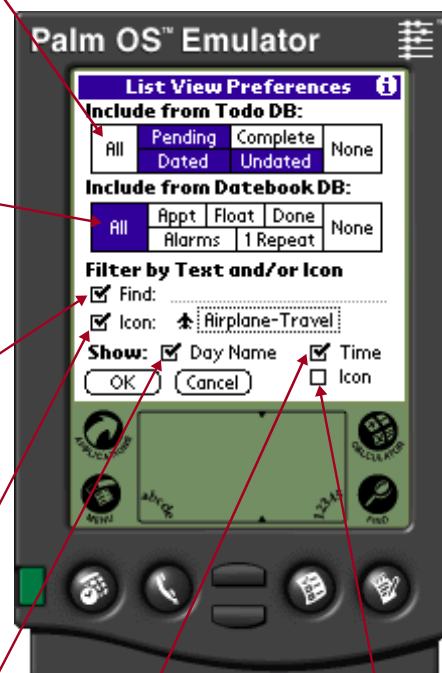
If the **Find** checkbox is checked, a field opens up into which you can type a string of text. Only events that contains this string of text in their description or note fields will be included in the list view. This is a case-insensitive match. Note that with a large database, it can take several seconds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

If the **Icon** checkbox is checked, a selector appears that allows you to select an icon (tap on dotted box to open up icon selection dialog). 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 timezone association are included.

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

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 **NoTime**, you won't see a time here even if you check this box.



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

## The List View

### Primary Use

The list view is most helpful for reviewing up-coming events—especially if your calendar is relatively sparse, or for displaying lists of related items.

### OPTIONS menu

**Select Appt Category:** Allows you to select which appointment categories are to be displayed.

**Select ToDo Category:** Allows you to select which ToDo categories are to be displayed.

**Preferences:** Brings up the preference dialog for this view.

**Show All Events:** Sets the starting date to the very first date in the Palm calendar (1-Jan-1904) so that all events are displayed in the list. If you are in the History database and have a text string in the Find checkbox, this option is automatically selected for you (so the entire history database is searched).

**Delete Item:** Allows you to delete the currently selected item.

**Register Software:** Allows you to enter your registration code.

**About DateBk4:** Displays current version # of software and notices.

### Other tips/comments

- 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 line will be gray on color devices and dotted on non-color devices.
- 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 (very handy as you can just tap on the Note icon to actually review the events in the journal. 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. If you include the four-digit year, the list view will even show you the age of each person or anniversary year.
- When deleting several items in the list view, be sure to uncheck the **Confirm Each Deletion** checkbox so you can delete items very quickly.
- The time format for the list view is controlled by the time format preference option in the second weekly view as they both have the same options available.
- 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, DateBk4 will put up an alert and temporarily unhide the event so you can see it.
- 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.

## Appointment Details Dialog (Day View: select item, then tap on Details button)

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

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

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 with a menu option or command/4.

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

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 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 note of this event (or tap on note icon in day view).

Tap on Delete button to delete event.

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.

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.

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

Tap on checkbox to mark Float or event as done

Tap here to set font or color of this event.

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.

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

Description field of item whose details are being modified.

Set event type as either a regular appointment or a floating event.

**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.

## ToDo Details Dialog (Day View: select item, tap on Details button)

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

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 start 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 ToDos from the **security** application.

Tap 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.

Tap on the checkbox to set a simple repeat for this ToDo. When the box is checked, a field opens up to the right of the checkbox that you can enter a number from 1-999 days. This ToDo will then repeat at that number of days from when it was last checked off. Note how this differs from floating events that stay on a fixed schedule regardless of when they were checked off.

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.

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).

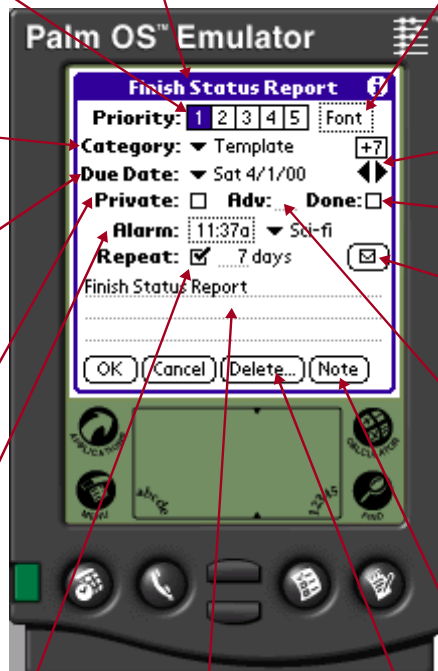
Tap on this button (shows actual icon or text: 'Icon') to bring up Icon selection dialog.

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.

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.

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.



**Note:** when you check off a ToDo, DateBk4 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 (Day View: tap on time field or tap on time selector in Details dialog)

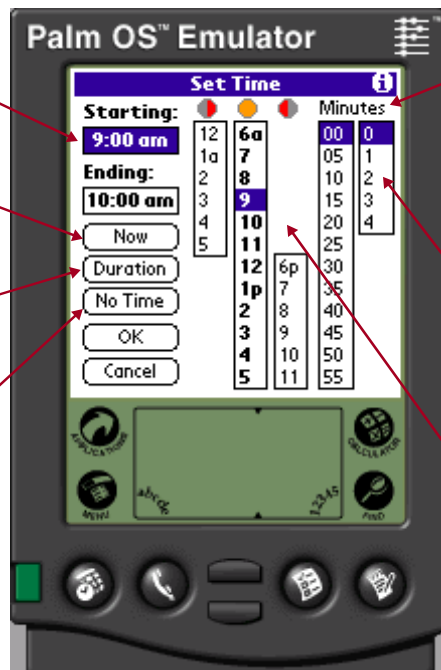
Tap on Start time or end time pushbutton to indicate what you are setting the time for.

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

Tap on **Duration** to set the end time by specifying a duration for the event.

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

**TIP:** you can use graffiti to enter a time—just start stroking the digits of the time—use a/p for am/pm and ENTER to close the dialog



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).

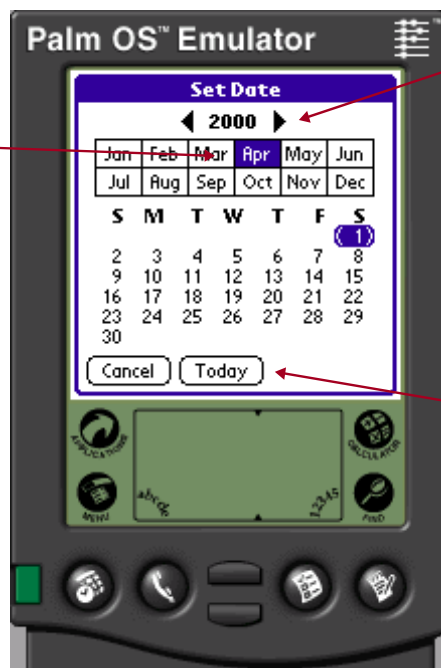
Use right most column to select a time at an interval other than five minutes.

Select hour—note that 1st column is very early morning, last column is late evening, and middle column has most frequently used hours in the day.

## Date Selection Dialog (Day View: tap on GO button or tap on date selector in Details dialog—this is the standard Palm OS Date Picker)

Tap on month to select .

Tap on day to select day and close 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.



Use left/right arrows to select year .

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 (Day View: select item, tap on Details button, then tap on Repeat Selector)

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

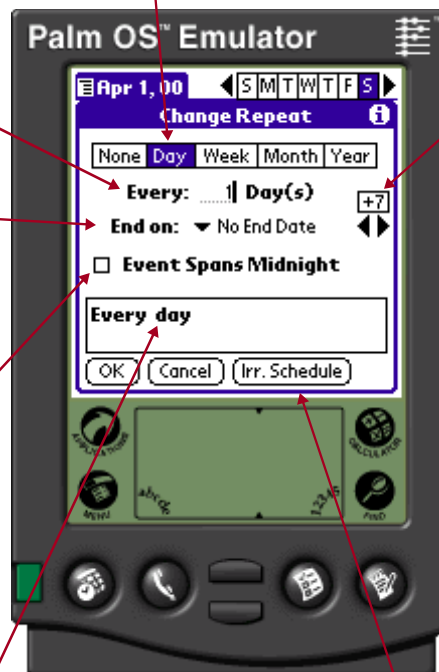
If event repeats forever, leave this at **No End Date**, otherwise tap on popup trigger and select **Choose Date** to bring up date Picker to specify end date for repeat. For just a few days use the arrows or 7 button.

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 DateBk4 treats it as a single, continuous event.

This box shows you how the event will repeat based upon your selected options.

Select repeat interval first by pushing appropriate pushbutton.

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.



Use this button to set an irregular schedule. Datebk4 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 **Cancel** button in that dialog when you are done. **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.

DateBk4 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.

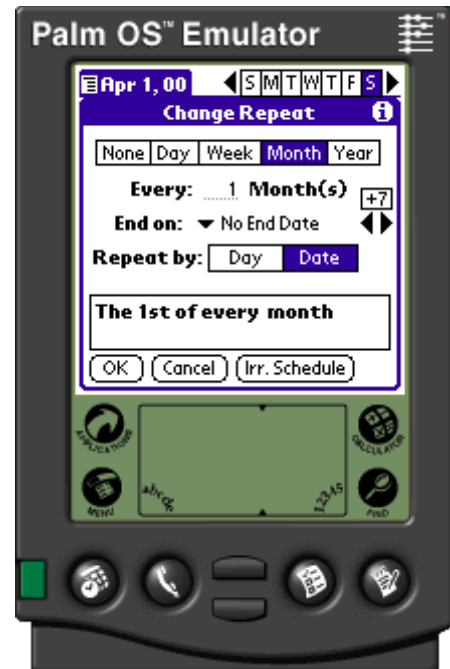
**Note:** DateBk4 creates a copy of the **original** event—it does **not** include any potential attribute changes that may be pending in the Details dialog (but not yet finalized). So make sure the event has all the proper attributes before calling up the Details dialog to use this feature.

## Repeat Dialog (Week View: select item, tap on Details button, then tap on Repeat Selector—weekly, monthly and yearly repeats)



Weekly repeat works like the daily repeat. 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.

Monthly repeat can either repeat on a specific day of each month (select the **Date** pushbutton on the **Repeat by:** line) or on a specific day or a week within a month (Select the **Day** pushbutton). The latter 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.



Use 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.

## The Alarm Dialog—appears when an alarm triggers

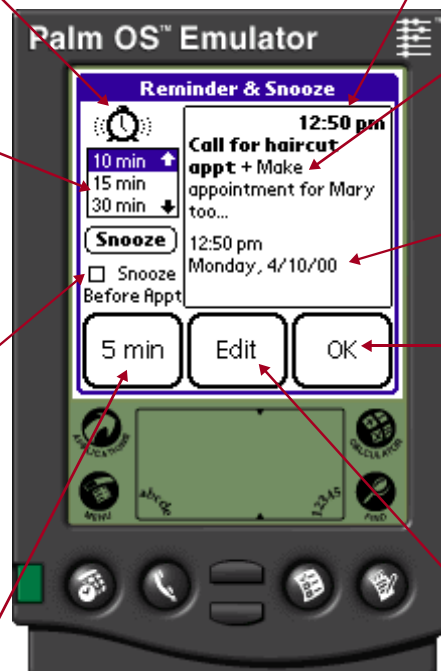
This icon changes to Z's if a snoozed alarm is being displayed. Clock indicates this is the first occurrence of the alarm.

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

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

If you check this box, the snooze time is subtracted from the event 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.

Snooze the event alarm for the designated amount of time. This button's value can be set in **Alarm Preferences** of the **Options** menu in the Day View.



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).

Date and time of the event or ToDo.

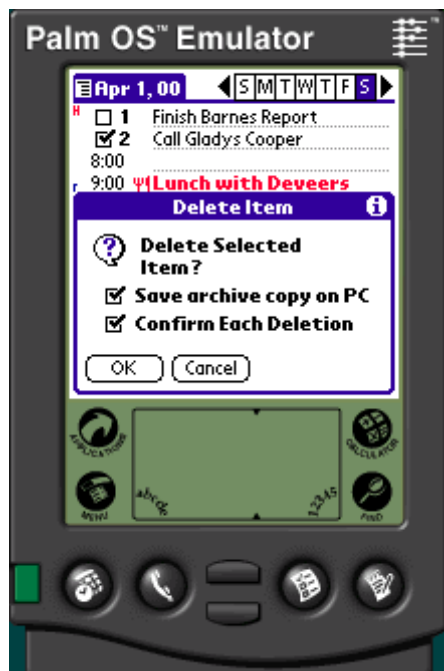
Tap on **OK** button to acknowledge and dismiss the alarm.

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.

**Note for all Palm OS users:** If you run DateBk4 and encounter a problem with doubled alarms coming from the built-in Datebook application, you can prevent this by simply running DateBk4 immediately after every HotSync.

**Note for Handspring Visor users:** If you run DateBk4 on a Visor running OS 3.1, you can download the program: dtbkplusstub.prc ([www.PimlicoSoftware.com/dtbkplusstub.prc](http://www.PimlicoSoftware.com/dtbkplusstub.prc)). This program will mask the Datebook+ application and prevent the doubled alarms. This stub does not work with OS 3.5 and later devices.

## Deleting and Undeleting 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.

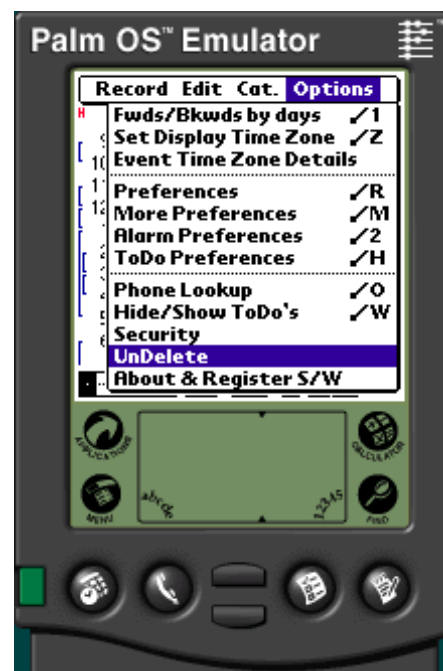
**Confirm each deletion** if checked will display an **Are you Sure?** Dialog for each delete. If unchecked, no confirmation is requested. If unchecked, you won't see this dialog again, but the checkbox is automatically checked and the dialog restored when you next launch DateBk4, so you can reset this by running some other application and then returning to DateBk4.

The **Undelete** option in the **Options** 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, DateBk4 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 appointment database.

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 at 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 (appointment) database. **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.

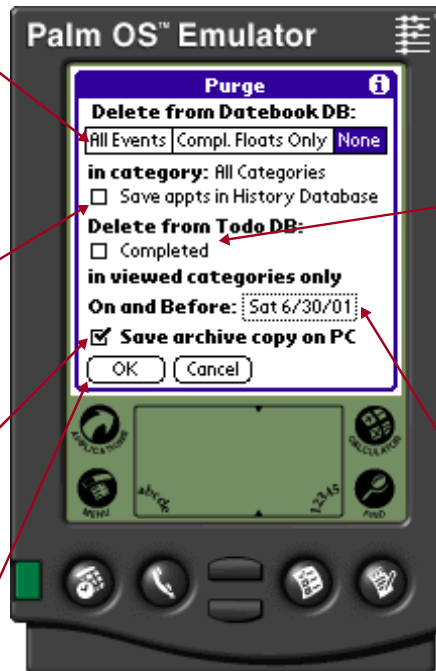
Select **All Events** to purge all events and floats on dates equal to, or prior to, the purge date.

**Compl. Floats Only** means that only completed floating events will be purged (this does **not** include appointments marked as done).

Check **Save Appts in...** to also save a copy of each purged appointment in the local History Database. This does not apply to ToDo's

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.

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



Check the **Completed** Check-box 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 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).

- Notes:**
- 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.

## Purging events and the History Database—Continued

### History Database

DateBk4 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 DateBk4, DateBk4 will always return to the current database and not the history database.



To access the history database, tap on **Select Database** in the CAT. 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

You may well want to set up a saved view say called **History** so you can quickly invoke the history database and then return to the current database. 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 enter a search string (Find checkbox in the PREFS dialog) DateBk4 will automatically set the SHOW ALL EVENTS option, so you do not have to select a starting date to search the entire history database. It will also automatically select the Find function and put the cursor in the Find field if you are in the history database in anticipation that you are most likely going to want to search for something. One other nice feature is that if you exit out of a saved view that was displaying the history database, DateBk4 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 leftmost button and select Saved Views .
- Select the **History** saved view.
- Tap on PREFS 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 **RTN** 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 Z’Catalog. An option to do this from DateBk4 may appear in a future release.



## 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 DateBk4 to a person who does not have DateBk4.

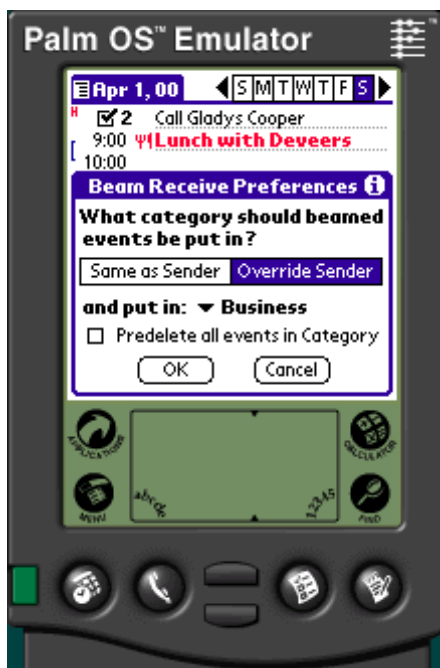
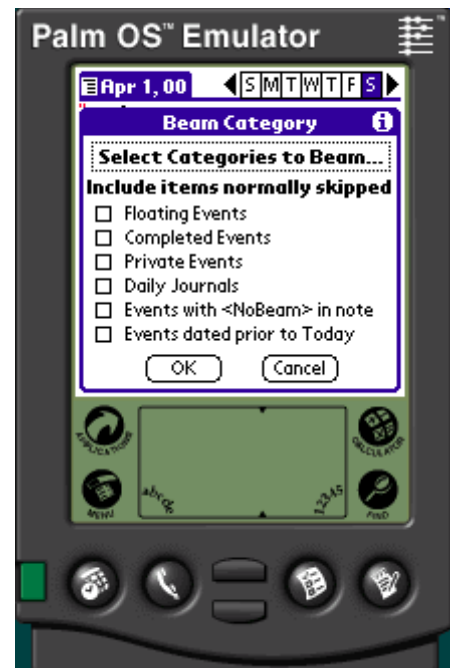
You cannot beam ToDos with DateBk4—go to the built-in ToDo application to beam them.

All information about the event is transferred. **Note:** icons will only match if the receiver has the same icon definitions.

If you remove DateBk4, 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 **Cat.** 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>** anywhere in the note field of an event.

You can also beam categories to people who do not have DateBk4 (but the category information will of course be lost).

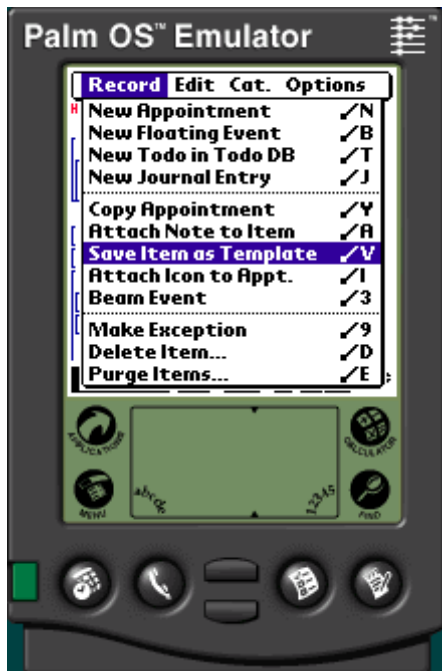


If the receiver is also running Datebk4, they can choose how to handle the beamed events by tapping on **Beam Receive Prefs** in the **Cat.** Menu.

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 events will be forced into that category.

If the **Predelete all events in Category** checkbox is checked, then Datebk4 will pop up a confirmation dialog that, if confirmed, will delete all events in that category prior to receiving new events. This is handy when categories are being shared on a regular basis. See the section on **Sharing Calendars** for further information.

## Quick Entry Templates—a quick way of entering new events...



Templates are quite 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.

From the dialog that appears, you **first** select the action (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 before-hand, 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, dateBk4 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 **Ed** button to go straight to 1-Jan-2020 where the templates are stored (you can then modify the 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 `[[!IU@]]`). 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—a quick way of entering new events...

### 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 5m to 23h 5m. 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.

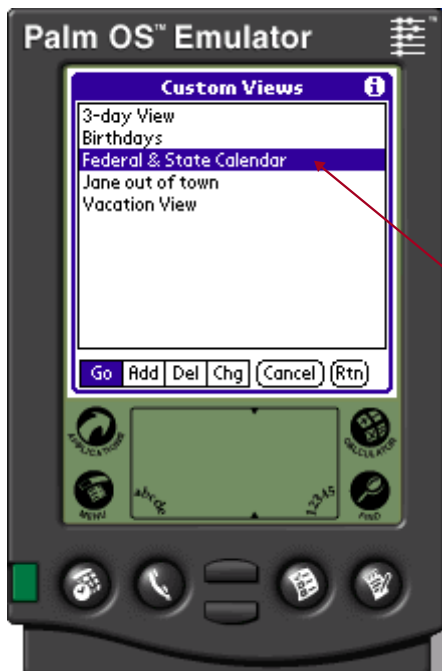
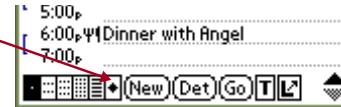
Suppose that you need to remember that a parking meter will expire in two hours. You can now insert this **Reminder** template, select 2h from the duration dialog and you now have an alarm that will go off 2 hours in the future.

### Other tips/comments

- DateBk4 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 ED 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. First you should go into the **Preferences** dialog and unselect your least-used view so you can enable the display of the diamond for custom views. In the example at right, the graphical weekly view was omitted to make room for it.



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 pushbutton for **Add** (Add new view), **Del** (Delete view), or **Chg** (Change view). When you tap **Add**, a field opens up where you can enter the name for the new view and tap **Add** again to save it.

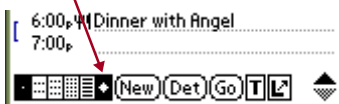
If you are already in a custom view, the currently selected view will be highlighted (*Federal & State Calendar*) in this example, and you will also see the **Rtn** button which allows you to return to the settings that were in effect before the saved view was invoked.

So, to start off, set up a view with all its preferences, tap on the Diamond button to bring up this dialog and then tap on **Add** so you can enter the name for the view (1-24 characters), and then tap **Add** again to save that view.

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. Datebk4 then switches to that view.

**Warning:** if you make changes to your preference settings that you expect to **always** be in effect, remember that change will **not** be in any of your custom views unless you call up each view, make that change and then re-save the view using the **Chg** button.

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 that would be wrong to save) are suddenly switched, along with category settings. This may cause unexpected problems if you are unaware of this fact!

If you experience the unexpected, unexplained resetting or changing of preference items, look to your saved views as the cause!

## 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 Datebk4 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.

## Saved Views

### Some examples of how saved views can be useful (Cont.)

- You set up the time bars for every 45 minutes during the week on business, but choose to just use no time bars 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.
- 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 DateBk4!

### Some Cautions

**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.**

**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 **Rtn** button in the Saved Views dialog. The **Rtn** 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 **Rtn** 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.



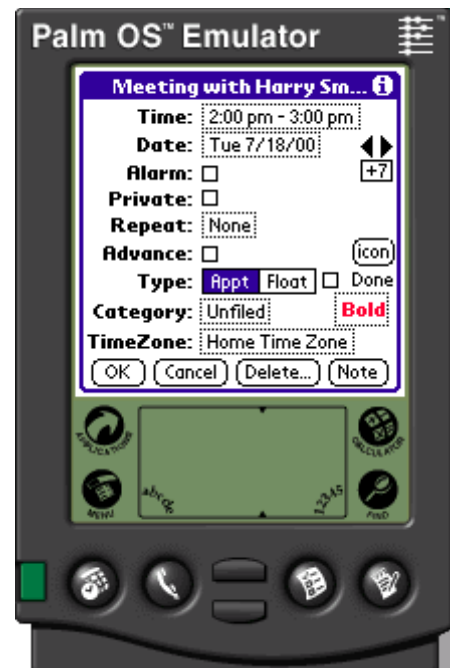
## Font and color selection



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.

Datebk4 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.

All fonts display in the day view table, but the large and large/bold fonts are just displayed as bold in the SS window, weekly view with text and list views.



When the FONT selector is tapped, a **Select Display Attributes** dialog appears. On OS 3.5 color devices, there will be a set of color swatches allowing you to select from one of about 15 colors to apply to 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 OS 3.5 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.

The feature of setting a custom font is **not** available on palm OS V-2.0 devices.

## Miscellaneous menu commands in the Day View

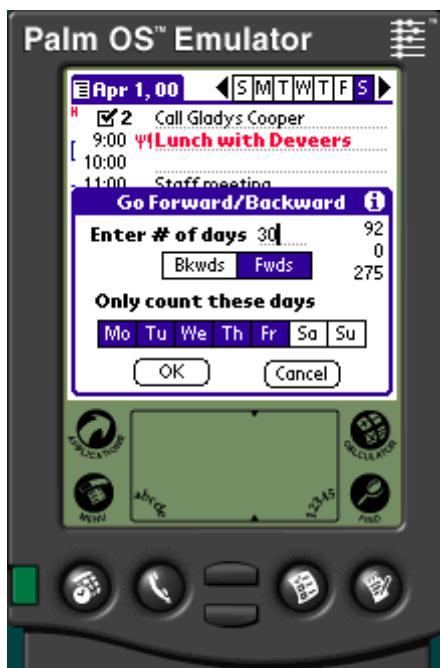


**Copy Event Command.** This command makes a perfect copy of the currently selected event including the note and all attributes, **except for:**

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

### 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.



**Fwds/Bkws by Days:** when this option is selected from the **Options** 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 Julian Day number or number of days since 1-Jan on the current year.
- The number of days +/- from today that the currently selected day represents.
- The number of days left to the end of the year.

## Miscellaneous commands in the Day View



**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).

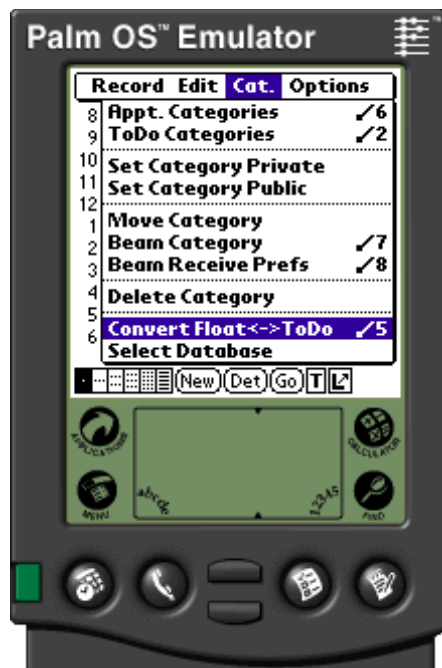
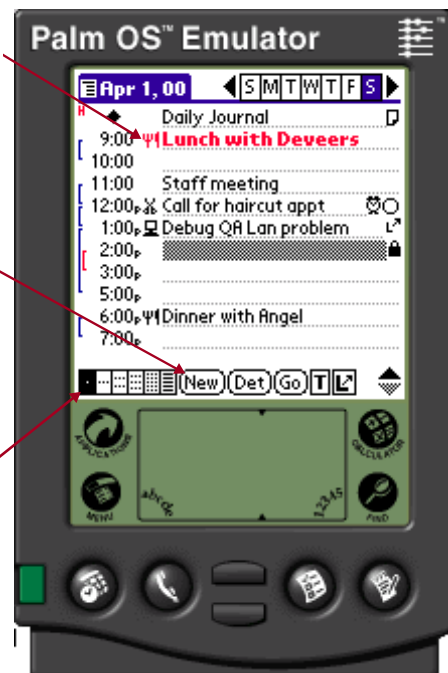
If you set the alarm on a ToDo with this feature, the time selection dialog appears so you can specify the time of the alarm.

**TapAndHold:** A few areas respond specially when you tap, but **hold** the stylus down for at least 1/4<sup>th</sup> second before releasing it.

TapAndHold here to pop up the icon dialog directly rather than the details dialog (this only works with appts and floating events).

TapAndHold on **New** button to always popup the option list even if you have the button set to just perform one action.

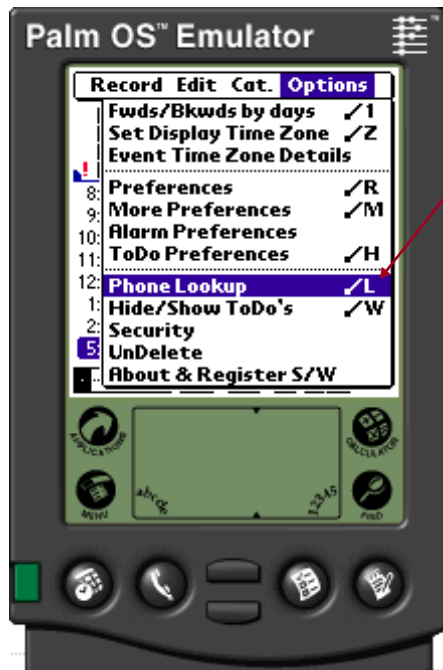
TapAndHold on **day view** button to bring up a dialog that lists **all** the available views in DateBk4.



**Convert Float<->ToDo Command.** This command takes the selected event and converts it from an appointment/float to a ToDo or vice-versa. DateBk4 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), DateBk4 forces the display of ALL items and the S flag appears at the top left of the screen.

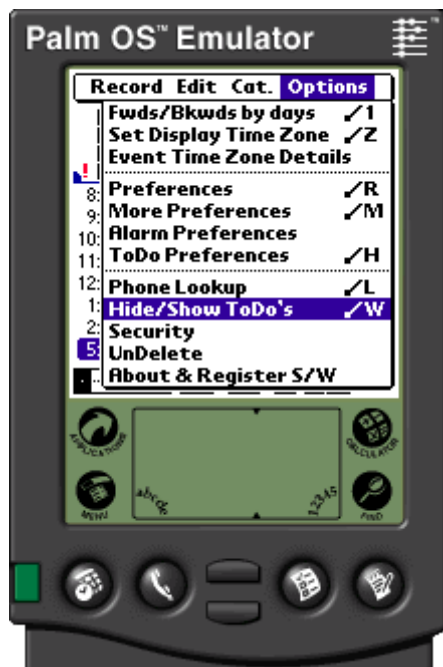
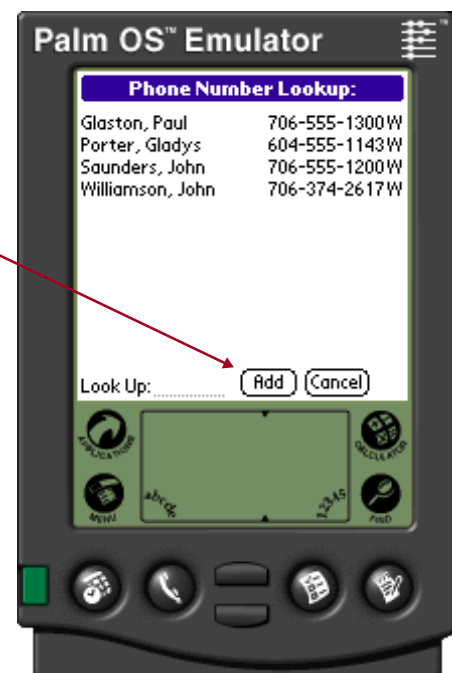
## Miscellaneous commands in the Day View



**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 DateBk4'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 DateBk4 has an infinitely 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.

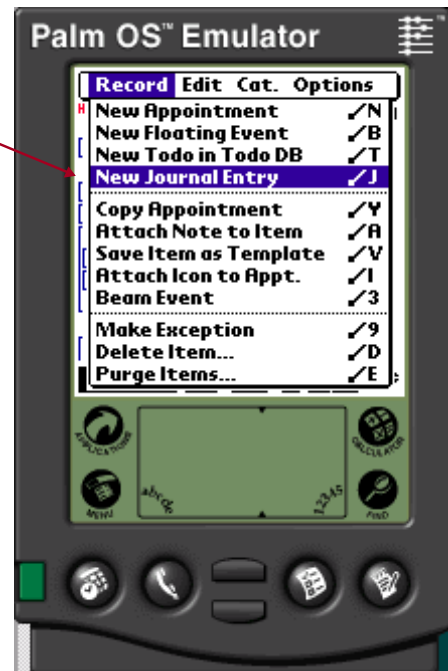
This menu option functions as a toggle, so it first hides all the ToDo's and then shows them.

## 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.

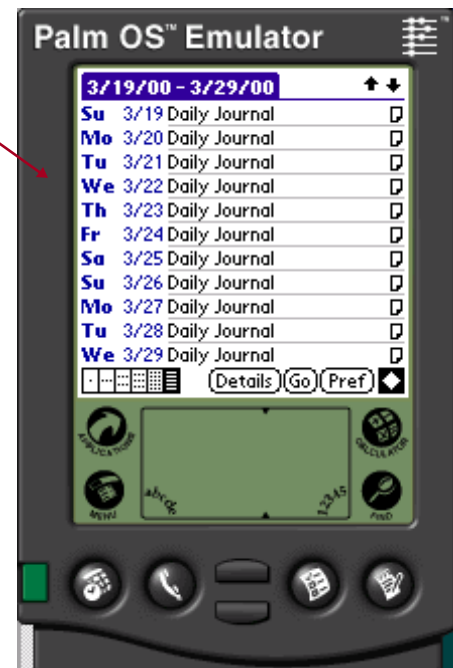
When this command is issued, Datebk4 looks to see if there is an untimed event on the current day with the name **Daily Journal**, and if not, creates that item. It then goes directly to the note view and inserts a time stamp for the current time at the end of the note and positions the cursor ready 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, Datebk4 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).



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.) and then use the **Save as Template** menu command to save it. Datebk4 will then use that template to create new Daily Journals.

If you go to the List View, tap on **Pref** and enter **Daily Journal** as the find string, you can get a handy list of all your Daily Journals. Note that 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.



To extract journal data on the desktop, see the next page.

## Daily Journal Feature

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 (see next page). Journaler.exe is in the DateBk4.zip archive (or download from DateBk4 web page: <http://www.PimlicoSoftware.com/datebk4.htm>).

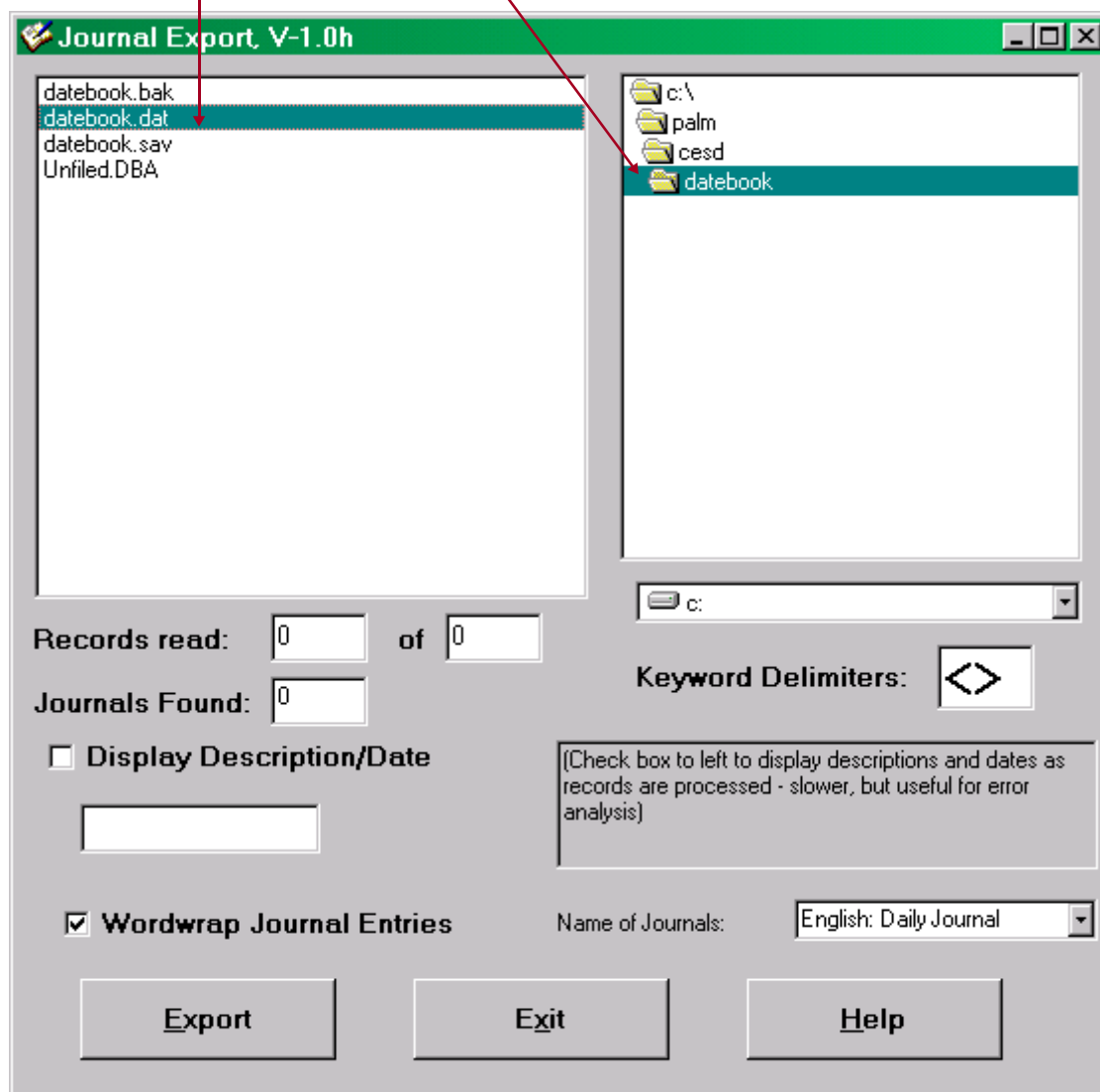
**Step 1:** When the program runs, navigate in the right-hand directory pane to the directory that has your datebook database:  
C:\Palm\{username}\datebook, where {username} is your HotSyncUser name.

**Step 2:** Then select the Datebook.dat file in the left-hand pane

**Step 3:** Tap on the Export button to store the extracted journals in that same directory under the name **datebook.csv**.

**Note:** If you are using a non-English version of DateBk4, be sure to select the language in the popup list.

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

DateBk4 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 **Cat. Menu**.

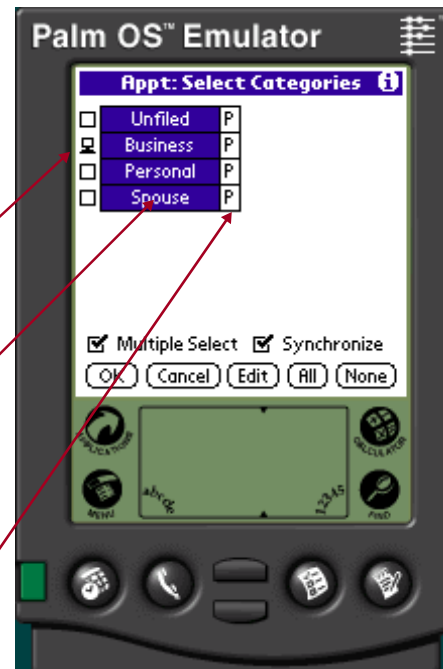
The **Multiple Select** checkbox allows you to select two or more categories for display (this is unlike most Palm OS databases that only have the choice of one or all).

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.

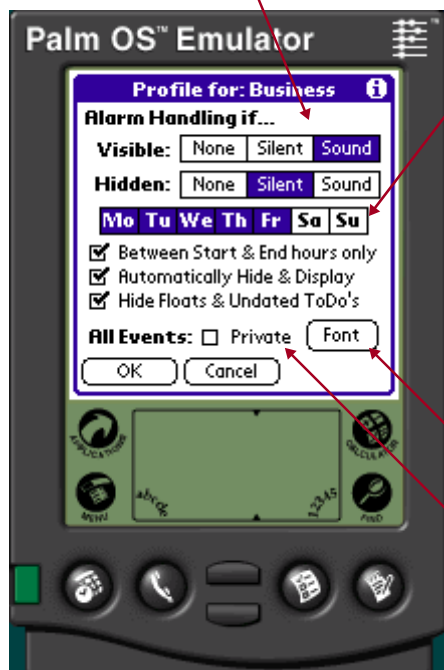
Tap here to select a default icon to apply to all events in this category.

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.



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.



Signify which days of the week this category is to run on. This only has meaning for the three preference options that follow immediately below.

- **Between Start & End hours only** qualifies the day display to mean that events are only to be displayed between the start and end hours (usually set for business hours).
- **Automatically Hide & Display** means that DateBk4 should automatically hide and display this category based upon a constant monitoring of the time and date.
- **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 above. 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.

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.

## Category Management—Appointment Database (cont.)

### Other Category Menu Options (Cat. Menu)

- **Set Category Private.** This option will set all events in all visible categories to 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 private.
- **Set Category Public.** This option will set all events in all visible categories to Public status. A confirming dialog will appear before the action is actually taken. You cannot use this function 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.
- **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.
- **Beam Category.** This option allows you to beam one or more DateBk4 categories (see page on beaming).

### Mapping categories with MS Outlook

Mapping categories to desktop PIM: Both Chapura and DataViz have released versions of their conduits which support DateBk4 categories with MS Outlook. Version 3.0 Pro of PocketMirror has support for mapping Outlook calendars to categories in DateBk4—an extremely useful feature for people managing multiple schedules.

### 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. Datebk4'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.

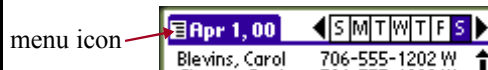
John has two categories: **John** and **Mary**. His preferences are set up to always create events in the **John** category. Mary also has a **John** and **Mary** category and her preferences are set up to put all events in the **Mary** category. Both John and Mary have **Same as Sender** and the **pre-delete all events...** options set in their beam receive preferences (Cat. Menu). From time to time, they just beam their own 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 at the top left:



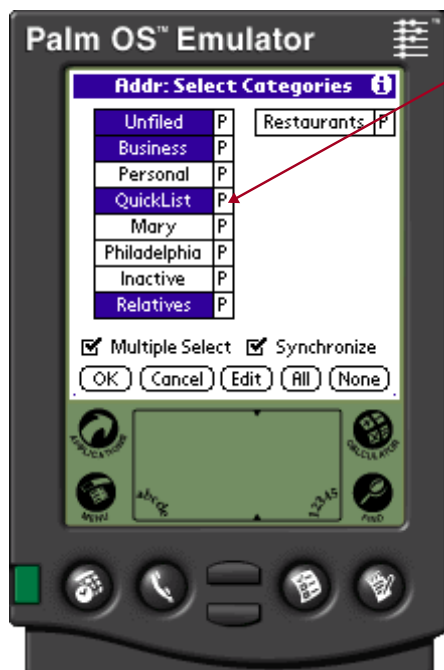
This pops up the split-screen menu. Tap on **Select Category** (see section on Day View at start of manual).

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.

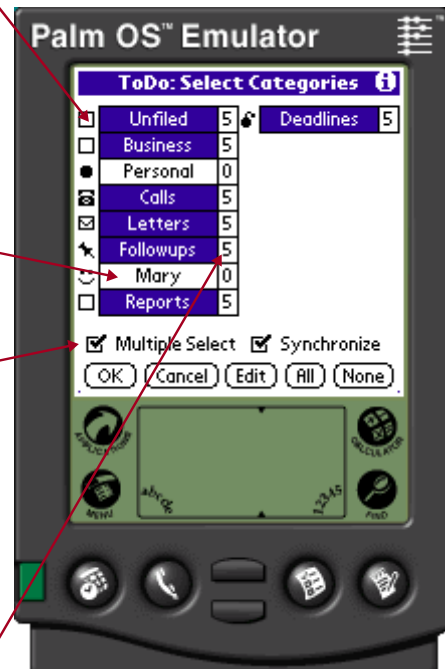
The **Multiple Select** checkbox allows you to select two or more categories for display (this is unlike most Palm OS databases that only have the choice of one or all). If unchecked, only one category can be selected at a time.

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.

**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.



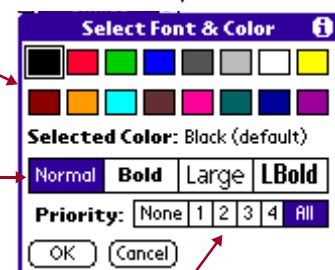
**ToDo database only:** Tap on square box to bring up icon dialog and attach default icon to this this ToDo category. Icon. You cannot display icons in the Addr & Memo databases, so these buttons are not present when those two database are being displayed.



Tap on Button with priority number (or **P** with Addr/Memo databases) to bring up dialog for custom Font/Color selection and selective priority display:

Select Color for category from popup (OS 3.5 only).

Select Font for Category.  
**Note:** only affects items that have the Normal font assigned via Details dialog as any other font setting overrides font set by category association



**ToDo database only:** Set selective range of priority for ToDo's to be displayed in this category. 3 means priorities 1, 2 and 3 will be displayed, but 4 & 5 will be hidden.

## Time zone Management (Set Display TimeZone in Options menu)

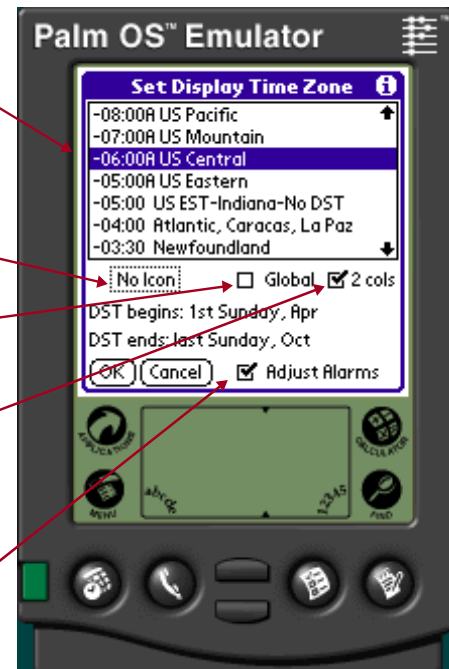
Select **Set Display Time Zone** from the **Options** menu when you travel to a new time zone. Select the new time zone from the list of time zones. The +/- column shows the number of hours before(-) or after(+) GMT. The letter after the hour displacement indicates which Daylight Savings Time (DST) rule is in effect for that time zone. The DST begins/ends line near the bottom shows when DST starts & ends.

Tap here to associate a default icon with a time zone. You can use this to quickly identify events in other time zones. Explicitly-assigned icons will always override these default icons.

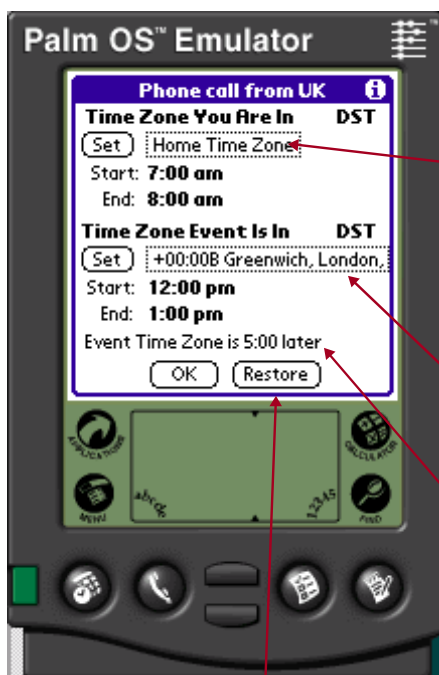
The **Global** checkbox should only be checked if you are running DateBk4 with a DateBk4-TimeZone aware application. This option may be hidden by DateBk4 if not compatible with your OS.

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 2am!).



## Time zone Management (Event Time Zone Details in Options menu)



To study an event in more detail, tap on the event and then select **Event Time Zone Details** from the **Options** menu.

This selector shows the time based upon the time zone that you are currently in. You can change this time zone temporarily to see what time the event will appear in some other time zone (example: your UK phone call at noon will be at 7am your time which is Eastern Time. You temporarily change the zone you are in to Hawaii time so you can tell your Hawaii sales rep the call will be at 1am his time). You can also tap on **Set** to switch to that time zone (but be sure you know what you are doing, it's not often you will want to do this!).

This selector shows the native time zone and is not likely to be changed (example: your rep says he could be France at that time, so you just quickly change the zone to Paris Time). Again, the **Set** button could be used to permanently change the time zone for this event.

If you change the time zones (without hitting the **Set** button) you can restore the original time zones by pressing the **Restore** button.

This line here tells you how much earlier or later the native event is based on the clock alone.

## Time zone Management (Set Display Time Zone in Options menu)

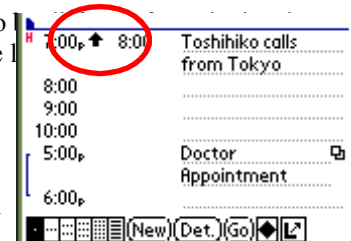
### How to set up this feature

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).

**Note:** 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.

### Other tips/comments

- 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 **Preferences** dialog in the day view 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. 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 **Set Display Time Zone** item in the **Options** menu of the day view and select the new time zone. You will be prompted to have the system clock automatically adjusted for the new time zone. You would normally have Datebk4 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, 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 Datebk4 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 4pm, it will go off at 4pm regardless of what timezone you are in. Use floating events if you need tasks that obey time zone changes.
- If you **don't** want to use TimeZones, set the Home Time Zone to **All Time Zones**, the Create Time zone to **Home Time Zone**, and go to **Set Display Time Zone** in the Options menu and set that also to **Home Time Zone**.
- If a time zone change forces an event's date to event's date, the event is **still** displayed on the day it will be correct and an up or down arrow will signal that the event is actually in a different day. In the example here the phone call will be made from Japan at 7pm on the **prior** day from the one being displayed, but the call will be received here at 8am on the currently-displayed day.





## Using icons in Datebk4

Icons are small 8 x 8 pixel 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.

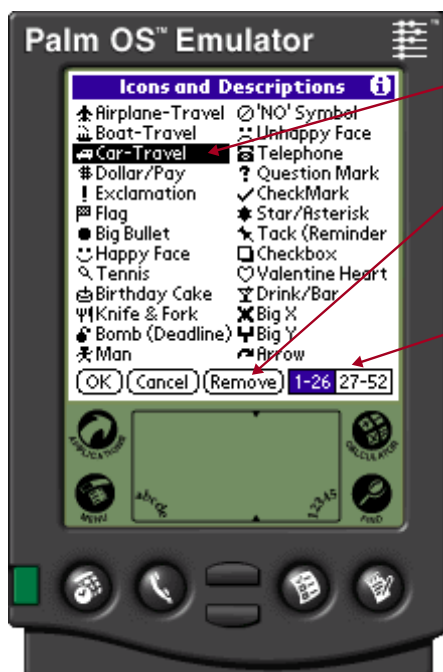
Attaching an icon as a default icon for a category allows all items in that category to display that icon (presuming that no explicit icon has been attached to the item). An icon attached to a timezone, can flag all items in a specific timezone.

To display icons in DateBk4, you must first install them with the **dbSetup** application. **dbSetup** installs a default set of 52 icons which is the maximum # of icons that can be currently used in Datebk4. However, there are many third party icon editors that allow you to replace a few or all of the sample icons. So you can mix and match and end up with 52 useful icons which should be sufficient for most uses.

You will need to enable the display of icons in most views (**Options** menu, **Preferences**, or in the case of the Day View, **More Preferences**) and tap on the checkbox labeled **icon**.

To attach an icon to an event, you can tap 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.

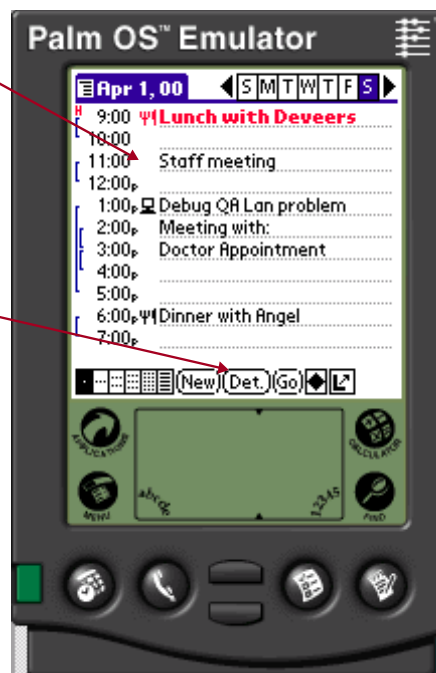
Or, you can select the item and tap on the **Details** Button as there is an **Icon** button in the Details dialog. If you do this on a repeat event, you will have the option of just attaching the icon to a single occurrence of the repeat event if you wish.



To select an icon, tap on the line with the icon and then tap the **OK**

To remove an icon, just tap the **Remove** button.

To select the second page of icons, tap on the button for the 27-52nd icons.



To attach icons to categories, tap on the button to the left of the category name in the category selection dialog.

**Note:** DateBk4 icons are very popular and there many third party icon editors that will allow you to easily create new icons. There are also many collections of icons that other people have already created. Chances are the icons you want have already been done. See Appendix A for some suggestions on where to look for these items.



## Using Floating Events in Datebk4

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 Datebk4 that now offers alarms, icons, simple repeats etc. on ToDo's, floating events still remain very popular.

A floating event is a bit like an UnDated Todo in that it has no due date. However, it can be scheduled on an advance date, but once today catches up to it, it 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).

**Note on Alarms:** If you set an alarm on a floating event, the alarm will only go off if DateBk4 has a chance to reschedule the alarm on each day. If you need an alarm to go off before you run DateBk4 on that day, you need to go into the **more preferences** dialog in the day view and set a time under **Float Advance Time** to force DateBk4 to wake up, advance all floating events, and reschedule the alarms so that any alarms on floating events are now set. This also applies to ToDo's. A future release of DateBk4 may remove this requirement.

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.

Most new users of DateBk3 and DateBk4 will continue to use ToDo's for their tasks, but as they become more and more familiar with the program, sometimes find that floating events are more appropriate for their needs.

Function	Floating Events	ToDo's
<b>Database</b>	Stored in the appointment database	Stored in the ToDo Database
<b>Priority</b>	None—although you can start each event with a digit and a hyphen	Priority from 1 (high) to 5 (low)
<b>Date</b>	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.
<b>Repeats</b>	Handles complex repeat mechanism of regular appointments	Has simple repeat mechanism
<b>Beaming</b>	Can be beamed from Datebk4 like regular events	Must switch to ToDo application to beam
<b>On Desktop</b>	Appears as untimed event in appointment calendar	Appears in desktop task list database
<b>Attributes</b>	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.
<b>Time zone</b>	Time is adjusted by time zone logic	Time is independent of time zone logic
<b>Linking</b>	Appointments cannot be linked to floating events	Appointments can be linked to ToDo's

## Using Floating Events in Datebk4 (Cont.)

### Repeat Floating Events

When you put a repeat on a floating event, DateBk4 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, DateBk4 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).

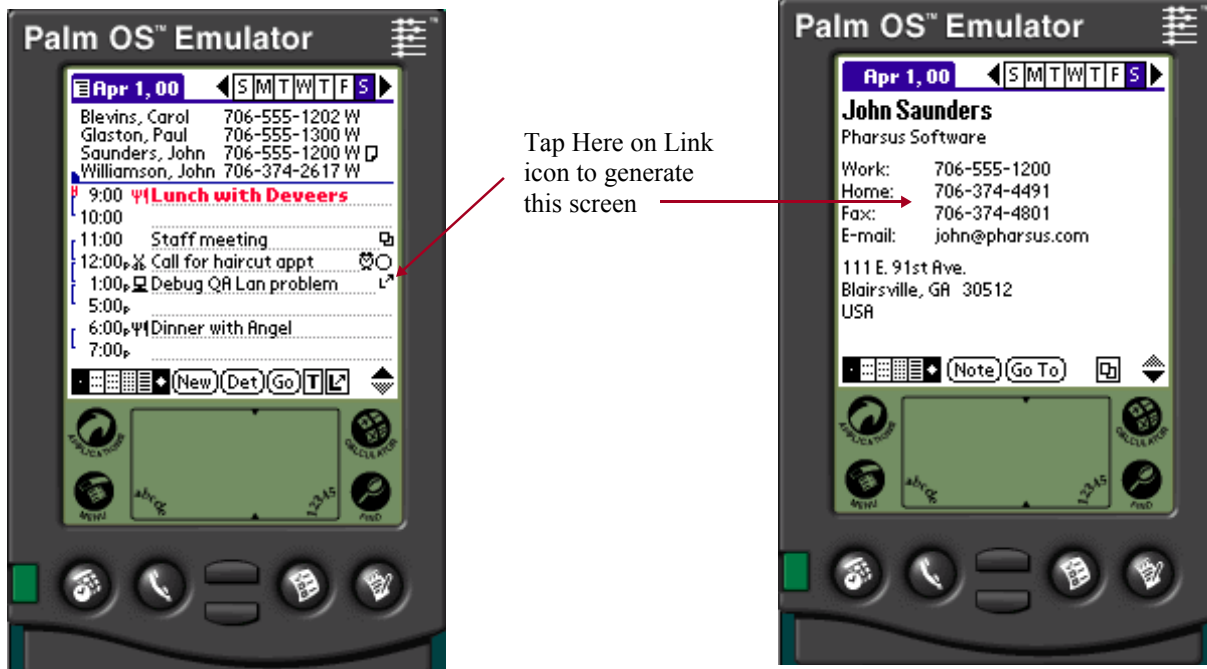
If you tap directly on the circle in the daily view on a repeat floating event to change its status, DateBk4 automatically makes an exception to the repeat event and toggles its status. If you want to toggle the status of ALL occurrences of a repeat floating event (clearly not something you would normally 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 DateBk4 will start to pile up quickly unless they are rigorously 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.

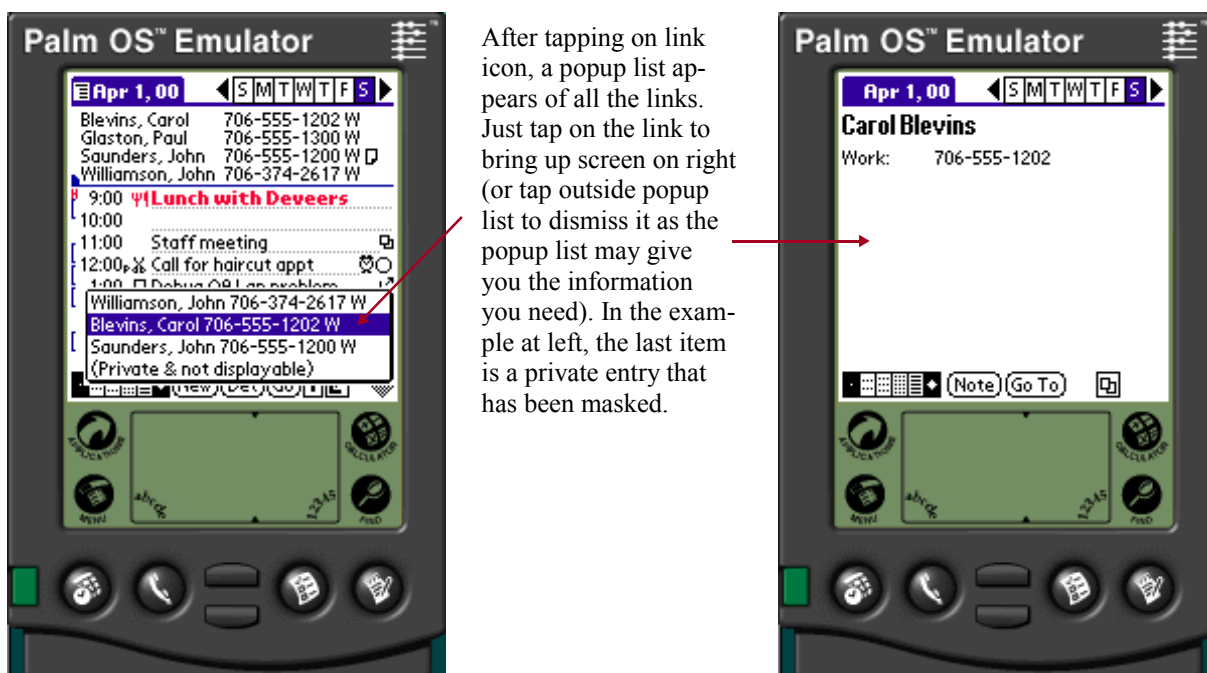
On occasion, you might want a type of repeat task that repeats at an interval from when it was last checked off as opposed to a fixed schedule (example: you cut your hair every 45 days or so—if you wait 60 days one time, you want to count 45 days from when you last had it cut). For that you can use a ToDo with a simple repeat.

## Linking and Contact Management—Overview

DateBk4 includes extensive support for dynamically linking events and ToDo's to 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.



You can link an appointment or ToDo to more than one item in the 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, DateBk4 pops up a Window with all the links. In the screen at above left, the Staff Meeting entry has been linked to several addressbook entries.

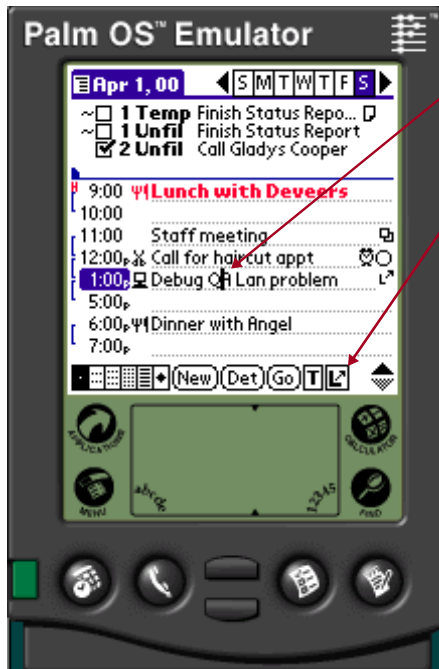


## Linking and Contact Management—Setting a link

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 in the split screen window.

The screens below show those three steps to set the link for the **Debug QA Lan Problem** entry:

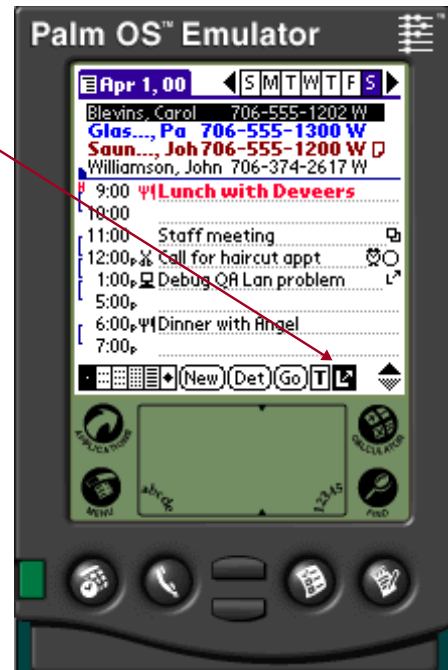


Tap on the item you want to link (so insert pointer appears).

Then tap on the Link Button. Note that Link button inverts to show it's active.

DateBk4 automatically opens up the split-screen window (there is a preference option in SS Preferences to always open the addressbook database).

Tap on the entry that you want to link to (Crain, Brian will be tapped in this example).



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, DateBk4 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** is checked, DateBk4 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, DateBk4 would insert something like:

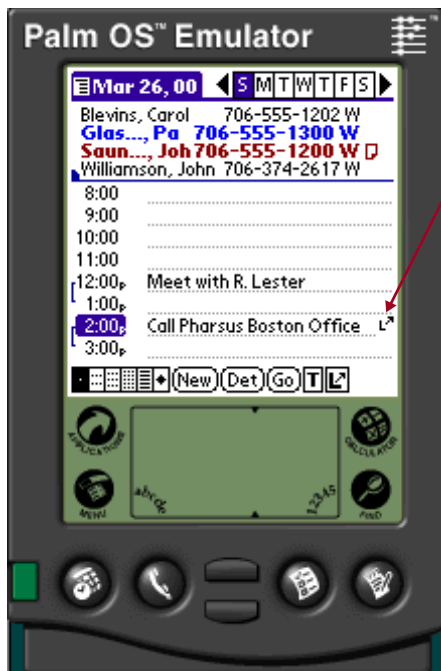
**4/1/00 1:00p Debug QA Lan problem**

If **Append to Description Field** is checked, DateBk4 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 DateBk4 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, DateBk4 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.

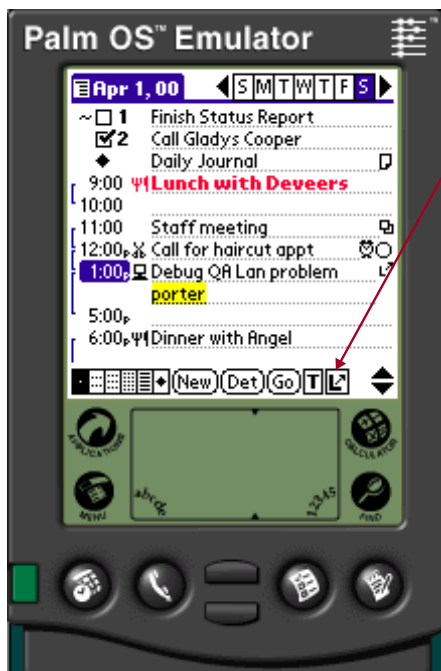
The **Insert Text String** checkbox allows you to insert boilerplate text between the date/time and the description field of the event/ToDo. When this box is checked, a combination popup list and edit field appears. You can either type in a new text string to insert in the field, or tap on the popup 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.

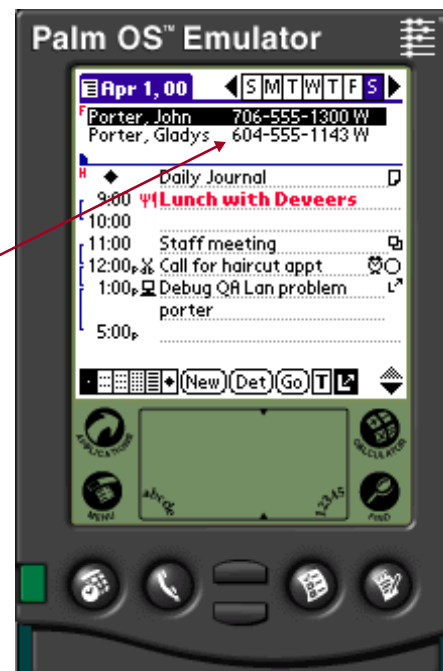
## Linking and Contact Management—Other features

There are several options when linking that make this feature particularly useful and easier to use.

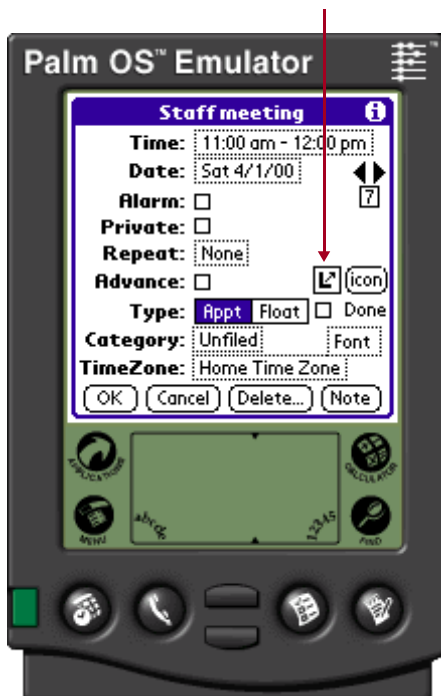
Select a name or part of a name or word in the description field of the event **before** tapping on link button (here we selected *Porter*)



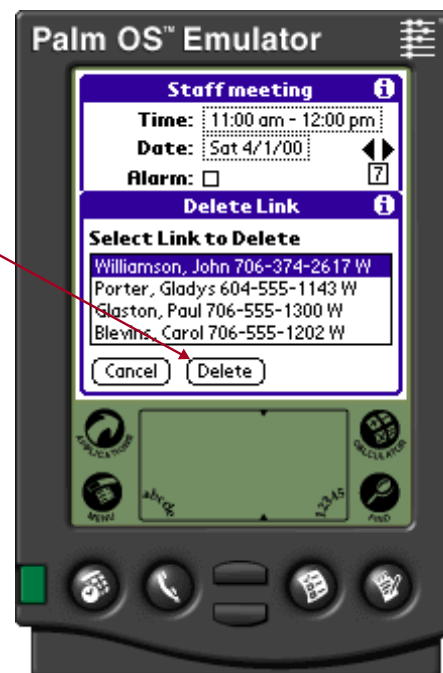
Now tap on Link button. Split Screen opens and DateBk4 automatically filters the addressbook database for entries that match the selected string. Note the tiny 'F' at the top left which signals that a filter is in effect. Alternatively, after tapping the Link button, you can select **Find/Filter Text** from the SS menu to locate the item you want to link to. You can also 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

### Linking ToDo's

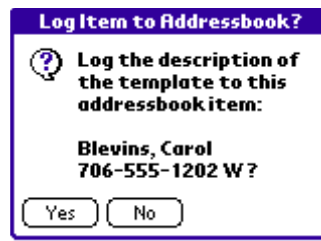
You can set a link from a ToDo in the SplitScreen window—just tap on the ToDo in the window and tap on the Link button. Note that you can link one ToDo to other ToDo's—that is perfectly legal.

### 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, Datebk4 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 Datebk4 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. **Un-check** 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 4000 characters in a note field—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 in the note field of the event or ToDo. A typical link looks something like [Link A-0002-8E3002]. Make sure that you do not accidentally edit or change this link when editing a note, or the link will no longer be valid. If you do end up corrupting a link, Datebk4 will attempt to automatically remove the corrupt link and will advise you of the problem.

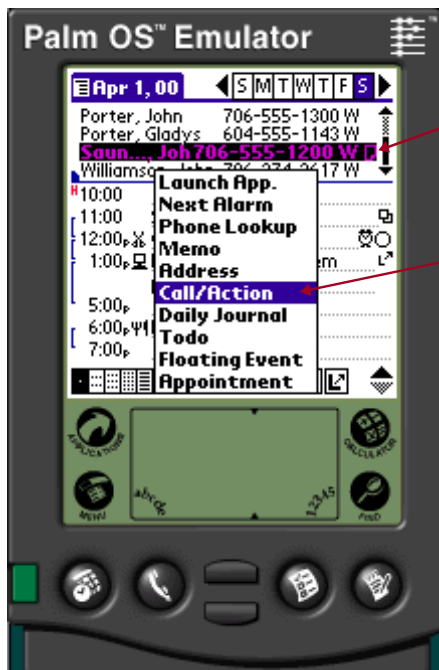
### Error Conditions

With this first release, Linking in DateBk4 does depend upon conduits maintaining the Palm OS UniqueID for each record. If a conduit destroys that information, the links will be broken. This issue may be addressed in a future maintenance release with a separate utility to restore those broken links if this proves to be a frequent problem.

## Contact Management—Call/Action Templates—Basic

In addition to linking, DateBk4 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.

Datebk4 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.



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).

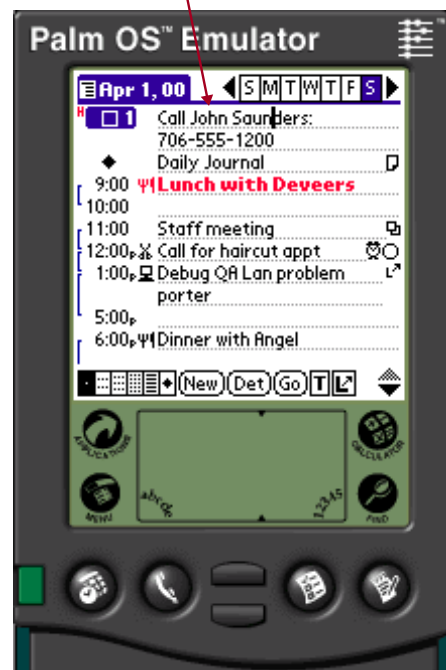
And a new ToDo is created with the default priority & category, with the word **Call** followed by the name and then the phone number from the selected entry.

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, DateBk4 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, DateBk4 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**

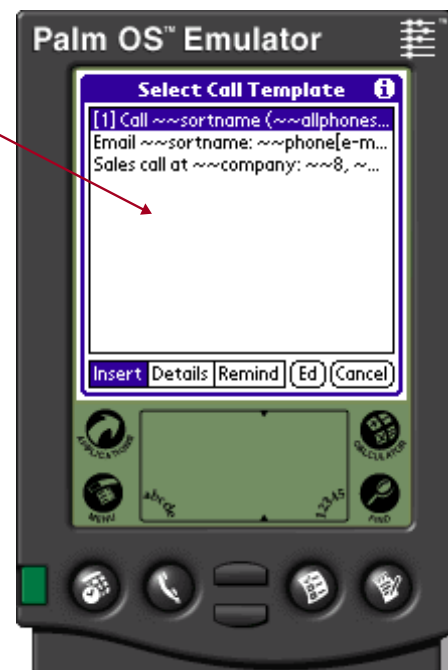
Then save it as a template. You then invoke this template just as described under the basic operation (select item in addressbook, select Call/Action, or tap on a timeslot first to set an alarm). Note that the **~call** tag must be present to distinguish this from a regular template so it appears in 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).

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, tap on **details** 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).

Call templates can look a bit cryptic, so you may want to use the template **comment** feature to document the templates (for example, the Email template could start out with <<Email Template>>).

**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.



## 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 <b>Show In List</b> 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
~~1	Last name (equivalent to ~~name)
~~2	First name (equivalent to ~~firstname)
~~3	Company name (equivalent to ~~company)
~~4 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

## Security: Hiding and Masking Records

DateBk4 supports the hiding of private records and also the new feature of masking private records now available in the V-3.5 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. With the new 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.

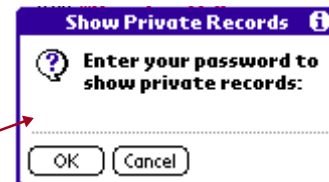
**Mask Records** **Versions 3.5 Palm OS Only.** This setting means that private records are to display a place-holder for the record, but should not reveal any information about the record other than the time and duration.

## Masking Records in the V-3.5 and later Palm OS



The top ToDo item and the appointment at 2:00p are both masked.

Tap anywhere on the masked item and you will get this dialog:



If you enter your password and tap OK, DateBk4 will unmask that event so it can be seen. When you have finished with the item, DateBk4 will automatically remark the item, so there is nothing you need to remember to do when you are done with the item.

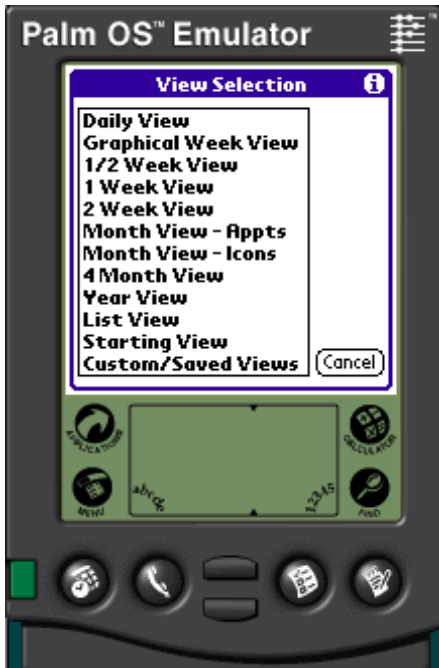
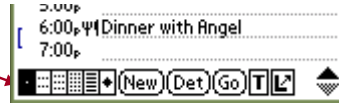


There are several places in DateBk4 (Recent Items list, list of links, month/year popup etc.) where Datebk4 will display the legend: **Private & not displayable** instead of a gray rectangle as shown here. If you tap on that link, the **Show Private Records** dialog shown above will appear and if you enter a password, the link will then be displayed.

## View Selection Dialog

DateBk4 has a view selection dialog that can be invoked with a TapAndHold on the left-most (Day View) display button: TapAndHold here:

“TapAndHold” means that you press the stylus down and **hold** it down for a brief moment (about 1/4<sup>th</sup> second) and then release it. When you do this the View Selection 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 DateBk4 is currently set up to run whenever you start DateBk4. 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.



## Jog Wheel/Dial on Handera330 and Sony Clie handhelds

Both the Handera330 and Sony Clie 6xx/7xx models have a handy jog device which DateBk4 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!

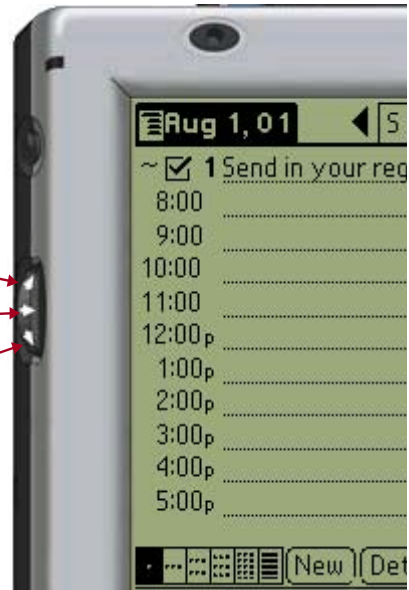
There are three controls used by DateBk4: Jog up, Jog down and a Jog press. In the screenshot at right, the Handera330 device is shown, but the documentation applies equally to the Sony Clie 320, 6xx and 7xx series devices.

**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.



### 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/4-month 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.

## Some miscellaneous Q&A, notes, tips about DateBk4

**What time is it?** Just tap the title bar in any view and the time will be displayed briefly for about two seconds. On OS 3.5 and later devices, tapping on the Title bar invokes the menu, so you have to do this just a bit differently: tap on the title bar, **but hold the stylus down** to view the time, then slide the stylus off the title bar so no menu appears.

**What are Advances for?** In many ways, this may be one of the most useful of all features in DateBk4. 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). 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 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?** Datebk4 has an option to take over control of these buttons (see SS menu|Preferences), 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 DateBk4 split-screens realize why it is useful.

Starting with V-4.0e, 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 split-screen preference dialog and highlight 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 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 DateBk4?** On startup, DateBk4 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. If the ToDo database has only 50 or ToDo's, for example, there is no perceptible lag time to start up. Note that DateBk4 allows you to delete ToDo's that are older than a specified date. Second, run DateBk4 immediately after you do a hotsync, to get the **Scanning** message out of the way. Third, use the Floating Advance Time feature in OPTIONS | MORE PREFERENCES 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 PP 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 DateBk4 does not have to wade through the entire database everytime it is updating the display.

## Some miscellaneous Q&A, notes, tips about Datebk4 (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 Datebk4. See Format of the tagged note field for further information. This is the ONLY way that Datebk4 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 Datebk4 open, Datebk4 will always search it first. You can also use the freeware hack: FindIgnoreHack to prevent the built-in datebook app from being searched.

### Can Datebk4 run in Rom?

Yes. If you have TRG's FlashBuilder, FlashPro, JackFlash or other Flash utility you can load DateBk4 into Flash Rom. If you do this, make sure that you leave the DateBk4DB preference database in RAM. **Note:** make sure that you do a **soft reset** after moving DateBk4 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.

### 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 Datebk4 (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

DateBk4 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, Datebk4 automatically assumes that it will be an event that spans midnight. Such events are actually set up as **daily repeat events** although Datebk4 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, Datebk4 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—Datebk4 needs to know whether that 3pm is now 3pm on the same day or the next day).

**Note:** only DateBk4 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.

**Note:** 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.

### Untimed Event Sort order

Datebk4 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

- 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?

DateBk4 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 DateBk4 does not presently have any support for manually adjusting the orders of memos.

## Some miscellaneous Q&A, notes, tips about Datebk4 (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 DateBk4 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 DateBk4, no other changes are made. To have scroll bars moved over in the note dialog, etc. etc., use the popular LeftHack program. Future versions of DateBk4 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 are stored in the DateBk4DB preference database along with your registration. If for some reason that database is deleted, then everything will reset to its default values and DateBk4 will no longer be 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, Datebk4 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, DateBk4 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, Datebk4 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 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!

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!



## Some miscellaneous Q&A, notes, tips about Datebk4 (Cont.)

### Completed Events

A normal event in DateBk4 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 DateBk4 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 right or left (makes no difference which direction you do this) 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 OS 3.5 color devices to draw your attention to the conflict.

### 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

DateBk4 normally uses the built-in Addressbook application. However if you are using other 3rd party address-book applications, you can have Datebk4 launch those applications instead. Bring up the Preference dialog from the menu icon at the top left of the Day View 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, Z'Catalog (available from [www.PalmGear.com](http://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 DateBk4 that in turn will pop up PopupNames).

### Creating new ToDo's—how the dates are handled

When you create a new ToDo, DateBk4 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 Datebk4 (Cont.)

### Advances on ToDo's

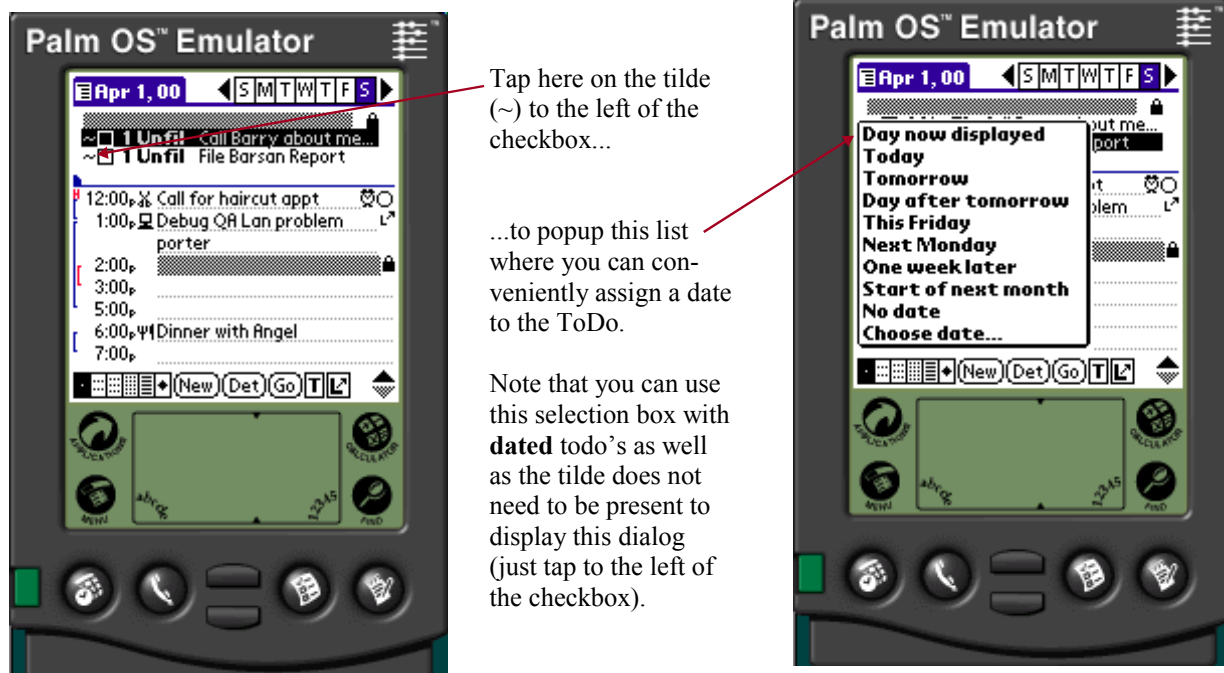
The ToDo preference dialog allows you to set a global advance on all ToDo's. However, if you set an advance on a specific ToDo in the details dialog, it will override the global advance. In particular, you can set an advance of 0 to remove the global advance altogether—a zero in the advance field is **different** from the field being empty, since an empty field implies that the global advance is to be applied.

### 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, DateBk4 has some specific features that make it convenient to review your undated ToDo's and assign them. To set up DateBk4 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:



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.

## Some miscellaneous Q&A, notes, tips about Datebk4 (Cont.)

### What limitations are there in DateBk4?

Unless otherwise specified, the limits are the same one's that are in the built-in datebook application:

- 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: 20
- Maximum # of templates: 200

Maximum advance on appointments and ToDo's: 99 days

### Now that I've loaded DateBk4, 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 DateBk4 is running, DateBk4 will ALWAYS search the Datebook database before the built-in datebook application. **Warning:** If you have a flash ROM, you might think that you can remove the Datebook application, but if you do that, the Datebook database will NOT be HotSync'd, so we suggest you do not do this. It would also crash your system if you unchecked the option to have DateBk4 handle alarms (since the Rom code would try and launch the Datebook application that no longer exists). As of this date, a utility to actually remove Rom applications (**and** recover the space) is in beta test and expected to be released some time in 2001 (under the name EditRom).

### Is there a way to find all appointments and ToDo's that link to a specific addressbook item (i.e. a reverse link)?

Actually, there is a way of doing it. But it is admittedly the very essence of a "kludge". However, for any power user, this trick is far more efficient than trying to locate them manually.

Go to the note field of one of the linked appointment items, copy the last part of the link (the last 6 chars in front of the closing bracket) to the clipboard, switch to the list view, tap on PREFS, check the FIND checkbox and Paste the characters and then search the database for that combination of characters (you may also want to select SHOW ALL EVENTS to pick them up from all dates rather than just this date forwards). That gives you a nice list of all the links to that same addressbook item. This works because the six digits represent the uniqueID of the item 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 DateBk4) 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 Datebk4 (Cont.)

### What is really going on with the tiny 'H' and 'S' at top right in the Day View?

DateBk4 has the ability to hide certain items from view. It only hides items if **you** tell DateBk4 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 DateBk4 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' (it's often easier to push the stylus against the corner of the bevel and then push down ) 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, DateBk4 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](http://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 /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
```

## Call/Action & Saved Views—a working example

DateBk4 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 DateBk4.

**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 DateBk4 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 DateBk4 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 ADD and give it the name CALLS and tap ADD again 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 RTN 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 ~~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). DateBk4 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). DateBk4 will now create a ToDo with the appropriate text, and will automatically link that ToDo to the entry in the Addressbook database.

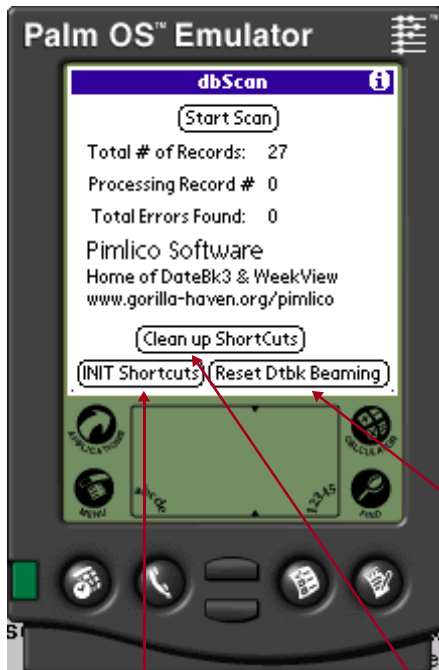
When you review your list and decide to call that person, tap on the link icon for the ToDo and the details screen appears for the associated contact. At that point you can tap on the Log button to automatically log the date/time you made the phone call into the NOTE field of the contact so you have a historical log of every phone call you made to that person.

## dbScan—database integrity checker

### dbScan

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.

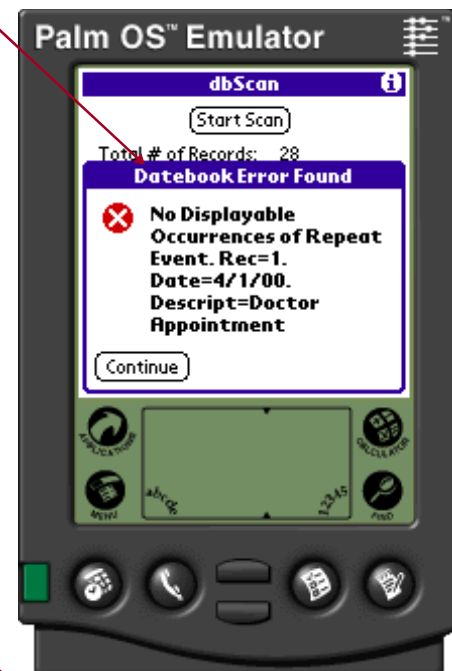
-1- Tap on the **Start Scan** button to begin scanning the datebook database.



**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.

-2- If an error is found, 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).

-3- When finished, you should set the datebook conduit to have the Palm Organizer overwrite the desktop for the next hot-sync, so the removed records are not automatically restored by the desktop application.



**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 DateBk4, **and** used the beam feature **and** now intend to no longer use DateBk4 **and** intend to use the beam feature in the Datebook application. If you are in that position, you will need to use this option to make sure that your machine will received beamed Datebook events properly.

## Appendix A—Technical Information—Icon Record Format

### Icon MemoPad 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:

```
. . . x x . . .    18
. . . x x . . .    18
. . x x x x . .    3c
. x x x x x x .    7e
x x . x x . x x    db
. . . x x . . .    18
. . x x x x . .    3c
. x . x x . x .    5a
```

Valentine Heart

```
. x x . . x x .    66
x . . x x . . x    99
x . . . . . x      81
x . . . . . x      81
x . . . . . x      81
. x . . . . x      42
. . x . . x . .    24
. . . x x . . .    18
```



## Appendix A—Technical Information—Icon Record Format

### Icon MemoPad record format (Cont.)

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

### Other sources of information about Icons

#### Icon Editors:

**ICON Editor** by Shuji Fukumoto, available from: [www.wakuwaku.ne.jp/shuji/soft/IconEditor](http://www.wakuwaku.ne.jp/shuji/soft/IconEditor)

**IcoEdit** available from: <http://www.kagi.com/maple/>

**DBICED** by Intertron software available from: <http://www.inertron.com/palm/index.html>

**Icon Editor** for Datebk3 by Toshiaki Yamazaki available from: <http://www.mapletop.com/>

**Excel Macro Icon Editor** by Leo Steindl available from: <http://www.PimlicoSoftware.com/iconedit.xls>

#### Icon Collections:

<http://www.twokidsinagarage.com>

<http://www.geocities.com/sdgware/>

<http://www1.sphere.ne.jp/robin/pilot/icon-e.html>

<http://www.javanet.com/~abdb/db3icons.html>

<http://members.eunet.at/patz/db3icons.html>

## Appendix B—Technical Information—TimeZone Record Format

### Time Zone MemoPad record format

All the time zone information used by DateBk4 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 DateBk4 to protect against all possible end conditions from a mangled memo record. See below for detailed instructions.

The format of this file is as follows:

```
Line 1:          WORLD TIMEZONES
Lines 2-27:      {period}{Letter}{space}WDM{Space}WDM
                 {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 WDM, 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 WDM 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 WDM specifies the day on which Daylight Savings normally ends (US and UK, normally: L110 - last Sunday in October). After the second WDM can be an optional description of the time zone rule. 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 DateBk4.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).

All following 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 two 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 DateBk4 lists some common countries and cities in that time zone.

The entries need not be in any order except that two locales in the same time zone must be contiguous, and need not be complete. 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.

## Appendix B—Technical Information—Time Zone Record Format

### Time Zone MemoPad record format (Cont.)

A typical memo record might look like this:

WORLD TIMEZONES

.A 1104 L110 US Std. 1st Sun Apr to 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, Madrid

...

Note: comments are allowed in this memo record by beginning the comment line with a semicolon. This should be used sparingly, however, as extensive comments might slow the program down.

## Appendix C—Technical Information—Tagged Note Field Formats

### Tagged Note Field Format for Appointments

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.

**Bytes 1-2** # Two ## signal an encoded note field.

**Byte 3** f/c/@/d f - floating event, c - completed floating event, @ - regular event, d - done event.

**Byte 4** b/l/L/@ b - custom font for event, @ - regular font, b for bold, l for large, L for large/bold.

**Byte 5** @/A/B/C... The binary category # added to the Ascii code of '@'. So '@' is Unfiled, 'A' is the second category, etc.

**Byte 6** @/A/B/C... The binary icon# in the range 1-52 is added to the Ascii code of '@', so '@' would mean no icon, 'A' would be #a, 'B' would be #b.

**Byte 7** @/s s - daily repeat event spans midnight, @ - does not span midnight or not a daily repeat event.

**Bytes 8-9** XX A hexadecimal number encoded in the low 4 bits of each character to define 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.).

**Byte 10** - 'l' if a link is present in the note field, '@' if not.

**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** - Color index for event - '@' plus binary number from 1-16 to select color from palette. '@' means use default black.

**Byte 20** - linefeedChr.

## Appendix C—Technical Information—Tagged Note Field Formats

### Tagged Note Field Format for ToDo's

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, DateBk4 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.

**char 1** - [

**char 2-3** - Advance in days as two decimal, Ascii digits.

**char 4** - Hyphen (syntax checking for this field requires this to be here).

**char 5-6** Hours for alarm time as two decimal, Ascii digits. If there is no alarm set, these digits will be 99.

**char 7** - Colon (syntax checking for this field requires this to be here).

**char 8-9** - Minutes for alarm time as two decimal, Ascii digits. If there is no alarm set, these digits will be 99.

**char 10** - The binary icon# in the range 1-52 is added to the Ascii code of '@', so '@' would mean no icon, 'A' would be #a, 'B' would be #b, etc.

**Bytes 11** - Custom Font: s=Standard, b=bold, l=large, L=Large Bold.

**Bytes 12-14** - Three Ascii, decimal digits that represent the repeat count for the ToDo in the range 0 (no repeat) up to 999 days.

**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** - Color index for event - '@' plus binary number from 1-16 to select color from palette. '@' means use default black.

**Byte 20** - ]

### ToDo Template Note Field Tag

ToDo templates have a short tag at the end of the note field like: [[I4UC]]

**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 7-8** ]]

## Appendix D—Comparison of Features from DateBk1 to DateBk4

Datebook+ is the special version of DateBk3 licensed to HandSpring. Features are **not** similarly implemented in all versions (i.e. DateBk4's snooze alarm handling is far more powerful than DateBk2, although marked: Yes).

Feature	DateBk1	DateBk2	Datebook+	DateBk3	DateBk4
<b>Program size:</b>	123k	185k	191k	255k	425k
<b>Floating Events</b>	Yes	Yes + repeats	Yes + repeats	Yes + repeats	Yes + repeats
<b>Times to 1 min.</b>	Yes	Yes	No	Yes	Yes
<b>1-2 Weekly view with text</b>	Yes	Yes	Yes	Yes (1/2 week in V-3.1)	Yes + 1/2 week view
<b>Icons</b>	Yes-26-month view only	Yes-52-month view only	No	Yes-52-all views	Yes-52-all views
<b>Templates</b>	Yes-Appts	Yes-Appts	Yes-Appts	Yes-Appts	YesAppts & ToDo's
<b>Yearly View</b>	No	Yes	Yes	Yes	Yes + 4-month View
<b>List View</b>	No	No	Yes	Yes	Yes
<b>Categories</b>	Yes	Yes	No	Yes	Yes
<b>TimeZones</b>	No	No	No	Yes	Yes
<b>Daily Journal</b>	No	No	Yes	Yes	Yes
<b>Snooze alarms</b>	No	Yes	Yes	Yes	Yes
<b>Integrated ToDo's</b>	No	Yes	Yes	Yes	Yes
<b>Linking</b>	No	No	No	No	Yes
<b>Custom Fonts</b>	No	No	No	Std./Bold only	Yes
<b>Colors</b>	No	No	No	No	Yes
<b>Custom Alarms</b>	Alarm	Alarm/snooze	Alarm/snooze/Remind	Alarm/Snooze/Remind	Custom by event or ToDo
<b>Appts spanning midnight</b>	No	No	No	Yes	Yes
<b>Anniversary</b>	No	No	No	No	Yes
<b>Advances</b>	No	No	Global, ToDo's only	Global, ToDo's only	Custom: events + ToDo's
<b>Reminders</b>	No	Yes	No	Yes	Yes
<b>Custom Week#</b>	Yes	Yes	No	Yes	Yes-2yr
<b>ToDo's shown by priority</b>	No	Yes	Yes, 1 setting for all categories	Yes, 16—1 for each category	Yes, 16—1 for each category
<b>Category Mgmt</b>	No	No	No	No	Yes
<b>Languages</b>	Eng./Ger.	Eng./Ger./Jap.	Eng./Jap.	Eng./Ge./Fr/Sp/It/Jap.	Eng./Ger.



## Appendix D—Comparison of Features—Cont.

Datebook+ is the special version of DateBk3 licensed to HandSpring. Features are **not** similarly implemented in all versions of the program.

Feature	DateBk1	DateBk2	Datebook+	DateBk3	DateBk4
<b>Repeat Tasks:</b>	No	Scheduled	Scheduled	Scheduled	Scheduled & Regenerative
<b>Saved Views</b>	No	No	No	No	Yes
<b>SplitScreen (ToDo/Addr/Memo)</b>	No	No	No	No	Yes
<b>Beaming</b>	No	No	No	Events only (in forthcoming 3.1)	Yes: events and categories
<b>Palm OS compatibility</b>	All Versions	All Versions	N/A (in ROM)	All Versions	All Versions except V-1 Pilot
<b>Display upcoming Alarms</b>	No	No	No	Yes	Yes
<b>Popup Lists in Yr/Mo/4-Mo</b>	No	No	No	No	Yes
<b>Call/Action</b>	No	No	No	No	Yes
<b>Convert Todo&lt;—&gt;Float</b>	No	No	No	No	Yes
<b>History Database</b>	No	No	No	No	Yes
<b>OS 4.0 support</b>	No	No	No/Yes (future)	No	Yes
<b>Jog Dial support</b>	No	No	No	No	Yes
<b>High-Resolution</b>	No	No	No	No	Yes
<b>Max Appts/day</b>	100	100	100	100	200
<b>Masked Records</b>	No	No	Yes	No	Yes

## Appendix E—Launching DateBk4 From Another Application— Technical Information

It may be useful to be able to launch DateBk4 with a specific record selected, or to go to a specific day. To do this, launch DateBk4 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 DateBk4 are:

- You must specify the LocalID and CardNo for the database as DateBk4 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).
- You can specify the form/view to bring up by placing the binary index 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 DateBk4— Technical Information

DateBk4, V-4.0d now 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 DateBk4. Go to the **More Preferences** dialog in the Options menu of the Day View and enter the Creator ID in the field at bottom to the right of 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 DateBk4 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 DateBk4, 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 ToDos' displayed in integrated mode, they can pass a ToDo record as well by this method (in that case the record number is biased by 20000 (decimal). So record #0 in the ToDo database would be passed as 20000.
- 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 DateBk4. 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 DateBk4
int         recordNum;          // Record # passed from DateBk4
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 > 20000 ) // Check for ToDo record being passed
    {
        recordNum -= 20000; // Strip out bias
        DataBase = 1;      // and flag for the ToDo Database
    }
}
```

## Appendix G—Timezone Interoperation with other applications— Technical Information

The Palm OS has always had a system preference for the timezone setting (**prefMinutesWestOfGMT**). However, this preference setting is not used by the Palm OS, nor by any other third party applications.

So in V-4.0e of DateBk4, there is now a preference setting in the dialog that appears when you select **Set Display Time Zone** in the OPTIONS menu of the day view labeled **Global**. If this box is checked, DateBk4 assumes that other applications will use and may set this Palm OS system preference setting.

Palm has now released V-4.0 of the Palm OS which has some rudimentary timezone support. However, it is not as comprehensive as DateBk4, so for now, all timezone adjustments should be made from within DateBk4, or, if you adjust the system time zone, make sure that you adjust the timezone in DateBk4 as well (but don't change the system clock as the Palm OS will have already done that). A future version of DateBk4 will provide compatibility with the Palm OS timezone feature.

The system preference setting that is puzzlingly labeled as **prefMinutesWestOfGMT** is the one used by DateBk4. The high order 16 bits of the UInt32 have the Daylight Savings offset value (which is always going to be either 0 or 60). 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).

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 DateBk4, so you can change the timezone in either application and have the other application aware of the change.