CalenNotes™ and Pennovate™ Notes Combined User Manual

Version 2.0

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1. Introduction

Pennovate™ Notes — The "Ultimate" Note-Taker for Palm OS.

Leave the paper behind and join the thousands who are now using their Palm Powered™ device as a digital note-taker. Pennovate™ Notes is a premier note-taking application that allows anyone to use their PDA or Treo smartphone to quickly and accurately enter handwritten information.

Unlike other note-taking applications, Pennovate™ Notes allows you to customize the page size to suit your needs, so you can set a large page size for detailed notes or a small page size for jotting down quick memos. For larger page sizes, Pennovate™ Notes features exclusive patent-pending technologies, such as PanWrite®, DualView™, and IntelliScroll™, to make your note-taking experience a lot more enjoyable.

Pennovate™ Notes includes a built-in File Explorer, so you can easily file your notes away on your device's built-in memory or into folders directly on the expansion memory card. Pennovate™ Notes conveniently provides native support for 1-bit .bmp. Similar to .jpeg photos taken with a digital camera, your notes are easily transferable and instantly supported by most desktop operating systems for viewing and editing. No additional desktop software required.

Need reminders? No problem. Newly added Anywhere Alarms™ allows you to set multiple alarms anywhere on any given note, therefore allowing you to set focus areas on different parts of a note to be displayed when the alarm goes off. No need to go into the application to find out what the alarm was for. Pennovate Notes also includes its own built-in Alarm Manager for easy retrieval of past and future alarms and supports repeating alarms that can be set to repeat by day, week, month, or year.

And just to name a few more features, Pennovate™ Notes allows you to share notes via Bluetooth, E-mail, and IR beaming and has full support for 5-way navigation.

CalenNotes™ - Manage Your Life with "Ease" on Palm OS.

CalenNotes™ allows you to quickly and accurately enter daily appointment and tasks using your own handwriting. It features an intuitive system that is similar to that provided by paper planners. For every day of the year, CalenNotes™ gives you a large* paper-like canvas to enter all your daily appointments and tasks, and with patent-pending technologies, such as PanWrite®, DualView™, and IntelliScroll™, your experience will be a lot more enjoyable.

Since daily responsibilities can be divided into either time-specific actions (a.k.a. daily appointments) or non-time specific actions (a.k.a. daily tasks), CalenNotes™ provides an appointment counter and a separate task counter so you can keep track of how many of each type of action you have for any particular day. In addition to a Day view, included also is a Month view so with a single glance you can quickly see how many actions were not completed as well as how many actions you have coming up.

Newly added Anywhere Alarms™ allows you to set multiple alarms anywhere on any given page, therefore allowing you to set focus areas on different parts of a page to be displayed when the alarm goes off. No need to go into the application to find out what the alarm was for. CalenNotes™ also includes its own built-in Alarm Manager for easy retrieval of past and future alarms and supports repeating alarms that can be set to repeat by day, week, month, or year.

And just to name a few more features, CalenNotes™ allows you to share notes via Bluetooth, E-mail, and IR beaming and has full support for 5-way navigation.

*page sizes are customizable

Pennovate™ Productivity Pack

You can install BOTH CalenNotes™ and Pennovate™ Notes on one device to make it easy to keep your time-management separate from your general note-taking. You will also be able to quickly jump back and forth between two separate notes.

2. Tips & Tricks

**General "Use" Tip #1:**

      Some forms have hidden menu lists that contain additional options and features. To open these menu lists, tap anywhere on the title tab located on the upper left-hand corner of the screen as shown below (**Step 1**). Note that the Writing view below (**Step 2**) has 3 menu lists. They are: "Note", "Options" and "Gridlines". Only one menu list can be displayed at any given time and each menu list will have it's own set of options for you to select from. Below shows the "Note" menu list as currently opened within the Writing view and, therefore, the "Options" and "Gridlines" menu lists as currently closed.

Step 1	**Step 2**
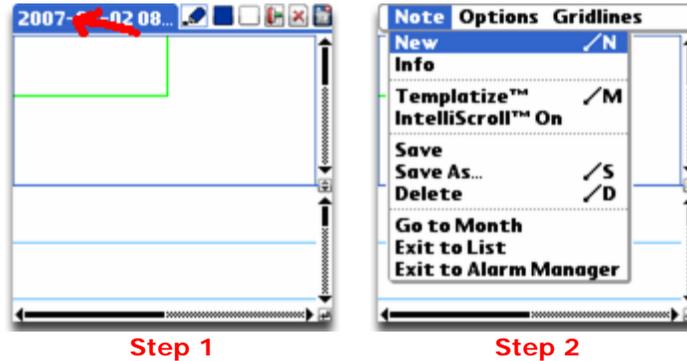
General "Use" Tip #2:

      Some forms have an "i" button located on the upper right-hand corner, like the "Button Setup" form below (**Step 1**). Tap on these (i)nfo buttons to display more information about the form (**Step 2**).

      Additional information specifically about the "Button Setup" form regarding PanWrite® below: If a button is set to "PanWrite®" as shown below in **Step 1**, when you are in the Writing view, you can use that button to pan or move the page around! As long as you "press-and-hold" down the "PanWrite®" button, you will be able to use the stylus to either pan the bottom image or pan the top image to quickly navigate around the page! To continue writing again, just let go of the "PanWrite®" button and write as normal. **Try it! It's easy! Write, then Pan, then Write, then Pan, then Write…PanWrite!**

Step 1	**Step 2**
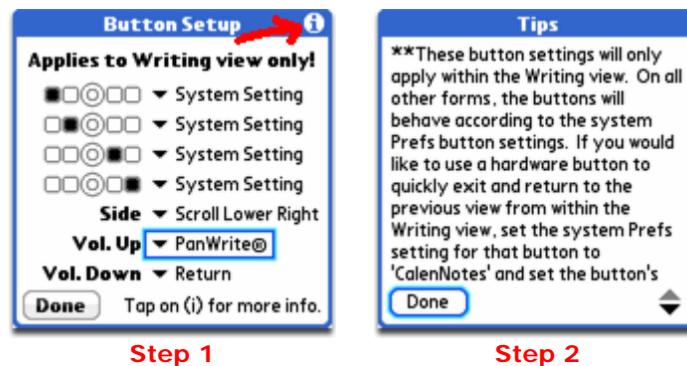
5-way Navigator Support:

      Both CalenNotes™ and Pennovate™ Notes has full support for 5-way navigation using your device's 5-way navigator or D-pad. Within the Writing view, you can use the 5-way navigator to scroll the green-colored ViewBox**™** and navigate around the current note. Within the Writing view, you can also jump to an available adjacent note within the same folder. Just scroll the ViewBox**™** to the left edge of the note and press left once on 5-way navigator to jump to a previous adjacent note. Or scroll the ViewBox**™** to the right edge of the note and press right once on 5-way navigator to jump to a following adjacent note. Additionally, you can maximize, minimize, or return to user setting the DualView™ windows within the Writing view by pressing up on the 5-way navigator when the ViewBox**™** is currently positioned at the top of the note. Within the Writing view, pressing on the center button of the 5-way navigator will perform a "return" to the beginning of the next available line.

Restore All Disabled "Don't show again." Tips:

Certain items when tapped will display helpful tips. Some of these tips will have a "Don't show again." checkbox for you to select. To restore and display all disabled tips, select "Restore All Tips" from the List view menu Help list (below) or the Month view menu Help list. Now knowing that you can always restore disabled tips, feel free to check off all the "Don't show again." boxes. However we highly recommend that you read them before doing so.
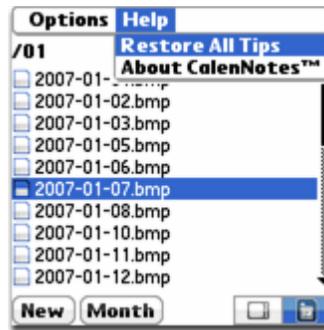
Transferring Notes to Desktop Computer:

Both CalenNotes™ and Pennovate™ Notes have native support for 1-bit .bmp files and will automatically save your notes on your expansion memory card or internal hard drive (Palm LifeDrive) as 1-bit .bmp files. 1-bit .bmp files, like .jpeg photos taken a digital camera, are readily supported by most desktop operating systems. Just access your expansion memory card or internal hard drive (Palm LifeDrive) from your desktop computer and you should have instant support to view and edit your notes. No additional software required.
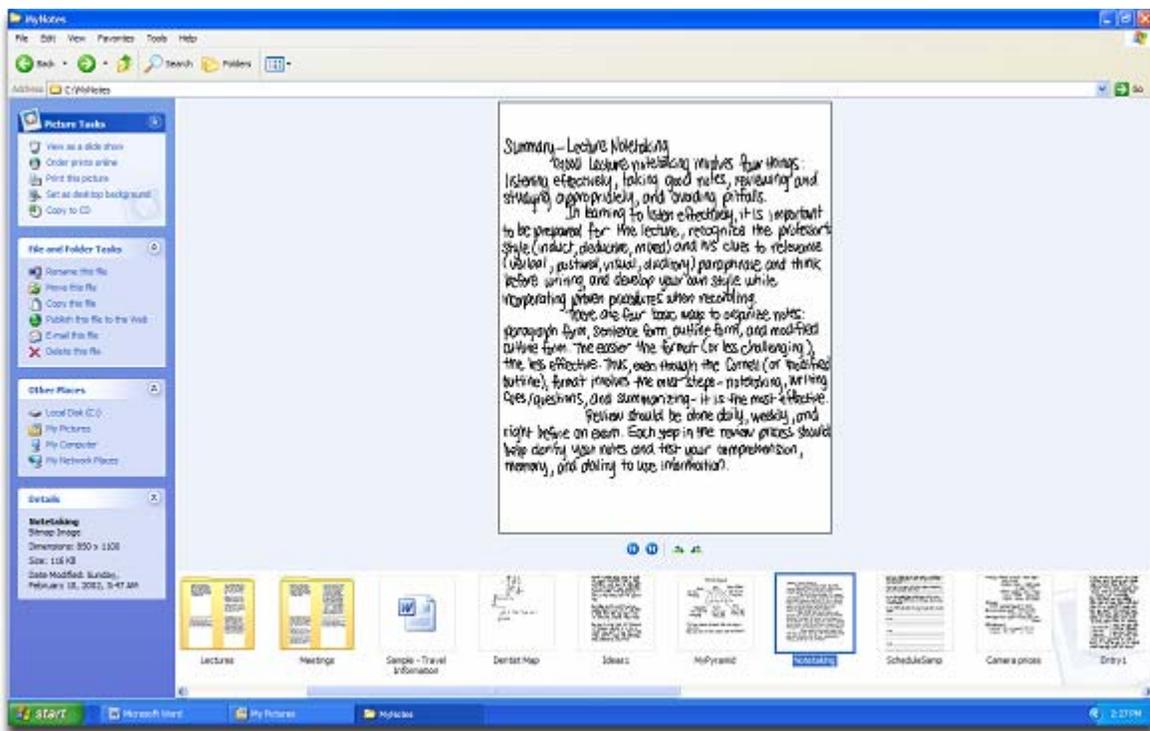
Quickly Switch Views via Hard Button:

To use a hard button to quickly switch views within CalenNotes™ and/or Pennovate™ Notes, go to the "Buttons" System Preferences form and set the desired button to the desired application as displayed in **Steps 1-3** below. Keep in mind that both CalenNotes™ and Pennovate™ Notes allow you to override the System Preferences setting using their own application Button Setup form (**Step 4** below). Therefore, if you would also like to use the button to quickly exit the **Writing view**, because the application button setting ONLY applies to the Writing view, you MUST also set the button to "System Setting" within the application Button Setup form to use the System Preferences setting instead as displayed in **Step 4** below.

Step 1   **Step 2**   **Step 3**   **Step 4**
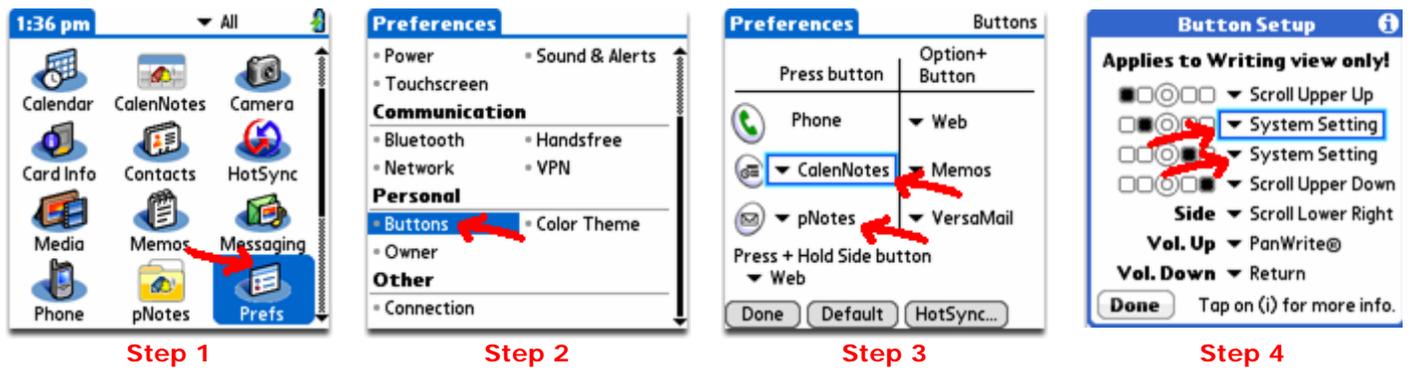
Button behavior, when set to "CalenNotes" in System Preferences:

Outside of CalenNotes™ application	→	Launches CalenNotes™ and opens the last viewed form before exiting the application (default is the Month view).
List view	→	Switches to the Month view and displays the last viewed month.
Alarm Manager	→	Switches to the Month view and displays the last viewed month.
Month view	→	Go to the current month.
Writing view	→	If the button is set to "System Setting" within CalenNotes™ own Button Setup form (**Step 4** above) then exit the Writing view and return to the view that you had previously entered from (e.g. List view, Month view, or Alarm Manager), else perform the application's own button setting behavior (e.g. PanWrite®, Scroll Upper Up, Scroll Upper, Down, Return, Scroll Upper Down, Return, Scroll Lower Up, Scroll Lower Down, Scroll Lower Left, or Scroll Lower Right).

Button behavior, when set to "pNotes" (Pennovate™ Notes) in System Preferences:

Outside of Pennovate™ Notes application	→	Launches Pennovate™ Notes and opens the last viewed form before exiting the application (default is the List view).
List view	→	Launches the Create New Note form to allow you to quickly create a new note with a different page size or create a new note from 1 of 4 favorite page size settings.
Alarm Manager	→	Switches to the List view.
Writing view	→	If the button is set to "System Setting" within Pennovate™ Notes own Button Setup form (**Step 4** above) then exit the Writing view and return to the view that you had previously entered from (e.g. List view or Alarm Manager), else perform the application's own button setting behavior (e.g. PanWrite®, Scroll Upper Up, Scroll Upper, Down, Return, Scroll Upper Down, Return, Scroll Lower Up, Scroll Lower Down, Scroll Lower Left, or Scroll Lower Right).

For the most up to date information, please visit the Pennovate website. For video demos of our software, please visit the Pennovate website: http://www.pennovate.com

3. Software Installation

Step 1 (Download):

   Download the application(s) and save it on your desktop. If you downloaded a compressed .ZIP file or a compressed .SIT file you might need to first uncompress or extract it in order to get to the .PRC installation file. If your computer does not already have the necessary software to extract, you will need to use WinZip®, StuffIt®, or another unpacking software to do so. Once you are able to get to the .PRC installation file, proceed to Step 2 below.

Step 2 (Install):
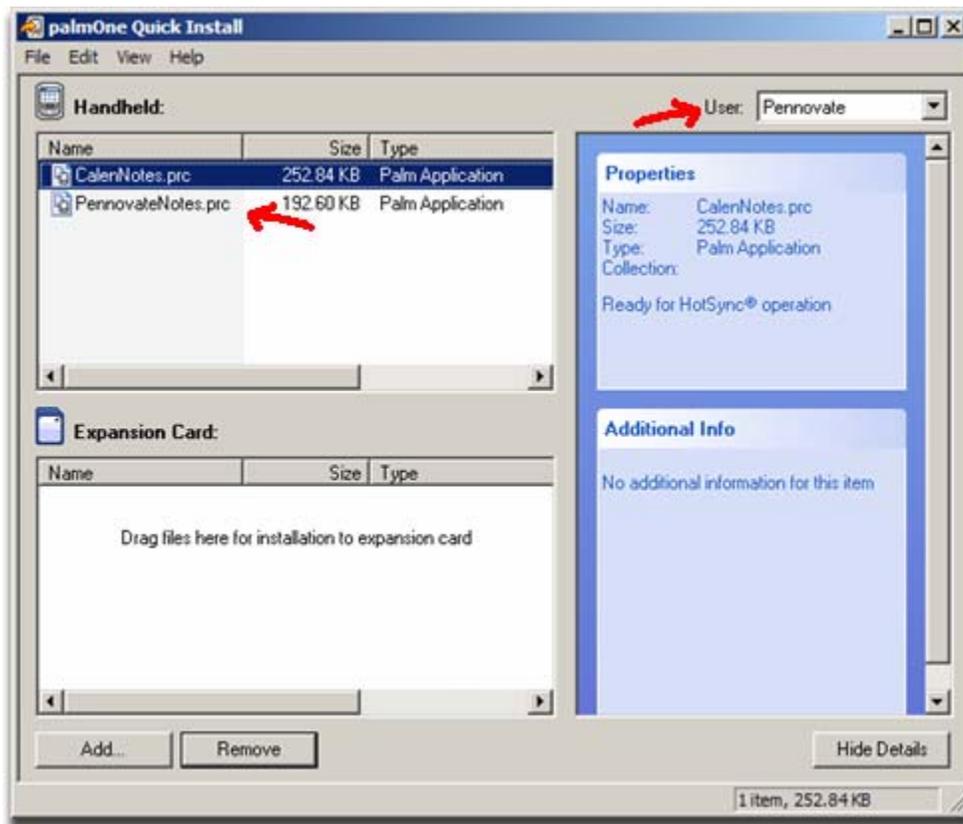
   To install CalenNotes™ onto your Palm OS device, you will need to install the **CalenNotes.prc** file by performing a HotSync® operation. You can double-click on the **CalenNotes.prc** file to put it into the HotSync® queue or you can drag and drop the file into the Palm Desktop Install Tool. Once you have finished loading the **CalenNotes.prc** file, perform a HotSync® operation by pressing the button on your device's cable/cradle or by pressing the HotSync® soft button available within your device's HotSync® application.

   To install Pennovate™ Notes onto your Palm OS device, you will need to install the **PennovateNotes.prc** file by performing a HotSync® operation. You can double-click on the **PennovateNotes.prc** file to put it into the HotSync® queue or you can drag and drop the file into the Palm Desktop Install Tool. Once you have finished loading the **PennovateNotes.prc** file, perform a HotSync® operation by pressing the button on your device's cable/cradle or by pressing the HotSync® soft button available within your device's HotSync® application.

   In the screenshot above, the User (also known as HotSync ID) is set to "Pennovate". This of course is only an example, but make sure you select the proper HotSync ID when installing the software.

**Questions?** Email us at: support@pennovate.com

4. Purchase and Registration

CalenNotes™ and Pennovate™ Notes are provided as fully functional 15-day trials where after 15 days your notes will be locked and inaccessible. To unlock the Software and to remove the 15-day trial limit, please purchase a product key for the desired software title. Each software title will require it's own 12-character product key in order to be unlocked. Therefore, the product key to unlock CalenNotes™ will not work to unlock Pennovate™ Notes.

In order for us to generate and issue you a working product key we will need to know your HotSync ID at the time of purchase. If you do not know what a HotSync ID is, here is a simple definition:

A HotSync ID is how a Palm OS device identifies itself to a desktop computer when they are synchronizing. That way, several devices (all with different HotSync IDs of course) can synchronize to the same desktop computer, keeping the data separate. When you first install the Palm Desktop software and the first time you synchronize an unnamed device with your desktop, you will be ask to assign a username to the unnamed device. This username will become the device's HotSync ID.

You can find your device's HotSync ID on the Registration Screen within CalenNotes™ or Pennovate™ Notes. Here is how to get to it:
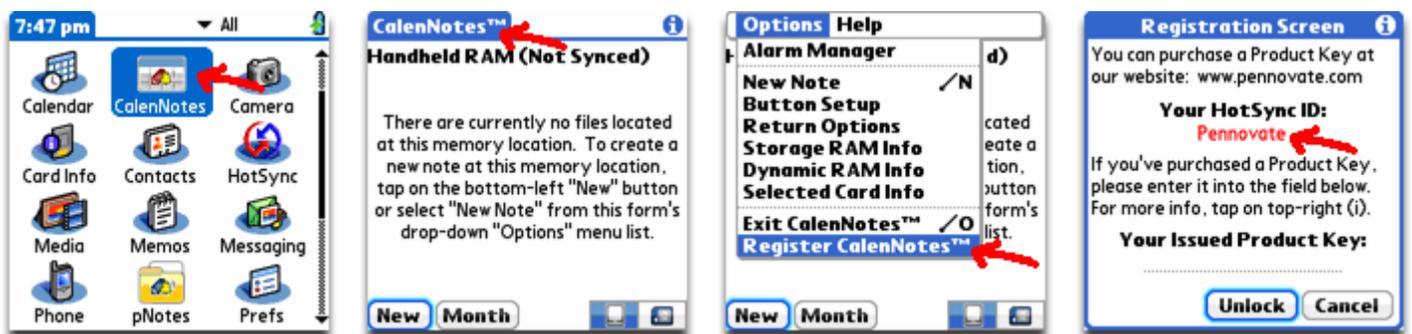
Step 1	Step 2	Step 3	Step 4

Step 1: Within the Application Launcher, tap on the application icon for either CalenNotes™ or Pennovate™ Notes. If you cannot locate the icon, make sure that the category is set to "All".
Step 2: Once at the List view, tap on the title tab located on the top-left corner of the screen. This will open up the form's menu list.
Step 3: Select "Register Notes" for Pennovate™ Notes or "Register CalenNotes™" for CalenNotes™ from the "Application" menu list to open up the Registration Screen.
Step 4: Once at the Registration Screen, your HotSync ID will be displayed in red under "Your HotSync ID:".

Another place you can find your device's HotSync ID is within the "HotSync" application located on the device itself. Just launch the "HotSync" application and your HotSync ID will be displayed on the upper right-hand corner as shown below.

Step 1	Step 2

Please note that you must have already performed at least 1 successful HotSync® operation in order for you to have a HotSync ID on your device. If you have never completed a successful HotSync® operation, you will NOT have a HotSync ID displayed anywhere on your device. It will just be blank.

IMPORTANT! At the time of purchase, please keep in mind that HotSync IDs are CASE, space, and punctuation sensitive. It is important that you submit your HotSync ID EXACTLY as it is displayed on the Registration Screen of the Software you are purchasing (CASE, space, and punctuation sensitive) or your issued product key will NOT work to unlock the Software. After your purchase is processed, your HotSync ID will be used to generate a unique product key for the software title that you have purchased. Your product key will be e-mailed to you at the e-email address that you use at the time of purchase. Please check your e-mail account to get your product key. Enter your issued product key into the field provided on the Registration Screen to unlock the Software.

Questions? Email us at: support@pennovate.com

5. List View for Exploring Files and Folders
(Available for CalenNotes™ and Pennovate™ Notes)

CalenNotes™ ◀ ▶

/01
- 2007-01-01.bmp
- 2007-01-02.bmp
- 2007-01-03.bmp
- 2007-01-04
- 2007-01-04.bmp
- 2007-01-05.bmp
- 2007-01-06.bmp
- 2007-01-07.bmp
- 2007-01-08.bmp
- 2007-01-09

New **Month**

Pennovate Notes ◀ ▶

/My Notes
- 2007-01-03 12.06 pm.bmp
- Lectures
- Meetings
- Memos
- Projects
- Reference Materials
- Templates

New **Alarm Manager**
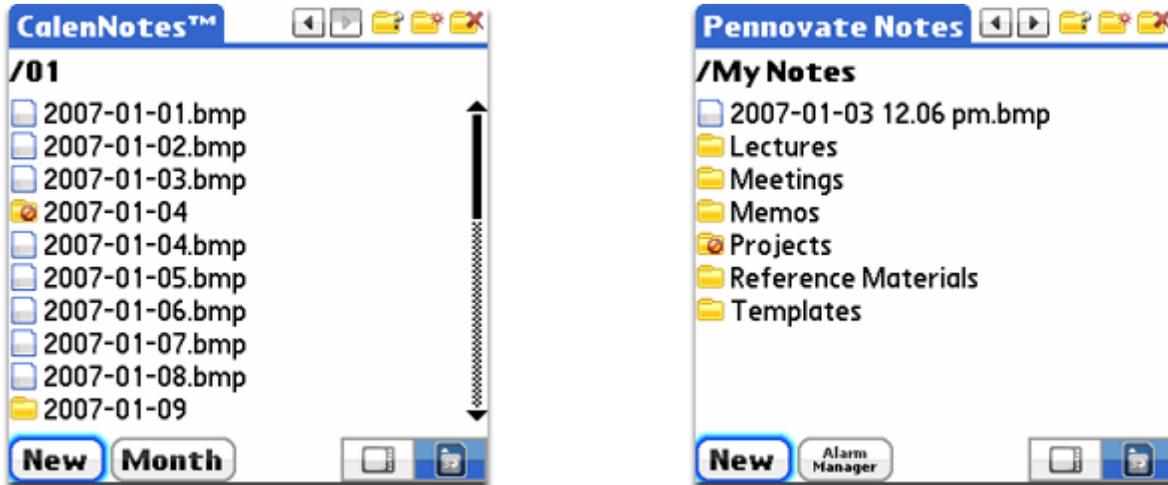
/01

When working directly from an expansion memory card [SD] or an internal hard drive [HD], you are allowed to use folders to organize and file your notes. This topmost line will display only the immediate name of the folder that you are currently in, not it's full pathname. For instance, if the full pathname of an opened folder is "/CalenNotes/2006**/01**", it's immediate name would be "**/01**". To display the full pathname of an opened folder, tap on the icon. Note that when the handheld storage is selected, this top line will only display "**Handheld**". There currently is no support for having folders when working from the handheld storage space.

◀

If the currently opened folder is not the topmost or root "**/**" folder, tap this button to move one folder up from the currently opened folder. For instance, if the currently opened folder is "**/01**" of full pathname "/CalenNotes/2006**/01**", tapping this button with move you up one folder to the "**/2006**" folder of full pathname "/CalenNotes**/2006**". This button behaves similarly to the back button used in web browsers. This button is only available when you are working from an expansion memory card or an internal hard drive. It is not available when you are working from the handheld storage space.

▶

Tap this button to move to the next folder down that was previously visited. For instance, if you're currently at folder "**/01**" of full pathname "/CalenNotes/2006**/01**" and you tap the back button once, you will move to folder "**/2006**" of full pathname "/CalenNotes**/2006**". You can then get back to folder "**/01**" of full pathname "/CalenNotes/2006**/01**" by tapping this button instead of having to find and select the folder "**01**" from the list. This button behaves similarly to the forward button used in web browsers. This button is only available when you are working from an expansion memory card or an internal hard drive. It is not available when you are working from the handheld storage space.

Tap this button to display the full pathname of the currently opened folder (e.g. full pathname "/CalenNotes/2006**/01**" for current folder "**/01**"). This button is only available when you are working from an expansion memory card or an internal hard drive. It is not available when you are working from the handheld storage space.

Tap this button to create a new folder within the currently opened folder. This button is only available when you are working from an expansion memory card or an internal hard drive. It is not available when you are working from the handheld storage space.

Tap this button if you want to delete the currently opened folder. Note that only folders that are empty can be deleted with this button. This button is only available when you are working from an expansion memory card or an internal hard drive. It is not available when you are working from the handheld storage space.

Current Memory Push Buttons

Left – Handheld (e.g. Internal RAM)
Right – Expansion Memory Card (e.g. SD card)

These push buttons denote which memory space you are currently working from. Tap the left push button to work from the Handheld storage space. Tap the right push button to work from the expansion memory card. Notes received via the "Beam to App" or "Bluetooth to App" menu commands will be stored in the Handheld storage space. Recovery files are also stored in the Handheld storage space. Recovery files are files created when you have failed to save changes that were made to an expansion card note before ejecting the card.

* For some devices that have internal hard drives (e.g. Palm LifeDrive) a third push button will be available with the following icon .

Tap this button to create a new note within the currently opened folder using the "Current New Page Size" setting. To find out what the "Current New Page Size" setting is, access the "New Note" menu item from the List view.
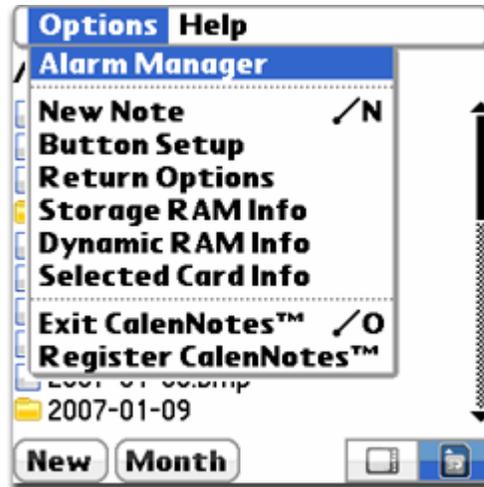
Tap this button to jump to the Month view.

(**Available for CalenNotes™ Only**)

This folder icon with the red "**0**" denotes that the folder is currently empty.

6. Application Menu List Items for List View
(Available for CalenNotes™ and Pennovate™ Notes)

New Note Select this menu item to create a new note with a different page size than the "Current New Page Size" setting or to create a new note from 1 of 4 customizable "My Favorites" page size buttons. Note that this is NOT the page size used for creating dated day pages from the Month view. Dated day pages have their own page size setup form which is accessible from the Month view menu list.

Button Setup Select this menu item to customize the hard buttons settings for the Writing view and/or Day-Writing view ONLY. Selected hard buttons can be set to perform one of the following:

1. System Setting
2. PanWrite®
3. Scroll up within upper window
4. Scroll down within upper window
5. Return to the beginning of the next available line within lower window
6. Scroll up within lower window
7. Scroll down within lower window
8. Scroll left within lower window
9. Scroll right within lower window

Return Options Select this menu item to set the side and direction the page will be returned to with a return command within the Writing view and Day-Writing view.

Storage RAM Info Select this menu item to find out how much storage RAM space is available. Storage RAM space is analogous to disk storage on a typical desktop system. This space is used to store your "Handheld" notes.

Dynamic RAM Info Select this menu item to find out how much dynamic RAM space is available. Dynamic RAM

is used as working space for temporary allocations, and is analogous to the RAM installed in a typical desktop system.

Selected Card Info   Select this menu item to find out how much space you have left on the currently selected memory card which is either an expansion memory card or an internal hard drive, this excludes the "Handheld" memory.

Exit   Select this menu item to close and exit the current application.

7. Writing View for Viewing and Editing Notes
(Available for CalenNotes™ and Pennovate™ Notes)
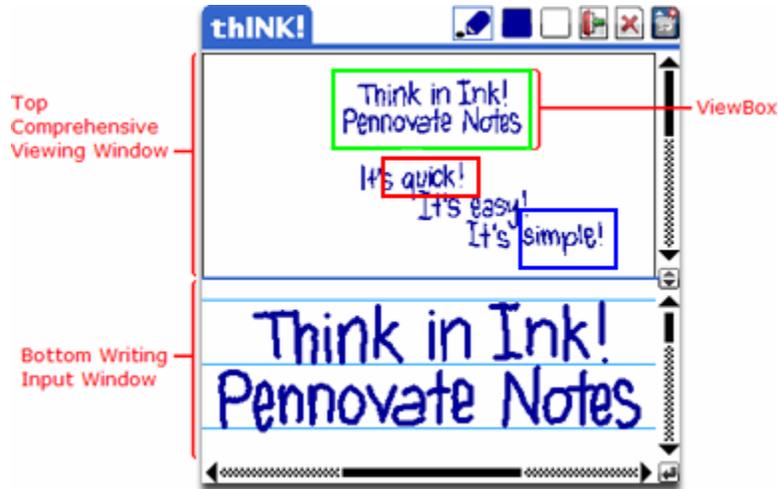
Top Comprehensive Viewing Window

This top window is primarily available for viewing and navigating with the ViewBox™. It provides a more comprehensive view so that you can easily see where you are within the current page, easily view more data with minimal scrolling, and locate more writing space. This viewing window essentially is a zoom to fit horizontal representation of the current page.

Bottom Writing Input Window

This bottom window is primarily available for writing and entering information using the stylus. Having this bottom window coupled with the top window allows you to write comfortably and more accurately with the ability to keep track of where you are on a page that that much larger than the display screen. This writing window essentially displays a small portion of the current much larger page.

ViewBox™

This box displays a smaller representation of the image that is within the bottom window. Instead of having to use both the horizontal and vertical scrollbars to get to a particular spot on the page, use this ViewBox™ to navigate to that spot. To manipulate this box, place the stylus tip inside the box and drag it. If you place the stylus tip outside of the box but still within the top window, this box will re-center itself around the stylus point. Note that you can also scroll both the top and bottom windows if you drag this box pass the top or bottom boundaries of the top window.

You can set multiple alarms anywhere on any given note. These red and blue colored boxes represent the Anywhere Alarms™ that are featured in both CalenNotes™ and Pennovate™ Notes and are located within the top comprehensive viewing window. Each box is its own separate alarm. Red-colored boxes denote alarms that have already past and should be deleted. Blue-colored boxes denote alarms that are scheduled to go off in the future. Tapping on these boxes within the top comprehensive viewing window will open

up the alarm for editing. To add an alarm, first adjust the green-colored ViewBox™ to box the area that you would like to set the alarm for, then select Add Alarm from the Options drop-down menu list. The size and borders of the ViewBox™ will be used to determine the size and borders of the alarm box.

* Note that if there are two or more overlapping alarms and you tap in the overlapping area, the oldest alarm will be the first alarm selected for editing but you will have the ability to traverse through and edit the other subsequent alarms within the Edit Alarm Form.

Tap is button to exit and return to the view that you entered from (Alarm Manager or List view).

Color Buttons
Left – foreground color button
Right – background color button

Tap these color buttons to select the current tool color. The background color button can be selected to make the current tool act like an eraser, drawing with the background color instead of the foreground color.

Tip – Double-tap on the right background color button to quickly switch to the full eraser tool. Then to quickly get back to the pen tool, just tap once on the left foreground color button. Note that these currently are the only two buttons that will react to being double-tapped.

Tap this button to delete the current note. If you delete a note that is not the last note within the current folder or the last note within the "Handheld", the next note will be displayed for viewing and editing. Otherwise, you will automatically be transferred to the List view.

This topmost and rightmost button serves a dual purpose. First, it tells you which memory storage space you are working from. Second, if you tap it, a new note will be created on that storage memory space. Note that if you are working from the expansion memory card or the internal hard drive, tapping this button will create a new note within the current opened folder in that memory storage space.

Place the stylus tip on this icon and drag it up or down to adjust the DualView™ window heights. Pulling it down will display more of the comprehensive view within the top window and less of the writing area within the bottom window. Pulling it up will display more of the writing area within the bottom window but less of the comprehensive view within the top window. It is recommended to display just enough writing space within the bottom window for comfortable writing and leave a good portion of the top window to navigate with the

ViewBox™ or just to have a more comprehensive view of the whole note.

Tap on this button to perform a return according to the "Return Options" setting. By default, it returns you to the beginning of the next available line below the current line, similarly to how a return button works on a typewriter.

Tap on this button to open up a toolbox so you can choose among a variety of different tools to use.

8. Day-Writing View for Viewing and Editing Dated-Day Notes
(Available for CalenNotes™ Only)
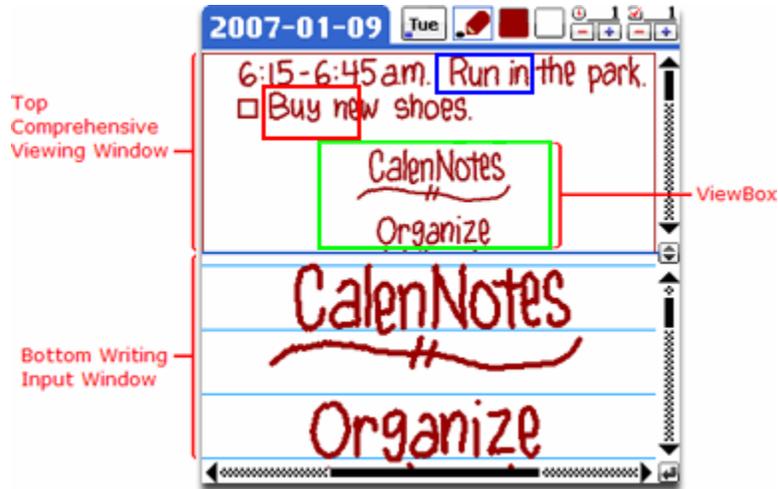
Top Comprehensive Viewing Window	See description for Writing view.
Bottom Writing Input Window	See description for Writing view.
ViewBox™	See description for Writing view.
	See description for Writing view.
(Available for CalenNotes™ Only)	Tap is button to exit and return to the view that you entered from (e.g. Alarm Manager, Month view, or List view). This button also displays the day-of-week of the currently selected date. It displays red and blue tick marks to let you know which week you are viewing relative to the present week. Red tick marks denote previous weeks and blue tick marks denote future weeks. For instance if the button has no tick marks, , it means that you are viewing the Tuesday that is in this week. If it shows one blue tick mark, , it means that you are viewing next week's Tuesday and so forth. Similarly, if it shows two red ticks, , it means that you are viewing the Tuesday 2 weeks before this week. For weeks more than 4 weeks before or 4 weeks after this week this button will display a red bar for before and a blue bar for after .
	See description for Writing view.

(Available for CalenNotes™ Only)

Counter for time events or time-specific actions (a.k.a. appointments) corresponding to the referenced day. Increment the counter by tapping the (+) button and decrement the counter by tapping on the (-) button. Usually you would increment the counter when you write in a new appointment for that day and decrement the counter when you've completed the appointment for that day.

Tip – Usually these time-specific events will expire regardless if you have done them or not. Once they expire, you should decrement the counter either having attended them or reschedule them to a future date.

(Available for CalenNotes™ Only)

Counter for non-time events or day-specific actions (a.k.a. tasks) corresponding to the referenced day. Increment the counter by tapping the (+) button and decrement the counter by tapping on the (-) button. Usually you would increment the counter when you write in a new task that does not need to be done at a specific time but only within that day and decrement the counter when you've completed the task for that day.

Tip – Unlike time-specific events, you do not need to decrement the counter for day-specific events after the day passes. Usually these events can be thought as changing from a "need to do" to a "to do ASAP (As Soon As Possible)" when the day passes. You can easily keep track of and monitor these events from the Month view and only reschedule them for the convenience of monitoring them in the future.
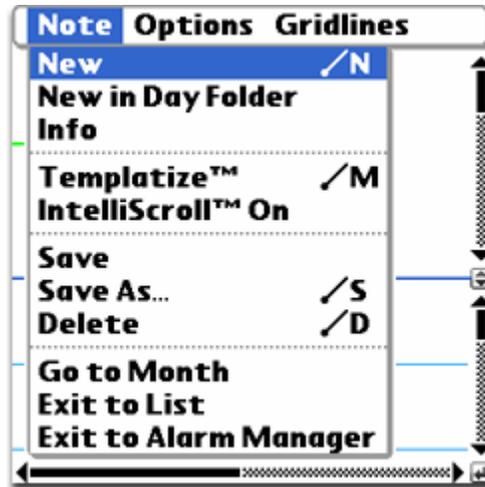
See description for Writing view.

See description for Writing view.

See description for Writing view.

9. Note Menu List Items for Writing and Day-Writing Views
(Available for CalenNotes™ and Pennovate™ Notes)

New

Select this menu item to create a new note within the currently opened folder using the "Current New Page Size" setting. This menu item works similarly to the "New'"button within the List view. Note that if you are working from the "**Handheld**" storage space, selecting this menu item will create a new note within "**Handheld**" and will place it at the very bottom of the "**Handheld**" notes list.

New in Day Folder(Available for CalenNotes™ Only)

When working on a dated-day note, select this menu item to create a new note within the corresponding day folder. If the day folder does not already exist, a day folder will automatically be created with the selected day's date as the folder name, before creating the new note inside. For instance, if you are working on dated-day note "2006-01-30" within folder "**/01**" of full pathname "/CalenNotes/2006**/01**", selecting this menu item will create a new note within a folder named "**/2006-01-30**" with full pathname "/CalenNotes/2006/01**/2006-01-30**".

Info

Select this menu item to display the name and dimension of the current note.

Templatize™

Select this menu item when you want to temporarily turn a note into a template where new information will not be integrated with old information except for when a save is performed. For instance when you are working with forms or notes in which you do not want new writings to be fully integrated with the current information on the page you can open the note, Templatize it, and begin to write on it. You would then be able to use the eraser tool to erase the new writings without effecting the old underlying information. You would also be able to select the "Clear Note" menu item, which will erase everything you wrote after having Templatized the note, leave everything that was initially there before you Templatized intact. Note that you might not be able to Templatize a note depending on how large the note is and how much dynamic memory you have available. When a note

is Templatized, the tool icon will have a red lock inside similar to the following .

Un-Templatize™   When a note is Templatized, you will be given an option to Un-Templatize it. Selecting this menu item will combine the newly added information with the initial Templatized information. This will allow you to erase and clear all information that is currently on the page. Keep in mind that once a Templatized note is Un-Templatized and you re-Templatize it, it will Templatize everything that is currently on the page.

IntelliScroll™ On   Select this menu item to turn IntelliScroll™ on. After turning IntelliScroll™ on there will be a vertical grey line within the bottom writing window. While writing, lifting the stylus tip off from the area that is to the right of this grey line will perform a horizontal right-scroll.

Tip – For best results, learn to integrate this "pen lift" scroll feature into your writing style.

IntelliScroll™ Off   When IntelliScroll™ is currently on, you will be given this option to turn it off. Therefore, select this menu item to turn IntelliScroll™ off.

Save   Select this menu item to save any unsaved changes without any questions and overwriting anything currently in place for that file name within the current memory storage space (e.g. "Handheld", expansion memory card, internal hard drive).

Save As   Select this menu item to go to the "Save As" form for saving under a different file name or different location (e.g. "Handheld", expansion memory card, internal hard drive). Remember that for expansion memory cards and/or internal hard drives you can create folders and organize your notes into these folders just like how you would do it on a PC.

Delete   Select this menu item to delete the current note. If you delete a note that is not the last note within the current folder or the last note within the "Handheld", the next note will be displayed for viewing and editing. Otherwise, you will automatically be transferred to the List view.

Turn Off   Select this menu item to turn the device off.

Exit to List   Select this menu item to exit to the List view. If there were unsaved changes, you will be prompted with the following 3 choices: 1. Save the changes and overwrite the current file, 2. Discard any unsaved changes, and 3. Cancel the exit.

Exit to Alarm Manager   Select this menu item to exit to the Alarm Manager. If there were unsaved changes, you will be prompted with the following 3 choices: 1. Save the changes and overwrite the current file, 2. Discard any unsaved changes, and 3. Cancel the exit.

Go to Month
(Available for CalenNotes™ Only)   Select this menu item to go to the Month view. Unlike "Exit to List" and "Exit to Alarm Manager" this will immediately transfer you to the Month view saving any unsaved changes and overwriting the file, which would be a dated-day note.

10. Options Menu List Items for Writing and Day-Writing Views
(Available for CalenNotes™ and Pennovate™ Notes)
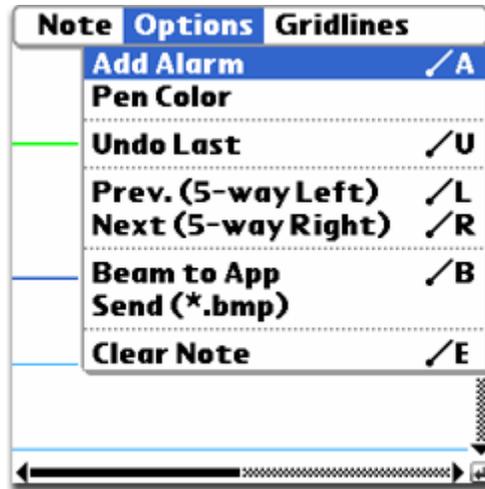
Add Alarm	Select this menu item to add an alarm to the current note. The size and borders of the ViewBox™ will be used to determine the size and borders of the alarm box.
Pen Color	Select this menu item to change the current foreground pen color. This will also change all ink marks on the current page to the currently selected color. Note that notes are saved as black-and-white 1-bit .bmp files even though the foreground pen color may be of a different color.
Undo Last	Select this menu item to undo the very last change that was made to the note.
Prev. **(Nav. Left)**	Select this menu item to go to the previous day/note within the current folder or "Handheld" storage space. If there is not a previous day/note to go to, it means that you are working with the very first day/note and no action will occur.

Tip – A quicker way to go to the previous day/note is to use the 5-way navigator that's available on most Palm OS devices. To do this, use the 5-way navigator and scroll left. Once you hit the left edge/border of the page, pressing another left will transfer you to the previous day/note and set you up for the next go to previous day/note.

Next **(Nav. Right)**	Select this menu item to go to the next day/note within the current folder or "Handheld" storage space. If there is not a next day/note to go to, it means that you are working with the very last day/note and no action will occur.

Tip – A quicker way to go to the next day/note is to use the 5-way navigator that's available on most Palm Powered devices. To do this, use the 5-way navigator and scroll right. Once you hit the right edge/border of the page, pressing another right will transfer you to the next day/note and set you up for the next go to next day/note.

Beam to App	Select this menu item to beam the current day/note to another device that has the current

application installed.

Bluetooth to App   Select this menu item to Bluetooth the current day/note to another device that has the current application installed.

Send (*.bmp)   Select the menu item to send the current day/note using the Palm OS Exchange Manager. The note will be sent as a 1-bit .bmp file to any available device with a compatible protocol. Typical protocols available are: Email, IR Beam, Bluetooth.

Clear Note   Select this menu item to clear/erase the current page. If a note is currently Templatized, only the information that was added after you Templatized will be cleared/erased.

11. Edit Alarm Form
(Available for CalenNotes™ and Pennovate™ Notes)

Today — Select this button to go to change the date for the alarm.

▼ Every year — Select this pull down list to set the repeat interval.

◀ ▶ — When you have alarm boxes that overlaps within the top comprehensive window of the Writing view and you tap on an overlapping area within the top comprehensive window of the Writing view you will be presented with left and right arrows within the Edit Alarm form to traverse through the selected alarms. Tapping the left arrow button ◀ goes to an older alarm while tapping on the right arrow button goes to a later alarm ▶.

past future — The alarm that you are currently editing will have either a "past" or a "future" label so you can quickly determine where it currently falls within your alarm list.

* Note that this label denotes the current state of the alarm within the alarm list and does not update until you actually save the changes that were made by tapping on the "Save" button.

Save — Tap this button to save the changes that were made to the current alarm, update the alarm list, and return to the Writing/Day-Writing view.
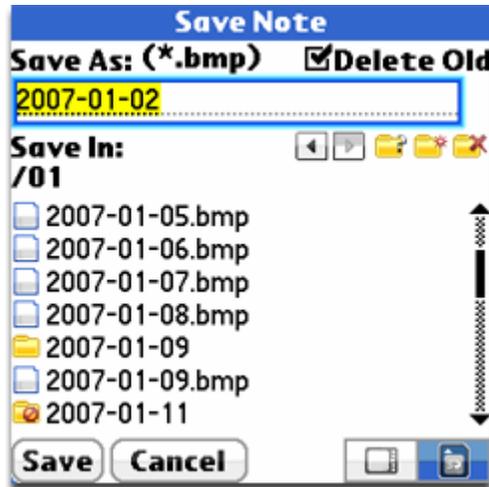
Cancel — Tap this button to disregard any changes and return to the Writing/Day-Writing view.

Delete — Tap this button to delete the current alarm from the alarm list, update the alarm list, and return to the Writing/Day-Writing view.

12. Save As Form
(Available for CalenNotes™ and Pennovate™ Notes)

Most of the elements on this form are either self explanatory or are similar to the ones available within the List view. Please refer to explanation for the List view for more information on the similar elements.

 Enter a name for the file that you would like to "Save As" in this field. Filenames are currently limited to 31 characters.

 Check this check box to delete the old note before saving the current note with the name that is provided within the above field. For instance, if you want to save a current note named "Untitled1" as "Untitled2" but would also like to delete "Untitled1" in the process, make sure to have the "**Delete Old**" box checked before hitting the "**Save**" button. After a successful save, you will be returned to working on the new note. Essentially, checking this check box is similar to a "Move file" whereas not checking the box is similar to a "Copy file". Note that saving a note by overwriting itself with the same name and having the "**Delete Old**" box checked will have the same result as not having the box checked before hitting "**Save**".

 Tap this button to disregard any changes and return to the Writing/Day-Writing view.

13. Alarm Manager
(Available for CalenNotes™ and Pennovate™ Notes)
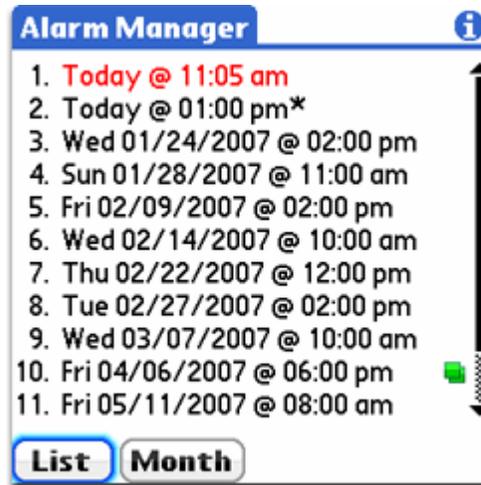
Today @ 11:05 am Red-colored alarms denote past alarms. Past alarms should be handled and deleted from the alarm list or rescheduled to a future time.

Today @ 01:00 pm✳ The alarm with the ✳ is the alarm that is set to go off next.

Alarms with this icon denote repeating alarms.

14. Alarm Alert Dialog
(Available for CalenNotes™ and Pennovate™ Notes)

The Alarm Alert Dialog will always display the part of the note so that you can see the alarm box for the current alarm drawn in yellow and determine the focus of the alarm.

Tap this button to clear the alarm from the System's Attention Manager list. Note that the alarm is still available within the application Alarm Manager for you to refer to later. The alarm does not get deleted from the application alarm list when you tap on this "Clear" button. To delete the alarm, you must first select the alarm for editing within the Edit Alarm Form and then delete it from there.

Tap this button to snooze the alarm for 5 minutes. Note that this is the operating system setting.

Tap this button to open the note containing the alarm and scroll to it.

15. Month View
(Available for CalenNotes™ Only)

 The current or today's date will have a red border around the day number.

 Mode Push Buttons
Left – Day Mode
Right – Folder Mode

These push buttons determine what will happen when you tap on 1 of the 42 day buttons available.

If the left Day mode push button is selected, when you tap and select a day button, you will be transferred to the Day view so you that can view and edit the day page. If the page does not currently exist, this will automatically create a dated-day page with the current day page size setting. To find what the "Current Day Page Size" setting is, access the "Day Page Setup" menu item from this Month view. The dated-day page will be created on the expansion memory card in the following manner: /CalenNotes/YEAR/MONTH/YEAR-MONTH-DAY.bmp where the words in CAPS are replaced with their respective numbers. This format will allow for a more organized architecture for when you are browsing through the folders and files within the List view or with a file manager/explorer on your PC. In order for a note to qualify as a valid "dated day note" it must be in the above or following format: /CalenNotes/YEAR/MONTH/YEAR-MONTH-DAY.bmp

If the right Folder mode push button is selected, when you tap and select a day button, a day folder will be opened and you will automatically be transferred to the List view so you can view the contents of the day folder. If the folder does not currently exist, this will automatically create a dated-day folder. The dated day folder will be created on the expansion memory card in the following manner: /CalenNotes/YEAR/MONTH/YEAR-MONTH-DAY where the words in CAPS are replaced with their respective numbers. This format will allow for a more organized architecture for when you are browsing through the folders and files within the List view or with a file manager/explorer on your PC. In order

for a folder to qualify as a valid "dated-day folder" it must be in the above or following format: /CalenNotes/YEAR/MONTH/YEAR-MONTH-DAY

This icon denotes that a day folder for that date exists and that the folder is not empty. Therefore, it either contains files, more folders, or both.

This icon with the red '**O**' denotes that a day folder for that date currently exists but that the folder is currently empty.

Tap this button to go to the previous month.

Tap this button to go to the next month.

Tap this button to immediately go to the current or this month no matter which month you are currently viewing.

Counter for time events or time-specific actions (a.k.a. appointments) corresponding to the referenced day. You can increment and decrement this counter within the Day-Writing view. Please see Day-Writing view for more info.

Counter for non-time events or day-specific actions (a.k.a. tasks) corresponding to the referenced day. You can increment and decrement this counter within the Day-Writing view. Please see Day-Writing view for more info.

Upon returning to the Month view from the Day-Writing view, the day that was last visited will be highlighted so you can easily go back to it without needing to remember what day that was.

Tap this button to go to a date picker form where you can choose which month and year to directly go to.

Tap this button to leave the Month view and go to the List view where you can browse the files and folders within the available memory storage spaces (e.g. "Handheld" storage, expansion memory card, internal hard drive).

Tap this button to leave the Month view and go to the Alarm Manager where you can

browse all the existing past and future scheduled alarms.

16. Application Menu List Items for Month View
(Available for CalenNotes™ Only)
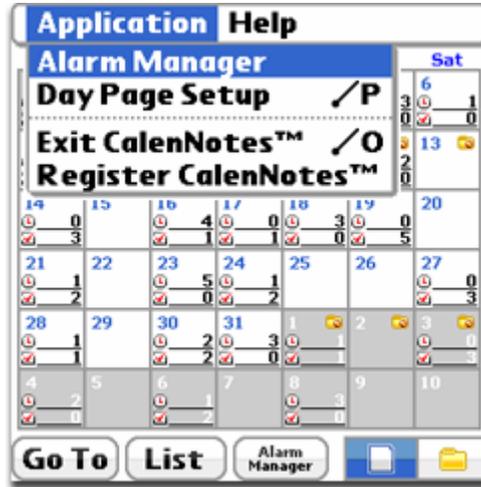
Day Page Setup   Select this menu item to go to the "New Day Page Setup" form so you can set the width and height for all new dated-day page that will be created from that point on. When you tap on a day button while being in the Day mode, this page size is what will be referenced for creating the next dated-day page. Note that this is NOT the page size used for creating a new note from the within the List view or creating a new note from within the Day-Writing or Writing view. These notes have their own page size setup form that is accessible from the List view.

Exit   Select this menu item to close and exit the current application.