

# B

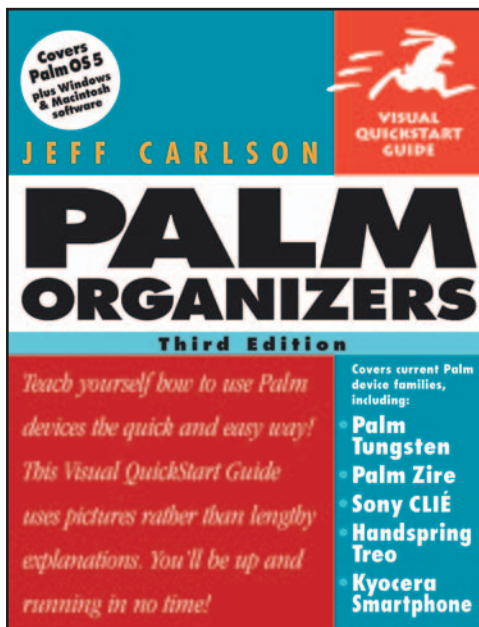
## ADDENDUM

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As I was wrapping up production on my book *Palm Organizers, Third Edition: Visual QuickStart Guide*, PalmOne (formerly Palm, Inc.) released three new devices: the Tungsten T3, the Tungsten E, and the Zire 21. The new devices were noteworthy for their hardware: the T3 sports a larger screen and more memory; the E is an inexpensive color handheld in a nice slim enclosure; and the Zire 21 adds memory to PalmOne's entry-level organizer. Since then, PalmOne has also released the Zire 31 and Zire 72.

Each model except for the Zire 21 features something more significant: advanced versions of the Palm OS and some of the main built-in applications. Finally, some of the features that I and other users had been asking for were implemented, such as categories in Date Book, more contact fields in the Address List, and alarms for To Do List items.

Compounding the changes is the fact that Date Book is now called Calendar; Address Book is now Contacts, the To Do List is now Tasks, and Memo Pad is now simply Memos. Thus, I've put together this free electronic update that includes the changes in the new software, plus information specific to the Tungsten T3.



## Calendar

Calendar, formerly Date Book, has been revamped to meet the needs of modern scheduling types. It now includes an Agenda view that enables you to see incoming email and features category color-coding to make it easier to decipher your schedule at a glance.

### Display options

Display Options has been split into three different screens with individual controls for Agenda, Day, and Month views. Two somewhat new global view features have also been added.

#### To set global display preferences:

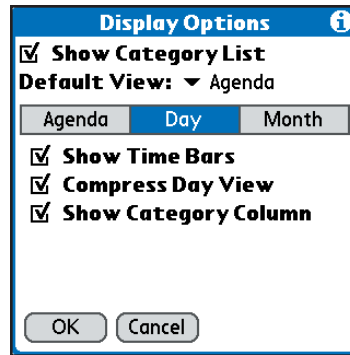
1. Choose Display Options from the Options menu or write  $\swarrow$ -Y.
2. Tap the Default View popup to choose which Calendar screen will be your default: Agenda, Day, Week, or Month.
3. To add functionality to sort based on categories within the Day, Week, and Month views, mark the Show Category List option—found only when viewing options for Day or Month (Figure B.1).
4. Tap OK to return to the Calendar views.

#### To filter categories:

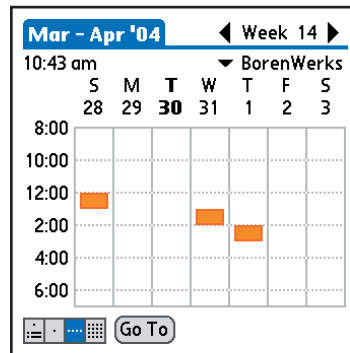
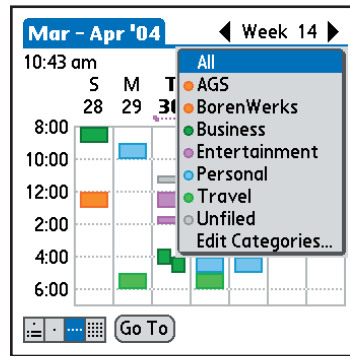
1. With Show Category List enabled, tap the category filter popup menu in the upper right corner of either the Day, Week, or Month view.
2. Tap the category you wish to filter, or tap All to see a complete view of entries (Figure B.2).

#### ✓ Tip

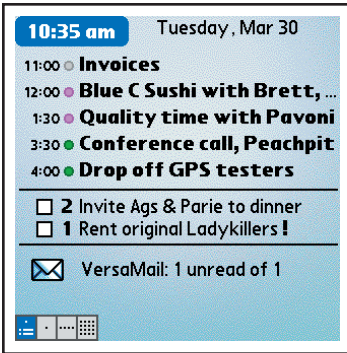
- Enable Show Category List to also display the current time.



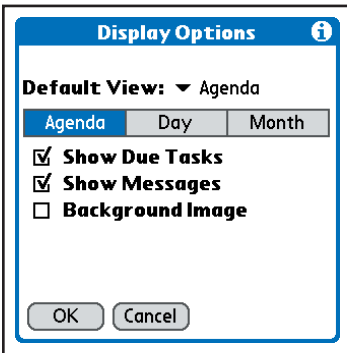
**Figure B.1** Select Show Category List (found only when editing display preferences for Day or Month) to filter by category in the Day, Week, and Month views.



**Figure B.2** Filter only the events you need to see. The top screen shows all event from all categories, while the bottom screen displays only items from the BorenWerks category.



**Figure B.3** The new Agenda view adds a list of unread emails.



**Figure B.4** Choose to make the Agenda view as spartan as you want it to be in Display Options.

## Agenda view

From a content standpoint, the Agenda view doesn't add much to the mix. You still get a summary of the day's upcoming tasks and appointments, but it adds the option to view new email messages in the VersaMail application. The biggest change is the interface: appointments now show a colored dot that denotes its category (see "Category colors," later in this Addendum). You can also add a dash of background color—a light blue hue that's oddly reminiscent of Microsoft's Pocket PC Start screen (**Figure B.3**).

You can slim down this super-sized Agenda view with just a few taps within Display Options.

### To set Agenda view display options:

1. Choose Display Options from the Options menu or write /-Y. Tap the Agenda tab to access preferences for this view (**Figure B.4**).
2. Disable Show Due Tasks or Show Messages to eliminate their listings from the Agenda view.
3. Disable Background Image to display a blank white background in Agenda view.
4. Tap OK to return to the Calendar views.

### ✓ Tip

- If you own a camera-equipped Zire 71 or 72, you can use a stored image as your background. Tap the image box to select an image file stored either on your device or an expansion card. Use the Fade slider to adjust the opacity so it's not too dark, thus rendering the Agenda unreadable. For non-camera enabled Palms, the Windows AgendaVU shareware application ([www.cushysoft.com](http://www.cushysoft.com)) enables you to create your own background themes.

### To manage tasks in Agenda view:

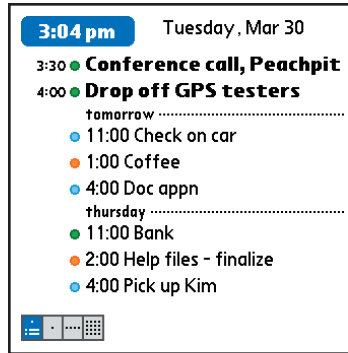
- ◆ Tap a task to switch to the Date view in the Tasks application, a new addition that displays only those tasks due on a specific date (see “Tasks,” later in this addendum).
- ◆ Tap the checkbox at the left to mark the Task completed, and it disappears from the Agenda view (even when you have Show Completed Tasks selected in the Tasks application).

### To view email in Agenda view:

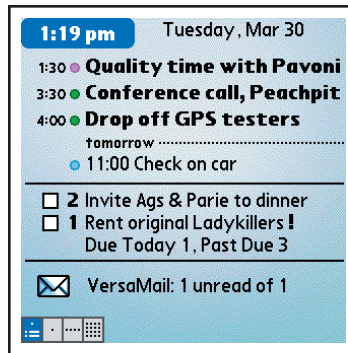
- ◆ Tap the VersaMail message area to switch to the VersaMail application and view unread mail.

### ✓ Tips

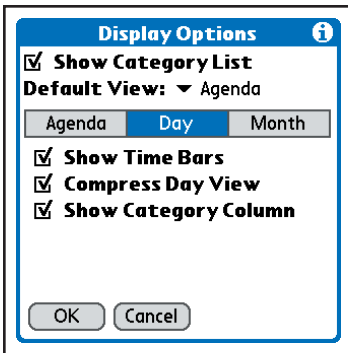
- By deselecting the display for Tasks and Messages, you’ll be able to view more upcoming appointments, including those occurring during the next day or two (**Figure B.5**).
- Up to three tasks are displayed. If you have more tasks due (or overdue), you’ll see the two tasks displayed with checkbox and a note as to the number of past due tasks (**Figure B.6**).
- Unfortunately, the ability to sort tasks by category from Date Book’s Agenda view was not ported over to this new version. Also, Tasks are not color-coded—only Calendar items include the colored dot.



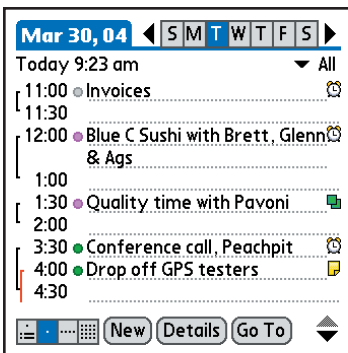
**Figure B.5** Focus just on upcoming Calendar appointments by deselecting display for Tasks and Messages.



**Figure B.6** With Tasks displayed on Agenda view, you’ll see the two most current tasks as well as a summary of the number due—or overdue.



**Figure B.7** The Day view Display Options add the ability to show the category column.



**Figure B.8** With the Category Column turned on, you can easily see which events belong to each category.

## Day and Week views

The two additions to the Day and Week views are category related. As mentioned in the discussion of global display options, you can make the category popup menu visible, enabling you to filter appointments by category. In Day view, you can also choose to show a thin column of colored dots that represent different categories between the time and appointment columns. (In Month view, all appointment blocks are automatically color-coded.)

### To display the Day view's category column:

1. Choose Display Options from the Options menu or write /-Y.
2. Tap the Day tab to access preferences for this view.
3. Select Show Category Column (**Figure B.7**).
4. Tap OK to return to the Calendar views (**Figure B.8**).

### ✓ Tip

- The biggest disappointment in the move from Date Book to Calendar is the Week view—which has definitely become weaker. In addition to not being able to tap and drag event blocks to another another point within the same week, you can't even tap an empty time to create a new event. However, as with Date Book, you can tap on an event block to display its details at the top of the screen.

## Month and Year views

Again, the biggest news with the Month view is the addition of colored categories (**Figure B.9**). Luckily, the blocks that display events have grown a bit so that you can actually discern the colors. (Remember that event blocks are split into three daily periods: morning, midday, and evening.)

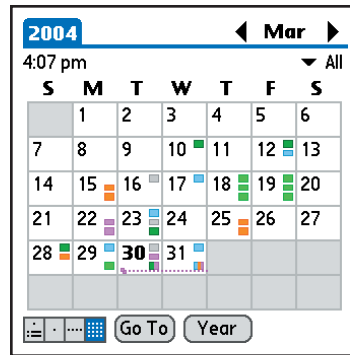
The other big news for Calendar is the addition of the Year view (found previously in Handspring's Date Book+ application). It's not terribly functional or even that informational, but it does provide you with a global view of the calendar, which Date Book was certainly lacking (**Figure B.10**).

### To display the Year view:

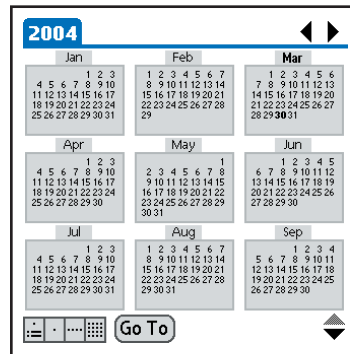
- ◆ Choose Display Options from the Options menu and select Year View.
- ◆ While in the Month view, tap the Year button at the bottom of the screen.

### ✓ Tips

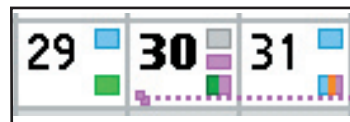
- If multiple events from different categories occur during a section of the day, the event block is split into two or three colors (**Figure B.11**).
- Use the 5-way Navigator to scroll through the year view: left and right move between years, while up and down lets you see more months in the current year. Press the middle selector button to enable scrolling through the individual months (the current date's month is activated for the current year, while other years start you off at January).



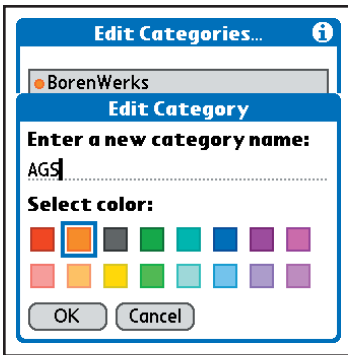
**Figure B.9** The Month view features lots of pretty colors, thanks to color-coded categories.



**Figure B.10** Use the Year view to see a global vista of the year to come.



**Figure B.11** A closer look reveals the Month view's event blocks divided into multiple colors (up to three—see the 31st) when multiple category events occur during the same period of the day.



**Figure B.12** Add a dash of color when you edit Calendar categories.

## Category colors

Like the old Chicago song, Calendar can color your world with color-coded categories, which helps you quickly scan your appointments to see what your day will be like. Category colors show up as small dots in a variety of places: between the time and the event title in the Agenda view; in a column between the time and event in the Day view; and as colored blocks in the Week and Month views. These colors manifest themselves automatically, save for Day view (which requires you to select the preference in Display Options).

### To color-code to a category:

1. Tap an event, then tap the Details button at the bottom of the screen.
2. Tap the Category popup menu and select Edit Categories.
3. Select a current category from the list and tap the Edit button, or tap the New button.
4. Modify or write a new entry, then tap one of the 16 color boxes to select it as the category color (**Figure B.12**).
5. Tap OK to accept the changes to the category, then OK again to return to the Event Details.

### ✓ Tips

- Colored categories are limited only to Calendar, not applied to Contacts or Tasks (though I wish it were).
- Category colors are mandatory (no clear categories are allowed), and you can choose from just the 16 colors on hand.
- When the Category Column is selected in the Day view's Display Options, tap the dot to open the details for that event without having to tap the Details button.

## Tasks

The stale To Do application gets a welcome revamp to the multi-tabbed Tasks. It also adds the ability to create repeating tasks, as well as assign alarms to signal your attention at a specific time during the day (not just at the beginning).

### All view

This view is much like the To Do of old, with your entire library of tasks presented in one screen, and with the ability to show priority, due date, and category (**Figure B.13**).

### Date view

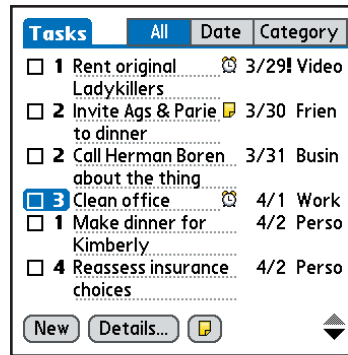
Tapping the Date tab gives you the ability to filter tasks via the popup menu to see ones that are due today, during the last 7 days, during the next 7 days, and those that are past due (**Figure B.14**). The numbers in the menus indicate the number of records that apply to each option.

### Category view

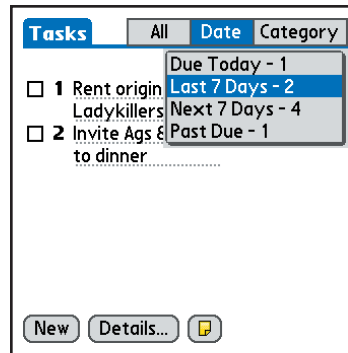
To see specifically themed tasks, tap the Category tab and choose a category name from the popup menu that appears (**Figure B.15**).

#### ✓ Tip

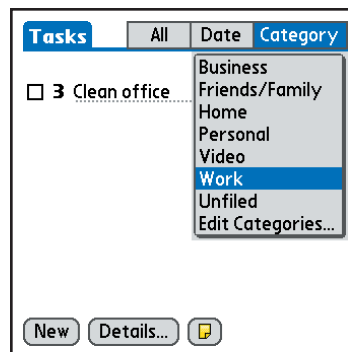
- Although you've always been able to add notes to To Do items, the new Tasks Note button (to the right of the Details button) is a faster way to access the note editing screen. Simply select a task from the list and tap the note button to add more context to the task at hand.



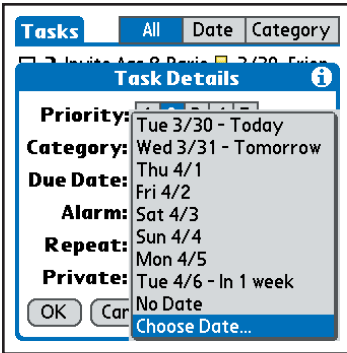
**Figure B.13** The new Tasks application is now divided into three sections: All, Date, and Category.



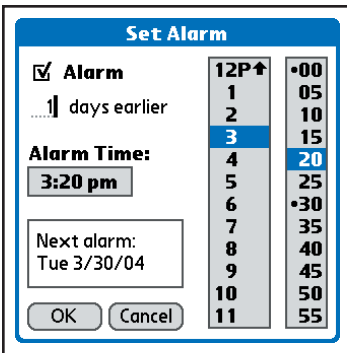
**Figure B.14** Use the popup menu in Date view to filter those tasks due today, during the last/next seven days, and those that are overdue.



**Figure B.15** With the Category view's popup menu, you can filter to see only those tasks assigned to a category.



**Figure B.16** Get a week's worth of choices when you tap the Due Date popup menu.



**Figure B.17** Assigning a task alarm is similar to configuring a Calendar event, but it can be set for the day of the task or any number of preceding days.



**Figure B.18** Give your Task alarms a different reminder sound from alarms that originate in the Calendar.

## Task alarms

You can now create a reminder alarm to sound at any time of the day. Tasks can also now repeat.

### To set a task's alarm:

1. Select a task and tap the Details button.
2. If you haven't already, tap the Due Date popup menu to select from the expanded list of dates (**Figure B.16**).
3. Tap the Alarm box to display the Set Alarm screen.
4. Tap the Alarm checkbox to enable the feature, then set how far ahead of the task's due date you want the alarm to sound, and at what time during the day (**Figure B.17**).
5. Tap OK to return to the Task Details screen, then tap OK again.

### To set an alarm's sound:

1. Select Preferences from the Options menu, or write ✓ -R.
2. Tap the Alarm Sound popup and select sound names to preview them (**Figure B.18**).
3. When you decide on an alarm sound that completes you, tap OK.

### ✓ Tip

- I make a point of using different alarm sounds for tasks and calendar events to help differentiate between the two types.

## Repeating a task

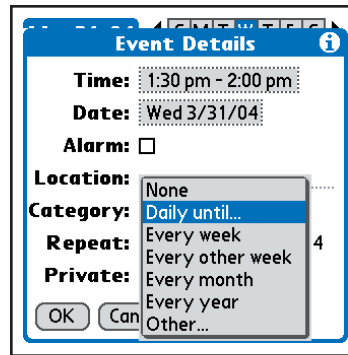
Do you need to complete a project each Wednesday at 3:00 pm? Tasks can now repeat, just like events in Calendar do.

### To create a repeating task:

1. Select a task and tap the Details button.
2. Tap the Repeat popup menu and choose from the list of common repeating schedules, or tap Other to configure the repetition (**Figure B.19**).
3. Tap OK.

#### ✓ Tip

- Set a task's alarm for "0" days earlier for the alarm to sound on the due date.



**Figure B.19** Tap the Repeat popup menu and choose from standard repeating options, or select Other for more options.



**Figure B.20** The new Contact view breaks up the various chunks of data with divider lines.

## Contacts

Though not as overhauled as Calendar or Tasks, Contacts adds a few twists to the old Address Book. The contact information screen now has a different layout, and you can add more details for connecting to a variety of communication sources—including instant messaging (IM) applications.

### Contact view

As with Address Book, tapping a name in the Contacts list brings up a screen with a view of the contact's details. However, the Contacts application has refined the layout to help you better visualize the information. The Contact view renders the contact's name in a large bold font at the top of the screen, followed by the nickname and company name underneath. Several sets of divider lines help to group chunks of data, with phone and email information in one, IM and Web site in the next, and physical addresses in the next (**Figure B.20**).

## Quick Connect

When in the Contact view, tap the Quick Connect icon at the top of the screen to jump to a relevant application (i.e., VersaMail for an email address) or have your device communicate with your cell phone (either via infrared or Bluetooth) to dial a number (**Figure B.21**).

## Adding fields

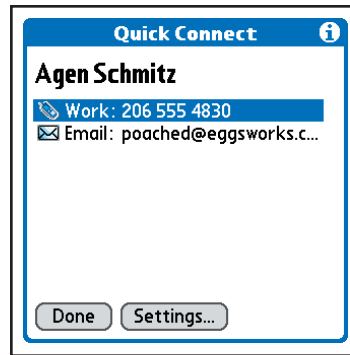
The biggest change to the Contact Edit screen is the ability to add more fields for phone numbers, addresses, and to instant messaging applications from AOL, MSN, and Yahoo (**Figure B.22**). You can add up to two instant messaging addresses and a combination of up to seven phone/pager/fax/mobile numbers or email addresses.

### To add Contact fields:

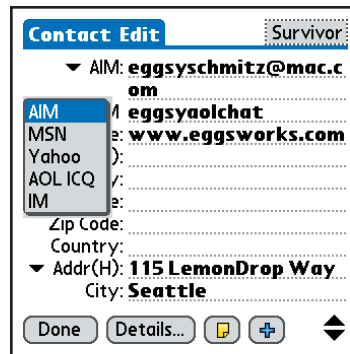
1. Select a contact from the Contacts list, then tap the Edit button on the Contact view screen.
2. At the bottom of the Contact Edit screen, tap the + (plus) button.
3. Select either Phone/E-mail, IM, Address, or a Custom category from the popup.
4. Tap Done when you're finished.

### ✓ Tip

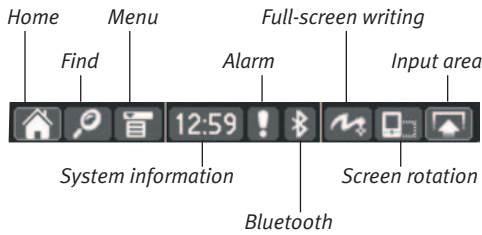
- Fields you add in Contacts will be added to Palm Desktop or Outlook the next time you HotSync your device.



**Figure B.21** Tapping the Quick Connect icon at the top of the Contact view screen for direct access to your email application or phone dialer.



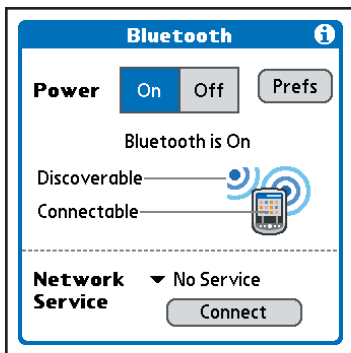
**Figure B.22** Add more fields to a contact by tapping the + button—including up to two IM addresses.



**Figure B.23** The full lineup for the Tungsten T3's electronic status bar.



**Figure B.24** Tapping the System Information button gives you battery and memory statistics as well as controls for audio and screen brightness.



**Figure B.25** Control wireless Bluetooth connectivity from the status bar.

## Tungsten T3

The most innovative aspect of the Tungsten T3 is its stretched display and the status bar at the bottom of the screen, which collects a variety of shortcuts and functions—including the ability to open an electronic input area, which replaces the unchanging silk-screen used with by other Palm handhelds (**Figure B.23**).

- ◆ The first three buttons—Home, Find, and Menu—mirror those found on Palm's typical input area, and their functions remain unchanged.
- ◆ The System Information button displays the current time. Tapping it brings up a screen that collects the remaining battery life, available memory, and screen brightness and alarm volume controls (**Figure B.24**).
- ◆ The Alarm button blinks when a Task or Calendar event becomes due. If you select snooze when a reminder comes due, the button icon continues to blink; tapping it brings up the reminder screen.
- ◆ Tapping the Bluetooth button brings up a dialog from which you can enable or disable Bluetooth connectivity, access preferences, and connect to the Internet via a Bluetooth-enabled phone. (**Figure B.25**).
- ◆ Tap the Full-screen Writing button to enable Graffiti input anywhere on the screen—and not just within the boundaries of the input area. The screen is invisibly divided into sections that mirror the input area: letters are written on the left half of the screen (the a-b-c side), upper-case letters in the middle, and numbers on the right half (the 1-2-3 side).

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- ◆ The best part about having a 320 by 480-pixel screen is the ability to rotate the screen's orientation (which is quite handy for reading e-books). Tap the Screen Rotation button to toggle between landscape and portrait modes.
- ◆ Tap the Input Area button to bring up the electronic input area.

✓ **Tip**

- While handy and cool, the full-screen writing functionality does have its limitations. For instance, you can't automatically make a selection of a word or range of words—you must tap and hold for a second, then drag to make your selection. Also, writing accented characters (which requires you to write a letter, then write an accent symbol in the 1-2-3 area) is rather impossible, and it's best accomplished using the input area.