# WorldFAQ™

## (World Frequently Asked Questions)

for the PalmPilot™ Connected Organizer

System Requirements	Introduction		2
What's Included	System Requirements		2
Getting Started			
WorldFAQ's Views	Installing	WorldFAQ	2
Moving Around the World 7 Location Details 8 Adding Notes to Locations 11 Adding and Deleting Cities 12 Assigning Categories 13 Setting Preferences 14 Backup and Restore 14		Getting Started	3
Moving Around the World 7 Location Details 8 Adding Notes to Locations 11 Adding and Deleting Cities 12 Assigning Categories 13 Setting Preferences 14 Backup and Restore 14		WorldFAQ's Views	4
Adding Notes to Locations			
Adding and Deleting Cities		Location Details	8
Assigning Categories		Adding Notes to Locations	11
Setting Preferences	Ad	lding and Deleting Cities	12
Backup and Restore	Assigning	g Categories	13
•	Setting Preference	S	14
Getting in Touch With Us14	Backup and Restore		14
	Getting in Touch With Us		14

Essential tools for people conducting international business, frequent travelers, PalmPilot users that need to stay in touch with friends and family around the world, and the just plain curious.

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### Introduction

WorldFAQ (World Frequently Asked Questions, pronounced world-fack') is a collection of information about places around the world, information such as time zones, daylight savings time dates and times, currency exchange rates, latitudes and longitudes, telephone dialing codes, airport names and codes, populations, and more. Using this information, you can calculate dates and times around the world (both absolute and relative), currency conversions, and distances between cities.

The WorldFAQ database has four different types of locations: countries, time zones, islands, and cities. Islands are bodies of land, such as Tahiti, that are part of a country (French Polynesia in this case) but have different time zone information. Islands such as Madagascar, that are self-contained countries, are categorized as countries.

The full WorldFAQ database contains more than 200 countries, 57 time zones within those countries, 42 islands, and 385 cities. The demo version of WorldFAQ contains an assortment of 130 locations.

WorldFAQ knows about the relationships between these four types of locations. It knows that Paris is a city in France. It also knows, for instance, that the United States has several times zones, and that several countries in Europe have the same starting and ending days for Daylight Savings Time.

You can edit the data for each location so that, for example, when the exchange rate for the Australian dollar changes, you can enter the new rate for Australia. Because the world is a relatively stable place, however, you cannot change the relationships between locations. France will probably always be a country in the European daylight savings time region, Paris will probably always be in France, and Mountain Time will probably always be a time zone in the United States.

When you change the data for a location, it is properly reflected in the location relationships stored in the World-FAQ database. When you change the Australian exchange rate, if you do a currency conversion for a city in Tasmania, an island of Australia, that conversion uses the latest Australian rate. Likewise, if you change the daylight savings time start and stop dates for the United States, the daylight savings time start and stop dates change for every US time zone that operates under Daylight Savings Time, and every city in those time zones.

## **System Requirements**

WorldFAQ requires PalmOS version 2.0 or greater. This is the version of the OS included with the PalmPilot Personal and Professional Editions, and with Palm's 1 MB Professional Upgrade for the Pilot 1000, 5000, and Personal organizers.

You can find out which version of the PalmOS your PalmPilot connected organizer has by running the Memory application. The OS version appears in the upper right-hand corner of the Memory screen.

The WorldFAQ program file takes about 52 KB of RAM. The full database, with about 700 locations in it, takes about 44 KB of RAM.

In order to get the most out of this program and this documentation, we strongly recommend that you read the documentation that came with your PalmPilot device. In particular, you should be familiar with starting applications from the PalmPilot Application picker, using menus, and editing text.

#### What's Included

However you receive WorldFAQ, whether on floppy disk, by downloading it from a Web site, or by some other means, you should have five files:

- WFAQ.PRC, the WorldFAQ program that you install on your PalmPilot organizer;
- WFAQDB.PDB, the WorldFAQ database;
- README.TXT, a text file containing last-minute instructions or other details not included in the documentation;
- WFAQ.PDF, an Adobe Acrobat formatted file containing this documentation; and
- LICENSE.PDF, an Acrobat format file containing the licensing agreement governing your use of WorldFAQ.

Acrobat is a free, platform-independent document format with readers for the Macintosh, Windows, and UNIX operating systems. If you don't have the Adobe Acrobat reader for your system, you can find it practically everywhere – CompuServe, American Online, and various web sites, including Adobe's at www.adobe.com. We don't include it with WorldFAQ because of its size.

## Installing WorldFAQ

You install the WorldFAQ demo just like you install any other PalmPilot application, using the PalmPilot Install program that is included with your PalmPilot desktop. We don't describe the installation process in detail because it varies with different models. Refer to the documentation that you received with your PalmPilot device for the correct procedures.

You have to install two files: WFAQ.PRC and WFAQDB.PDB. You can install them in either order, at the same time or separately. You can also install WorldFAQ on a PalmPilot organizer that also has our World Time or WorldFAQ Lite program. They should peacefully coexist.

If you find yourself reinstalling the WorldFAQ program or database at some point, make sure you first delete the WorldFAQ program or database that is already on your PalmPilot organizer. You do this using the Delete Apps function of the Memory application which is permanently installed on your Pilot.

## **Getting Started**

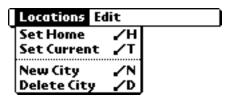
When you first start WorldFAQ, the main view, showing a list of locations in alphabetical order, appears (see Figure 1). The first thing you should do is set your Home location. Find a city, country, or time zone closest to your actual home. There are three ways to do this:

- Scroll up and down through the main view a page at a time using the scroll buttons located at the bottom center of your PalmPilot's case.
- Scroll up and down one line at a time using the singleline scroll buttons (Figure 1 shows only the down button. Once you move past the top of the list, a similar up buttons appears as well).

 Enter the first few characters of the location's name in the Graffiti entry area. WorldFAQ searches for up to five consecutive characters (one or two should be sufficient to find most names).

If you use this third method, when you first enter a character, the program waits a brief moment for a second character to use as part of its lookup string. The lookup indicator appears while it's waiting. If you don't enter a character within that moment, the program assumes that you want to start over looking for a new location name and the indicator disappears.

Once you find a location suitable for your Home, tap on its name. A view similar to Figure 2, called a detail view, appears. (What actually appears depends on whether you tap a city, country, or time zone. See "Location Details" for descriptions of the different detail views). You set that location to your Home location by selecting Set Home from the Locations menu.



then tapping the Done button, and finally, tapping the OK button when WorldFAQ asks you if you want to save your changes.

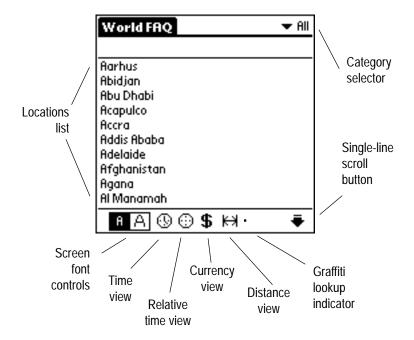


Figure 1 - WorldFAQ's main view.

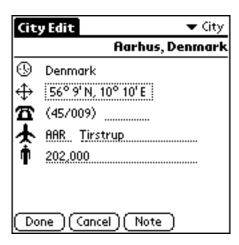


Figure 2 - A city detail view.

At this point, WorldFAQ assumes that the clock setting on your PalmPilot organizer is the current time at your Home. It returns to the main view and redisplays the locations list. For each location, it calculates the date and time relative to your Home location (see Figure 3). It also displays your Home location at the top of the screen.

#### WorldFAQ's Views

WorldFAQ actually has four main views – time, relative time, currency, and distance – each showing a different type of information. You can select any of the main views using the View menu,

	View Options		
1	Time	<b>∠</b> T	
	Relative Time	/L	
	Currency	ZC	
	Distance	<b>∠</b> D	

or you can tap one of the activators at the bottom of the screen (refer back to Figure 1).

You can also change the font size for each main view using the font controls shown in Figure 1. When using the larger font, WorldFAQ may display less information because it has to fit fewer characters on each line. There are also some preferences for controlling what appears in each view. See "Setting Preferences" for more details.

#### The Time View

The Time view shows you the date and time for each location in the main view (see Figure 3). You activate it by selecting the Time command from the View menu or tapping the time view activator on the bottom of WorldFAQ's main screen.

In time view, the date and time are formatted using the formats that you set using the PalmPilot Prefs application. WorldFAQ has full knowledge of world time zones and Daylight Savings Time start and stop dates and times for each location. If a location is currently operating under Daylight Savings time, its name appears underlined.

The large-font view (see Figure 4) shows the current time followed by a "+" to indicate a location that is currently a day ahead of your Home location or a "-" to indicate a location that is a day behind your Home location.

Locations that have more than one time zone, like Australia, the Europe DST region, the United States, Canada, and so on, do not show any values in the Time view. Just their names appear.

#### The Relative Time View

The relative time view shows the date and time for all locations using a past or future date and time that you specify. You activate it by selecting the Relative Time command on the View menu or by tapping the relative time activator at the bottom of the WorldFAQ main screen. When you select relative time, the following dialog first appears:



Time	<b>▼</b> All
Adelaide	10:46 am 12/7/97
Aarhus	1:16 am 12/7/97
Abu Dhabi	4:16 am 12/7/97
Acapulco	6:16 pm 12/6/97
Adelaide	10:46 am 12/7/97
Afghanistan	4:46 am 12/7/97
Alaska	3:16 pm 12/6/97
Aleutian Isles	2:16 pm 12/6/97
Alexandria	2:16 am 12/7/97
Almaty	5:16 am 12/7/97
Amer Samoa	1:16 pm 12/6/97
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Figure 3 - The time view, small font.

Time	<b>▼</b> All
Adelaide	10:46 am
Aarhus	1:16 am
Abu Dhabi	4:16 am
Acapulco	6:16 pm -
Adelaide	10:46 am
Afghanistan	4:46 am
Alaska	3:16 pm -
Aleutian Isles	2:16 pm -
Alexandria	2:16 am
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Figure 4 - The time view, large font.

Use this dialog to select the date and time you want to use to calculate the relative time. To select a calculation time, tap the Time selector. The following dialog appears:

displays the results as hours and minutes ahead of or behind the Home location. Figure 7 show the relative time view with offsets.

Choose a T	•	
Start Time: 12:00 pm	8 <b>†</b> 9 10	-00 05 10
End Time: 12:00 pm	11 12P 1 2	15 20 25 •30
No Time	3 4 5 6	35 40 45 50
OK (Cancel)	7 <b>↓</b>	55

Select the time you want to use and then tap OK, or tap Cancel if you decide you don't want to change the time.

To select a calculation date, tape the Date selector. The following dialog appears:

	Choose a Date					
		•	( 19	97 )	•	
	Jan	Feb	Mar	Apr	May	Jun
	Jul	Aug	Sep	Oct	Nov	Dec
S M T W T F S 1 2 3 4 5 6 (7) 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31						
(	(Cancel) (Today)					

Select the date you want to use. Tap Cancel if you decide you don't want to change the date, or tap Today to select today's date.

After selecting a date and time, tap OK; the relative time view appears (see Figure 5). WorldFAQ assigns the date and time you select to your Home location and calculates the date and time for all other locations relative to that date and time for your Home location. The large-font view for relative time is shown in Figure 6.

If you check the checkbox labeled "Show hour offsets, not time." on the relative time dialog box shown on the previous page, WorldFAQ makes the same calculations, but

Relative Time		<b>▼</b> All
Alexandria	12:00 pm	8/5/98
Aarhus	11:00 am	8/5/98
Abu Dhabi	2:00 pm	8/5/98
Acapulco	4:00 am	8/5/98
Adelaide	7:38 pm	8/5/98
Afghanistan	2:38 pm	8/5/98
Alaska	1:00 am	8/5/98
Aleutian Isles	12:00 am	8/5/98
Alexandria	12:00 pm	8/5/98
Almaty	3:00 pm	8/5/98
Amer Samoa	11:00 pm	8/4/98
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Figure 5 - Relative time, small font.

Relative Time	<b>▼</b> All
Alexandria	12:00 pm
Aarhus	11:00 am
Abu Dhabi	2:00 pm
Acapulco	4:00 am
Adelaide	7:30 pm
Afghanistan	2:30 pm
Alaska	1:00 am
Aleutian Isles	12:00 am
Alexandria	12:00 pm
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Figure 6 - Relative time, large font.

Relative Time		<b>▼</b> All
Alexandria	12:00 pm	8/5/98
Aarhus	-1 Hrs	0 Min
Abu Dhabi	2 Hrs	0 Min
Acapulco	-8 Hrs	0 Min
Adelaide	7 Hrs	30 Min
Afghanistan	2 Hrs	30 Min
Alaska	-11 Hrs	0 Min
Aleutian Isles	-12 Hrs	0 Min
Alexandria	0 Hrs	0 Min
Almaty	3 Hrs	0 Min
Amer Samoa	11 Hrs	0 Min
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Figure 7 - Relative time, offsets, small font.

When calculating relative time, WorldFAQ always factors in the Daylight Savings Time rules in effect at the time, using the start and stop dates currently stored in the World-FAQ database.

Locations that have more than one time zone do not show any values in the relative time view. Just their names appear.

#### Currency

WorldFAQ can calculate currency amounts. You select the currency view by selecting Currency from the View menu or tapping the currency activator at the bottom of the WorldFAQ main view. When you select the currency view, the following dialog first appears:



Enter the amount you want to convert and then tap OK; the currency view appears (see Figure 8). WorldFAQ assigns the amount you enter to your Home location and calculates same amount, using the exchange rates stored in its database, for each location. The large-font view for the currency view is shown in Figure 9.

If you tap "Show Exchange Rates" on the Currency Conversion dialog box, WorldFAQ doesn't calculate any currency conversions, but instead displays the exchange rates. Figures 10 and 11 show the small and large-font currency views with exchange rates.

Currency		<b>▼</b> All
Adelaide	175.50	AUD
Aarhus	916.36	DKK
Abu Dhabi	472.24	AED
Acapulco	1,001.36	MXP
Adelaide	175.50	AUD
Afghanistan	608,642.25	AFA
Alaska	128.67	USD
Aleutian Isles	128.67	USD
Alexandria	436.16	EGP
Almaty	9,721.54	KZT
Amer Samoa	128.67	USD
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Figure 8 - Currency view, small font.

Locations that have no exchange rate do not show any values in the currency view. Just their names appear.

Currency	<b>▼</b> All
Adelaide	175.50
Aarhus	916.36
Abu Dhabi	472.24
Acapulco	1,001.36
Adelaide	175.50
Afghanistan	608,642.25
Alaska	128.67
Aleutian Isles	128.67
Alexandria	436.16
A A ⊕ ⊕ \$	₩ •

Figure 9 - Currency view, large font.

Currency		<b>▼</b> All
Adelaide	1.36	AUD
Aarhus	7.12	DKK
Abu Dhabi	3.67	AED
Acapulco	7.78	MXP
Adelaide	1.36	AUD
Afghanistan	4,730.00	AFA
Alaska	1.00	USD
Aleutian Isles	1.00	USD
Alexandria	3.38	EGP
Almaty	75.55	KZT
Amer Samoa	1.00	USD
AA 9 9 \$	H	₹

Figure 10 - Currency exchange rates, small font.

Currency	<b>▼</b> All
Adelaide	1.36
Aarhus	7.12
Abu Dhabi	3.67
Acapulco	7.78
Adelaide	1.36
Afghanistan	4,730.00
Alaska	1.00
Aleutian Isles	1.00
Alexandria	3.38
AA O O S H	₹

Figure 11 - Currency exchange rates, large font.

#### Distance

The fourth and final WorldFAQ view is the distance view. It displays the surface distance between locations using the latitude and longitude settings for various cities and islands. You activate it by selecting the Distance command from the View menu. Figures 12 and 13 show the small and large-font distance views.

Locations like time zones and countries, that don't have latitude and longitude, do not show any values in the Distance View. Just their names appear.

**NOTE**: Distances are calculated as a straight line between places. They typically won't match flying or driving distances.

## Moving Around the World

WorldFAQ not only keeps track of your Home location, but you can also use the program to track your movements around the world using what is called your Current location. The Current location is like your Home location, but it's temporary. Eventually, you go Home.

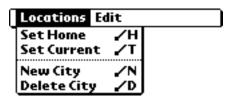
Distance	<b>▼</b> All
Alexandria	
Belfast	2,382 Miles
Birmingham	2,173 Miles
Brisbane	9,052 Miles
Cairo	114 Miles
Calcutta	3,612 Miles
Canary Isles	2,759 Miles
Chatham Isls	10,691 Miles
Chicago	6,025 Miles
China	
Christchurch	10,249 Miles
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Figure 12 - Distance view, small font.

Distance	<b>▼</b> All
Alexandria	
Belfast	2,382 Mi
Birmingham	2,173 Mi
Brisbane	9,052 Mi
Cairo	114 Mi
Calcutta	3,612 Mi
Canary Isles	2,759 Mi
Chatham Isls	10,691 Mi
Chicago	6,025 Mi
A A ⊕ ⊕ <b>\$</b>	# ♦ ♦

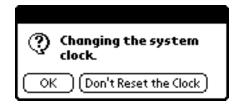
Figure 13 - Distance view, large font.

To set a Current location, you first need to identify it by tapping on the location's name in the main view. When you do that, a detail view similar to Figure 14 appears for that location. (What actually appears depends on whether you tap a city, country, or time zone. See "Location Details" for more information about the different location details.) You set that location to your Current location by selecting Set Current from the Locations menu.



tapping the Done button, and finally tapping the OK button when WorldFAQ asks you if you want to save your changes.

At this point, WorldFAQ assumes that you want to move to the Current location. It asks you if you want to reset the system clock to the date and time it calculates the Current location:



You can disable this option using the Preferences menu. See "Setting Preferences" for more details).

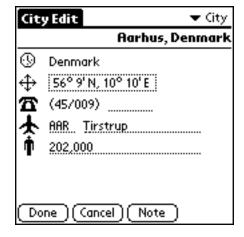


Figure 14 - A typical edit view.

You can chose to have the program reset your clock to the new time, or bypass resetting the system clock by tapping Don't Reset the Clock. This might be useful, for instance, if you just want to do a quick currency or distance calculation.

Regardless of the choice you make, WorldFAQ returns to the main view and redisplays the locations list. Instead of displaying the Home location at the top, however, the Current location appears. All time, currency, and distance calculations are now based on the Current location's information.

Eventually you will want to go Home. You do this by selecting the Go Home command on the main View's Options menu:



WorldFAQ again asks you if you want to change the system clock. You can respond OK, or disable the clock reset by tapping Don't Reset the Clock. If you select OK, WorldFAQ set the system clock back to the date and time for your Home location.

## **Daylight Savings Time**

Many countries around the world observe Daylight Savings Time (DST). Daylight Savings Time starts and stops on specific days at specific hours. When it starts, you are supposed to set your clock ahead one hour. When it stops, you are supposed to set your clock back one hour.

If you Home or Current location (which ever one is active) observes Daylight Savings Time, and enters or leaves it, WorldFAQ automatically resets your system clock properly at the appropriate hour. Like all other system clock changes, you can tell WorldFAQ to notify you of the changes and bypass the clock reset if you like.

#### **Location Details**

To see the detail view for a location tap its name. A second screen appears showing you that location's data. The details that appear depend on the type of location you are looking at. Some of the data you can edit, some is inherited from a different location in the WorldFAQ database. For instance, you cannot edit the telephone codes for dialing into and out of Alexandria, Egypt when looking at the Alexandria information. These codes are for all of Egypt. To change them, you have to go to the Egypt detail view.

**NOTE:** When looking at a detail view, you can move to the next and previous locations in the current category by pressing your PalmPilot's scroll down and scroll up buttons respectively.

#### Time Zones

There are three pieces of information that WorldFAQ stores for Time Zones (see Figure 15):

- The hours and minutes a time zone is offset from Greenwich Mean (also called Zulu) time.
- The day that Daylight Savings Time starts and stops for the time zone.
- The hour at which Daylight Savings Time starts (World-FAQ assumes it stops one hour later it starts).

Time zone offsets are normally expressed as offsets from Greenwich Mean Time in values between -12 and +12. A few time zones also have partial-hour offsets of 15, 30, or 45 minutes. You can change the offset hour by entering a new value between 12 and -12 in the offset data-entry field. Tap on the minutes pop-up to select a partial-hour offset.

To change the Daylight Savings Time start and stop dates and hour, you have to tap on the Daylight Savings Time selector. A dialog box like the following appears:



Time zone offset

Daylight Savings Time selector

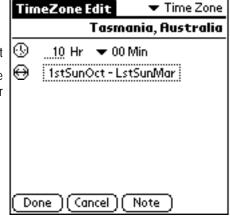


Figure 15 - Time zone details.

By tapping on the dialog's pop-ups, you can change the start and stop dates and time. The Start and Stop pop-ups display a list of all the dates currently used around the world for starting and stopping dates:



Some of them are actual dates, most specify a particular week during a month.

There are two special cases you may encounter when editing time zone details. The first, a geographic region with multiple time zones but a single Daylight Savings Time rule, is shown in Figure 16. These are also called DST Regions. You cannot change the time zones that are part of the DST Region, but you can change the Daylight Savings Time start and stop settings.

The second case, shown in Figure 17, is a situation where a time zone is part of a larger geographic region, such as a country, that has countrywide Daylight Savings Time setting. For these situations, you can change the time zone offset information, but you cannot change the Daylight Savings Time rules. You have to go to the country for that time zone to edit the DST information.

#### Countries

WorldFAQ stores more information for countries than it does for time zones (see Figure 18):

- Name and two-character international country code (non-editable).
- GMT offset (may be editable).
- Daylight Savings Time start and stop dates (may be editable).
- Three-character currency code, the currency name, and the exchange rate.
- Telephone codes you need to use to place a call into the country and dial out from the country.
- Population.



Figure 16 - Multiple time tones.



Figure 17 - Country-controlled DST.

Name ( country code)
GMT offset
DST start/stop days
Currency information
Dial-in/dial-out codes
Population

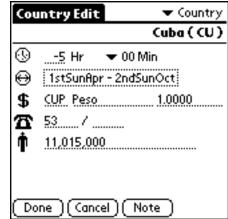


Figure 18 - Country details.

Although you generally won't want to, you can change all these values except for the country name and code. The one value that might change regularly is the exchange rate.

**NOTE**: To save memory space, WorldFAQ stores population values in thousands, not in exact numbers. If you enter 5,252 for a population value, for example, WorldFAQ changes that value to 5,000. 5000 appears the next time you look at that location's Details.

Like time zones, there are some countries that have multiple time zones (see Figure 19). In these case, WorldFAQ displays the words "Multiple Time Zones" and you are unable to change the GMT offset. You have to go to the time zone detail view to do that.

There are also countries that are part of a larger geographic region and get their Daylight Savings Time start and stop dates from that region (see Figure 20). To change the DST start and stop dates, you have to change them for the geographic region.

#### Islands

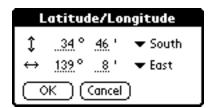
WorldFAQ treats islands as a hybrid of countries, time zones, and cities. Like Guam, they may be part of a country (the United States in this case) but have their own separate time zone settings. Since they are small, they can also have latitude and longitude as well. Islands may also be separate political entities that use currencies from different counties.

WorldFAQ stores the following information for islands:

- Name and country affiliation (not editable).
- GMT offset.
- Daylight Savings Time start and stop dates (may be editable).
- Latitude and longitude.
- Telephone dial-in and dial-out codes (not editable).
- Area code.
- Airport abbreviation and name.
- Population.

Although you generally won't want to, you can change all of these values except for the country name and code, and the dial-in and dial-out codes.

In order to change the latitude and longitude, you have to tap on the latitude/longitude selector shown in Figure 21. When you do, the following dialog appears:



Enter the correct values and tap OK to return to the island details view.

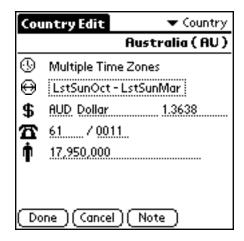


Figure 19 - A country, multiple time zones.

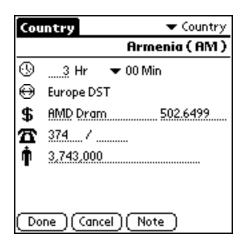


Figure 20 - A country, uneditable DST data.

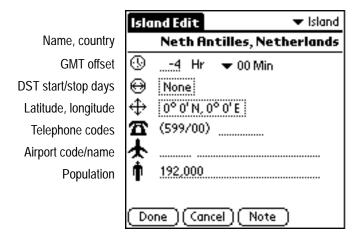


Figure 21 - Island Details.

Islands may have their own GMT offsets and Daylight Savings Time rules, or they may inherit them from other countries. Figure 22 shows a case where both values are inherited from other countries. In these situations, you cannot directly edit the GMT offsets or DST values; you have to go to the country they are inherited from to make changes.

#### Cities

The lowest level of geographic detail stored by WorldFAQ is the city. For each city, the program has the following information (see Figure 23):

- Name and country (not editable).
- The time zone it's located in (not editable).
- Latitude and longitude.
- Dial-in and dial-out telephone codes (not editable).
- · Area code.
- Airport code and name.
- Population.

Like most WorldFAQ data, you probably won't need to change any of these values.

A city's time zone may be the same as the country (as shown in Figure 23) or it may be in a time zone within a country as shown in Figure 24.

**NOTE**: Country capital cities are designated by a start to the left of the city name as shown in Figure 23.

## **Adding Notes to Locations**

You can add a text note to any WorldFAQ location by tapping the Note button at the bottom of the location's detail view. When you do this, the Note screen appears (see Figure



Figure 22 - An island with inherited time settings.

25). You can use various techniques for adding and changing the Note information.

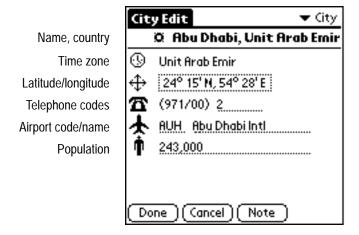


Figure 23 - City Details.

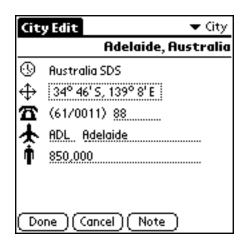


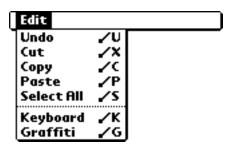
Figure 24 - A city in a time zone.



Figure 25 - The WorldFAQ Note screen.

Most easily, you can tap on a location on the Note and enter text using the Graffiti keypad. You should be familiar with this technique from using other PalmPilot applications. If you need assistance remembering specific Graffiti strokes, you can make the Graffiti help screen appear (see Figure 26) by selecting the Graffiti command from the Edit menu.

As an alternative, you can use various clipboard commands to manipulate chunks of text. You access these commands from the Note screen's Edit menu:



The clipboard commands do the following:

Undo	Undo the previous clipboard command.
Cut	Remove a selected block of text and places it

the clipboard.

Copy Make a copy of the selected text and puts it on

the clipboard.

Paste Take the current contents of the clipboard and

inserts it at the current cursor location.

on

Select All Select all the text in the current data-entry

field, in this case, the Note.

A third method for entering and editing Note text is by using the PalmPilot on-screen keyboard (see Figure 27). You can make the keyboard appear by selecting the Key-



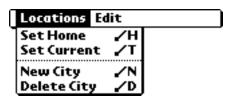
Figure 26 - Graffiti help.

board command on the Edit menu. Read the appropriate section of your PalmPilot documentation for more information on how to use the keyboard.

**NOTE**: All these editing commands are also available for changing WorldFAQ location data when working with the various detail views.

## Adding and Deleting Cities

With WorldFAQ, you can add and delete cities. To add a city, use the main view to find a time zone, country, or island that is closest to the city you want to add. Tap on that location's name so that its detail view appears. Select the New City command on the Locations menu.



A new, partially-completed city detail view like the one shown in Figure 28 on the next page appears. The main difference between this view and a typical city detail view is that the name field is blank, and the cursor is positioned there. Fill in the name you want, change whatever other data you want to change, and tap the Done button to save the new city.

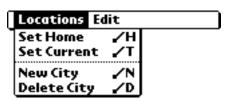
When creating a new city, WorldFAQ uses the starting location you select to pass on as much information as possible to the new city, most importantly the country and time zone. You want to pick a starting location as close as possible to the city you are adding so that the new city has the proper attributes. You can change many of the data items, but you can't change the time zone or country.



Figure 27 - The PalmPilot on-screen keyboard.

**NOTE**: Once you tap OK to accept a new city, you cannot go back and change its name. If you enter the wrong name, you need to delete the erroneous city and reenter it.

To delete a city, either one that you've added or one that came already included in the WorldFAQ database, first tap that city's name in the main view so that it's detail view appears. Then, select the Delete City command from the Locations menu.



WorldFAQ will ask you to confirm that you want to delete the city, and erase it if you tap the OK button.

## **Assigning Categories**

Like all of the built-in PalmPilot applications, WorldFAQ supports the notion of categories. Each location in World-FAQ is assigned to one of 16 different categories. You can view just one category's locations, or view them all, by selecting an appropriate choice on the Categories pop-up in the upper right-hand corner of the main screen as shown in Figure 29. You can also use this pop-up to add, delete, and change category names.

WorldFAQ starts out with four categories – Time Zones, Countries, Cities, and Islands. In addition, the PalmPilot operating system adds another category called "Untitled" that initially has no locations in it. You can add new categories, and delete and rename existing categories by selecting the "Edit Categories" command on the Categories pop-up. Refer to your PalmPilot documentation for details on working with categories.

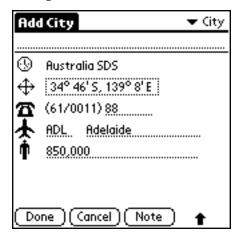


Figure 28 - Adding a city.

All WorldFAQ locations are initially assigned to one of the four categories. You change the category for any location by first going to its detail view. Like the main view, each detail view has a Categories pop-up in the upper right-hand category (see Figure 29). Use this pop-up to change the category for any single location by selecting the new category name, tapping the Done button, and then tapping the OK button when WorldFAQ asks if you want to save your changes.

You can add, delete, and rename category names using the Detail View's Categories pop-up. The important thing to remember is that, when you click the Done button, if the category showing in the upper right-hand corner of the edit screen is different from the one the was visible when you first entered the edit screen, you are changing the location's category.

**NOTE**: When you change a location's category, World-FAQ still keeps track of what type of location it is. A city is always a city, no matter what category you put it in.

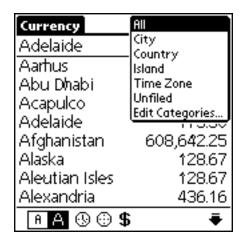


Figure 29 - The main view categories pop-up.



Figure 30 - Changing a location's category.

## **Setting Preferences**

WorldFAQ has five preferences settings that let you customize its operation. When you chose the Preferences command on the main screen's Options menu, the dialog shown in Figure 30 appears. Change your preferences setting using this dialog.

The WorldFAQ preferences are:

- Distance unit of measure. Select either Miles or Km (Kilometers).
- Clock notification. Select this preference when you want to have WorldFAQ notify you that it is about to change the system clock. If you want to disable clock resetting, you should have this preference turned on.
- Currency fractions. WorldFAQ can display currency amounts and exchange rates with or without two digits to the right of the decimal point. Selecting this preference makes the fractions visible.
- Show days of the week. When viewing dates and times, if this preferences is enabled, WorldFAQ displays the day of the week instead of the two-digit year in the small font view only.
- Preferences clearing. Select this option if you want to restore WorldFAQ's preferences to the state they were in when you first installed the program. Home location, view settings, and all other user-controlled choices are cleared.

## **Backup and Restore**

If, for some reason, you accidentally erase your copy of WorldFAQ from your PalmPilot device, you can restore the program in two steps. First, install your original copy of the program file, WFAQ.PRC using the Pilot Desktop installation program.

Show distances in Miles Km

Notify me when changing the system clock.

Show currency fractions.

Show days of the week.

Clear WFAQ preferences.

Figure 30 - WorldFAQ preferences.

Second, you need to restore the WorldFAQ database. Every time you make a change to the WorldFAQ database, a backup copy is stored on your desktop system when you HotSync. Because each Pilot Desktop application is a bit different, we can't tell you exactly where to find the backup copy. The easiest method is to do a system-wide search on your desktop for the file WFAQDB.PDB. That should contain the latest version of your database file. To fully restore WorldFAQ, reinstall that file on your PalmPilot device using the Pilot desktop program.

## Getting in Touch With Us

WorldFAQ is a work in progress – we want to make it as useful as possible. We're already working on a list of enhancements for the next version. Your input is extremely valuable to us. Please tell us about any features we can add to make it a better product. Of course, report any bugs or problems you may experience as well. The best way to contact us is by e-mail at wfaq@cdpubs.com. You can also reach us by telephone between the hours on 9 AM and 5 PM Pacific Daylight Time at 415.621.4252.

It's difficult to create and maintain a comprehensive, accurate database of international time zones, exchange rates, telephone codes, and populations. For instance, it's almost impossible to get accurate population data for any date past 1992. There are undoubtedly some errors in the WorldFAQ data. We apologize in advance for any such errors. If you discover any inaccurate data, please let us know as soon as possible. We plan on maintaining a list of errors on our Web site so that you can keep your World-FAQ database up to date.

Finally, for the latest news and information about WorldFAQ, we encourage you to regularly check our Web site. We will be updating the program on a regular basis, and we expect to be releasing other travel-related products for the PalmPilot connected organizer.

Thank you very much for trying WorldFAQ. We hope you like it.

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