TealPhone User's Manual

Program Version 2.81B
Last Updated: June 30, 2000

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Description

Thank you for trying TealPhone, a replacement for the standard system address/phonebook application. It offers an improved interface and many convenient enhancements over the standard Palm application.

Contents

This archive contains the following files:

| Program files: | TEALPHON.PRC | The TealPhone program file |
| | CUSTPHON.EXE | DOS utility to alter TealPhone menus for Non-US, English-speaking countries |

Document files:	PHONDOC.PDF	This document in Adobe Acrobat (PDF) format
	PHONDOC.HTM	This document in HTML format (sans images)
	PHONDOC.PRC	This document in TealDoc format
	REGISTER.HTM	TealPoint Registration form in HTML format
	REGISTER.TXT	TealPoint Registration form in text format

Installing

Use the Pilot installer to install the program file **TEALPHON.PRC**. It will appear on the Palm Computing device after the next HotSync.
This manual is also provided in this archive as the PalmPilot document **PHONEDOC.PRC**, which can be viewed with our other application TealDoc.

Instructions on how to use the Palm installer are in the Palm Handbook that came with your Pilot, PalmPilot, Visor or WorkPad.

If your names in the standard address application are normally sorted by company instead of last name, set the **Std Address book sorted by company** preference item in TealPhone. No permanent damage will occur if you fail to do this, but new modified records might appear out of order if you view them in the standard app until you do. If this occurs, then change your sorting order in the standard app and back again to force it to resort all your entries there. You may also need to open and "touch" the name fields of individual mis-sorted items in the standard address book to force them to be moved to the correct location, and HotSync to clear out any mis-sorted hidden entries.
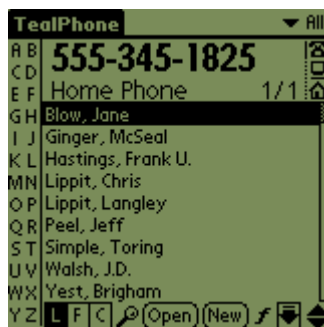
Overview

TealPhone can replace the standard address book application for most purposes. It reads and writes the same address book database as the standard application, thus maintaining maximum compatibility. Because the standard address book is in ROM, however, you cannot remove it even after TealPhone is installed.

After installing the program file, you can run it by selecting its icon from the Applications menu. You may also wish to go to the Palm 'Prefs' application to remap the hardware Address button to TealPhone. This option is only available on Palm OS 2.0 or greater.

Using the Program

TealPhone is easy to use, and consists of three basic interface screens: the **Main Display Screen** and the **Item Edit Screen**, and the **Full View Screen**.

Main Display Screen

The main display screen resembles the standard application, but offers a redesigned interface. It is divided into three basic regions: On the bottom, the **Name display list**, at the top, the **Data Display Window**, and on the left, an optional quick-seek **Index Bar**.

Name Display List

The **Name Display List** shows the entries in the current category much like the main display of the standard application. It is more flexible, however, in that you can show the display at any time sorted by first name, last name, or company name. This is switchable at any time by tapping on the **L**, **F**, and **C** buttons at the bottom of the display. The sorting setting is saved with the current category, including **All**. Each category can have it's own specified sorting order.

Clicking on an entry in the display list highlights that entry and causes its data to be displayed in the **Data Display Window** at the top of the display.

You can change the current selection in the name list by using the hardware up and down scrolling buttons. When the **Scroll Lock** button at the bottom of the display is selected (it looks like a down-arrow), then the buttons scroll the list instead of changing the current selection. The name list is designed for easy one-handed operation. For instance, even without the **Scroll Lock** down, the screen can scroll page by page if you hold down the scroll button. This option can be set in preferences.

Lastly, you can change the font in the display list by pressing on the *f* button at the bottom of the display. If you are running Palm OS 3.x or higher, you will have an additional large font added to your choices.

Data Display Window

 The Data Display Window shows either a phone number, email address, or physical address for the current entry. Unlike the standard app, it shows this data on the same screen so you don't need to switch back and forth between screens. This is particularly useful when, say, calling multiple numbers from a list of contacts.

You can change the current displayed item by tapping on either the left or right halves of the window, to scroll backwards or forwards through the list. You can also cycle through only phone numbers, email addresses, or physical addresses by tapping on any of the three icons at the right of the display window.

If you are using a keyboard peripheral hooked up to your PalmPilot, you can cycle through the phone/address entries with the left and right arrow keys.

The data in the display window will intelligently select a font for the data based on content and space. Note that the largest font contains only numbers, a hyphen, period, and comma. Telephone number entries that contain only these characters will appear in the largest font unless it is too long to fit in the window at that size. In that case, it will switch to the largest font that will fit for easy viewing.
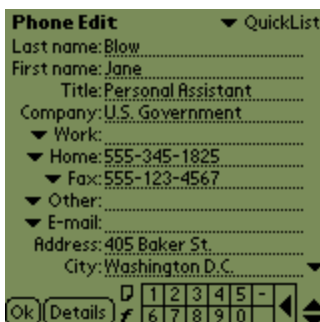
Quick Index Bar

 To the left, there can be an optional index bar, which displays the letters of the alphabet. Clicking on a letter seeks to the first entry starting with that letter. Subsequent clicks can further refine the search to a 2-5 letter combination if you enter each stroke within a and a half seconds of the last. This bar can be turned on or off from the preferences menu.

Graffiti Seek

With or without the bar, you can also seek to any letter by entering the graffiti stroke for that letter. If the letter is found, the list will move and the letter will be echoed temporarily in the lower left corner of the screen. You can seek to any 1 to 5 character combination by entering a sequence of letters, each within one and a half seconds of the last.

Item Edit Screen

 When you tap on the **Open** button or double-tap an address entry in the name list, the currently selected entry is opened up either in the item edit screen, or the item full view window. Whichever one is done is selectable from the preference dialog.

The Edit screen shows the full address entry's data and is nearly identical to the standard system edit screen with the following enhancements:
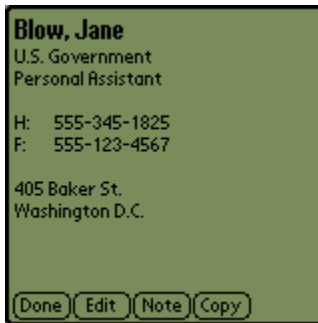
Quick History Popups

To aid in entry of addresses, the 50 US States and the last 10 visited unique cities and countries are listed in popup lists to the right of the corresponding fields. Select an entry from a popup to quickly enter that value into the neighboring field. For non-US countries, you can also change the States popup to keep a history of the last 10 states you've entered or edited by checking the appropriate item in preferences.

Custom Fields

The standard address app allows you to rename four custom fields at the end of each record. These names apply across all entries. TealPhone allows you to do this as well, but also provides 20 custom labels that can be applied on an entry-by-entry basis. Note: if you flag any of the custom fields with a label representing an address, that field will also be recognized as an address on the **Data Display Window**.

Full View Screen

The Full View Screen shows a quick summary of the current entry. It can be brought up from a menu item, from a double-tap on a name entry, or by pressing on the **Open** button, depending on your preference settings. From there you can go to the Item Edit screen or Note screen. By default, you can tap on the text of the entry itself to go to the edit screen. This functionality emulates that of the standard application. In preferences, you can change this behavior to simply dismiss the Full View window instead, which many find more convenient.

In addition you can copy the entire contents of the Full View Screen into the clipboard for pasting into another program by clicking on the **Copy** button. Pressing the up or down hardware scrolling buttons will change the current selection forward or backwards in current the name list.

Finding Entries

TealPhone offers a powerful searching ability, which lets to filter all the entries in the current category. You can search one or more of the fields in this current list, showing only entries which meet the following search criteria:

- Contains specified text
- Matches specified text
- Starts With specified text
- Ends With specified text
- Exists (is not blank)

Alternately, you can show only entries that don't match the above criteria by changing the does/doesn't option in the Find Dialog window.

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Use the **Find Entries** menu on the **Main Display Screen** to bring up the find dialog window. There, you can select the fields to be searched, the search criteria, and text to look for. After running a find operation, the 'L F C' buttons at the bottom of the screen will all be unselected. This will indicate that you are viewing a list from a custom 'Find' operation. Click on any of the three buttons to once again show all the entries in the current category.

Using Custom Searches

Using the Entry-Finding feature, you can set up your address book to function like it has a second set of custom categories. For instance, you can add the word 'Card' to all the entries in your database for which you send holiday greeting cards. This may include both personal and business entries. Later, when it comes time to write your cards, you can search the custom fields for matching the text 'Card' and create a custom list you can scroll down to quickly address all your cards.

Of course, this has many other uses as well. All you need to do is decide on which custom labels to use and enter them into the custom fields of applicable entries.

Other Special Functions

Re-scanning the database

Normally, TealPhone watches the address book database and updates its own sorted lists whenever an entry is added externally, or deleted items are removed after a HotSync operation. If the database is expanded or deleted from the desktop or the standard application, TealPhone should catch this as well. If entries are simply changed externally, use this menu item to update and re-sort TealPhone's address lists. You'll need to rescan the database manually if you change any entries on the desktop in a way that would affect its sorting position but not the total entry count.

Automatic sorting can also occur after a HotSync, as the syncing process clears out entries that have previously been deleted but not yet backed up to the desktop. This procedure will be faster than a full sort, as the system won't do a full sort, but will simply scan the sorting table to verify their integrity.

Re-sorting in the standard address book

If you ever decide to change your sorting options in the standard address book, remember to change the corresponding checkbox in TealPhone's preferences screen. If you rescan the database in TealPhone, it will usually be able to detect the new sorting order and do this automatically. Also, if you have added entries with only a company name and no first or last names in TealPhone, you may need to sort in the standard address book with the 'Remember Category' checkbox turned off, as some have reported that the standard address book may have a bug that will miss the newly created entries otherwise.

If you need to fix mis-sorted entries in the standard address book, change your **sorting order in the standard app** and back again to force it to resort all your entries there. You may also need to open and "touch" the name fields (by adding a letter and immediately deleting it) of individual mis-sorted items in the standard address book to force them to be moved to the correct location, and HotSync to clear out any mis-sorted hidden entries. Lastly, if you have private address entries, don't forget to check their positions and move them if necessary.

Deleting Categories

Re-sort the entries in TealPhone to update TealPhone's category tables if you delete a category and thereby move it's content into another category.

Beaming Entries

TealPhone supports beaming of selected records by automatically call the standard application and then returning after the beaming has finished. You can beam an entry by selecting the **Beam Entry** item under the Record menu on the main display screen.

In addition, you can also mark up to four records as business cards by selecting a record and choosing the 'Set as Business card' menu, and then selecting one of four slots to set to the current entry. When you choose the 'Beam Business Card' menu or hold down the Address Book button (if mapped to TealPhone), then your chosen business card will be beamed. If more than one business card has been selected, then a dialog box will appear to allow you to choose which card to send.

Note that the business cards are found using entry's Last Name, First Name, Company, and Title. Any entry you select as a business card must not have an identical entry with all four of the same field entries, or the system may not beam the entry that you expect. If you need two business cards with the same name, company, and title, make one of them different with a minor change such as punctuation or trailing spaces in one of those four fields.
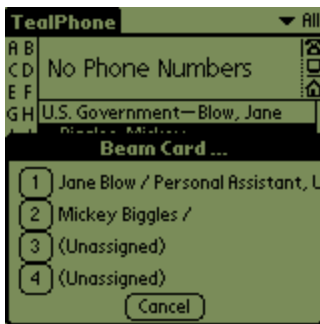
Note also that after beaming an entry, TealPhone simulates a press of the address button to return system control to TealPhone, so you need to map this button to TealPhone for it to return correctly after a beaming operation.

Preference Options

- **Sort By**
    Lets you choose how the address list will be sorted, either by first name, last name, or company. If you choose **selectable**, then all three options will be available on the main screen through the **F**, **L**, and **C** pushbuttons. You may choose one of the other single-sort options if you don't need this flexibility to speed up sort times when scanning the database. Displays the optional bar of alphabetical index buttons along the left edge.

- **Show Alphabet Index Bar**
    Displays the optional bar of alphabetical index buttons along the left edge.

- **Show Company Names in Lists**
    Shows company name in display list after names when sorting by first or last name

- **Treat One Name as First and Last**
    When an entry has only a first name or only a last name, this option causes the existing name to be used when sorting by last or first name. Otherwise, entries missing a first name will be sorted at the bottom of the list when sorted by first name, and entries missing a last name will be shown at the bottom of the list when sorted by last name.

- **Treat Name as Company if None**
    When an entry has no company specified, use the entry's name when sorting by company. This is how the default Address application handles sorting by company. With this option turned off, entries with no company specified are sorted separately at the bottom of the list. This is usually more useful.

- **Hold Down Scroll to Page List**

  When set, the phone list can be paged even in page-select mode by holding down the scroll up and scroll down buttons. This is convenient for one-handed operation, and is good when, say, driving a vehicle, though we don't recommend you do so.

- **Palm V Contrast Button Swaps Views**

  When set, you can use the contrast button on a Palm V to switch the contents of the data view window. Hold it down more than a half second to bring up the normal contrast adjustment window instead.

- **Std. Address is Sorted by Company**

  Tells TealPhone that the standard address book is sorted by company, not last name, so new or modified entries can be put in the correct place as seen from the standard app.

- **Maintain State History**

  Tells TealPhone to maintain a history list of the last 10 states visited rather than the fixed list of US States, which is the default. Great for use in non-US countries.

- **Remember Category**

  Tells TealPhone to remember the last category you visited when you leave the program. When not checked, the category reverts to **All**.

- **Edit on List Double-Tap**

  When set, double-tapping an item opens it in the Edit screen. Otherwise, the item is shown in the full view window.

- **Edit on Full View Tap**

  When set, tapping on the full view window opens the current record in the Edit screen. Otherwise, the full view window is just closed.

- **Edit on Open Button**

  When set, tapping the **Open** button opens an item opens it in the Edit screen. Otherwise, the item is shown in the full view window.

Beaming

TealPhone supports beaming by automatically calling the standard address application. Furthermore, up to four business cards can be selected. If you designate more than one business card, a dialog box will appear allowing you to choose one when you try to beam an entry. Designate an entry as a business card by selecting an entry on the Main Name List and choosing **Set as Business Card** item from the Record menu. Business cards are identified by first name, last name, title, and company, so if you choose to create multiple business cards for yourself, be sure that at least one of these fields is unique for each card.

After receiving beamed records, the standard address book will switch control to itself to display the new note. When you return to TealPhone, it will rescan the database to position the new record.

Printing

TealPhone supports printing through the TealPrint advanced printing system and drivers. If you have a supported printer and proper cable, you can easily print labels directly from TealPhone's main menu, or print entries to any Windows-compatible printer through your HotSync cradle. Please see TealPrint documentation or the TealPoint Software web site for information on TealPrint and currently available software drivers.

TealPhone will support printing of labels directly to a supported label printer (like the DYMO EL60), complete Address book entries, or envelopes with a compatible printer. Note that for printers that accept envelopes sideways, envelopes may need to be printed in graphics mode with the appropriate driver if the printer or driver does not support landscape printing in native text mode.

Appendix A - CustPhon Utility

The standard TealPhone has a few menu items that target it for the US market. The CustPhon utility provides a means to localize these menu items for other English speaking countries. It does not cover all the text in the program, making it incapable of creating a full translation to another language. Instead, you can change the entries appearing in the edit screen's state popup list, as well as the initial popup entries for City and Country and replace the terms 'State' and 'Zip Code'. Lastly, you can reverse the relative order in which these two items appear in the Full view window and data display window.

To run CustPhon, place a copy of the TealPhone program file TEALPHON.PRC in the same folder as CUSTPHON.EXE. Double-click on CustPhon and follow the on-screen prompts. The TealPhone program will be altered to include your menu choices. Use the Palm Install tool to install the new version. Note that if a previous version of the TealPhon has been installed, that the City and Country history lists will not reflect your changes unless you first delete the older version of the program before installing the new.

Appendix B – Revision History

Release 2.81B June 30, 2000 (Minor update)

- Added support for 2-3 line multilane phone numbers in data display window
- Fixed update of category indicator after global find and selection

Release 2.81 June 12, 2000

- Fixed feature allowing backwards cycling of Data Display Window by tapping in left half
- Fixed display of secondary addresses in Data Display Window
- Fixed display of one-line address in Data Display Window
- Added automatic reset of graffiti seek/index bar count before one and a half-second time limit if no match found
- Added automatic trimming of trailing whitespace off data displayed in Data Display Window
- Added auto selection of associated text field when changing phone entry type in edit screen

Release 2.74 5/2/00

- Added option to specify single sort criteria for 3x faster sorts
- Added faster record moving when inserting/modifying records

- Added autodetect of database record order when scanning
- Added ability to scroll forward or backwards through phone numbers by tapping left or right of data display window.
- Added support for left and right arrow keys on external keyboard to cycle phone numbers
- Added support for up/down arrow keys on external keyboard to select entries
- Added faster application startup
- Added color icon for Palm IIIc
- Fixed receiving of beamed items while TealPhone is active
- Fixed sorting of 'z' items after blank ones
- Fixed overlapping of scroll arrows under OS 3.5
- Fixed crash with global find operations, esp under OS 3.5

Release 2.61 2/7/00

- Added beaming capability from menu or holding down phone button (when mapped to TealPhone)
- Added support for selecting separate business cards when beaming
- Added support for global find command
- Added support for printing labels through TealPrint (upcoming)
- Fixed sorting routines to use standard system sort tables for international sorting
- Added optional history list for states, like cities and countries.
- Added auto alphabetization of history lists
- Added number buttons on edit screeen for easy phone number entry
- Added country option in search dialog
- Added current record name to title of note editing window.
- Added custom "Info" selection that will appear as address in the data window.
- Added automatic cancelling of graffiti seek with backspace
- Added CmdGoTo and CmdLookup launch commands for calling by external program code
- Increased Full View Window to full screen
- Improved Full View Window appearance and organization
- Removed 'dash' before company-less entries when mixing names in company view
- Fixed Index bar seeking to work even with mis-sorted database
- Fixed searching for "exist" with empty text field
- Fixed custom name lengths for last 3 custom fields
- Fixed unecessary flashing of index bar
- Fixed 'class'/'work' custom label confusion
- Fixed display of cities beginning with european characters in data window
- Simplified index bar for appearance and compatibility with PalmOS 3.5

Release 2.18B 10/18/99

- Fixed crash from changing entry's category to long name

Release 2.18 10/18/99

- Fixed missing notes exiting TealPhone from notes screen

Release 2.15 10/11/99

- Eliminated unnecessary sorts; Replaced with quick sanity check.
- Fixed crashes in sorting due to multiple similar or deleted records
- Fixed "Object not in form" crash opening record with graffiti seek still up
- Fixed sorting errors due to deleted entries in database
- Added "custphon" program for customizing edit menus for non-US English countries.
- Added 'copy' option to full view window to export full record to clipboard
- Added easy jump to standard application by holding down address button
- Added code for future OS compatibility
- Added small icon for app launcher list view

- Increased maximum graffiti seek characters from 3 to 5
- Increased allowable delay time between graffiti seek strokes
- Added multiple letter entry through index bar
- Slowed rate of screen paging during auto-scroll
- Added option to reset category to 'All' between uses.
- Adjusted details screen to accommodate longer categories
- Reduced stack usage for better stability
- Removed swap first/last names feature to make space for new features

Release 1.71 7/21/99

- Increased sorting speed (a little)
- Added "Find same company" menu item
- Fixed to keep selection between sort option switches
- Fixed to not auto-capitalize first character on email entries
- Fixed funky display of truncated entries
- Fixed display bug when using /P shortcut
- Added auto-detect of incomplete sort records
- Moved up scroll arrow to not interfere with scroll bar

Release 1.62 6/20/99

- Increased speed
- Added Search button to main screen
- Added support for next-field and prev-field graffiti strokes on edit screen.
- Added support for sorting standard database by company.
- Added compatibility code for EVEdit and Encryption hacks.
- Added auto-deleting of empty records
- Increased graffiti-seek delay time
- Fixed categories from changing when exitting program
- Fixed display graphical remnants from edge of edit screen

Release 1.53 6/2/99

- Fixed saving of notes when switching to another application
- Fixed swapping names without first or last name

Release 1.52 5/18/99

- Added autoformatting of phone numbers with spaces or parentheses to use large font.
- Fixed updating of graffiti-seek character display.

Release 1.50 5/17/99

- Added option to show company names
- Added scroll button scrolling support to full display
- Sped up search and display code
- Fixed "Resizing" error after using "goto standard app" menu.
- Fixed occasional small gaps in display lists
- Fixed display and setting of first phone number.

Release 1.40 5/8/99

- Added option to toggle View display with Palm V Contrast button.

Release 1.36 4/28/99

- Fixes bugs creating new entries when current category is "All"
- Added option to disable automatic sorting at database change (and HotSync)

Release 1.35 4/23/99

- Changed list to use full width for company in 'c' sort if no names exist.
- Limits graffiti seek strokes when more than 3 chars entered instead of resetting.

Release 1.34 4/22/99

- Added auto-shift to first letter of Notes and edit screen.
- Added separate sorting options for each category
- Added use of full list width to display names
- Fixed spurious display of preferences popup
- Fixed display to correctly restore category on startup
- Changed note field to scroll full page minus one
- Changed full view field to scroll full page minus one

Release 1.33 4/19/99

- Fixed stray checkmark drawn off details popup
- Added copying of category when duping entry
- Added preselection of find text
- Added opening/closing of full view with "enter" stroke
- Fixed crash opening full view on records with default custom fields
- Changed paging modes to scroll full page minus one line
- Fixed updating of page scroll button state

Release 1.32 4/18/99

- Added three-character graffiti search
- Fixed incorrect Note linking from Edit screen
- Fixed Note cursor preselection drawing
- Added auto-closing of full view on address button press
- Added labels for custom fields in note view (old items with custom fields should be opened in edit view to update appearance)
- Fixed categorization of new records created with "All" category set
- Fixed order of new items created in standard app if empty records present
- Fixed mis-sorting of new or edited records
- Fixed auto-selection of changed records after editing.

Release 1.31 4/17/99

- Added automatic skipping of empty fields on view taps
- Added on-screen up and down scroll buttons to full view window
- Added hardware scroll button support to full view window to change entry
- Added auto-formatting of full view window to reflect current sort mode
- Added beginning of note to full view window
- Increased speed of subsequents sorts, such as after HotSyncs
- Fixed Phone5 not not being included in find operations
- Fixed Phone types being switched if scrolled off screen in edit mode
- Fixed Reversed Phone type order in New Records

Release 1.26 4/14/99

- Fixed incorrect reporting of phone type
  Release 1.25 4/14/99
- Fixed sorting crash (occurred if you have more than 20 records with the same name or company)

Release 1.24 4/13/99

- Fixed deletes crash from Edit Menu

- Added debug number codes when sorting to track down crashes on some systems

    Release 1.23 4/12/99

- Fixed crash changing fonts under OS 2.x and 1.x
- Fixed deletes being restored
- Added phone type prefix to full view

    Release 1.22 4/11/99

- Fixed scroll bar with large address books.
- Fixed corruption using 'Mail' custom label
- Fixed off-by-one storage of custom labels

    Release 1.20 4/11/99

- Added memory to Find Dialog
- Added Full View screen
- Added preference choices for full view screen and fonts
- Added presort by third letter to increase speed in special circumstances
- Added two-key graffiti search

    Release 1.11 4/9/99

- Added "hot" scroll to name list
- Added click sounds to screen taps and list taps
- Added double-tap to open record
- Added find option with individual Custom fields
- Rewrote sort algorithm to use Quick Sort
- Fixed "find" operation searching first name instead of last
- Fixed crash finding empty string
- Fixed crash opening About dialog
- Fixed sorting bug with deleted records
- Fixed off-by one limit in custom record names (max 7 chars)

    Release 1.00 4/5/99

- Initial Beta Release

APPENDIX C - Credits

Manual by Vince Lee, Tex Tennison, and Diane Dybalski

APPENDIX D - Contact Info

TealPhone by TealPoint Software
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APPENDIX E - Registering

Currently, you may register by snail mail, electronically through our website at www.tealpoint.com with a credit card and a secured server, or through PalmGear HQ at 1-800-741-9070. For the first option, the enclosed registration form is provided for your convenience. You may use this form or simply send the following to the address above.

- Product Name
- E-Mail Address
- HotSync User ID (Pilot Name Required for Passkey generation. It can be found on the main screen of the HotSync application on the Pilot as "Welcome _____" or in the corner on a PalmIII or higher)
- Check (drawn off a US Bank) or Money Order for ($17.95 US) to TealPoint Software

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