Natara™ DayNotez™ Journal

For the Palm Computing Platform

User Manual

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Chapter 1   Introduction

Your Palm device has done a wonderful job replacing your old paper planner for scheduling and to-do's. But, where did your right hand page go? The one where you recorded the days events, journaled your ideas, and tracked your thoughts.

The standard memo application has little organization options. And other offerings add little above this.

Natara comes to the rescue with DayNotez, a Palm OS journal application with all the features you need to organize your record of events and thoughts on a daily basis.


Key features:

- Four views into your notes (single, day, list, and month calendar).
- Organize and filter your entries using categories!!
- Multiple entries per day
- Time stamped entries with auto-rounding preferences
- Support for private entries
- Beam an entry to a friend
- Supports both a local and the Palm OS find command
- Import and Export memos, and create To Do's
- Color (Palm IIIc) support
- Stowaway™ portable keyboard support
- TealNotes™ inline graphics support
- TealPrint™ Palm OS print drive support
- PalmPrint™ Palm OS print driver support

1.1 Installation

Use the Palm Install Tool to load the DayNotez application onto your Palm device. The Palm Install Tool can usually be found under Palm Desktop on the start menu. Click the Add button and locate the directory where you copied the DayNotez files. Select the file DAYNOTEZ.PRC.

The Windows version of the Palm Install Tool looks like this:
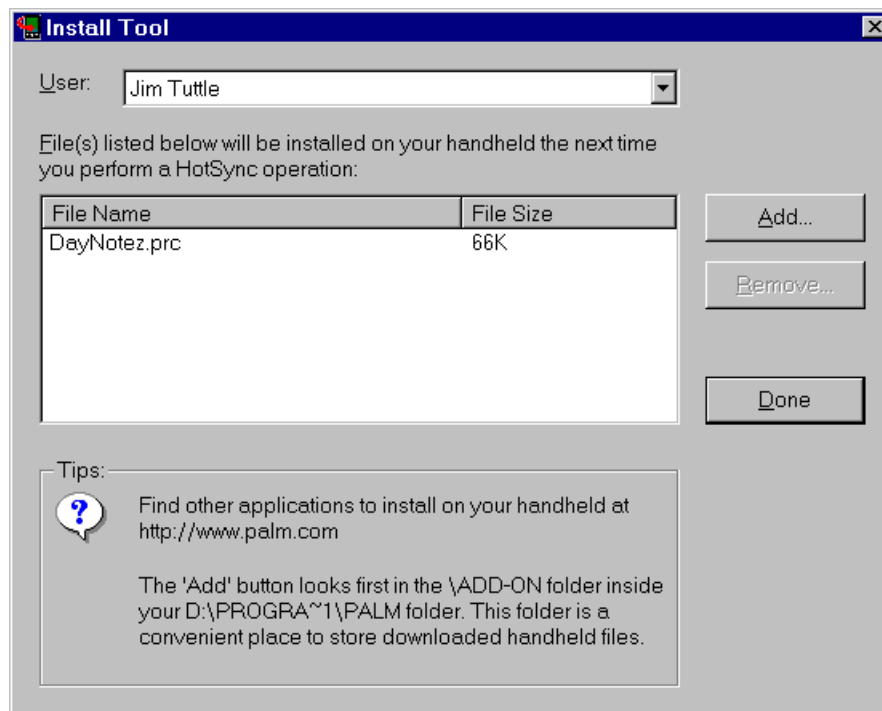
Place you Palm device in its cradle and perform synchronize.

The license agreement allows you to evaluate DayNotez for 30 days before purchase. After 30 days of use, DayNotez will allow you to view notes, but not add any new notes.

1.2   Purchasing Natara DayNotez

You can purchase DayNotez from one of several online retailers. Links to these retailers can be found on the Natara website; http://www.natara.com.
After purchasing DayNotez, you will receive a registration number by email (usually within 36 hours). Tap on the Register menu item on the Options menu. Enter the registration number onto the dialog and tap OK.

1.3   Running Natara DayNotez

Tap on the DayNotez icon to start DayNotez. DayNotez will either start on the view where you last left off, or on a view of today's notes based on your preference setting.
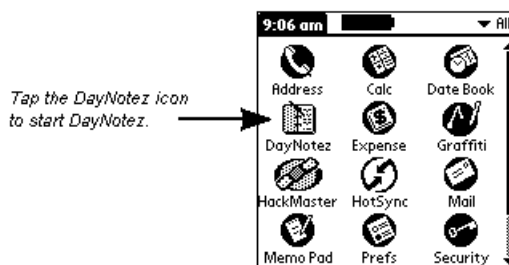
Chapter 2   Requirements and Limitations
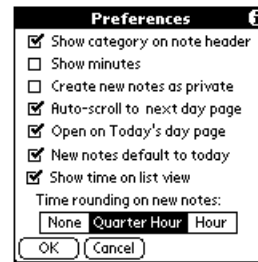
2.1   System Requirements

- Palm OS 3.X or greater.

2.2   Limitations

- 15 Categories
- Each note is limited to 32K.
- Total notes are limited to available Palm memory.

Chapter 3   Setting Preferences

The preferences dialog is available from the Options menu on all views.

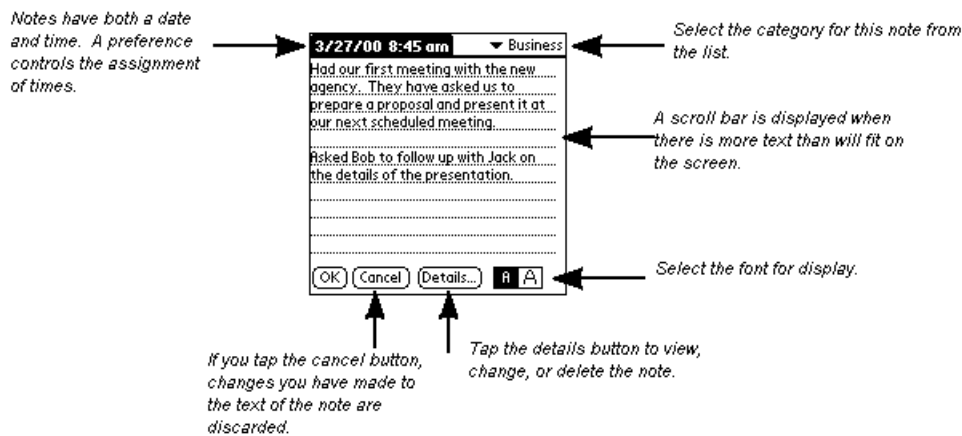| Preference	Description
Show category on note header	On the Day view, a header is drawn between each note. When checked the note's category will be shown on the right hand side of this header.
Show minutes	On the Day and the Edit view the note's time can be shown as either hours only, or hours and minutes.
Create new notes as private	Determines the initial setting of the private flag for new notes.
Auto-scroll to next day page	When checked, scrolling up or down on the day view (using the hard-scroll buttons) will advance to the next day that contains a note when the end of the page is reached.
Open on Today's day page	When checked, DayNotez will start on the day view for today's date, except when you left off editing a note. If not checked, DayNotez will return to the view you were last on.
New notes default to today	When checked, all new notes will be created with today's date. If this option is not checked, notes created from the day view will take the date currently displayed.
Show time on list view	Uncheck this preference to show more of the first line of each note by not showing the time in the list view.
Time rounding on new notes	Select how you want the time set for new notes. For example, if you only care about what hour a note was entered, choose "Nearest hour".

Chapter 4   Adding a Note

There are several ways to create a new note:
- Tap the "New" button on the Calendar, List, or Day view.
- Tap on an empty area of the day view.
- Start entering text while on the day view.

The note edit screen will be displayed. Enter the text for your note, and tap OK.

You can select a category for this note from the list in the upper right corner. The category of the note defaults to the currently displayed category, or "Unfiled" if a category is not selected.

If you did not intend to create the note, tap cancel and the note will not be added.

Notes have both a date and time. A preference controls the assignment of times.

Select the category for this note from the list.

A scroll bar is displayed when there is more text than will fit on the screen.

Select the font for display.

If you tap the cancel button, changes you have made to the text of the note are discarded.

Tap the details button to view, change, or delete the note.

The time for the note defaults to the current time. The time can be rounded to the nearest hour or quarter hour using one of the preference settings.

Tap on the details button to view or change the attributes of this note.

You can return to this view to edit the note at a later time.

The following menu items are available from this view.

| Menu Item	Description
`Record->Delete`	Delete this note. An option on the dialog allows the note to be archived to the desktop.
`Record->Export to Memo`	Creates a new memo using all the text from this note.
`Record->Create To Do`	Creates a new To Do item using either the current selection, or if no selection the entire note.
`Record->Beam`	Beam this note to another device that has DayNotez.
`Record->Print`	Print this note.
`Edit->Undo`	Undoes the last edit.
`Edit->Cut`	Cuts the selected text and places it in the clipboard.
`Edit->Copy`	Copies the currently selected text into the clipboard.
`Edit->Paste`	Copies text from the clipboard into the note at the current insertion point.
`Edit->Select All`	Selects all the text in the note.
`Edit->Keyboard`	Brings up the keyboard edit dialog.
`Edit->Graffiti Help`	Displays the help screen for Graffiti.
`View->Go to Top`	Scrolls to the top of the note.
`View->Go to Bottom`	Scrolls to the bottom of the note.
`Options->Preferences`	Display the preferences dialog.
`Options->Purge`	Display the purge dialog. The dialog allows you to delete old notes.
`Options->Phone Lookup`	Look up the name under the insertion point.
`Options->Register`	Display the registration dialog.
`Options->About`	Display the about dialog.

NOTE
The private setting of the note defaults to the preference setting.

Chapter 5   Viewing Notes

5.1   Month View

The month view provides a quick way to navigate to a specific date.   Days that contain notes will have markers.

Select a category to see what days have notes for that category. If you have assigned DayNotez to one of the built-in application buttons, pushing the button on this view will cycle through categories that contain notes.
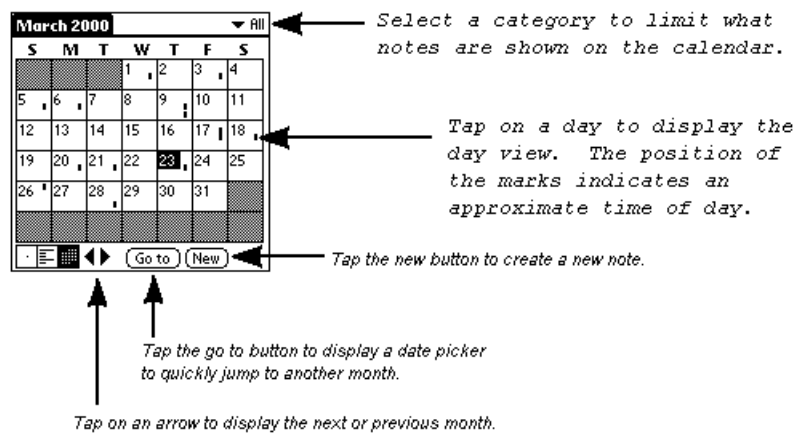
On Palm OS devices that support color, private notes are shown with red marks.

When using a Stowaway™ portable keyboard, the tab key will cycle to the next view. The arrow keys perform the same actions as the on-screen arrows.

The following menu items are available from this view.

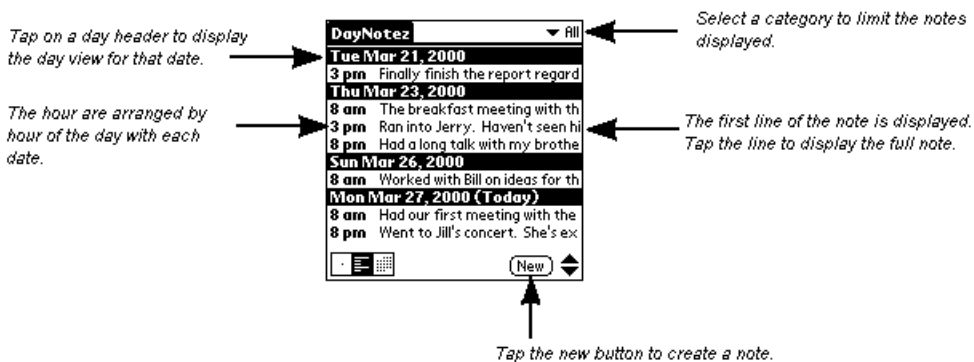| Menu Item	Description
Options->Preferences	Display the preferences dialog.
Options->Purge	Display the purge dialog. The dialog allows you to delete old notes.
Options->Register	Display the registration dialog.
Options->About	Display the about dialog.

5.2 Notes List View

Use the list view to see the first line of each note in a chronological list.

A header line is displayed for each date that contains at least one note. Tap on the header to display the day view for that date.

One line is shown for each note. The hour of the note, and a portion of the first line are displayed. Tap on this line to show the entire note.

Select a category to scroll through all the notes for that category. This is an easy way to review all the notes for a given category. If you have assigned DayNotez to one of the built-in application buttons, pushing the button on this view will cycle through categories that contain notes.

Tap on a day header to display the day view for that date.

The hour are arranged by hour of the day with each date.

Select a category to limit the notes displayed.

The first line of the note is displayed. Tap the line to display the full note.

Tap the new button to create a note.

When using a Stowaway™ portable keyboard, the tab key will cycle to the next view. The arrow keys will perform the same function as the on-screen arrows.

The following menu items are available from this view.

Menu Item	Description
View->Go to Top	Positions the list to the oldest note.
View->Go to Bottom	Positions the list to the newest notes.
View->Today	Positions the list to today's date.
Options->Preferences	Display the preferences dialog.
Options->Purge	Display the purge dialog. The dialog allows you to delete old notes.
Options->Register	Display the registration dialog.
Options->About	Display the about dialog.

5.3 Day View

The day view shows all the notes for a single day. Each note has a header with the time and optionally the category. If the note is marked private, a key is displayed before the time.

Tap on a note to display the note edit view.

Select a category to show only notes from that category. By selecting a category, and using the auto-scroll preference, you can quickly review all the notes of a given category. If you have assigned DayNotez to one of the built-in application buttons, pushing the button on this view will cycle through categories that contain notes.
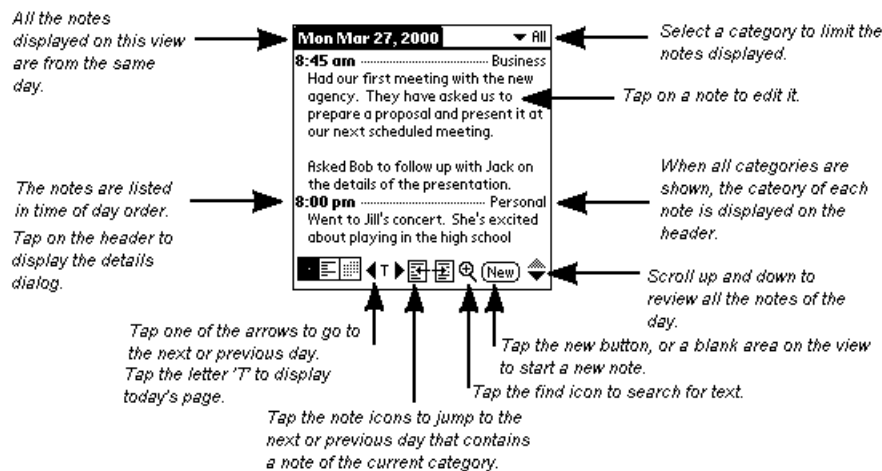
The left and right arrows move by one day. The left and right page buttons move to the next day that contains a note of the current category.

The hard scroll buttons move this view up and down a page at a time. If you enable the "Auto-scroll" preference, the view advances to the next or previous day with a note when the end of the note is reached.

Tap on the note header line (the time and category) to display the note details dialog.

This is the view to use when importing the text from a memo.

When using a Stowaway™ portable keyboard, the tab key will cycle to the next view. The arrow keys will perform the same function as the on-screen arrows.

The following menu items are available from this view.

| Menu Item	Description
`Page->Find`	Search notes of the current category for text.
`Page->Find Again`	Find the next occurrence of text in a note.
`Page->Import from Memo`	Imports the text from a memo and inserts it as a new note for the currently displayed date.
`Page->Print`	Print this page of notes.
`View->Go to Top`	Scrolls to the top of the page.
`View->Go to Bottom`	Scrolls to the bottom of the page.
`View->First Day`	Jumps to the date that contains the first note for the current category.
`View->Last Day`	Jumps to the date that contains the last note for the current category.
`View->Today`	Displays the notes for today.
`Options->Preferences`	Display the preferences dialog.
`Options->Purge`	Display the purge dialog. The dialog allows you to delete old notes.
`Options->Register`	Display the registration dialog.
`Options->About`	Display the about dialog.

Chapter 6   Changing the Details of a Note

From the note edit view, tap the details button to display the details dialog. From this dialog you can change:
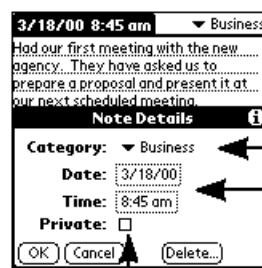
- Category.
- Date
- Time
- Private setting

You can also delete the note by tapping the delete button.

You can also display this dialog by tapping on the note's header line on the day view. The header line contains the time and category.
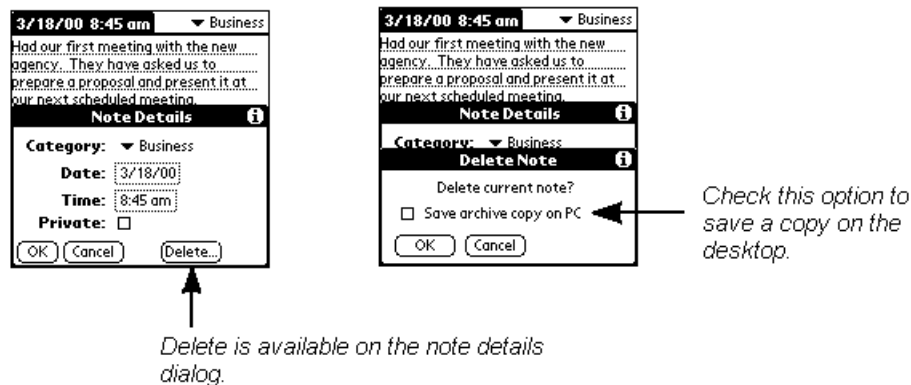
Chapter 7   Deleting Notes

7.1   Delete a Single Note

To delete a note:

1. Display the note in the note edit view
2. Tap the Delete button
3. If you want to leave a copy on the desktop, check the option to archive.
4. Tap OK on the delete dialog

There is also a delete menu item on the record menu.

Delete is available on the note details dialog.

Check this option to save a copy on the desktop.

If you choose to archive a copy on the desktop, the notes will remain on your Palm device (but hidden) until the next synchronization with a DayNotez desktop application.

7.2   Purging Old Notes

After using DayNotez for several months, you may reach a point where old notes are consuming too much memory on you Palm device. The Purge command is used to remove old notes, and optionally keep archive copies on your desktop.

If you choose to archive a copy on the desktop, the notes will remain on your Palm device (but hidden) until the next synchronization with a DayNotez desktop application.
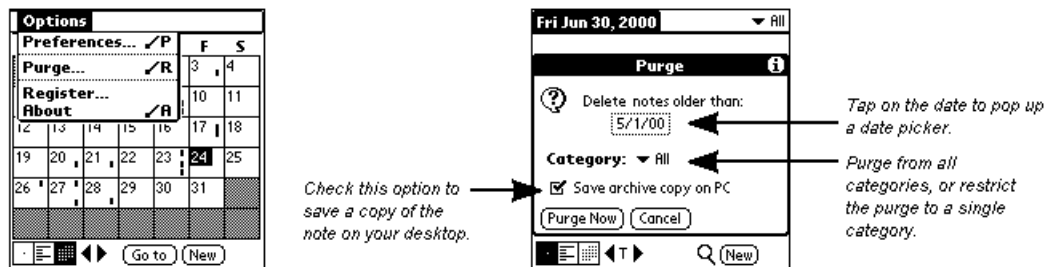
	NOTE
	The default purge threshold is 60 days.

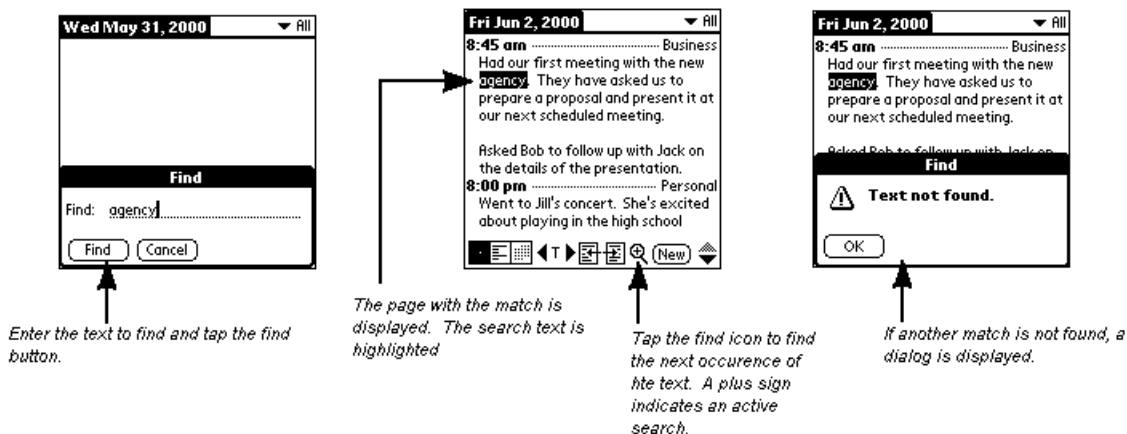# Chapter 8   Using the Find Command

DayNotez supports both the global Palm OS find application and an internal find command.

8.1   Internal Find Command

The find command operates from the day view. Tap the find icon, or the Find menu item on the page menu to display the find dialog. Enter the text to find and tap the find button. If a match is found, the day with the match is displayed. The search text will be highlighted.

To find the next occurrence of the text, tap the find icon again (a plus sign is shown in the icon after the first match is found). If another occurrence of the text is not found, a message will be displayed and the plus sign removed from the icon.

The find command only searches notes for the current category.

Enter the text to find and tap the find button.

The page with the match is displayed. The search text is highlighted

Tap the find icon to find the next occurence of hte text. A plus sign indicates an active search.

If another match is not found, a dialog is displayed.

NOTE
The find text string is not case sensitive.

8.2 Palm OS Find Application

The Palm OS find application searches all applications on the Palm device. DayNotez supports this feature and will return notes that contain the search text.

Tap the find icon on the lower right corner of the silkscreen. The databases are searched for the text you typed and the results shown. DayNotez will search the entire text of your notes for a match.

Tap the results of the find to display the note.
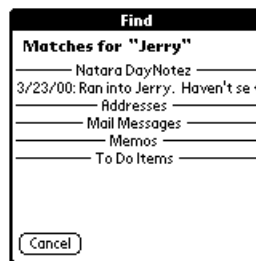
The note's date, and a portion of the first line are shown in the results of the find. Tap this line to view the note.

Chapter 9   Beaming Notes

9.1   Beaming to Another DayNotez User

Follow these steps to beam a note.

- Select the note that you want to beam.
- Align your infrared port with the device to receive the note.
- Tap on the Beam menu item under the record menu. The beam dialog is displayed showing the progress of the transfer.
- Once the note is received, the receiver taps OK to accept.

Beam is located on the record menu of the note edit view.
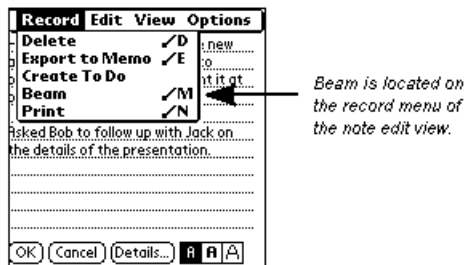
The note is inserted into today's notes with the current time. The category of the note is set to unfiled. The private setting of a note is not transferred.

9.2   Beaming to a Non-DayNotez User

To beam a note to a person that does not have DayNotez, follow these steps.

- Select the note that you want to beam.
- Export the note to a memo. The export command is on the Record menu.
- Switch to the memo application and open the memo that was created from your note by tapping on the title.
- Beam the memo. The beam command is on the Record menu.
- You can then delete the temporary memo. The delete command is also located on the Record menu.

Chapter 10 Importing and Exporting Notes

10.1 Importing the Contents of a Memo

Importing the contents of a memo is available on the day view. Select the day where you want the memo to appear, and pick the Import from Memo menu item from the Options menu.

Once you have imported the note, you will probably want to set the category, or other details. Tap on the note to display the note edit view.

The import command is available on the page menu.

Select the memo from this list.
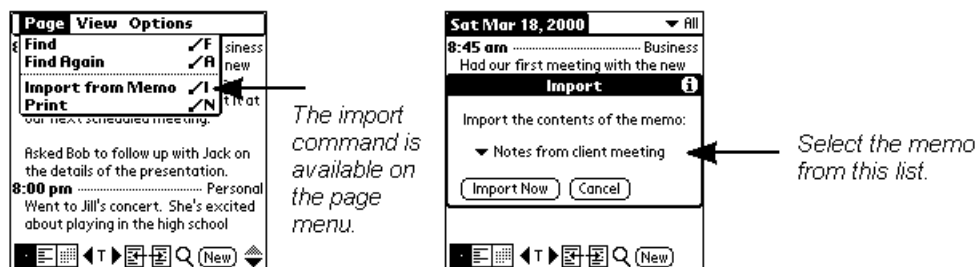
10.2 Importing from other Journal Applications

If you have been making journal entries using PalmJournal, DateBk, or Action Names, there is an import tool you can use to migrate those entries into DayNotez.

Visit Natara's web site at http://www.natara.com/DayNotez/Extras.cfm to download this application.
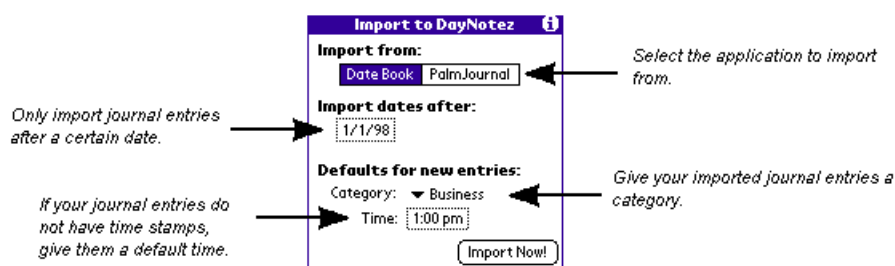
Instructions on how to use the import tool are provided with the download.

10.3 Exporting a Note to the Memo List

Using this menu item immediately creates a new memo using the contents of the note. To create a memo using only a portion of the note, select the text to export. The entire note is used when there is no selection.

Export is available on the Record menu of the edit note view.
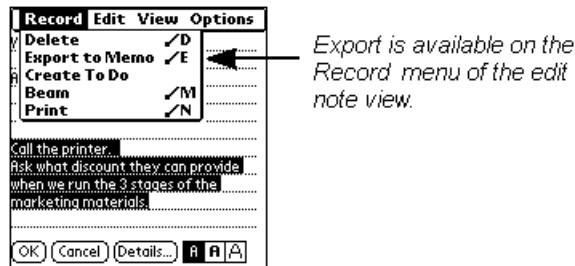
NOTE
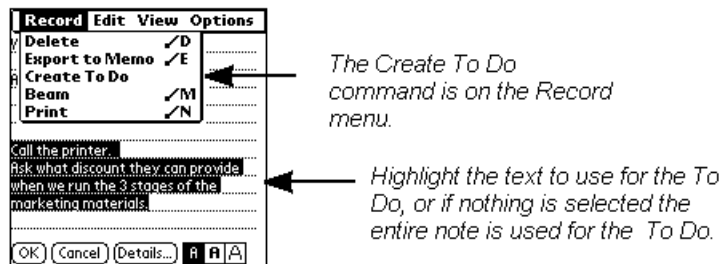The private setting and category of the note are not exported.

NOTE
The limit on an exported memo is 4 KB (8 KB on Palm OS 3.5 or above).

Chapter 11 Create a To Do

A To Do can be created from an entire note, or part of a note. When text is not selected, the entire note is used to create the To Do. From the note edit view; use the Create To Do menu item on the Record menu.

If the selection contains more than one line, the first line is used for the text of the To Do, and the remainder is used for a note attached to the To Do.

The Create To Do command is on the Record menu.

Highlight the text to use for the To Do, or if nothing is selected the entire note is used for the To Do.

The category of the To Do will be set to the category of the note if the same category exists in the To Do database. If a match for the category cannot be found, the To Do will be given the unfiled category.

If the note is private, the To Do will be marked private.

Chapter 12 Printing

DayNotez has support for two print engines:

- PalmPrint™ Palm OS print driver from Stevens Creek Software
- TealPrint™ Palm OS print driver from TealPoint Software

Using PalmPrint or TealPrint you can print your notes on compatible printers directly from your Palm device. For example, you can walk up to an infrared equipped printer, select a note or day to print, and out comes your hard copy.

You can print either a single note, or all the notes on a given day. The print command is located on the Record menu of the note edit view, and the Page menu of the day view.
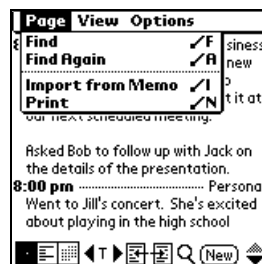

Visit the Stevens Creek web site at http://www.stevenscreek.com/pilot for more information about PalmPrint.

Visit the TealPoint web site at http://www.tealpoint.com/softhome.htm for more information about TealPrint.

Chapter 13 Adding Drawings to Notes

Natara DayNotez supports TealNotes inline graphics from TealPoint Software.
Drawings that you insert into a note will be displayed on the Day view.

TealNotes are drawn on the day view.

Tap on the drawing on the note edit view to edit the drawing.
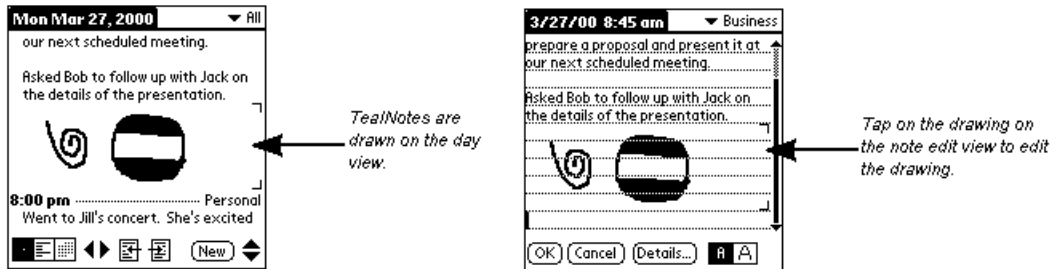
Learn more about TealNotes at the TealPoint Software web site
http://www.tealpoint.com/softhome.