

How to use *Memo PLUS*?

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These five pages explain how to use Memo PLUS.

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2 - CONTACT

If you have any question, any problem, do NOT hesitate to get in touch with me. You can email me (gregoire@gentil.com) or go to <http://www.gentil.com/pilotplus>.

3 - INSTALL MEMO PLUS

To use *Memo PLUS*, you must install the add-on memoplus.prc. Click on the memoplus.prc file to launch the *PalmPilot* installer program. Then, do an HotSync synchronization. *Memo PLUS* is installed!

As *Memo PLUS* works with the built-in Memo application, you have nothing else to do.

4 - FEATURES OF MEMO PLUS

4-1 - *You could...*

With the built-in Memo application, you could:

- Take notes, or write any kind of message on your Pilot,
- Assign categories for memos,
- Quickly jot down phone numbers and other types of information.

4-2 - *...now you can*

With *Memo Plus*, you can do all above and:

- Improve your way of work by using **tool bars** and **popup menus**.
- **Attach a drawing** to individual Memo items, for a description or clarification of the task.
- Start from the note or the drawing model.
- **Order** your categories.
- **Customize the sort preferences** for each category.
- Set an **alarm** for any item.

5 - UPDATES

You are currently trying *Memo PLUS* 1.0. Very soon, you will be able to try *Memo PLUS* 1.1 with new enhancements:

- Import and export the models,
- And many more other enhancements,...

If you register for the Memo PLUS 1.0, you will automatically receive Memo PLUS 1.1.

6 - MEMO VIEW

The category view enables you to see all the items of the selected category. It works exactly the same way as the built-in Memo application. But, for more user-friendliness, you have a tool bar to access all the commands.



Tool bar.

6-1 - *Note button of the tool bar:*

This button enables you to create a new note or to go to the linked note of the memo if already existing.

6-2 - *Drawing button of the tool bar:*

This button enables you to create a new drawing or to go to the linked drawing of the memo if already existing.

6-3 - Delete icon of the tool bar:

This button enables you to delete the memo selected. It also enables you to call the Delete popup menu if you tap on the triangle.

6-3-1 - DELETE MEMO: Delete memo

This button enables you to delete the memo selected.

6-3-2 - LINKED NOTE: Note

This button enables you to delete the note of the memo selected.

6-3-3 - DRAWING: Drawing

This button enables you to delete the drawing of the memo selected.

6-4 - Sort icon of the tool bar:

This button enables you to call the Sort popup menu. Then, you can choose the alphabetic, anti-alphabetic and personal sort. For the personal sort, use the up and down buttons to move your memos.

7 - START FROM A MODEL

Instead of re-writing the same note or drawing the same sketch each time, you can start your work from a model.

7-1 - Note model

In the memo view, select the little triangle at the right of the Note button. Then, a popup menu appears. Choose the right note model. Then tap on the icon “To start, tap here”. You can start your new note from the model.

To start, tap here

To start your model, select the right one and tap on this icon.

7-2 - Drawing model

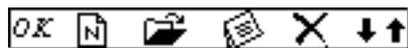
In the memo view, select the little triangle at the right of the drawing button. Then, a popup menu appears. Choose the right drawing model. Then tap on the icon “To start, tap here”. You can start your new drawing from the model.

To start, tap here

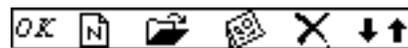
To start your model, select the right one and tap on this icon.

8 - EDIT THE MODELS

When you select the Edit drawing models or Edit note models menu command, you arrive to the dialog box which enables you to edit the models. Then, you can create, edit, delete or move models.



Edit note models tool bar.



Edit drawing models tool bar.

8-1 - OK icon of the tool bar

8-2 - New icon of the tool bar: 

This button enables you to create a new model.

8-3 - Edit name icon of the tool bar: 

This button enables you to edit the name of the model selected.

8-4 - Edit model icon of the tool bar:  or 

This button enables you to edit the model selected.

8-5 - Delete icon of the tool bar: 

This button enables you to delete the model selected.

8-6 - Up and down icons of the tool bar:  

This button enables you to move the model selected. Then you can order your models.

9 - DETAILS DIALOG BOX

The details dialog box enables you to modify a Memo. You can change the category and the private state and set an alarm. Moreover you can go to the linked note or the linked drawing.



Details tool bar.

9-1 - Go to the linked note: 

This button enables you to go to the note of the memo.

9-2 - Go to the linked drawing: 

This button enables you to go to the drawing of the memo.

9-3 - Delete the memo: 

This button enables you to delete the memo.

9-4 - Set an alarm

You can set alarm for the memo. Just check the box alarm. Choose the time and the day. *Memo PLUS* will buzz you at the right time.

When you go back to the memo view, the memo counter has been replaced by the next icon . It enables you to know that there is an alarm for this memo.

10 - EDIT CATEGORIES

When you select the Edit categories menu command, you arrive to the dialog box which enables you to edit the categories. Then, you can create, edit, delete or move categories.



Edit categories tool bar.

10 -1 - OK icon of the tool bar

10 -2 - New icon of the tool bar: 

This button enables you to create a new category.

10 -3 - Edit icon of the tool bar: 

This button enables you to edit the category selected.

10 -4 - Delete icon of the tool bar: 

This button enables you to delete the category selected.

10 -5 - Up and down icons of the tool bar: 

This button enables you to move the category selected. Then you can order your categories.

11 - DISCLAIMER OF WARRANTIES

Gregoire Gentil does not warrant that the software *Memo PLUS* will meet your requirements, that operation of the software *Memo PLUS* will be uninterrupted or error free, or that all software errors will be corrected. The entire risk as to the quality and performance of the software *Memo PLUS* is with you.