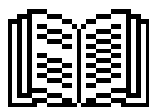




AportisDoc™ Reader

User's Guide



AportisDoc

About this guide

This User's Guide is a brief overview of what AportisDoc documents are and how to read them on a Palm Computing Platform device. For more detailed information, read the AportisDoc Reference document which is supplied with the AportisDoc Reader in AportisDoc format and also in text format.

You can download AportisDoc Reader and its Reference documents at the Aportis web site <<http://www.aportis.com/tryme/tryme.html>>.

The Table of Contents and references to sections have on-screen hyperlinks for easy access.

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Credits

Written & Designed by Frank Colin, with David Schargel, Pegi Tindle & Mark Kawakami

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Introduction

AportisDoc™ is the industry standard for publishing, sharing and exchanging electronic text documents of any size. AportisDoc is an integral part of a wide variety of business and consumer applications. Its versatility, ease of use, search functions, large fonts, teleprompting, and bookmarking capabilities make it an ideal reading tool for Palm Computing® Platform devices.

AportisDoc allows you to both create and read text documents on a Palm Computing Platform device. Normal text documents consume large amounts of storage space, while AportisDoc does not. It lets you read, and search through documents in an efficient, compressed form, enabling you to carry many large documents easily. Many professionals use AportisDoc to carry important text documents in a wide variety of mission critical business applications.

For example, health care professionals take patient records and lab results on their rounds, real estate agents keep recent home sale prices, financial services professionals refer to client information, and corporate trainers carry their materials and presentations. Scrabble® players even carry lists of acceptable two- and three-letter words.

AportisDoc Product Line

AportisDoc is distributed in three editions:

- AportisDoc Reader - Freeware
- AportisDoc Mobile Edition - Shareware
- AportisDoc Professional Edition - Commercial Software

AportisDoc Reader - this product - contains all the essential functions for reading AportisDoc documents. It is freeware, and we encourage you to copy and distribute it.

AportisDoc Mobile Edition (Shareware) contains all the features of the Reader plus the ability to find text, copy text, create categories, control preferences, add Bookmarks, use extra fonts, and more. AportisDoc Mobile Edition does not expire and has no functional limitations, although it does require payment within 60 days after installation. AportisDoc Mobile Edition costs US\$30.00. It is available at <<http://www.aportis.com/tryme/tryme.html>>, and other internet sites.

AportisDoc Professional Edition (Commercial Software) contains all the features of the Mobile Edition plus desktop computer software that allows you to create AportisDoc documents from Microsoft Word, text, HTML, preset bookmarks, and more. If you are comfortable with using a mouse, you can easily create AportisDoc documents. The electronic download version of AportisDoc Professional is US\$39.95. Registered users of the Mobile Edition may upgrade to the electronic version for US\$9.95. It is available at <<http://www.aportis.com/buyme/buyme.html>>, other internet sites, and resellers throughout the world.

Order AportisDoc Mobile Edition or AportisDoc Professional Edition by visiting <<http://www.aportis.com/buyme/buyme.html>> or calling the toll free order line, 1.888.APORIS, or international +1.503.736.3240.

Requirements and Installation

Requirements

AportisDoc Reader is designed to work on all models of the Palm Computing® platform - Pilot 1000, Pilot 5000, PalmPilot Personal, PalmPilot Professional, Palm III, IBM® WorkPad™ and all other Palm Computing Platform devices.

Before installing AportisDoc Reader, you should familiarize yourself with the basic operation of your Palm Computing platform device. This includes concepts and operations such as HotSync®, starting applications, using and choosing menus and dialogs, tapping, command strokes, and using Graffiti or the on-screen keyboard.

It will be extremely helpful if you know how to install and remove applications from your Palm Computing device and your desktop computer. You should also be familiar with the basic use and terms of using your desktop computer.

If you are not familiar with these concepts and operations, refer to your Palm Computing Device Handbook and your computer's user manual.

System Requirements

While AportisDoc Reader will work with any Palm Computing Platform device, we highly recommend the use of current versions of Palm OS and Windows or Macintosh 3Com software.

You will find all current Palm Computing platform updates at: <<http://www.3com.com/palm/custsupp/upgrade.html>>

Installation

AportisDoc Reader can be installed from either a Windows or Macintosh computer. While the contents of the downloaded archive contains a number of files, AportisDoc Reader installation requires two items be installed:

AportisDoc.prc (AportisDoc Reader program)
ADocR Reference.pdb (AportisDoc Reader Reference Guide)

Though installation of the Reference Guide is optional, we recommend it be installed, since you need to have at least one AportisDoc document loaded in order to use AportisDoc Reader.

AportisDoc Reader is usually downloaded in a Zip or StuffIt archive. Regardless of the desktop computer you are using, use your favorite tool to expand all files to the desktop. If you are unsure how to expand files, refer to your expansion tool's software User's Guide or see the Aportis Customer Care FAQ at the Aportis web site <<http://www.aportis.com>>.

Installation Notes

If you have previously installed the AportisDoc Reader, a version of AportisDoc Mobile Edition, AportisDoc Trialware, or an old version of Doc or Doc+, installing this version will automatically replace any existing AportisDoc software.

Any AportisDoc documents that you have previously installed will remain unchanged.

If you delete any previous version installed via the built-in Memory application, you will also delete all documents installed, too.

To Install AportisDoc Reader for Windows 95:

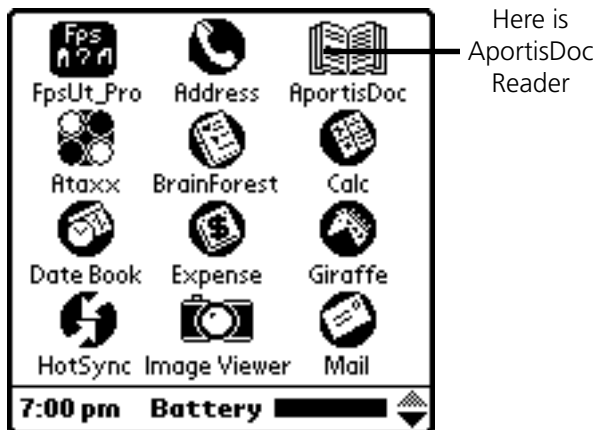
1. Locate, then open the Palm Desktop program group, and select the Install Tool. The Install Tool dialog appears.
2. In the User Name drop-down menu, choose the User Name that corresponds to your handheld device.
3. Click the Browse button. If you unzipped the AportisDoc Reader package to your desktop as suggested, you will click the Up One Level icon as needed until you are at the desktop level, now locate the **AportisDoc.prc** file and double-click it.
4. Click the Install Another File button and repeat step 3 , except install **ADocR Reference.pdb**.
5. When finished, click the Exit Button.

6. Perform a local HotSync operation in the usual manner. The files will be installed during the course of the HotSync operation.

To Install AportisDoc Reader for Macintosh:

1. Your Palm Desktop software includes the InstallApp application. Locate InstallApp, then double-click its icon. The Install Tool dialog appears.
2. In the User Name pop-up menu, choose the User Name that corresponds to your handheld device.
3. Click the Select button then navigate and select the **AportisDoc.prc** application that you unstuffed to your desktop.
4. Click the Install button to install AportisDoc.prc. The Ready to Install dialog appears.
5. Click the Install Another File button to return to step 2, except this time install **ADocR Reference.pdb**. The Ready to Install dialog appears.
6. When finished, click the Exit Button.
7. Perform a local HotSync operation in the usual manner. The files will be installed during the course of the HotSync operation.

When you have installed AportisDoc Reader, it will appear on the Application picker, similar to:



Tap the AportisDoc icon to start reading documents.

About AportisDoc Documents

AportisDoc makes it possible to read a good book (or carry a service manual or reference guide) with you while you are mobile - without lugging its heavy paper equivalent. Since every company needs an efficient method for distributing written information, AportisDoc provides the solution. For example, the daily corporate newsletter, updated sales incentives, and the employee handbook can all be easily placed on a Palm Computing Platform device. Manufacturer's representatives can carry detailed price codes and technical specifications, insurance agents can keep the text of specific riders, waivers, and endorsements, and lawyers can refer to pertinent codes and statutes. AportisDoc documents can be of any length, from a single page to hundreds, and can originate as either text, Microsoft Word or HTML documents.

Thousands of electronic books, magazine articles and columns, and other useful materials are available today in AportisDoc format. Other documents available include reference works, weather reports, HTML codes, the Bible, postal and country codes, bus and subway schedules, travel guides, and sports schedules. More are created every day.

A collection of AportisDoc documents plus links to other sites with AportisDoc content are listed at the Aportis web site <<http://www.aportis.com>>. Some of the other sites that contain free AportisDoc books and documents include Craig Froehle's Memoware <<http://www.memoware.com>> and John Swain's Lending Library <<http://www.macduff.net>>. Recent fiction is available at Mind's Eye <<http://tale.com>>. You can also find many other AportisDoc sites through the Pilot E-Text Web Ring <http://www.webring.org/cgi-bin/webring?ring=pilot_text&id=1&list>.

Many authors are releasing their new works (or excerpts of their work) in AportisDoc format. One example is Kristen Brennen, who first published her novel, "Buffalo Girls", in AportisDoc, and it is now being published in the traditional manner. You can download her book at her web site <<http://www.jitterbug.com>>.

You will quickly find that reading documents and books on your Palm Computing platform device is both useful and fun.

You need to use AportisDoc Professional Edition in order to create AportisDoc documents. For more information about AportisDoc Professional, see the Aportis web site <<http://www.aportis.com>>, other internet sites, and resellers throughout the world.

Documents List Screen

The Documents List screen displays the list of available AportisDoc documents you have installed (see Installation). It appears when you launch the AportisDoc application from the Applications picker. If you are reading a document, tap the Done button to return to the Documents List screen.

If you have yet to install any documents, the screen will appear empty:

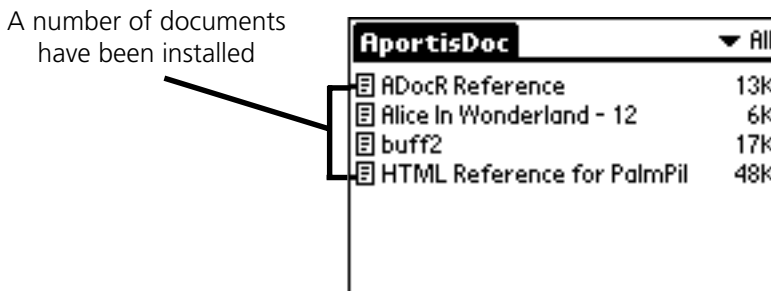


Without any AportisDoc documents installed, there is nothing to read. See About AportisDoc Documents for some internet sites where you can obtain AportisDoc books.

If you have installed only the ADoc Reference, the screen will appear as:



When a few documents have been installed, they appear similar to:



When a document has been read, then closed, it appears on the Documents List screen with a black icon, indicating it is the document most recently opened.



Note: With AportisDoc Reader you can install as many AportisDoc documents as your Palm Computing platform device's memory allows. However, you can only read (access) up to seven documents at once.

Use the Delete a Document command from the Options Menu on the Documents List screen, to delete unwanted documents.

Reading & Scrolling

Reading a Document

Open the document you want to read by double-tapping on its name from the list of available documents on the Documents List screen.

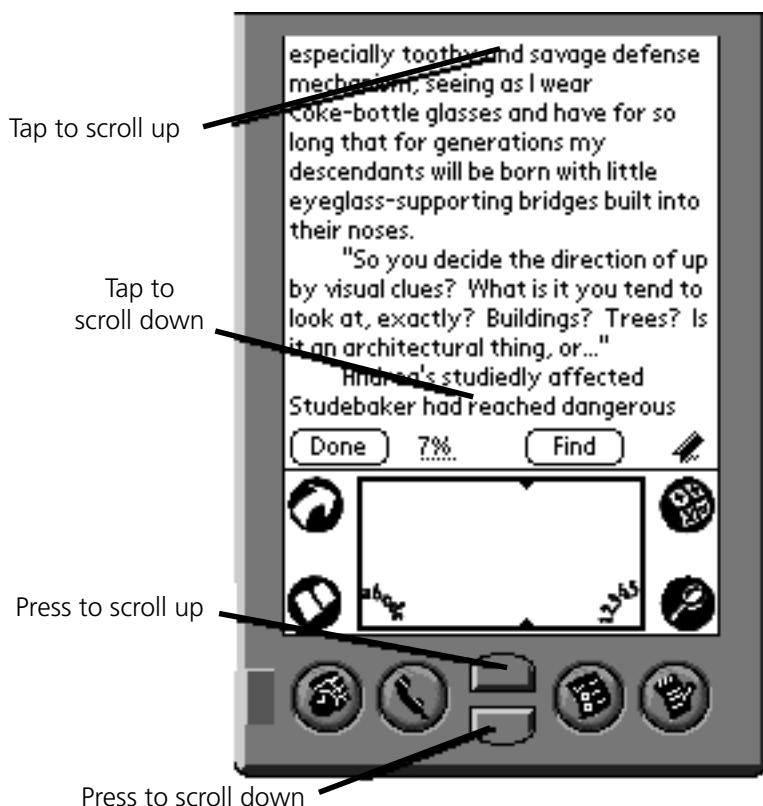
If this is the first time the document is being opened, the message Scanning for Bookmarks appears (a Bookmark is a pre-designated location within a document). When the scanning is finished, the document will be displayed on screen, beginning with the first page. If there are any Bookmarks in the document, they will appear in the Bookmarks pick list in the lower right corner (see Button Bar).

When you are finished reading a document (or you want to read a different document), tap the Done button (or choose the Close Document command from the Options Menu). The page you are currently reading (your position in the document) will be remembered by AportisDoc, and you will be returned to the Document List screen. The icon next to the book's name will have turned black, to remind you that this was the last document opened. When you reopen a document, you will be returned to the page you were reading when you last closed it.

Scrolling Through a Document

A document can be scrolled by tapping or via the Hardware Scroll Buttons on the front panel of the Palm Computing Platform device.

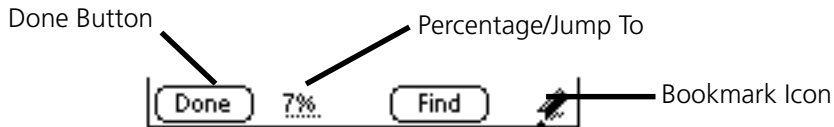
Tap the top of the text screen to scroll up one page (pressing the Top Scroll Button on the front panel does the same thing). Tap the bottom of the text screen to scroll down one page (pressing the Bottom Scroll Button on the front panel does the same thing).



Text from "Buffalo Girls" © and courtesy Kristen Brennan, <<http://www.jitterbug.com>>.

Button Bar

Open the document you want to read by double-tapping on its name from the list of available documents on the Documents List screen. When you are reading a document, some functions are available at the bottom of the screen.



Done Button

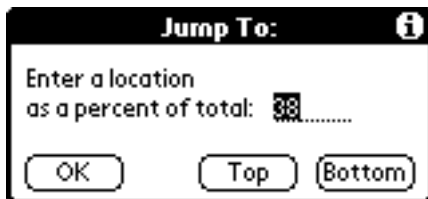
Tap the Done button to close the current document. The page you are currently reading (your position in the document) will be remembered by AportisDoc, and you will be returned to the Document List screen. If you reopen a document, you will be returned to the page you were reading when you last closed it.

Percentage Read/Jump To

The number displayed on screen indicates (approximately) what portion (percentage) of the document has been read.

To move instantly to any portion of the document:

1. Tap the percentage and the Jump To dialog appears:



The current percentage is displayed.

2. Use Graffiti to enter a percentage, and tap the OK button. That portion of the current document will appear.
3. Tap the Top or Bottom button to instantly go to the top or to the bottom of the current document.

Find Button

This function is disabled in AportisDoc Reader. For search capabilities, you need to get AportisDoc Mobile Edition or AportisDoc Professional Edition.

Bookmark Icon

A Bookmark is a pre-designated location within a document.

Tap this icon and a pick list of all bookmarks in the current document, if any, is displayed. For example, here are the boomarks from the ADoc Reader Reference:



Tap an item from the pick list to immediately jump to the marked part of the document.

You need to use AportisDoc Professional Edition in order to create bookmarks in documents before they are transformed into AportisDoc documents.

Contacting Aportis

For up-to-date information, check the Aportis web site, <<http://www.aporis.com>>.

We very much appreciate any feedback and suggestions for future enhancements.

You can email us at <custcare@aporis.com>, or send postal mail to:

Aportis Technologies Corp.
PO Box 86336,
Portland, OR 97286-0336, USA

You can also call us at +1.503.736.3240, Monday through Friday, from 9am to 5pm, Pacific Coast Time.

Our 24 hour a day fax is +1.503.736.3239.