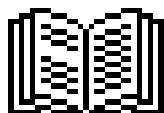




AportisDoc™ Mobile Edition

User's Guide



AportisDoc

About this guide

This User's Guide is a detailed description of what AportisDoc documents are and how to read them on a Palm Computing Platform device. For instructions you can read on your device, use the AportisDoc Reference document which is supplied with the AportisDoc Mobile Edition in AportisDoc format.

You can download AportisDoc Mobile Edition and its Reference document 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. Internet URLs are also linked.

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Credits

Written & Designed by Frank Colin, with Rick Bram, 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 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) - this product - contains all the features of the Mobile Edition 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 Mobile Edition 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 Mobile Edition, 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 Mobile Edition 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 Mobile Edition can be installed from either a Windows or Macintosh computer. While the contents of the downloaded archive contains a number of files, AportisDoc Mobile Edition installation requires two items be installed:

AportisDoc.prc (AportisDoc Mobile Edition program)

ADoc Reference.pdb (AportisDoc Mobile Edition 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 Mobile Edition.

AportisDoc Mobile Edition 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 Mobile Edition, a version of AportisDoc Mobile Edition, AportisDoc Trialware, AportisDoc Reader, 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 Mobile Edition 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 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 **ADoc 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.

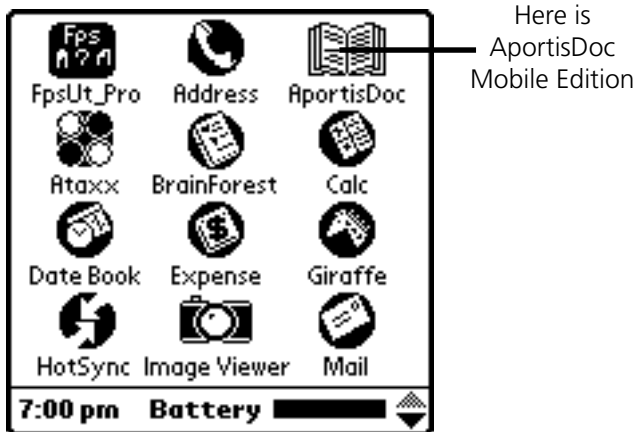
If you experience any problems or have questions, see Customer Care.

To Install AportisDoc Mobile Edition 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 **ADoc 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.

If you experience any problems or have questions, see Customer Care.

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



Tap the AportisDoc icon to start reading documents.

Registration

AportisDoc Mobile Edition is shareware which does not expire and has no functional limitations, although it does require payment within 30 days after installation. This can be accomplished by calling a toll-free phone number (in the US), email, and via fax (see Customer Care for how to contact Aportis). AportisDoc Mobile Edition costs US\$30.00.

After ordering AportisDoc Mobile Edition, Aportis (or your online reseller) will supply you with your personal or site license Registration Code. Be sure to keep your Registration Code in a safe place - both for use within the software, and if you need to contact Customer Care.

To register:

1. Have your Registration Code available before starting.
2. Activate AportisDoc by tapping the AportisDoc icon on the Application picker.
3. From the Options Menu, choose the About AportisDoc command.



The About AportisDoc screen appears:



4. Tap the Order Now button, and the Order Now! screen appears:



5. If you have ordered and received a Registration Code, tap the Order Now button.

The Register AportisDoc screen appears:



6. Use Graffiti to enter your Registration Code in the Enter Code area (the Registration Code is not case sensitive).
7. Tap the Register button.

The Documents List screen appears.

You are now an officially registered user entitled to free technical support, special discounts, other extras, and information about future updates.

About AportisDoc Documents

AportisDoc makes it possible to read a good book (or a 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>>.

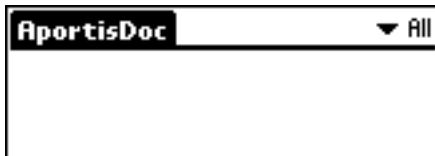
You will quickly find that reading documents and books on your Palm Computing platform device is both useful and fun.

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.

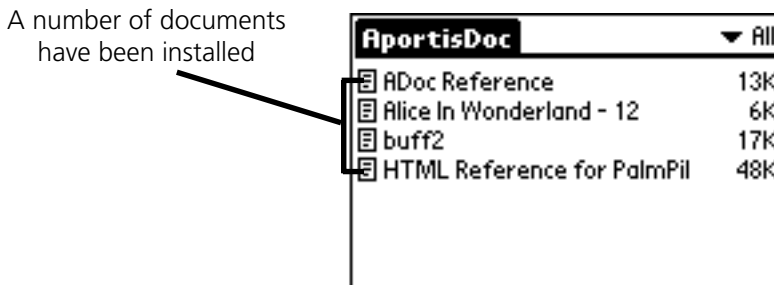
If you have yet to install any documents, the screen will appear empty:



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.



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).

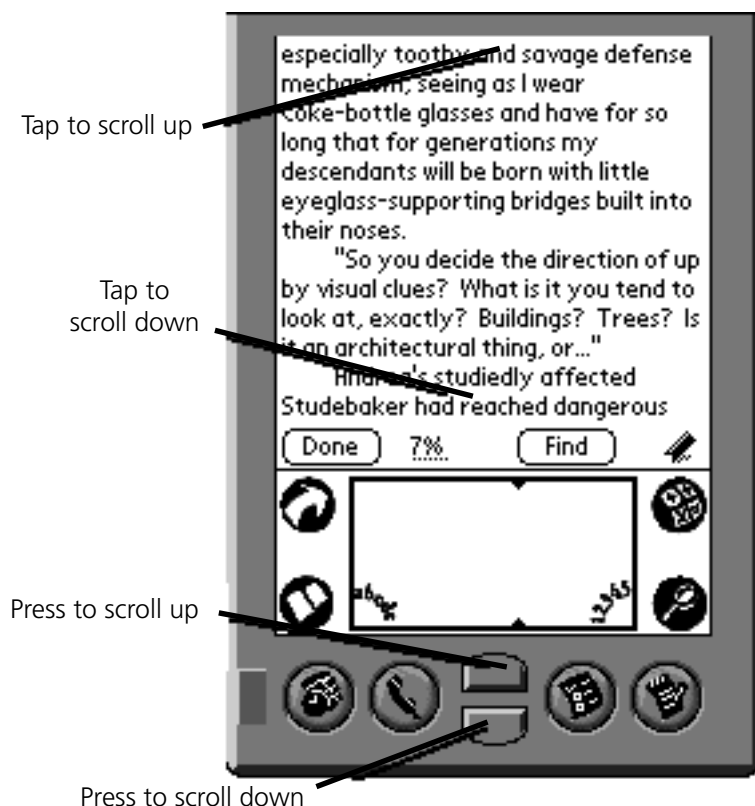
When you are finished reading a document (or you want to read a different document), tap the Done button (or choose the Close Document command from the Options Menu). The page you are currently reading (your position in the document) will be remembered by AportisDoc, and you will be returned to the Document 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 your handheld device.

Tap the bottom half of the text screen to scroll down. Pressing the Bottom Scroll Button on the front panel does the same thing. Tap in the top half of the text screen (or press the Top Scroll Button) to scroll up.

You can also have text scroll automatically (see Set Up Prompter, Display Menu) or you can only have the text only scroll downwards (see *Tapping Only Scrolls Down*, in the Preferences section of the Options Menu).



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

Options Menu

The Options Menu on the Documents List screen contains three commands, About AportisDoc, Delete A Document, and Preferences.

About AportisDoc



Choose the About AportisDoc command from the Options Menu to register your copy of AportisDoc Mobile Edition and learn more about AportisDoc Professional Edition.

Delete a Document



After you are done reading any AportisDoc document, or if you have mistakenly installed a document, you can selectively delete it.

First, close any document by tapping the Done button or by choosing the Close Document command from the Options Menu. You will then be at the Documents List screen.

1. Choose the Delete a Document command from the Options Menu, and the following appears:



2. A list of all AportisDoc-compatible documents on your Palm Computing platform device appears. If you have many documents, you may have to scroll down to find the desired document by tapping the down arrow.
3. Select the document to be deleted by tapping on it. It will become highlighted.
4. Tap the Delete button, and the selected document will be deleted. Repeat this process to delete other documents.
5. Tap the Done button and you will be returned to the Documents List screen.

Note: To delete all documents, use the Erase All Documents command from the Special Menu.

Preferences

Preferences controls a number of settings and features in AportisDoc.



1. Choose the Preferences command from the Options Menu, and the following appears:



2. Tap any checkbox to turn the option on, tap again to uncheck it. If you are unsure of what a specific setting does, enable it and check the results.
3. Tap the OK button when done to return to the Documents List screen.

Allow Text Selection

By default, you cannot select text in an AportisDoc document. This is because tapping on the screen is used to scroll up or down. When you want to copy some text to paste into another application, tap this checkbox to be able to select text for copying.

Strip Linefeeds

Tap this checkbox and AportisDoc will try to fit more of the AportisDoc document onto the Palm Computing Platform device screen. This setting does not display single line feed/carriage returns, but retains double ones that usually signify a new paragraph.

Overlap Screens

Tap this checkbox to keep one line left over at the top when the screen is scrolled. Unchecked, there will be no overlapping of text.

Tap Scroll One Line Only

When checked, tapping on the screen only scrolls one line at a time, instead of a whole screen. In addition, the speed of scrolling depends upon how far from the (top-to-bottom) middle that you tap. The closer you tap to the bottom, the faster you go down.

Tapping Only Scrolls Down

If unchecked, scroll up by tapping the top half of the screen, and scroll down by tapping the lower half. If checked, tapping scrolls down only. This is useful if you just want to simply sit back and read a document.

Allow Global Find

AportisDoc has its own highly optimized built-in search function for searching within a particular document you are reading (see Find, Go Menu). You can also use the built-in Global Find to search through all AportisDoc documents by checking this feature. It is

invoked by tapping the magnifying Find button. If you check this box, the global find will attempt to search all AportisDoc documents. This could take a long time, depending on how many large AportisDoc documents you have. To cancel searching, press the Hardware Down button.

Show Search Progress

This makes the global search display the name of the particular AportisDoc document being searched. As a Search Progress indicator is being displayed, you can skip the current document by pressing the Hardware Up button, and AportisDoc will skip to the next document.

Show File Sizes

This displays the size of each AportisDoc in the Documents List screen.

Alphabetize Names

Lists the documents in alphabetical order. If unchecked, documents are displayed in the order in which they were installed.

Scan For Bookmarks

Enables the Auto Bookmarking feature.

Special Menu

This menu contains commands to Set Categories, Read Documents, Erase Documents and Backup Everything.

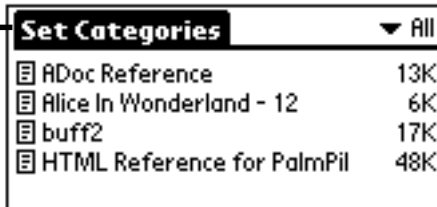
Set Categories

The Set Categories command lets you choose the categories for documents.

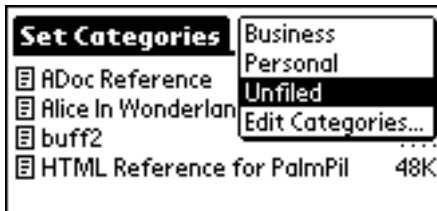


1. Choose the Set Categories command and the menu bar will change from being named AportisDoc to Set Categories. **Note:** You *cannot* read (open) documents while in this mode.

Title of
Menu Bar
is changed



2. Tapping on a document name opens a pick list of the available categories.



3. Tap on any category to assign a document to it.
4. Category names may be edited. For example, you might create a category called Novels. Tap the Edit Category item, and the following appears:



To create a new category:

Tap the New button and use Grafitti to enter the name for the new category. Tap the OK button when done. The new category will appear in the list.

To delete a category:

Tap (to select) the category to be deleted. Tap the Delete button, and the category will be deleted

Note: If you delete a category name, the documents filed under it will be assigned to the Unfiled category.

To merge documents from different categories:

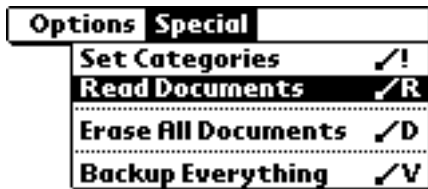
Rename one category to another existing category name by tapping (to select) the category to be merged, then tap the Rename button. Use Grafitti to change the name to the exact name of another. Tap the OK button when done. The category you renamed will disappear from the list.

5. Tap the OK button when finished. Any changes (deletes, renames) will be performed.
6. When you are finished setting categories, choose the Read Documents command from the Special Menu (see next topic).

Note: Categories may also be set in the “traditional” manner, via the Category pick list, located in the upper right corner of the screen.

Read Documents

Choose the Read Documents command when you are through setting categories. The menu bar will change from being named Set Categories to AportisDoc. You can now read documents.



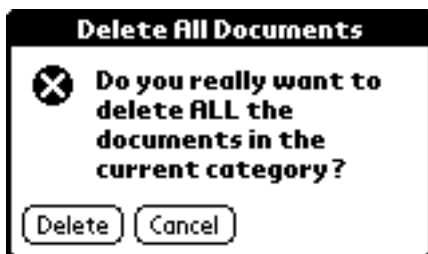
Erase All Documents

The Erase All Documents command clears all documents in the currently active category.

Note: Use it with extreme caution.



1. Choose the Erase All Documents command, and the following confirmation message appears:



2. Tap the Delete button and all documents will be erased. Tap the Cancel button to leave them all loaded.

Use the Delete a Document command in the Options Menu, to selectively delete documents.

Backup Everything

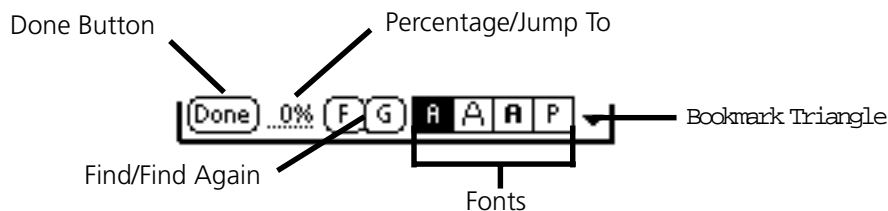


Choose the Backup Everything command and when you perform the next HotSync, and all of the AportisDoc documents currently loaded will be copied to the Backup directory on your computer.

To override this feature once it has been set, uncheck the Backup checkbox in the individual document's Details dialog (see Options Menu in a Document).

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.



The Button Bar may be hidden by choosing the Larger Text Window command from the Display Menu.

If it is not displayed, choose the Smaller Text Window command from the Display Menu, and the Button Bar will appear.

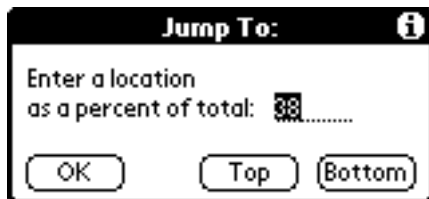
Done Button

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. You can move instantly to any portion of the document.

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



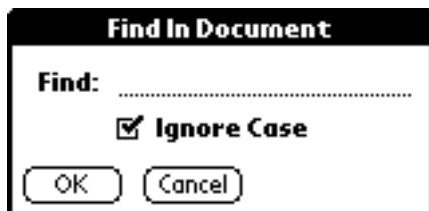
The current percentage is displayed.

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.

F/G (Find/Find Again) Buttons

Use these buttons to search for a word or phrase.

1. Tap the F Button (Find) and the following appears:



2. Use Graffiti to enter a word or phrase that you want to locate.
3. Check the Ignore Case checkbox to make the search case-insensitive.
4. Tap the OK button to begin a search.

If a match is found, the word (or phrase) will appear highlighted.

If AportisDoc cannot find (any more) occurrences of the Find word or phrase, it will beep.

Note: Searches begin from the current page, go forward through the document, and stop at the end. To search from the beginning of a document, first tap the Top button on the Jump To dialog (see above), and then tap the F Button.

5. Tap the G Button (Find Again) to search for the same word or phrase as the last Find. This allows you to skip the Find dialog before searching again.

The F/G buttons perform the same functions as the Find and Find Again commands in the Go Menu.

Font Buttons

These four characters represent the four fonts available - Regular, Big, Bold and Monospaced. Monospaced is actually named Profont, a special font created by Rick Bram. That is why it is represented by a "P".

Tap on any of them and all the text will change immediately. Experiment with each and choose the one best suited for your eyes and reading conditions. The Monospaced ("P") font is particularly useful if you want to line up database output, price lists, inventory reports, programming source code, etc.

The four font buttons are equivalent to the font commands in the Display Menu.

For example, following is the same page from "Alice in Wonderland," using the four different fonts:

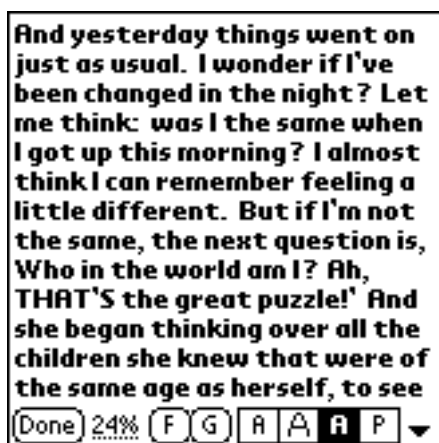
Regular



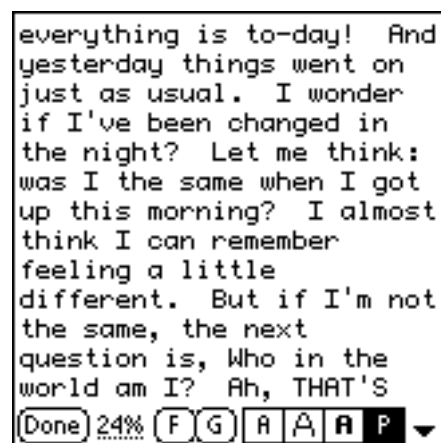
Big



Bold



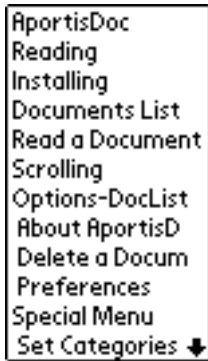
Proportional



Bookmark Triangle

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

Tap this triangle and a pick list of all bookmarks in the current document, if any, is displayed. For example:



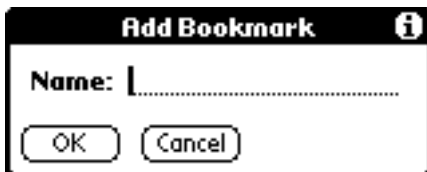
Tap an item from the pick list to immediately jump to the marked part of the document.

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

The last item in the Bookmark pick list (or the only item if there are none) is Add a Bookmark.

Add A Bookmark

1. Tap "Add a Bookmark," and the **current top of screen position** in the document is memorized as a bookmark. The following appears:



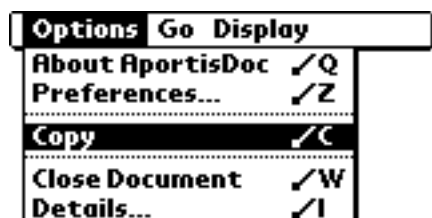
2. Use Graffiti to enter a name for the bookmark. Names should be 15 characters or less.
3. Tap OK. The bookmark name will now appear in the Bookmark pick list.

An identical command is available in the Go Menu.

Options Menu in a Document

This Options Menu in a Document is available when you are reading a document. It allows access to the About AportisDoc and Preferences commands described previously, plus three additional commands - Copy, Close Document and Details.

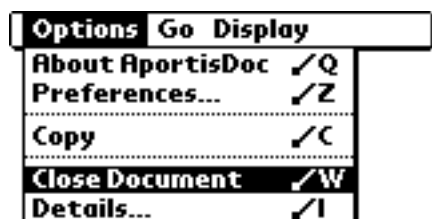
Copy



Choose the Copy Command to place selected text in the clipboard for pasting into another application.

Note: The Preferences item, *Allow Text Selection*, **must** be checked prior to selecting this command, or no text will be selected or copied.

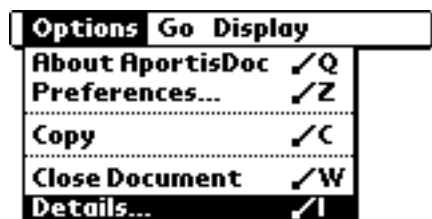
Close Document



Choose the Close Document command 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.

Tapping the Done button at the bottom of the screen performs the same function.

Details



The Details command allows you to set specific characteristics for each document, including Privacy, Categories, whether to back it up and how it should be searched.

1. Choose the Details command, and the Details dialog box appears:



2. Set the Category for the document by tapping, then selecting a category from the Category pick list (see also Set Category).



3. Check the Private checkbox for security. This will ensure that confidential AportisDoc documents will not appear if you choose to hide records in the built-in Security Application.
4. Check the Backup This Document checkbox to set the document so that it will be copied back to your desktop computer the next time you perform a HotSync. This is useful when you have set a large number of bookmarks and want to keep them for the next time you use the document.

Note: The backup attribute stays set until you manually uncheck it. Otherwise, every time you HotSync, each specified document will be copied.

5. Check the Always Search checkbox to specify that a document can be searched with the Global Search. This overrides the Preference setting, even if it is set to not allow Global Searches. Using this option, one or more documents can always be globally searched, while others are ignored.
6. Tap the OK button when you are finished.

Go Menu

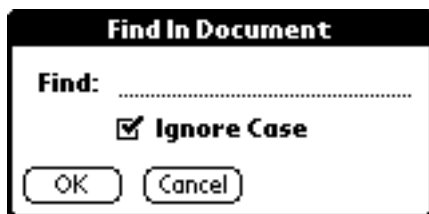
The commands in the Go Menu allow you to change your position within a document.

Find

Use this command to search for a word or phrase in a document.



1. Choose the Find command (or tap the F button in the Button Bar), and the following appears:



2. Use Graffiti to enter a word or phrase that you want to locate.
3. Check the Ignore Case checkbox to make the search case-insensitive.
4. Tap the OK button to begin a search.

If a match is found, the word (or phrase) will appear highlighted.

If AportisDoc cannot find (any more) occurrences of the Find word or phrase, it will beep.

Note: Searches begin from the current page, go forward through the document, and stop at the end. To search from the beginning of a document, choose the To Top command from the Go Menu (see below).

Find Again

Options	Go	Display
Find		✓F
Find Again		✓O
<hr/>		
Go To Bookmark		✓M
Add Bookmark...		✓A
Delete Bookmark		✓I
Auto Bookmark...		✓Y
<hr/>		
To Top		✓<
To Bottom		✓>

Choose the Find Again command to search for the same word or phrase as the last Find (or tap the G button in the Button Bar). This allows you to skip the Find dialog before searching again.

Go To Bookmark

A Bookmark is a pre-designated location within a document. Use this command to have the list of any bookmarks in the document displayed so you can choose one.

Options	Go	Display
Find		✓F
Find Again		✓O
<hr/>		
Go To Bookmark		✓M
Add Bookmark...		✓A
Delete Bookmark		✓I
Auto Bookmark...		✓Y
<hr/>		
To Top		✓<
To Bottom		✓>

1. Choose the Go To Bookmark command and a pick list all bookmarks in the current document, if any, is displayed.

AportisDoc
Reading
Installing
Documents List
Read a Document
Scrolling
Options-DocList
About AportisD
Delete a Docum
Preferences
Special Menu
Set Categories ↓

2. 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.


The Go To Bookmark command performs the same function as tapping the Bookmark Triangle.

Add Bookmark

Use this command to set the current top of screen position as a bookmark.

Options	Go	Display
Find		✓F
Find Again		✓O
Go To Bookmark		✓M
Add Bookmark...		✓A
Delete Bookmark		✓/
Auto Bookmark...		✓Y
To Top		✓<
To Bottom		✓>

1. Choose the Add Bookmark command and the following appears:

A dialog box titled "Add Bookmark" with an information icon in the top right corner. It contains a text field labeled "Name:" followed by a dotted line for input. At the bottom, there are two buttons: "OK" and "Cancel".

2. Use Graffiti to enter a name for the bookmark. Names should be 15 characters or less.
3. Tap OK. The bookmark name will now appear in the Bookmark pick list.

The last item in the Bookmark pick list (or the only item if there are none) can also be used to Add a Bookmark. Choose it, and the previous steps will apply.

Add A Bookmark

Delete Bookmark

Options	Go	Display
Find		✓F
Find Again		✓O
Go To Bookmark		✓M
Add Bookmark...		✓A
Delete Bookmark		✓/
Auto Bookmark...		✓Y
To Top		✓<
To Bottom		✓>

1. Choose the Delete Bookmark command and the bookmark pick list appears.
2. Tap on a bookmark to delete it.

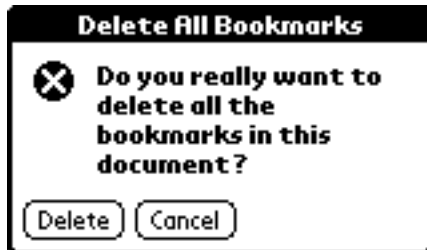
Note: Use with caution as no confirmation dialog appears and the bookmark is instantly deleted.

To delete all bookmarks:

1. Choose the Delete Bookmark command and the last list item in the bookmark pick list becomes:

DELETE ALL!!

2. Choose Delete All and a confirmation dialog appears:



3. Tap the Delete button and all bookmarks will be erased. Tap the Cancel button to leave them unchanged.

Auto Bookmark

Use this command to create bookmarks automatically. Take the time to experiment with Auto Bookmarks and you will find that virtually all forms of business, reference, nonfiction, and fictional texts can benefit from it.

Options	Go	Display
Find		✓F
Find Again		✓O
Go To Bookmark		✓M
Add Bookmark...		✓A
Delete Bookmark		✓I
Auto Bookmark...		✓Y
To Top		✓<
To Bottom		✓>

1. Choose the Auto Bookmark command and the following appears:



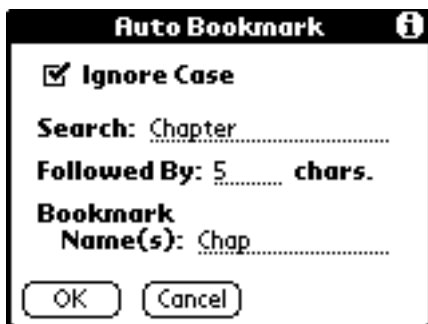
2. Use Graffiti to enter specific text to be found and bookmarked throughout a document. Check the Ignore Case checkbox, if desired.

For example, you could search for the word "Chapter," followed by 5 characters.

3. Use Graffiti to enter a name to appear in the Bookmark pick list, like "Chap".
4. Tap OK and at each occurrence of "Chapter," a Bookmark will be created and will appear in the Bookmarks pick list.

Following the same example, if Chapter One was found, the Bookmark will read Chap One. If Chapter 4 was found, the Bookmark will read Chap 4.

Here are the settings for the example:



About Preset Bookmarks

To preset bookmarks you need to use AportisDoc Professional (not this product).

First, choose an inconspicuous Preset Bookmark Indicator, like (--). Put those characters wherever you want a bookmark to be made. Also put the Preset Bookmark Indicator at the end of the document enclosed in angle brackets (< >).

The first time AportisDoc opens the document, AportisDoc will deliberately look at the special Preset Bookmark Indicator at the end of the document, and make a special scan through the document creating bookmarks at each instance of the Indicator string. You can turn off this feature via the Preferences command.

To create Preset Bookmarks, order AportisDoc Professional Edition now by visiting the Aportis web site <<http://www.aportis.com>> or calling the toll free order line, 1.888.APORIS, or international +1.503.736.3240.

To Top

To Bottom

Options	Go	Display
Find		✓F
Find Again		✓O
<hr/>		
Go To Bookmark		✓M
Add Bookmark...		✓A
Delete Bookmark		✓I
Auto Bookmark...		✓Y
<hr/>		
To Top		✓<
To Bottom		✓>

Options	Go	Display
Find		✓F
Find Again		✓O
<hr/>		
Go To Bookmark		✓M
Add Bookmark...		✓A
Delete Bookmark		✓I
Auto Bookmark...		✓Y
<hr/>		
To Top		✓<
To Bottom		✓>

Choose the To Top or To Bottom commands to either take you all the way to the beginning or to the end of the current document.

Identical functions are available from the Percentage/Jump To dialog in the Button Bar.

Display Menu

The commands in the Display Menu determine if text is scrolled automatically, the size of the screen, and which fonts to use.

Start Prompter

Stop Prompter

Set Up Prompter

Options	Go	Display
Start Prompter		✓T
Stop Prompter		✓H
Set Up Prompter...		✓N
<hr/>		
Larger Text Window		✓+
Smaller Text Window		✓-
Regular Font		✓1
Big Font		✓2
Bold Font		✓3
Monospaced		✓4
Screen Width ...		✓E

These commands control the Prompter

These three commands control the teleprompting (auto scroll) feature of AportisDoc. Use this function to have AportisDoc scroll a document automatically, so it can be read without the need for interaction from you.

1. To control how the document automatically scrolls, choose the Set Up Prompter command and the following appears:



2. Choose to either scroll one line or one screen at a time, by tapping the option desired.
3. Check the Use Hardware Buttons checkbox to have the left two buttons on the front panel of your Palm Computing Platform device (Date Book and Address Book) start and stop the prompter, and the right two buttons (To Do List and Memo Pad) to slow down or speed up the rate of scrolling.
4. Use Graffiti to enter an exact time between scrolls in seconds plus ticks. Experiment with different times, until you find the setting that suits you best.
5. Check the Never Sleep checkbox, and the device will not sleep even if you have long intervals between scrolling.
6. Tap the OK button when done with your settings.
7. Choose the Start Prompter command to begin automatic scrolling and the Stop Prompter command to halt scrolling.

Larger Text Window

Smaller Text Window

These commands hide or display the controls on the Button Bar at the bottom of the screen.

Options	Go	Display
Start Prompter	✓	T
Stop Prompter	✓	H
Set Up Prompter...	✓	N
Larger Text Window	✓	+
Smaller Text Window	✓	-
Regular Font	✓	1
Big Font	✓	2
Bold Font	✓	3
Monospaced	✓	4
Screen Width ...	✓	E

Options	Go	Display
Start Prompter	✓	T
Stop Prompter	✓	H
Set Up Prompter...	✓	N
Larger Text Window	✓	+
Smaller Text Window	✓	-
Regular Font	✓	1
Big Font	✓	2
Bold Font	✓	3
Monospaced	✓	4
Screen Width ...	✓	E

You may choose to have as much text as possible on the screen, or to have the Button Bar appear on the bottom.

Larger Text Window

Andrea has the amazing ability to squeeze five minutes of information into a four-hour monologue. I spent the remainder of the morning hearing four facts about Corey, stretched out and re-stated and shoe-horned into whatever topic I heroically attempted to salvage the conversation with: (a) Corey was a dreamboat, (b) Corey had a Volkswagon Beetle, (c) Andrea liked Beetles, and (d) Andrea liked Corey.

Andrea ends most of her

Done 55% F G A A A P ▼

Smaller Text Window

Andrea has the amazing ability to squeeze five minutes of information into a four-hour monologue. I spent the remainder of the morning hearing four facts about Corey, stretched out and re-stated and shoe-horned into whatever topic I heroically attempted to salvage the conversation with: (a) Corey was a dreamboat, (b) Corey had a Volkswagon Beetle, (c) Andrea liked Beetles, and (d) Andrea liked Corey.

Andrea ends most of her sentences with an "uh..." noise, by

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

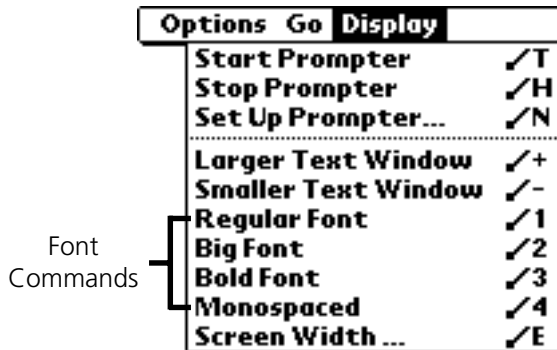
Regular Font

Big Font

Bold Font

Monospaced

The four Font commands correspond to the font buttons on the Button Bar at the bottom of the screen.



Experiment with each and choose the one best suited for your eyes and reading conditions.

The Monospaced font is particularly useful if you want to line up database output, price lists, inventory reports, programming source code, etc.

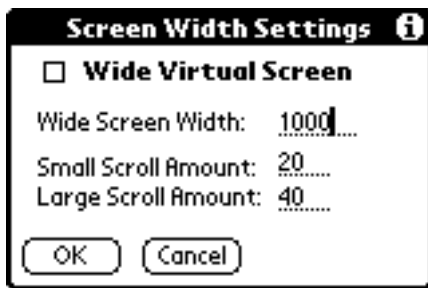
For examples of how each font appears, see Font Buttons.

Screen Width

Use the Screen Width command to use a virtual screen that is wider than the device's 160 x 160 pixel screen.



1. Choose the Screen Width command and the following appears:

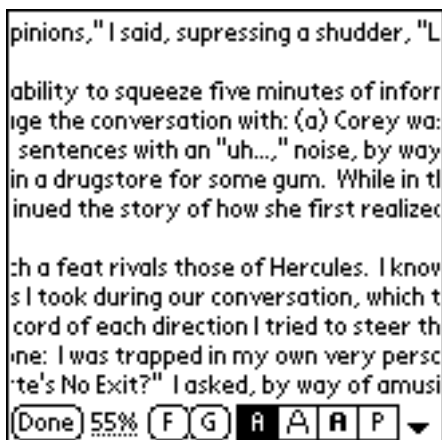


2. Check the Wide Virtual Screen checkbox.
3. Use Graffiti to enter the Screen Width desired.
4. Use Graffiti to enter the Scroll Amounts.
5. Tap OK.

Once the Prompter is set, and the Start Prompter command is chosen:

- Scroll left and right by tapping on the edges of the screen.
- The left two buttons on the front panel of your Palm Computing Platform device (Date Book and Address Book) scroll left in the large and small amounts.
- The right two buttons (To Do List and Memo Pad) scroll right in the small and large amounts.

For example, here is a wider virtual screen with the same page as shown on the previous page, scrolled a bit the right:



To turn off the Virtual Screen:

1. Choose the Screen Width command.
2. Uncheck the Wide Virtual Screen checkbox.
3. Tap OK.

The screen will return to its normal width.

Customer Care

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

Aportis provides free technical support to all registered users.

Before contacting Aportis Customer Care, please take a few minutes to review this User's Guide, check the On-line Tips and read the FAQs on the Aportis web site. Your answer is most likely here.

We prefer you to email your questions and comments to <custcare@aportis.com>. 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.

We very much appreciate any feedback and suggestions for future enhancements. You can email us at the above address, or send postal mail to:

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

AportisDoc Professional Edition

Now that you have had the opportunity to read documents with AportisDoc Mobile Edition, you may want to be able to create documents yourself.

AportisDoc Professional Edition contains all the features of the Mobile Edition plus desktop computer software that allows you to create AportisDoc documents from Microsoft Word, text, and HTML. It also has the ability to preset bookmarks.

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. It is available (Spring/Summer, 1998) at the Aportis web site <<http://www.aportis.com>>, other internet sites, and resellers throughout the world.

If you have registered your copy of AportisDoc Mobile Edition, you can upgrade to the electronic version of AportisDoc Professional for only US\$9.95.

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