

Mobile Calendar (Version 2.0US)

User's Guide

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- The operations described in this manual assume that you are already familiar with the basic operation of Windows CE. See the documentation that comes with Windows CE for full details on its operation.
- Sample displays shown in this manual may differ somewhat from the displays actually produced by the product.

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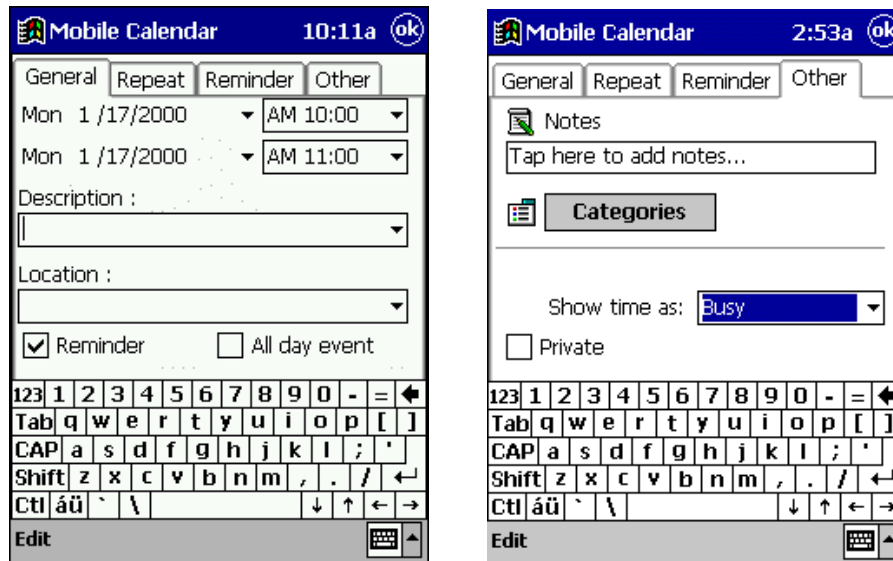
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Introduction

Mobile Calendar is a schedule management application you can run on your Pocket PC. Though it is similar to and uses the same data as your Pocket PC's built-in Calendar application, it provides you with additional functions and more display versatility than Calendar alone.

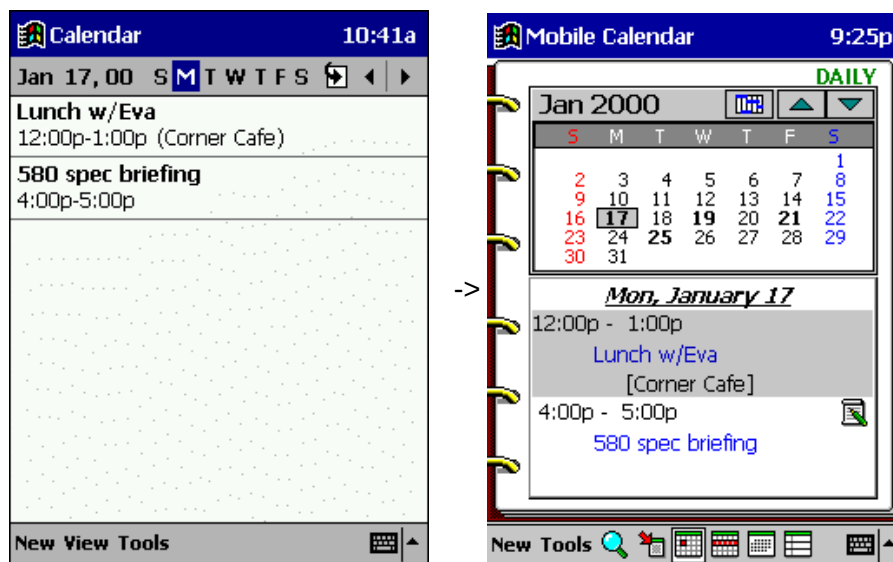
Features

- New, improved screen format simplifies Calendar data input and editing



Appointment Input Screen

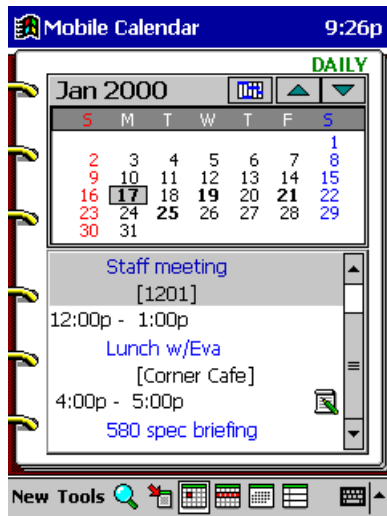
- Calendar data layouts that are more practical and easier to use



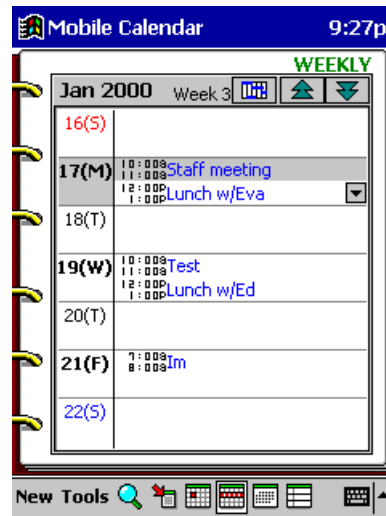
Calendar Screen

Mobile Calendar Screen

- A choice of six different views: Daily, Daily Timetable, Weekly, Weekly Timetable, Monthly, and 3-Month Calendar



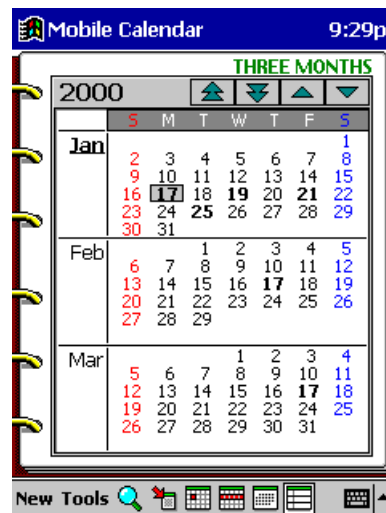
Daily View



Weekly View



Monthly View



3-Month View

- Easy screen switching using Action control
- The color of data on the Daily, Daily Timetable, Weekly, and Weekly Timetable views depends on the category to which the data is assigned.
- Quick and easy holiday highlighting (in red)
- Powerful search functions help you find the information you want when you need it.

To start up Mobile Calendar

1. Turn on your Pocket PC.
2. Tap , **Programs**, and then **Mobile Calendar**.
 - This starts up Mobile Calendar and displays the DAILY view for today (according to the date kept by your Pocket PC's clock).

Inputting Calendar Data

You can use Mobile Calendar to input data into the Calendar database or to edit existing Calendar database data.

Inputting New Calendar Data

Each Calendar record can contain an appointment time and description, as well as an alarm time and other additional information. The following procedure describes only the basic for new data input. Additional settings and data input are described elsewhere in this section.

To input new Calendar data

1. Start up Mobile Calendar.
2. Tap **New** to display the **General** tab of the appointment input screen.

The screenshot shows the 'Mobile Calendar' application interface. At the top, the title bar displays 'Mobile Calendar', the time '10:11a', and an 'ok' button. Below the title bar are four tabs: 'General' (selected), 'Repeat', 'Reminder', and 'Other'. The 'General' tab contains the following fields:

- 'Start time': A dropdown menu showing 'Mon 1 /17/2000' and 'AM 10:00'.
- 'End time': A dropdown menu showing 'Mon 1 /17/2000' and 'AM 11:00'.
- 'Description': A text input field.
- 'Location': A text input field.
- 'Reminder': A checkbox that is checked.
- 'All day event': An unchecked checkbox.

At the bottom of the screen is a full QWERTY keyboard. An 'Edit' button is located at the bottom left of the keyboard area. Two arrows point from the text labels 'Start time' and 'End time' to their respective dropdown menus in the screenshot.

3. Input the date and description of the appointment on the **General** tab.

Times.....The upper time is the start time, while the lower time is the end time of the appointment. You can specify a date using the calendar that appears when you tap a date ▼ button, or you can input a date into a box. You can specify a time by selecting one from the list that appears when you tap a time ▼ button, or you can input a time into a box.

Description	Input a description of the appointment. You can also specify a location by selecting one from the list of previously input descriptions that appears when you tap the descriptions ▼ button.
Location	Input the location of the appointment. You can also specify a location by selecting one from the list of previously input locations that appears when you tap the location ▼ button.
Reminder	Check this box when you want an alarm to sound 15 minutes before the appointment start time. You can also specify how long before the appointment you want the alarm to sound.
All Day Event	Check this box for an appointment for which there is no time setting (such as a birthday or anniversary).

4. Make the settings you want on the **Repeat**, **Reminder**, and **Other** tabs.

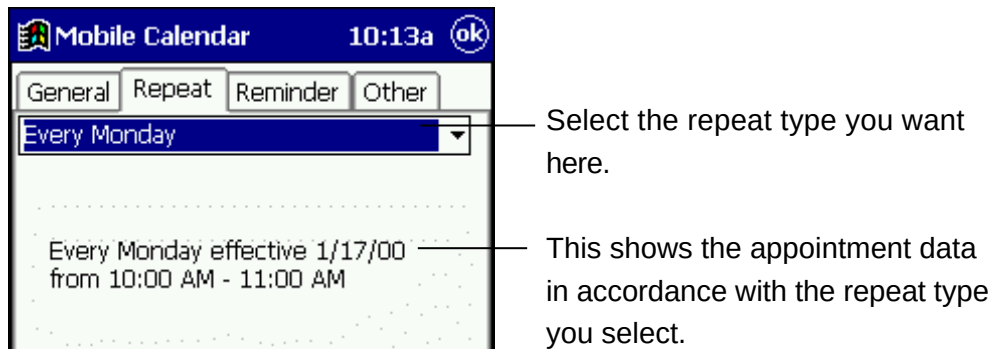
- You can skip this step if you do not want to make settings for these tabs.
- The following describes the types of settings you can make on these tabs.

Repeat	Use this tab to set up an appointment that repeats once a week or once a month. See "Setting Up a Repeat Appointment" on page 7 for more information about this tab.
Reminder	After you check the Reminder option in step 3, you can use the settings on the Alarm tab to specify the alarm time. See "Making Reminder Settings" on page 8 for more information about this tab.
Other	Use this tab to add memo text to an appointment, to specify a category, and to specify whether the appointment is public or private. See "Making Other Tab Settings" on page 9 for more information about this tab.

5. After everything is the way you want, tap **OK** to close the input screen.

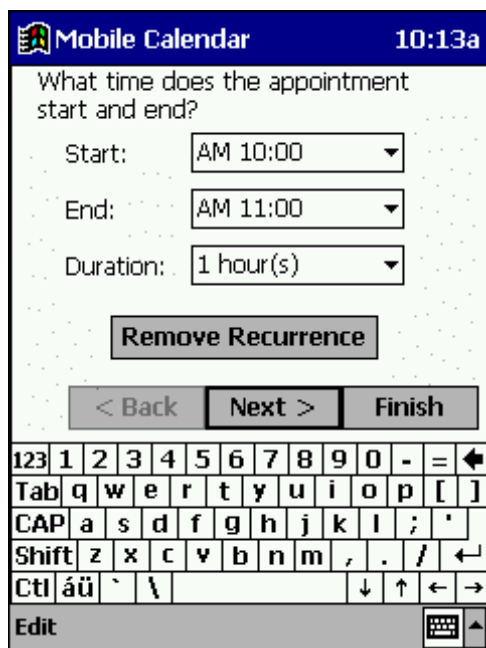
Setting Up a Repeat Appointment

You can use the **Repeat** tab to specify an appointment that repeats on the same day of the week each week, on the same day of month each month, etc.



To edit a repeat pattern

1. On the **Repeat** tab, tap the ▼ button and then select the **Edit Pattern** item from the list of options that appears.
 - This causes the dialog box shown below to appear.

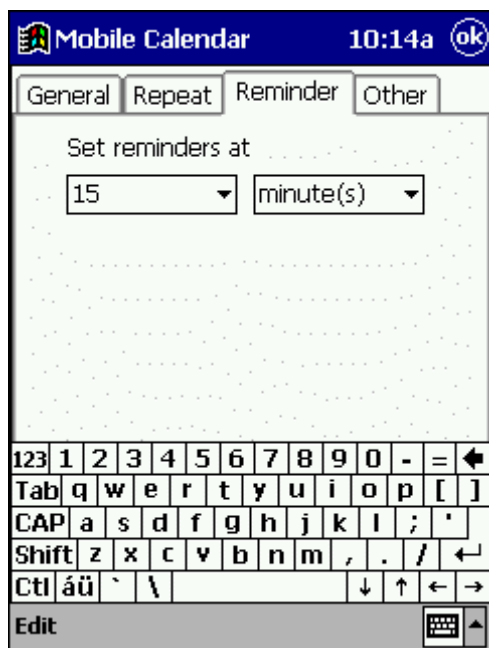


This dialog box operates as a kind of wizard. Make settings in accordance with the instructions that appear on the display.

2. Make the repeat pattern settings you want.
 - The settings you can make on this dialog box are the same as those for the Pocket PC's built-in Calendar application. See Calendar online help for more information.

Making Reminder Settings

Use the **Reminder** tab to change the alarm time.



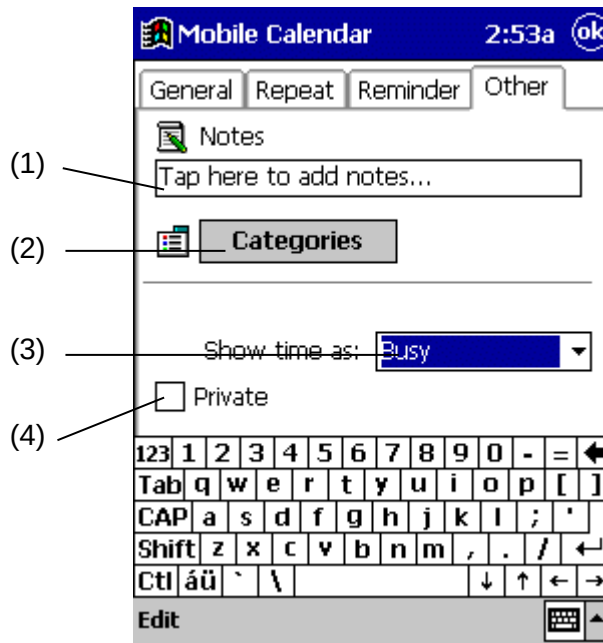
This setting determines how long before the appointment time the alarm should sound. You can specify a time from one minute to 99 weeks. The initial default setting for this item is 15 minutes.

Note

- Note that the settings you make here are valid only when the **Reminder** item on the **General** tab is checked. See "Inputting New Calendar Data" on page 5 for more information.
- Use the Pocket PC **Sounds & Reminders** feature to specify the notification type (message display, flashing lamp, alarm sound), and the type of alarm sound (when alarm sound is selected as the notification type). Tap , **Settings**, and then **Sounds & Reminders**. On the dialog box that appears, tap the **Reminders** tab and then make the settings you want. See online help for full details about how to make settings.

Making Other Tab Settings

You can use the **Other** tab of the appointment input screen to add memo text to an appointment, to specify a category, and to specify the record as public or private.



- (1) If you want to input memo text, tap here to display the memo input screen. You can handwrite or type memo text.
- (2) Tap this button to display a list of categories, which you can use to assign a category to the appointment.
- (3) Use this box to select the method for making the appointment public. This item is used only for synchronizing appointment data with Outlook running on your computer and Outlook data is public and shared over the network. See the documentation that comes with Outlook for more information.
- (4) Check this box when you want to make the appointment private data.

Note

- Each of the category names in the list that appears when you tap the **Categories** button has a category color next to it. The data in each category is displayed using the applicable category color. You can control the color assigned to each category using the dialog box that appears when you tap **Tools - Color**. See “Assigning Category Colors” below for more information.
- See the Calendar online help for information about other settings you can make on the **Other** tab.

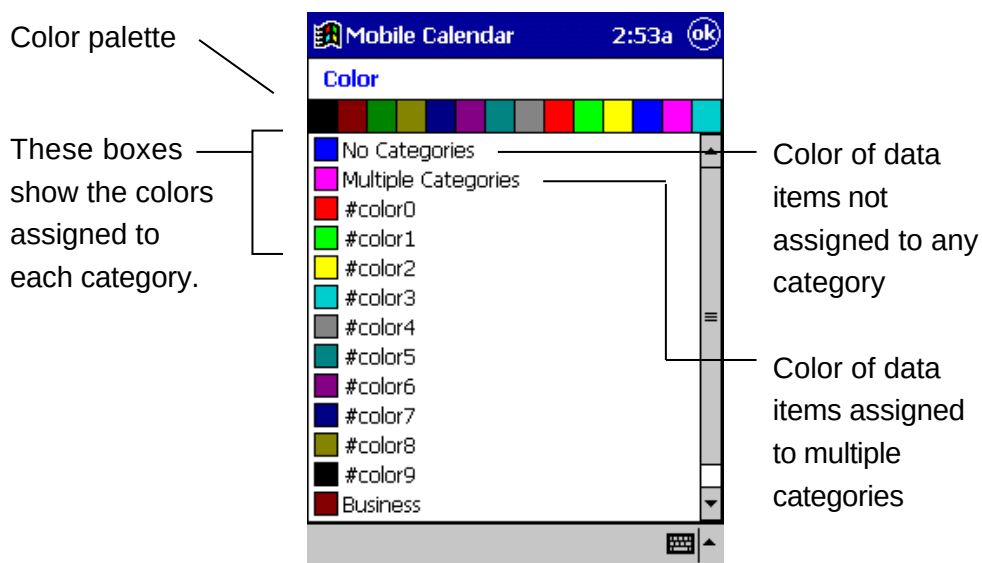
Assigning Category Colors

The data in the Daily, Daily Timetable, Weekly, and Weekly Timetable view is displayed in the color currently assigned to its category (category color). You can assign any one of 14 different colors to each category.

To assign a color to a category

1. Tap **Tools - Color**.

- This causes a dialog box like the one shown nearby to appear.



2. Tap the category to which you want to assign a color.
3. On the color palette, tap the color you want to assign to the category. This causes the color of the box next to the category name to change to the color you select.
4. Repeat steps 2 and 3 for other categories, if you want.
5. When everything is the way you want, tap **OK** to apply the settings and close the dialog box.

Editing Appointments

This section describes how to use Mobile Calendar to edit and delete existing Calendar database appointments. It also explains how to cut, copy, and paste existing data.

To edit an appointment

1. On the Daily View, tap the appointment you want to edit. This displays the **General** tab of the appointment input screen.
2. Use the same procedure as those under "Inputting New Calendar Data" on page 5 to make the changes you want.
3. After everything is the way you want, tap **OK** to save the appointment and close the appointment input screen.

Note

If the appointment you are editing is a repeat appointment (See "Setting Up a Repeat Appointment" on page 7), tapping **OK** in step 3 causes the message shown below to appear.



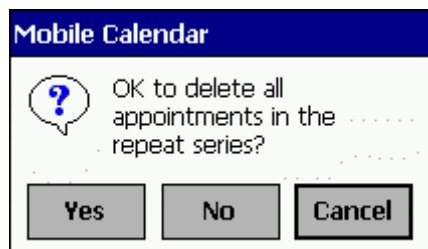
Tap **Yes** to apply your changes to all of the applicable repeat appointments, or **No** if you want the edits applied to only one of the appointments. Tapping **Cancel** returns to step 2 of the procedure without doing anything.

To delete an appointment

1. On the Daily View, tap and hold the appointment you want to delete.
2. Tap **Delete**.
 - This displays a confirmation message asking whether you really want to delete the appointment.
3. Tap **OK** to delete the appointment or **Cancel** to cancel the delete operation without deleting anything.

Note

If the appointment you are deleting is a repeat appointment (See "Setting Up a Repeat Appointment" on page 7), tapping **Delete** in step 2 causes the message shown below to appear.



Tap **Yes** to delete all of the applicable repeat appointments, or **No** if you want to delete only one of the appointments. Tapping **Cancel** returns to step 1 of the procedure without doing anything.

Copying and Pasting an Appointment

Use the following procedure to copy an appointment and paste it to another date. This makes it easy to input identical appointments on multiple days or to input appointments are very similar.

Note

Copying a repeat appointment (see "Setting Up a Repeat Appointment" on page 7) copies only the one single appointment that you select for copying.

1. On the Daily View, tap and hold the appointment you want to copy.
2. Tap **Copy** to copy the appointment to the clipboard.
3. Display the Daily View screen for the date where you want to paste the appointment that is on the clipboard.
4. Tap **Paste** to paste the appointment data from the clipboard to the currently displayed Daily View.
 - You could now use the procedures under "Editing Appointments" on page 10 if you want.

Cutting and Pasting an Appointment

Use the following procedure to cut an appointment from one date and paste it to another date. This technique can be used to move data from one date to another.

Note

Cutting a repeat appointment (see "Setting Up a Repeat Appointment" on page 7) cuts only the one single appointment that you select for copying.

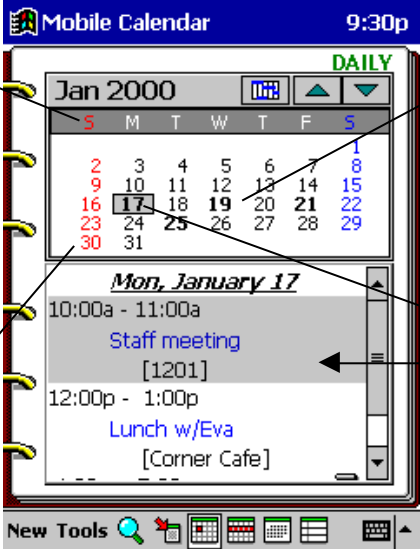
- 1.** On the Daily View, tap and hold the appointment you want to cut.
- 2.** Tap **Cut** to cut the appointment and place it onto the clipboard.
- 3.** Display the Daily View screen for the date where you want to paste the appointment that is on the clipboard.
- 4.** Tap **Paste** to paste the appointment data from the clipboard to the currently displayed Daily View.
 - You could now use the procedures under "Editing Appointments" on page 10 if you want.

Viewing Calendar Data

Mobile Calendar lets you view your Contacts data using any one of six different views: Daily, Daily Timetable, Weekly, Weekly Timetable, Monthly, or 3-Month. This section tells you how to select and interpret each view.

Daily View

The Daily view appears first, with today's date selected in the calendar, whenever you start up Mobile Calendar. It also appears whenever you tap  on the toolbar.



The starting day of the week is in accordance with how you set up **First Day of week** with the **Tools** menu.

You can mark dates as holidays. See "Holidays".

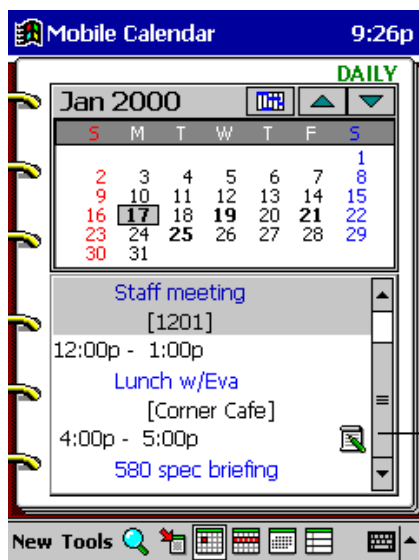
Dates that contain appointment data are indicated on the calendar in bold.

The currently selected date has a box around it. This box is the *date cursor*.

- The data area starts to scroll about one second after you select a date if the date contains too much data to fit. Tap on the data area to stop the scrolling.
- After stopping auto scrolling, you can use the scroll bar to scroll up and down.

Daily View Operations

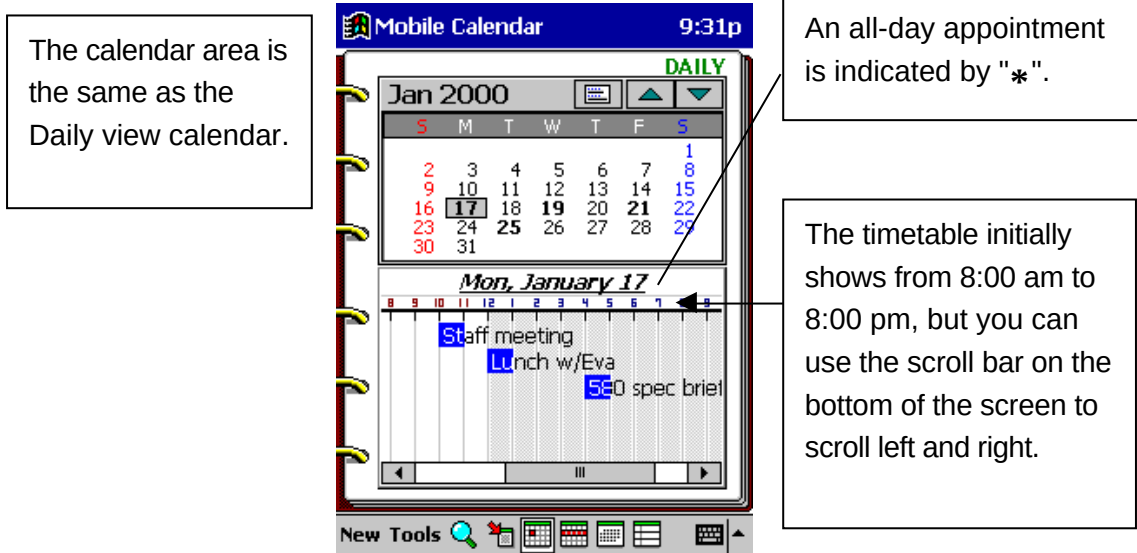
- Tapping a date in the calendar selects that date and displays its Calendar data.
- Rotate the ACTION control down to move the date cursor forward and up to move it back.
- You can also use the cursor button to move the date cursor. Right or down moves forward, while left or up moves back.
- Tap the  button above the calendar to change to the previous month's calendar, or  to change to the next month's calendar.
- Tapping the  button above the calendar displays the Daily Timetable view.
- Tap  for the Weekly view,  for the Monthly view, or  for the 3-Month view. These views all include the date where the date cursor is currently located in the Daily view.
- A **Note** icon is shown on the Daily view when there is a note attached to the appointment.



This icon indicates that there is a note attached to the appointment. Tapping the icon displays the content of the note. You can only view a note from the Daily view. You cannot edit it.

Daily Timetable View

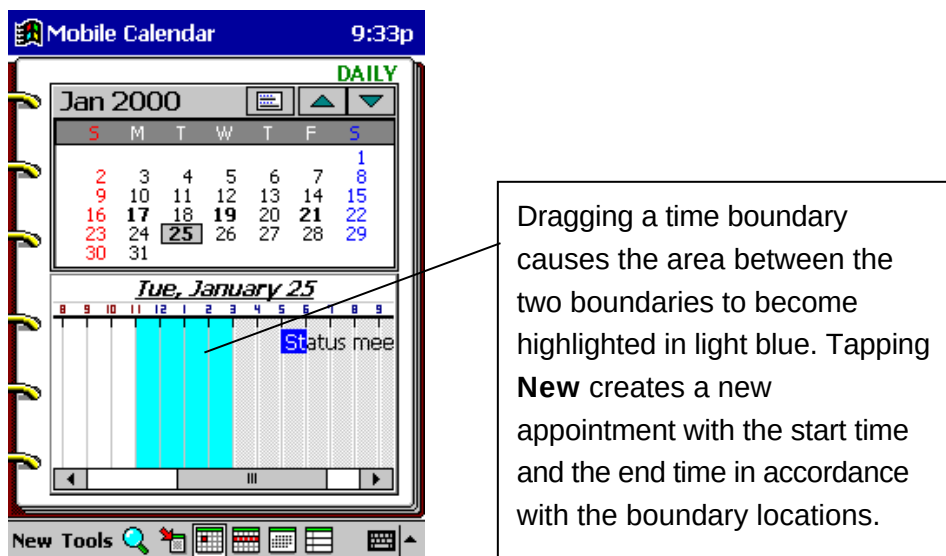
Tap the  button on the Daily view toolbar to display the Daily Timetable view. This view shows a graphic representation of your schedule for a specific date.



- Tap  to return to the Daily view.

Daily Timetable View Operations

- Operations you can perform with this view are basically the same as those for the Daily view.
- You can input a new appointment by dragging the start and end boundaries of the appointment time and then tap **New**.



- Tapping an appointment selects it, which is indicated by triangular handles at either end.

	Drag the handles to change the start time and end time of the appointment.
	You can also drag the appointment on the screen to another day or time.

Switching the Time between 12-hour and 24-hour Formats

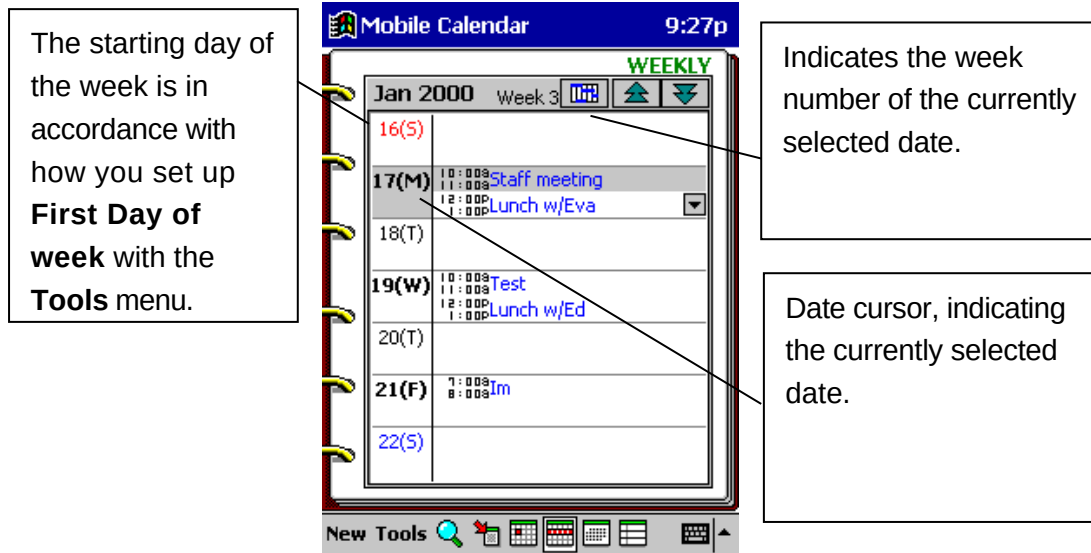
You can switch between 12-hour and 24-hour timekeeping using the Time tab on the Pocket PC's regional settings (- **Settings - Regional Settings**). The setting you select affects the time and timetable displays (Daily Timetable and Weekly Timetable) of Mobile Calendar as shown below.

- The current time display examples below show what appears at 9:00am and 3:00pm.

	Current Time	Timetable
12-hour format	9:00A/3:00P	12, 1, 2, ... 11, 12, 1, 2, ... 10, 11
24-hour format	9:00/15:00	0, 1, 2, ... 11, 12, 13, 14, ... 22, 23

Weekly View

Display the Weekly view by tapping  on the toolbar of the Daily, Monthly, or 3-Month view.

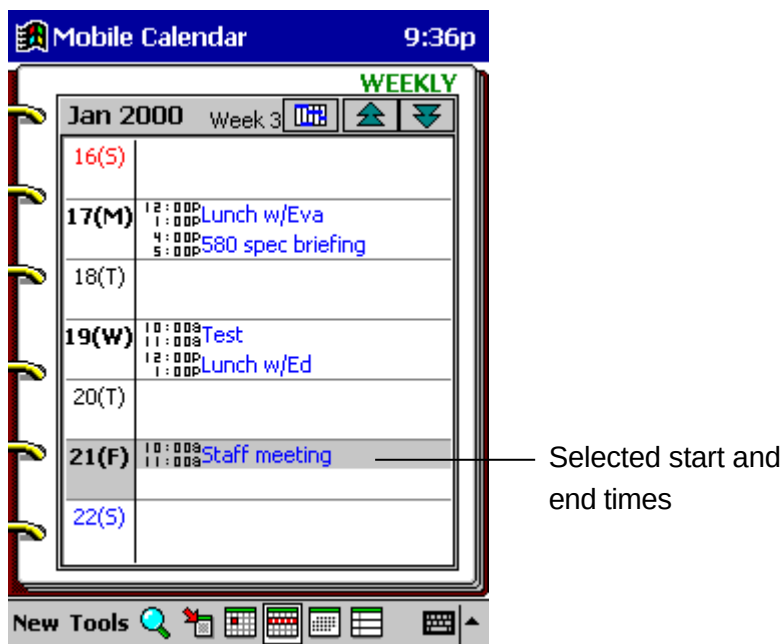
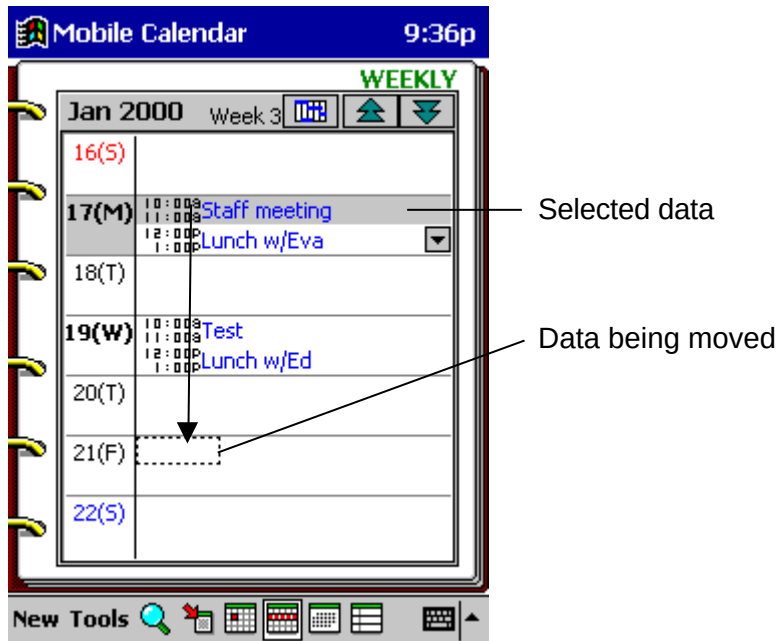


- Scroll buttons appear if a date has more than two appointments scheduled. Use the scroll buttons to scroll the data on the screen.

Weekly View Operations

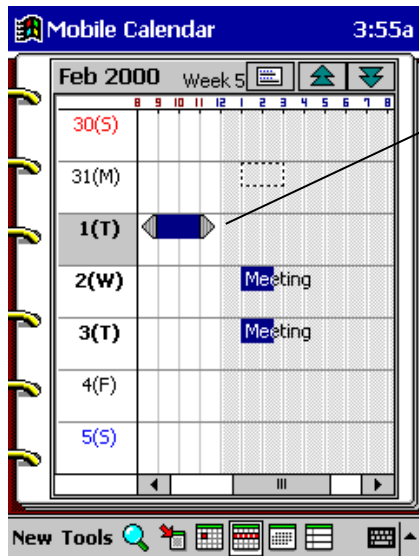
- Tapping a date selects it. You can also use the ACTION control and cursor button to move the date cursor.
- Tap the  button to change to the previous week or  to change to the next week.
- Tap an appointment's data to display an editing screen for that appointment.
- Tap a date to display the Daily View for that date.
- Tap  for the Daily view,  for the Monthly view, or  for the 3-Month view. These views all include the date where the date cursor is currently located in the Daily view.

- You can drag data from one date and drop it into another date, as long as the destination date is within the same week.



Weekly Timetable View

Tap the  button on the Weekly view toolbar to display the Weekly Timetable view. This view shows a graphic representation of your schedule for a specific week.



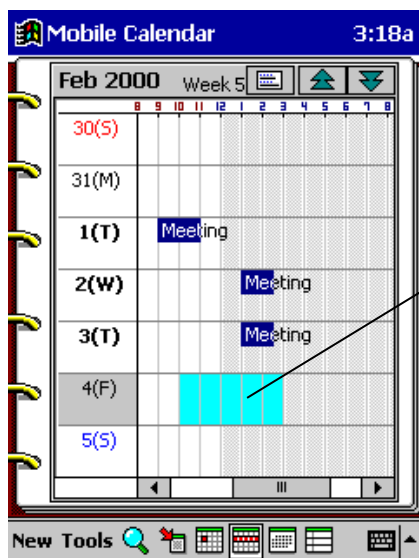
Tapping an appointment selects it, which is indicated by triangular handles at either end.

- Drag the handles to change the start time and end time of the appointment.
- You can also drag the appointment on the screen to another day or time.

- Tap  to return to the Weekly view.

Weekly Timetable View Operations

- Operations you can perform with this view are basically the same as those for the Weekly view.
- You can input a new appointment by dragging the start and end boundaries of the appointment time and then tap **New**.



Dragging a time boundary causes the area between the two boundaries to become highlighted in light blue. Tapping **New** creates a new appointment with the start time and the end time in accordance with the boundary locations.

Monthly View

Display the Monthly view by tapping  on the toolbar of the Daily, Weekly, or 3-Month view.

The starting day of the week is in accordance with how you set up **First Day of week** with the **Tools** menu.

You can mark dates as holidays. See "Holidays".



Mobile Calendar 10:33a

MONTHLY

Jan 2000

S	M	T	W	T	F	S
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

New Tools

An all-day appointment is indicated by " ☒ ".

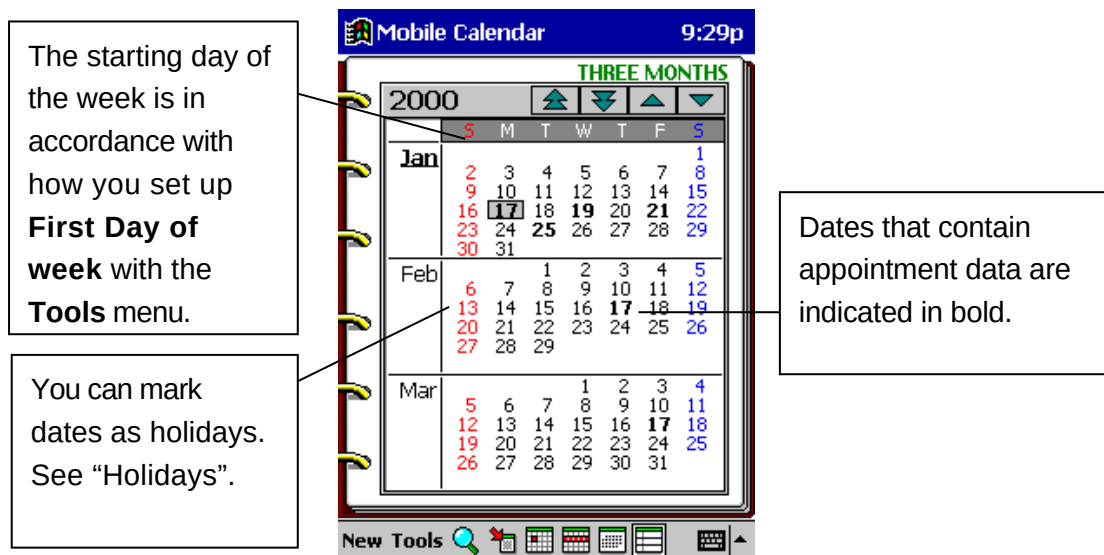
- The currently selected date is the one that is shaded. This shading is the date cursor.
- The indicator [AM] appears when there is an appointment scheduled between midnight and noon, and [PM] appears for an appointment between noon and midnight. An all-day appointment is indicated by " ☒ ". To view the full details for a date, tap on it to change to its Daily view.

Monthly View Operations

- Tapping a date selects it. You can also use the ACTION control and cursor button to move the date cursor.
- Tapping a date changes to its Daily view.
- Tap the  button to change to the previous month or  to change to the next month.
- Tap  for the Daily view,  for the Weekly view, or  for the 3-Month view. These views all include the date where the date cursor is currently located in the Daily view.

3-Month View

Display the 3-Month view by tapping  on the toolbar of the Daily, Weekly, or Monthly view.



3-Month View Operations

- The currently selected date has a box around it. This box is the date cursor.
- Tapping a date selects it. You can also use the ACTION control and cursor button to move the date cursor.
- Tap the  button to scroll one month to the back or  to scroll one month forward.
- Tap the  button to scroll three months to forward or  to scroll three months back.
- Tapping a date changes to its Daily view.
- Tap  for the Daily view,  for the Weekly view, or  for the Monthly view. These views all include the date where the date cursor is currently located in the Daily view.

Jumping to a Specific Date

You can tap a button to jump to today's date or you can jump to another date.

To jump to today's date

Tap  on the toolbar.

- This jumps to the current date as kept by the Pocket PC's internal clock.

- In the case of the 3-Month view, the above operation jumps to the calendar that contains today's date.

To jump to a specific date

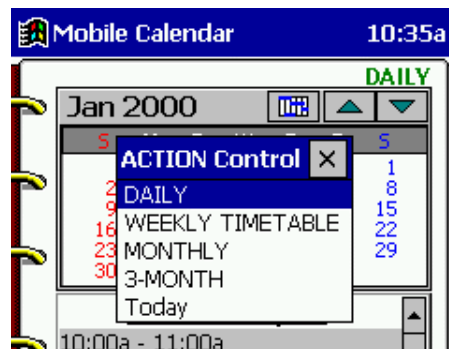
1. On the **Tools** menu, tap **Jump** to display the jump dialog box.
2. Use either of the following procedures to specify the date to which you want to jump.
 - Highlight the year, month, or day by tapping it. Next use the ACTION control or cursor button to increase or decrease the selected value.
 - Tap the  button to display a date selection calendar. Tap the  and  buttons to change to the month you want, and then tap a date.
3. After specifying the date, tap **OK** to jump to it.
 - In the case of the 3-Month view, the above operation jumps to the calendar that contains the specified date.

Using the ACTION Control to Navigate Around Mobile Calendar

In addition to stylus operations, you can navigate around Mobile Calendar with one hand using the ACTION control.

To use the ACTION control to navigate around Mobile Calendar

1. While any Mobile Calendar screen is on the display, press the ACTION control to display the **ACTION Control** menu of available actions.



2. Rotate the ACTION control up and down to highlight the action you want to perform.
3. Press the ACTION control to close the action list and perform the action that was highlighted.
 - You can customize the **ACTION Control** menu to suit your needs. See "Customizing the ACTION Control Menu" on page 26 for more information.

Making Mobile Calendar Settings

This section describes the settings you can make with Mobile Calendar.

Holidays

You can mark holidays so they are highlighted on the calendars and other displays. You can mark single dates or a series of dates by tapping or dragging on a calendar, or you can mark all dates that fall on a particular day of the week for a range of months.

To mark and unmark holidays by tapping or dragging

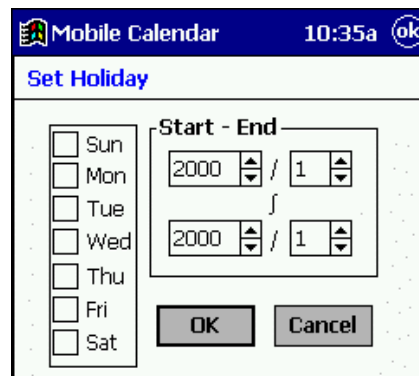
1. On the **Tools** menu, tap **Holidays** to display the 3-Month holiday setting dialog box.



2. Tap a date to mark it. Tapping a marked date unmarks it.
 3. To mark a series of dates, drag the stylus across them. Dragging the stylus across a series of marked dates unmarks them.
 4. After the dates are the way you want them, tap **OK** in the upper right corner to close the dialog box.
- Tap the  button to scroll one month to the past or  to scroll one month to the future.
 - Tap the  button to scroll three months to the past or  to scroll three months to the future.

To mark all dates that fall on a specific day of the week

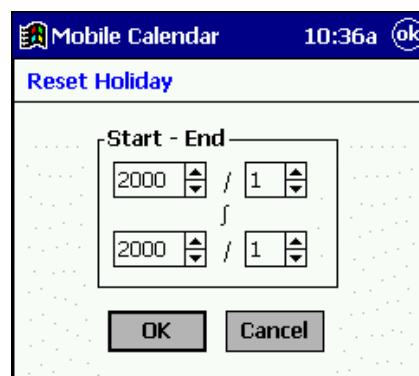
1. From the 3-Month holiday setting dialog box, tap **Edit** and then **Day of the week** to display the day of the week holiday setting dialog box.



2. Check one or more of the boxes on the left side of the dialog box to specify the days of the week you want to mark.
3. On the right side of the dialog box, specify the start month and end month of the period for which you want dates marked.
4. After the settings are the way you want, tap **OK** to return to the 3-Month holiday marking dialog box.

To restore holiday mark defaults for a specific period

1. From the 3-Month holiday setting dialog box, tap **Edit** and then **All Clear** to display the holiday mark clear dialog box.



2. Specify the start month and end month of the period for which you want to restore holiday mark defaults.
3. After the settings are the way you want, tap **OK** to return to the 3-Month holiday marking dialog box.

- The above procedure restores holiday marking defaults, which marks all Sundays as holidays.

Customizing the ACTION Control Menu

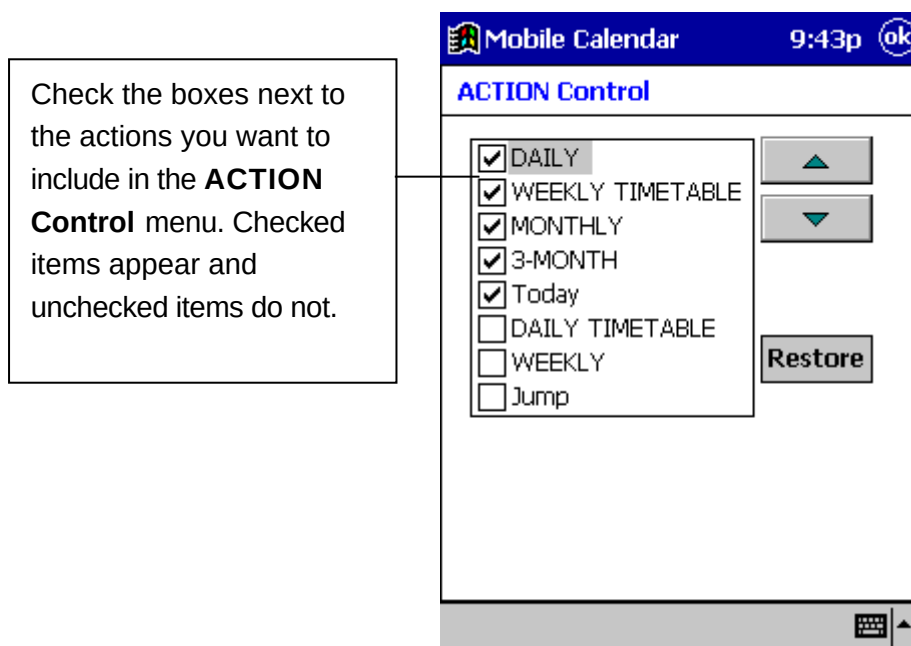
Use the following procedure to change the contents of the **ACTION Control** menu and the order of the menu items.

Note

See "Using the ACTION Control to Navigate Around Mobile Calendar" on page 23 for information about using the **ACTION Control** menu.

To customize the ACTION Control menu

1. On the **Tools** menu, tap **ACTION Control** to display the **ACTION Control Setting** dialog box.



- While an action is highlighted, you can tap  and  to change its position in the list and menu.
- Tapping **Restore** returns the settings on this dialog box to their initial defaults.

2. After everything is the way you want, tap **OK** to close the dialog box.

Specifying the First Day of the Week

Use the following procedure to specify either Sunday or Monday as the first day of the week for the Daily, Weekly, Monthly, and 3-Month views.

1. On the **Tool** menu, tap **First Day of Week** to display the dialog box shown below.



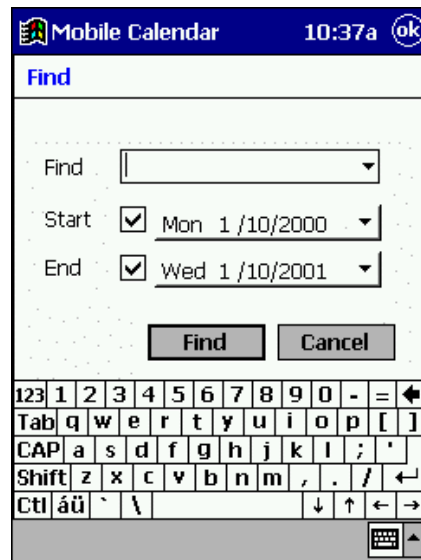
2. Select either Sunday or Monday as the first day of the week.
3. After making the setting you want, tap **OK** to apply your selection and close the dialog box.

Searching for Data

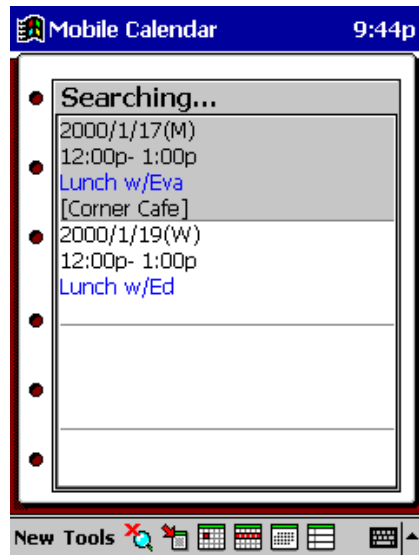
Use the procedures in this to search appointments for specific data. You can limit the search by specifying a start date and end date.

To search for data

1. On the toolbar, tap the  button to display the search dialog box.



2. Input the text you want to find.
3. If you want, specify start and end dates.
 - To specify the start and end dates, use the same steps as described in step 2 under "To jump to a specific date" on page 23.
 - Unchecking **Start** searches through all data up to the end date. Unchecking **End** searches through all data starting from the start date. To search through all data, uncheck both **Start** and **End**.
4. After everything is the way you want, tap **Find** to start the search.



- The search produces a list like the one shown above, which that all records that match the text you specified.
- See "About the found records list" below for more information about this list.

5. Tap  to clear the found records list.

Note

The message "No matches were found for the text you specified." appears in place of the found records list if the search does not find any data that matches your text.

About the found records list

The following describes the contents of the found records list that appears when you perform a search.

- All records that match the text you specify are listed in chronological order.
- Four lines are shown for each record (date, start time - end time, description, location). Items that do not fit on one line are cut off.
- For repeated records, only the first one found appears in the list.

The following are the operations that you can perform while the Found Records List is on the display.

- Tapping any record in the list clears the found records list and displays the corresponding Daily view.
- Tapping , , , or  exits the search and displays the corresponding view. The day, week, or month, that appears contains the date of the record that is selected in the found records list when you tap the button.
- You can use the  button and **Tools - Jump** commands while the found records list is on the display. Doing so, however, clears the found records list.

Command Bar Items (Menus and Buttons)

Menus

Tools Menu

Command	Description
Jump	Displays a dialog box to specify a date.
Color	Displays a dialog box to assign category colors.
Holidays	Displays the holiday setting dialog box.
First Day of week	Displays a dialog box for specifying the first day of the week.
ACTION Control	Displays the ACTION control setting dialog box.
About...	Displays software version information.

Holiday Setting Dialog Box Edit Menu

Command	Description
Day of the week	Displays a dialog box for highlighting and unhighlighting dates that fall on a particular day of the week.
All Clear	Restores date highlighting to its initial default settings.

Buttons

The following buttons are available on the command bar.

New Starts Calendar and displays its new record input screen.



.....Displays the search dialog box.



.....Clears the found records list produced by a search operation.



.....Jumps to today's date.



.....Switches to the Daily view.



.....Switches to the Daily view.



.....Returns to the Daily view from the Daily Timetable view.



.....Switches to the Weekly view.



.....Switches to the Weekly Timetable view.



.....Returns to the Weekly view from the Weekly Timetable view.



.....Switches to the Monthly view.



.....Switches to the 3-month view.