



mandala™

Mandala Notebook 1.0.3

User Guide

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Introduction

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The Promise of Mobile Computing

If you are like us, you are excited about the promise of mobile computing: to have all your information always at hand - literally.

Many of the most successful and influential people say that having a system for capturing and managing ideas is a key part of their strategy for success. This is true in business, in technical and creative pursuits, and in private life. This is also equally true for the big ideas that inspire you, and the small ideas on how to achieve your goals step-by-step.

A smart phone seems to be ideal for managing ideas. The benefits are clear: whenever you have an idea, your phone is close by. Immediately jot down your idea and file it in the right place. That's it – done! No more pieces of paper to lose, no need to keep countless things in mind. At home, just backup your phone! With one click you solve the problem of losing important ideas, or worse, a notebook of ideas. When you need to look up information, again your phone is close by. Can't remember exactly where you filed it? Run a text search.

That is the vision: how does it compare with the current reality of your smart phone?

For contact and calendar information, smart phones have enabled many people to finally consolidate their contact information into a single address book. However to go further, to consolidate all your for ideas, notes, and tasks into one place? That's a different story...

The Jotter and Task applications included with the phone have big limitations: it is difficult to rearrange items into a different order; items cannot be grouped into a hierarchy. Other applications can import Word files, but cannot display or navigate document outlines. Finally, Word files, notes, tasks, and appointments cannot be integrated together.

Driven by our own frustration with these limitations, we created Mandala Notebook!



What is Mandala Notebook?

Mandala Notebook is an application for capturing and organizing all your ideas, project plans, journal entries, seminar notes, shopping lists, and other information.

Mandala Notebook has a clean, professionally designed user interface that makes it easy and intuitive to browse and re-arrange items in your notebook by drag&drop or copy&paste, similar to outline mode in Word but especially suited to small screens. Full of features you will appreciate like undo, history, linking, and remembering the previously viewed items, Mandala Notebook also has context sensitive help and extensive user documentation.

You can easily exchange data with your PC, e.g. export all or part of your notebook to Word/RTF format and open in Word. Import text from one or many large structured Word documents – such as this User Guide. Similarly you can exchange text and CSV (Excel) formats.

Mandala Notebook lets you integrate text, notes, drawings, tasks, and appointments in the one application. Of course, tasks and appointments are synchronized with Outlook.

Entering data using the pen can be a major bottleneck. Have you tried using a portable keyboard such as the Stowaway from ThinkOutside Inc.? We cannot recommend these keyboards strongly enough: they literally transform how you use your phone. Together with Mandala Notebook's extensive keyboard support, it is like using a laptop.

Mandala Notebook can handle literally thousands of items and was designed to replace the Jotter and Task applications, which become unwieldy for many items. However, if you don't need many items, you are welcome to continue to use Mandala Notebook for free.



Design Principles

How can we manage large amounts of information on a small screen without creating confusion? Using the following key design principles:

Hide all information that is not needed. Specifically, Mandala Notebook always shows only the currently focused item or sub-item list (main part of the screen), and the position of this item in the hierarchy (tabs at the bottom left of the screen).

Free as much screen space as possible. In creating the screen layout and icons, literally every pixel of screen space has been fought over with our graphic designers. Our goal was to make each element clear but also compact, leaving as much space as possible for text and drawings.

Use familiar and intuitive pen operations. With Mandala Notebook you can drag items using the pen much as you would rearrange items with the mouse in Windows Explorer. You can also tap&hold with the pen to open context submenus, much the same as the right mouse button on Windows. Or tap&hold on an item name to change it, again as in Windows Explorer.

Finally, “keep things as simple as possible, but not more”. In all aspect of the design and user interface, we have applied this subtle principle, attributed to Albert Einstein.



About this Guide

The Getting Started section is a quick tour through the most important features of Mandala Notebook. It is highly recommended that you read this section, ideally when you first start using Mandala Notebook.

The Reference Section systematically takes you through all commands and features of Mandala Notebook. The commands are organized by where they occur on the screen. For example, the Options dialog in Mandala Notebook is accessed via the edit menu; in the Reference Guide, information about the Options dialog is found under the Edit Menu subsection.

The Troubleshooting section describes how to handle some problems that may occur, plus a list of known issues with the current version.



Installation

To install Mandala Notebook on your phone, you can either run the installation file Mandala_Notebook_1.0.SIS on your computer, or you can transfer this file to your phone and install it there.

System requirements:

Mandala Notebook can only be installed on Symbian UIQ phones.

It has only been tested and certified on Sony Ericsson P800, P900, and P910. It may also work on other UIQ phones, such as Arima U300 & U308, BenQ P30, and the Motorola Communicator series A920, A925, A1000, & M1000.

The current version of Mandala Notebook cannot be installed onto any other devices, or onto a desktop computer.

Trial version:

The trial version is initially limited to 100 items. Once you have created 100 items, you may still import, export, and browse; however if you wish to edit or add new items, you must first delete items to the specified number of free items.

Once you have reduced the number of items in your notebook to the number specified, you may continue to use Mandala Notebook without restriction as a free alternative to the Task and Jotter applications.

Registration:

To remove all limitations, you can purchase a license at www.MandalaIT.com.



Getting Started

Basic Operations

Tasks, Appointments, & Alarms

Word/RTF Import & Export

Hot Tips

Uses



Basic Operations

Title bar shows name of currently opened item:

The main view shows sub-items of the currently opened item.

Item names in bold have sub-items:

Tap on a name in bold to see its sub-items.

Item names in plain text have no sub-items:

Tapping on a name in plain text opens the item content – either text note or drawing.

Tap&hold on any item name to edit it:

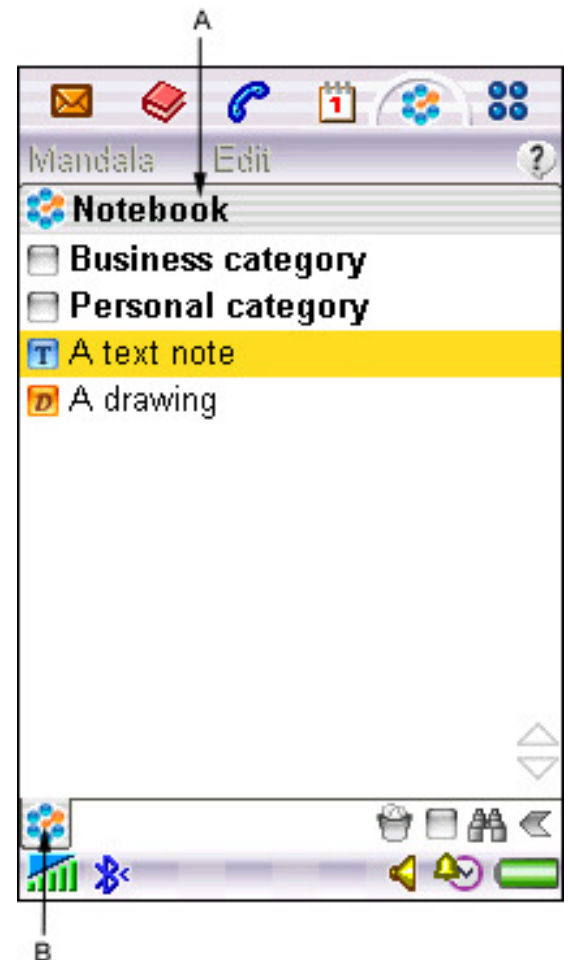
This works for both bold and plain text names.

Ancestor tabs show position in hierarchy:

Each tab represents one level deep in the hierarchy.

Rearrange items by dragging with the pen:

Drag&drop an item onto of another to make it a sub-item. Drag&drop an item between two others to re-arrange its position in the list. Drag&drop an item into the recycle bin to delete it. Drag&drop onto the ancestor tab to promote it.



Mandala Notebook main view **A.** title bar
B. ancestor tabs.



Content icon shows type:

The content of an item can be either a text note, a drawing, or blank. Tap&hold on the content icon opens the item menu, which enables you to change the content type, e.g. from text note to drawing.

Help button activates context-sensitive help:

Each content type has a separate help dialog.

To select without opening an item, use tap&slide:

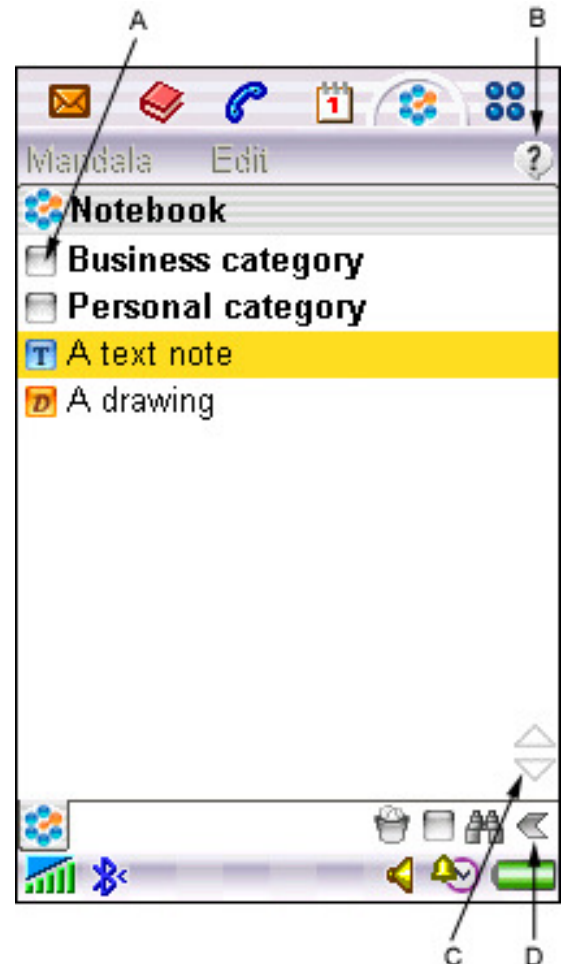
Tap on an item name and sliding the pen a short distance to enable selection without opening.

Tap&hold on the back button to open history:

Using the history menu you can go back or forward up to 10 steps. You can also open history from the main Mandala menu.

Scroll arrows are enabled if over 12 items:

Tap&release on the scroll arrows scrolls by screen. Tap&hold scrolls continuously. Tap&slide scrolls to the top or bottom of the sub-item list in one step.



Mandala Notebook main view A. content icon B. help button C. scroll arrow D. back button



Tasks, Appointments, & Alarms

Properties and priorities can be toggled on & off:

Sometimes you don't need to see the priority or the property icons (i.e., task or appointment icons). They can be easily turned on or off using the Mandala menu or by tap&hold on the title bar.

Properties page shows item details:

To set an appointment or alarm, you access the properties page, either via the properties button, or by tap&hold on any properties icon.

Due date is shown on top of property icon:

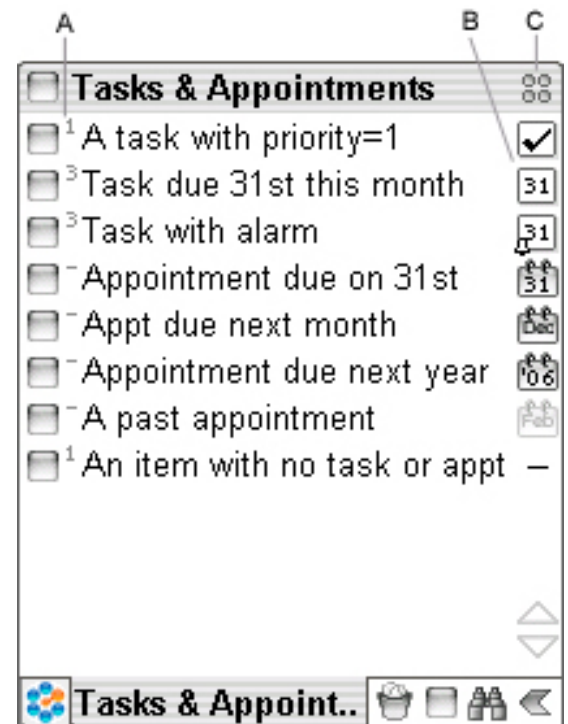
The due date for tasks or appointments is shown in a compact form on the property icon (1-31 for a day in this month, three letter abbreviation for other month, `05 etc. for other year).

Alarms can be set for a given time interval before due date & time:

An alarm icon is then added to the properties icon.

Outlook synchronization

Tasks and appointments are synchronized with Outlook when you synchronize the phone.



Mandala Notebook main view A. priority B. property icon C. properties button.



Word/RTF Import & Export

To import documents from Word, use the Save As/RTF option in Word, transfer the file to your phone, and use the Import command in the Mandala main menu.

Options for transferring files between a PC and your phone:

(1) Put your phone in its docking station and use Windows explorer; place the Word/RTF files in any folder in the document folder, in phone memory or on a memory card. (2) If you have a Bluetooth dongle or hub, you can send via Bluetooth. We recommend the shareware program FileMan for sending files from phone to computer. Alternatively, if your computer has a card reader, you may save the Word/RTF file to card.

Outline structure of Word documents are preserved:

Headings are imported as item names, other text is imported as text notes. The outline structure is used to create a hierarchy. When you export, the same outline structure created, thus you can create and work on the same outline in both Word and Mandala Notebook.

Formatting and figures are not imported:

Currently formatting (bold, italics, etc.) and figures are not imported, only text and outline information.

Consider importing the User Guide:

You may find it useful to import this User Guide into your notebook, so that you have easy access to the full documentation. For this reason, the User Guide is also provided in Word/RTF format.



Import web pages, PDF files, and more:

You can import data from many sources by first importing into Word, then saving as Word/RTF – e.g. web pages from Internet Explorer, or outlines from MindManager can be imported this way. For many programs, import is even simpler as they can write Word/RTF directly, e.g. outliner programs like Bonsai, and most word processing programs. You can even import PDF files, using a program that can convert from PDF to RTF, such as Adobe Acrobat, or any of the many shareware programs that have this capability.



Hot Tips

Backup your Notebook!

The more you use Mandala Notebook, the more valuable it becomes, and the more essential it is to make regular backups. There are several strategies you can use to make backups. The simplest is to backup the entire phone. However, you can also backup just your notebook by copying the Mandala.yap file that is located in the documents/Mandala folder on the drive where you installed Mandala Notebook (note that this folder is not accessible using the phone's normal file browsers; to access it you need to use a 3rd party file browser such as FileMan). Mandala.yap contains your entire notebook, so be careful not to delete or corrupt it. If you are traveling, you can make backups by copying Mandala.yap to the memory card. You can step back to a previous state of your notebook by replacing this file with the earlier version.

Experiment with Tap&hold:

Tap&hold with the pen is similar to using the right mouse click in Windows, i.e. it opens a context submenu depending on which element you tapped on. Most of the screen elements respond to tap&hold by allowing you to access more functions.

Links:

Sometimes you would like to have the same item at two different places in your notebook. You can do this using the Paste Link item in the Edit menu. The item you link may also have sub-items, effectively giving you a way of quickly jumping from one place in your notebook hierarchy to another.



Importing text from Jotter and other applications:

Copy the text you want to convert in Jotter. You can then paste the text into Mandala Notebook in two ways: (1) you can paste into a text note or (2) you can paste text directly into the main view. If you choose the later, then each paragraph in the text becomes an item name. This is a fast way to import, for example, from a list of bullet point items from Jotter to a list of Mandala Notebook items.

Recovering deleted items:

When you delete an item, it is moved into the recycle bin. Thus deleted items can usually be easily recovered by moving them back out of the recycle bin.

Empty your recycle bin periodically:

Although it is useful to keep be able to undelete items, if you never empty the recycle bin, you will use up a lot of storage space. Thus it is recommended that you periodically empty your recycle bin, ideally soon after a full phone backup. Note that emptying the recycle bin means the items are completely gone from the database, and can only be retrieved if you have a phone or database backup.

Use one item per bullet point:

If you often make list of items in the form of bullet points, consider entering each item as a separate Mandala item. That is how is was designed to be used.

Use 12 sub-items or less per item:

Consider organizing your outline so that each item usually has 12 or less sub-items. This way you can always see all sub-items at a glance. Clearly this is not always possible or even desirable, but is a useful guideline in general.



Keep text notes under one page:

When text notes are longer than one screen, consider splitting the note into several items. As above, this is a useful guideline, nothing more.

Keep item names within one line:

Or at least such that the first part of the item name, which is always visible, contains enough information to distinguish it from the other items in the list. Again this is just a general guideline. In some cases, this guideline does not apply at all, e.g. if you decide to forgo using text notes and put all information into the item name.



Uses

This section contains some ideas for how you can use Mandala Notebook.

Keeping lists:

Mandala Notebook is ideal for maintaining lists, for example:

- a list of tasks to be done today, including priorities
- lists of tasks to be done tasks grouped by where to do them
- a list of projects, and support material
- lists of issues to discuss with business contacts
- lists of ideas for presents for friends
- a list of life categories (e.g., business, personal, health, etc.), containing projects and support material
- shopping lists
- lists of CDs, DVDs, books to buy etc
- word lists, e.g., difficult words to spell or foreign language words
- a list of solutions to specific computer problems
- a list of unfiled items, i.e. a place you can quickly entering ideas before you have decided where they should be filed

Journal/diary:

We use Mandala Notebook for maintaining both work journal and private diaries. For this purpose, it is useful to use the default name for new items, the current date. Also, it is useful to note that all items are time-stamped with creation and last modified date, accessible on the properties page.



Work on (several) large Word outline documents:

You can use Mandala Notebook to work on text from Word documents, or simply to store copies of key documents so you always have these data quickly at hand.

Export your whole notebook to Word/RTF:

You can use MS Word as the PC client for your Mandala Notebook. Thus you always have a copy of the data in your notebook on your PC.

Note-taking in seminars, lectures, meetings:

With a portable keyboard it doesn't get better. Type your notes straight into your system.

Organize information about a subject:

e.g. organize all your material about a certain language or study course.

Other structured information:

As well as simple lists, you can use Mandala Notebook as a place to store more substantial information imported from various sources, e.g. web pages, PDF files, etc.

- imported eBooks, i.e. use Mandala Notebook as a ebook reader, especially if your eBook is structured into chapters, sections, subsections etc.
 - travel information for specific places
 - health information
-



Reference Section

Mandala Menu

Edit Menu

Title Bar

Main View

Text Notes

Drawings

Properties Page

Toolbar

Jog Dial Navigation

Keyboard Commands



Mandala Menu

New

'New...' opens a submenu you can use to create a new text note, a new drawing, or a new item with empty content. If an item is selected, you can also create a new sub-item for the selected item. You can also access this submenu using tap&hold on either: the icon of any item; on the new item button on the bottom toolbar; or in any blank part of the screen.

Rename

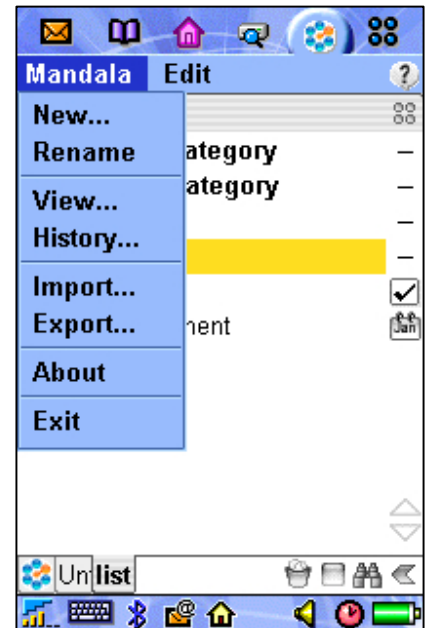
'Rename' enables the selected item to be renamed. Items can also be renamed by tap&hold on the item name.

View

'View...' opens a submenu that enables you to show or hide the priority and properties icons in the main view. The properties icon allows you to set items to be tasks or appointments.

History

Selecting 'History...' opens a submenu showing the last 10 items that have been opened. Selecting an item from the history submenu changes the view back to that item. Once you have moved back in the history, you can move forward again using the history submenu again. You can also access the history submenu by tap & hold on the back button (bottom right of the screen).





Import

You can use this menu item to import Word/RTF files saved using the Save As/RTF option in Word. Document outline levels and headings in the document are imported as item titles and normal text in the Word file is imported as a text note. Formatting (bold, italics, etc.), figures, and tables are currently not imported. You can also import plain text files (TXT) or CSV ('comma-separated value') files. For CSV files, each line of the file is imported as a separate record. To find files for importing, Mandala Notebook searches the document folder of both internal and external memory locations for files to import. All recognized files are listed, sorted by modification date.

Export

You can use this menu item to export all or any part of your notebook to either a Word/RTF file, an Excel/CSV file, or a text file. The currently selected item is exported, or, if no item is selected, the currently opened item is exported. In addition, all sub-items of the selected item are also exported recursively. If you export to a text file, all items are simply concatenated. For an Excel/CSV file, each sub-item is added as a single line of the Excel/CSV file. For Word/RTF files, each item name becomes a 'Heading', and sub-items are grouped as subheadings (down to a limit of nine levels). You can specify where you want to save the files, internal or external storage. In both cases, the files are placed in the document folder on the appropriate memory location, in a subfolder called Mandala.

About

This menu item lets you access the registration dialog. If you purchase Mandala Notebook, you need to go to this dialog to find your IMEI number, then to enter your registration key.

Exit

Immediately exit Mandala Notebook, saving any notes or drawing you were editing.



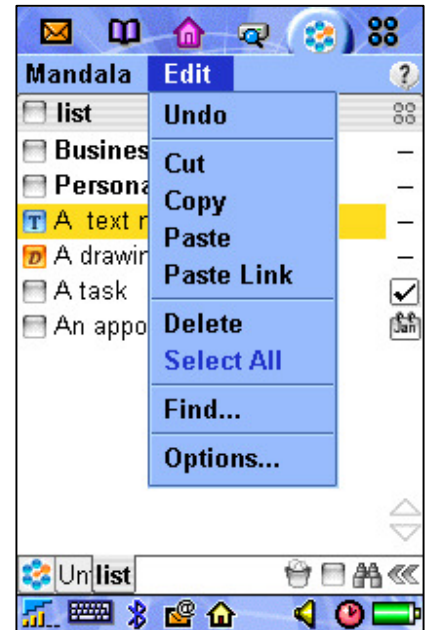
Edit Menu

Undo

You can use this menu item to undo changes to item names, text notes, or drawings. Currently there is only one level of undo, i.e. you can only undo one step, and you cannot then 'redo' that step.

Cut, Copy, & Paste

In general, these work as you would expect, however there are some fine points. You can cut or copy both selected text or selected items. If you paste text into the main view, each paragraph becomes an item name. You can use copy and paste to manually import text from other applications such as Jotter.



Paste Link

Often, you will have items that seem to naturally belong to two or more places within your notebook. In this case, you can use this menu item to create a link to an existing item. First, copy the item you wish to create a link to, then navigate to the place in your notebook where you want to place the link, then use the Paste Link command.

Delete

This moves the selected item to the recycle bin. The item can be recovered immediately using Undo or it can be recovered later by moving the item back from the recycle bin. To permanently delete items, you can either delete them individually from the recycle bin, or you can empty the recycle bin, which permanently deletes all items there.



Select All

This menu item is only active in Text Note and when editing item names. You can use it to select all text in a note or in an item name.

Find

Find enables you to search all text notes and item names in your notebook and find all items that match the search term you enter. The search is case sensitive. Find can also be accessed from the Find icon on the Toolbar.

Options

This opens the Options dialog. From this dialog you can: set the font size to be used for all items; set the date format; see the size of your notebook in kilobytes; and see the location of your notebook's database. By tapping on the database location dialog, you can move your notebook from one memory location to another. Generally it is recommended that you keep your notebook on the internal memory location, as Mandala Notebook then runs significantly faster. By tapping on the database size button, you can get more information about your database, including how many items it contains. You can also start a long-running process to compact your database. This is not normally needed, as compacting is normally done automatically every night. See the help dialogs for more details.



Title Bar

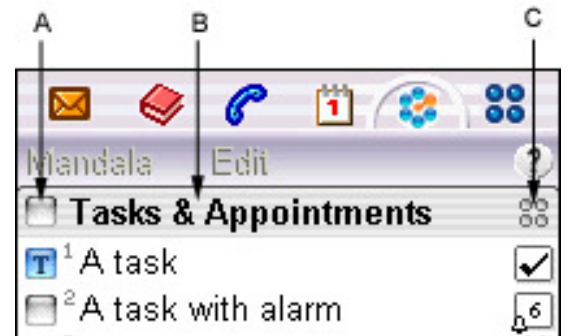
The title bar shows the name of the currently opened item. From the title bar you can switch between seeing the content of an item, its sub-items, and its properties page.

If the item has sub-items, tapping on the item name showing its sub-items. If the item has no sub-items,

tapping on the item name has no effect.

Tapping on the properties icon will switch to show the Properties Page.

When the Main View is displayed, tap&hold on the title bar will open the View submenu.



Mandala Notebook main view **A.** content icon **B.** title bar **C.** properties button.



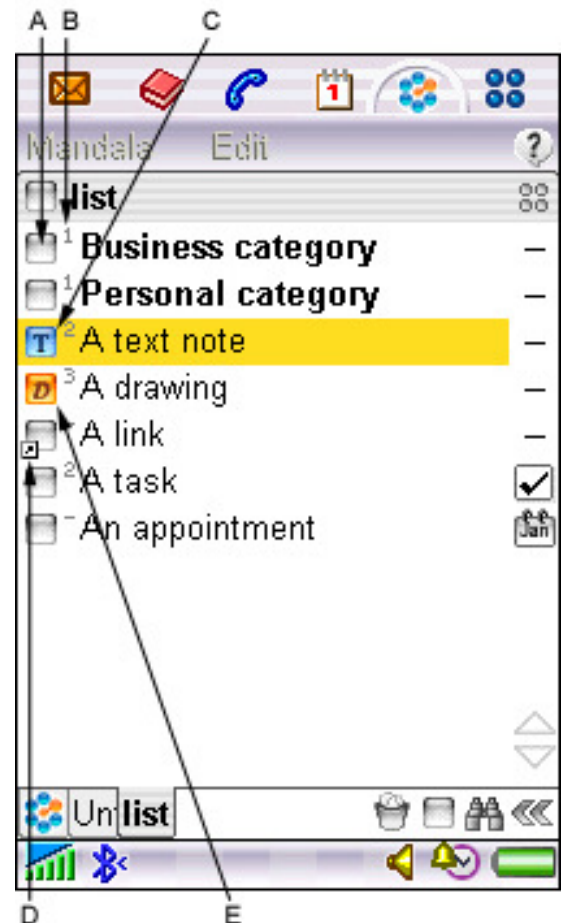
Main View

The main view in Mandala Notebook is when the area between title bar (top) and toolbar (bottom) shows a list of sub-items.

Content Icon

This icon indicates the type of content an item has: blue=text note, orange=drawing, and gray=no content ('empty'). This icon also shows whether the item is a link.

- Tap on an icon to open its content.
- Drag&drop one icon onto another to make it a sub-item.
- Drag&drop one icon between two others to rearrange the order of items in the list.
- Drag&drop an icon into the recycle bin to delete the item.
- Drag&hold one icon on top of another to make a link.
- Drag&drop an icon onto the ancestor tab to promote the item.
- Tap&hold on an icon to open a submenu allowing you to switch content type (e.g. from 'empty' to drawing).
- To select an item without opening it, tap and slide a short distance.



Mandala Notebook main view A. empty content icon B. priority C. content icon for text note D. link E. drawing.



Priority

Each item can have a priority associated with it (none, 1, 2, or 3). You can show or hide the priority value via the Mandala/View submenu or by tap&hold on the Title Bar.

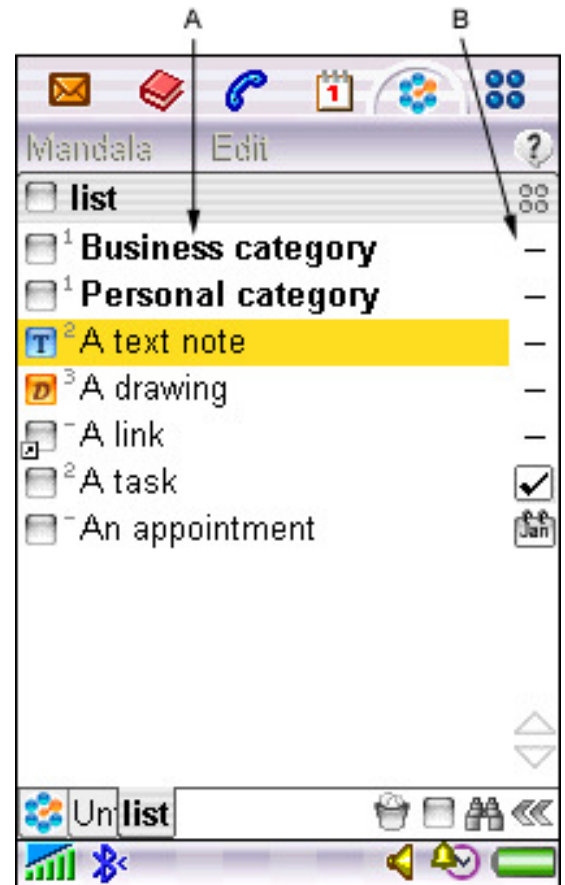
Item Name

Names in **bold** text indicate the item has sub-items, and names in plain text have no sub-items. An item name can have up to 128 characters.

- Tap on a name in **bold** text opens sub-items.
- Tap on a name in plain text opens content.
- Tap&hold on an item name to rename it. To end edit, tap anywhere, or draw an 'enter' character (backwards stroke from top right to bottom left).
- Drag&drop one item into another to make it a sub-item.
- Drag&drop into the recycle bin to delete an item.
- Drag&hold one item on top of another to make a link.
- Drap&drop onto the ancestor tab promotes the item.
- Tap&slide a short distance to select without opening.

Properties Icon

The properties icon is only visible if it is enabled on Mandala/View submenu. By default, new items have no property, indicated by a dash ("-"). Tap on this dash opens the properties submenu, which lets you set the item to be either a Task or Appointment. The properties submenu also enables you to open the properties page, where you can set other properties such as due date, due time, and alarms.



Mandala Notebook main view **A.** item name **B.** property icon.



Scroll Arrow

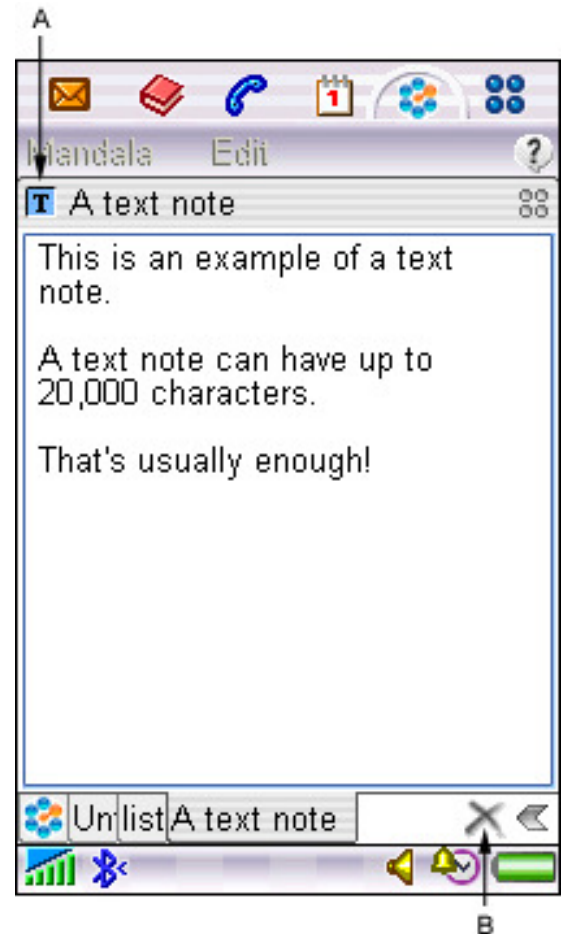
The scroll arrows (bottom right of item list) are only active if the currently opened item has more than 12 sub-items. There basically three ways to use the scroll arrows:

- tap on the arrows to scroll a whole page at a time
 - tap&hold to scroll line-by-line
 - tap&slide (up or down) jumps to the first or last sub-item in the list
-



Text Notes

To create a new text note quickly from the main view, tap&hold on the new item button on the bottom toolbar. Whenever a text note is displayed, the text note icon on the title bar changes to a pressed state. Within text notes, the menu item Edit/Delete deletes the current selection or all text if nothing is selected. The menu item Edit/Undo pastes back deleted text. The Close button (bottom toolbar) lets you to discard all changes and revert to the last saved version. You can exit a text note either by pressing Back on the jog dial (does not work on P800), or by press&hold jog dial, then selecting Up or Back from the navigation submenu. Pressing Forward on the jog dial opens the main menu (again, not on the P800).



Mandala Notebook text note **A.** text note icon in pressed state **B.** close button.



Drawings

To create a new drawing quickly from the main view, tap&hold on the new item button on the bottom toolbar. When a drawing is displayed, the drawing icon on the title bar changes to a pressed state. Within a drawing, the menu item Edit/Delete deletes the entire drawing. This can be undone using the menu item Edit/Undo, which pastes back the deleted drawing. Normally Edit/Undo deletes the last drawn continuous line segment. You can exit a drawing either by pressing Back on the jog dial (does not work on P800), or by press&hold jog dial, then selecting Up or Back from the navigation submenu. Pressing Forward on the jog dial opens the main menu (not for P800).

The following buttons become active on the bottom toolbar for drawings:

- Pen Color button lets you choose from between six pens colors plus the eraser (white).
- Pen Width button lets you choose a width from 1 to 11 pixels.
- Close button lets you to discard all changes and revert to the last saved version.



Mandala Notebook drawing **A.** drawing icon in pressed state **B.** pen color **C.** pen width **D.** close button.

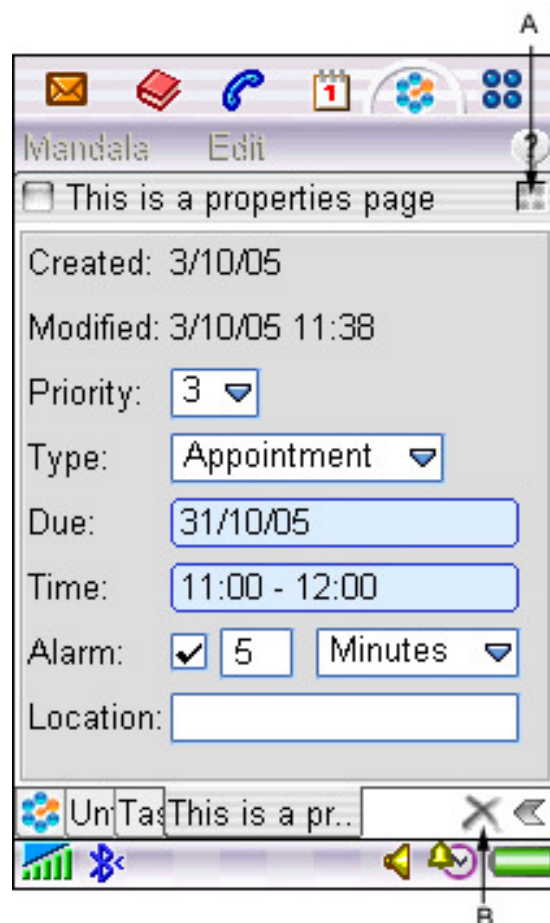
Currently, drawings cannot be directly exported or imported, however you can for example use the freeware program Screen Capture to export images to other applications or to your PC.



Properties Page

When a properties page is displayed, the properties icon on the title bar changes to a pressed state. Pressing the Close button on the toolbar (bottom right) closes the properties page without saving any changes made. The properties page can also be closed in the following ways, all of which automatically save any changes made: tap on the Back button; tap on the ancestor tabs; tap on content icon or title bar (only if the item has sub-items).

- **CREATED** shows the date the item was created.
- **MODIFIED** shows the date and time the item was last changed.
- **PRIORITY** lets you set the item's priority to either 1, 2, or 3, or '-' (no priority).
- **TYPE** can be set to either Task, Appointment, or '-' (no special type). Tasks and Appointments have more properties (see below) and are synchronized with other Calendar and Tasks applications on your phone and your computer.
- **DUE**. Tap here to set the due date for a task or appointment.
- **TIME**. Tap here to set the due time of an appointment or (if alarm is set) a task.
- **ALARM**. For appointments and tasks with a due date, you can set an alarm a certain number of minutes, hours, or days before the due time.
- **LOCATION** allows you to note where an appointment will take place.



Mandala Notebook properties page **A**. properties icon in pressed state **B**. close button.

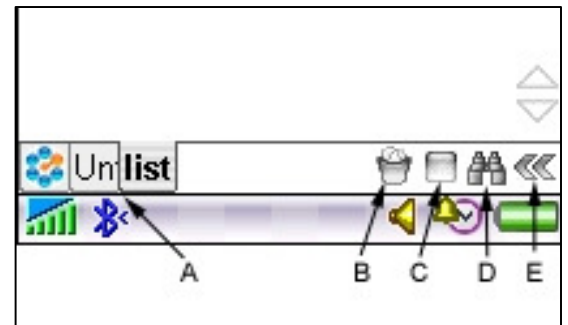


Toolbar

Ancestor Tab

The ancestor tabs show the position in hierarchy of the currently opened item. Each tab represents a direct ‘ancestors’ of the current item, i.e. the ‘parent’, or the parent of the parent, etc. The tabs also enable navigation that is sometimes very convenient:

- tap on a tab to open that item
- tap&hold on a tab to open a submenu showing the name of that item in more details, as well as the first eight sub-items
- drag an item onto a tab will promote the item
- drag an item to a tab, then hold to create a link



Mandala Notebook toolbar **A.** ancestor tabs **B.** recycle bin **C.** new item **D.** Find **E.** Back.

Recycle Bin

- tap recycle bin to delete currently selected item (with a confirmation dialog)
- drag an item to recycle bin to delete it (no confirmation dialog)
- tap&hold on recycle bin to open submenu

The submenu enables you to open the recycle bin (e.g., so you can retrieve items you have previously deleted), and to empty the recycle bin, which permanently deletes all items in the recycle bin. This should be done periodically to avoid wasting space.



New Item

- tap on new item button to create a new item with empty content
- tap&hold on new item button to open menu item submenu

The submenu enables you to directly create a specific type of new item, e.g. to create a text note or drawing directly, or create a sub-item for the currently selected item. This is often the fastest way to open up a new item and just start working.

Find

Find enables you to search all text notes and item names in your notebook and find all items that match the search term you enter. The search is case sensitive. Find can also be accessed from the Edit/Find menu item.

Back / History

- Tapping on the back button changes back to the previously viewed item.
 - Tap&hold on the back button opens the history submenu, enabling the user to go up to 10 steps backwards or forwards.
-



Jog Dial Navigation

The jog dial can be a very convenient way to navigate through your notebook, enabling you to reach most places quickly using only one hand. Unfortunately this not true for the Sony Ericsson P800, in which jog Back and Forward action are set to switch applications. Partly for this reason, we have designed the Navigation menu, which is always accessible by press&hold on the jog dial. This menu is particularly useful to exit from a text note using the jog dial alone. The Navigation menu enables you with just one hand to navigation up in the hierarchy, back in the history, and also to mark tasks as complete, or delete items.

The jog dial can also be used to navigate and select menu items.

Action	Main View Result	Text Note Result
Press&release	Opens sub-items (if present) or content (if no sub-items)	Same as Enter
Press&hold	Open Navigation menu	
Up	Move selection one up	
Down	Move selection one down	
Forward	Switch application (P800) Open main menus (other phones)	
Back	Switch application (P800) Up in hierarchy (other phones)	



Keyboard Commands

Mandala Notebook really comes to life when you are using a keyboard, our favorite being the Stowaway Bluetooth keyboard from ThinkOutside. You can navigate and access almost all features of Mandala Notebook using the extensive keyboard support documented [here](#).



Keyboard Commands: A-Z

Action	Result in Main View	Result in Text Note/Item Name
b	Back in history	b
c	Copy	c
C	Completed Task (toggle)	C
d	Drawing editor	d
e	Export	e
f	Find	f
h	History	h
H	Home of hierarchy	H
i	Import	i
l	Paste link	l
n	New Item	n
N	New item submenu	N
o	Open content	o
O	Options submenu	O
p	Properties submenu	p
q	Exit	q
r	Recycle bin submenu	r
t	Text note	t
u	Up in hierarchy	u
x	Cut	x
z	Undo	z



Keyboard Commands: Other Keys

Action	Result in Main View	Result in Text Note/Item Name
Enter	Open item	Enter
BkSp	Up in hierarchy	BkSp If cursor at beginning of note=Back in history
?	Help dialog	?
PgUp	Scroll up 1 page	PgUp
PgDn	Scroll down 1 page	PgDn
Home	Scroll to 1st page	1 st press=go to beginning of line; 2 nd press=go to beginning of text note
End	Scroll to last page	1 st press=go to end of line; 2 nd press=go to end of text note
Left	Edit name	Left
Right	Edit name	Right
Space	Edit name	Space
0123-	Set priority	0123-
Tab	Demote	Tab
ESC	Deselect	Close note (option of saving)
Menu	Mandala menu	Mandala menu



Keyboard Commands: Shift Keys

Action	Result in Main View	Result in Text Note/Item Name
Shift-Space	Edit+select name	
Shift-Backspace		
Shift-Enter	New item	Save & back in hierarchy
Shift-Tab	Promote	
Shift-Home	Home	extend selection
Shift-End		extend selection
Shift-Left	Back in history	extend selection
Shift-Right	Forward	extend selection
Shift-Up	Up in hierarchy	?
Shift-Down		extend selection
Shift-Menu	Edit menu	



Keyboard Commands: Ctrl Keys

Action	Result in Main View	Result in Text Note/Item Name
Ctrl-BkSp	Back in history	Back in history
Ctrl-Enter	Up in hierarchy	
Ctrl-Up	Move item up	Previous paragraph
Ctrl-Down	Move item down	Next paragraph
Ctrl-PgUp	Move page up	
Ctrl-PgDn	Move page down	
Ctrl-Home	Move to list begin	
Ctrl-End	Move to list end	
Ctrl-Left	Promote	Previous word
Ctrl-Right	Demote	Next word
Ctrl-Menu	Edit menu	
Ctrl-x		Cut
Ctrl-c		Copy
Ctrl-v		Paste
Ctrl-h	Back in history	Save, then back in history
Ctrl-f		Find word



Troubleshooting, Issues & Notices

Troubleshooting

Known Issues

Version History

- 1.0.3 Added Unicode support. Unicode characters can now be used within Mandala Notebook, and can be imported and exported via RTF.
 - 1.0.2 Added two key commands: 'ctrl-enter' and 'u' both go up in hierarchy. Fixed key command '?'=help.
 - 1.0.1 Fixed issue installing to memory stick for P910 phones. Fixed small bug that occurred when search returned only one item.
-

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Troubleshooting

Problems selecting components on the screen

If you find it difficult to select some items on the screen using the pen, one possibility is that your screen digitizer may not be set correctly. Try the following:

- Go to the Control Panel
- Select Display
- Select Screen
- Select Calibrate Screen

This will enable you to calibrate the screen digitizer.

Items with sub-items are not bold / FreeType and Sman users

If you are using FreeType and Sman to change the default font on your phone, you may have the issue that items with sub-items are not bold. This can be solved by installing the bold version of the font you have chosen. The bold version of a font is usually in a separate file with a similar name to the plain version. This can be usually be found at the same web site where you obtained your fonts from, or from many True Type download sites.

Follow the FreeType instructions for upload the bold and plain version of the font to your phone, and rebooting. In Sman, only one name appears for each font type, however you should already be able to see in Sman if this font has bold or not. If you see both bold and plain text in Sman, this font should also work in Mandala Notebook.

Icons appear incorrect on P900 items

In some P900 phones parts of icons that are normally transparent appear. This can be corrected by downloading and installing this update from Sony Ericsson.



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<http://developer.sonyericsson.com/getDocument.do?docId=65215>



Known Issues

- Currently when importing Word/RTF files no formatting (bold, italics, etc.) or no figures are imported.
 - Currently an item is only synchronized with Outlook if it is marked as a task or appointment. Other items are not yet synchronized due a problem with Symbian API. We hope to address this issue in a later upgrade.
 - If you use Chinese handwriting enabled on your phone, this can sometimes cause a Text Input Server error (Reason code WSERV, reason number 24).
 - Currently drawings cannot be exported.
 - Merging databases does not handle links
 - Export does not handle links.
 - Export loses property information, i.e. which items are tasks and appointments. The text note and item name are exported, but not information such as due date, creation date, modification date, priority, etc.
 - Text notes are synchronized only one way with Outlook. All properties of tasks and appointments are synchronized with Outlook exception for text notes, which are synchronized in one direction only, from Mandala Notebook to Outlook. Changes to text notes made in Outlook are not synchronized back to Mandala Notebook.
 - To save screen space, text notes have a scroll bar only if the note contains more than one screen of text. However, if you increase the length of the note to more than one screen, the scroll bars are not added until you close and reopen the text note.
 - There is a known Java bug on these phones that occasionally may cause Mandala Notebook to crash. This is a bug in the phone itself that we cannot fix. However, we have tested this extensively and it does not cause data lose. However, to err on the side of caution, regular data backups are recommended in any case!
-



Version History

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Mandala™ Notebook 1.0 for Symbian™ UIQ phones

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