



CalenNotes™ and Pennovate™ Notes User Manual Version 1.1



**Copyright © 2006
Pennovate.
All rights reserved.**

THIS TECHNICAL DOCUMENTATION IS PROVIDED ON AN "AS IS" BASIS. NEITHER PENNOVATE NOR ITS SUPPLIERS MAKES, AND EACH OF THEM EXPRESSLY EXCLUDES AND DISCLAIMS TO THE FULL EXTENT ALLOWED BY APPLICABLE LAW, ANY REPRESENTATIONS OR WARRANTIES REGARDING THIS TECHNICAL DOCUMENTATION, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING WITHOUT LIMITATION ANY WARRANTIES IMPLIED BY ANY COURSE OF DEALING OR COURSE OF PERFORMANCE AND ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, ACCURACY, AND SATISFACTORY QUALITY. PENNOVATE AND ITS SUPPLIERS MAKE NO REPRESENTATIONS OR WARRANTIES THAT THIS TECHNICAL DOCUMENTATION IS FREE OF ERRORS OR IS SUITABLE FOR YOUR USE. TO THE FULL EXTENT ALLOWED BY APPLICABLE LAW, PENNOVATE ALSO EXCLUDES FOR ITSELF AND ITS SUPPLIERS ANY LIABILITY, WHETHER BASED IN CONTRACT OR TORT (INCLUDING NEGLIGENCE), FOR DIRECT, INCIDENTAL, CONSEQUENTIAL, INDIRECT, SPECIAL, EXEMPLARY OR PUNITIVE DAMAGES OF ANY KIND ARISING OUT OF OR IN ANY WAY RELATED TO THIS TECHNICAL DOCUMENTATION, INCLUDING WITHOUT LIMITATION DAMAGES FOR LOST REVENUE OR PROFITS, LOST BUSINESS, LOST GOODWILL, LOST INFORMATION OR DATA, BUSINESS INTERRUPTION, SERVICES STOPPAGE, IMPAIRMENT OF OTHER GOODS, COSTS OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES, OR OTHER FINANCIAL LOSS, EVEN IF PENNOVATE OR ITS SUPPLIERS HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR IF SUCH DAMAGES COULD HAVE BEEN REASONABLY FORESEEN.

Pennovate, the Pennovate logo, CalenNotes, PanWrite, Templatize, are trademarks of Pennovate. All other product and brand names may be trademarks or registered trademarks of their respective owners.

CalenNotes™ and Pennovate™ Notes uses patent pending technologies.

CalenNotes™ and Pennovate™ Notes User Manual
Manual Version 1.1
February 26, 2006

For the latest version of this document, visit Pennovate company website at: www.pennovate.com
For technical assistance, please contact Pennovate Support at: support@pennovate.com

TABLE OF CONTENTS

1. Introduction.....	3
2. Installation.....	4
3. Purchase and Registration.....	5
4. List View for Exploring Files and Folders.....	6
5. Application Menu Items for List View.....	9
6. Writing View for Viewing and Editing Notes.....	11
7. Day-Writing View for Viewing and Editing Dated Day Notes.....	14
8. Note Menu Items for Writing and Day-Writing Views.....	16
9. Options Menu Items for Writing and Day-Writing Views.....	19
10. Save As Form.....	21
11. Month View.....	22
12. Application Menu Items for Month View.....	25
13. Tips and Tricks for CalenNotes™ and Pennovate™ Notes	26

1. INTRODUCTION

Pennovate™ Notes Pennovate™ Notes is a revolutionary note-taking application for those who want to have the freedom of handwriting but still benefit from the power and convenience of digital, consisting of: a one of a kind easy to use interface, support for large notebook-size pages to store complete more robust notes, works on most of the Palm OS 5 products, direct support for expansion memory cards, and much more! Great and very practical for taking lecture notes, meeting notes, walkthrough notes, filling out forms and almost anything that can be done using pen and paper with the added convenience of always having your notes organized at your fingertips and having the ability to quickly share those notes via Bluetooth, email, and IR beaming.

CalenNotes™ Simple and Easy Time Management in your own Handwriting! CalenNotes™ is a revolutionary calendar/time management application for those who want to have the "ease of use" of paper planners with the "mobility and convenience" of handhelds and smartphones, consisting of: a one of a kind easy to use interface, support for large paper planner-size pages to store complete more robust notes, works on most Palm OS 5 devices, direct support for expansion memory cards, and much more! Calendar, Tasks, Notes, Journal all in ONE!

Try Pennovate's **Aggregate Scheduling™**, an effective method that reduces the clutter of time management! - Divide your daily responsibilities into time events or "time-specific actions" and non-time events or "day-specific actions". Then use the clock and tasks counters to manage these "appointments" and "tasks" throughout the day, throughout the month. Increment the appropriate counter when you write in an event and decrement the appropriate counter when you've completed and have crossed off the event. Naturally, missed "appointments" will expire and should be rescheduled when appropriate. However, unfinished "tasks" can be left alone until you've actually completed them and only be rescheduled and/or consolidated for the ease of monitoring, for instance at the beginning of every month. Remember that with CalenNotes™, you have complete control to decide what works for you!

Essentially "Multi-Task" Install **BOTH** CalenNotes™ and Pennovate™ Notes to separate your time management from your dedicated note-taking and essentially "multi-task."

2. INSTALLATION



To install Pennovate™ Notes you will need to install the *PennovateNotes.prc* file by performing a HotSync® operation. You can double click on the *PennovateNotes.prc* file to put it into the HotSync® queue or drag and drop the file into the Palm Install Tool / Palm Quick Install Tool window. Once you finished loading the *PennovateNotes.prc* file, perform a HotSync® operation by pressing the button on your device's cable / cradle or the HotSync® soft button available within your device's HotSync® application.

To install CalenNotes™ you will need to install the *CalenNotes.prc* file by performing a HotSync® operation. You can double click on the *CalenNotes.prc* file to put it into the HotSync® queue or drag and drop the file into the Palm Install Tool / Palm Quick Install Tool window. Once you finished loading the *CalenNotes.prc* file, perform a HotSync® operation by pressing the button on your device's cable / cradle or the HotSync® soft button available within your device's HotSync® application.

Questions? Email us at: support@pennovate.com

3. PURCHASE AND REGISTRATION

How To Register? ⓘ

You can purchase and register at:
www.pennovate.com

Your HotSync ID:
Pennovate ←

You will need to submit your HotSync ID **EXACTLY** as it appears above, case, punctuation, and space sensitive. For more info:

Prod. Key: | **Example Only**

Unlock **Register Later**

There is an initial 15-day trial period where you will have full access of CalenNotes™ and/or Pennovate™ Notes. Thereafter, if you have failed to purchase and register your copy of the Pennovate software, access to your notes will be locked. To prevent this from ever happening, it is recommended that you purchase and register early and not wait until the trial period actually expires. Once you purchase and register, you will need to submit your device's HotSync ID. Your HotSync ID will be used to generate you a Product Key to unlock the trial, therefore please be sure to submit your HotSync ID **EXACTLY** as it appears on your device's "How to Register?" form (case, punctuation, and space sensitive). To get to your device's "How to Register?" form, launch your copy of Pennovate software and select **Help > Register CalenNotes™** from the menu if you have CalenNotes™ or select **Help > Register Pennovate™ Notes** from the menu if you have Pennovate™ Notes. Note that both applications will have the same HotSync ID when installed on the same device. Once you receive your Product Key, enter it into the provided field within the "How to Register?" form and press 'Unlock'. Once unlocked, you will have full access of the Pennovate software pass the 15-day trail period.

Another way to display your HotSync ID is to launch the HotSync application that was preinstalled in your device. Your HotSync ID will be displayed on the upper right.

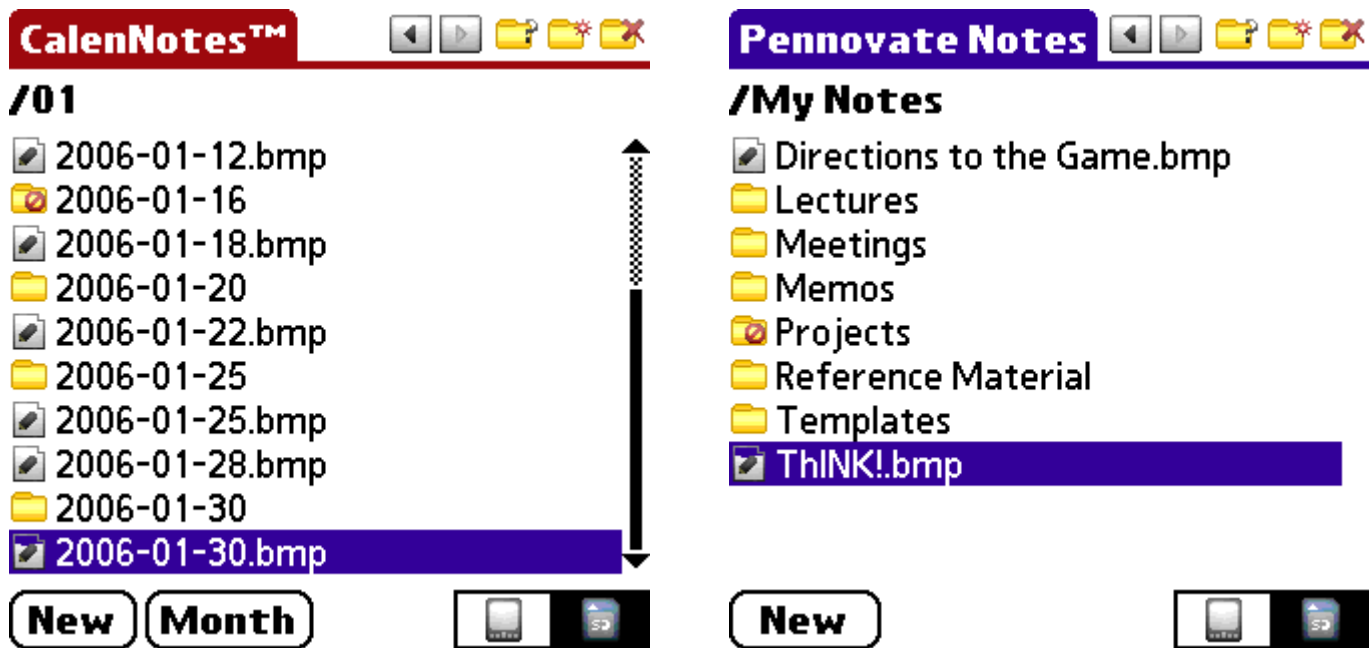
Please note that you must have already performed at least 1 successful HotSync operation in order for you to have a device HotSync ID on your device. If you have never completed a successful HotSync operation, you will NOT have a HotSync ID displayed anywhere on your device, it will just be blank.

Questions? Email us at: support@pennovate.com

ATTENTION. The following are descriptions of various elements that may be found while using CalenNotes™ and/or Pennovate™ Notes. Elements that the Pennovate team consider self explanatory were purposely omitted. Please remember that some forms have an info (i) button located on the top right corner. Tapping on these buttons will provide more information about the current form, therefore some of these forms were purposely omitted. There is a “Tips and Tricks” section located at the end of this document.

4. LIST VIEW FOR EXPLORING FILES AND FOLDERS

(Available for CalenNotes™ and Pennovate™ Notes)



/01 When working from an expansion memory card  or an internal hard drive , this header displays the current folder name of the current full path name. For instance, if the current full path name is “/CalenNotes/2006 /01” this header will only display “/01”. To see the current full path name, tap on . When the handheld storage  is selected this header will display “Handheld”.



If the current folder is not the root “/” folder, tap this button to traverse one folder up from the current folder. For instance, if the current folder is “/01” of full path name “/CalenNotes/2006 /01”, pressing this button will take you to the “/2006” folder of full path name “/CalenNotes/2006”. This button behaves similarly to the back button on a web browser. This button is only available when you are working from an expansion memory card or an internal hard drive. It is not available when you are working from the handheld storage space.



Tap this button to traverse to the next folder down that was previously visited. For instance, if you started from folder “/01” of full path name “/CalenNotes/2006/01” and you tap the above back button, you will go to folder “/2006” of full path name “/CalenNotes/2006”. You can then get back to folder “/01” of full path name “/CalenNotes/2006/01” by tapping this button instead of having to find and select the folder “/01” from the list. This button behaves similarly to the forward button on a web browser. This button is only available when you are working from an expansion memory card or an internal hard drive. It is not available when you are working from the handheld storage space.



Tap this button to display the full path name of the current folder that is displayed as the header discussed above (e.g. full path name “/CalenNotes/2006/01” for current folder “/01”). This button is only available when you are working from an expansion memory card or an internal hard drive. It is not available when you are working from the handheld storage space.



Tap this button to create a new folder within the current folder that is displayed as the header. This button is only available when you are working from an expansion memory card or an internal hard drive. It is not available when you are working from the handheld storage space.



Tap this button if you want to delete the current folder that is displayed as the header. Note that only folders that are empty can be deleted. This button is only available when you are working from an expansion memory card or an internal hard drive. It is not available when you are working from the handheld storage space.



Current Memory Push Buttons

Left – Handheld (e.g. Internal RAM)

Right – Expansion Memory Card (e.g. SD card)

These push buttons denote which memory space you are working from. Tap the left push button to work from the Handheld storage space. Tap the right push button to work from the expansion memory card. Note that “Handheld” notes are NOT backed up during a HotSync. Notes received via the “Beam to App” or “Bluetooth to App” menu commands will be stored in the Handheld storage space. Recovery files are also stored in the Handheld storage space. Recovery files are

files created when you have failed to save changes that were made to an expansion card note before ejecting the card.

* For some devices that have internal hard drives (e.g. Palm LifeDrive) a third push button will be available with the following icon .

New

Tap this button to create a new untitled note within the current folder with the “Current New Page Size” setting (e.g. “Untitled1” note within current folder “/01”). To find what the “Current New Page Size” setting is, access the “New Note” menu item from this List view.

Month

(Available for
CalenNotes™
Only)

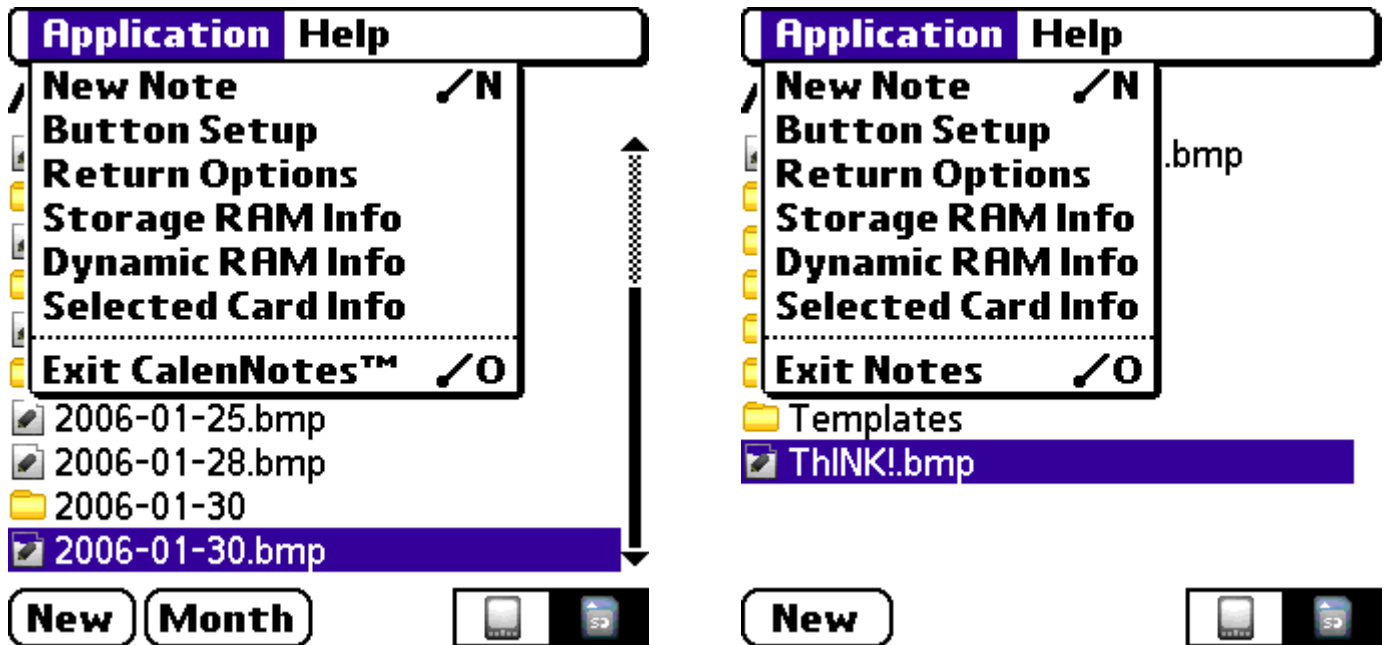
Tap this button to jump to the Month view.



This folder icon with the red “0” denotes that the corresponding folder is empty.

5. APPLICATION MENU ITEMS FOR LIST VIEW

(Available for CalenNotes™ and Pennovate™ Notes)



New Note

Select this menu item to create a new untitled note with a different page size than the "Current New Page Size" setting or to create a new untitled note from 1 of 4 customizable "My Favorites" pagesize buttons. Note that this is NOT the page size used for creating dated day pages from the Month view. Dated day pages have their own pagesize setup form which is accessible from the Month view.

Button Setup

Select this menu item to customize the hard buttons settings for the Writing view and/or Day-Writing view. Selected hard buttons can be set to perform one of the followings:

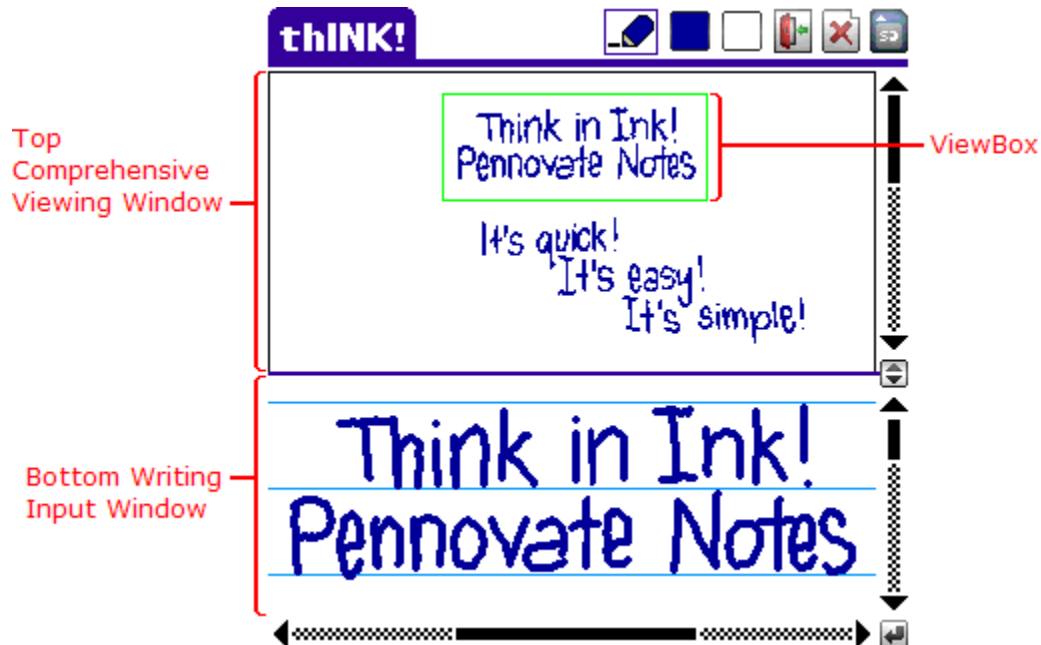
1. Nothing (default system settings)
2. PanWrite®
3. Scroll up within upper window
4. Scroll down within upper window
5. Return to the beginning of the next available line within lower window
6. Scroll up within lower window
7. Scroll down within lower window
8. Scroll left within lower window
9. Scroll right within lower window

Return Options

Select this menu item to set the side and direction the page will be returned to with a return command within the Writing view and/or Day-Writing view.

Storage RAM Info	Select this menu item to find out how much storage RAM space is available. Storage RAM space is analogous to disk storage on a typical desktop system. This space is used to store you "Handheld" notes.
Dynamic RAM Info	Select this menu item to find out how much dynamic RAM space is available. Dynamic RAM is used as working space for temporary allocations, and is analogous to the RAM installed in a typical desktop system.
Selected Card Info	Select this menu item to find out how much space you have left on the currently selected memory card which is either an expansion memory card or an internal hard drive, this excludes the "Handheld" memory.
Exit	Select this menu item to close and exit the current application.

6. **WRITING VIEW** FOR VIEWING AND EDITING NOTES (Available for CalenNotes™ and Pennovate™ Notes)



Top Comprehensive Viewing Window

This top window is primarily available for viewing and navigating with the ViewBox. It provides a more comprehensive view so that you can easily see where you are within the current page, easily view more data with minimal scrolling, and locate more writing space. This viewing window essentially is a zoom to fit horizontal representation of the current page.

Bottom Writing Input Window

This bottom window is primarily available for writing and entering information using the stylus. Having this bottom window coupled with the top window allows you to write comfortably and more accurately with the ability to keep track of where you are on a page that is much larger than the display screen. This writing window essentially displays a small portion of the current much larger page.

ViewBox

This box displays a smaller representation of the image that is within the bottom window. Instead of having to use both the horizontal and vertical scrollbars to get to a particular spot on the page, use this ViewBox to navigate to that spot. To manipulate this box, place the stylus tip inside the box and drag it. If you place the stylus tip outside of the box but still within the top window, this box will re-center itself around the stylus point. Note that you can also scroll both the top and bottom windows if you drag this box past the top and bottom boundaries of the top window.



Tap is button to exit to the List view. If there were unsaved changes, you will be prompted with the following 3 choices: 1. save the changes and overwrite the current file, 2. abandon any unsaved changes, and 3. cancel the exit.



Color Buttons

Left – foreground color button

Right – background color button

Tap these color buttons to select the current tool color. The background color button can be selected to make the current tool act like an eraser, drawing with the background color instead of the foreground color.

Tip – double-tap on the right background color button to switch quickly to the eraser tool. Then to get back quickly to the pen tool, just tap once on the left foreground color button. Note that these currently are the only two buttons that will react to being double-tapped.



Tap this button to delete the current note. If you delete a note that is not the last note within the current folder or the last note within the “Handheld”, the next note will be displayed for viewing and editing. Otherwise, you will automatically be transferred to the List view.



Select this menu item to save any unsaved changes without any questions and overwriting anything currently in place for that file name within the current memory storage space, e.g. “Handheld”, expansion memory card, internal hard drive. These icons also allow you to see what memory storage space you are currently working from. Only one will be displayed at any given time.



Place the stylus tip on this icon and drag it up and down to change the window sizes. Pulling it down will display more of the page image within the top window but less of the image within the bottom window. On the other hand, pulling it up will display more of the image within the bottom window but less of the image within the top window. It is recommended to display just enough writing space within the bottom window for comfortable writing and leave the top window to navigate with the ViewBox or just to have a more comprehensive view of the page and thus reduce to feeling of being lost within the current page.

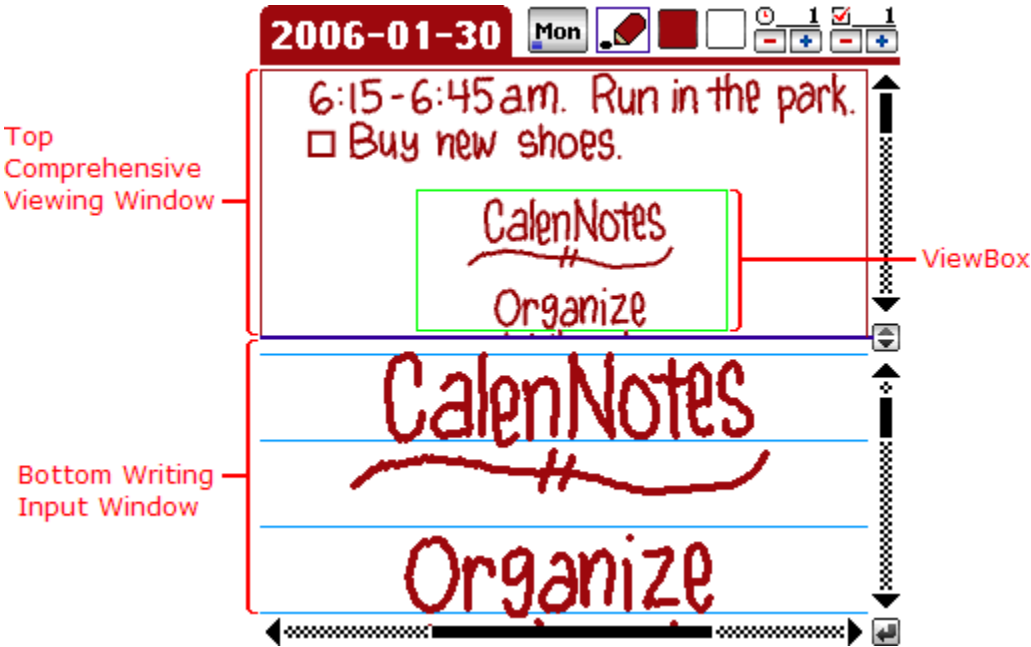


Tap on this button to perform a return according to the “Return Options” setting within the List view. By default, it returns you to the beginning of the next available line below the current line, similarly to how a return button works on a typewriter.



Tap on this button to open up a toolbox so you can choose among a variety of different tools to use.

7. DAY-WRITING VIEW FOR VIEWING AND EDITING DATED DAY NOTES
(Available for CalenNotes™ Only)



Top Comprehensive Viewing Window See description for Writing view.

Bottom Writing Input Window See description for Writing view.

ViewBox See description for Writing view.


(Available for CalenNotes™ Only)

Tap this button to return to the Month view. This button displays the selected day of week. It also displays red and blue ticks to let you know which week you are viewing relative to this week. Red ticks denote previous weeks and blue ticks denote future weeks. For instance if the button has no ticks, , it means that you are viewing the Monday that is in this week. If it shows one blue tick, , it means that you are viewing the Monday in the week after this week and so forth. Similarly if it shows two red ticks, , it means that you are viewing the Monday 2 weeks before this week. For weeks more than 4 weeks before or 4 weeks after this week the button will display a red bar for before  and a blue bar for after .

  See description for Writing view.



Counter for time events or time-specific actions, e.g. appointments, corresponding to the referenced day. Increment the counter by tapping the (+) button and decrement the counter by tapping on the (-) button. Usually you would increment the counter when you write in a new appointment and decrement the counter when you complete the appointment.

Tip – Usually these time-specific events will expire regardless if you have done them or not. Once they expire, you should decrement the counter either having attended them or reschedule them to a future date.



Counter for non-time events or day-specific actions, e.g. tasks, corresponding to the referenced day. Increment the counter by tapping the (+) button and decrement the counter by tapping on the (-) button. Usually you would increment the counter when you write in a new task that does not need to be done at a specific time but only within the day and decrement the counter when you complete the task.

Tip – Unlike time-specific events, you do not need to decrement the counter for day-specific events after the day passes. Usually these events can be thought as changing from a “need to do” to a “to do ASAP (As Soon As Possible)” when the day passes. You can easily monitor these events from the month view and only reschedule them for the convenience of monitoring them in the future.



See description for Writing view.



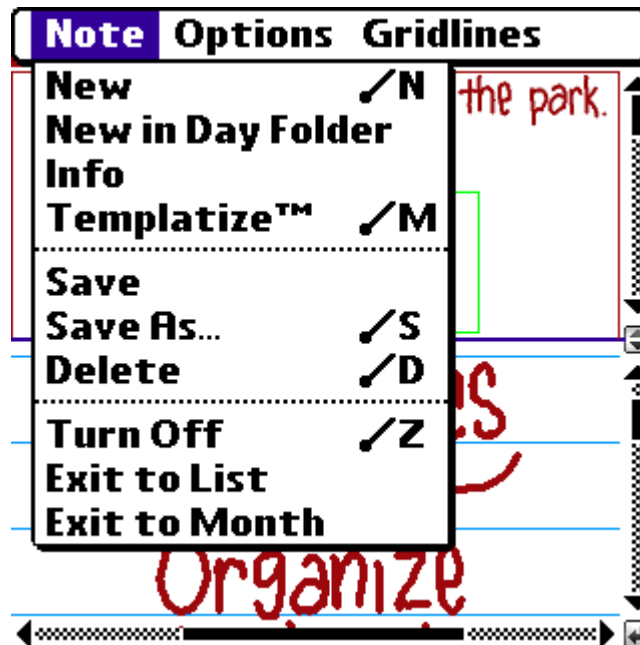
See description for Writing view.



See description for Writing view.

8. **NOTE** MENU ITEMS FOR WRITING AND DAY-WRITING VIEWS

(Available for CalenNotes™ and Pennovate™ Notes)



New

Select this menu item to create a new untitled note within the current folder with the “Current New Page Size” setting (e.g. “Untitled1.bmp” note within current folder “/01” of full path name “/CalenNotes/2006/01”). This menu item works similarly to the “New” button within the List view. Note that if you are working from the “**Handheld**” storage space, selecting this menu item will create a new untitled note within “**Handheld**” and stick it at the bottom of the “**Handheld**” notes list.

New in Day Folder (Available for CalenNotes™ Only)

When working on a dated day note, select this menu item to create a new untitled note within the corresponding day folder. If the day folder does not already exist, a day folder will automatically be created with the selected day date as the folder name, before creating the new note inside. For instance, if you are working on dated day note “2006-01-30” within folder “/01” of full path name “/CalenNotes/2006/01”, selecting this menu item will create a new untitled note, e.g. “Untitled1.bmp”, within a folder named “/2006-01-30” with full path name “/CalenNotes/2006/01/2006-01-30”.

Info

Select this menu item to display the name and dimension of the current note.

Templatize™

Select this menu item when you want to temporarily turn a note into a template where new information will not be integrated with old information except for when

a save is performed. For instance when you are working with forms or notes in which you do not want new writings to be fully integrated with the current information on the page you can open the note, Templatize it, and begin to write on it. You would then be able to use the eraser tool to erase the new writings without effecting the old underlying information. You would also be able to select the “Clear Note” menu item, which will erase everything you wrote after Templatizing but leave everything that was initially there before you Templatized intact. Note that you might not be able to Templatize a note depending on how large the note is and how much dynamic memory to have available. When a note is Templatized the tool icon will have a red lock inside similar to the following .

Tip – If you have a form you’ve created using CalenNotes, Pennovate Notes, or another monochrome 1-bit .bmp editor (e.g. Microsoft Paint, Adobe Photoshop, Corel Paint Shop Pro, etc.) and you want to use that form as a template for a series of notes that you are planning to save, you can Templatize it upon opening it and use ONLY the “Save As” method to save it under a different name, thus keeping the original form clean, untouched, and intact. Then to start over using the original form for the next note, just select the “Clear Note” menu item which will erase everything except the original underlying Templatized information. Repeat the process of “Save As” and “Clear Note”.

Remember that the advantage of Templatizing a note is that you can “Clear Note” or erase newly added information using the eraser tool and not affect the original underlying information. Also remember that the advantage of the “Save As” method is that you can leave the original note clean and untouched by saving the note under a different name.

Un-Templatize™	When a note is Templatized, you will be given an option to Un-Templatize it. Selecting this menu item will combine the newly added information with the initial Templatized information. This will allow you to erase and clear all information that is currently on the page. Keep in mind that once a Templatized note is Un-Templatized and you re-Templatize it, it will Templatize everything that is currently on the page.
Save	Select this menu item to save any unsaved changes without any questions and overwriting anything currently in place for that file name within the current memory storage space, e.g. “Handheld”, expansion memory card, internal hard drive.
Save As	Select this menu item to go to the “Save As” form for saving under a different file

name or different location, e.g. “Handheld”, expansion memory card, internal hard drive. Remember for expansion memory cards and/or internal hard drives you can create folders and organize your notes into these folders just like how you would do it on a PC.

Delete

Select this menu item to delete the current note. If you delete a note that is not the last note within the current folder or the last note within the “Handheld”, the next note will be displayed for viewing and editing. Otherwise, you will automatically be transferred to the List view.

Turn Off

Select this menu item to turn the device off.

Exit to List

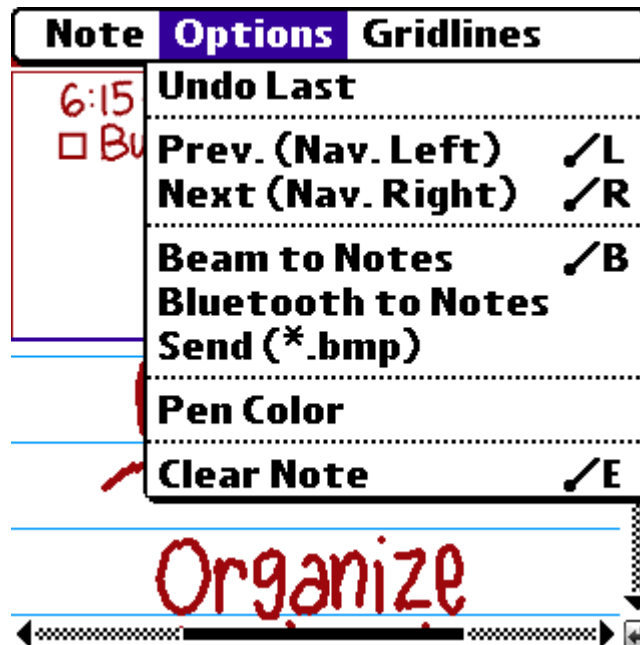
Select this menu item to exit to the List view. If there were unsaved changes, you will be prompted with the following 3 choices: 1. save the changes and overwrite the current file, 2. abandon any unsaved changes, and 3. cancel the exit.

Exit to Month
(Available for
CalenNotes™
Only)

Select this menu item to exit to the Month view. Unlike “Exit to List” this will immediately transfer you to the Month view saving any unsaved changes and overwriting the file.

9. **OPTIONS** MENU ITEMS FOR WRITING AND DAY-WRITING VIEWS

(Available for CalenNotes™ and Pennovate™ Notes)



Undo Last

Select this menu item to undo the very last change that was made to the note.

Prev. (Nav. Left)

Select this menu item to go to the previous day/note within the current folder or “Handheld” storage space. If there is not a previous day/note to go to, it means that you are working with the very first day/note and no action will occur.

Tip – A quicker way to go to the previous day/note is to use the 5-way navigator that’s available on most Palm Powered devices. To do this, use the 5-way Nav. and scroll left. Once you hit the left edge/border of the page, pressing another left will transfer you to the previous day/note and set you up for the next go to previous day/note.

Next (Nav. Right)

Select this menu item to go to the next day/note within the current folder or “Handheld” storage space. If there is not a next day/note to go to, it means that you are working with the very last day/note and no action will occur.

Tip – A quicker way to go to the next day/note is to use the 5-way navigator that’s available on most Palm Powered devices. To do this, use the 5-way Nav. and scroll right. Once you hit the right edge/border of the page, pressing another right will transfer you to the next day/note and set you up for the next go to next day/note.

Beam to App

Select this menu item to beam the current day/note to another device that has the current application installed.

Bluetooth to App	Select this menu item to Bluetooth the current day/note to another device that has the current application installed.
Send (* .bmp)	Select the menu item to send the current day/note using the Palm OS Exchange Manager. The note will be sent out as a 1-bit .bmp file to any available device with a compatible protocol. Typical protocols available are: Email, IR Beam, Bluetooth.
Pen Color	Select this menu item to change the current foreground pen color. This will also change all ink marks on the current page to the currently selected color. Note that notes are saved as black-and-white 1-bit .bmp files even though the foreground pen color may be of a different color.
Clear Note	Select this menu item to clear/erase the current page. If a note is currently Templatized, then only the information that was added after you Templatized will be cleared/erased.

10. **SAVE AS FORM**

(Available for CalenNotes™ and Pennovate™ Notes)

Save Note

Save As: (*.bmp) ☒ **Delete Old**

2006-01-30

Save In:

- 2006-01-16
- 2006-01-18.bmp
- 2006-01-20
- 2006-01-22.bmp
- 2006-01-25
- 2006-01-25.bmp
- 2006-01-28.bmp

Save **Cancel**

Most of the elements on this form are either self explanatory or are similar to the ones available within the List view. Please refer to explanation for the List view for more information on the similar elements.

2006-01-30

Enter a name for the file that you would like to “Save As” in this field. Filenames are currently limited to 31 characters.

☒ **Delete Old**

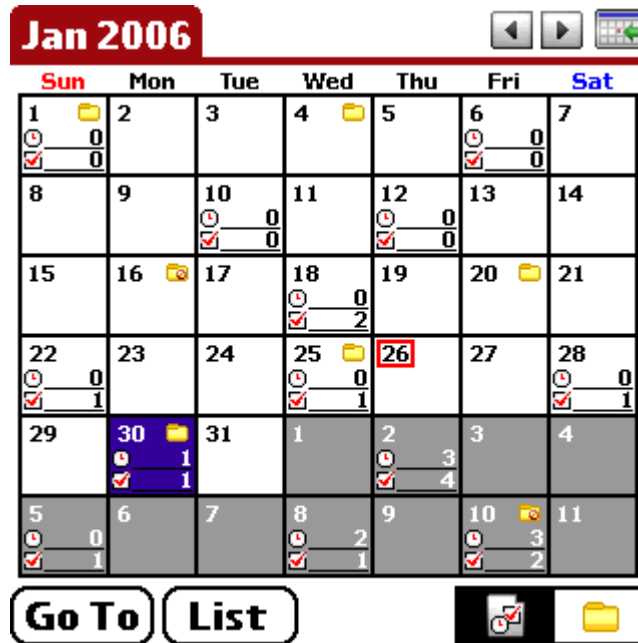
Check this check box to delete the old note before saving the current note with the name that is provided within the above field. For instance, if you want to save a current note named “Untitled1” as “Untitled2” but would also like to delete “Untitled1” in the process, make sure to have the “**Delete Old**” box checked before hitting the “**Save**” button. After a successful save, you will be returned to working on the new note. Essentially, checking this check box is similar to a “Move file” whereas not checking the box is similar to a “Copy file”. Note: Saving a note by overwriting itself with the same name and having the “**Delete Old**” box checked will have the same result as not having the box checked before hitting “**Save**”.

Cancel

Tap this button to disregard any changes and go back to the Writing/Day-Writing view.

11. MONTH VIEW

(Available for CalenNotes™ Only)



26

The current actual date will have a red border around the day number.



Mode Push Button

Left – Day Mode

Right – Folder Mode

These push buttons determine what will happen when you tap on 1 of the 42 day buttons available.

If the left Day mode push button is selected, when you tap and select a day button, you will be transferred to the Day view so you can view and edit the day page. If the page does not currently exist, this will automatically create a dated day page with the current day page size setting. To find what the “Current Day Page Size” setting is, access the “Day Page Setup” menu item from this Month view. The dated day page will be created on the expansion memory card in the following manner: /CalenNotes/YEAR/MONTH/YEAR-MONTH-DAY.bmp where the words in caps are replaced with their respective numbers. This format will allow for a more organized architecture for when you are browsing through the folders and files within the List view or with a file manager/explorer on your PC. In order for a note to qualify as a valid “dated day note” it must be in the above and following format: /CalenNotes/YEAR/MONTH/YEAR-MONTH-DAY.bmp

If the right Folder mode push button is selected, when you tap and select a day

button, a day folder will be created/opened and you will automatically be transferred to the List view so you can view the contents of the day folder. If the folder does not currently exist, this will automatically create a dated day folder. The dated day folder will be created on the expansion memory card in the following manner: /CalenNotes/YEAR/MONTH/YEAR-MONTH-DAY where the words in caps are replaced with their respective numbers. This format will allow for a more organized architecture for when you are browsing through the folders and files within the List view or with a file manager/explorer on your PC. In order for a folder to qualify as a valid “dated day folder” it must be in the above and following format: /CalenNotes/YEAR/MONTH/YEAR-MONTH-DAY



This icon denotes that the day folder for that date exists and that the folder is not empty and therefore either contains files, more folders, or both.



This icon with the red '0' in front of it denotes that the day folder for that date exists but that folder is empty and therefore does not contain anything inside.



Tap this button to go to the previous month.



Tap this button to go to the next month.



Tap this button to immediately go to the current actual month no matter what month you are currently viewing.



Counter for time events or time-specific actions, e.g. appointments, corresponding to the referenced day. You can increment and decrement this counter within the Day-Writing view. Please see Day-Writing view for more info.



Counter for non-time events or day-specific actions, e.g. tasks, corresponding to the referenced day. You can increment and decrement this counter within the Day-Writing view. Please see Day-Writing view for more info.



Upon returning to the Month view from the Day-Writing view, the day that was last visited will be highlighted so you can easily go back to it without needing to remember what day that was.



Tap this button to go to a date picker form where you can choose which month and year to directly go to.



Tap this button to leave the Month view and go to the List view where you can browse the files and folders within the available memory storage spaces, i.e. "Handheld" storage, expansion memory card, internal hard drive.

12. APPLICATION MENU ITEMS FOR MONTH VIEW

(Available for CalenNotes™ Only)

Application		Help	
Day Page Setup		/P	
Exit CalenNotes™		/O	

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	6	7	8	9	10	11

Go To List

Day Page Setup Select this menu item to go to the “New Day Page Setup” form so you can customize the width and height for all new dated day page that is created afterwards. When you tap on a day button while in Day mode, this page size is what will be referenced for the creation of the next dated day page. Note that this is NOT the page size used for creating a new note from the within the List view or creating a new note from within the Day-Writing or Writing view. These notes have their own pagesize setup form that is accessible from the List view.

Exit Select this menu item to close and exit the current application.

13. TIPS AND TRICKS FOR CALENNOTES™ AND PENNOVATE™ NOTES

Not Getting Ink When You Write? Make sure you don't have the Graffiti Full-Screen Write option enabled if applicable. Also, make sure you don't have an other third party software installed that is not allowing Pennovate™ Notes and/or CalenNotes™ to receive the pen points to generate ink. Finally, some of our users reported that having the wireless keyboard application enabled will cause Pennovate™ Notes and CalenNotes™ to not generate ink, so please make sure you disable the wireless keyboard application when using Pennovate™ Notes or CalenNotes™ if you are having this problem.

How to Transfer Your Notes to Your PC for Viewing, Printing, etc.? Pennovate™ Notes and CalenNotes™ allow you to work straight from and save your notes directly onto an expansion memory card. You can organize your notes into folders/directories within the memory card just like how you would do it on your PC. You can then use a card reader that is connected to your PC to access your notes on the memory card for viewing, printing, copying, editing, etc.

PanWrite®! Whenever you are in the process of writing and need more room, pressing a PanWrite enabled hardware button and holding it down will allow you to instantly pan/drag the page to get to more writing space. Once sufficient room is obtained, release the button and continue writing.

Experiment! Although hardbuttons are customizable, because every model is different, experiment with the hardware buttons to see what does what and which hardbuttons are PanWrite enabled. For instance, you can PanWrite with most of the Treo 650's keyboard keys as well as the side thumb buttons on most devices that have them, i.e. Tungsten T3, LifeDrive, Treo 650. Again, some and not all hardware buttons are customizable.

Powering off. To quickly power off while in the writing view without using the hardware power button, open up the menu bar and select "Turn Device Off". Note for Treo 650 users, a quick way to turn off the device while in the writing view is to hit the "Menu" hardbutton, then "Up" once on the 5-way navigator, and then the "Center" button of the 5-way navigator.

Templatize™! Instantly turn a note into a template. Once a note is Templatized you can clear or erase the note without effecting the writing before you Templatize. Want to regain access to the writing before you Templatize? No problem, you can Un-Templatize as quickly as you Templatize. Access Templatize through the writing view menu. Note that when a note is Templatized, a red lock is displayed within the tool box.

Save As... While in the "Save As" view, tapping on another note's name within a list will instantly change the "Save As" name to the selected note's name. Therefore it'll be faster to save a note with the name "ChemistryLecturePage2" by selecting "ChemistryLecturePage1" and changing the "1" to "2" than to enter in the entire name "ChemistryLecturePage2" character by character for example. This can similarly be applied when creating a new folder with the "Create New Folder" option.

Quickly jump to the previous or next note. While in the Writing view, use the left and right 5-way navigation buttons and scroll pass the left or right boundaries of the current note to respectively jump to the previous or next note within "Handheld" or the current working folder on the expansion memory card.

Pop the memory card in and use your PC's "Search" feature to view all of your notes at once! Most PC's will have a search feature that will allow you to search for files by "type" or "criteria". You can use it when you want to view more than one folder worth of notes. For instance, with notes taken by CalenNotes, if you want to view all of your notes within the year 2005, just search for files with the extension ".bmp" and minimize the search to only the "2005" folder.

Activate enhanced panning tool quickly! Double-tapping on the leftmost color icon will change the tool to the enhanced panning tool.

Activate eraser tool quickly! Double-tapping on the rightmost color icon will change the tool to the eraser tool.

Return to pen tool quickly! Tapping on any of the color icons will switch back to the last pen tool with the chosen color activated except for when using square, circle or line tool.

Continue that pen stroke everywhere! When you initialize your pen stroke inside the writing area, you can continue inputting ink anywhere on the entire screen.

Reorganize your 'Handheld' notes. While in the list view and accessing the 'Handheld' notes, you can rearrange the notes by selecting them and dragging them up and down within the list.

PanWrite® enabled buttons. Not only can you use the PanWrite enabled buttons to pan while in the process of writing, you can also use them to quickly pan the page within the top window while in the writing view.

Navigate with the view box! While in the writing view, quickly move around by directly dragging the view box within the top window. You can even use the view box to scroll the page within the bottom window.

Navigate with the 5-way buttons! While in the writing view, move the view box around by using the 5-way navigator buttons. Press the center button to perform a "return" to the beginning of the next available line.

Semi-auto saving notes. Conforming better to handheld computing methodologies, notes will automatically be saved when switching to another application or exiting to the Application Launcher from the writing view. A "Do you want to save changes?" dialog will only appear when you close the form from within the writing view to return back to the list view. Additionally, switching to another application and then back will return you to the last opened note and position you at the last location within the note.

Create and use folders frequently! Instead of just having a long list of notes, gain more efficiency by organizing your notes into folders.

Draw bigger objects. PanWrite with the square, circle, or line tool to draw objects that are bigger than bottom view window.

Print. Sometimes printing instead of cursive writing can improve readability.

"Delete Old." Checking the 'Delete Old' check box before a successful "Save As" will delete the old note before saving it as a new note. For instance, if you want to save a current note named 'Untitled1' as 'Untitled2' but would also like to delete 'Untitled1' in the process, have the 'Delete Old' box checked before saving as 'Untitled2'. After a successful save, you will be returned to working on the new note. Essentially, checking the 'Delete Old' check box is similar to a "Move file" whereas not checking the box is similar to a "Copy file". Note: Saving a note by overwriting itself with the same name and having the 'Delete Old' box checked will have the same result as not having the box checked before hitting 'Save'.

Tap on (i) for more info. Some screens have an "i" on the top right corner. Tapping this "i" will give you more info about the current form.