TI Avigo 10 PDA

QUICK START
and
USER'S GUIDE



© 1997 Texas Instruments

Texas Instruments

Avigo™
Quick Start Guide

Avigo™
Financial Calculator User's Guide

Avigo™
User's Guide



TEXAS INSTRUMENTS

Avigo™
Quick Start Guide

Texas Instruments contributors:

Win Jackson, Robin Hunt-Smith, Dianna Tidwell, Pat Hatcher, Sallie Huffman, Bob Pospick, Brent Kinard, Norm Davis, Mike Wilson, Doyle Evans, Mike Tiffin, Mark Hogland, Jim Merchant, Charles Schwope, Toi Beveridge, David Taylor, Randy Hebert, Alton Ryan, Gopher Chen, Andrew Chen, Michael Chen, Steve Ruzic, Tham Nguyen, Bob Vestal

Other contributors:

Lisa Kanarek, (Tips and Hints)
Gail DeLay (Cartoons)

Avigo is a trademark of Texas Instruments Incorporated.

Copyright © 1997 by Texas Instruments Incorporated.

First Things First

Be sure to inspect your packaging to ensure you have all of the following:

- Avigo™ Organizer
- Avigo dock station
- Avigo CD-ROM
- AAA batteries (2)
- Avigo User's Guide
- Financial Calculator User Guide
- Stylus (2)

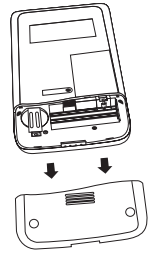
If you are missing any of these items, contact the retail outlet where you purchased the Avigo before continuing.

Hardware/Software Requirements

- 49MB disk space to install all components (13MB for Avigo Manager, 26MB for Lotus Organizer 97, 5MB for IntelliSync, and 5MB for Adobe Acrobat.)
- 8MB RAM
- 486 or higher processor
- CD-ROM drive (floppy disk available for shipping charge)
- Windows® 95 or Windows® NT
- Serial or Infrared port
- Optional spreadsheet program, such as Microsoft Excel® or Lotus 1-2-3®

Set up Your Avigo

1. **Attach the Avigo dock station**
   - Remove the Avigo dock station from the package.
   - Attach the 9-pin connector to a serial port on your computer.
2. **Install the Avigo batteries**
   - Remove the two (2) AAA batteries from the package.
   - Slide open the battery compartment cover on the rear of the Avigo.
   - Insert the two batteries. Arrange the batteries according to the polarity (+ and –) diagram in the battery compartment.
   - Replace the battery compartment cover.



3. **Turn on the Avigo**
   - Push the open/power switch up to open the Avigo protective lid and power up the unit. Avigo displays the **Setup Touch Pad** screen.

4. **Setup the Touch Pad**
   - Using the Avigo stylus, tap on the **Tap here** icons as they appear in the upper left corner, bottom right corner, and center of the screen.

     Avigo will display a power on graphic and then a box containing the message **Configure your unit? YES deletes all data and resets memory. NO saves your data.**
   - Tap on (Yes). Avigo displays the **Setup Date/Time** screen.
5. **Setup Date/Time**
   - Tap on the **Local City** input area. The Avigo displays the **City/Location** screen.
   - Tap on the name of your city (or closest location) and then tap on ⊘ to save your selection.
   - Tap on the **Date** input area. The Avigo displays the **Date** screen.
   - Tap on ◆▶ to select the current year.
   - Tap on ◆▶ to select the current Month.
   - Tap on the current day in the displayed calendar to select the current day.
   - Tap on ⊘ to save your selections.
   - Tap on the **Time** input area. The Avigo displays the **Time** screen.
   - Tap on ⇕ to select the current hour.
   - Tap on the minute box then tap on ⇕ to select the current minute.
   - Tap on the am/pm box and then tap on ⇕ to select am or pm. Tap on the ⊘ to save your entry.
   - Tap on the (Next) icon in the lower right corner to continue. Avigo displays the **Setup System** screen.
6. **Setup System**
   - Tap on the **Power down:** ▼ arrow to select how long Avigo remains powered on with no user input before it automatically shuts itself off.
   - To turn the Alarm sound off, tap on the ☑ checkbox next to it to clear it.
   - To turn the Stylus tone off, tap on the ☑ checkbox next to it to clear it.
   - If you do not want the Power on graphic to show at power on time, tap on **Don't show**.
   - Tap on (Next) to continue. Avigo displays the **Setup Formats** screen.
7. **Setup Formats**
   - Tap on **M/D/Y** to select the Month/Day/Year format or **D/M/Y** to select the Day/Month/Year format for dates.
   - Tap on **12 hr.** to select a 12-hour time format or **24 hr.** to select a 24-hour time format. Examples of both are shown on the screen.
   - Tap on **Period** to select the period as the decimal separator or tap on **Comma** to select the comma as the decimal separator. Examples of both are shown on the screen.

- To select which day you want to use as the first day of the week, tap on **Sunday** or **Monday**.
- Tap on (Next) to continue. Avigo displays the **Setup Power on Message** screen.

8. **Setup Power on Message**
   - Use this screen if you want Avigo to display a name and/or message whenever you turn on the power.
   - Tap on the **Name** input area to enter a name. Avigo displays a keyboard.
   - Enter the name you want and then tap on ⊘ to save your entry.
   - Tap on the **Note** input area to enter a power on message. The Avigo displays a keyboard.
   - Enter the message you want to display then tap on ⊘ to save your entry.
   - Tap on (Finish) to complete the Avigo setup. Avigo displays the Calendar. See the *Avigo User's Guide* for operation details on specific installed applications.

Note: If you want to make changes to any of these settings at a later date, you can :

1. Tap the **apps.** icon to display the **Applications** screen. Then tap the **Setup** icon.



2. Tap on an item to change its settings.



Install Your Personal Information Manager

If you intend to use a Personal Information Manager (PIM) not provided on the Avigo CD-ROM, be sure it is installed before installing other synchronization software such as PUMA IntelliSync.

Install the Avigo Manager Software

The Avigo CD-ROM contains software necessary to allow PC connectivity with Avigo. This software includes Avigo Manager, Lotus Organizer 97, PUMA IntelliSync, and Adobe Acrobat. Texas Instruments recommends installing each of the four programs unless you have already installed a Personal Information Manager (PIM). If you have already installed a PIM, you do not need to select Lotus Organizer 97.

- Insert the Avigo CD-ROM into your CD-ROM drive and close the drive door.
- If the install does not automatically start, from Windows® 95 or Windows® NT, click on Start, Run, and type x:\setup, where x is the CD-ROM drive designator and then click OK.

- Select a component you want to install (Avigo Manager, PUMA IntelliSync *synchronizer software, Lotus Organizer 97, or Adobe Acrobat), and then follow the prompts on the setup screens. Select the next component you want to install and repeat the install process.

Connect Avigo to Your PC

- Set the Avigo dock station on a flat surface near your PC (Figure 1).
- Connect the cable connector to the PC serial port you will use. If necessary, use a 9-pin-to-25-pin adapter. Make sure that all the connectors are connected securely (Figure 2).

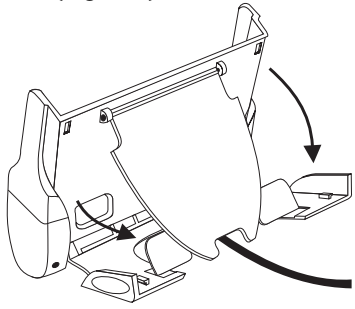


Figure 1: Dock station Setup

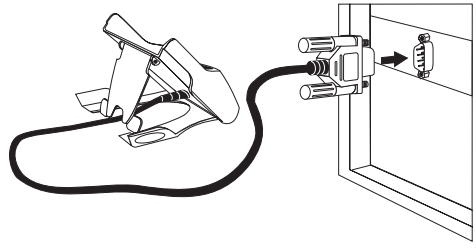


Figure 2: Serial Port Connection

- Position the Avigo over the dock station and slide it gently into the dock station. Make sure the grooves on the right and left sides of Avigo engage the alignment tracks in the dock station (Figure 3).

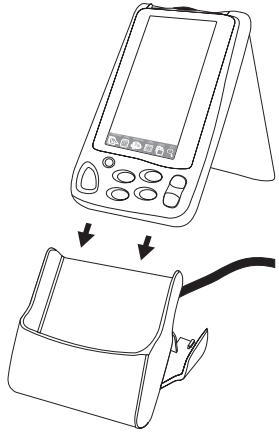


Figure 3: Docking the Avigo

- Continue sliding Avigo into the dock station until the electronic pins in the dock station are engaged fully into Avigo.

Copying Languages to Avigo from Your PC

You can change the language on Avigo Manager as well as copy the language to your Avigo.

To change the language on Avigo Manager:

- Start Avigo Manager.
- From the Language menu, choose Avigo Manager.
- From the language list, select the language you want to use and click OK.

To copy the language to Avigo:

Note: If Avigo contains any data you want to keep, we recommend you back up the data before copying a language to Avigo. However, when you restore the data to Avigo after copying the language, portions of Avigo text will return to the original language. For more information on backing up your data, see the *Avigo Manager Online Help*.

- Follow the instructions for connecting Avigo to your PC (in this Quick Start Guide).
- In Avigo Manager, open the Language menu and choose Avigo. The Avigo Language dialog box opens.
- From the language list, choose the language you want to copy to Avigo and click OK. Avigo Manager copies the new language to Avigo.
- Set Avigo preferences (steps 3 through 8 in this Quick Start Guide).
- A message will appear: **"Configure your unit? YES deletes all data and resets memory. NO saves your data."**
- Tap Yes.

Note: You can copy applications, such as the **Financial Calculator**, from your PC to Avigo. The PC software controls the copy process. For more information about copying applications, see the *Avigo Manager Online Help*.

See the *Avigo Manager Online Help* for descriptions of the Avigo Manager, Lotus Organizer 97, IntelliSync, and Adobe Acrobat programs.

Latest Information

Be sure to see the **readme.txt** file on the CD-ROM for any release-time changes or additional information. Visit the TI Avigo World Wide Web site at http://www.ti.com/avigo.



TEXAS INSTRUMENTS



Avigo™
Financial Calculator
User's Guide

Texas Instruments contributors:

Win Jackson, Robin Hunt-Smith, Dianna Tidwell, Pat Hatcher, Sallie Huffman, Bob Pospick, Brent Kinard, Norm Davis, Mike Wilson, Doyle Evans, Mike Tiffin, Mark Hogland, Jim Merchant, Charles Schwope, Toi Beveridge, David Taylor, Randy Hebert, Alton Ryan, Gopher Chen, Andrew Chen, Michael Chen, Steve Ruzic, Tham Nguyen, Bob Vestal

Other contributors:

Lisa Kanarek, (Tips and Hints)
Gail DeLay (Cartoons)

Avigo is a trademark of Texas Instruments Incorporated.

Copyright © 1997 by Texas Instruments Incorporated.

Important

Texas Instruments makes no warranty, either expressed or implied, including but not limited to any implied warranties of merchantability and fitness for a particular purpose, regarding any programs or book materials and makes such materials available solely on an “as-is” basis.

In no event shall Texas Instruments be liable to anyone for special, collateral, incidental, or consequential damages in connection with or arising out of the purchase or use of these materials, and the sole and exclusive liability of Texas Instruments, regardless of the form of action, shall not exceed the purchase price of this equipment. Moreover, Texas Instruments shall not be liable for any claim of any kind whatsoever against the use of these materials by any other party.

FCC Information Concerning Radio Frequency Interference

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference with radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, you can try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/television technician for help.

Caution: Any changes or modifications to this equipment not expressly approved by Texas Instruments may void your authority to operate the equipment.

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

Le Bruit radioélectrique émis par cet appareil numérique ne dépasse pas les limites de bruit radioélectrique de classe B, aux termes des Réglements sur l’interférence radioélectrique du Ministère des Communications du Canada.

Financial Calculator User's Guide

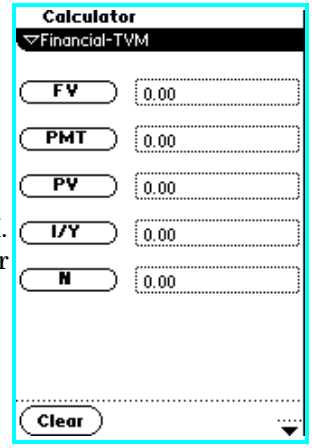
Contents

Introduction 2
Financial Calculator View 2
The Time Value of Money/Amortization Application 3
- Financial-TVM Components 3
- Time Lines 5
- Applications 5
- Using the Financial-TVM Application 6
- Computing an Amortization Schedule 6
- Example: Part 1 7
- Example: Part 2 8

Example Calculations 9
- Computing Future Value 9
- Computing Retirement Savings 10
- Computing Retirement Withdrawal 11

Introduction

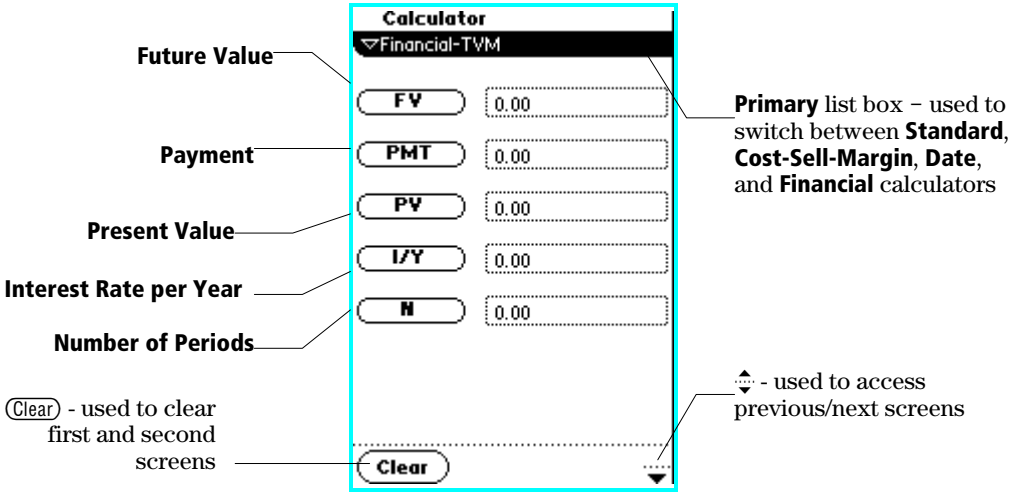
Avigo's **Financial-TVM** application is an easy-to-use tool that gives you the power you need for today's financial applications. **Financial-TVM** provides standard calculator capabilities, plus a template with built-in formulas that solve specific types of problems for you.



To access the **Financial-TVM** view, be sure you have first downloaded **Financial Calculator** from the Avigo CD-ROM. Install the **Financial-TVM** application onto your Avigo. For more information on installing the **Financial-TVM** application, refer to the *Avigo Manager online help*. Push the **open/power** button to power on the unit then tap the **calc** icon using the attached stylus. Open the **Primary** list box ▼ and choose **Financial-TVM**.

Financial Calculator View

The **Financial-TVM** application is useful in a wide range of cash flow applications in which the cash flows are equal, evenly spaced, and either all inflows or all outflows. You can use it for annuities, loans, mortgages, leases, and savings.



Notice that there are two areas for each variable: the variable name on the left and an input box area on the right. To enter a known value, tap on the input box area. Avigo displays a standard calculator. Enter your data then tap on the ☑ icon in the top right corner of the calculator to enter the data into the variable box.

To compute a value, enter the required variables, then tap on the variable name you want calculated on the left side of the screen.

The Time Value of Money/Amortization Application

The **Time Value of Money/Amortization** (**TVM**) application consists of three screens:

	Label	Meaning	Type of Variable
Top Screen	FV	Future value	Entered or Computed
	PMT	Payment	Entered or Computed
	PV	Present value	Entered or Computed
	I/Y	Interest rate per year	Entered or Computed
	N	Number of payment periods	Entered or Computed
Second Screen	**Starting payment**	Starting payment	Entered
	Ending payment	Ending payment	Entered
	Balance	Balance	Computed
	Principal	Principal paid	Computed
	Interest	Interest paid	Computed
Third Screen	APR	Annual percentage rate	Setting
	AER	Annual effective rate	Setting
	Payments/year	Number of payments per year	Entered
	Compounds/year	Number of compounds per year	Entered
	BEG	Beginning-of-period payments	Setting
	END	End-of-period payments	Setting
	Decimal place	Number of decimal places	Setting

Financial-TVM Components

On the first screen you must enter at least three variables to solve for the other unknowns. Use the first screen to determine a Future Value, a Payment Amount, or the Number of Payments.

- Enter PV, FV, and PMT as negative if outflows, positive if inflows.
- Enter I/Y as the **annual** interest rate. The **TVM** worksheet automatically divides Interest per Year by the Number of Compounding Periods per Year.
- Many **TVM** calculations involve only three of the five variables. When solving such a calculation, make sure the unused variables are set to zero.
- Clear on the first screen resets all fields to zero, and **Ending payment** and **Starting payment** to 1.

The second screen lets you determine the **Balance**, **Principal** paid, or **Interest** paid based on the **Starting** and **Ending** payments as well as the data entered on the first screen.

Clear on the second screen sets **Starting payment** to 1, **Ending payment** to 1, and all other fields on the second screen to zero.

When solving for (Balance), (Principal), and (Interest), Avigo uses the payment rounded to the number of decimal places specified by the display format you selected on the third screen. If the decimal format is set to two places, the results on the second screen reflect payments made to the penny.

When solving for (FV), however, the calculator uses the unrounded value for (PMT). Thus, a computed value for (Balance) after a specified number of payments may be slightly different than a computed value for (FV) after the same number of payments.

On the third screen you tell the **Financial-TVM** how you want the calculations to be computed. The **TVM** lets you specify whether the interest per year ((I/Y)) is an annual percentage rate ([APR]) or an annual effective rate ([AER]). The method you select depends on the transaction.

- If you select [AER], it is assumed that the number of compounding periods per year is 1 regardless of the number of payments per year.
- If you select [APR], it is assumed that the number of compounding periods per year is equal to the number of payments per year. However, when you select [APR], you can tap on the **Compounds/year** input field and set the number of compounds per year to whatever number you want, up to a maximum of 366 **Payments/year** and **Compounds/year**.

You must also indicate if you want the calculation based on payments made at the beginning ([BEG]) or at the end ([END]) of the period.

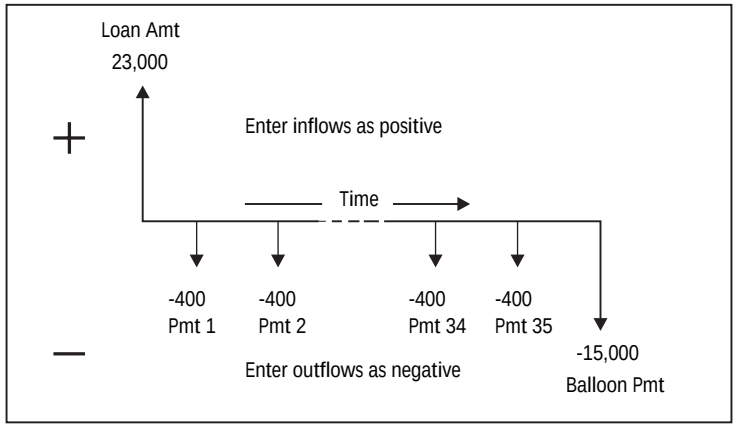
- The [BEG] and [END] options of the **TVM** application let you specify whether the transaction is an **ordinary annuity** or an **annuity due**.
- In ordinary annuities, the payments occur at the **end** of each payment period. Most loans, including mortgages, are in this category. For ordinary annuities, select the [END] option.
- In annuities due, payments occur at the **beginning** of each payment period. Most leases are in this category. For annuities due, select the [BEG] option.
- Use the **Decimal place** field to indicate how many decimal places you want to use in the calculation and display in the results.
- (Reset) on the third screen sets **Interest conversion** to [APR], **Payments/year** to 12, **Compounds/year** to 12, **Payment made at** to [END], and **Decimal place** to 2.

Time Lines

Some financial calculators treat both inflows and outflows as positive numbers. The **Financial Calculator**, however, follows the established convention of treating inflows as positive and outflows as negative.

- The calculator displays computed inflows as positive numbers and computed outflows as negative.
- You must enter inflows as positive numbers and outflows as negative.

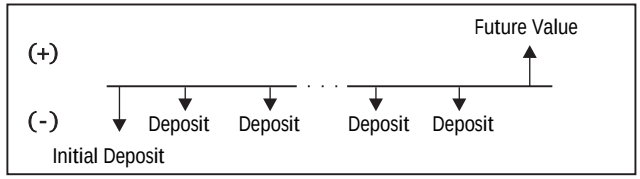
The following time line illustrates this convention.



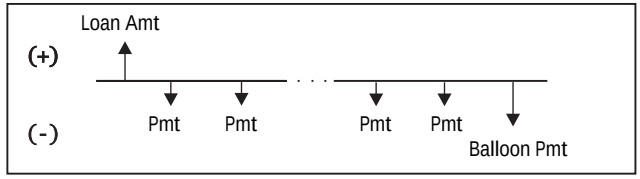
Applications

You can use the **TVM** application for many annuities (cash-flow problems in which the cash flows are even). Some examples of common applications are as follows:

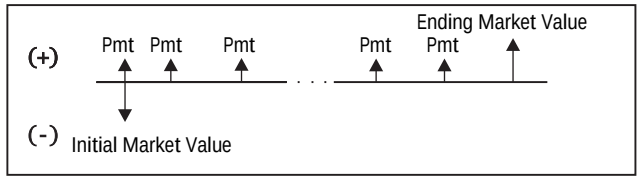
Investments with regular deposits:



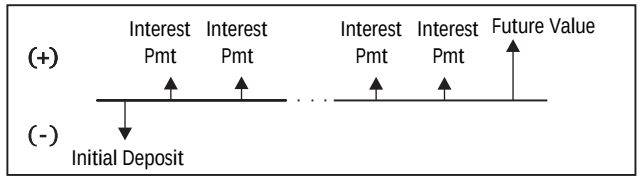
Loans and mortgages with or without a balloon payment:



Leases:



Lump-sum Investments:



Using the Financial-TVM Application

To use the **Financial-TVM** application:

1. If necessary, tap on Clear to clear the top screen.
2. Review the third screen and, if necessary, change the settings to those you need.
3. Move to the top screen and enter at least three known values. For example, you might enter values for PV, I/Y, and N.
4. Compute the unknown variable by tapping its on-screen name.

   The calculator displays and highlights the computed value.

Computing an Amortization Schedule

Remember that calculations on the second screen depend on the values entered on the first screen. If you want amortization data for a range of payments:

1. Move to the second screen.
2. Specify the range of payments by entering values for **Starting payment** (the first payment in the range) and **Ending payment** (the last payment in the range).
3. Press Balance, Principal, or Interest.

   The calculator displays the **Balance**, the **Principal**, and the **Interest** paid over the specified range.
4. To generate a complete amortization schedule, press Balance, Principal, or Interest repeatedly.

   The calculator increments both **Starting payment** and **Ending payment** to represent the next range of payments and computes **Balance**, **Principal**, and **Interest** for that range.

Example: Part 1

Using the **TVM** application, determine the monthly payment you would make for a 30-year mortgage with a loan amount of $120,000 and an annual percentage rate of 9.125%.

Note: Remember to check the settings on the third screen. Pressing (Reset) changes only the settings on this screen. In this example, select [APR] and [END], set **Payments/year** equal to 12, **Compounds/year** to 12, and **Decimal place** to 2.

Procedure	Keystrokes	Display
Select the **TVM** application.	Tap the **Primary** list box then select **Financial-TVM.**	Screen one of the **Financial-TVM**
Clear the input fields.	(Clear)	All zeros
Display the input calculator to enter the loan amount.	Tap the (PV) input box.	Standard calculator
Enter the loan amount.	120000 ☑	(PV) 120,000.00
Display the input calculator to enter the interest rate.	Tap the (I/Y) input box.	Standard calculator
Enter the interest rate.	9.125 ☑	(I/Y) 9.13
Display the input calculator to enter the number of payments.	Tap the (N) input box.	Standard calculator
Enter the number of payments.	360 ☑ (or 12 X 30 = ☑)	(N) 360.00
Compute the payment.	Tap (PMT).	(PMT) -976.36

The computed monthly payment is $976.36. Because **PMT** is an outflow, it is displayed as a negative number.

Example: Part 2

Using the data you entered in Part 1, generate an amortization schedule for the first three years of the loan. Assuming that the payments begin in the fourth month of the fiscal year, there are 9 payment periods in the first year and 12 payment periods thereafter.

Procedure	Keystrokes	Display
Move to the second screen.	▼	Second screen
Display the calculator to enter the new ending period.	Tap on the **Ending payment** input box.	Standard calculator
Change the ending period to 9.	9 ☑	Ending payment: 9
Compute the first year amortization data.	Tap on Balance (or Principal or Interest).	Balance 119,407.46 Principal 592.54 Principal -8,194.70
Change the payment range to 10 through 21.	Tap on the **Starting payment** input box, 10, ☑, **Ending payment** input box, 21, ☑.	Starting payment: 10 Ending payment: 21
Compute the second year amortization data.	Tap on Balance (or Principal or Interest).	Balance 118,551.85 Principal -855.61 Interest -10,860.71
Change the payment range to 22 through 33.	Tap on the **Starting payment** input box, 22, ☑, **Ending payment** input box, 33, ☑.	Starting payment: 22 Ending payment: 33
Compute the second year amortization data.	Tap on Balance (or Principal or Interest).	Balance 117,614.86 Principal -936.99 Interest -10,779.33

Note that the principal and interest are displayed as negative because they are outflows.

To continue re-calculating the next year's (or period's) data, simply click on Balance, Principal, or Interest repeatedly.

Example Calculations

The following three examples illustrate the procedures and keystrokes involved in producing three simple calculations.

Computing Future Value

A person has a savings account that earns 8% interest per year and is compounded monthly. At the beginning of January 1997, the account contained $100.00. The person deposits $50 into the account at the beginning of every month. How much money will be in the account at the end of March, 1999?

Procedure	Keystrokes	Display
Move to the third screen.	▼	Third screen
Select Annual Percentage Rate.	Tap on APR or accept the default.	APR is selected
Select 12 payments per year.	Tap on 12 or accept the default of 12.	Payments/year: 12
Select 12 compoundings per year.	Tap on 12 or accept the default of 12.	Compounds/year: 12
Select payments to be made at the End.	Tap on END or accept the default.	Payments made at: End
Select two decimal places.	Tap on 2 or accept the default of 2.	Decimal place: 2
Return to the first screen.	Tap on ▲ twice.	First screen
Enter a payment of $50.	Tap on the PMT input area then tap on -50, ☑.	PMT -50
Enter a present value of $100.	Tap on the PV input area then tap on -100, ☑.	PV -100
Enter an interest per year of 8%.	Tap on the I/Y input area then tap on 8, ☑.	I/Y 8.00
Enter the number of payments. (January 1997 to March 1999 = 27 months)	Tap on the N input area then tap on 27, ☑.	N 27
Solve for Future Value.	Tap on FV.	FV 1593.42

Remember that negative numbers, as used in the Financial Calculator, indicate the outflow of money and positive numbers indicate inflow. Therefore, this person will have an accumulated value of $1593.42 in the 27-month period. Now, let's look at someone who wants to save for retirement.

Computing Retirement Savings

Jo is 25 years of age and wants to retire at the age of 55. In order for Jo to save $750,000 for retirement, how much should Jo save per month? (Assume a 6.25% savings account interest rate.)

Procedure	Keystrokes	Display
Move to the third screen.	▼	Third screen
Select Annual Percentage Rate.	Tap on APR or accept the default.	APR is selected
Select 12 payments per year.	Tap on the Payments/year input box and tap on 12, ☑ or accept the default of 12.	Payments/year: 12
Select 12 compoundings per year.	Tap on the Compounds/year input box and tap on 12, ☑ or accept the default of 12.	Compounds/year: 12
Select payments to be made at the End.	Tap on END or accept the default.	Payments made at: End
Select two decimal places.	Tap on 2 or accept the default of 2.	Decimal place: 2
Return to the first screen.	Tap on ▲ twice.	First screen
Enter a future value of $750,000.	Tap on the FV input box and tap on 750000, ☑.	FV 750,000.00
Leave PMT and PV set to zero.		PMT 0.00 PV 0.00
Enter the 6.25% interest rate per year.	Tap on the I/Y input box and tap on 6.25, ☑.	I/Y 6.25
Enter the total number of payments required. ((55-25)*12)	Tap on the N input box and tap on 360, ☑.	N 360.00
Solve for Payment.	Tap on PMT.	PMT 711.63

As you can see, in order for Jo to retire at the age of 55 with the anticipated sum of money, Jo will have to save $711.63 per month for 30 years. Finally, let's look at someone with the exact opposite problem; how to spend it all.

Computing Retirement Withdrawal

Chris has just retired at age 66. Based on family history, Chris expects to live until age 93. Chris has $1.3 million in the bank earring 5.5% interest. In order to leave no money in the bank, how much should Chris withdraw from the bank per month?

Procedure	Keystrokes	Display
Move to the third screen.	▼	Third screen
Select Annual Percentage Rate.	Tap on APR or accept the default.	APR is selected
Select 12 payments per year.	Tap on 12 or accept the default of 12.	Payments/year: 12
Select 12 compoundings per year.	Tap on the Compounds/ year input box and tap on 12, ☑ or accept the default of 12.	Compounds/year: 12
Select payments to be made at the End.	Tap on END or accept the default.	Payments made at: End
Select two decimal places.	Tap on 2 or accept the default of 2.	Decimal place: 2
Return to the first screen.	Tap on ▲ twice.	First screen
Enter a future value of zero.	Tap on the FV input box and tap on 0, ☑.	FV 0.00
Leave PMT set to zero.		PMT 0.00
Enter the present value of $1,300,000.00.	Tap on the PV input box and tap on 1300000, ☑.	PV 1,300,000.00
Enter the 5.5% interest rate per year.	Tap on the I/Y input box and tap on 5.5, ☑.	I/Y 5.5
Enter the total number of payments required. ((93-66)*12).	Tap on the N input box and tap on 324, ☑.	N 324.00
Solve for Payment.	Tap on PMT.	PMT -7,710.78

Based on your calculation, Chris is going to be busy spending $7,710.78 per month for the next 27 years!





Avigo™
User's Guide

Contributors:
Chris Alley, Toi Beveridge, Josh Burkett, Paul Carrillo, Andrew Chen, Gopher Chen, Michael Chen, Ellen Chenoweth, Brenda Curry, Norm Davis, Gail DeLay, Chuck Donaldson, Doyle Evans, Susan Gullord, Pat Hatcher, Randy Hebert, Mark Hogland, Sallie Huffman, Robin Hunt-Smith, Win Jackson, Lisa Kanarek, Brent Kinard, Nelah McComsey, Jim Merchant, Tham Nguyen, Bob Pospick, Steve Ruzic, Alton Ryan, Charles Schwope, David Taylor, Mike Tiffin, Bob Vestal, and Mike Wilson.

Avigo is a trademark of Texas Instruments Incorporated.

Lotus 1-2-3 is a trademark of Lotus Development Corporation.

Excel is a trademark of Microsoft Corporation.

T9 is a trademark of Tegic Corporation.

Copyright © 1997 Texas Instruments Incorporated.

Important

Texas Instruments makes no warranty, either expressed or implied, including but not limited to any implied warranties of merchantability and fitness for a particular purpose, regarding any programs or book materials and makes such materials available solely on an “as-is” basis.

In no event shall Texas Instruments be liable to anyone for special, collateral, incidental, or consequential damages in connection with or arising out of the purchase or use of these materials, and the sole and exclusive liability of Texas Instruments, regardless of the form of action, shall not exceed the purchase price of this equipment. Moreover, Texas Instruments shall not be liable for any claim of any kind whatsoever against the use of these materials by any other party.

FCC Information Concerning Radio Frequency Interference

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference with radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, you can try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/television technician for help.

Caution: Any changes or modifications to this equipment not expressly approved by Texas Instruments may void your authority to operate the equipment.

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

Table of Contents

Introducing Avigo

Congratulations....2
- About this User's Guide....3
- User's Guide Terminology....3
- User's Guide Conventions....3

Chapter 1: Setting Up Your Avigo

Introduction....1-3
Application Icons....1-4
Battery Information....1-4
- To install the batteries....1-5

Opening the Cover and Turning Avigo On....1-5
Using the Stylus....1-5
Setting the Display Contrast....1-6
Setting Preferences....1-6
- Calibrating Touch Pad....1-6
- Setting the Local City, Date, and Time....1-7
  - To set the Local City....1-7
  - To set the Date....1-7
  - To set the Time....1-7
- Setting System Preferences....1-8
  - To set auto Power down options....1-8
  - To turn Alarm sound on....1-8
  - To turn Stylus tone on....1-8
  - To set the Power on graphic....1-9
- Setting Date, Time, and Decimal Separator....1-9
  - To set the Date display format....1-9
  - To set the Time display format....1-9
  - To set the Decimal Separator format....1-10
  - To set the Start of Week format....1-10
- Setting the Power on Message....1-10
  - To set the Power on Message....1-10

Changing the Avigo Language....1-11
Selecting from Menus and List Boxes....1-11

Chapter 1: Setting Up Your Avigo (continued)

Using On-screen Keyboards 1-12
T9 keyboard system 1-12
T9 keyboard 1-12
To enter text using T9 keyboard 1-13
To add words to your Custom T9 dictionary 1-13
To edit text using the T9 keyboard 1-14
To enter text using the Standard keyboard 1-14
To edit text using the Standard keyboard 1-14
To Copy and Paste text (T9 and Standard) 1-14
Turning On the Backlight 1-15

Chapter 2: Quick Start Short Cuts

Introduction 2-3
Calendar Views 2-3
DayScan View 2-4
Schedule View 2-4
Daily Timeline 2-5
Week 2-5
To Do View 2-6
Address View 2-6
Memo View 2-7
Data View 2-7
Expense View 2-8
Calculator Views 2-8
Sketch View 2-9
Adding, Editing, and Deleting Entries 2-10
To add an Event 2-10
To edit an Event 2-11
To delete an Event 2-11
Adding and Editing Categories 2-12
To add and edit Schedule categories 2-12
Adding and Editing Custom Fields 2-13
To add and edit a Schedule custom field 2-13
To create and edit a List in Setup 2-14

Chapter 3: Planning Your Day

Introduction 3-3
Using the Calendar 3-3
Six Months View 3-4
DayScan View 3-4

Chapter 4: Events To Remember

Introduction ... 4-3
The Schedule View Screen ... 4-3
Setting Schedule Preferences ... 4-3
To set Schedule preferences ... 4-3
Scheduling Events ... 4-4
To schedule an Event ... 4-4
Viewing Events ... 4-6
To view a timeline of a day ... 4-6
To view a week ... 4-7
To view Event details ... 4-7
Editing and Deleting Events ... 4-7
To edit an Event ... 4-7
To delete an Event ... 4-8

Chapter 5: Taming Your To Do List

Introduction ... 5-3
To Do View ... 5-3
Setting To Do Preferences ... 5-4
Entering Tasks ... 5-4
Viewing Tasks ... 5-5
Editing and Deleting Tasks ... 5-6
To edit a Task ... 5-6
To delete a Task ... 5-6

Chapter 6: Keeping In Contact

Introduction ... 6-3
Setting Address Preferences ... 6-3
Adding Address Entries ... 6-4
Viewing Address Entries ... 6-5
To view different contact numbers ... 6-5
To view Address entries ... 6-6
Editing and Deleting Address Entries ... 6-6
To edit Address entries ... 6-6
To delete Address entries ... 6-7

Chapter 7: Organizing Your Data

Introduction ... 7-3
Creating a New Data Table ... 7-4
Adding Data Table Entries ... 7-5
Viewing Data Table Entries ... 7-5
To change the display orientation ... 7-6
Editing Data Tables ... 7-6

Chapter 8: Turning Your Memos Into Action

Introduction ... 8-3
Adding Memos ... 8-4
Viewing Memos ... 8-5
To change the display orientation ... 8-5
To change the display font size ... 8-5
Editing and Deleting Memos ... 8-6
To edit a Memo ... 8-6
To delete a Memo ... 8-6

Chapter 9: Facts, Figures, and Finances - Tracking Your Expenses

Introduction ... 9-3
Adding Expense Entries ... 9-3
Viewing Expense Entries ... 9-4
Editing and Deleting Expense Entries ... 9-5
To edit an Expense entry ... 9-5
To delete an Expense entry ... 9-5
Creating Expense Summaries ... 9-5

Chapter 10: Making Your Sketches Paint a Thousand Words

Introduction ... 10-3
Creating Sketches ... 10-3
Editing and Deleting Sketches ... 10-5
To edit a Sketch ... 10-5
To delete a Sketch ... 10-5

Chapter 11: Making Everything Add Up

Introduction ... 11-3
Performing Standard Calculations ... 11-3
To access Standard Calculator ... 11-3
The Standard Calculator display ... 11-3
To clear ... 11-3
To perform standard calculations ... 11-4
Performing Cost-Sell-Margin Calculations ... 11-6
To access the Cost-Sell-Margin Calculator ... 11-6
To perform Cost-Sell-Margin calculations ... 11-6
To solve for Cost ... 11-6
Performing Date Calculations ... 11-7
To access the Date Calculator ... 11-7
To perform Date calculations ... 11-7
To Solve for End Date ... 11-7

Chapter 12: Additional Features

Introduction 12-3
Finding Your Data 12-3
To search for data 12-3
Protecting Your Data 12-4
To set, change, or clear a Password 12-4
To reset a forgotten Password 12-5
Resetting Avigo 12-5
To lock Avigo 12-6
To unlock Avigo 12-6
Managing Avigo Memory 12-6
To view memory status 12-7
To delete unwanted applications 12-7
To optimize memory 12-7
Synchronizing with Your PC 12-8
To use Wired (Serial Port) Synchronizing 12-8
To use Wireless (Infrared) Synchronizing 12-9
Copying Applications 12-9
Using World Time 12-10

Appendix A:

In Case of Difficulty A-1

Appendix B:

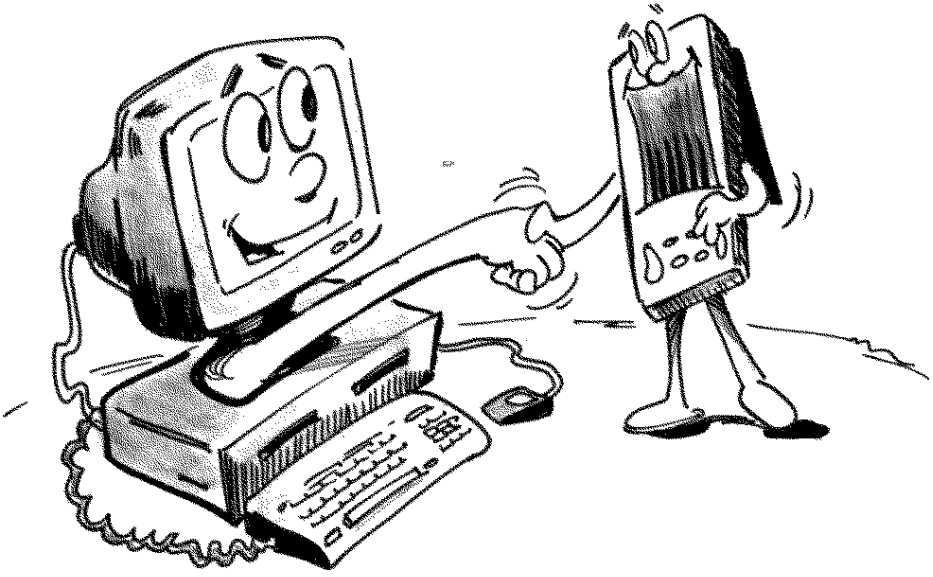
Avigo Character Set B-1

Appendix C:

Service and Warranty C-1

Index

Introducing Avigo



Congratulations

You are now the owner of Avigo, the new standard in personal information management from Texas Instruments. Avigo delivers the information you need, when you need it, in a format that's as easy to use as it is meaningful.

You already appreciate the value of using your PC to manage personal information—schedules, addresses, memos, expenses, and the like. Avigo lets you take that information with you wherever you go. Just enter the data on your PC using your personal information management software and synchronize with Avigo. Then, slip Avigo into your pocket, purse, or briefcase and take it with you. While you're on the road, Avigo keeps vital information at your fingertips, and when new information comes along, you can enter it on Avigo immediately. Then, you can take it back to your home or office when it's convenient and synchronize with your PC.

With Avigo you can:

- Get instant access to your addresses and phone numbers, appointments, tasks, memos, data, expenses, calendar, and world time.
- Handle standard and financial math on a powerful multi-functional calculator that you can copy from the Avigo CD-ROM.
- Update information between Avigo and your PC with one-touch data synchronization.
- Copy information-rich spreadsheet data directly from your PC to Avigo for quick reference to vital data on the road.
- Manage up to eight schedules in an easy-to-read graphic "Timeline" format.
- Recall graphic files such as directions to an important client's office with a few touches on the screen.
- Use a universal "find" function to quickly locate the information you need.

About this User's Guide

If you are a business professional who is faced with a challenging daily schedule full of appointments and tasks, this book is for you. It contains detailed instructions to help you get the most out of your Avigo.

Chapter 1 explains how to set up your Avigo. It also provides basic information for frequently used routines, such as opening menus and list boxes, using on-screen keyboards, and turning on the backlight.

Chapter 2 provides quick overviews of the various applications you will be working in, plus instructions for adding and editing, entries, categories, and custom fields.

Chapters 3 through 12 cover Avigo features in greater detail.

Appendices provide you with Avigo character set, troubleshooting and service information.

User's Guide Terminology

Term	Definition
Choose, Select	To choose an item by tapping on it.
Drag	To place the stylus on the screen and move it without lifting it from the screen.
Drag-select	To drag the stylus over text so as to highlight the text.
Check	To place a check mark in a box by tapping on the box with the stylus.
Uncheck	To remove a check mark from a box by tapping on the box.

User's Guide Conventions

Symbol	Indicates
	Tips or shortcuts.
Note:	Important, additional information you should know when using Avigo.

1 Setting Up Your Avigo



Contents

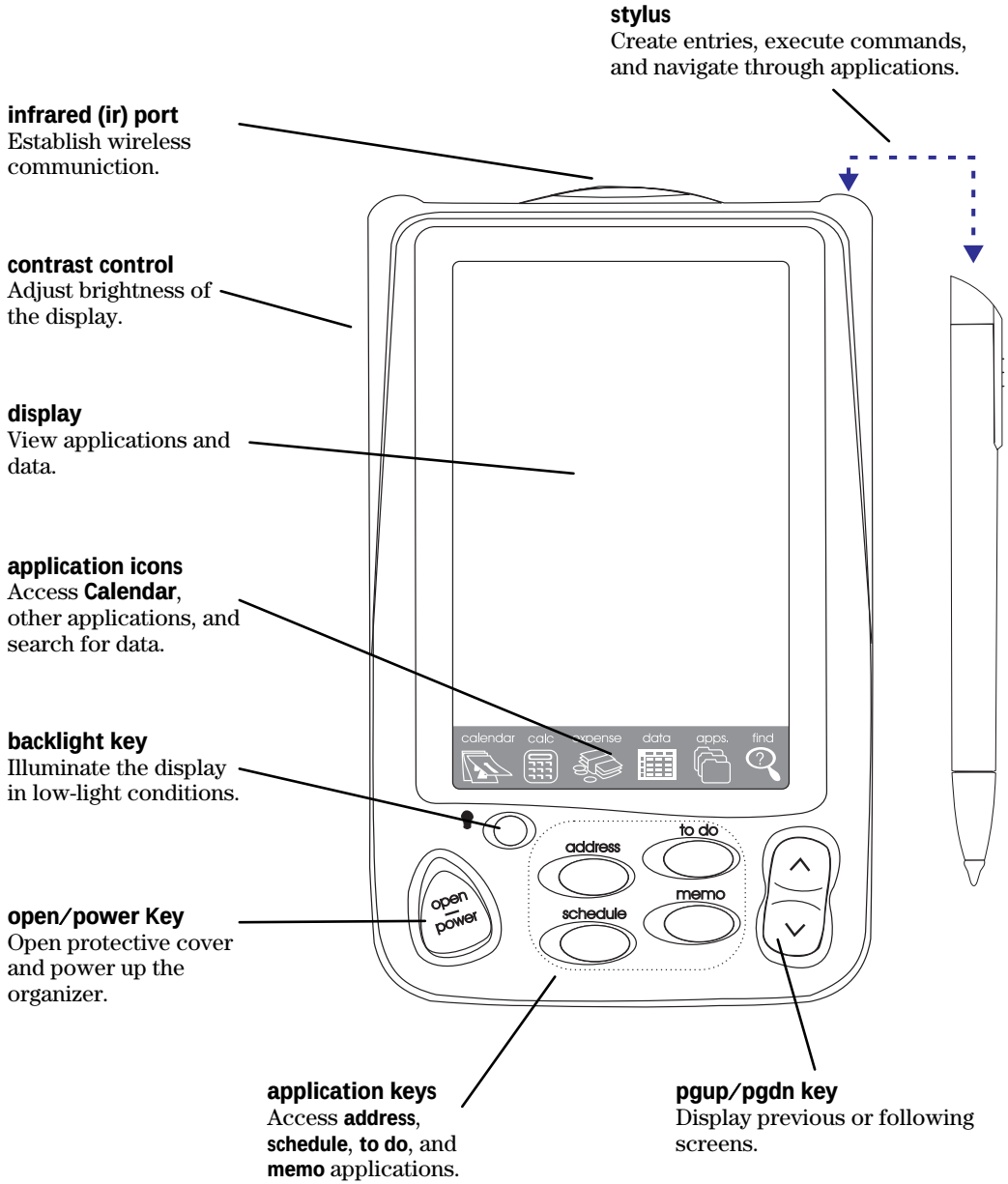


Introduction 1-3
Application Icons 1-4
Battery Information 1-4
To install the batteries 1-5
Opening the Cover and Turning Avigo On 1-5
Using the Stylus 1-5
Setting the Display Contrast 1-6
Setting Preferences 1-6
Calibrating Touch Pad 1-6
Setting the Local City, Date, and Time 1-7
To set the Local City 1-7
To set the Date 1-7
To set the Time 1-7
Setting System Preferences 1-8
To set auto Power down options 1-8
To turn Alarm sound on 1-8
To turn Stylus tone on 1-8
To set the Power on graphic 1-9
Setting Date, Time, and Decimal Separator 1-9
To set the Date display format 1-9
To set the Time display format 1-9
To set the Decimal Separator format 1-10
To set the Start of Week format 1-10
Setting the Power on Message 1-10
To set the Power on Message 1-10
Changing the Avigo Language 1-11
Selecting from Menus and List Boxes 1-11
Using On-screen Keyboards 1-12
T9 keyboard system 1-12
T9 keyboard 1-12
To enter text using T9 keyboard 1-13
To add words to your Custom T9 dictionary 1-13
To edit text using the T9 keyboard 1-14
To enter text using the Standard keyboard 1-14
To edit text using the Standard keyboard 1-14
To Copy and Paste text (T9 and Standard) 1-14
Turning On the Backlight 1-15

Introduction

This chapter guides you through the basic setup of your new Avigo, selecting from on-screen menus and list boxes, using keyboards, and turning on the backlight.

The Avigo Organizer



Application Icons

Application icons help you quickly navigate from one application to another.



Calendar application. View **Six month**, **One month**, and **DayScan** views.



Calculator application. Perform basic or specialized calculations such as Cost-Sell-Margin and calendar date computations.



Expense application. Track daily expenditures and create expense summaries.



Data application. Copy a spreadsheet from your PC. Store and recall information such as inventories, specifications, descriptions, etc.



Select to access additional applications: **Memory Management, Security**, **Setup**, **Sketch**, **Synchronization**, and **World Time** as well as any applications you have copied to Avigo.



Find function. Select to search for data.

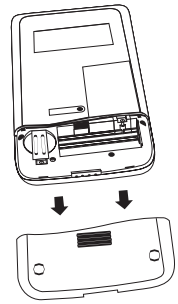
Battery Information

Avigo uses two types of batteries: two AAA alkaline batteries and a CR2025 lithium battery, which serves as a backup for retaining information such as which application you were in before you powered down the last time. As the batteries run down, the display begins to dim. To compensate, adjust the contrast to a higher setting. When the contrast adjustment fails to provide you with an acceptable display, replace the AAA batteries soon. You should change the backup lithium battery every three or four years.

Before using the Avigo for the first time, install the two AAA alkaline batteries included in your package. Once installed, check the battery state from time to time by opening the **apps.** application and observing the battery state icon () at the bottom of the screen. Replace the batteries whenever a low battery message is displayed.

To install the batteries:

1. Turn Avigo so that the back is facing you.
2. Remove the battery cover by sliding it down and away from the organizer.



3. Replace both AAA batteries or the lithium battery.
   - To replace the AAA alkaline batteries, remove both discharged AAA batteries. Align the new batteries in accordance with the battery diagram in the battery compartment and then install them.
   - To replace the backup battery, remove the screw and the clip holding the lithium battery. Install the new battery, **+** side up. Then replace the screw and clip. Use a CR2025 (or equivalent) lithium battery.
4. Replace the battery cover.

Caution: Do not incinerate old batteries or leave them within the reach of small children or pets.

Opening the Cover and Turning Avigo On

To open the display cover, slide the **open/power** key upward. To power up Avigo, continue sliding the **open/power** key upward.

If you have not pressed any keys for a period of time, the organizer automatically powers down. The period of inactive time before power down occurs may be adjusted. For further information, see the *Setting Preferences* section of this chapter.

Using the Stylus

Avigo's stylus is stored in a slot on the right side of the organizer. Slide the stylus up and out of the slot to remove it. Hold the stylus as you would normally hold a pencil. Use the stylus to create entries, execute commands, and navigate through applications by gently tapping on-screen icons, menu or list-box commands, buttons, and keyboards.

Setting the Display Contrast

If Avigo's screen is too light or dark to read easily, adjust the display contrast. Locate the **CONTRAST** ▸ control on the left side of Avigo. Turn the control toward the arrow to lighten the display or away from the arrow to darken the display.

Setting Preferences

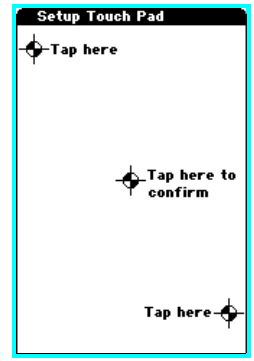
The first time you power up Avigo (or reset the organizer), you are prompted to set preferences. Setting preferences lets you customize your Avigo for best use. Here are the preferences you can choose to set.

- **Touch Pad Calibration**
- **Local City**
- **Date/Time**
- **System**
- **Formats**
- **Power on Message**

As you finish setting options for one item, tap (Next) to go to the next preferences screen or tap (Prev) to go back to the previous screen.

Calibrating Touch Pad

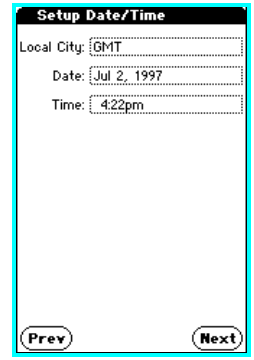
Calibrating **Touch Pad** ensures that your Avigo performs exactly as you expect when you tap the screen to access and create information. The first time you power up (or reset the organizer), the **Setup Touch Pad** screen appears with a cross in a circle in the upper left-hand corner of the screen.



1. Tap on the center point of the cross. A second cross in a circle appears in the lower right corner of the screen.
2. Tap on the center point of the cross. A third cross in a circle appears in the middle of the screen.
3. Tap on the center point of the cross. The Texas Instruments power on graphic is briefly displayed.

   A message will appear: **"Configure your unit? YES deletes all data and resets memory. NO saves your data."**
4. Tap (Yes).

The **Setup Date/Time** screen is displayed.

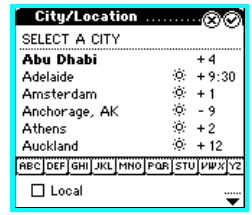


Setting the Local City, Date, and Time

By setting your Avigo with the local city, date, and time, you can coordinate your tasks and appointments with ease.

To set the Local City:

1. Tap on the **Local City** box to display the **City/Location** screen.



2. Use the ↕ arrows or **pgup/pgdn** key to locate and tap on a city from the list.
3. To confirm your action, tap ⊘; to return to the previous screen without making any changes, tap ⊗.

To set the Date:

1. Tap on the **Date** box. A **Date Picker** appears.

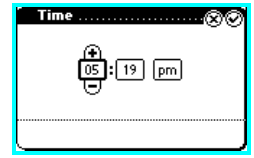


   - Use the ◀▶ arrows to the right or left of the year to set the current year.
   - Use the ◀▶ arrows to the right or left of the month to set the current month.
   - Tap on today's date in the displayed calendar to set the current date.

2. To save changes to the date settings, tap ⊘; to cancel the changes, tap ⊗.

To set the Time:

1. Tap on the **Time** box. A **Time Picker** appears.

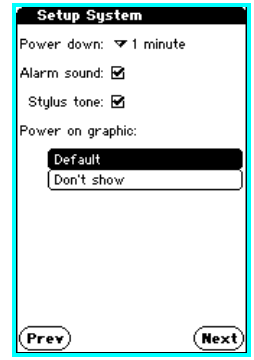


   Tap on the hours, minutes, and am/pm in turn, using the ± control to make adjustments to each one.

   Note: You do not have to worry about Daylight Savings Time since it has already been calculated by Avigo. Whenever Daylight Savings Time begins, Avigo will automatically update your time settings.

2. To save changes to the time settings, tap ⊘; to cancel the changes, tap ⊗.
3. To display the next screen, tap (Next); to display the previous screen, tap (Prev).

If you choose (Next), the **Setup System** screen is displayed.



Setting System Preferences

System Preferences control **Power down**, **Alarm sound**, **Stylus tone**, and **Power on graphic** options.

The **Power down** setting determines how long Avigo will remain on without any activity before it shuts down Avigo to save battery power. **Alarm sound** is the audible reminder of an event you have scheduled. **Stylus tone** is a beeping sound you will hear when you touch the stylus to keyboards, buttons, fields, etc. **Power on graphic** is a bitmap image that you choose to briefly display every time you power up Avigo.

To set auto Power down options:

1. Open the list box to the right of **Power down**.
2. Select **1 Minute**, **2 Minutes**, or **3 Minutes**.

To turn Alarm sound on:

Place a check mark in the **Alarm sound** box by tapping on it. To turn it off, tap the check box to uncheck it.

Note: If **Alarm sound** is on, a message will display on the screen in addition to the sound. If **Alarm sound** is off, only the on-screen message will display.

To turn Stylus tone on:

Place a check mark in the **Stylus tone** check box by tapping on it. To turn it off, tap on the check box to remove the check mark.

To set the Power on graphic:

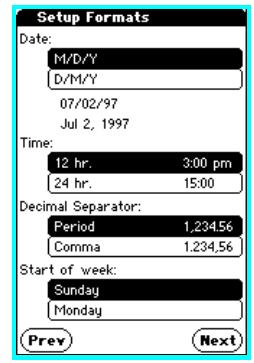
1. Tap one of the options below **Power on graphic**.
   - **Default** briefly displays the default graphic at power on.
   - **Don't show** avoids displaying any graphic at power on.

   Note: After you complete this initial Setting Preferences process, you may copy a custom graphic from your PC to Avigo using Avigo Manager. After copying it to Avigo, you will see a third **Power on graphic** option in this screen called **Custom**. This option allows you to select the custom graphic for display at power on. For more information, refer to the *Avigo Manager online help*.
2. To display the next screen, tap (Next); to display the previous screen, tap (Prev).



Did you know that you can use a picture of your family or your company logo as the Power on graphic on your Avigo? For instructions, see the Avigo Manager online help.

If you choose (Next), the **Setup Formats** screen is displayed.



Setting Date, Time, and Decimal Separator

Adjusting Setup Formats allows you to set display formats for date, time, decimal separator, and the starting day of the week to either Sunday or Monday.

To set the Date display format:

Tap one of the options below **Date**:

- **M/D/Y** (**M**onth/**D**ay/**Y**ear; for example, 10/14/97)
- **D/M/Y** (**D**ay/**M**onth/**Y**ear; for example, 14/10/97)

To set the Time display format:

Tap one of the options below **Time**:

- **12 hr.** **3:00 pm**
- **24 hr.** **15:00**

To set the Decimal Separator format:

Tap one of the options below **Decimal Separator**:

- **Period** **1,234.56**
- **Comma** **1.234,56**

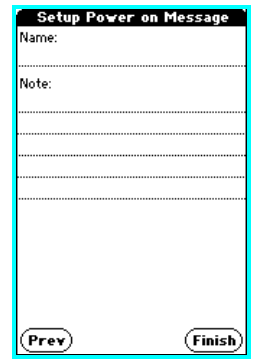
To set the Start of Week format:

Tap one of the options below **Start of Week**:

- **Sunday**
- **Monday**

To display the next screen, tap Next; to display the previous screen, tap Prev.

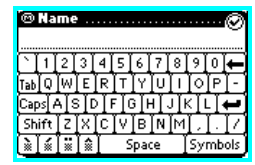
If you choose Next, the **Setup Power on Message** screen is displayed.



Setting the Power on Message

The owner's information can be displayed as part of the power on graphic. The Power on Message makes it easy for you and others to identify your own Avigo. If you were to lose your Avigo, this information increases the chances of it being returned to you.

To set the Power on Message:



1. Tap on the line below **Name**. A keyboard appears.
2. To create the information for the **Name** field, use the displayed keyboard.
3. To save your changes and place the text, tap ✓.
4. Repeat the above steps for the **Note** field as desired.
5. To complete the initial Setting Preferences process, tap Finish; to display the previous screen, tap Prev.

Changing the Avigo Language

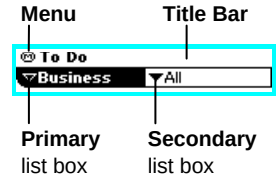
If you wish to view the screen text in a language other than English, you will need to copy the language from your PC to Avigo. You can also copy applications such as **Financial Calculator** whenever desired. Copying languages and applications is controlled by the PC software. For further information on copying languages and applications, refer to the *Avigo Manager online help*.

Selecting from Menus and List Boxes

Menus and list boxes contain sets of processing options for the currently displayed screen. Menus contain editing commands, such as **Duplicate entry, Delete entry, Cut**, **Copy**, and **Paste**. List boxes contain options such as entry **Categories** and display options such as **All**, **Active**, **Completed**, etc.

When a menu is available for your use, it is indicated by a ▣ control located on the title bar.

When a **Primary** or **Secondary** list box is available, it may be opened by a ▼ or ▽ control below the title bar. The **Primary** list box, when available, is located below the title bar on the left. The **Secondary** list box, when available, is located below the title bar on the right. Depending on the application and screen display, one menu and up to two list boxes may be displayed.



To select from a menu or list box, tap on the menu or list box control to display the contents. Then tap on the option of your choice. If you select an option followed by ellipsis (**...**), another screen appears with additional options.

Using On-screen Keyboards

When creating or editing text, on-screen keyboards appear. To enter text, you can use either a **T9** keyboard system or a **Standard** keyboard.

The **T9** keyboard reduces the number of keys you must press by grouping three or more letters, numbers, and symbols in each key similar to that on a telephone keypad. The **T9** keyboard uses a dictionary to determine what word you are entering.

A **Standard** keyboard is one that requires you to tap every letter, number, and symbol on the keyboard.

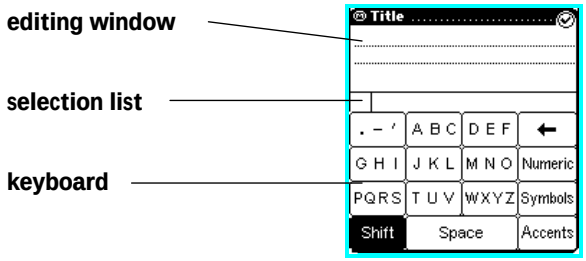
If the **Standard** keyboard is displayed, you can switch to **T9** by opening the keyboard menu and tapping **T9**. If the **T9** keyboard is displayed, you can switch to **Standard** by opening the keyboard menu and tapping **Standard**.

T9 keyboard system

The **T9** keyboard system enables you to type at high speeds on the pocket-sized Avigo screen. By reducing the number of keys you need to press and by using "smart" technology, **T9** can efficiently understand the word you want to enter. The **T9** system uses a set of dictionaries to determine what word was typed. In cases where more than one word is possible, you can select the possible interpretations. You can also add unique words to a "custom" dictionary.

T9 keyboard

The **T9** keyboard has three areas: the keyboard, the selection list, and the editing window. Each area is touch sensitive, allowing you to manipulate text according to your work style.



To select **T9** when the **Standard** keyboard is shown, open the keyboard menu, and select **T9**. The **T9** keyboard will remain selected until you go back to the keyboard menu and select **Standard**.

To enter text using T9 keyboard:

1. Tap on the field where you want text to appear.
2. Tap the keys on the displayed keyboard. You do not need to tap precisely on the letter you want. For example, tapping on [A B C] can represent the letters **A**, **B**, or **C**.

   Try tapping [A B C] three times, and then tap [Space]. The most likely word, **Cab** is automatically entered into the editing window.

   In some cases, the sequence of key taps results in more than one interpretation. Tap [M N O] four times. The words **moon**, **noon** and **mono** are shown in the selection list. Tap on your selection in the list. It will be placed in the editing window. If you tap [Space], the first word in the selection list is placed in the editing window.

   You can enter unusual words by combining word parts — prefixes or suffixes.

   The [Numeric] key provides you with a number keyboard, and [Symbols] provides you with punctuation marks and symbols such as **$** and **%**. [Accents] lets you enter foreign characters such as **Ñ** and **Ç**.

   The [. - '] (punctuation key) in the top left of the keyboard makes it easy to enter a period. It can also be used to enter hyphenated words such as **self-taught**, possessive words such as **customer's**, and contractions such as **don't**.

   Tapping [Shift] lets you enter an upper case character, and tapping it twice puts you in the "Caps lock" mode, similar to the way your PC's keyboard works.
3. To save your text and place it into the field, tap ⊘.

To add words to your Custom T9 dictionary:

You can add terms and proper names (such as Avigo) to the dictionary.

1. Tap precisely on each letter in the custom word. You will see the custom word at the extreme right of the selection list line.
2. When the word is correct, tap on the custom word at the extreme right of the selection list line. It will then be placed in the editing window, and added to the custom **T9** dictionary.

Note: The **T9** system can add about 2000 words to the custom dictionary. When the custom dictionary gets full, Avigo will purge the dictionary of infrequently used words.

To edit text using the T9 keyboard

The **T9** keyboard and **Standard** keyboard text editors are very similar. Tap on the editing window to locate your cursor and begin typing. The back arrow key erases the character to the left of the cursor. The keyboard menu gives you cut, copy, and paste capabilities.

Changing **T9**'s interpretation of a word is easy. Suppose you wanted **noon**, but **moon** is in the editing window. Just place the cursor to the right of the word (moon, in this case) and tap in the middle of the selection list line. The alternative interpretations will be shown.

Tapping the middle of the selection list line when text is highlighted will also show the alternative interpretations on the selection list line.

To enter text using the Standard keyboard:

1. Tap on the field where you want the text to appear.
2. If necessary, open the keyboard menu, and select **Standard**.
3. To enter text, tap the keys on the displayed keyboard. Use the **Shift** or **Caps** key to access characters such as **!, @, ?,** as well as upper case letters. Tap on **Symbols** to access special characters.
4. To close the keyboard and place the text in the field, tap ⊘.

To edit text using the Standard keyboard:

1. Tap on the field of text you want to edit.
2. Tap on the screen where you want to enter text or select the text to be edited by dragging across and down with the stylus until the text is selected.
3. To delete the text you have selected, tap the ← arrow key in the displayed keyboard or open the keyboard menu and tap on **Cut**.
4. Re-enter text using the displayed keyboard.
5. To save your changes and place the text in the field, tap ⊘.

To Copy and Paste text (T9 and Standard):

1. Locate and display an entry from which you want to copy text.
2. Tap on (Edit).
3. Tap on the field containing text you want to copy. A keyboard is displayed.
4. In the keyboard, position the cursor in the text just to the left of the portion you want to copy by tapping at that point.
5. Drag the stylus to the right and down until all the text to be copied is selected.
6. Open the keyboard menu and tap **Copy**.

7. Close the keyboard by tapping ⊘.
8. Locate and display detail view of the entry to which you want to paste the text.
9. Tap on (Edit).
10. Tap on the field you want to paste the text in.
11. Open the keyboard menu and tap **Paste**.
12. To save your changes, tap ⊘.

Turning On the Backlight

To illuminate the display in low-light conditions, press the **backlight** key. To turn off the backlight, press the **backlight** key again or power down Avigo.

Note: Frequent or continuous use of the **backlight** shortens battery life.

2 Quick Start Short Cuts



Contents



Introduction 2-3
Calendar Views 2-3
DayScan View 2-4
Schedule View 2-4
- Daily Timeline 2-5
- Week 2-5

To Do View 2-6
Address View 2-6
Memo View 2-7
Data View 2-7
Expense View 2-8
Calculator Views 2-8
Sketch View 2-9
Adding, Editing, and Deleting Entries 2-10
- To add an Event 2-10
- To edit an Event 2-11
- To delete an Event 2-11

Adding and Editing Categories 2-12
- To add and edit Schedule categories 2-12

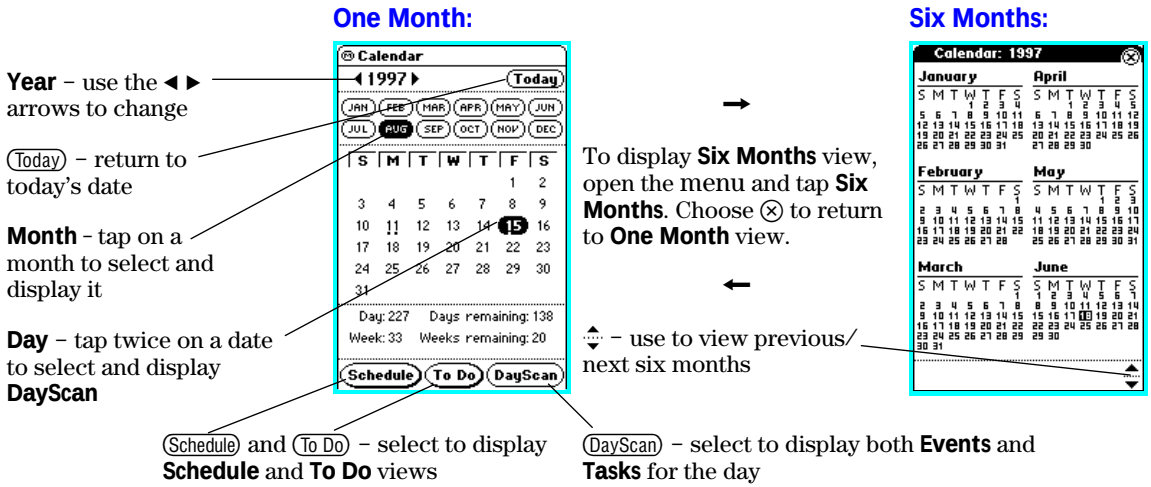
Adding and Editing Custom Fields 2-13
- To add and edit a Schedule custom field 2-13
- To create and edit a List in Setup 2-14

Introduction

This chapter provides an overview of Avigo and guides you through the tasks you will use frequently.

Calendar Views

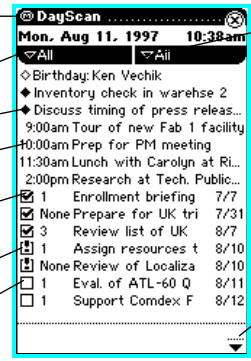
You can view the **Calendar** in either a one month or six month mode. To access **Calendar**, tap the **calendar** icon. The initial **Calendar** screen will display the current month with the current day highlighted. To change this display to a six month view, open the **Calendar** menu and tap **Six Months**. Tap ⊗ to return to **One Month** view. Use the on-screen buttons at the bottom of the **One Month** screen to display **DayScan**, **Schedule**, or **To Do** view for the selected or highlighted date.



The current date appears in bold. Scheduled **Events** will appear in **Calendar** as dots below the date they are associated with. A dot on the left will indicate an **Event** scheduled for the morning. A dot on the right will indicate an **Event** scheduled for the afternoon or evening.

DayScan View

DayScan view provides a combined view of **Events** and **Tasks** for the currently selected day. To access **DayScan** view, select DayScan in **Calendar** view or tap on a date in **Calendar** twice.



Menu – use to show or hide private entries

Primary list box – use to select a **Schedule** category for display

Untimed Event

Timed Event

☑ – **Completed Task**

– **Active (Overdue) Task**

☐ – **Active (Pending) Task**

Secondary list box – use to select a **To Do** category for display

– use to view previous/next time blocks for the currently selected day

Schedule View

Schedule view displays scheduled **Events** for the currently selected day. To access **Schedule** view, select Schedule in **Calendar** view or press the **schedule** key. While in **Schedule** view, you can also view a timeline for the day or an overview of the week in which the day occurs.



Menu – use to show or hide private entries, define custom fields, and set preferences

Primary list box – use to display, add, and edit categories

Open time slots

Scheduled Events – tap on an entry to display detail view

Go To – use to go to a different date

New – use to schedule an **Event**

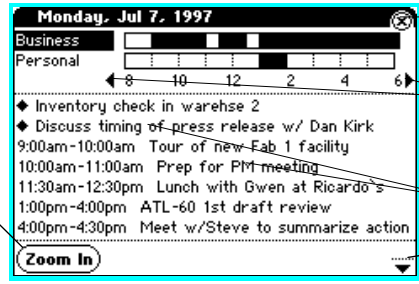
– use to view a timeline of the day

Week – use to view an overview of the week in which the day occurs

– use to view previous/next time blocks for the currently selected day

Daily Timeline

The **Daily Timeline** view displays the schedules for each assigned category for a selected day. To access **Timeline**, select ⓘ in **Schedule** view.



Zoom In – use to change displayed time spans from 10 hours to 4 hours (changes to Zoom Out when tapped)

⊗ – select to return to **Schedule** view

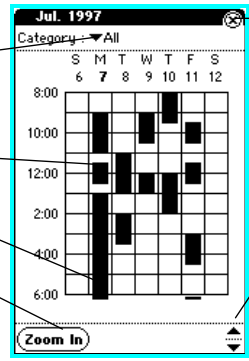
◆▶ – use to view previous/next time blocks for the currently selected day

Events details

▲▼ – use to view previous/next event details for a selected schedule

Week

The **Week** view displays a week's scheduled **Events**. To access **Week**, select Week in **Schedule** view.



Category list box – use to choose schedule for display

Scheduled Events

Zoom In – use to change displayed time from 10 hours to 4 hours (changes to Zoom Out when tapped)

⊗ – use to close **Week** and return to **Schedule** view

▲▼ – use to view previous / next time blocks for the currently selected week

To Do View

To Do view displays **Tasks** for the currently selected day. To access **To Do** view, select (To Do) in **Calendar** view or press the **to do** key.

Menu – use to show or hide private entries, define custom fields, and set preferences

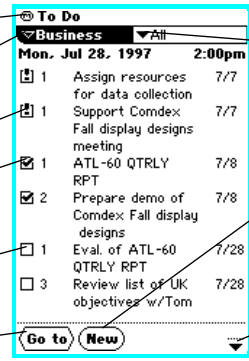
Primary list box – use to choose, add, and edit categories

– **Active (Overdue) Task**

– **Completed Task**

– **Active (Pending) Task**

(Go To) – select to change dates



Secondary list box – use to view All , Active, or Completed **Tasks**

(New) – use to add a new **Task**

– use to view previous/next **Tasks**

Tasks may be prioritized. A priority of 1, 2, 3 or No Priority may be associated with **Tasks**. By tapping on a **Task** entry, you can display a detail view of the **Task**.

Address View

Address view displays entries of a selected **Address** category. To access **Address** view, press the **address** key.

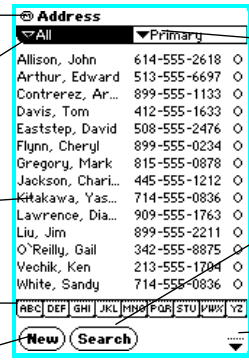
Menu – use to show or hide private entries, define custom fields, and set preferences

Primary list box – use to choose, add, and edit categories

Displayed Address entries – select an entry to display detail view

Section Search – use to display a range of **Address** entries

(New) – use to add a new **Address** entry



Secondary list box – use to display different types of contact numbers for all displayed entries

(Search) – use to find an **Address** entry

– use to view previous/next screens

Memo View

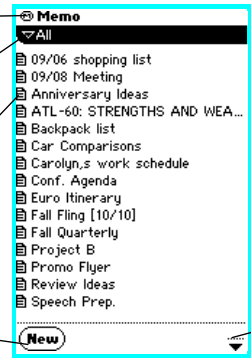
Memo view displays **Memos** of a selected **Memo** category. To access **Memo** view, press the **memo** key.

Menu – use to show or hide private entries and define custom fields

Primary list box – use to display, add, and edit categories

Displayed Memos – select an entry to display detail view

New – use to add a new **Memo**



– use to view previous /next screens (if displayed)

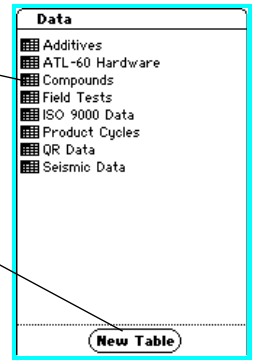
By tapping on a **Memo** entry, you can display a detail view of the **Memo**. In **Memo** detail view, you can change the orientation of the **Memo** from portrait (vertical) to landscape (rotated) view. In the rotated view, you can change the size of the characters.

Data View

Data view displays the **Data** application which you can use to store your spreadsheet information. To access **Data** view, tap the **data** icon.

Displayed Tables – select a **Table** to display detail view

New Table – use to add a new **Table**



Expense View

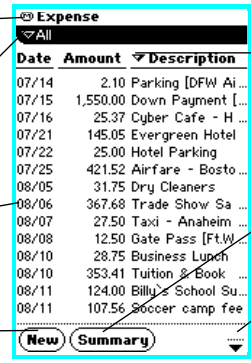
Expense view displays an application you can use to track your expenses. To access **Expense** view, tap the **expense** icon.

Menu – use to show show or hide private entries, define custom fields, and set preferences

Primary list box – use to display, add, and edit categories

Displayed Expense entries – tap on an entry to display detail view

New – use to add a new **Expense** entry



Secondary list box – use to display descriptive information

Summary – use to generate **Expense** summaries

– use to view previous /next screens

Calculator Views

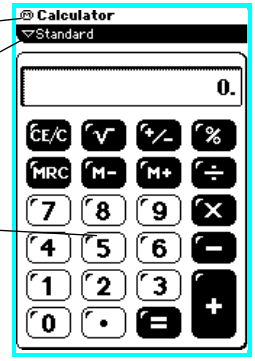
Calculator view displays three different calculators – **Standard**, **Cost-Sell-Margin**, and **Date**. To access **Calculator** view, tap the **calc** icon. Use the **Primary** list box to switch between the different calculators.

Standard Calculator

Menu – use to copy calculations and paste to text fields in other applications

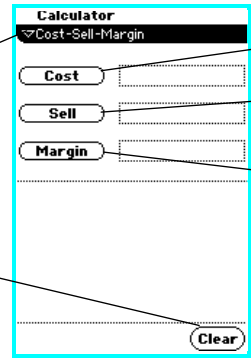
Primary list box – use to switch between **Standard**, **Cost-Sell-Margin**, and **Date** calculators

Standard Calculator Keyboard



Note: You can add a high-end financial calculator to **Calculator** view using Avigo Manager. For more information, refer to *Avigo Manager online help.*

Cost-Sell-Margin Calculator



Primary list box – use to switch between **Standard**, **Cost-Sell-Margin**, and **Date** calculators

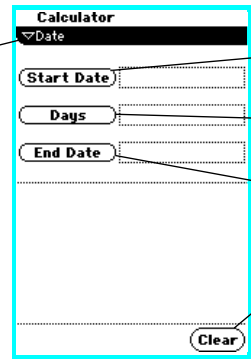
Clear – use to clear all values in the three fields

Cost – use to solve for the cost of an item (other two values known)

Sell – use to solve for selling price (other two values known)

Margin – use to solve for margin of profit (other two values known)

Date Calculator



Primary list box – use to switch between **Standard**, **Cost-Sell-Margin**, and **Date** calculators

Start Date – use to solve for **Start Date** (other two values known)

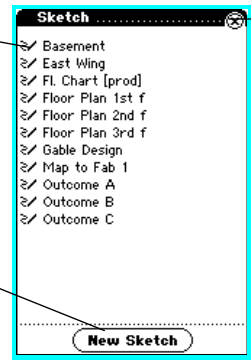
Days – use to solve for number of days (other two values known)

End Date – use to solve for **End Date** (other two values known)

Clear – use to clear all values in the three fields

Sketch View

Sketch view displays an application you can use to sketch your ideas. To access **Sketch** view, tap the **apps.** icon and then tap the **Sketch** icon.



Sketch list – select a **Sketch** to display it

New Sketch – use to add a new **Sketch**

⊗ – use to close **Sketch** and return to the **Applications** screen.

Adding, Editing, and Deleting Entries

Procedures for adding, editing, and deleting entries, whether they are **Addresses**, **Events**, **Memos**, etc., are very similar. Within the particular application, a category is selected or created, dates and times are chosen (if the entry is calendar-related), various fields are completed, and boxes are checked. Custom fields may be created as well. What follows are the steps for adding, editing, and deleting an **Event** entry.

To add an Event:

1. Tap (Schedule) at the bottom of **Calendar**, or press the **schedule** key.

   The **Schedule** screen will appear with the currently selected date on the Title bar. Time slots and previously scheduled events appear below the Title bar.

2. Tap (Go To) to select a date you want to schedule the **Event** for.

3. In the displayed **Date Picker**, select a date for the **Event**, and then tap ⓥ.

4. Open the **Primary** list box to choose or create a category for the new **Event**.

   The first time you view the schedule category list, a default schedule category called **unfiled** will be displayed.

   A total of eight schedule categories may reside on Avigo. To add or change the names of categories, see *Adding and Editing Categories* in this chapter.

   If more than one **Schedule** category exists, you can press the **schedule** key repeatedly to display the category you want to use.

5. Tap an open time slot approximating the time you want to schedule the new **Event** or tap (New). The **New Event** screen will appear.

6. If necessary, make adjustments to the starting and ending times by tapping on the **Time** box. A **Time Picker** will be displayed.

   Note: If you want the **Event** to appear on your schedule without an associated time, choose (No Time) in the **Time Picker** screen.

7. After making time changes, tap ⓥ to save the changes or tap ⓧ to close the **Time Picker** without saving changes.

8. Enter a description of the **Event**.

9. If the event is a repeating one, open the **Repeat** box and choose **Daily**, **Weekly**, **Monthly** or **Yearly**.

10. If desired, set a reminder alarm by tapping on the **Alarm** box and then selecting the alarm time from the list box. You may choose to have an alarm sound from zero minutes to two hours before the event is to take place.

11. To hide and password-protect the details of the **Event**, tap on the **Private** box. After the event is created, a will appear on the Title bar. To view private entries after they are created, open the **Schedule** view menu and tap **Show private**. To hide these entries again, open the **Schedule** view menu and tap **Hide private**.

    Note: Before you can password-protect the event, you must first set a password for your Avigo. For further information, refer to the section *Protecting Your Data* in *Chapter 12: Additional Features*.

12. If desired, enter additional information about the **Event** in any custom fields you may have created. To add additional custom fields or edit existing ones, see *Adding and Editing Custom Fields* in this chapter.

13. Choose ⊘ to save the new **Event** or choose ⊗ to return to the previous screen without saving it.



*You can also create a new **Event** by, displaying an existing **Event**, opening the **Detail** menu and selecting **Duplicate entry**, then changing the newly created duplicate entry as desired.*

To edit an Event:

1. In **Schedule** view, tap on the **Event** you want to edit to display detail view.

   If the **Event** is a private one, open the **Schedule** view menu and select **Show private**. Enter a password when prompted to do so. Then tap on the **Event** to display detail view.

2. Tap (Edit) to make changes as desired.

3. To hide private events which are visible, open the **Schedule** view menu and select **Hide private**.

4. Tap ⊘ to save your changes or tap ⊗ to return to the previous screen without saving the changes.

To delete an Event:

1. In **Schedule** view, tap on the **Event** you want to delete to display detail view.

   Note: If the entry is a private one, open the **Schedule** view menu and select **Show private**. Enter a password when prompted to do so. Then tap on the **Event** to display detail view.

2. Open the menu and select **Delete entry**.

3. Tap (Yes) to confirm your action or choose (Cancel) to cancel the delete action.

Adding and Editing Categories

All entries are placed into categories. Categories allow easy grouping of entries according to content, purpose, priority, etc. Whatever the application, the procedure for adding and editing categories is the same. What follows are the steps for adding and editing **Schedule** categories.

To add and edit Schedule categories:

1. Open the **Schedule** application.
2. Open the **Primary** list box to display the categories. The first time you view the category list, a default category called **unfiled** will be displayed.
3. Tap **Edit Categories...** to add or edit a category.
4. Tap a blank line in the category list to add a new category name or tap on an existing category to edit it.
5. Use the displayed keyboard to enter a new category or edit an existing one. Each category may be up to sixteen characters in length.
6. Tap ⊘ to save your changes.



Avigo lets you create eight To Do categories. Spend some time thinking about how you want to organize your To Do lists before you start entering items. For example, you may want to create categories for Business, Personal, or perhaps the name of the project you are working on.

This concept applies to the other applications as well. Plan ahead to make the best use of your Avigo.

Adding and Editing Custom Fields

Custom fields are very useful for entering additional descriptive information. For example, a corporate buyer may want to add a custom field to designate vendors as primary or secondary sources in **Address** view.

You can add six types of custom fields to your entries: **Text**, **Date**, **Time**, **Numeric**, **Checkbox**, and **List**. Explanations are as follows:

Select:	When your data is:
Text	letters, numbers, and symbols
Date	calendar dates
Time	12-hour or 24-hour time format
Numeric	real, integer, or currency type numbers
Checkbox	☑ = Yes and ☐ = No
List	a list of items

Note: The **List** field lets you select a list of items for this field. Custom **Lists** must first be created in **Setup** in the **apps.** application before you can add them to your entries as **List** fields. In addition to two default lists provided with your Avigo (**Method** and **Type**), fourteen additional lists may be created. Each **List** may contain up to sixteen items. For more information, see *To create and edit a List in Setup* in this chapter.

What follows are the steps for adding and editing **Schedule** custom fields.

To add and edit a Schedule custom field:

List custom fields must first be created in **Setup** in the **apps.** application before you can add them to your entries. For more information on creating and editing **List** custom fields, see *To create and edit a List in Setup* in this chapter.

Text, **Date**, **Time**, **Numeric**, and **Checkbox** custom fields may be created directly within applications such as **To Do**, **Memo**, **Address**, and **Schedule**, etc., by opening the **Schedule** view menu and selecting **Custom fields...** The **Custom Fields** screen will be displayed. When you tap on a blank line under **Field name**, a keyboard will appear for you to enter the new custom field name.

After creating the custom field name, you can open the pop-up list under **Data type** to display a list of custom field types (including **List**). Select a data type for each of the new field names from the pop-up list.

1. Open the **Schedule** application.
2. Open the menu and select **Custom fields...** to display the **Custom Fields** screen.

3. Tap on a blank line in the custom field list to add a new custom field name or tap on an existing custom field name to edit it.
4. Use the displayed keyboard to enter a new custom field name or edit an existing one. Each custom field name may be up to sixteen characters in length.
5. Tap ⓥ to save your custom field name changes.
6. Open the **Data Type** list box to the right of the new custom field name to display a list of field data types.

   Note: Once the data type for a field has been saved, it can only be changed on the PC using the Avigo Manager software. For more information, refer to the *Avigo Manager online help*.
7. Tap on the appropriate custom field data type to select it.

   Note: If you select the **List** field, the **Select List** screen is displayed. The first time you see the **Select List** screen, you will see two default lists (**Method** and **Type**) which are normally used with expense information. **Method** is used to describe how an expense will be paid. **Type** describes the reason for the expense.

   - Select the list you want to associate with your new custom list field.
   - Tap ⓥ to confirm your list choice or tap ⓧ to return to **Schedule** view without saving your changes.
8. Tap ⓥ to save your new custom field or tap ⓧ to return to the previous screen without saving it.

To create and edit a List in Setup:

1. Open the **apps.** application and tap the **Setup** icon. The **Setup** screen will be displayed.
2. Tap (Lists) to display the **Setup Lists** screen. The first time you display this screen, two Avigo default lists (**Method** and **Type**) are displayed.

   Note: You may change or delete items in the Avigo default lists but you cannot change the names of the lists.

To create new lists:

3. Tap (New List) to display the **New List** screen.
4. Enter a new list name in the space next to **List name**.
5. Enter new list items in the spaces below **List name**.
6. Tap ⓥ to save your new list or tap ⓧ to return to the previous screen without saving it.

To edit list names or list items:

7. To edit an existing list name or list item, tap on a list name to display the **Edit List** screen.

   Note: You may change or delete items in the Avigo default lists (**Method** and Type) but you cannot change the names of the lists.

8. Edit list names or items, as desired, by tapping on them and using on-screen keyboards to edit them.

9. To delete existing names or items:

   - Tap on the name or item to display a keyboard.
   - Drag select the name or item and then tap the ← key, or open the keyboard menu and tap **Cut**.
   - Tap ⓥ to confirm the deletion.

10. Tap ⓥ to save your changes or tap ⓧ to return to the previous screen without changes.

3 Planning Your Day



Contents



Introduction..... 3-3
Using the Calendar..... 3-3
Six Months View 3-4
DayScan View..... 3-4

Introduction

With Avigo's **Calendar** application, you can stay on schedule and coordinate **Events** and **Tasks** with ease.

From **Calendar**, you can navigate to the **Schedule** and **To Do** applications, where you can add, change, or delete **Events** and **Tasks**.

When you add an **Event**, dots appear on that day under the date in the calendar to indicate that you have something scheduled.

You can use **DayScan** to view all your **Events** and **Tasks** for a specific day.

To access **Calendar**, tap on the **calendar** icon.

Using the Calendar

You can view the **Calendar** in either a one-month or six-months mode. When you activate **Calendar**, it will open in the one month mode with the current month displayed and the current day highlighted. A dot below and to the left of a date on the **Calendar** indicates there is a scheduled **Event** in the morning of that day. A dot below and to the right indicates a scheduled **Event** in the afternoon or evening of that day. **DayScan** view is provided to view all the **Events** and **Tasks** of a selected day.

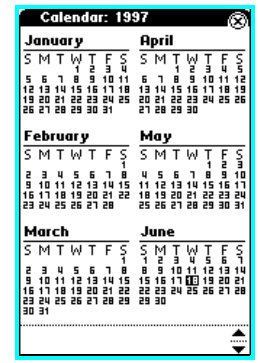


1. Use the ◀▶ arrows to the left and right of the year date to change the year in view.
2. To change the month in view, tap the desired month on the month bar. You can also press the **pgup/pgdn** key to go to the previous or next month.
3. To view **Events** and **Tasks** for a day, tap on the desired date on the **Calendar** and then tap **DayScan**.
4. To view, add, or edit **Events** for a selected date, tap (Schedule).

   Note: Press the **schedule** key to view, add or edit **Events** for today's date.
5. To view, add, or edit **Tasks** for a selected date, tap (To Do).

   Note: Press the **to do** key to view, add or edit **Tasks** for today's date.

Six Months View

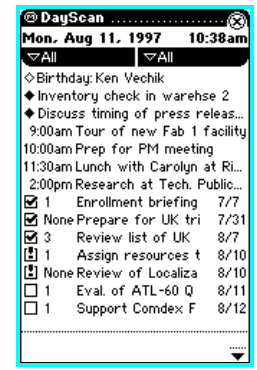


Six Months view will display the first or last six months of the year depending on the current month.

To access Six Months view:

1. In **One Month** view, open the menu and select **Six Months**.
2. To view the previous or next six months, use the ⇕ arrows or press the **pgup/pgdn** key.
3. To return to **One Month** view, tap ⊗.

DayScan View



DayScan view will display **Events** and **Tasks** for the currently selected day.

To access DayScan view:

1. In **One Month** view, tap on the desired date.
2. Tap (DayScan) to display **DayScan** view. If any **Events** and **Tasks** in that day are private, open the **DayScan** menu and select **Show private**. Enter a password when prompted to do so.
3. Use the ⇕ to view previous/next screens.
4. To return to **Calendar** view, tap on the **calendar** icon at the bottom of the screen or tap ⊗ on the Title Bar.

4 Events To Remember



Contents



Introduction 4-3
The Schedule View Screen 4-3
Setting Schedule Preferences 4-3
To set Schedule preferences 4-3
Scheduling Events 4-4
To schedule an Event 4-4
Viewing Events 4-6
To view a timeline of a day 4-6
To view a week 4-7
To view Event details 4-7
Editing and Deleting Events 4-7
To edit an Event 4-7
To delete an Event 4-8

Introduction

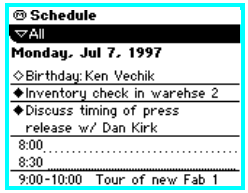


Avigo's **Schedule** application lets you manage events such as business appointments, anniversaries, or birthdays, so that you never have to worry about missing one.

Using **Schedule** and **Calendar** together lets you coordinate and review your daily, weekly, or monthly schedule with the schedules of others. Simply create the schedules of others on your PC and copy them to your Avigo. You can then simultaneously display their schedules and yours on one screen.

The Schedule View Screen

When you choose Schedule at the bottom of the **Calendar** screen or press the **schedule** key, **Schedule** view is displayed. **Schedule** view provides you with an overview of your timed and untimed events for a selected day. Within **Schedule** view, you can add, edit, or delete events, view events in detail, view graphical displays of the day's and week's events or go to another date.



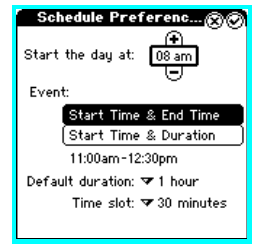
Explanation of symbols

◇ - birthday (from **Address** Application)

◆ - untimed event

You can also change some of the default attributes of your **Schedule** display and scheduled events if desired. For more information on changing these attributes, see *Setting Schedule Preferences* in this chapter.

Setting Schedule Preferences



By opening menu and choosing **Preferences...**, you can change the following **Schedule** attributes: the time that you want the **Schedule** to start, **Event** timing details, and duration of time slots in each day.

To set Schedule preferences:

1. Open the menu and choose **Preferences...**. The **Schedule Preferences** screen appears.
2. Use the ▲▼ arrows above and below the **Start the day at** box to adjust the time that your day begins.

3. Tap one of the two options below **Event** to determine how **Event** timing information will be displayed
   - **Start Time & End Time** (Example: 1100am–1230pm)
   - **Start Time & Duration** (Example: 1100am & 1 hour 30 minutes.)
4. Open the list box to the right of **Default duration** to select a default time allotted for each new **Event**. Choose **15 minutes**, **30 minutes**, or **1 hour**.

   Note: You can change this as needed when actually scheduling **Events**.
5. Open the list box next to the **Time slot** box to select the time allotted for each time slot in your day. Choose **15 minutes**, **30 minutes**, or **1 hour**.
6. Tap ⊘ to save your changes or tap ⊗ to return to the previous screen without saving them.

Scheduling Events

Scheduling **Events** is quickly and easily done: 1) a category is selected or created, 2) dates and times are selected, 3) various fields are filled out, and 4) boxes are checked. Custom fields may need to be created as well. What follows are the steps for scheduling an **Event**.

To schedule an Event:

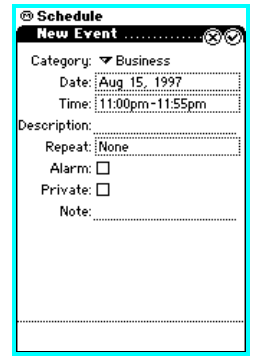
1. Tap (Schedule) at the bottom of **Calendar**, or press the **schedule** key.
2. If necessary, tap (Go To) to select a date for the **Task**.

   Note: You may also locate the date by:
   - Displaying **Schedule** view
   - Tapping (New) or an open time slot to display the **New Event** screen
   - Tapping the **Date** box to display the **Date Picker** screen.
   - Using the **Date Picker** to select a date.
3. Open the **Primary** list box and choose or create a **Schedule** category for the new **Event**.

   The first time you view the category list, a default schedule category called **unfiled** will be displayed.

   A total of eight schedule categories may reside on Avigo. To add or change the names of categories, see *Adding and Editing Categories* in *Chapter 2: Quick Start Short Cuts*.

4a. **For timed events**



- Tap on an open time slot approximating the time you want to schedule the new **Event**. The **New Event** screen will appear.
- If necessary, make adjustments to **Event** timing information by tapping on the **Time** box. A **Time Picker** will be displayed.
- After making time changes, tap ⓥ to save the changes or tap ⓧ to close the **Time Picker** without saving changes.

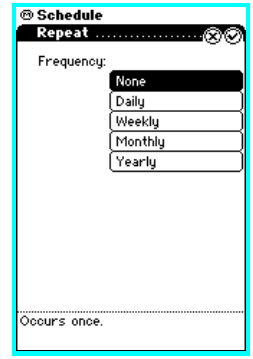
  If the **Event** is a repeating one,

  – Tap on the **Repeat** box to display the **Repeat** screen.

  – Choose one of the four options below **Frequency** to determine how frequently the **Event** will occur. Choose **Daily**, **Weekly**, **Monthly** or **Yearly.**

  – Make adjustments to frequency of occurrance, starting and ending dates, etc., as appropriate.

  – Tap ⓥ to confirm your choices or tap ⓧ to close the **Repeat** screen without changes taking effect.

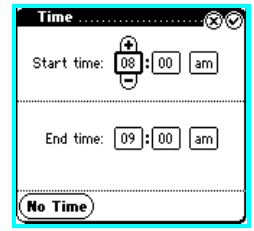


  – If desired, set a reminder alarm by tapping the **Alarm** box and then selecting the alarm time from the list box.



To keep your bills paid on time, schedule bill paying as a repeating event on the same day each month. Be sure to schedule extra time for payment by mail.

4b. **For untimed events**



- Tap on any open time slot. The **New Event** screen will appear.
- Tap on the **Time** box. A **Time Picker** will be displayed.
- Tap on (No Time) in the **Time Picker** screen.
- After making changes, tap ⓥ to save the changes or tap ⓧ to close the **Time Picker** without saving changes.

5. Tap on the **Description** box and enter a description of the **Event**.

6. To hide and password-protect the details of the **Event**, check the **Private** box. After the **Event** is created, a will appear on the title bar.
7. If desired, enter additional information about the **Event**, in any custom fields you may have created. For more information on adding and editing custom fields, see *Adding and Editing Custom Fields* in *Chapter 2: Quick Start Short Cuts*.
8. Tap ⊘ to save the new **Event** entry or tap ⊗ to return to the previous screen without saving it.

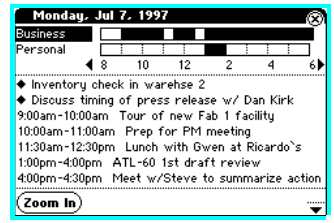


*You may also create a new **Event** by displaying an existing **Event**, opening the **Detail** menu and selecting **Duplicate entry**, and then changing the newly created duplicate entry as desired.*

Viewing Events

In **Schedule** view, you can press the **pgup/pgdn** key to go to previous/next days. By pressing the **Schedule** key, you can change the **Schedule** category in view. From **Schedule** view, you can choose to view daily timelines of all schedule categories for a selected day, or a display of a week's scheduled events. To view a timeline of schedules for a selected day, select ⊘. To view a week's events, select (Week).

To view a timeline of a day:

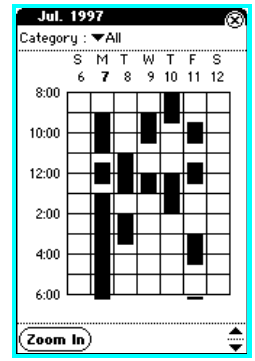


1. In **Schedule** view, display the day for which you want view a timeline. If **Events** in that day are private, open the menu and select **Show private**. Enter a password when prompted to do so.
2. Tap on a category to display a list of events for that category.
3. Tap on ⊘. Details of events for the selected category are displayed below the timeline.
4. Use the ◆▶ arrows to view previous/next time blocks.
5. Use the ▲▼ arrows to view previous/next event details for a selected schedule.
6. Tap (Zoom In) to change the timeline scale from ten hours to four hours.
7. Tap ⊗ to return to **Schedule** view.



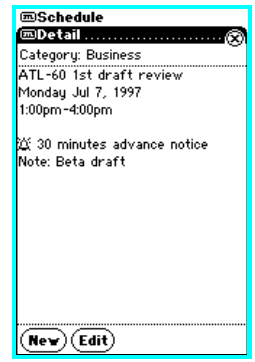
If you're embarrassed because the birthday cards that you send always arrive late, enter friends' and family members' birthdays as yearly repeating events. Then, add reminders seven days in advance of each birthday to help you remember to mail cards in time.

To view a week:



1. In **Schedule** view, display any day of the particular week you want to view. If **Events** occurring during that week are private, open the menu and select **Show private**. Enter a password when prompted to do so.
2. Tap on (Week).
3. Use the ⇕ arrows to view previous/next time slots.
4. Choose (Zoom In) to change the displayed time from ten hours to four hours.
5. Choose ⊗ to return to **Schedule** view.

To view Event details:



1. In **Schedule** view, display the day in which the **Event** occurs.
2. Locate the **Event** you want to view. If the **Event** is a private one, open the menu and select **Show private**. Enter a password when prompted to do so.
3. Tap on the **Event** to display detail view.
4. Tap ⊗ to return to **Schedule** view.



Use notes to store more details about an event. For example, the note attached to "Flight to Chicago" might include the flight confirmation number, seat number, and even rental car and hotel information.

Editing and Deleting Events

You can edit an **Event** by using the on-screen keyboards. You can also edit an **Event** by copying information from one **Event** and pasting it into another. Deleting **Events** is easily done by displaying the **Event,** opening the **Detail** view menu and choosing **Delete entry**.

To edit an Event:

1. In **Schedule** view, tap on the **Event** you want to edit to display detail view. If the **Event** is a private one, open the menu and select **Show private**. Enter a password when prompted to do so.
2. Tap (Edit) at the bottom of the screen.
3. Add, change, or delete information as desired.
4. Tap ✓ to save your changes or tap ⊗ to return to the previous screen without saving them.

To delete an Event:

1. In **Schedule** view, tap on the **Event** you want to delete to display detail view. If the **Event** is a private one, open the menu in **Schedule** view and select **Show private**. Enter a password when prompted to do so.
2. In the **Detail** screen, open the menu and select **Delete entry** to delete the **Event**.
3. Tap (Yes) to confirm and complete the delete action.

5 Taming Your To Do List



Contents



Introduction 5-3
To Do View 5-3
Setting To Do Preferences 5-4
Entering Tasks 5-4
Viewing Tasks 5-5
Editing and Deleting Tasks 5-6
    To edit a Task 5-6
    To delete a Task 5-6

Introduction

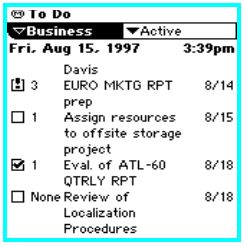
Tame your to do list by using your Avigo to manage the **Tasks** you need to accomplish today and in the future. This chapter shows you how to enter, prioritize, view, edit, and delete **Tasks** with Avigo's **To Do** application.



If you don't have time to return all of your voice messages at once, create a To Do category named To Call. Enter each caller's name and phone number. Then, return the calls at your convenience.

To Do View

When you choose (To Do) at the bottom of the **Calendar** screen or press the **to do** key, the **To Do** View is displayed. Previously created **Tasks** and their associated statuses and priorities will be displayed



Explanation of Task status

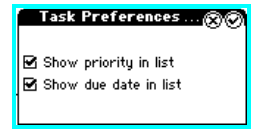
- ☐ - Pending **Task**
- ☐ - Overdue **Task**
- ☑ - Completed **Task**

If a **Task** is associated with a due date, Avigo will monitor the **Task** status and automatically change the status to overdue if, by the day after the due date, you have not checked it off as being completed.

Priorities (1 to 3) may be associated with each **Task**, if desired, and displayed on the screen. You have the option to choose to display due dates and priorities on this screen. Display options for priorities and due dates are controlled by **To Do** preference settings.

Setting To Do Preferences

Display options for **Task** priorities are controlled by **To Do** preferences. **To Do** preferences are accessed through the menu.



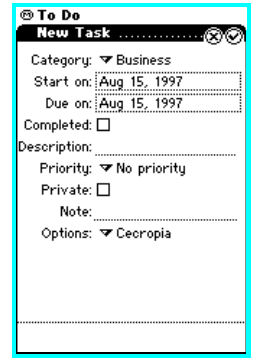
1. Open the menu and choose **Preferences**. The **Task Preferences** screen is displayed.
2. Check the box to the left of **Show priority in list** to display priorities for tasks. Check the box to the left of **Show due date in list** to display due dates for tasks. Uncheck the boxes for these options to remove them from the display.
3. Tap ⊘ to save the your changes or tap ⊗ to return to the previous screen without saving them.

Entering Tasks

Entering a **Task** is a simple matter of selecting the date for the **Task**, selecting or creating a **To Do** List and entering **Task** details. To make sure the **Task** is completed at the right time, be sure to prioritize all of your **Tasks** and scan them on a daily basis.

1. Tap (To Do) at the bottom of **Calendar**, or press the **to do** key.
2. If necessary, tap (Go To) to select a date for the **Task**.

   Note: You may also locate the date you want to record the **Task** by displaying **To Do** view, choosing (New), tapping the **Start on** box and using the **Date Picker** to select a date.



3. Tap (New) at the bottom of the **Task** screen to display the **New Task** screen.
4. Choose a category for the **Task** from the **Category** list.

   Note: The first time you view the **Category** list, a default category called **unfiled** will be displayed. If you want to change the name of this category or create new categories, see *Adding and Editing Categories* in *Chapter 2: Quick Start Short Cuts*.
5. Confirm or change start and due dates for the **Task**.
6. Enter a description of the **Task**.
7. If desired, choose a Priority for the **Task**.
8. If desired, place a check mark in the **Private** box to password-protect and hide the **Task**.

9. If desired, enter additional information about the **Task** in any custom fields you may have created.
10. Tap ⊘ to save the new **Task** entry or tap ⊗ to return to the previous screen without saving it.



*You may also create a new **Task** by displaying an existing **Task**, opening the **Detail** menu and selecting **Duplicate entry**, and then changing the newly created duplicate entry as desired.*

Viewing Tasks

Accessing and displaying a **Task** is easily done. To view a private **Task**, you will need to enter a password after selecting **Show private**. It is a good idea to review your **To Do** lists daily, checking off a **Task** when completed and monitoring pending or overdue **Tasks**. In **To Do** view, you can press the **pgup/pgdn** key to go to previous/next days. By pressing the **to do** key, you can change the **Task** category in view.

1. In **To Do** view, locate and select the category of the **Task** you want to view.
2. If necessary, change the type of **Tasks** displayed by opening the **Secondary** list box and choosing:
   - **All**
   - **Active** (pending or overdue for the currently selected date)
   - **Completed**

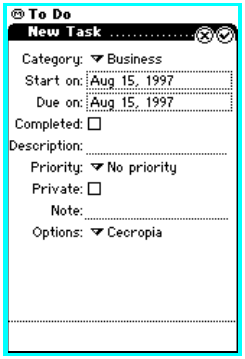


   If the **Task** is a private one, open the **To Do** view menu and select **Show private**. Enter a password when prompted to do so.
3. After locating the **Task** you want to view, tap on it to display detail view.

Editing and Deleting Tasks

Task details can be edited by using on-screen keyboards or by copying information from one **Task** and pasting it into another. Deleting a **Task** is easily done by displaying the **Task**, opening the menu and choosing **Delete entry**.

To edit a Task:



1. In **To Do** view, tap on the **Task** you want to edit to display detail view. If the **Task** is a private one, open the **To Do** view menu and select **Show private**. Enter a password when prompted to do so.
2. Tap (Edit) at the bottom of the screen.
3. To check off the **Task** as being completed, check the **Completed** box. The completed **Task** will show with the current date as a default completion date. You can change the completion date as desired by choosing the **Due on** box and selecting a date with the **Date** picker.
4. Add, change, or delete information as desired.
5. Tap ⊘ to save your changes or tap ⊗ to return to the previous screen without saving your changes.



*A quicker way to check off any **Task** as being completed may be accomplished by tapping on the status box (☐, ☑) of a **Task** in **To Do** view.*

To delete a Task:

1. In **To Do** view, tap on the **Task** you want to delete to display detail view. If the **Task** is a private one, open the **To Do** view menu and select **Show private**. Enter a password when prompted to do so. Then tap on the **Task** to display detail view.
2. Open the menu on the title bar and select **Delete entry** to delete the **Task**.
3. Tap (Yes) to confirm and complete the delete action.

6 Keeping In Contact



Contents



Introduction 6-3
Setting Address Preferences 6-3
Adding Address Entries 6-4
Viewing Address Entries 6-5
To view different contact numbers 6-5
To view Address entries 6-6
Editing and Deleting Address Entries 6-6
To edit Address entries 6-6
To delete Address entries 6-7

Introduction



This chapter shows you how easy it is to use Avigo's **Address** application to enter and retrieve vital contact information for personal, business, or emergency situations. **Address** lets you

- Create up to eight categories of address entries with up to 31 fields for each entry.
- View addresses in North American or European address format (For details, see *Setting Address Preferences* below).
- Secure address entries with a password to protect sensitive data.
- Use the **Search** function to locate addresses quickly.
- Enter birthdays as part of the address entry. Birthdays will be automatically displayed in **Schedule** and **DayScan** views whenever the birthday is the current date.
- Use an existing **Address** entry to serve as a pattern for a new one. Just display an existing **Address** entry, open the menu in the **Detail** screen and tap **Duplicate entry**. Then, edit the information in the new entry and save it.

Setting Address Preferences

Display options for **Address** entries are controlled by **Address** preferences. **Address** preferences are accessed through the menu.



1. Press the **address** key to display the **Address** application screen.
2. Open the menu and choose **Preferences**. The **Address Preferences** screen is displayed.
3. Tap on either **North American** or **European**.

   Note: A sample address format corresponding to the current selection is displayed below.
4. Tap ⊘ to save the your changes or tap ⊗ to return to the previous screen without saving them.

Adding Address Entries

Avigo allows you to sort and store your entries in as many as eight categories which you can create and customize as needed. Some examples of categories you might consider creating could be Business, Customers, Travel Agencies, Car Rentals, Government, Personal, Private, Emergency. For **Address** entries, you can also create up to eight custom fields to supplement the twenty-three default description fields.



1. Press the **address** key to display the **Address** application screen.
2. Choose or create an **Address** category for the new **Address** entry.

   Note: The first time you view the category list, a default category called **unfiled** will be displayed. If you want to change the name of this category or create new categories, see *Adding and Editing Categories* in *Chapter 2: Quick Start Short Cuts*.
3. Tap (New) to display the **New Address** screen.
4. Tap (Options) at the bottom of the screen to display the **Options** screen. In this screen, you determine how your entries will be sorted and displayed.
   - Select one of the two options below **Index entry by**. Choose **Last Name**, **First Name** or **Company.**
   - Open the **Primary number** box and select for display the most important contact number.
5. Tap ⊘ to save your changes or tap ⊗ to return to the previous screen without saving your changes.
6. Enter information in the lines to the right of the various information fields as desired. Leave blank any fields that do not apply.
7. Repeat the process for the (NUMBERS), (BUS.), (HOME), and (MISC.) sections.

Button	Description
(NUMBERS)	Contact numbers Office, Fax, Home, Cellular, Pager, E-mail
(BUS.)	Business address
(HOME)	Home address
(MISC.)	Miscellaneous information such as birthdays

Note: When you add birthdays to your contact information, they are automatically shown in **Schedule** and **DayScan** when the birthday is the current date.

8. If desired, enter additional information about the **Address** entry in any custom fields you may have created. For more information on adding and editing custom fields, see *Adding and Editing Custom Fields* in *Chapter 2: Quick Start Short Cuts*.
9. Tap ⓥ to save the new address entry or tap ⓧ to return to the previous screen without saving your changes.



*You may also create a new **Address** entry by displaying an existing entry, opening the **Detail** view menu and selecting **Duplicate entry**, and then changing the newly created duplicate entry as desired.*

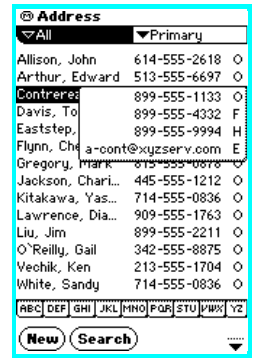
Viewing Address Entries

Accessing and displaying address entries is easily done. To view **Address** entries marked **Private**, select the **Show private** command and enter a password. In **Address** view, you can change the **Address** category in view by pressing the **address** key.

To view different contact numbers:

In **Address** view, you can display different types of contact numbers for all the entries in a category by opening the **Secondary** list box and choosing **Primary**, **Office**, **Fax**, **Home**, **Cellular**, **Pager**, or **E-mail**. Choose **Primary** to view the contact number of first choice.

By selecting a particular contact number in a list of **Address** entries, you can display all the numbers for that particular **Address** entry.



To view Address entries:



1. Locate the title of the **Address** entry you want to view. If the entry is a private one, open the menu and select **Show private**. Enter a password when prompted to do so. You can search through several **Address** entries quickly by
   - Selecting the alphabetical grouping at the bottom of the screen to display entries with which the desired entry is associated.
   - Tapping (Search) and entering up to eight characters of the last name or company name. As you type, the title of the entry will appear.
2. Tap on the **Address** entry to display detail view. Select the (NUMBERS), (BUS.), (HOME), and (MISC.) sections to view their contents as desired.



*If you're not good at remembering names, use the **Find** feature to familiarize yourself with the names of people you expect to attend a meeting. Just search on the name of the company, XYZ Corporation, for example. Then, view the names of all of your contacts at that company so you'll have them fresh in your mind before the meeting.*

Editing and Deleting Address Entries

You can edit an address entry by using the on-screen keyboard. You can also edit an **Address** entry by copying information from one **Address** entry and pasting it into another. Deleting **Address** entries is easily done by displaying the **Address** entry, opening the **Detail** view menu and choosing **Delete entry**.

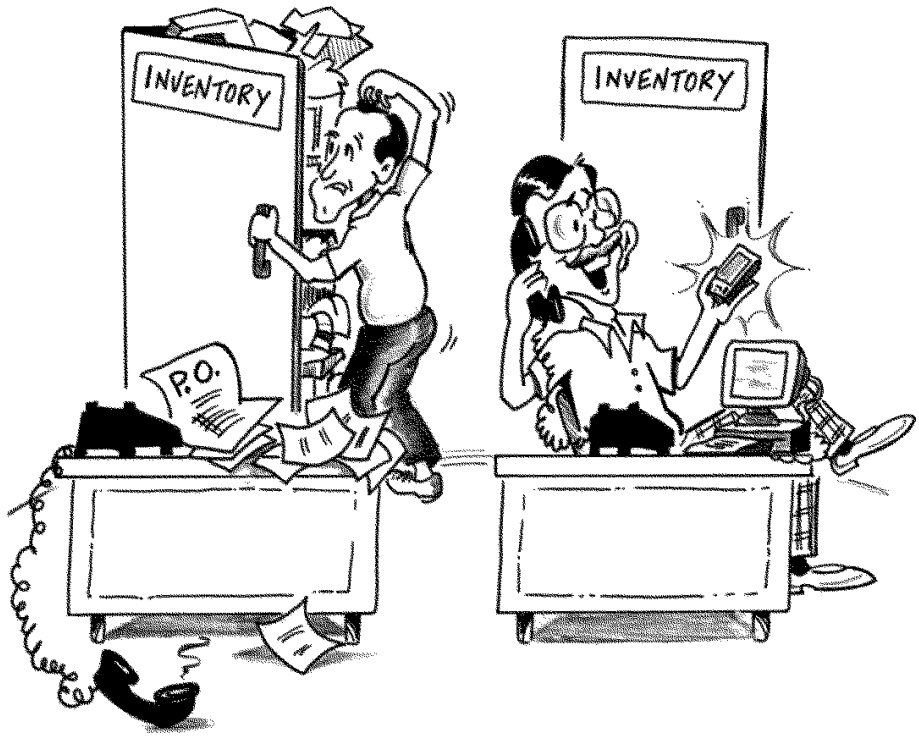
To edit Address entries:

1. Find the title of the **Address** entry you want to edit. If it is a private one, open the menu and select **Show private**. Enter a password when prompted.
2. Tap on the **Address** entry title to display detail view.
3. Tap (Edit) at the bottom of the display to edit the **Address** entry.
4. Add, change, or delete information as desired.
5. Tap ⊘ to save your changes or tap ⊗ to return to the previous screen without saving your changes.

To delete Address entries:

1. Locate the title of the **Address** entry you want to delete. If the entry is a private one, open the menu and select **Show private**. Enter a password when prompted to do so.
2. Tap on the **Address** entry title to display detail view.
3. Open the **Detail** view menu and choose **Delete entry** to delete the **Address** entry.
4. Tap (Yes) to confirm and complete the delete action.

7 Organizing Your Data

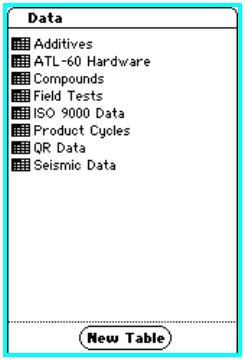


Contents



Introduction 7-3
Creating a New Data Table 7-4
Adding Data Table Entries 7-5
Viewing Data Table Entries 7-5
To change the display orientation 7-6
Editing Data Tables 7-6

Introduction



This chapter shows you how to use Avigo's **Data** application to store and easily access vital information such as medical histories, symptoms, diagnoses, treatments, engineering data, product specifications, descriptions, contents, ingredients, applications, inventories, and more. **Data** lets you:

- Create up to eight data tables with up to 32 fields in each.
- Transfer data from Microsoft Excel™ or Lotus 1-2-3™ spreadsheets on your PC into data tables on Avigo.
- Transfer data from Avigo data tables into a spreadsheet on your PC.
- Hide and lock table entries with a password to protect sensitive data.
- Use a **Search** function to locate table entries quickly.



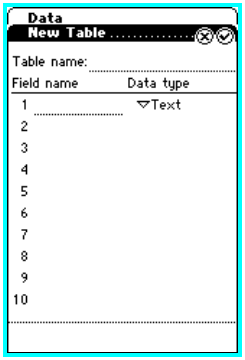
If you think you'll ever need the information again, create an Avigo data table in which to store it. For example, you can:

- *Log famous espresso shops in all the airports you visit, exact terminal and all.*
- *Transfer medical insurance codes stored in a database on your PC to a data table.*
- *Keep a data table of your collectibles, showing what items you already have and what you still need.*
- *Store hotel addresses, phone numbers, etc. for each city to which you travel frequently.*

Creating a New Data Table

Creating a **Data** table involves naming the table, defining field names, and the data types for each field. After the table is created, you can then enter information into the table.

1. Tap on the **data** icon to display the **Data** application screen.
2. Tap (New Table) to display the **New Table** screen.
3. Enter a name for the new table in the space to the right of **Table name**.
4. Enter field names for the new table in the spaces below **Field Name**. A maximum of thirty-two fields may be created.
5. Tap on the list ▽ control to the right of the field name and below **Data type**. A pop-up list containing data type selections will be displayed.



6. Select a data type for each of the new field names from the pop-up list below **Data Type**. Choices are as follows:

Select:	When your data is:
Text	letters, numbers, and symbols
Date	calendar dates
Time	12-hour or 24-hour time format
Numeric	real, integer, or currency type numbers
Checkbox	☑ = Yes and ☐ = No
List	a list of items

Note: The **List** field allows you to select a list of items for this field. **List** fields must first be created in **Setup** in the **apps.** application before you can add them to your entries. A maximum of sixteen **Lists** may be created and managed. Each **List** may contain up to sixteen items. For more information, see *To create and edit a List in Setup* in *Chapter 2: Quick Start Short Cuts*.

7. Tap ⊘ to save the new table or tap ⊗ to return to the previous screen without saving it.

Adding Data Table Entries

Adding table entries is a matter of adding rows of data into a new (empty) or existing table.

1. Tap on the **data** icon to display the **Data** application screen.
2. Tap on a table from the list of existing table names.
3. Tap (New Entry) at the bottom to display a screen for entering new data.
4. Enter data into the various fields as appropriate. Use the ⇕ arrows to access fields in previous or following screens.
5. Tap ⊘ to save your changes or tap ⊗ to return to the previous screen without saving your changes.

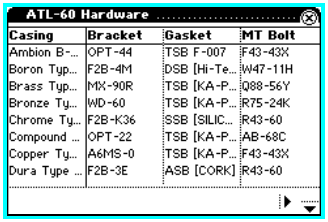
Viewing Data Table Entries

Table entries can be displayed with a vertical or horizontal orientation as desired. To view table entries that are marked **Private**, you will need to enter a password after opening the menu and selecting **Show private**.

1. Tap on the **data** icon to display the **data** application screen.
2. Select a table from the list of existing table names. A list of table entries will be displayed.
3. To view more table details, you can:
   - Tap on one of the data entries of the table to display the **Detail** screen. Use the ⇕ arrows to view fields and data in previous or following screens.
   - To display specific table fields and data, open the **Secondary** list box and tap on a field name for viewing. The field and its data will be displayed.
   - To locate a table entry when there is more than one screen of entries, tap (Search) and enter the data from the first field of the table entry in the keyboard. As you begin entering the data, the Search function immediately begins locating the entry and displaying it above the on-screen keyboard.

Note: To view another table, tap on the **data** icon to re-display the table list.

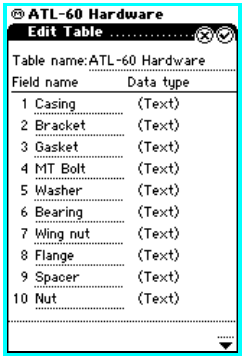
To change the display orientation:



1. Tap ⟲ to switch from vertical to horizontal orientation. Tap ⊗ to switch back to vertical orientation.
2. You can change the width of the fields so as to view more data in the fields. To change the width of a field, use the stylus to tap on the border between the field names and then drag the border to the left or right.

   To view other fields, use the ◂▸ arrows. The first column with its field name and data will always remain in view to provide a constant frame of reference.

Editing Data Tables



1. Tap the **data** icon to display the **Data** application screen.
2. Select a table from the list of existing table names. A list of the table entries will be displayed. Use the ▴▾ arrows to view entries in previous or following screens.
3. To add or change table field names, open the menu and choose **Edit table...**. The **Edit Table** screen will appear.
4. Add or change field names as desired.

   Note: Deleting tables or field names may only be done on the PC. For more information see the *Avigo Manager online help*.
5. Tap ⊘ to save your changes or tap ⊗ to return to the previous screen without saving changes.
6. To add or change table data, tap on any of the data entries of the table to display the **Detail** screen.
7. Tap on (Edit).
8. Add, change or delete data entry information as desired.
9. Tap ⊘ to save your changes or tap ⊗ to return to the previous screen without saving changes.
10. To add another row of table data, tap (New Entry).
11. Add data entry information as desired.
12. Tap ⊘ to save your changes or tap ⊗ to return to the previous screen without saving changes.

8 Turning Your Memos Into Action

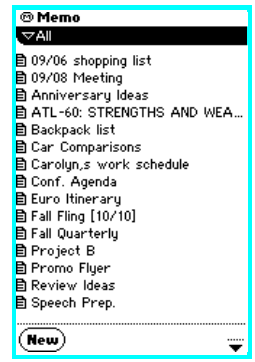


Contents



Introduction 8-3
Adding Memos 8-4
Viewing Memos 8-5
To change the display orientation 8-5
To change the display font size 8-5
Editing and Deleting Memos 8-6
To edit a Memo 8-6
To delete a Memo 8-6

Introduction



This chapter shows you how to use Avigo's **Memo** application to jot down ideas, agendas, actions, items, goals, and other important notes in the middle of meetings, business lunches, parties, or wherever you may be. **Memo** lets you:

- Create up to eight categories of memos, such as Business, Family, Personal, Projects, etc.
- Add up to four custom fields to the memo form.
- Lock memos with a password to protect sensitive data.
- View memos in portrait or landscape orientation.
- View memos in normal or large fonts.
- Use an existing memo as a pattern for a new one. Just display the existing memo, open the menu in the **Detail** screen and choose **Duplicate entry**. Then, edit the information in the new memo and save it.



Keep vital data handy, but safe. Create a memo with a dummy name, save it as a private memo, and set a password for it. Type in all your passwords. Now, all you have to remember is one password. You can do the same thing for any sensitive data, such as credit card numbers, calling card numbers, ATM PINs, and your family's social security numbers (which is useful for filing medical insurance claims).

Adding Memos

When adding **Memos** for the first time, consider what categories you want to establish for them. If desired, you can also create up to four custom fields for **Memos** to supplement the three description fields provided.

1. Press the **memo** key to display the **Memo** application screen.
2. Choose or create a category for the new **Memo** entry.

   Note: The first time you view the category list, a default category called **unfiled** will be displayed. If you want to change the name of this category or create new categories, see *Adding and Editing Categories* in *Chapter 2: Quick Start Short Cuts*.

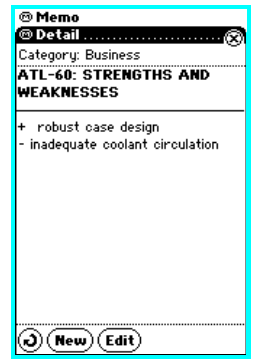


3. Tap (New) to add a new **Memo**.
4. Enter a **Memo** title in the line to the right of **Title**.
5. If desired, password-protect and hide the new **Memo**.
6. Enter the text of the **Memo** on the line to the right of **Memo**.
7. If desired, enter additional information about the **Memo** in any custom fields you may have created. For more information on adding and editing custom fields, see *Adding and Editing Custom Fields* in *Chapter 2: Quick Start Short Cuts*.
8. Tap ⊘ to save your changes or tap ⊗ to return to the previous screen without saving your changes.



*You may also create a new **Memo** by displaying an existing entry, opening the **Detail** menu and selecting **Duplicate entry**, and then changing the newly created duplicate entry as desired.*

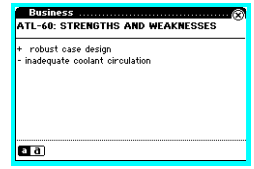
Viewing Memos



Accessing **Memos** and displaying them is easily done. In **Memo** view, you can quickly change the **Memo** category in view by pressing the **memo** key. **Memos** can be viewed in either vertical or horizontal orientation as desired. To improve readability in the horizontal view, you can change the text font to a larger size. To view **Memos** which are marked **Private**, you will need to enter a password after selecting **Show private**.

1. Locate the title of the **Memo** you want to view. If the entry is a private one, open the menu and select **Show Private**. Enter a password when prompted to do so.
2. To display the detail view of the **Memo**, tap on the **Memo** title.

To change the display orientation:



Tap ⊛ at the bottom of the display screen to switch from vertical to horizontal orientation. Tap ⊗ to switch back to vertical orientation.

Note: When the display orientation is horizontal, you may change the display font to a larger size. See below for more details.

To change the display font size:

Tap on the large "**a**" in a ā at the bottom of the display screen to change the text font size from normal to large. Tap on the small "**a**" in a ā to switch back to normal font size.



Store family members' clothing sizes, color preferences, and other facts pertinent to gift giving; this is especially handy when you're traveling.

Editing and Deleting Memos

You can edit a **Memo** by using the on-screen keyboard. You can also edit a **Memo** by copying information from one **Memo** and pasting it into another. Deleting memos is easily done by displaying the **Memo**, opening the **Detail** menu, and choosing **Delete entry**.

To edit a Memo:

1. Locate the title of the **Memo** you want to edit. If the entry is a private one, open the menu and select **Show private**. Enter a password when prompted.
2. Tap on the **Memo** title to display detail view.
3. Tap (Edit) at the bottom of the display to edit the **Memo**.
4. Add, change, or delete information as desired.
5. Tap ⊘ to save your changes or tap ⊗ to return to the previous screen without saving your changes.



Collect quotes, jokes, and anecdotes that you hear or read. Enter them in a memo. Now, you have them at your fingertips, ready to use for a special presentation or at impromptu meetings.

To delete a Memo:

1. Locate the **Memo** you want to delete from the list of **Memo** titles. If the **Memo** is a private one, open the menu and select **Show private...** Enter a password when prompted to do so.
2. Tap on the **Memo** title to display detail view.
3. Open the **Detail** menu and select **Delete entry** to delete the **Memo**.
4. Tap (Yes) to confirm and complete the delete action.

9 Facts, Figures, and Finances – Tracking Your Expenses

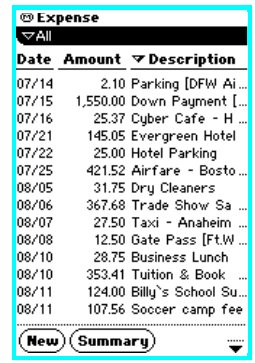


Contents



Introduction 9-3
Adding Expense Entries 9-3
Viewing Expense Entries 9-4
Editing and Deleting Expense Entries 9-5
To edit an Expense entry 9-5
To delete an Expense entry 9-5
Creating Expense Summaries 9-5

Introduction



This chapter tells you how to use Avigo's **Expense** application to record, categorize, compute, and report expenses. **Expense** lets you:

- Define up to eight categories of expenses, such as Business, Personal, Household, Family, Vacation, etc.
- Define up to eight custom fields for the expense form.
- Sum expenses by category, payment method, and date.
- Generate an expense report and export it to a file for printing or electronic distribution from your PC.

Adding Expense Entries



1. Tap the **expense** icon at the bottom of the Avigo screen to display the **Expense** screen.
2. Open the **Primary** list box and choose or create an **Expense** category for the new **Expense** entry.

   Note: The first time you view the category list, a default category called **unfiled** will be displayed. If you want to change the name of this category or create new categories, see *Adding and Editing Categories* in *Chapter 2: Quick Start Short Cuts*.

   You can define up to eight categories of expenses. Common uses of **Expense** categories include:

   - Assigning one for each trip or expense account you may have.
   - Separating personal expenses from business expenses
3. Tap (New) to add a new **Expense** entry. The **New Expense** screen will be displayed.
4. Confirm or change the date of the **Expense**.
5. Enter the amount of the **Expense**.
6. Tap on the ▽ to display the list after **Type**.
7. Select an **Expense** type.

   Note: You may edit items associated with this default list field if desired. (See *Adding and Editing Custom Fields* in *Chapter 2: Quick Start Short Cuts.*)

8. Enter a **Description** of the expense.
9. If desired, enter name of **Merchant** and/or **Location** of expense.
10. Open the list box after **Method** to select a payment method.

    Note: You may add or edit items associated with this default list field if desired. (See *Adding and Editing Custom Fields* in *Chapter 2: Quick Start Short Cuts.*)
11. If desired, password-protect and hide the **Expense** entry.
12. If desired, enter additional information about the **Expense** entry in any custom fields you may have created. For more information on adding and editing custom fields, see *Adding and Editing Custom Fields* in *Chapter 2: Quick Start Short Cuts.*
13. Tap ⓥ to save your changes or tap ⊗ to return to the previous screen without saving your changes.

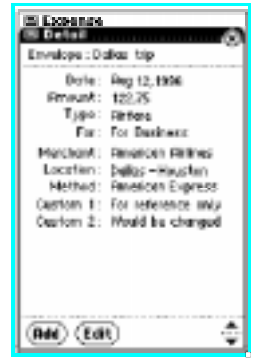


*You may also create a new **Expense** entry by: displaying an existing **Expense** entry, opening the **Detail** menu and selecting **Duplicate entry**, and then changing the newly created duplicate entry as desired.*

Viewing Expense Entries

Viewing **Expense** entries is quick and easy. In **Expense** view, you can quickly change the **Expense** category in view by tapping on the **expense** icon. To display a detail view of an **Expense** entry, tap on the entry in the **Expense** view screen. If the entry is private, you will need to enter a password after opening the menu and selecting **Show private**.

1. Locate the **Expense** entry you want to view. If the entry is a private one, open the menu and select **Show private**. Enter a password when prompted to do so.
2. Tap on the **Expense** entry to display detail view.





Use Avigo to track your expenses for a month or two. You'll quickly see where your money goes and what you can do about it.

Editing and Deleting Expense Entries

You can edit an **Expense** entry by using the on-screen keyboard. You can also edit an **Expense** entry by copying information from one **Expense** entry and pasting it into another. Deleting **Expense** entries is easily done by displaying the **Expense** entry, opening the menu and choosing **Delete entry**.

To edit an Expense entry:

1. Locate and display the detail view of the **Expense** entry you want to edit. If the entry is a private one, open the menu and select **Show private**. Enter a password when prompted to do so.
2. Tap (Edit) at the bottom of the display to edit the entry.
3. Add, change, or delete information as desired.
4. Tap ✓ to save your changes or tap ✗ to return to the previous screen without saving your changes.

To delete an Expense entry:

1. Locate and display the detail view of the **Expense** entry you want to delete. If the **Expense** entry is a private one, open the menu and select **Show private**. Enter a password when prompted to do so.
2. Open the **Detail** menu and select **Delete entry** to delete the **Expense** entry.
3. Tap (Yes) to confirm and complete the delete action.

Creating Expense Summaries



You can create summaries of expenditures within categories accrued during specified periods of time. In the process of creating a summary report, various payment methods may be associated with each of the expense amounts. The expenses may then be totaled in terms of payment methods within categories.

To access the **Expense Summary** screen, tap (Summary) at the bottom of the **Expense** screen.

1. Open the list box next to **Total for** and choose the category of expenses you want to create a summary of.
2. Enter a start date for the summary report in the box to the right of **From**. In the **Date Picker**, use the ◀▶ arrows to the right and left of year and month to display the desired reporting period. Select the calendar date to choose the starting date.
3. Enter an end date for the summary in the box to the right of **Until**.

4. To select the payment method, open the list box next to **Using**. The default payment method is **All Methods**. If this default is selected, the summary will include all expenses within the defined period of time for the currently selected category.

5. To compute the expenses and create the summary, choose Solve.

Note: If desired, you can open the menu and tap **Copy** to copy the summary total. This value may be pasted in any text field by:

- Tapping on the field where you want to paste it.
- Opening the menu in the displayed keyboard and tapping **Paste**.
- Tapping ✓ to paste the value in the text field.



Conquer those burdensome business expense reports. As you travel, track each expenditure with your Avigo wherever it is convenient — on the plane or train, or in your hotel room at the end of the day. Then transfer them to your PC when you return.

10 Making Your Sketches Paint A Thousand Words



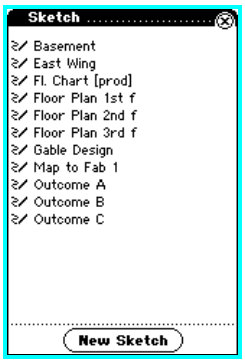
Contents



Introduction..... 10-3
Creating Sketches..... 10-3
Editing and Deleting Sketches..... 10-5
To edit a Sketch..... 10-5
To delete a Sketch..... 10-5

Introduction

This chapter shows you how to use the **Sketch** application to graphically illustrate your creative ideas or to quickly jot down information you need for only a short time. You can produce maps, product designs, and more.



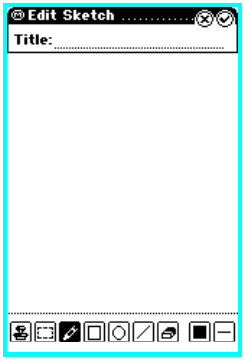


For a temporary phone number, such as a phone booth, don't enter it as an address entry. Instead, write it on the sketch pad. When you're finished with it, delete it quickly and easily.

Creating Sketches

Creating a sketch is easily done by using one or more of the drawing tools provided with **Sketch**. You may also add predefined images (Stamps) to enhance your sketch. When you are finished, you can name the resulting sketch to save it.

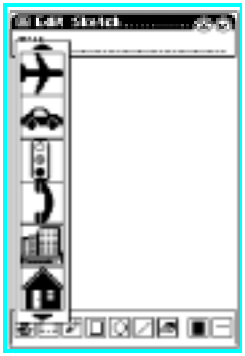
1. In the **apps.** application screen, tap on the **Sketch** icon to display the **Sketch** screen.
2. Tap (New Sketch).
3. From the **Sketch** Toolbar,



Tap:	To select:
	Stamp tool.
	Selection frame tool.
	Free hand drawing tool.
	Rectangle drawing tool.
	Circle drawing tool.
	Straight line drawing tool.
	Eraser tool.
	Fill tool.
	Line style tool.

4. Do one of the following:

   - To draw a free hand line, straight line, rectangle, or circle, tap on the appropriate tool and drag your stylus across the screen.
   - To fill a section of your **Sketch**:
     - Tap on the fill tool and then select a fill color (gray, black, or none) for Rectangle or circle drawing tools.
     - Tap on the rectangle drawing tool and then drag the stylus across the section you want filled.
   - To cut or copy a section of your **Sketch**:
     - Tap on the selection frame tool and then drag the stylus across the section you want to cut or copy.
     - Open the menu and select **Cut** or **Copy.**
   - To paste to a section of your **Sketch**:
     - Open the menu and select **Paste.** The image will appear in the upper left corner of the screen inside a selection frame.
     - Drag the pasted section to the desired position on the screen.
     - Tap on the screen outside of the selection frame to confirm your choice and remove the selection frame.
   - To change the thickness of a line, tap on the line style tool to select a line thickness (1, 2, or 3 pixels).
   - To place a stamp, such as the image of an airplane, in your **Sketch**:
     - Tap on the stamp tool to display stamps.
     - Use the ◆ arrows to display more stamps.
     - Tap on a stamp and then tap in the drawing area where you want it to appear. If you tap and drag slowly across the screen, you can place a stamp with a high degree of precision. You can also place multiple copies of a stamp by tapping repeatedly in the drawing area.



   - To erase portions in a line or closed object (rectangle, circle or free form object), tap on the eraser tool and drag your stylus across the part you want to erase in the screen.
   - To clear your **Sketch** screen completely, open the menu and choose **Clear All**.

- To name your **Sketch**:
  - Tap on the line to the right of **Title** to display a keyboard.
  - Use the keyboard to enter a title.
  - Tap ⓥ to confirm your choice.

  Note: If you do not name your **Sketch**. Avigo will save it as **untitled**.



*You may also create a new **Sketch** by displaying an existing **Sketch**, opening the menu and selecting **Duplicate sketch**, and then changing the duplicate **Sketch** as desired.*

Editing and Deleting Sketches

You can edit a **Sketch** by using the Toolbar. You can also edit a **Sketch** by copying information from one **Sketch** and pasting it into another. Deleting **Sketches** is easily done by displaying the **Sketch,** opening the menu and choosing **Delete sketch**.

To edit a Sketch:

1. In the **Sketch** application, tap on a **Sketch** name to display its details.
2. Tap (Edit).
3. Using tools from the Toolbar, add, change, or delete information as desired.
4. Tap ⓥ to save your changes or tap ⓧ to close the **Sketch** without saving changes.

To delete a Sketch:

1. In the **Sketch** application, tap on a **Sketch** name to display its details.
2. Open the menu and select **Delete sketch** to delete the **Sketch**.
3. Tap (Yes) to confirm and complete the delete action.

11 Making Everything Add Up



Contents



Introduction 11-3
Performing Standard Calculations 11-3
To access Standard Calculator 11-3
The Standard Calculator display 11-3
To clear 11-3
To perform standard calculations 11-4
Performing Cost-Sell-Margin Calculations 11-6
To access the Cost-Sell-Margin Calculator 11-6
To perform Cost-Sell-Margin calculations 11-6
To solve for Cost 11-6
Performing Date Calculations 11-7
To access the Date Calculator 11-7
To perform Date calculations 11-7
To Solve for End Date 11-7

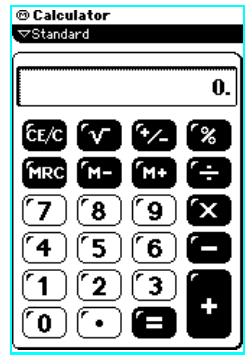
Introduction

This chapter tells you how to use Avigo's **Calculator** application to perform standard, cost-sell-margin, and date calculations.

For more complex financial calculations, you can use **Financial Calculator** which is included on the Avigo CD-ROM. Use Avigo Manager to copy **Financial Calculator** from your PC to Avigo. (For details see the *Financial Calculator User's Guide* and *Avigo Manager online help.*)

To access **Calculator** view, tap the **calc** icon. Use the **Primary** list box to switch between the different calculators.

Performing Standard Calculations



To access Standard Calculator:

1. Tap on the **Primary** list box in the **Calculator** screen.
2. Select **Standard**.

The **Standard Calculator** screen will be displayed.

The Standard Calculator display



- Entries and results are displayed with a maximum of 12 digits.
- A minus sign (-) is displayed to the left of a negative number.
- **M** is displayed when a value other than zero is stored in memory.
- **E** is displayed when an error condition occurs.

To clear:

- To clear an error condition (**E**), tap CE/C twice. Then re-enter the calculation.
- To clear an incorrect entry, tap CE/C once. Then enter the correct number and continue your calculation.
- To clear the current calculation, tap CE/C twice.
- To clear the memory, tap MRC twice.
- To clear the display and memory, tap MRC, MRC, CE/C, CE/C.

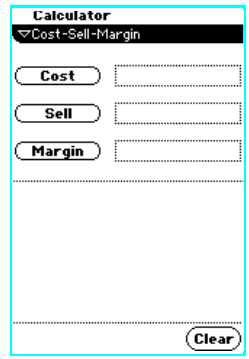
Note: The calculator does not retain any displayed value or value in memory when you exit the Calculator application.

To perform standard calculations:

Examples	Enter/Press	Display
Addition and Subtraction		
23.79 + 0.54 - 6	23.79 [+] .54 [−] 6 [=]	18.33
−12.3 + 7.9 + 1.6	12.3 [+/−] [+] 7.9 [+] 1.6 [=]	−2.8
Multiplication and Division		
12 × 13 ÷ 6	12 [×] 13 [÷] 6 [=]	26.
28 ÷ 0.5 × 76	28 [÷] .5 [×] 76 [=]	4,256.
Constant Calculations		
2 + 3	2 [+] 3 [=]	5.
4 + 3	4 [=]	7.
8 − 6	8 [−] 6 [=]	2.
3 − 6	3 [=]	−3.
3 × 8	3 [×] 8 [=]	24.
3 × 15	15 [=]	45.
27 ÷ 3	27 [÷] 3 [=]	9.
15 ÷ 3	15 [=]	5.
Squares, Square Roots, and Reciprocals		
2.5^2	2.5 [×] [=]	6.25
$\sqrt{144}$	144 [√]	12.
1/25	25 [÷] [=]	0.04

Examples	Enter/Press		Display
Percentage Calculations			
5% of 250	250 [×] 5 [%] [=]		12.5
250 + 5%	250 [+] 5 [%] [=]		262.5
250 − 5%	250 [−] 5 [%] [=]		237.5
Memory Operations			
Clear Memory	[MRC] [MRC]		
(4 × 11.99) +	4 [×] 11.99 [M+]	M	47.96
(12 × 0.98)	12 [×] .98 [M+]	M	11.76
	[MRC]	M	59.72
Clear Memory	[MRC] [MRC]		
$\frac{7.9 + 8.1}{-(5.2 + 2.8)}$	5.2 [+] 2.8 [M−]	M	8.
	7.9 [+] 8.1 [÷]	M	16.
	[MRC] [=]	M	−2.

Performing Cost-Sell-Margin Calculations



The **Cost-Sell-Margin Calculator** is designed to assist you in making informed decisions concerning cost, selling price, and profit margin. Any one of these figures can be calculated when the other two are known.

To access the Cost-Sell-Margin Calculator:

1. Tap on the **Primary** list box in the **Calculator** screen.
2. Select **Cost-Sell-Margin**.

The **Cost-Sell-Margin Calculator** screen will be displayed.

To perform Cost-Sell-Margin calculations:

If you know two of the following three values: 1) the cost of an item, 2) the selling price of the item, and 3) the margin of profit, you can determine the value of the third.

Note: Sell values must be greater than zero. Cost values must be greater than or equal to zero. Margin values must be less than or equal to one hundred. Cost values can be equal to zero if and only if the Margin value is equal to one hundred.

To solve for Cost:

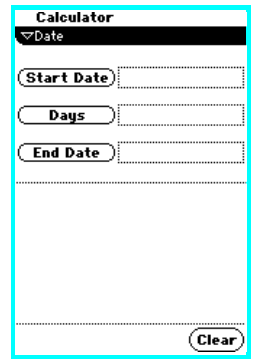
By entering margin and selling price values, you can determine the cost of an item. For example, if the selling price of an item is $1.25 and the margin is 20%, find the cost of the item:

1. Tap on the box to the right of (Sell). A calculator will be displayed.
2. Enter [1], [.], [2], and [5] to create the selling price value.
3. Tap ⊘ to move the selling price value to the **Sell** field.
4. Tap on the box to the right of (Margin).
5. Enter [2] and [0] on the keyboard and tap ⊘ to create the **Margin** value.
6. Tap (Cost) to solve the equation. The answer (1.00) will appear in the **Cost** field.

   Note: The answer will be bolded to let you know that a solution has been reached.
7. To clear values from all three fields, tap (Clear).

Performing Date Calculations

The **Date Calculator** is designed to assist you in determining start dates, end dates and number of days between two dates. Any one of these figures can be calculated when the other two are known.



To access the Date Calculator:

1. Tap on the **Primary** list box in the **Calculator** screen.
2. Select **Date**.

The **Date Calculator** screen will be displayed.

To perform Date calculations:

If you know two of the following values: 1) the **Start Date**, 2) the **End Date**, and 3) the number of **Days** between start and end dates, you can determine the value of the third.

To Solve for End Date:

By entering a **Start Date** and **Days** between start and end date, you can determine the **End Date**. For example, if the **Start Date** is 01/03/97 and the total number of **Days** is 27, find the **End Date**:

1. Tap on the box to the right of (Start Date). A **Date Picker** will be displayed.
2. If necessary, use the ◆▶ to the left and right of the year to access the appropriate year (1997).
3. Use the ◆▶ to the left and right of the month, as needed, to access the appropriate month (Jan).
4. Select the appropriate day of the month (3).
5. Tap ⊘ to move the **Start Date** value to the **Start Date** field.
6. Tap on the box to the right of (Days). A calculator will be displayed.
7. Enter the appropriate numbers (27) to create the **Days** value.
8. Tap ⊘ to move the **Days** value to the **Days** field.
9. Tap (End Date) to solve the equation. The answer (Jan 30, 1997) will appear in the **End Date** field.
10. To clear values from all three fields, tap (Clear).



*Did you know that if you're 10,000 days old, you're 27? And, if you live to be 100 years old, you will have lived 36,541 days? How old are you in days? To find out, enter your birthday as the **Start Date** on the **Date** calendar and **Today** as the **End Date**. Then, click **Days**.*

12 Additional Features



Contents



Introduction 12-3
Finding Your Data 12-3
To search for data 12-3
Protecting Your Data 12-4
To set, change, or clear a Password 12-4
To reset a forgotten Password 12-5
Resetting Avigo 12-5
To lock Avigo 12-6
To unlock Avigo 12-6
Managing Avigo Memory 12-6
To view memory status 12-7
To delete unwanted applications 12-7
To optimize memory 12-7
Synchronizing with Your PC 12-8
To use Wired (Serial Port) Synchronizing 12-8
To use Wireless (Infrared) Synchronizing 12-9
Copying Applications 12-9
Using World Time 12-10

Introduction

In this chapter, you'll learn how to use Avigo's additional features to help you find, protect, and synchronize your Avigo data with your PC. You'll also be able to optimize data storage.



You can take notes for a monthly conference call or any recurring event by attaching a note to the event. Then, simply click on the note and edit it each time the event occurs.

Finding Your Data

Avigo gives you the ability to search through all your entries for specific characters or words up to 16 characters long. You can search in one or more applications. **Find** will look for data matching the characters (keyword) you are interested in locating.

To search for data:

1. Tap on the **find** icon to display the **Find** screen.



2. Enter the keyword to search for by:
   - Drag selecting, copying, and pasting a keyword from a previously displayed application.
   - Tap on the line below Look for and use the displayed keyboard to enter one.
3. Choose which application(s) you wish to search in by checking the appropriate boxes.
4. Tap (Find) to begin the search. If the keyword is found, the entry in which it is found will be displayed with the keyword selected. You can tap (Go To) to stop searching and display the entry in which the word was found, tap (Find) to continue searching.

   If you need to cancel the search for any reason, tap ⊗. If the search is unsuccessful, tap (OK). To start another search, tap (Find) again. To exit the **Find** screen, tap ⊗.

Protecting Your Data

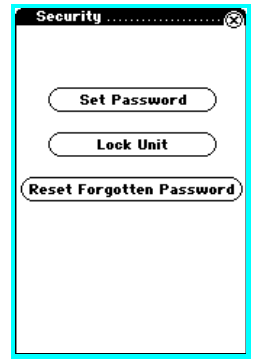
Avigo allows you to protect your valuable data with a password. This helps you prevent or control access to data. By using a password which you set, Avigo provides you with two levels of data protection: locking Avigo and designating private entries.

Locking your Avigo prevents others from using it. When Avigo is locked, immediately after power up, Avigo will request a password be entered in order to proceed.

Additionally, individual entries can be protected from unauthorized access by designating them to be private. Private entries are hidden and may only be viewed by supplying a password. To designate an entry as being private, check the private box when adding or editing the entry. To make hidden entries visible, open the menu on the Title bar and tap **Show private**. To hide private entries, open the menu on the Title bar and tap **Hide private**.

To set, change, or clear a Password:

1. Tap the **apps.** icon to display the **Applications** screen.
2. Tap on the **Security** icon.
3. Tap on Set Password.

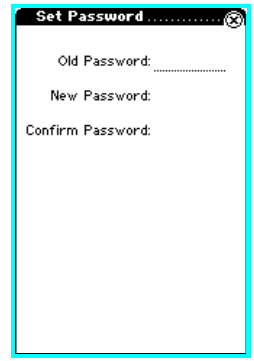


4a. **To create a new password:**

- Enter a new password in the **New password** line using the displayed keyboard.
- Enter the new password in the **Confirm password** line using the displayed keyboard.

4b. **To change an existing password:**

- Enter the old password in the **Old password** line using the displayed keyboard.
- Enter the new password in the **New password** line using the displayed keyboard.
- Enter the new password in the **Confirm password** line using the displayed keyboard.



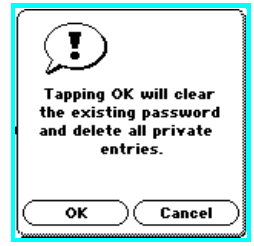
4c. **To clear an existing password:**

- Enter the old password in the **Old password** line using the displayed keyboard.
- Tap on the **New password** line to display the keyboard.
- Tap ⊘ to close the keyboard without entering anything in it.
- Tap on the **Confirm password** line to display the keyboard.
- Tap ⊘ to close the keyboard without entering anything in it. You will receive a message stating that your password has been cleared.

To reset a forgotten Password:

It is a good idea to record your current password in a secret place in case you forget it and to avoid losing valuable data. If you forget your password and have no record of it, you can disable the password and then set a new one. However, resetting a password will cause all private entries to be deleted.

1. Tap on the **apps.** icon to display the **Applications** screen.
2. Tap on the **Security** icon.
3. Tap (Reset Forgotten Password). A message will be displayed: **"Tapping (OK) will clear the existing password and delete all private entries. "**
4. Tap (OK) to confirm your action or tap (Cancel) to return to the previous screen without making any changes.



Resetting Avigo

If you want to clear the password and all entries from Avigo's memory, you can do so by pressing the recessed **Reset** button on the back of the organizer with a paper clip or other pointed instrument. You may want to back up Avigo's memory in case you decide to restore the memory later. A message will appear:

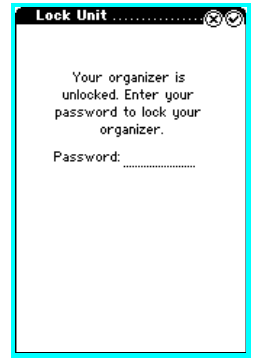
"**Configure your unit? YES deletes all data and resets memory. NO saves your data.**"

Tap (Yes) to clear the password and all entries from Avigo's memory.

Note: Tapping (No) will not clear the password.

To lock Avigo:

1. Tap on the **apps.** icon to display the **Applications** screen.
2. Tap on the **Security** icon.
3. Tap (Lock Unit) to display the **Lock unit** screen. A message will be displayed: **Your organizer is unlocked. Enter your password to lock your organizer.**
4. Type in the current password in the **Password** line.
5. Tap ⓒ to confirm your action or tap ⊗ to return to the previous screen without making any changes.
6. Tap (OK) to close the confirmation message box.



To unlock Avigo:

1. Tap the **apps.** icon to display the **Applications** screen.
2. Open the **Security** application.
3. Tap on (Unlock Unit) to display the **Unlock unit** screen. A message will be displayed: **Your organizer is locked. Enter your password to unlock the organizer.**
4. Enter the current password in the **Password** line.
5. Tap ⓒ to confirm your action or tap ⊗ to return to the previous screen without making any changes.
6. Tap (OK) to close the confirmation message box.

Managing Avigo Memory

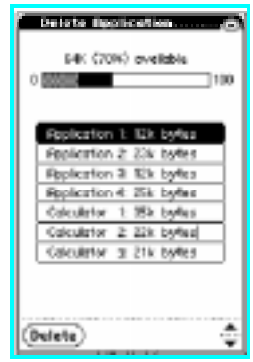
Memory management involves deleting unwanted applications which have been copied from your PC. Memory management also involves re-organizing (optimizing) the storage locations of your data. You can manually optimize memory or set up your Avigo to automatically optimize memory on a daily or weekly basis when your Avigo is turned off. By taking these measures, you can ensure that you have the maximum amount of memory available to create and edit entries.

You should check memory status periodically to determine if your current memory resources are adequate.

To view memory status:

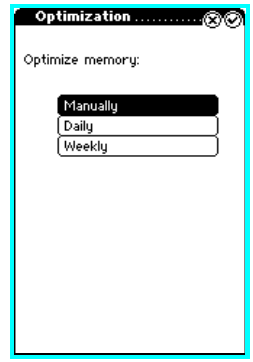
1. Tap on the **apps.** icon to display the **Applications** screen.
2. Tap on the **Memory** icon. A status bar at the top will reveal currently used and available memory. Detailed information about installed applications is displayed below. If number of entries for each application is displayed, you can open the menu and choose **Show entry size** to display how much space is occupied by the entries for each application. To re-display number of entries for each application, open the menu and choose **Show entry count**.

To delete unwanted applications:



1. Open the menu and select **Delete Apps...** to display the **Delete Application** screen. A list of applications which have been copied from your PC will be displayed.
2. Tap on the application you wish to delete and then tap (Delete). The memory status bar will be updated automatically.

To optimize memory:



1. Open the menu and select **Optimization...** to display the **Optimization** screen.
2. Choose **Manually**, **Daily** or **Weekly**.
   - **Manually** if you want to optimize memory by tapping on (Optimize memory) every time.
   - **Daily** or **Weekly** if you want Avigo to manage this for you automatically.
3. Tap ✓ to confirm your choices or tap ✗ to return to the previous screen without making any changes.

Note: If you chose **Manually**, tap on (Optimize memory) and then tap on (Start) to optimize memory whenever desired. If you chose **Daily** or **Weekly**, enter a time in the **at** box and if **Weekly,** choose a day of the week. Memory optimization will take place according to your choices and if the unit is turned off.

Synchronizing with Your PC

Synchronization allows you to update PC and Avigo entries so that no difference exists between the entries at both locations. Changes made to entries on the PC will be duplicated to entries on Avigo and vice versa.

There are two ways to synchronize your Avigo with your PC:

- Using the wired (Avigo dock station and PC serial port) method.
- Using the wireless (Infrared) method.

Note: Synchronization software on the PC may not support Infrared communication or synchronization initiated from the Avigo organizer. For more information, refer to the online documentation.

To use Wired (Serial Port) Synchronizing:

1. Set up the Avigo dock station on a flat surface near your PC (*Figure 1*).

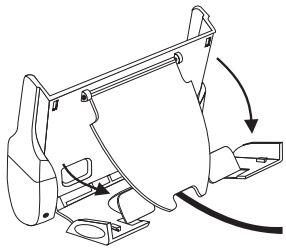


Figure 1

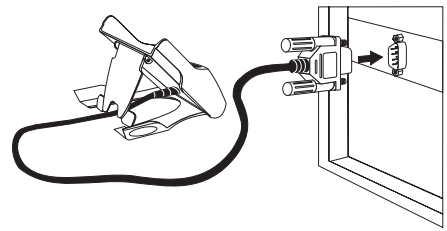


Figure 2

2. Connect the cable to the PC serial port you will use. If necessary, use a 9-pin-to-25-pin adapter. Make sure that all the connectors are securely connected (*Figure 2*).
3. Position your Avigo over the dock station and begin gently sliding it into the dock station. Make sure the grooves on the right and left sides of Avigo engage the alignment tracks in the dock station (*Figure 3*).
4. Continue sliding Avigo into the dock station until the electronic pins in the dock station are fully engaged in Avigo.
5. Make sure that the appropriate PC software is running on the PC. Refer to the PC software documentation for instructions on synchronizing using that software.

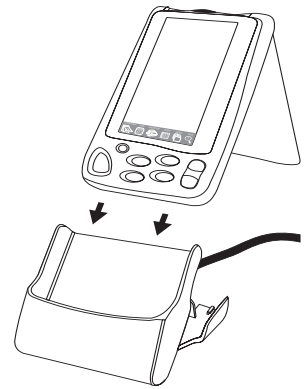
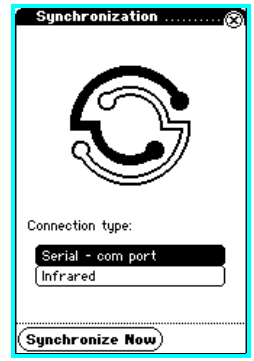


Figure 3

6. Select the **apps.** icon to display the **Applications** screen.
7. Select the **Sync** icon.
8. Under **Connection type**, select **Serial - com port**.
9. Tap (Synchronize Now). The synchronization process will start.



To use Wireless (Infrared) Synchronizing:

Wireless synchronization is controlled by synchronization software on the PC. Before initiating synchronization from the PC, do the following:

1. Make sure that the appropriate synchronization software is running on the PC.
2. Tap on the **apps.** icon to display the **Applications** screen.
3. Tap on the **Sync** icon.
4. Under **Connection type**, select **Infrared**.
5. Follow the instructions for wireless synchronizing provided by the synchronization software on the PC.

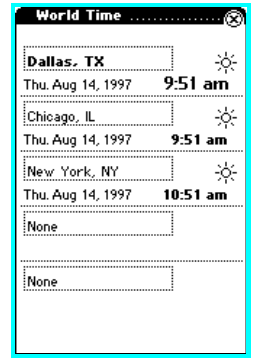
Copying Applications

You can copy applications such as **Financial Calculator** from your PC to Avigo whenever desired. Copying is controlled by the PC software. For further information on copying languages and applications, refer to the *Avigo Manager online help*.

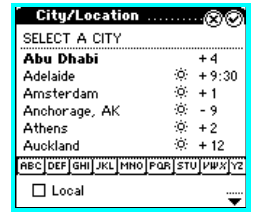
Using World Time

World Time allows you to create a list of five cities (your home city and four other cities around the world) for which you can quickly view the time. You do not have to worry about Daylight Savings Time since it has already been calculated by Avigo. Whenever Daylight Savings Time occurs, Avigo will automatically update your World Time settings.

1. Choose the **apps.** icon to display the **Applications** screen.
2. Tap on the **World Time** icon.
3. Tap on one of the fields to display the **City/Location** screen.
4. Tap on a city from the list.
5. Repeat steps three and four as desired.



6. Tap ⊘ to confirm your action or tap ⊗ to return to the previous screen without making any changes.



Appendix A: In Case of Difficulty

If you have difficulty using Avigo, the following suggestions may help you correct the problem.

If:	Suggested action:
You cannot see anything on the display.	Locate the **CONTRAST ▸** control on the left side of Avigo. Turn the control toward the arrow to lighten the display or away from the arrow to darken the display. — or — Be sure that the batteries are installed properly and that they are fresh.
You have forgotten your password.	Refer to instructions for resetting a forgotten password in *Chapter 12: Additional Features*.
Avigo does not appear to be working properly.	Be sure that the batteries are installed properly and that they are fresh.
Avigo appears to be "locked up" and will not respond to keyboard input.	Press the recessed **Reset** button on the back of the organizer with a paper clip or other pointed instrument. After completing **Touch Pad** calibration, a message will appear: "**Configure your unit? YES deletes all data and resets memory. NO saves your data.**" Tap (Yes) to clear the "lock up" condition as well as clear all entries from Avigo's memory. Tap (No) to clear the "lock up" condition without clearing entries from Avigo's memory. **Note:** Tapping (No) may result in corrupted data on Avigo. Back up data frequently to your PC to minimize loss.
The difficulty persists.	Refer to *Appendix C* for information on contacting Customer Support to discuss the problem or to obtain service.

Appendix B: Avigo Character Set

Below is the character set that may be displayed by your Avigo organizer. This character set is available in both normal and bold styles.



Appendix C: Service and Warranty

Service information

For general questions

Call Texas Instruments Customer Support:

1-800-TI-CARES (1-800-842-2737)

For technical questions

Call the Programming Assistance Group of Customer Support:

1-972-917-8324

For service information

Always contact Texas Instruments Customer Support before returning a product for service.

Customer support hours

8 a.m.– 4:30 p.m. CST on Monday–Thursday and 9:30 a.m.– 4:30 p.m. CST on Friday.

For more information about TI products and services, contact TI by e-mail or visit the TI calculator home page on the World Wide Web.

ti-cares@ti.com
http://www.ti.com/organizers

One-year limited warranty

Warranty Duration. This product is warranted to the original consumer purchaser for a period of one (1) year from the original purchase date.

Warranty Coverage. This product is warranted against defective materials or workmanship. This warranty is void if the product has been damaged by accident, unreasonable use, neglect, improper service, or other causes not arising out of defects in material or workmanship.

Warranty Disclaimers. Any implied warranties arising out of this sale, including but not limited to the implied warranties of merchantability and fitness for a particular purpose, are limited in duration to the above one-year period. Texas Instruments shall not be liable for loss of use of the product or other incidental or consequential costs, expenses, or damages incurred by the consumer or any other user.

Some states do not allow the exclusion or limitations of implied warranties or consequential damages, so the above limitations or exclusions may not apply to you.

Legal Remedies. This warranty gives you specific legal rights, and you may also have other rights that vary from state to state.

Warranty Performance. During the above one-year warranty period, a defective TI product will be replaced with a new or reconditioned comparable model (at TI's option) when the product is returned, postage prepaid, to a Texas Instruments service facility.

The replacement product will be in warranty for the remainder of the original warranty period or for six months, whichever is longer. Other than the postage requirement, no charge will be made for such repair or replacement.

Texas Instruments strongly recommends that you insure the product for value prior to mailing.

Index

A

Adding
- address entries, 6-4
- an event, 2-10
- data table entries, 7-5
- expense entries, 9-4
- memos, 8-4

Adding and editing
- categories, 2-2
- custom fields, 2-13
- schedule categories, 2-12

Adding, editing, and deleting entries, 2-10
Additional features, 12-1
Address preference settings, 6-3
Address view, 2-6
Alarm sound on settings, 1-8
Application icons, 1-4
Auto power down settings, 1-8
Avigo character set, B-1

B

Backlight, 1-15
Battery
- information, 1-4
- installation, 1-5

C

Calculator views, 2-8
Calendar, 3-3
Calendar views, 2-3
Changing the Avigo language, 1-11
Contact numbers, 6-5
Conventions, 0-3
Copying applications, 12-9
Cost-sell-margin calculations, 11-7
Cost-sell-margin calculator, 2-9
Creating a new data table, 7-4
Creating expense summaries, 9-6
Creating sketches, 10-3

D

Daily timeline, 2-5
Data view, 2-7
Date, 1-7
Date
- calculations, 11-8
- calculator, 2-9
- display format settings, 1-9

DayScan view, 2-4, 3-4
Deleting
- a memo, 8-6
- a sketch, 10-5
- a task, 5-6
- address entries, 6-7
- an event, 2-11, 4-8
- an expense entry, 9-6
- applications, 12-7

Display contrast, 1-6

E

Editing
- a memo, 8-6
- a sketch, 10-5
- a task, 5-6
- address entries, 6-6
- an event, 2-11, 4-7
- an expense entry, 9-6
- data tables, 7-6
- text, 1-14

Editing and deleting
- events, 4-7
- memos, 8-6
- tasks, 5-6

Entering tasks, 5-4
Expense view, 2-8

F

Finding your data, 12-3

H

Hide private, 2-11, 12-4

I

In case of difficulty, A-1

L

List fields, 2-14
Local city, 1-7
Lock Avigo, 12-5

M

Managing Avigo memory, 12-6
Memo display orientation, 8-5
Memo view, 2-7
Memory optimization, 12-7
Memory status, 12-7
Menus and list boxes, 1-11

N

Number display format settings, 1-10

O

On-screen keyboards, 1-12

P

Password
- changing, 12-4
- clearing, 12-4
- resetting, 12-5
- setting, 12-4

Power on graphic settings, 1-9
Power on message, 1-10
Protecting your data, 12-4

Q

Quick start short cuts, 2-1

R

Repeating events, 4-5
Resetting Avigo, 12-5

S

Schedule
- preference settings, 4-3
- view, 2-4
- view screen, 4-3

Scheduling events, 4-4
Service and warranty, C-1
Setting date, time, and decimal separator formats, 1-9
Setting
- local city, date, and time, 1-7
- preferences, 1-6
- system preferences, 1-8

Show private, 2-11, 12-4
Six months view, 3-4
Sketch view, 2-9
Solving for cost, 11-7
Solving for end date, 11-8
Standard
- calculations, 11-4
- calculator, 2-8
- calculator display, 11-4
- keyboard, 1-12, 1-14

Start of week format settings, 1-10
Stylus tone settings, 1-8
Synchronizing with your PC, 12-8

T

T9 keyboard, 1-12
Table display orientation, 7-6
Terminology, 0-3
Time, 1-7
Time display format settings, 1-9
Timed events, 4-5
Timeline, 4-6

T (continued)

To add and edit a schedule custom field, 2-13
To do
preference settings, 5-4
To do view, 2-6, 5-3
Touch pad, 1-6
Turning Avigo on, 1-5

U

Unlocking Avigo, 12-6
Untimed events, 4-5
Using the stylus, 1-5

V

Viewing
a week, 4-7
address entries, 6-5
data table entries, 7-5
event details, 4-7
events, 4-6
expense entries, 9-5
memos, 8-5
tasks, 5-5

W

Week, 2-5
Wired synchronization, 12-8
Wireless (infrared) synchronization, 12-9
World time, 12-10