

Maximus

by Webvisia LLC



User Guide

www.webvisia.com

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Version 3.34

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English

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Welcome

Welcome to Maximus



Maximus is a personal organizer for home and business use. It has all the necessary tools you need to organize your daily activities.

Included in this archive are the following packages:

Maximus.prc - This is the software package that you need to install on your PalmPilot.

Maximus.pdf - This is the Users' Manual for Maximus. You are reading it right now.

System Requirements

Palm OS 3.5 or higher.

139 KB of free memory

Downloading Maximus

Maximus is downloadable freeware available at:

www.webvisia.com

www.palmgear.com

www.handango.com

www.pdassi.de

www.mobile2day.de

and other related sites.

Contacting Webvisia LLC

There are several ways to get in touch with us here at Webvisia LLC. E-mail is the preferred form of communication, but whatever works for you is fine. If you have any questions, commands, suggestions or compliments, please don't hesitate to contact us.

E-mail: support@webvisia.com

World Wide Web: <http://www.webvisia.com>

Reporting Bugs

If you find a bug in our software, it would be helpful if you reported it to us. To report a bug, please e-mail us with Bug Report Request in the subject line. In your e-mail, include the following information:

What type of PalmPilot you are using (i.e. Personal).

The software name and version number (i.e. Maximus 3.34).

The error number and the exact contents of the error message.

A brief description of how we can recreate the error.

Your name and e-mail address so we can contact you when the bug is fixed.

It is best to report bugs by e-mail, so that the programmers have a written record of the information they need to solve the problem. As soon as we receive your e-mail, we will examine the problem, and fix it. Because our programmers are busy creating software, it can take a while for them to reply, but they will release a new version of the software that fixes the bug as soon as they can.

Version History

Version 1.0 – Initial version.

Version 2.0 – First release version.

Version 3.0 – Runs on grayscale Palm devices, dates containing events recorded in the Date Book application appear with a mark, fixed bug – soft reset due to existing databases of other applications named the same as some databases which Maximus creates.

Version 3.01 - 100% compatible with Sony CLIE and PalmOS 5.0!

Version 3.10 – More icons added

Version 3.30 – Now you can change the names of the Groups

Version 3.31 – Supports Tungsten|T.

Version 3.32 – Remembers the Birthday dates for the next year.

Version 3.33 – Shows the clock at the bottom of the screen

Version 3.34 – Some bugs are fixed.

Maximus – User Manual

About Maximus

Maximus is a Palm supplement – personal organizer for home and business use. A wide choice of icons, colors, groups, etc. are only few of the features that will help you better organize and visualize your daily activities.

Getting Started

To start Maximus, tap the icon on the main screen of your Palm device. In about 5 to 10 seconds you will see the program's logo:



In a few more seconds the main screen of the program will be displayed.

Maximus Main Screen

The main screen displays a calendar of the current month, four view buttons, month scroll bar and the Maxi scroll bar – a number of icons to choose from for different events/activities. On top of the calendar the weekdays are displayed and on the left you can see the current weeks of the year.



View Buttons

Use the four view buttons at the bottom of the screen to access the following screens:



– view current month calendar with the Maxi scroll bar displayed



– view current month calendar with color scroll bar displayed

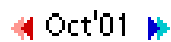


– view calendar with all months of the current year for a chosen group



– view all icons and colors available

Month Scroll Bar



The month scroll bar is to be found in the bottom left corner of the main screen. Use red arrows on the left to view the previous months and blue arrows on the right to view the next months.

Maxi Scroll Bar



The Maxi scroll bar in the right bottom corner of the main screen contains numerous icons for different types of activities. Use the +/- arrows to scroll through the icons and choose the one that best matches your needs.

Color Scroll Bar



To access the color scroll bar tap the  view button. Use the +/- arrows to scroll through the different colors and choose the desired background for your selection.

Note! The last five colors are used to present continuous activity (i.e. activity that lasts a couple of days or weeks). They can only be used separately and no activity icons can be added, unlike all other colors, which are used for background.

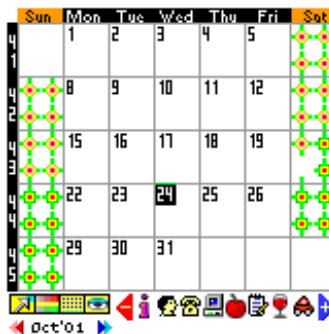
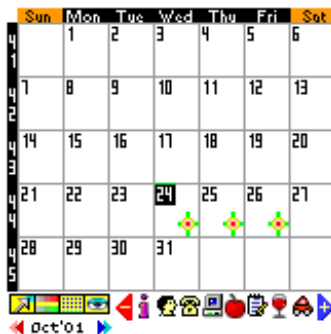
Adding New Activities

Each date square in the calendar is split into four blank sections, so that you may add up to four activities for the date.

Making a Selection

To add a new activity you must select the appropriate date by tapping somewhere in its square in the calendar. The selection will start flashing.

Note! You may select several squares at the same time by tapping them in order to assign the same task/activity. You may also select the weekends by tapping **Menu|Main|Mark Weekends**.




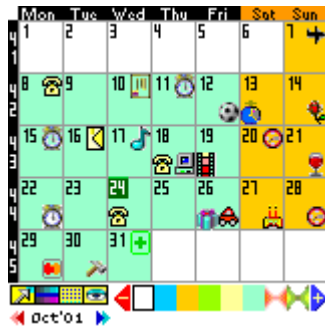
Activity Choice

Choose an icon from the Maxi scroll bar for the activity you wish to record (for example, computer task, meeting, birthday, etc.) The icon will appear in the date squares you have selected.

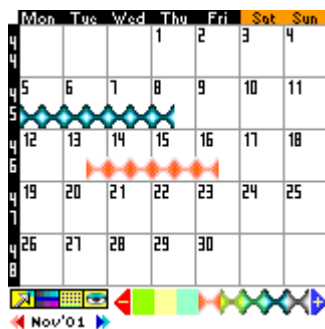


Adding color

Tap the  view button to access the color scroll bar. Mark squares you wish to add color to, then tap the desired background color.



Note! The last five colors present a continuous activity. They can only be used separately and no activity icons can be added:



Clearing Marks

If you have tapped the wrong date/selection you can clear the mark by tapping again the flashing selection. In case there is more than one mark you wish to clear tap **Menu|Main|Clear Marks** and clear them all. The display in the squares will then be restored.



Setting an Alarm for Your Activities

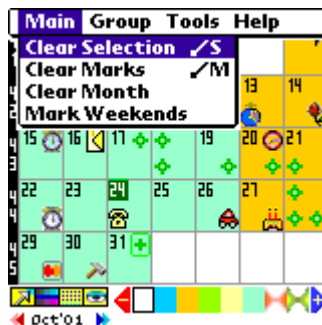
To set an alarm for your activity tap twice the corresponding date. A new screen for alarm settings will appear. Check the box in front of **Alarm 1/Alarm 2** and tap the clock next to it to set time for the alarm. You may enter short notes for each alarm in the lines below. For longer notes tap the **Memo Pad** button in the same screen. Tap the **Date Book** button to set alarms in the Date Book application in your Palm device.



Note! Maximus allows you to set up to two alarms per date.

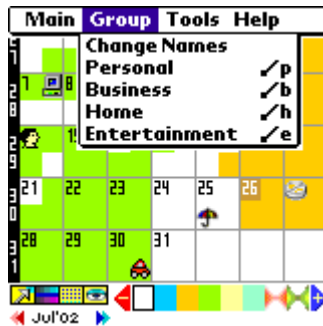
Clearing Activities

Select unwanted activities, then go to **Menu|Main|Clear Selection** to delete them. Tap **Menu|Main|Clear Month** to delete all activities in the chosen month.

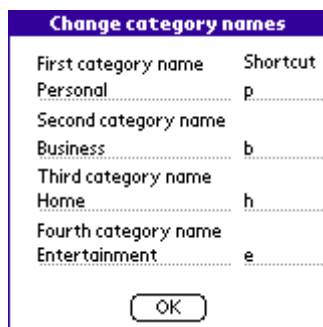


Activity Groups


You may classify assigned activities into four groups: personal, business, home, and entertainment. Each group appears with its own separate calendar. To switch between different groups go to **Menu|Group|Personal** (or **Business, Home, Entertainment** respectively).



You can change the names of the groups. To do that go to **Menu | Group | Change Names**.




Changing View Mode

To view all months of the current year tap the  view button in the main screen. Dates, containing assigned activities will appear with red crosses. Select a date to view assigned activities, alarms and activity group at the bottom of the screen.



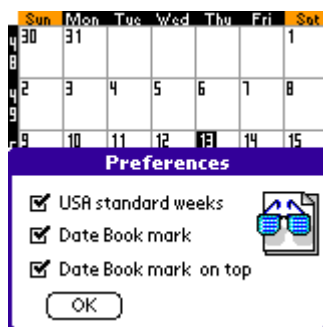
View Icons and Colors

To view all icons and colors included in the program tap the  view button.



Preferences

To change the appearance of the calendar in the main screen tap **Tools|Preferences** and check the box in front of **USA standard weeks**.



Check **Date Book mark** to view marks on the dates containing events recorded in the Date Book application on your Palm device.

Check **Date Book mark on top** to view Date Book marks on top of Maximus icons in the calendar.



Password

Maximus takes care of the privacy of your records. Go to **Menu|Tools|Password** and enter your password. Tap **OK** to confirm or **Cancel** to abort the action.

If you decide to change your password go to the same screen. Enter your old password, enter your new password and verify it. Tap **OK** to confirm or **Cancel** to abort the action.



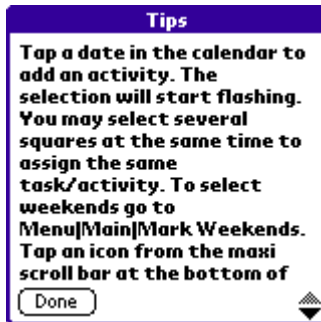
Shortcuts

Write the symbol for **Menu command** and then the corresponding letter in your palm silkscreen:

- ✓ S – To clear selection
- ✓ M – To clear marks
- ✓ P – To go to Personal group calendar
- ✓ B – To go to Business group calendar
- ✓ H – To go to Home group calendar
- ✓ E – To go to Entertainment group calendar

Get Help with Maximus

You can find some basic tips on how to work with the program if you go to **Menu|Help|Help**.



Known Problems

In case a shortcut is written while animation is running underneath the Maxi scroll bar the animation can be sometimes placed in the shortcut menu.

Maximus will activate only the first placed alarm in case more than one are set for the same date and time.

Do you like this program?

If you do, you can help us improve it:

1. This program is freeware. It will never cost you a single penny. But if you want to help us to invest and develop it in the future there is good way to do this - just buy one of our paid software applications from our site - www.webvisia.com. You will have two applications from our company and we will use the received amount of money only for future developments of this program!
2. E-mail us your remarks about this program. We will make all reasonable changes and greatly improve the application's functionality. You can do so even if no purchase from our company has been made - just be a fan of ours!
3. Beam it to a friend. This will make this program more popular and we would receive many more suggestions of improvement. Let us develop the ideas of your friends too...

The End.

Well that's all for now. Enjoy your time with Maximus.

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