PromptMe User's Guide

Version 1.0

Applications

PromptMe is a checklist program specifically designed for use in situations where the user cannot handle a stylus or hold the Palm computer close enough to read small print. Therefore, PromptMe uses large fonts and oversized buttons that can be pressed with a finger.

PromptMe is particularly useful when trying to remember tasks that must be done to avoid potentially serious consequences. It is also useful when practicing checklists that must be performed from memory.

Activities where PromptMe would be useful include driving, flying, teaching, lecturing and memorizing. For example, map reading while driving is both difficult and dangerous. When traveling unfamiliar roads, you might use PromptMe for driving instructions. You could obtain your list from the Internet or take it directly from maps.

The ability to defer items makes PromptMe suitable for applications where flexibility is needed, such as pilot checklists and lecture notes. PromptMe will not let you forget deferred items.

PromptMe can process checklists both forward and backward, making it unnecessary to duplicate lists when you want to run them backwards.

Disclaimer

Neither the author nor the distributor of this software accepts any responsibility for losses that may result from its use. Your acceptance of this condition is a requirement for permission to use PromptMe.

License

If you accept the above stated disclaimer, you have permission to use this PromptMe. However, until you register, PromptMe will remind you periodically that you are using an unregistered copy of the software. As you approach 100 unregistered uses, PromptMe will issue count down reminders. Finally, if you exceed 100 uses, it refuse to process further checklists.

You have permission to make backups of PromptMe and distribute PromptMe to friends and associates. However, you may not charge for the software or for coping it. In addition, you may not divulge your registration information.

Palm Operating System

PromptMe requires Palm OS version 3.0 or later.

Concept

PromptMe uses large control buttons and large fonts so it can be used at arm's length, without a stylus.

PromptMe reads checklists from the Memo Pad database. Each memo in the PromptMe category is a potential checklist. The first line of a memo is the "title" of the list and following lines are individual "items" in the list. The title should be short enough to fit in the title bar of the item display.

Unless specified otherwise, every line is a separate item. However, multi-line items may be realized by placing a slash "/" at the beginning of each line that starts an item. These slashes are not shown in the displayed text. Other slashes are displayed normally.

An item too long for the item field can be scrolled, using the scroll keys or the scroll bar that appears along the right side of the item. Normally, you would use the keys since they do not require a stylus.

Tabs and punctuation marks can be used to format items for better legibility.

Items have one of three status values--**pending**, **deferred** and **done**. The **pending** status means an item has not yet been acted upon (touched). Initially, all items have the **pending** status. The **deferred** status means an Item has been postponed (touched with the **DEFER** button). The **done** status means an Item has been completed (touched with the **DONE** button). **Deferred** items automatically reappear at the end of the list.

Status Icons

A status icon appears in the upper left corner of the Item View to clearly indicate the current item's status. The icons are:

- Three Dots   **pending**
- Down Arrow   **deferred**
- Check Mark   **done**

Creating Checklists

Before using PromptMe the first time, you must create a PromptMe (case-sensitive) category in Memo Pad. Then place your checklists in this category. PromptMe looks only in this category.

Checklists may be created manually using Graffiti or keyboard inputs to the Memo Pad application. Any palm application that can export data to the Memo Pad database can directly supply material for checklists. In that case, you would need to open the exported memo in Memo Pad, change its category to PromptMe and edit it as necessary.

Checklists may also be created on a PC, using Palm Desktop Software, and then transferred to the Palm device by a HotSync operation. In that case, the material may be copied from any source available to the PC and pasted into the Palm Desktop Memo Pad. Internet sites may be used to obtain lists such as driving instructions for cross-country or cross-town trips, aircraft checklists or whatever.

Operation

PromptMe starts in the **List View**, showing the titles of lists it finds in the PromptMe category of the Memo Pad database. These are spaced far enough apart so they can be selected by pressing a finger on the desired title.

Selecting a title invokes the **Item View**. Below the title bar is a status line containing the status icon for the current item, the item number (position in the list), and a verbal status indicator. Below this is a multi-line text field where the current item is displayed.

At the bottom is a row of oversized buttons. Initially two buttons are visible—**Start** and **Shift**. Press **Start** to begin the list or **Shift** to change the function of the **Start** button to **End**, **Jump**, **Back** or **Next**. This multi-function button is called the "navigation" button because it is used to navigate the list in various ways.

Initially, a "**BEGINNING OF LIST**" message is displayed. Pressing **START** brings up the first item, changes the **START** button to **JUMP**, reveals the **DEFER** and **DONE** buttons and the status fields. The buttons function as follows:

- **DONE** - marks the current item **done** and advances to the next item.
- **DEFER** - marks the current item **deferred** and advances to the next item.
- **BACK** - moves back one item.
- **NEXT** - moves forward one item.
- **JUMP** - moves directly to one of several points of interest. Successive **JUMP**s rotate between these points. The points are:
  - first item in list
  - first **deferred** item
  - first **pending** item
- **END** - exits the Item View and returns to the List View. If the current list is partially finished, confirmation is required to prevent accidentally leaving an unfinished checklist.

A scroll bar indicates when the text is too long to fit into the text field. Use the Scroll hard keys to move through the lines of the item.   The item scrolls one line at a time. Holding down a scroll key repeats the action.

When the end of the list is reached, PromptMe automatically backs up to the first **deferred** item, if any. The list will not end until all **deferred** items are **done**.
Of course, you can exit anytime by using the **END** button.

Exit and Reentry

If you exit PromptMe from the Item View, you will reenter at the same point in the same list, when you return to PromptMe. All of the list items will have their previous status values. So, you may interrupt lists and resume them later.

E.g., you can alternate between PromptMe and Memo Pad to revise lists as you review them in PromptMe. When you return to PromptMe, you will see your revisions. Be aware, however, that if you add or delete items, the item statuses will be shifted accordingly when you reenter PromptMe. Therefore, you may need to restart the list.

Sounds

System sounds are issued when buttons are pressed. To silence or change them, go to the **System** category in the Application Launcher, choose **Prefs** and set **System Sound** to **Off**, **Low**, **Medium** or **High**. Then return to PromptMe.

Menu

The menu can be accessed from either the List View or the Item View. There are two menu choices:

❑ **REGISTRATION** - lets you enter a code to disable registration notices.
❑ **ABOUT** - gives you information about the program author.

Help

Help is available in both the List View and the Item View. Just tap the Information icon at the right end of the title bar. This will display helpful information relevant to the current view.

Limitations

PromptMe supports a maximum of 200 items in a list.

Installation

Before installing PromptMe on your Palm device, you should make sure that a previous copy is not already installed. This precaution to avoids potential errors when running a future release of PromptMe with preference data from a previous release. To delete an existing copy of PromptMe, along with its preference data, follow these steps:

❑ Go to the Application Launcher.
❑ Tap the Menu icon (lower left permanent icon).
❑ Under the **App** menu, select the **Delete…** option.
❑ From the list of applications, select PromptMe.
❑ Tap the **Delete…** button.
❑ Tap the **Yes** button in the **Delete Application** confirmation dialogue.
❑ Tap the **Done** button.

This will <u>not</u> delete any checklists since they reside in the Memo Pad database.

You should download and unzip the PromptMe files into a directory named

C:\Palm\Add-on\PromptMe

Using Windows Explorer, navigate to that directory and double click on the file

PromptMe.prc

This will invoke the Palm Desktop Install Tool and add PromptMe to the list of applications to be installed with the next HotSync operation. Click **Done**. Click **OK**. Alternatively, you can launch the Install Tool, click **Add**, browse to the PromptMe directory and select **PromptMe.prc**.

Place the Palm device in its cradle and press the HotSync button on the cradle. After the HotSync operation, PromptMe will be installed in the palm device.

If this is the first installation of PromptMe, you will need to launch the Memo Pad application and create a category named **PromptMe**. Note that the category name is case sensitive. Finally, add your checklists to the **PromptMe** category.

Registration

You may register PromptMe by contacting Palm Gear HQ at 817-640-6558 (voice) or 817-640-6614 (fax). If you fax the registration, then be sure to specify:

❑   credit card type, number and expiration date
❑   your name as it appears on the credit card
❑   e-mail address for the confirmation message containing the registration code

Go to the Registration Form in PromptMe by way of the Menu option. The message, confirming your registration, shows your Name and a Registration Code. Enter these, as they appear in the confirmation message, into the Registration Form and press the **REGISTER** button.

Retain a copy of the confirmation message in case you should need to reinstall the application.

Note: The name field is not case sensitive and only alphanumeric characters are significant.

Support

Support is available to registered users by way of e-mail. Be sure to put PromptMe in the subject line.

Contact

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