

Learning to Use the Date Book

For appointments or any activity associated with a time or date use your Date Book to keep you on track and on time!

Date Book allows you to do the following:

- ❖ Enter a description of your activity and assign it a date and time
- ❖ Attach a note to an activity for more details and/or clarification
- ❖ Set an alarm (auditory or vibration) to remind you of an appointment
- ❖ Create a repeating entry that you only have to enter once
- ❖ Create an entry that is based on date not a particular time, i.e. birthday
- ❖ Display a chart of your appointments for an entire week
- ❖ Display a monthly calendar-see what dates you have open, conflicts, etc...
- ❖ Display an agenda that includes your activities, untimed items and your To Do List

Here is a list of different types of activities you can enter in your Date Book:

- ✚ listing appointments
- ✚ meetings
- ✚ part time work schedule
- ✚ parking ban dates
- ✚ bill due dates
- ✚ son/daughter's practice schedule
- ✚ family schedule
- ✚ special trash pick-up dates
- ✚ movie opening dates
- ✚ television special times and channels
- ✚ store special sales dates
- ✚ reminders to set up doctor or veterinarian appointments
- ✚ holy days and seasons
- ✚ special dates such as birthdays and anniversaries (These could be yearly repeating untimed items.)

Already know the basics of using the Date Book?

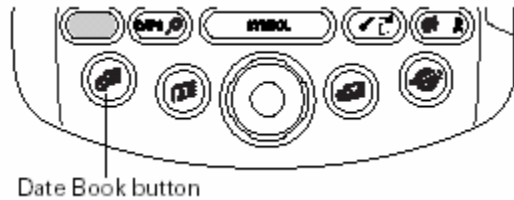
Did you know you could...

- Change the size of the font (text): *[When Date Book is open, tap on the date in the upper left corner-tap on the Options menu-tap Font-highlight the size “A” you want.]*
- Use Date Book as an alarm clock: this could be done with a single or repeating alarmed item.
- Change the alarm sound, how often it will go off, and time between reminders: [When Date Book is open, tap on the date in the upper left corner-tap on the Options menu-tap Preferences-tap on down arrow next to “Alarm Sound” to change the type of alarm, tap on down arrow next to “Remind me” to change how often the alarm will go off, and tap on down arrow next to “Play Every” to change the time between reminders.]
- Use Date Book as a daily journal: this could be held in the note of an untimed item called, for example, Daily Journal. *[When Date book is open, tap on New-tap No Time-enter description “Daily Journal”-tap on Details-tap Note and enter your journaling.]*
- Date Book can keep notes from, or notes you prepare for, a meeting or appointment: the “note” of the item for the event can hold these.
- Date Book can serve as a tickler file: if you need to do something at a future date and don’t want to be reminded of it until then, you can use an untimed event on the appropriate date to remind you.
- Use Date Book can keep your To Do List: this could be an untimed item called, for example, To Do Today, with your list in the attached note. You might want the same list to go from day to day, and make the To Do Today have a daily repeat; or have separate weekday and weekend lists, and have one To Do Today item repeat Monday through Friday and a second item repeat Saturday and Sunday; or you might want a new list every day, and create a new untimed item every day.
- Use Date Book to replace a book of daily meditations, if you use such. Simply create a “Daily Meditation” untimed entry, and attach a note with the text of the day’s meditation—a process that takes only a minute or two a day, and ensures you actually focus on the meditation. You can refer to the daily meditation throughout the day without pulling out your book of meditations. At the end of the day, you can change the date on the daily meditation entry to move it to the next year, where it will wait for you—or you can set it to repeat yearly.

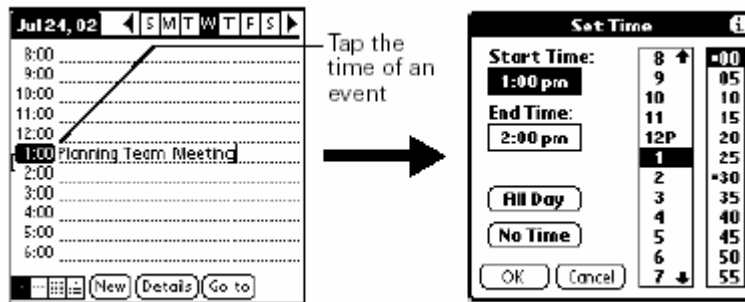
Ideas from Brian Hetrick (<http://www.brianhetrick.com/palm/datebook.html>)

The Basics of Date Book

1. Open Date Book. One of the hard buttons opens Date Book without having to have the Palm turned on-see the picture below. You could also turn your palm on, make sure you are "home" and press the "D" on the keypad. This will bring you to your applications that start with "D". Tap on Date Book.

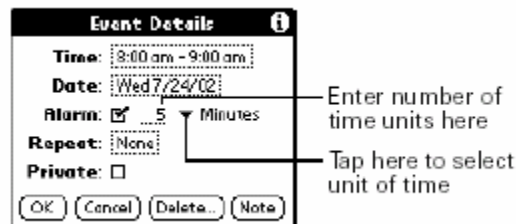


2. You can enter activities 2 different ways: Tap on a line next to the time of the activity and begin entering the description. Then tap on the time to adjust the minutes (see picture below) OR Tap on New and set the time then enter the description.

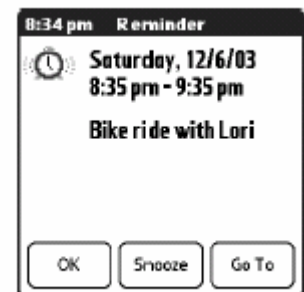


3. Enter details of the event by tapping Details: Set the alarm, create a repeating event (i.e. every other Friday is payday), and/or add a note.

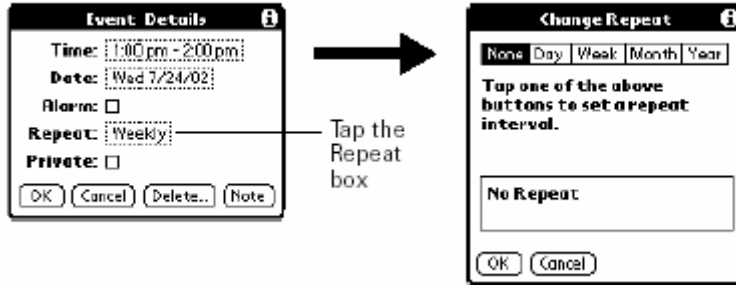
Check the **Alarm** box to add an alarm to the activity. You can set the alarm to ring in minutes, hours or days before the activity. Tap on Minutes to change unit of time.



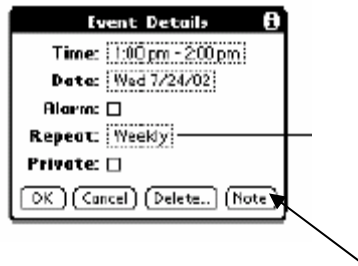
Example of what your screen will look like when alarm goes off:



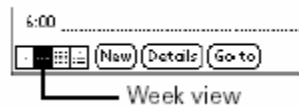
Repeating Event: Tap inside the repeat box to change the intervals



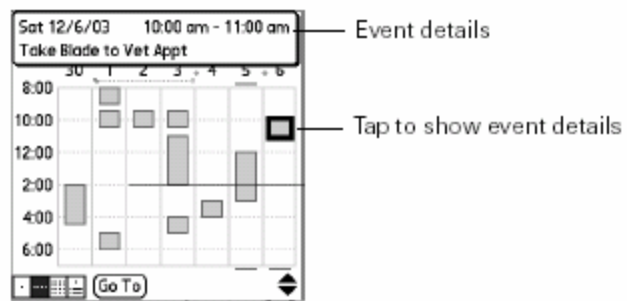
Add a Note: After tapping on Details, tap on Note to add more information about your activity.



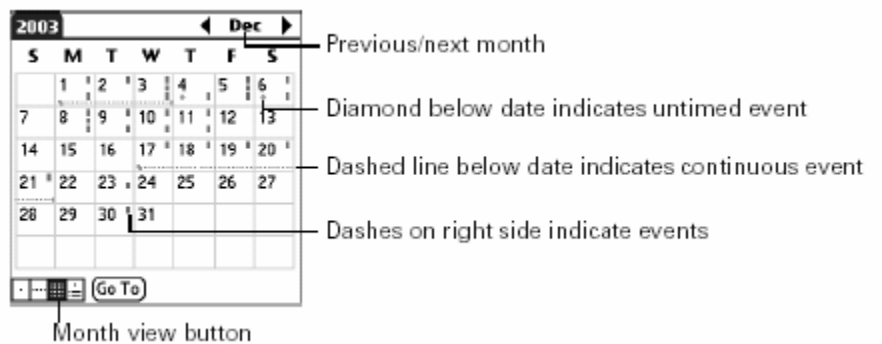
4. Look at the different views: Tap on the square with 5 dots to view a chart of your activities for this week.



Weekly Chart view:



Month view:



Agenda view: Shows appointments and To Do List for the day.

