



# MemoLeaf

## Quick Start Guide

A tool that help you learn, organize and think

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**1. Introduction**

MemoLeaf is a versatile memo organizer that really makes memos work for you. It gives you the power to locate and manage memo information stored in your PDA.

Since MemoLeaf is fully compatible with the Palm OS built-in MemoPad or Memos database, there is no need to re-input all your memos in order to use MemoLeaf. Once you have installed the software, you can immediately enjoy the power of lightning fast searching functions and experience the ease of finding information, using your existing memos.



**2. Basic Concepts**

**Memo Title**

Instead of classifying memos into a limited number of categories, MemoLeaf allows memos to be described and classified more fully, based on the memo title.

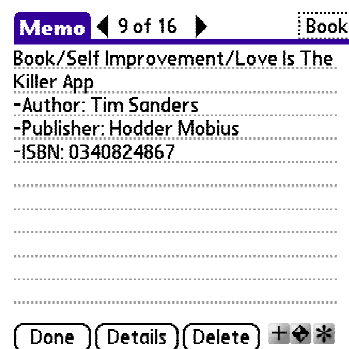
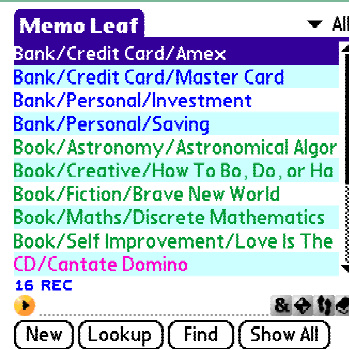
The memo title is the first line of the memo. Here you may put a heading as well as keywords, to describe the memo. For example, if you wanted to record some information about a book, the memo text might read like this:

```
Book/Self Improvement/Love Is The Killer App
-Author: Tim Sanders
-Publisher: Hodder Mobius
-ISBN: 0340824867
```

In this way, you have already classified the memo using several keywords in the memo title.

The memo title is not restricted to a fixed format or fixed length. A plain memo title without separators will also work; any meaningful keywords that identify the memo contents are good enough. However, you may also use a separator such as '/' to improve readability. Separators like '>' or ':' also work well.

On the main screen, MemoLeaf will list the memo titles for easy reference, enabling you to access a specific memo by simply tapping the memo title line.





### Lookup

In order to locate memos based on the classification given in the memo title, a search key must be entered in the key field. For example, you may enter "Bank" and tap **Lookup** to search for memos having "Bank" in the memo title.

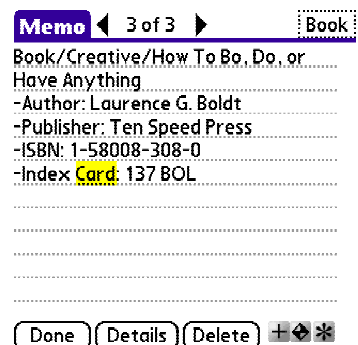
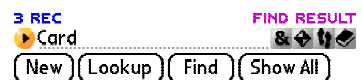
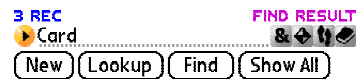
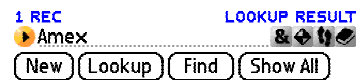
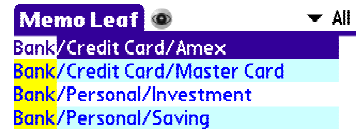
You may also perform lookup on keywords specified on the memo title, other than the first keyword. This allows great flexibility to classify memos in your own way. Thus, you may enter "Amex" and tap **Lookup** to search for credit card information.

### Find

In order to locate memos based on their contents, instead of tapping **Lookup**, you may tap **Find**. This will perform a global, full text search of all memos under the current category. The contents of each memo will be examined, including the memo title. For example, you may input "Card" and tap **Find** to search for memos having "Card" in the memo contents.

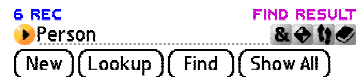
If you wonder why the third memo is matched, you may tap the mini eye button. Then the matched line inside the memo will be shown for reference.

Tapping on the third found memo. The memo contents are shown and the matched text is highlighted for easy reference.



### Lookup by Start With

Normally, a query using Lookup will search for all keywords appearing in the first line of the memo title. However, the result list may contain memos that are not needed.

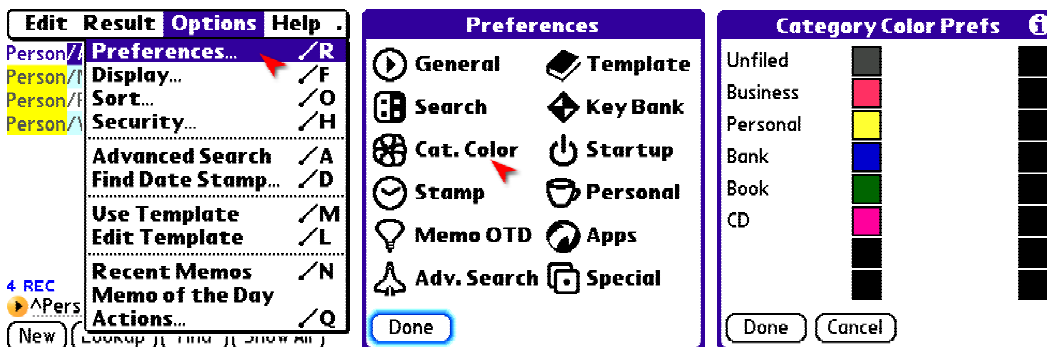


You may specify that your query search only the first word of each memo title. Simply add a "^" to the beginning of the search key and tap **Lookup**. For example, to search for memos beginning with "Person", you may enter "^Person" and tap **Lookup**. All memos with a title starting with the keyword "Person" will be matched. It can at times be very useful to quickly perform a restricted search using this feature.



### Memo Category Color

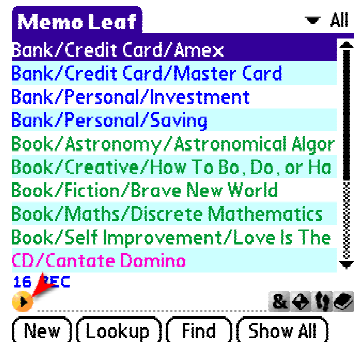
You remain free to assign memos to categories. With the capability of coloring memos by their categories, you may choose a color scheme to suit your needs.



## 3. Recalling Memos

### Past Keys

A key history is automatically maintained for easy recall. A previous key can be picked from the history list by tapping the mini orange button with a little triangle, next to the key field.



The last 12 keys are retained for your instant recall. The oldest key will be discarded once the new search key (i.e. the 13<sup>th</sup> key) has been saved.

### Recent Memos

Up to 30 recently edited (or viewed) memos will be kept tracked. Simply tap on the mini button to show the list of recent memos.

The latest memo will be shown at the top of the list. In other words, the first memo in the list is the last visited memo.



## 4. Working on Search Result

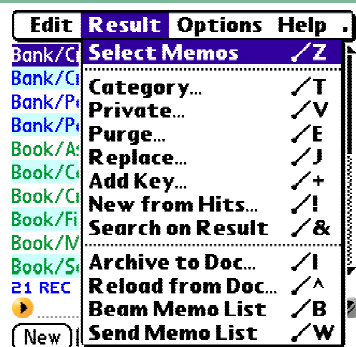
### Search Result

In addition to classifying memos into categories, MemoLeaf allows you manipulate multiple memos in a search result, as a whole. A number of functions are provided to improve productivity in this way.

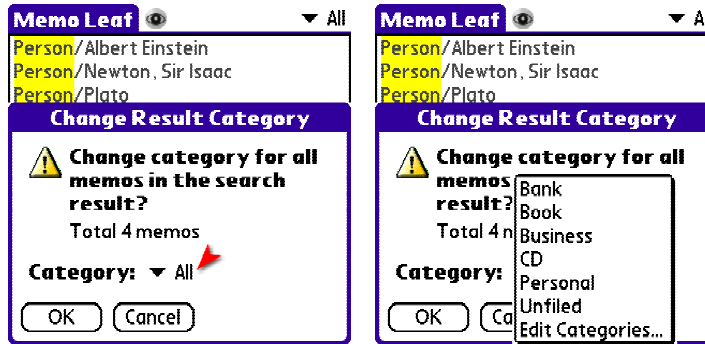
More usage details are discussed below.

### Reassigning Memo Category

Instead of changing the category each memo individually, you may perform a query and select a new category for all memos in the query result.

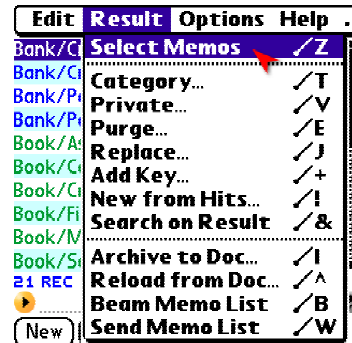




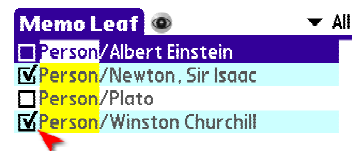


### Selecting Memos

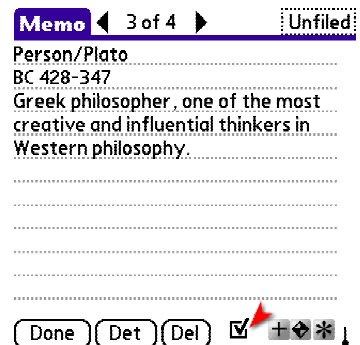
By default, all functions under the **Result** menu like the one just discussed above, works for all memos in the search result. However, it is possible to select some of these memos for the operation only.



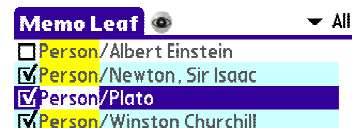
A checkbox column will show up for individual memo selection. Simply check the checkbox to select the memo.



Selection can also be made after reviewing the memo contents. A checkbox can be found inside while the memo is opened for editing.



A **HOLD** sign is shown meaning the result list is on hold without updating until the memo selection has finished.

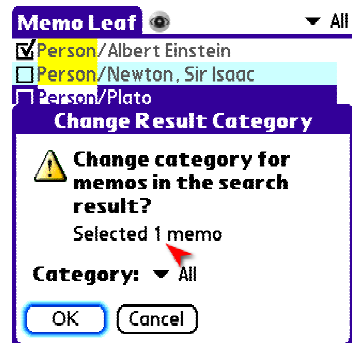


Moreover, in order to inverse the selection, i.e. making unselected memos selected and vice versa. Simply choose the **Select Memos** menu item again.



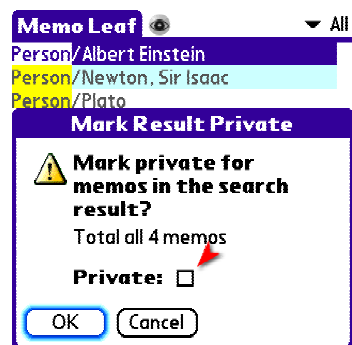
Then the operation will only apply on those selected memos only.

This memo selection technique works for all operations listed under the **Result** menu, namely, **Category**, **Private**, **Purge**, **Replace**, **Add Key**, **New from Hits**, **Search on Result**, **Archive to Doc** and **Beam/Send Memo List**.



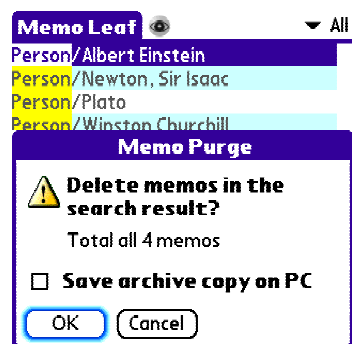
### **Marking or Unmarking Private Memo**

Instead of marking or unmarking private memo one time each, you may perform a query and then mark or unmark the private setting for all memos in the query result.



### **Purging Memos**

Instead of deleting memo one by one, you may perform a query and purge all memos in the query result.



### Text Replacement

Like all common word processors, global find and replace function is provided to dealing with text replacement in the document. Similarly, MemoLeaf is capable of replacing text in memos found in the query result.

In particulars, you may either decide whether to restrict the scope of text replacement within the memo title only or not. If not, it means the scope is the entire memo contents.

Applying this restriction can serve as a handy way to replace text in the memo titles only.

MemoLeaf will further ask for confirmation on each found text for replacement.

Since applied text replacement cannot be undone, it is very important to make sure that the operation really works as the expected result.

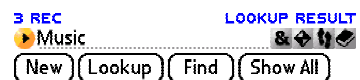
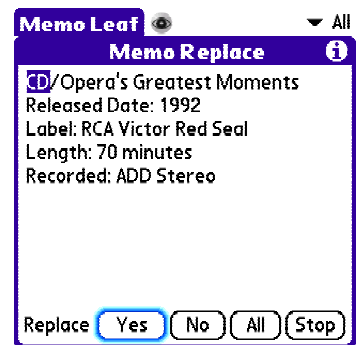
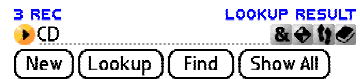
Upon completion of the operation, the total count of applied replacements will be reported for reference.

In order to review those modified memos, a new search can be performed on the replaced text.

### Add New Keys

New keys can be added to a number of memos at one time. Basically, it can group different memos with a common key. It also makes adding alternate keys to memos easy.

New keys will be added to the memo title line. Depending on the purpose, newly assigned keys can be either inserted



to the beginning or appended to the end of the memo title. You may alter the behavior by means of the checkbox option.

Change on each memo title will be applied upon confirmation. Again, since it cannot be undone, it is very important to make sure that the operation really works as the expected result.

The confirmation dialog is similar to that of text replacement. Simply tap **Yes** to apply change on the showing memo or tap **All** to apply changes to all remaining memos without further confirmation.

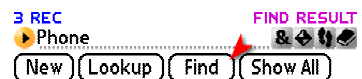
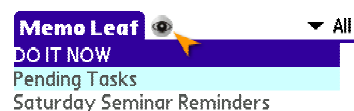
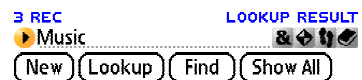
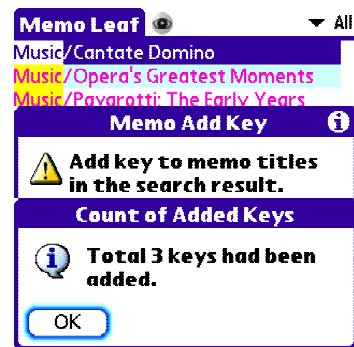
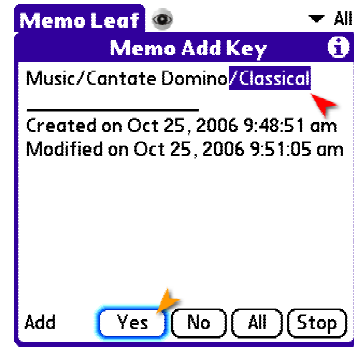
Finally, a total count of added keys will be reported for information.

The search result will be refreshed upon completion of the operation to show those changed memo titles.

### ***New from Matched Hits***

Whenever you want to gather information that stored in different memos, you may find this New from Hits function helpful.

After searching memos by Find, you may view all first hits in memos at one time by altering the view using the View button.




In order to see all other matched hits, you still have to browse into each memo.




**Memo Leaf**  ▼ All

- ...5. Phone Mr. Robinson
- ...iring Services, Phone 43234223
- ...Phone Carol White (remind her to u

This function aims at collecting all matched hits from the result list and store them in a new memo in a single operation.

The contents of these three memos are shown below for your reference.




**3 REC** **FIND RESULT** 

Phone   

**Memo** ◀ 1 of 3 ▶ Unfiled

DO IT NOW




1. Write meeting minutes
2. Confirm distribution name list
3. Reserve meeting room
4. Determine agenda for the ad hoc meeting
5. Phone Mr. Robinson

**Memo** ◀ 2 of 3 ▶ Unfiled

Pending Tasks



- Call Copier Repairing Services, Phone 43234223
- Call General Office, Phone 51234552 find Mrs. Green to cancel booking

**Memo** ◀ 3 of 3 ▶ Unfiled













Saturday Seminar Reminders



- Phone Carol White (remind her to update the contact list)
- Phone Dave Middleton (transportation arrangement)
- Phone Joyce Paddon


  


After selecting the **New from Hits** menu item, but leave the checkbox unchecked. Then all 5 matched hits will be collected in the new memo as shown.


**Edit Result Options Help**

- Select Memos 
- Category... 
- Private... 
- Purge... 
- Replace... 
- Add Key... 
- New from Hits... **
- Search on Result 
- Archive to Doc... 
- Reload from Doc... 
- Beam Memo List 
- Send Memo List 

**3 REC**  
Phone  

**Memo Leaf**  ▼ Unfiled

**New from Hits** 




 **New memo from hits in the search result?**

Total all 3 memos

- Show entire matched line
- Insert blank line by memo
- Show memo title
  - as tag in [ ]













**Edit Memo** Unfiled



- Phone Mr. Robinson
- Phone 43234223
- Phone 51234552 find Mrs. Green to cancel booking
- Phone Carol White (remind her to update the contact list)
- Phone Dave Middleton (transportation arrangement)
- Phone Joyce Paddon


  


If the checkbox for **Show entire matched line** is checked, lines that contain the matched hits will be collected in the new memo as shown.


**Edit Result Options Help**

- Select Memos 
- Category... 
- Private... 
- Purge... 
- Replace... 
- Add Key... 
- New from Hits... **
- Search on Result 
- Archive to Doc... 
- Reload from Doc... 
- Beam Memo List 
- Send Memo List 

**3 REC**  
Phone  

**Memo Leaf**  ▼ Unfiled

**New from Hits** 




 **New memo from hits in the search result?**

Total all 3 memos

- Show entire matched line
- Insert blank line by memo
- Show memo title
  - as tag in [ ]

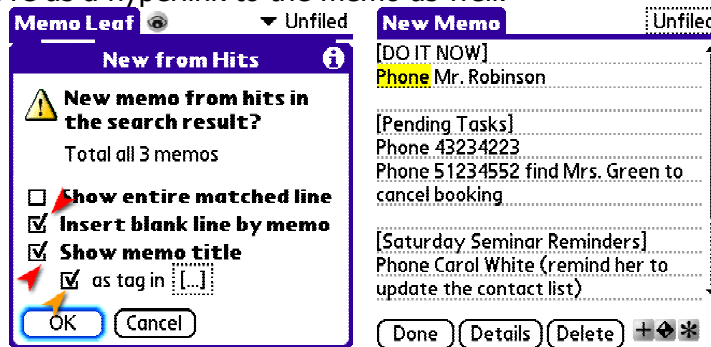
**Edit Memo** Unfiled

- Phone Mr. Robinson
- Call Copier Repairing Services, Phone 43234223
- Call General Office, Phone 51234552 find Mrs. Green to cancel booking
- Phone Carol White (remind her to update the contact list)
- Phone Dave Middleton (transportation arrangement)
- Phone Joyce Paddon

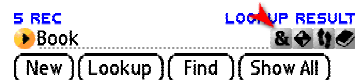
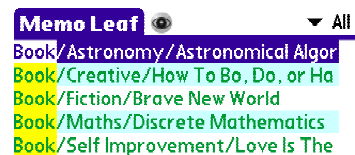
Furthermore, memo titles can be shown in the new memo as well. Firstly, the **Show memo title** can be checked. For easy reference, it would be nice to check its sub-option **as tag in []** so that the memo title will be highlighted as a tag. Finally, check the **Insert blank line by memo**.

If you have installed third-party software that can handle tag reference (like PsLink), the memo title tag can ultimately serve as a hyperlink to the memo as well.

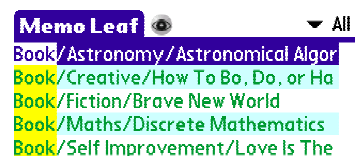


### Search on Result

Based on a search result, a refined search can be performed with another key. Starting with a search result, declare the following search to be restricted to the resulting memos only. Then you may enter a new key and refine your search by tapping **Lookup** or **Find**.



Say you want to find a book with "Love" in the book title, you may first perform a lookup on "^Book", either select the menu item or tap the mini ampersand button, then perform another lookup on "Love".



Eventually, the ultimate search result can be obtained as shown.



Furthermore, since Search On Result can be applied freely before a new search, it is possible to perform Find after Recent Memos, perform Find after Lookup or vice versa, etc.



### Archive to Document

MemoLeaf also allows you to archive a group of memos as a Palm document. There are a number of advantages to archiving a group of memos in this way. Firstly, it helps to make a backup copy before purging memos. Secondly, an archived document can be regarded as a snapshot image to a set of memos. Thirdly, it can be distributed to other Palm via beaming or even sending over email.

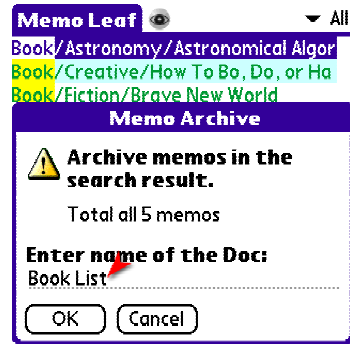
In order to view the generated document, a document reader is needed. It is easy to use the Palm's built-in Palm Reader to do this. If your Palm does not come with the Palm Reader, many well-known document readers (some are freeware) are suitable and can be installed separately.


Moreover, it is possible to append memos to an existing memo archive generated by MemoLeaf. Instead of creating new document every time, it is handy to add archived memos to a single document.

### Reload from Document

In reverse, archived memos can be put back from a Palm document. All memos archived in the selected Palm document will be reloaded back to the database after the operation.

In order to make sure that all reloaded memos can be managed as a whole, it is recommended that memos are reloaded to an empty category first. Say a dedicated category called "New Memos" can be prepared before hand.



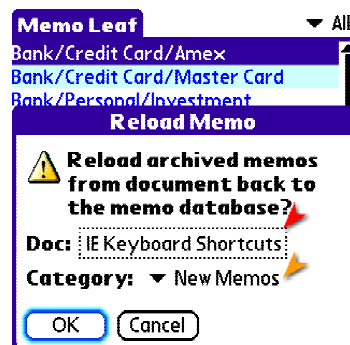
Book/Astronomy/Astronomical Algorithms  
-Author: Jean Meeus  
-Publisher: Willmann-Bell, Inc.  
-ISBN: 0-943396-61-1  
Created on Aug 11, 2005 5:09:52 pm  
-----  
Book/Creative/How To Be, Do, or Have Anything  
-Author: Laurence G. Boldt  
-Publisher: Ten Speed Press  
-ISBN: 1-58008-308-0  
-Index Card: 137 BOL  
▼ Doc  


/shortcuts/IE/Address Box/  
ALT+D  
Select the text in the Address box

F4  
Display a list of addresses that you have typed

CTRL+LEFT ARROW  
When in the Address box, move the cursor left to the next logical break in the address (period or slash)

▼ Doc  

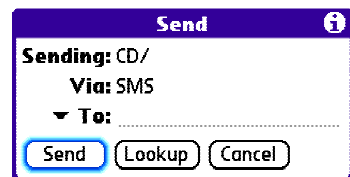
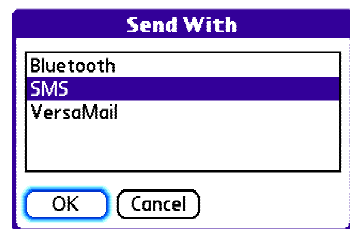
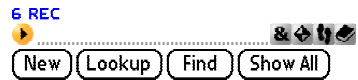
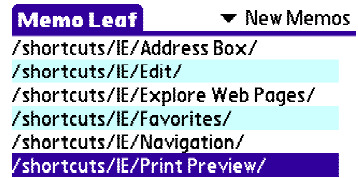



Then further operations on those newly reloaded memos can be carried out easily afterwards.

### ***Beam/Send Memo List***

Instead of having the restriction of beaming all memos under a category, MemoLeaf allows beaming or sending all memos currently shown in the result list.

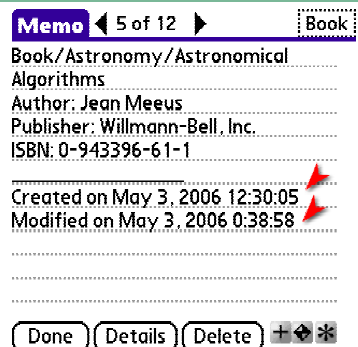
It should be noted that the Send Memo function requires Palm OS 4.0 or above.



## 5. Date Time Stamp

### ***Date Time Stamps***

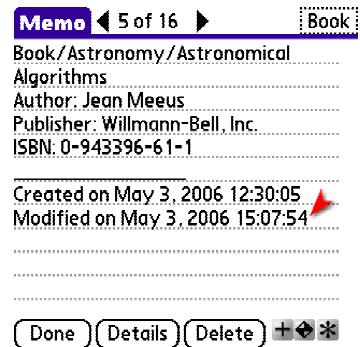
Whenever a new memo is created or a memo has been modified, date time stamps are automatically inserted at the end of the memo for reference. This makes it possible to keep track of when a memo is created or modified.





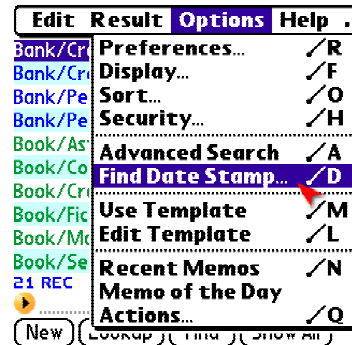
### Updating Memo

Simply edit a memo and make your intended changes. The "Modified on" date will be updated automatically. However, the "Modified on" date will remain unchanged if the memo is just viewed without any actual modification.



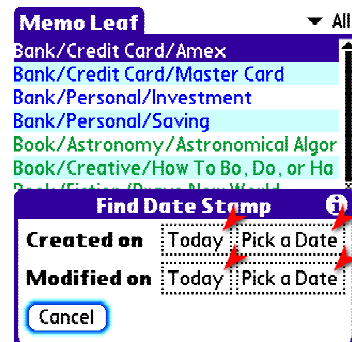
### Find Date Stamp

It is easy to recall memos created or modified on a specific day. Select the **Find Date Stamp** menu item to start this type of memo search.



Four different options are available.

- 1) Created on Today
- 2) Created on a specific date
- 3) Modified on Today
- 4) Modified on a specific date

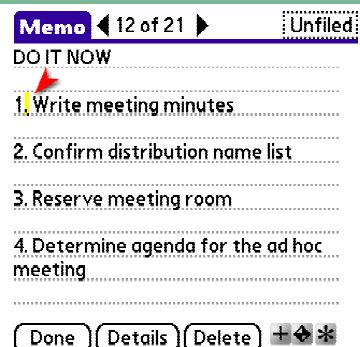


## 6. Editing Memo

### Replace Text

MemoLeaf can also replace text within a memo. Whenever a memo is opened for editing, a global find and replace function can be applied for the purpose.

First of all, select the text that is going to be replaced.



Then choose the **Replace/Find...** menu item. Fill in the form and perform the text replacement.

The entire memo content will be examined regardless of the current cursor position. MemoLeaf will further ask for confirmation on each found text for replacement.

Upon completion of the operation, the total count of applied replacements will be reported for reference. Result similar to the following screen could be seen.



### Find Text in Memo

It is possible to apply the same function to locate all occurrences of some text within the memo. Provided that no actual replacement is going to be performed.

Enter some text in the Find field, but leave the Replace With field blank. Tap **Find** to proceed.

Similarly, the entire memo content will be examined regardless of the current cursor position. MemoLeaf will prompt at each occurrence, tap **Next** to continue, tap **Prev** to go back or tap **Stop** to end.

The cursor will then rest on the last occurrence of the found text.





Three screenshots of the MemoLeaf interface showing a memo with a quote. The 'Next' button in the navigation bar is highlighted with a red arrow in each screenshot.

### Revert To Original

Just in case, some unwanted changes had been made, e.g. by text replacement. In this case, it would be beneficial to undo all changes by reverting back to the original memo.

Since all changes to the memo will be lost after the operation, confirmation is needed before proceeding. Afterwards, the memo contents will go back to its original state right before editing.

Screenshot of the MemoLeaf interface showing a list of tasks. The 'Revert to Original' button in the navigation bar is highlighted with a red arrow.

Two screenshots showing the 'Revert to Original' menu option and a confirmation dialog box.

### Bullets

In order to improve readability, it would be nice to add bullets to an item list. MemoLeaf provides a simple way to add bullets automatically.

First of all, make sure the Auto Bullet feature has been turned on. Then the primary bullet char for recognition has been properly defined with automatic substitution.

Screenshot of the MemoLeaf 'Options' menu with 'Bullet...' selected.

Start typing the first line of the item list with a "-".

By the end of the line, simply enter a return as usual to start a new line. Then a proper bullet will be added to the beginning of the line automatically.

Upon completion, the last bullet will be removed automatically provided that the line is ended without entering any text.



Furthermore, the Auto Bullet feature will cater for indentation as well.

As shown above, "+" has been defined as one of the alternate bullet characters. Thus line that begins with a "+" will also be regarded as a bulleted line.

By the same principle, a bulleted list with sub-items can be created effectively.



### Sum Selected

It is quite common that numbers, especially amounts, will appear in memo content. The Sum Selected feature could save you a lot of time when dealing with numbers within a memo.

Say we would like to calculate the total amount of the item list. What we need to do is to select the interested items and select the **Sum Selected** menu item.

The result will be shown for your immediate reference.

If you wish to jot the resulting number to the memo, simply tap **Insert**.





In addition, this feature also works with signed numbers, thousand commas and decimal places as well.

Up to 2 decimal places will be properly calculated. If the number comes with more decimal places, extra decimals will be truncated.

However, this feature will not cater for multiplication or division. Therefore both "\*" and "/" will be ignored.

### Sort Selected

If you wish to keep a name list in a memo or an ordered item list. The Sort Selected feature could make your life easier.

By selecting the **Sort Selected** menu item, you may instantly sort selected lines in either ascending or descending order.



Record Edit Options Help  
Saturday Font... /F  
Carol White Alarm... /A  
Bill Peters Bullet... /-  
Martin Wood Underline... /N  
Bob Sander Lookup Selected /O  
Dave Middle Find Selected /I  
John Davis Sort Selected /.  
Lisa Barclay Sum Selected /M  
Joyce Paddon Phone Lookup /L  
Terry Jones Goto Top /T  
Goto Bottom /Z  
Done Details Delete +⌘\*

New Memo [Unfiled]  
Saturday Seminar Registration  
Carol White  
Bill Peterson  
Sort Selected ⓘ  
Total 9 lines in the selected text.  
Please choose the sorting order to start.  
A to Z Z to A Cancel

New Memo [Unfiled]  
Saturday Seminar Registration  
Bill Peterson  
Bob Sander (by email)  
Carol White  
Dave Middleton  
John Davis (need special care)  
Joyce Paddon  
Lisa Barclay (4 persons)  
Martin Wood  
Terry Jones (reporter)  
Done Details Delete +⌘\*

### Alternate Font

In addition to the **Font** option, it would be handy to switch between two similar fonts by using **Alt Font**. The simplest usage is to switch between standard and large font.

In reverse, switching back is equally simple. Applying **Alt Font** again will show the memo in original font.

Memo ◀ 23 of 27 ▶ [Unfiled]  
Quote: Aristotle (384BC-322BC)  
Excellence is an art won by training and habituation. We do not act rightly because we have virtue or excellence, but we rather have those because we have acted rightly. We are what we repeatedly do. Excellence, then, is not an act but a habit.  
Done Details Delete +⌘\*

Record Edit Options Help  
Quote: Ari Font... /F  
Excellence Alarm... /A  
and habitu Bullet... /-  
rightly be Underline... /N  
excellence Lookup Selected /O  
because we Find Selected /I  
are what Sort Selected /Q  
Excellence Sum Selected /M  
habit. Phone Lookup /L  
Alt Font /.  
Goto Top /T  
Goto Bottom /Z  
Done Details Delete +⌘\*

Memo ◀ 23 of 27 ▶ [Unfiled]  
Quote: Aristotle (384BC-322BC)  
Excellence is an art won by training and habituation.  
We do not act rightly because we have virtue or excellence, but we rather have those because we have  
Done Details Delete +⌘\*

Record Edit Options Help  
Quote: Font... /F  
(384BC- Alarm... /A  
Exceller Bullet... /-  
training Underline... /N  
We do Lookup Selected /O  
because Find Selected /I  
exceller Sort Selected /Q  
have th Sum Selected /M  
have th Phone Lookup /L  
Alt Font /.  
Goto Top /T  
Goto Bottom /Z  
Done Details Delete +⌘\*

Furthermore, **Alt Font** can let you select between switching font size or font weight as well. For font size, it is switching between normal and large font. For font weight, it is switching between normal and bold font.

In order to specify the corresponding switching font option, please go to the Special Preferences screen.

Memo ◀ 23 of 27 ▶ [Unfiled]  
Quote: Aristotle (384BC-322BC)  
Excellence is an art won by training and habituation. We do not act rightly because we have virtue or excellence, but we rather have those because we have acted rightly. We are what we repeatedly do. Excellence, then, is not an act but a habit.  
Done Details Delete +⌘\*

Preferences  
General Template  
Search Key Bank  
Cat. Color Startup  
Stamp Personal  
Memo OTD Apps  
Adv. Search Special  
Done

Preferences  
General Template  
Search Key Bank  
Special Prefs ⓘ  
Alt Font To Switch  
Font Size Weight  
Vibrator Support  
Device Type: --- Test  
Done Cancel

**7. Memo Templates**

**Similar Memos**

Instead of starting every new memo from scratch, new memos can be created using pre-defined memo templates. Further information can then be added to the memo just like filling in a form.

A simple example might be jotting a memo about a book. A memo template helps to capture structured information in an effective way.

**Creating Memo Template**

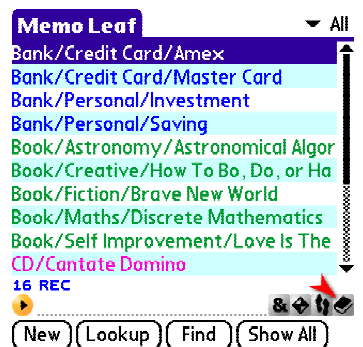
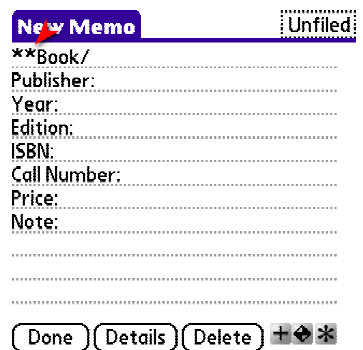
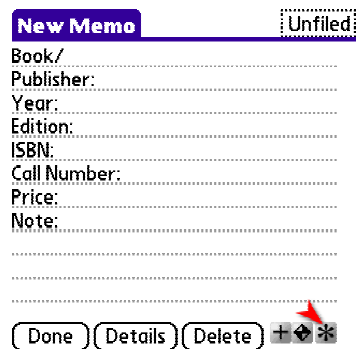
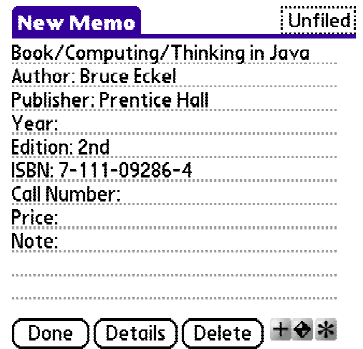
Step 1 Create a memo as usual with the desired memo content.

Step 2 Tap the \* to add the template prefix.

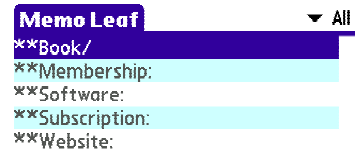
There is no step 3. Your memo template has been created successfully. Simply tap **Done** to save the template.

**Use Memo Template**

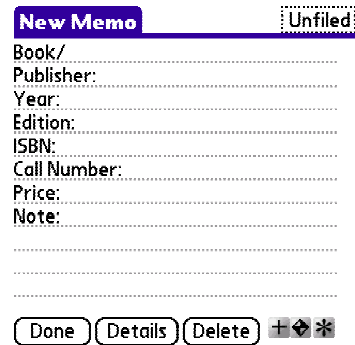
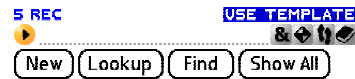
Tap on the mini button showing a little book on the right side.



The memo templates under that particular category will be listed. Simply tap on an entry to create a new memo using the memo template.

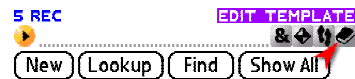
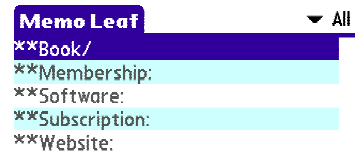


Instead of having a blank memo, the new memo will come with the memo content, the category and private setting duplicated from the template.



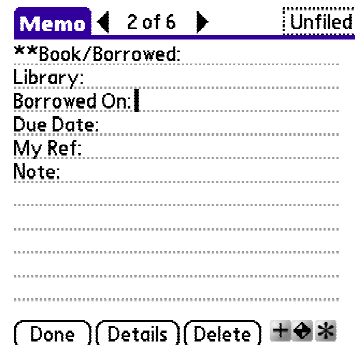
### Edit Memo Template

Tap on the mini button twice will bring up the same list of memo templates. However, under the edit mode, you may edit the memo template content directly. Simply tap on an entry to edit the pre-defined memo template.



### Auto Fields

Auto Fields are variables that will be replaced by pre-defined text automatically when new memo is created from the memo template. With auto fields, you may add customized date time stamps, serial numbers and week/day numbers to memo templates.



When editing a memo template, a full set of auto fields is available for selection. Simply choose the **Insert Auto Field** menu item. The auto field will be inserted at the current cursor position.





The screenshot shows the 'Template Auto Field' dialog box with the following options:

- Date Time**: [Both][Date][Time] [2 digits]
- Year**: [2 digits]
- Month**: [Name][Abbr.] [1-2 digits]
- Day**: [Name][Abbr.] [1-2 digits]
- Week Number**: [2-digit Year][1-2 digits No.] [2 digits]
- User Defined**: [Serial No.] [2 digits]

The 'Insert Auto Field...' option is highlighted in the menu.

Apart from date time stamps, serial number indicating the memo sequence created from this particular memo template can be added too. A simple example is illustrated below.

The screenshot shows a memo template with the following text:

```

**Book/Borrowed:
Library:
Borrowed On: $DATE
Due Date:
My Ref: #
Note:
    
```

The default serial number "\$#" will start at 0. However, you may further modify it if wanted. Say starting from BBK000001, then BBK000002, BBK000003 and so on. In this case, you may enter "BBK\$#000001" as your initial auto serial number.

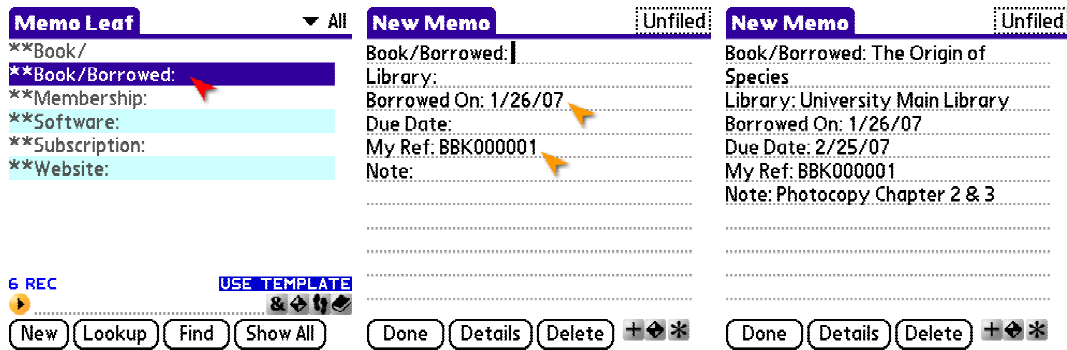
Prefix is actually normal memo text. Numbers including zeros following the # sign will be applied to generate the next number.

The screenshot shows the 'Template Auto Field' dialog box with the 'User Defined' option selected. The memo template shows the result of using this option:

```

**Book/Borrowed:
Library:
Borrowed On: $DATE
Due Date:
My Ref: BBK$#000001
Note:
    
```

When new memos are created from this memo template, auto fields will be replaced by today's date and the current serial number accordingly. See screens below.



**Memo Leaf** ▼ All **New Memo** [Unfiled] **New Memo** [Unfiled]

\*\*Book/  
**\*\*Book/Borrowed:**  
 \*\*Membership:  
 \*\*Software:  
 \*\*Subscription:  
 \*\*Website:

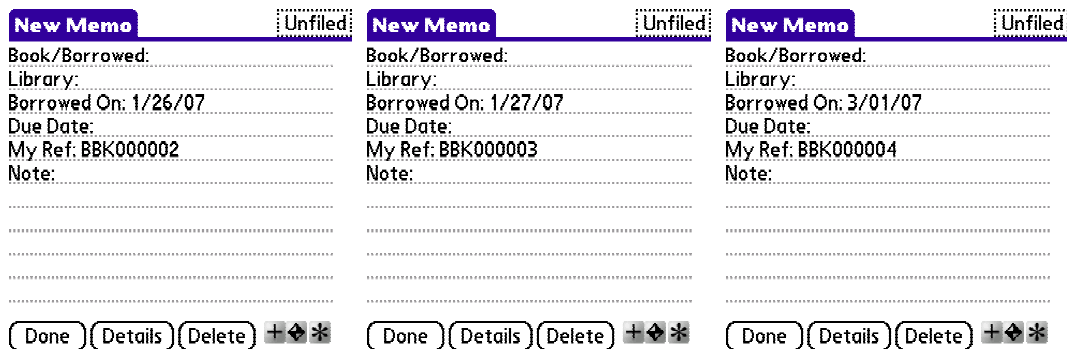
Book/Borrowed: |  
 Library:  
 Borrowed On: 1/26/07  
 Due Date:  
 My Ref. BBK000001  
 Note:

Book/Borrowed: The Origin of  
 Species  
 Library: University Main Library  
 Borrowed On: 1/26/07  
 Due Date: 2/25/07  
 My Ref: BBK000001  
 Note: Photocopy Chapter 2 & 3

6 REC USE TEMPLATE

New Lookup Find Show All Done Details Delete + \* Done Details Delete + \*

Then the next three memos created from the same memo template would look like screens below.



**New Memo** [Unfiled] **New Memo** [Unfiled] **New Memo** [Unfiled]

Book/Borrowed:  
 Library:  
 Borrowed On: 1/26/07  
 Due Date:  
 My Ref. BBK000002  
 Note:

Book/Borrowed:  
 Library:  
 Borrowed On: 1/27/07  
 Due Date:  
 My Ref. BBK000003  
 Note:

Book/Borrowed:  
 Library:  
 Borrowed On: 3/01/07  
 Due Date:  
 My Ref. BBK000004  
 Note:

Done Details Delete + \* Done Details Delete + \* Done Details Delete + \*

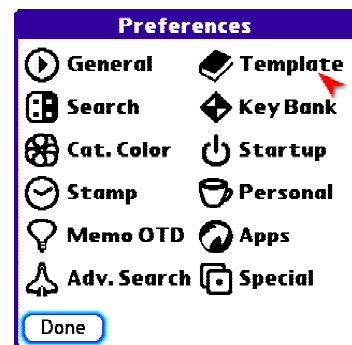
### Template Preferences

By default the template prefix is set to "\*\*". However, you are free to select any dedicated prefix you prefer. In the Template Preferences screen, you may specify the template prefix up to 10 characters.

In order to avoid memo templates messing up the search result, it is possible to hide all memo templates from the normal search result. Simply check the checkbox to activate the suppression.

There are two extra options altering the mechanism of creating new memo from template and browsing templates. Try setting these options if you prefer something different.

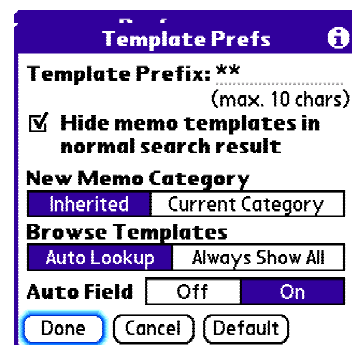
In addition, it is possible to disable all automatic substitutions of auto fields by turning off the Auto Field feature. Or if you are not going to apply auto fields in memo templates at all, you may simply turn it off.



**Preferences**

- General
- Search
- Cat. Color
- Stamp
- Memo OTD
- Adv. Search
- Template
- Key Bank
- Startup
- Personal
- Apps
- Special

Done



**Template Prefs**

Template Prefix: \*\* (max. 10 chars)

Hide memo templates in normal search result

**New Memo Category**  
 Inherited Current Category

**Browse Templates**  
 Auto Lookup Always Show All

**Auto Field** Off On

Done Cancel Default

**8. Memo of the Day**

***X of the Day***

MemoLeaf can be turned into "Word of the Day", "Quote of the Day", "Joke of the Day", etc. MemoLeaf will help to pick you a random memo everyday. A random memo a day can effectively give you reminders on something that you want to remember.

A user specified lookup key is provided so that the random pick can apply on a subset of memos only. You can also set the random pick to apply only to a particular category of memos. These options can be set under the Memo Of The Day Preferences screen.

Apart from tapping **Done** to dismiss the memo immediately, you may either open the memo for editing or flip to the next pick by tapping **Next**.

**Memo of the Day** 

Quote: Aristotle (384BC-322BC)  
Excellence is an art won by training and habituation. We do not act rightly because we have virtue or excellence, but we rather have those because we have acted rightly. We are what we repeatedly do. Excellence, then, is not an act but a habit.

**Memo of the Day** 

Quote: John Stuart Mill  
Human nature is not a machine to be built after a model, and set to do exactly the work prescribed for it, but a free, which requires to grow and develop itself on all sides, according to the tendency of the inward forces which make it a living thing.

**9. Home Memo**

***Home Memo***




Similar to the concept of home page while using a web browser. It is possible to select a home memo so that it will turn up when MemoLeaf starts.

Once a memo has been selected as the home memo. You may declare the home memo selection when the memo is being edited.

An information dialogue box will be showed up to confirm the selection. Upon completion, the screen title will be changed to from Memo to Home indicating that it is the selected home memo.

**Memo** ◀ 14 of 20 ▶ Unfiled

- DO IT NOW
- 1> Write meeting minutes
  - 2> Confirm distribution name list
  - 3> Reserve meeting room
  - 4> Determine agenda for the ad hoc meeting


**Record Edit Options Help**

- 1 Delete Memo... /D
- 2 Mark Template /\*
- 3 **Select Home Memo /H**
- 4 Info... /!
- 5 Beam Memo /B
- 6 Send Memo /W
- 7 Mail Memo /V
- 8 Revert to Original /R

**Memo** ◀ 14 of 20 ▶ Unfiled

**Select Home Memo**




 **Make this memo your Home Memo?**

You may then change the Start Up Mode to Home Memo so that this memo will appear right after MemoLeaf starts.

**Home** ◀ 14 of 20 ▶ Unfiled

DO IT NOW

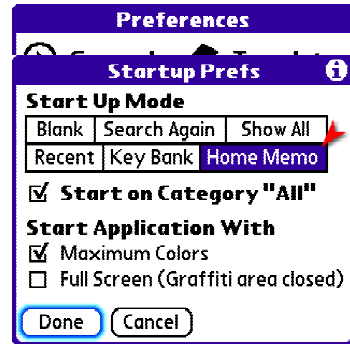
- 1> Write meeting minutes
- 2> Confirm distribution name list
- 3> Reserve meeting room
- 4> Determine agenda for the ad hoc meeting

### Start Up with Home Memo

After a home memo has been selected, one more step is needed.

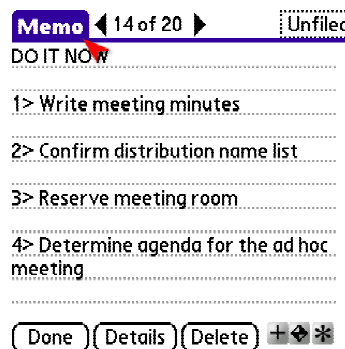
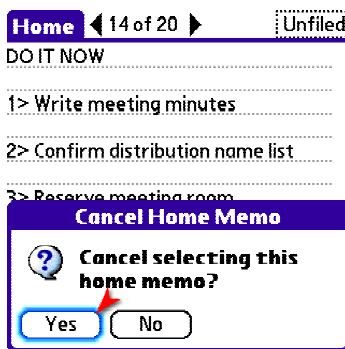
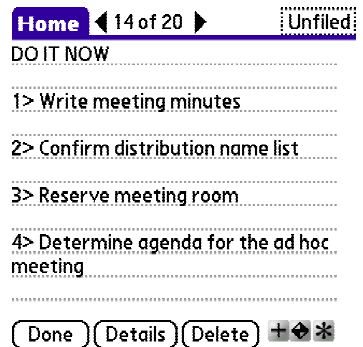
The Start Up Mode option under the Startup Preferences screen must be set to Home Memo so that MemoLeaf will look for the home memo when starting up.



### Change or Unselect A Home Memo

In order to change the home memo to another memo, simply declare the home memo selection on another memo.

In order to unselect a home memo, you may first open the home memo. Choose the **Select Home Memo** menu item again and the current home memo will be unselected.



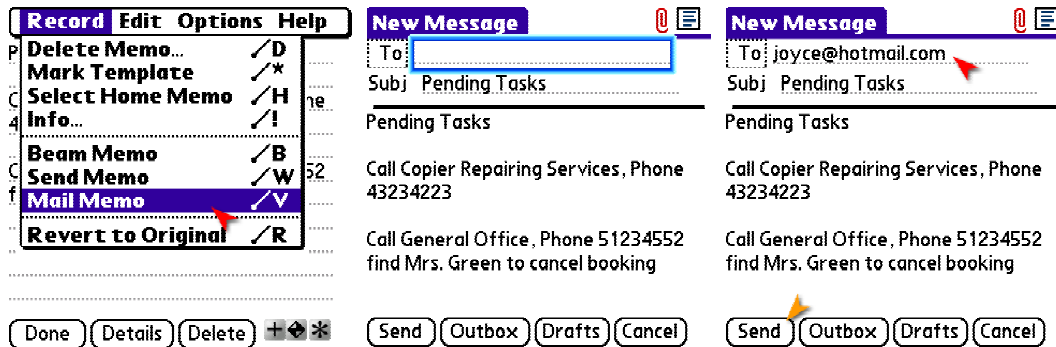
## 10. Mail Memo

### Mail Memo

While you are editing a memo, you may mail the memo directly. MemoLeaf will copy the memo to become the mail body text and assign the mail subject as the memo title.

Meanwhile, you can still do some editing to the email content. After filling in the email address and tap **Send**, the mail can be sent out immediately.

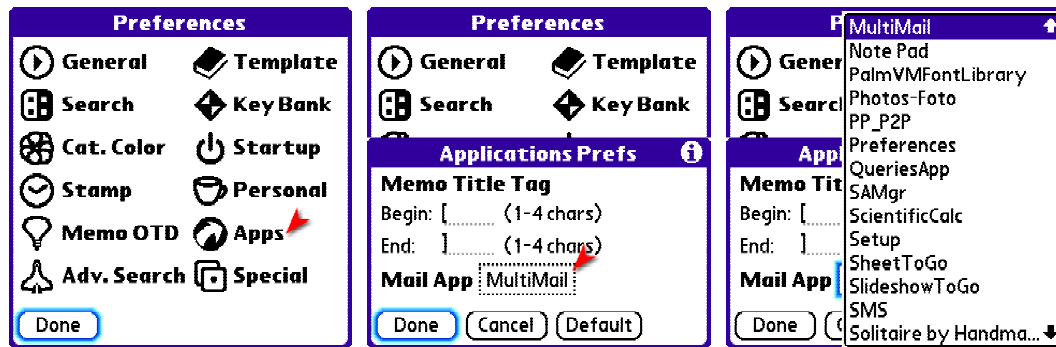




### Mail Application

All Palm devices comes with a default Mail Application, like VersaMail or Email, etc.

Just in case, you have installed a third-party mail application and wish MemoLeaf can talk to it instead. Then you may specify your preferred mail application via the Apps Preferences screen.

## 11. Alarm

### Set Alarm

Each memo may has its own reminder alarm. MemoLeaf can actively bring up the memo for your review at the specified time.

When the memo is being edited, the Set Alarm panel can be pop-up by either tapping **Alarm** under the detail sub-screen or selecting the Alarm... option under the **Options** menu.



The panel will first show the current date and time. Simply change it to the desired date and time.

Apart from using the standard date and time selectors, you may also tap on those hour and minute digits directly as shown on the clock face. If the AM/PM sign is shown, tap the sign to toggle between AM and PM. Otherwise, tap the background of the clock face for the same effect.

A column of side buttons is provided for changing the current time incrementally. It could further speed up picking a specific time with reference to the current time.

The alarm information will be associated to the editing memo upon confirmation.

The saved alarm will be shown by the end of the memo. In order to change the alarm information, tap **ALARM** will bring up the Set Alarm panel again.

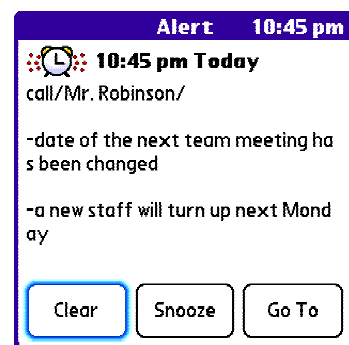
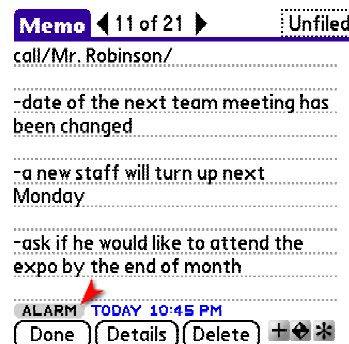
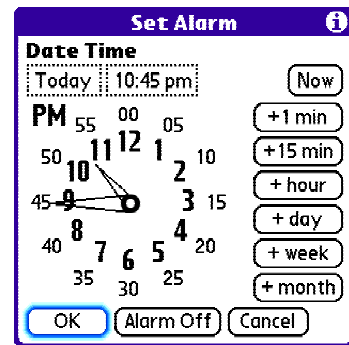
After back to the main screen, an alarm icon will be tagged to the memo accordingly.

Tap on the alarm icon will also bring up the Set Alarm panel. You may directly change the alarm information without opening the memo for editing.

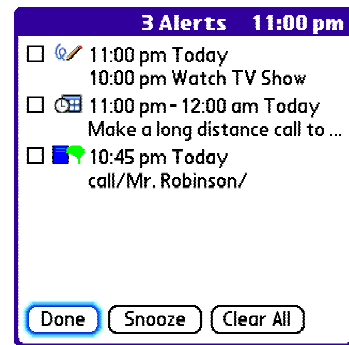
### Reminder Alarm

A reminder alarm will be invoked at the selected alarm time and the reminder memo will be popped up for your review.

It works very similar to that of a Date Book appointment or a Note Pad reminder alarm.



If a few unattended alarms had been accumulated, a list of reminders will be listed for your attention. Depending on actual situation, follow-up actions could be performed with the attention list as usual.



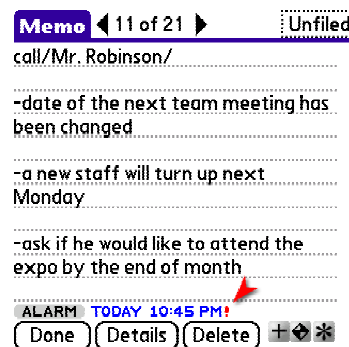
## Past Alarm

Once the alarm time had passed. The alarm clock icon would be replaced by a tile icon for indication.

Past alarms will be kept for a least one week. Whenever a new alarm has been set, past alarms older than 7 days will be purged automatically.



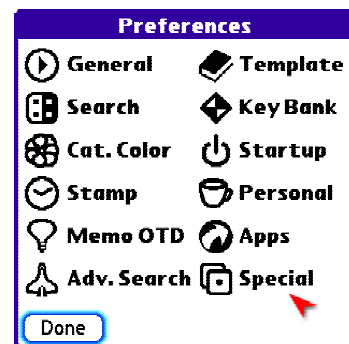
When the memo is opened for editing, the past alarm time will be shown for reference. However, a red exclamation mark is appended to the time indicating that alarm is actually inactive.



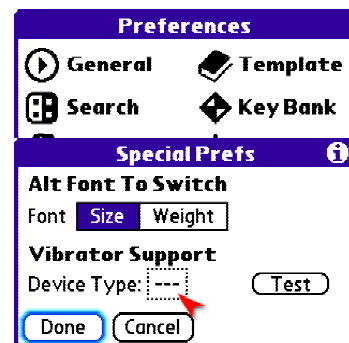
## Vibrator Support

The reminder alarm will come with a vibration alert at the same time. Provided that your Palm device has a vibrator, vibration could be felt.

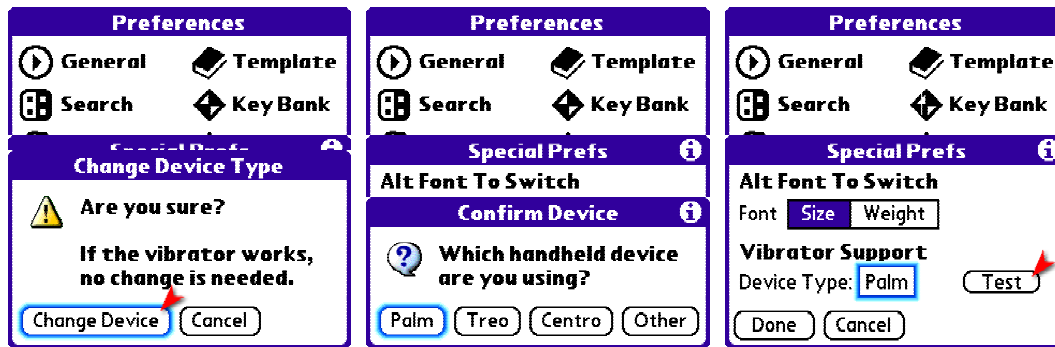
Basically, MemoLeaf will automatically detect your device type. Just in case, MemoLeaf cannot determine a device type, it is the user's turn to give the information accordingly.



In order to make sure the vibrator works; a dedicated option that can be found under the Special Preferences. Under the preference screen, please specify your Palm device type and perform a vibrator test for confirmation.



Finally, you may tap **Test** to test the vibrator manually. If you can feel the vibration, it means you have successfully setup the vibration alert feature.



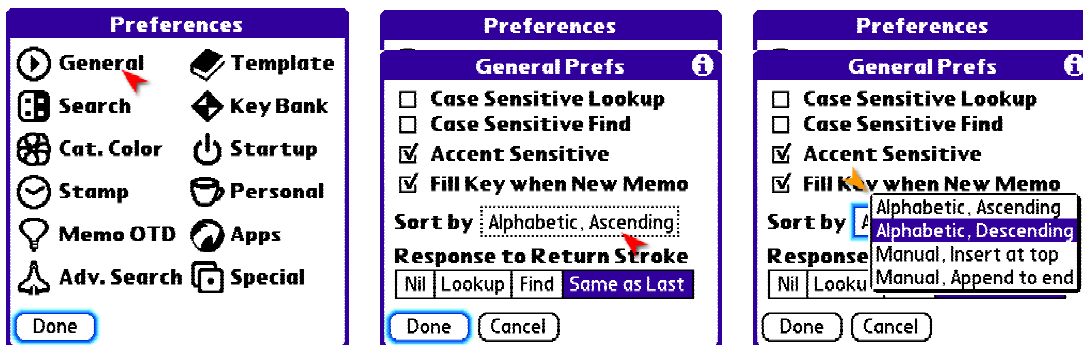
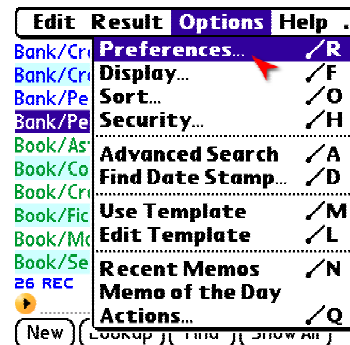
## 12. Sorting

### Sorting Order

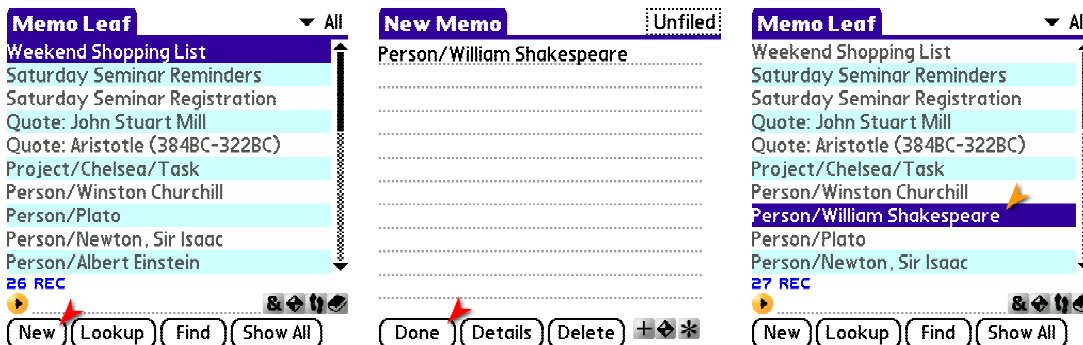
In general, it is quite natural to keep memos in sorted order. Then memos can be either sorted in ascending or descending alphabetical order.

In alternative, you may abandon this default sorting option and totally arrange the order of memos manually.

MemoLeaf offers four different sorting options to suit the individual preference.



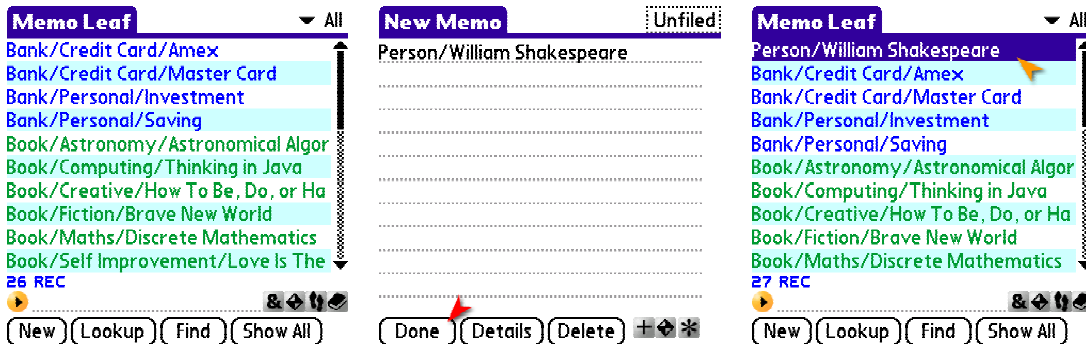
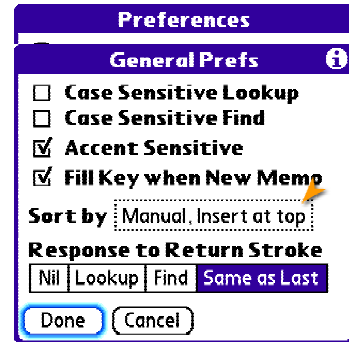
For example, if sorting by "Alphabetic, Descending" has been selected. Then newly created memo will be properly inserted to the memo list accordingly as shown below:





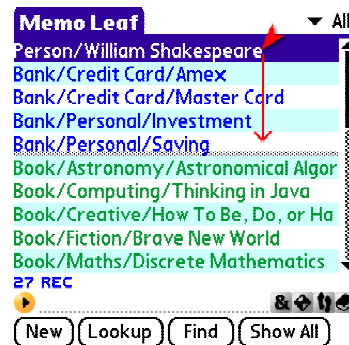
### Manual Ordering

Say, initially, all memos are sorted in alphabetical ascending order and sorting by "Manual, Insert at top" has been selected. Then newly created memo will be inserted to the top of the memo list as shown below:



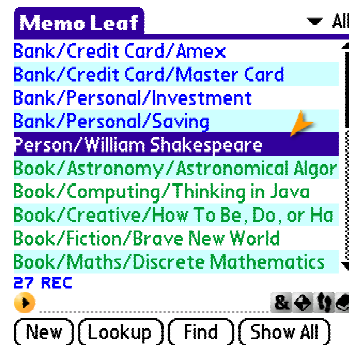
In order to place the memo in a new position, you may tap and move (i.e. drag) the memo entry around until it has reached the new position.

A grey line can be seen as an indicator of the targeted position.



The memo list will be scrolled automatically if you drag the memo beyond the top or bottom of the list area.

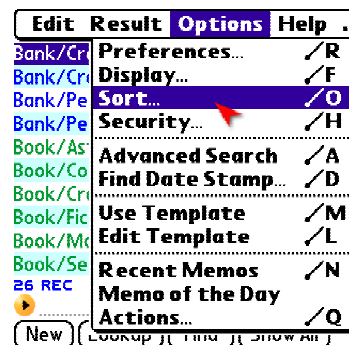
In addition, manual ordering is supported no matter you are working on memos under a specific category or even under a search result.



### Sort Now

Sometimes, you may want to ensure that all memos are sorted in a specific order. Then you can re-sort all memos whenever necessary.

Depending on your current selection of sorting order, MemoLeaf will prompt you for the available operations.



If it is under manual order, you may further select your intended sorting order, i.e. either by ascending or descending.

Moreover, if you actually wish to keep memos always sorted thereafter, simply check the option and MemoLeaf will automatically turn on the sorting support for you.



Even though you have already selected the sorted order and memos are supposed to be automatically kept sorted, there are still chances that memos are not in an ordered sequence.

Unsorted memos could be new memos added by other software, say the Palm Desktop, built-in Memos or MemoPad (especially via beaming), other third-party software.

Thus in order to maintain the desired sorting order, the simplest way is to perform a re-sort operation.

Depending on your current sorting order, you may see either one of the screens.



### 13. Security & Private Memos

#### Privacy Modes

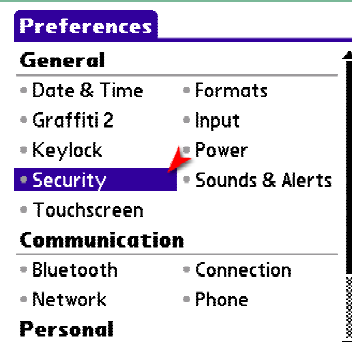
Under Palm's Preferences, you may reach the Security Preferences screen and select the desired privacy mode of viewing records.

The Security Preferences screen may look slightly different among different Palm models, but it should come with three basic settings, i.e. Password, Auto Lock and Privacy.

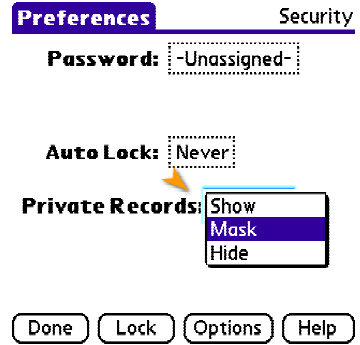
There are three privacy modes, namely:

1. Show Private Records
2. Mask Private Records
3. Hide Private Records

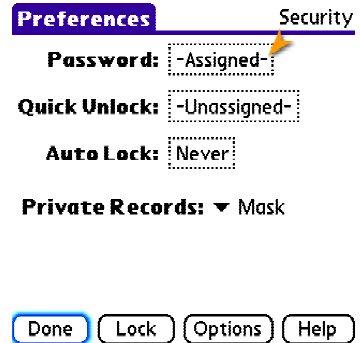
If you would like to have a better protection on your private records, you can prevent unauthorized persons



from viewing your personal information by selecting either the "Mask" or "Hide" modes.



It is recommended that you should also assign a password so that masked or hidden private memos are properly protected from unauthorized access.

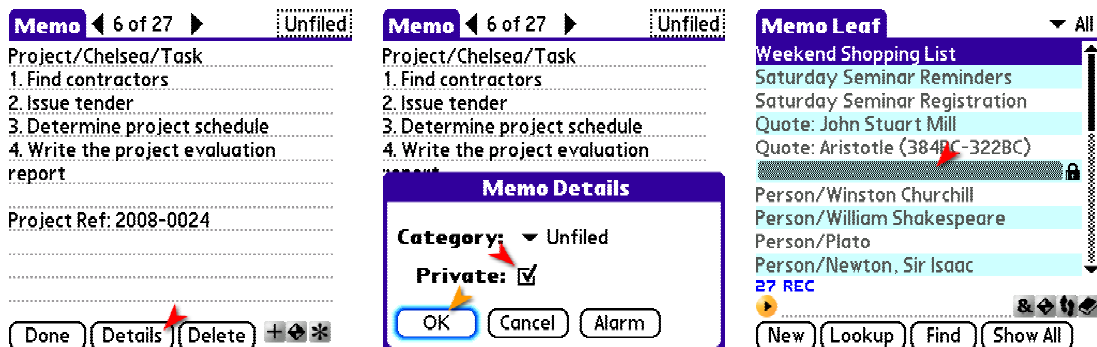


Solely for keeping private memos, Auto Lock is not essential. Thus it is totally up to your needs in choosing the Auto Lock mode and setting other advanced features under the Options button.

### Private Memos

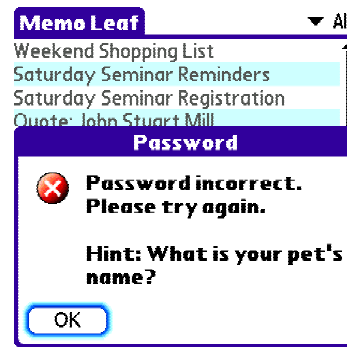
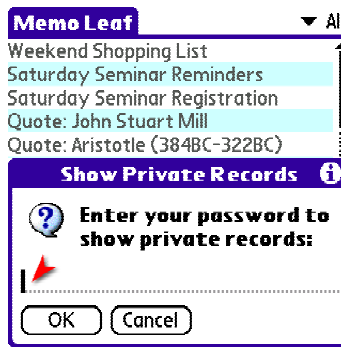
The simplest way to mark a private memo is to check the Private checkbox under the memo details dialogue.

Under the Mask mode, private memos are covered but still visible on the result list.



Since you have assigned a password under the Security Preferences, one can access to that private memo only if a correct password is responded.

A mini lock icon is shown on the masked entry indicating that the private memo is protected by a password.

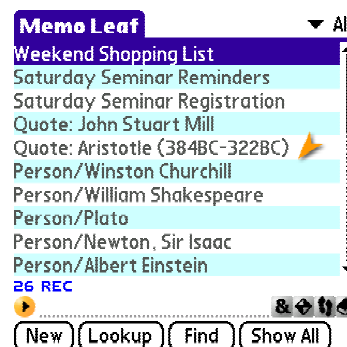
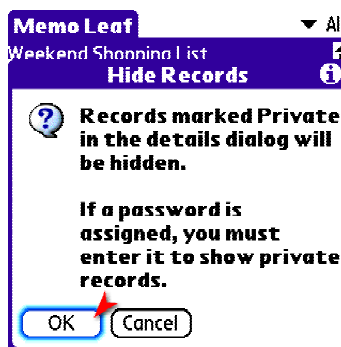
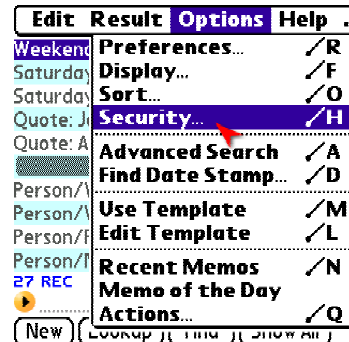


## Switching Modes

### Hide Private Memos

You can switch between the three privacy modes (i.e. Show, Mask & Hide) easily by the **Security** menu item.

If the current privacy mode is Mask, you can switch to Hide mode directly. Afterwards, the previously masked private memos will be hidden up.



### Mask Private Memos

Going backwards, you can select the same menu item and switch back to the Mask mode. Since it is regarded as a switching from stronger to weaker protection, responding a correct password is required.

Afterwards, the previously hidden private memos will turn up, but remain masked.



**Show Private Memos**

Furthermore, you can select the same menu item and switch to the Show mode if needed. It means all private memos will be shown as ordinary memos. Since it is suppressing the security protection, responding a correct password is also required.

Afterwards, all previously masked private memos will uncovered.



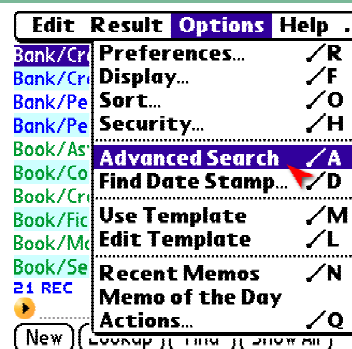
## 14. Advanced Search

### Multiple Keywords

If you are going to search memos by matching more than one keyword, MemoLeaf is capable of performing an Advanced Search by interpreting the logical relationship between keywords.

The simplest way to start using advanced search is to use the query form.

When you have grasped the basic idea, you may further try to enter key patterns directly to start an advanced search as well.



### Use the Query Form

The Advanced Search query form can be accessed via the **Options** menu.

It allows you specifying the search criteria by filling up the desired keywords or phrases in corresponding fields.

The illustrated screen shows an example of searching memos containing "Fiction" and "Brave New World", and also having either "Book" or "DVD".

After filling up the form, you may either tap **Lookup** or **Find** to start the corresponding advanced search accordingly.

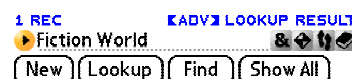
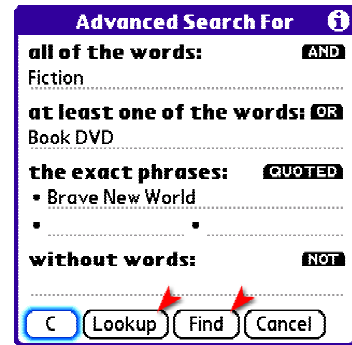
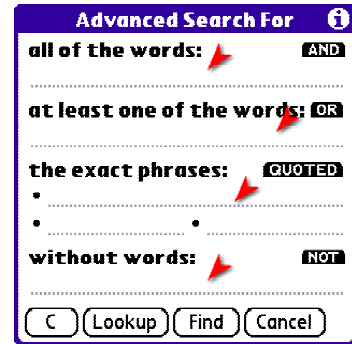
Upon tapping **Find**, the search result will be shown as the illustrated screen.

The status bar indicates that it is an Advanced Find result. It means that there is more than one keyword being applied in the memo search.

Only one keyword can be marked at one time. However, you may change the view to another keyword by tapping the mini finger button.

### Use Key Patterns

Apart from using the query form, you may issue an advanced search directly by putting your searching criteria into specific key patterns.

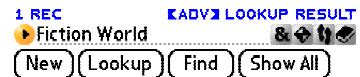
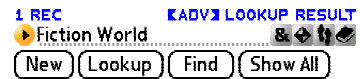


**Search for Multiple Keywords**

For example, if you want to search for memos on fictions having "World" in the book title, then you may enter "Fiction World" and tap **Lookup**. It means searching for memos that contain both "Fiction" and "World" in the memo title.

The space separating these two keywords can be understood as an implicit conjunction 'and'.

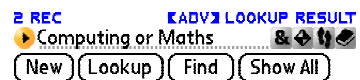
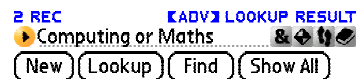
Similarly, since only one of the keywords can be marked at one time, you may change the view to another keyword by tapping the Finger button.



**Search for Alternative Keywords**

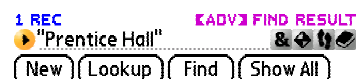
For example, if you want to search for memos with subject either "Computing" or "Maths", then you may enter "Computing or Maths" and tap **Lookup**. It means searching for memos that contain either "Computing" or "Maths" in the memo title.

Again, it is flexible to see the alternative mark for another specified keyword by tapping the mini finger button.



**Search for Exact Phrase**

For example, if you want to search for memos containing "Prentice Hall", then you may enter "Prentice Hall" and tap **Find**. In this way, MemoLeaf will treat it as a single phrase rather than two separate keywords. See the illustrated screen.



**Search for Not Having A Keyword**

For example, if you want to search for memos do not have the keyword separator "/" in the memo title, then you may enter "not /" and tap **Lookup**. It means memos having keyword separator(s) in the memo title will all be excluded. Then all remaining memos will be shown in the search result.

Since there is no keyword for marking at all, a "~" sign is deliberately added at the beginning for indication.

**Spread Your Wings**

Based on the basic patterns discussed above, more sophisticated search criteria can be expressed.

For example, you may enter following keys and tap **Find**.

**Book "Prentice Hall" Maths or Computing or Physics**

It means search for memos that contain keyword "Book" and exact phrase "Prentice Hall" and contains any one of the keywords "Maths", "Computing" or "Physics".

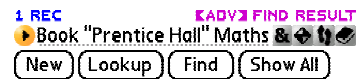
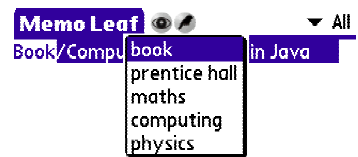
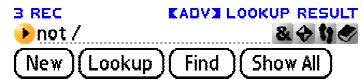
In order to inspect any one of those matched keywords, you may tap the mini finger button to switch between specified keywords.

Going further, we could use a key pattern to exclude what we do not want to include as well.

For example, you may enter following keys and tap **Find**.

**"New World" Book or CD not DVD**

It means search for memos that contain exact phrase "New World" and contains any one of the keywords "Book" or "CD", but not having a keyword "DVD".





Again, both matched and unmatched keywords can be inspected by tapping the mini finger button.

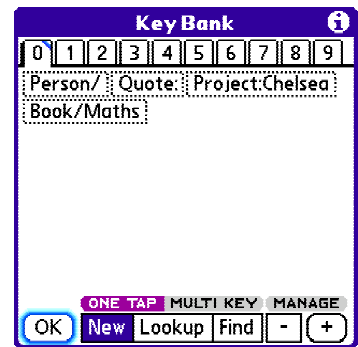
Keywords applied for excluding memos are indicated with a "~" sign in the list.



## 15. Key Bank

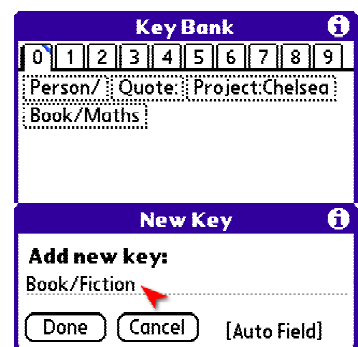
### Frequently Used Keys

Key Bank is a great place to store, manage and recall frequently used keys. Here your frequently used keys can be kept under different tab pages for handy recall. Using them will save you much time when entering key for looking up memos. Creating new memos using a particular set of keys is also greatly simplified.



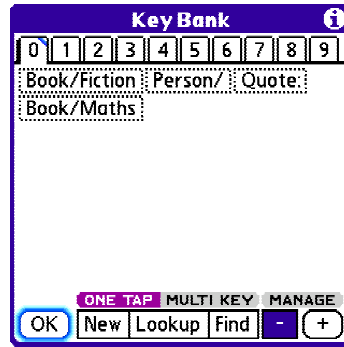
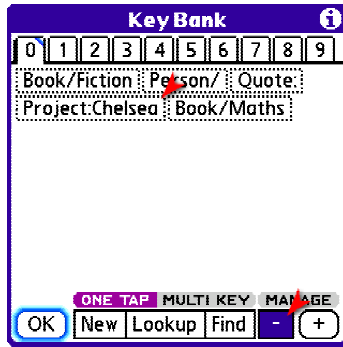
### Add New Key

Tap the + button to add a new key. Or simply start the text input directly either by Graffiti or typing the keyboard, which will also begin adding a new key.



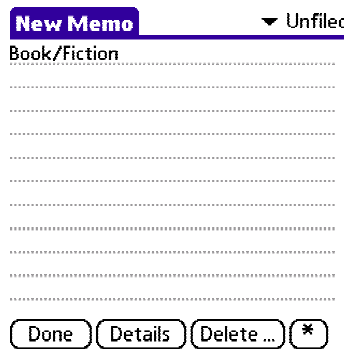
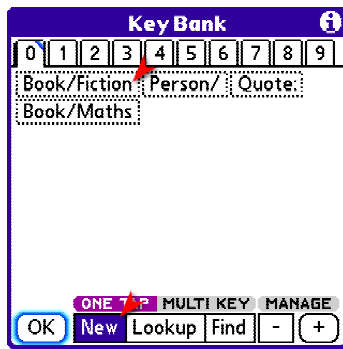
### Remove Key

Make sure the - radio button has been selected. Then tap on a key will immediately remove the key from the list.



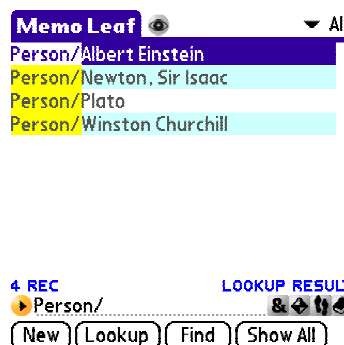
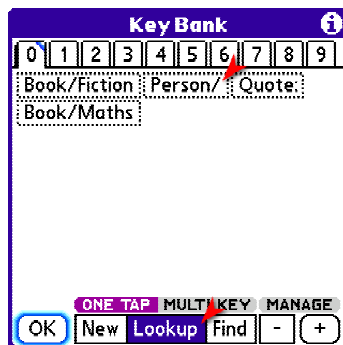
### New Memo

Make sure the **New** radio button has been selected. Then tap on a key to immediately create a memo with the key automatically inserted to the memo title. You may do this using more than one key if you have selected **MULTI KEY**. This is a very fast and simple way to maintain consistent usage of your keywords.



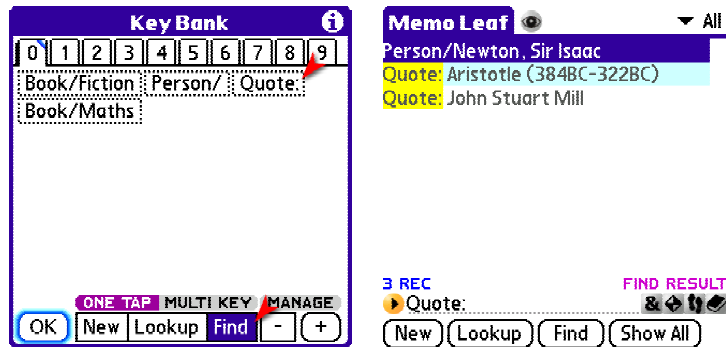
### Lookup Memo

Make sure the **Lookup** radio button has been selected. Then tap on a key to immediately perform a memo lookup using that key.



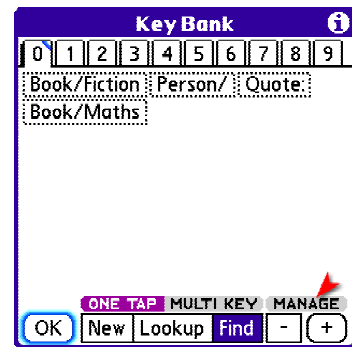
### Find Memo

By the same principle, make sure the **Find** radio button has been selected. Then tap on a key to immediately perform a memo find using that key.

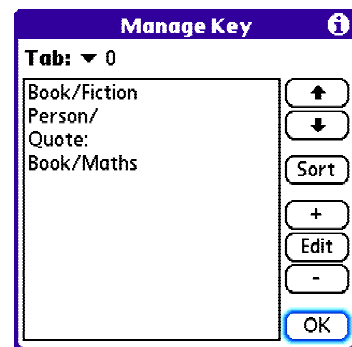


### Manage Key

There are extra functions to help managing keys stored in the key bank. Tap **MANAGE** to see the dedicated working screen.



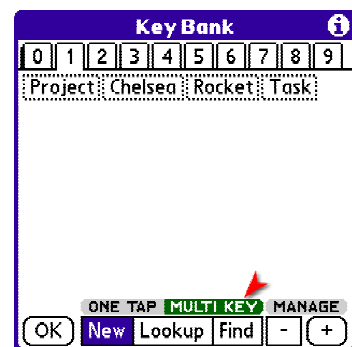
Functions for sorting keys, reordering key in the list, moving key across tabs are available.



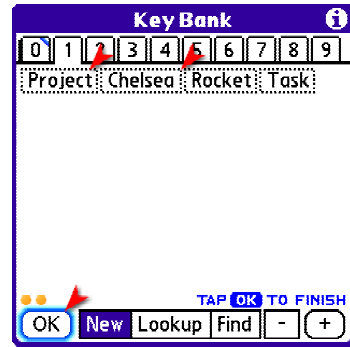
### One Tap / Multi Key

There are two operation modes, namely **ONE TAP** and **MULTI KEY**. Simply tap on the sign to switch between these two modes.

In contrast to the One Tap mode, keys will be collected under the Multi Key mode. MemoLeaf will perform the New, Lookup or Find action until **OK** is finally tapped.



For example, first tap on "Project", and then tap on "Chelsea" will produce a key "Project/Chelsea".



Meanwhile, "/" is added automatically between keys as a key separator.



You may specify a different character to act as the key separator. Corresponding options are provided under the Key Bank Preferences.

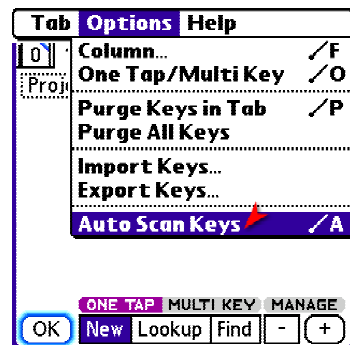
If it is a memo search while **Lookup** or **Find** is selected instead of creating a new memo, Key Bank will compose keys accordingly with or without support to advanced search as well.



A few related options can be specified to alter the behavior on how the search key is being composed. Please see the help information under Key Bank Preferences for more details.

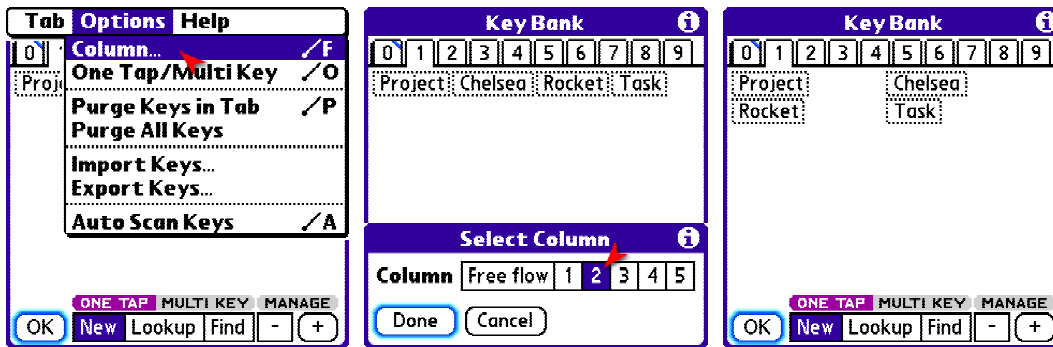
### Auto Scan Keys

Furthermore, MemoLeaf can automatically build up the Key Bank by scanning common keys throughout all your existing memos. The keys that are found will be ranked according to the frequency of their occurrences. Thus a full-blown Key Bank will be ready to serve you within minutes.



### Column

By default, keys are shown in a key bank tab in a free flow manner. However, it is still possible to tabulate keys into desired number of columns.

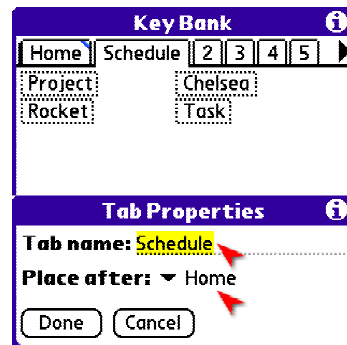
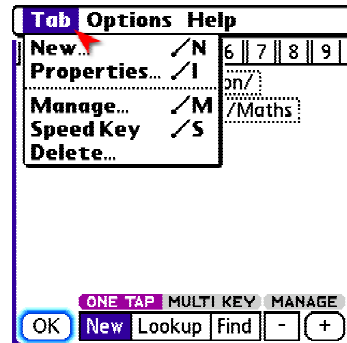


### Tab

After the number of keys stored in the Key Bank has grown up, you may further want to classify keys into tabs in a systematic way. Using meaningful tab names and putting tabs in logical order can make things much easier.

Thus corresponding tab properties can be modified whenever necessary.

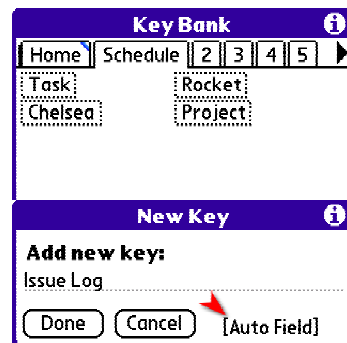
On the other hand, unwanted tabs can be deleted as desired so as to free more room on the screen. Undoubtedly, it is also easy to add new tab afterwards when needed. However, maximum 10 tabs can be held under Key Bank.

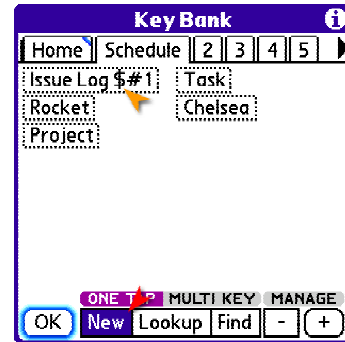
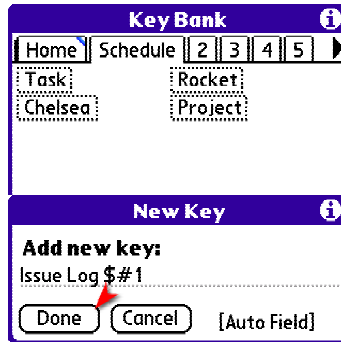
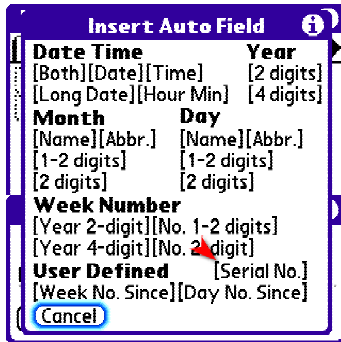


### Auto Fields

Auto fields that can be embedded in memo template can also be used in keys under Key Bank. Same usage concept applies.

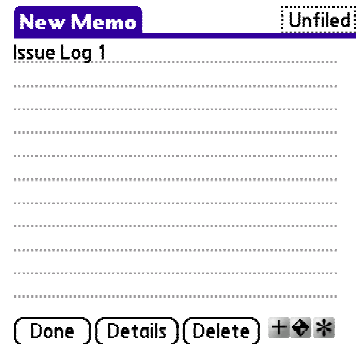
After tapping on **[Serial No.]**, the corresponding auto field notation will be inserted. Since you may specify the initial value, it is reason to put 1 as the first number.





Upon creating a new memo from the Key Bank, the embedded auto field variable will be evaluated automatically.

Then the resulting memo would look like the shown screen as if it is created from a memo template.



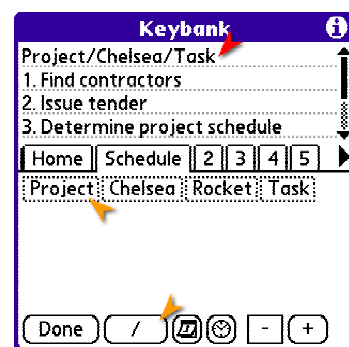
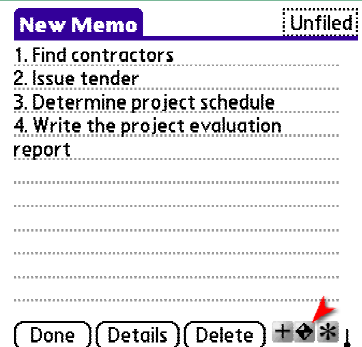
## 16. Memo Editing with Keybank

### Keybank

While editing a memo, you may want to insert keys stored in the Key Bank to the memo. A Keybank screen can be opened for assistance by tapping the mini button.

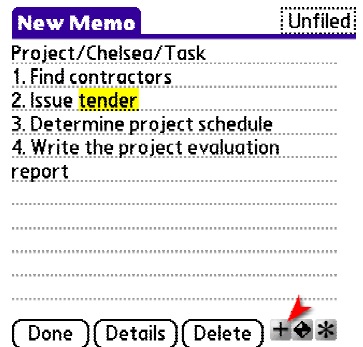
Tap on key bank key will immediately insert the key to the memo. Moreover, you may find a dedicated button for inserting the key separator as well.

Again, you may switch between tabs and delete unwanted key, etc. Same operations as Key Bank apply except it is limited to the editing memo only.



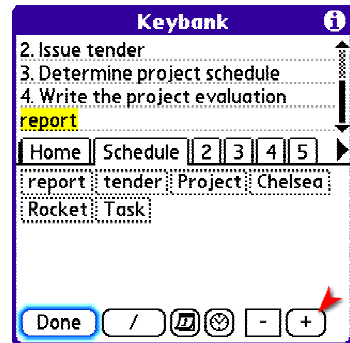
### Add Key to Key Bank

Simply select some text and tap the + mini button. The selected text will be added to the Key Bank under the current tab.



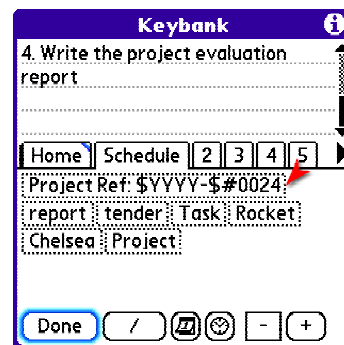
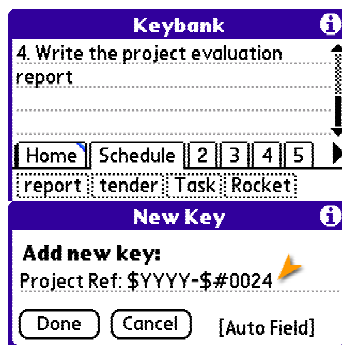
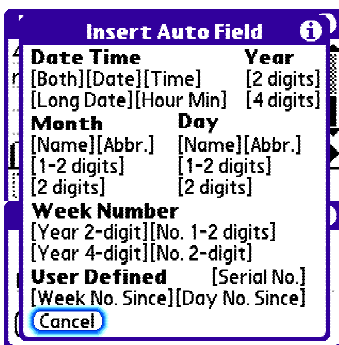
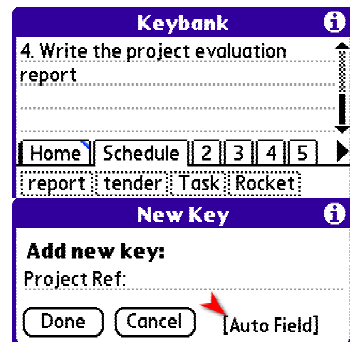
Similar effect can be achieved when Keybank screen is opened.

However, if you want to manage those stored keys, you still need to do it under the master Key Bank screen.

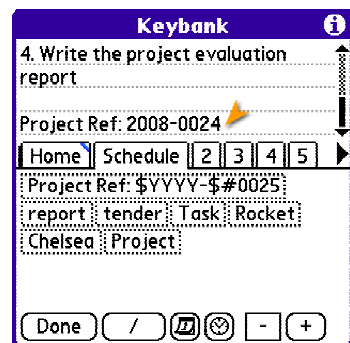


### Auto Fields

Same usage concept of auto fields still applies. The auto field button will be provided to let you pick up the suitable field notations.



Then tap on the newly created Keybank entry, the required text pattern will be inserted to the memo automatically.



**17. Import/Export Keys**

**Export Keys**

Keys held by Key Bank can be exported to a Palm document when needed. Generally, it serves as the backup purpose. However, it also favors the sharing of keys among other MemoLeaf users.

The number of keys found under each tab is listed for your reference. Then you may select key tabs to be exported.

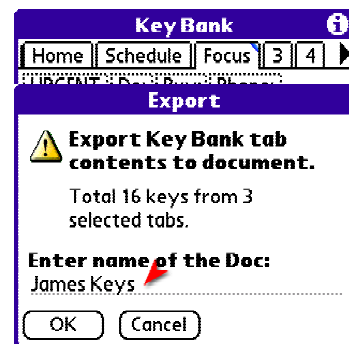
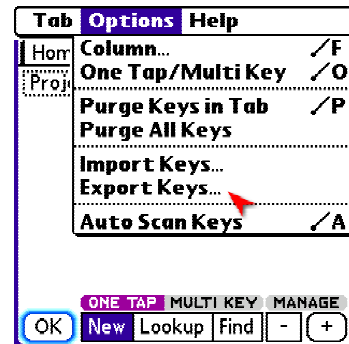
Tap **Next** to proceed when ready.

Note: It is fine to select tab having no key at all. The tab name can still be saved to the export document.

Finally, enter the name of the document and tap **OK**.

In reviewing the exported document contents, something similar to the right could be seen.

The first three lines are remarks about the generated document. Then name of each tab and their containing keys are listed below accordingly in sequence.



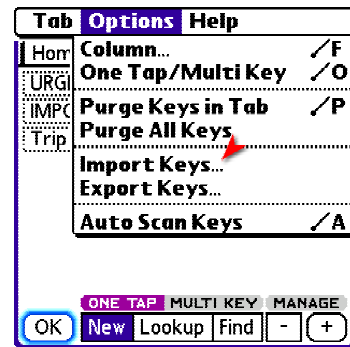
```
// MemoLeaf KeyBank Export Doc
// Created by:
// Created on: Jan 30, 2007 2:26:22 pm
Home
Book/Fiction
Person/
Quote:
Book/Maths

-----
Schedule
Project
Chelsea
▼ Doc
A A A A ◀ ▶ ⏪ ⏩ ⏴ ⏵ ▾ 0%
```

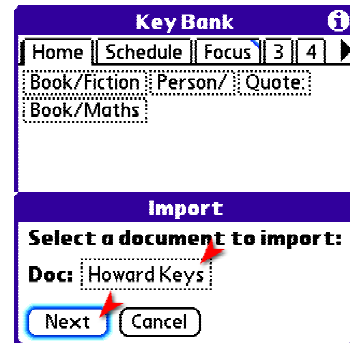


### Import Keys

In reverse, exported keys can be imported back from a Palm document. Tab contents found in the selected Palm document can be selectively imported back to the Key Bank after the operation.



After selecting a document from the list, Tap **Next** to proceed when ready.



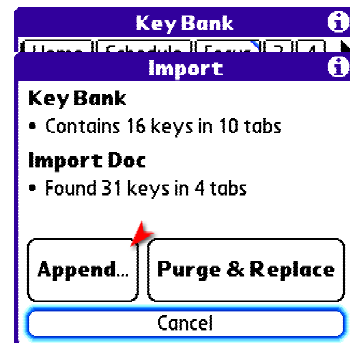
Note: Only MemoLeaf generated documents will be available for selection. Documents generated by means of archiving memos are available too.

### Append...

A brief summary about the total number of keys found in both the current Key Bank and the document to be imported is shown for quick reference.

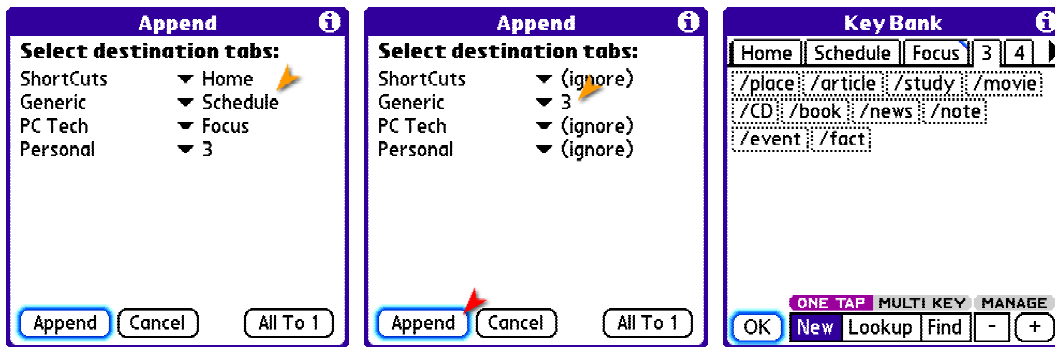
The dialog here aims at guiding user to make a decision.

This example tries to preserve the current Key Bank contents and add some new keys from the document. In this case, tap **Append...** to proceed when ready.



By default, each tab found in the document will go to one corresponding tab in the current Key Bank. You should carefully check and make sure all the destination tabs are properly selected. Meanwhile, unwanted tabs can be ignored from being imported at all.

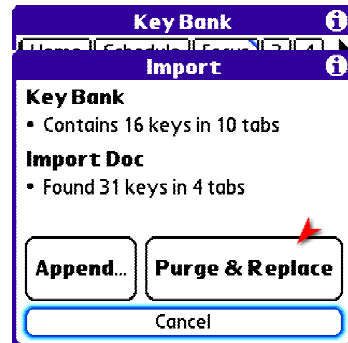
After the operation, keys will be imported to the selected destination tab.



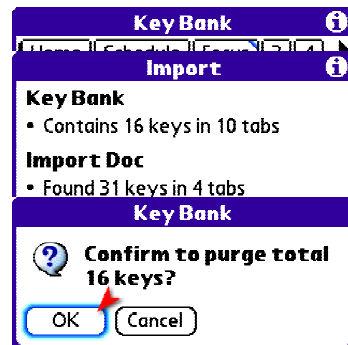
**Purge & Replace**

Going back to the decision point in the example.

In case, you really want to give up the current Key Bank and let tabs and keys found in the document become your Key Bank. Then tap **Purge & Replace** to proceed when ready.

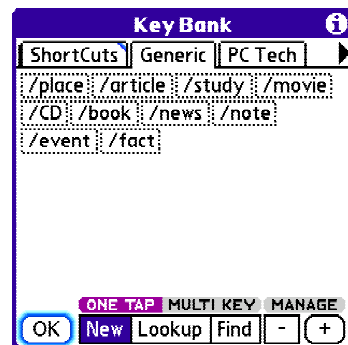


Confirm to purge the entire Key Bank. It means all tabs and keys under the current Key Bank will be permanently deleted.



In this case, you will see a completely new Key Bank after the operation.

If the document was actually a backup of the Key Bank at certain instant, you should be able to restore the entire Key Bank back its original contents after such operation.





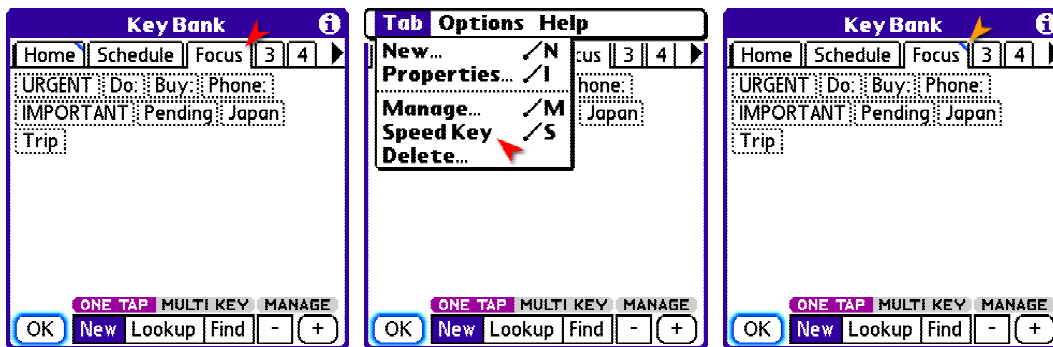
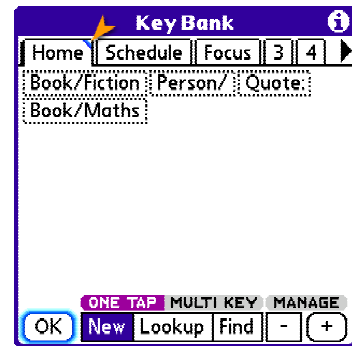
## 18. Speed Key

### Speed Key Tab

One of Key Bank tabs can be selected as the Speed Key tab. By default, the first tab is pre-selected as the speed key tab where a blue ribbon is shown at the upper-right corner for indication.

The selected tab should be the tab where you place those most frequently used search keys. Or you may create a dedicated tab for this purpose.

In order to select another tab as the speed key tab, simply switch to the desired tab and select the **Speed Key** menu item.



### Speed Act

Every key held by Key Bank does associated with a default search mode. It determines which search operation to use performed when the key is called as a speed key. In short, we call such default search mode as Speed Act.

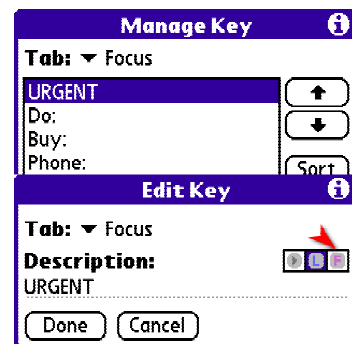
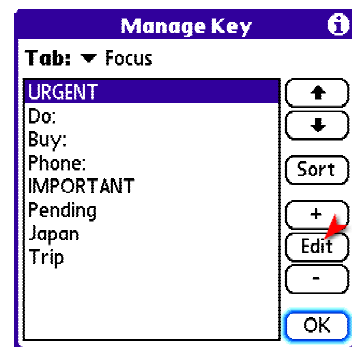
By default, all newly added keys come with a Lookup speed act. In order to change the speed act, you may edit the key under the Manage Key screen.

Either tap on the highlighted entry directly or tap **Edit** will bring up the Edit Key screen.

There are 3 Speed Act options:

1. Recall Only
2. Lookup
3. Find

Simply tap the desired option and tap **Done** to save the selection.



### Recall by Pick List

At the main screen, tap and hold the Key Bank button for half a second, the Speed Key list will be popped up for selection. If the entry comes with a Lookup or Find speed act, the search operation will be performed immediately.



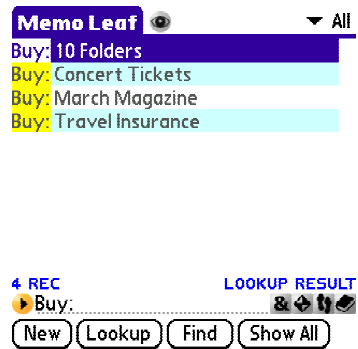
### Recall by Speed No.

The first 10 speed keys will have assigned a Speed Number. Speed numbers start from 1 to 9, and the last (i.e. the tenth) is 0. The idea is similar to that of Speed Dial in common mobile phones.

You may enter the single digit number with a Return stroke (or press enter if you have a keyboard). Then the search operation on the corresponding speed key will be performed immediately.

In other words, this is the fastest way to perform a memo search as you desired search result will be obtained within 2 pen strokes or 2 key presses.

Since there are maximum 10 speed numbers, starting from the eleventh speed key, no speed number is assigned. The only way to use these remaining speed keys is to recall by pick list.



## 19. Actions

### More Handy Functions

At the main screen, tap and hold the Past Key button for half a second, the Actions list will be popped up for selection.



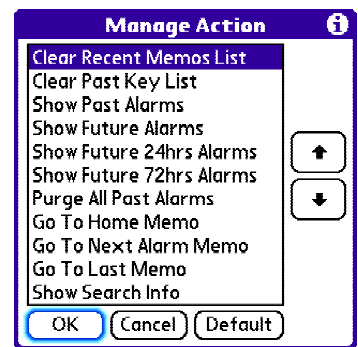
Simply tap on your desired action and the action will be performed immediately.

The action list is prepared for future expansion. More supporting functions would be appended to the list whenever appropriate.

In order to see the rest of the list, tap the down arrow to scroll down.

Depending on individual needs, order of actions showed in the list can be changed freely. Then frequently used actions can be ranked top in the list for handy recall.

An action order management screen can be accessed by selecting the last entry, i.e. the **Manage** button.



### **Show Search Information**

A summary of the completed memo search is available for reference. Firstly, it tells the search type, e.g. Lookup Memos, Find Memos, etc. Secondly, the total time spent on the search, and thirdly, the key specified for the search is shown for reference.



## 20. Speed Function

### Speed Function

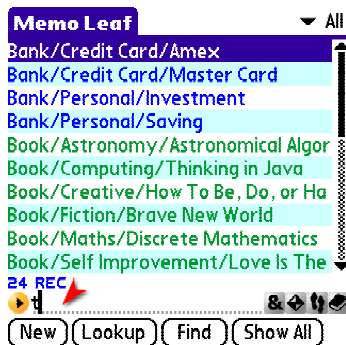
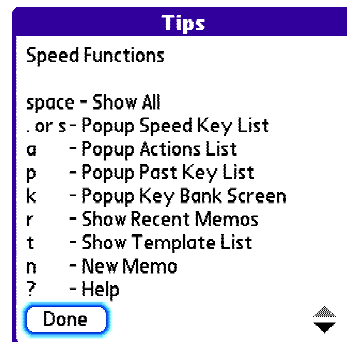
Sharing the same concept of recalling speed keys by speed no., it is handy to recall a function by entering a single letter with a Return stroke as well.

? – Help for a list of speed functions

- space - Show All
- . or s - Popup Speed Key List
- a - Popup Actions List
- p - Popup Past Key List
- k - Popup Key Bank Screen
- r - Show Recent Memos
- t - Show Template List
- n - New Memo

In order to see the list of speed functions, simply enter a question mark "?" with a Return stroke.

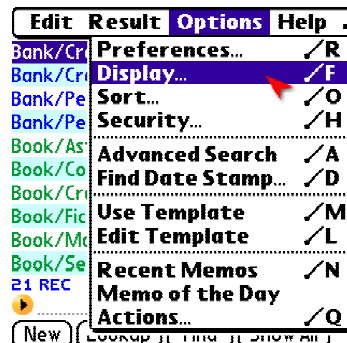
You can simply enter a single letter "t" with a Return stroke (or press enter if you have a keyboard). Then the template list will be shown immediately.



## 21. Display Options

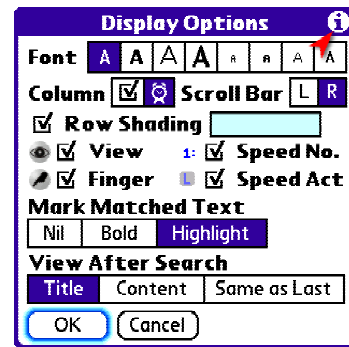
### Variations

The first set of options that you may come across would be the options for display. It helps to customize the appearance of search result and feature settings being shown in the main screen.

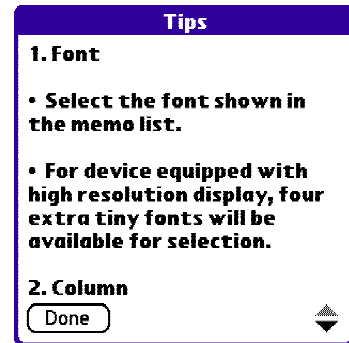




There are a number of options available for your selection. Depending on your own preference and habit, you can change these display options whenever necessary. The effect will be applied either immediately or in the next search.



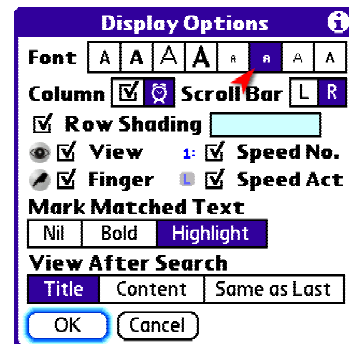
Tap the information box to pop-up the help message for more explanations on the usage of these options.



### Tiny Fonts

In addition to four standard fonts, four extra tiny fonts are made available for displaying memo entries under the main screen.

However, for some older Palm devices that only low-resolution screen is facilitated (i.e. 160x160), tiny fonts are not supported.



The greatest advantage of using tiny fonts is to view more memo entries at one time. Some sample screens are shown below for reference.



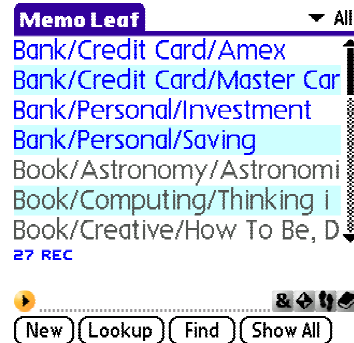
### Alternate Font

In addition to the basic font selection function, **Alt Font** function is available for the main screen as well. You may find it under the Dot Menu.

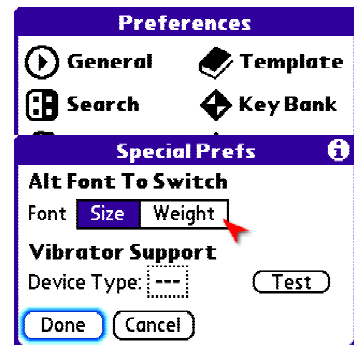


Similarly, either font size or weight can be altered in handy way.

For Palm device that comes with a built-in keyboard, switching between fonts could be done within two key presses.

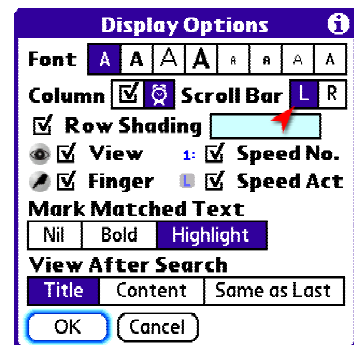


In order to specify the corresponding switching font option, please go to the Special Preferences screen.



### Left Scroll Bars

Traditionally, scroll bars are located at the right side of the screen. However, a left-handed user would find a left scroll bar more comfortable to work with. Thus, MemoLeaf has attempted to meet this need by providing an option to place scroll bars at the left side of the screen.





After setting the option, scroll bar at the main screen will be relocated to the left.



If you would like to place all scroll bars that appear under MemoLeaf on the left, you may further specify a global option under the Personal Preferences screen.



## View and Finger

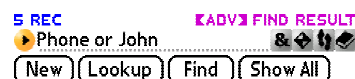
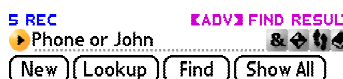
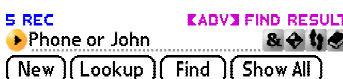
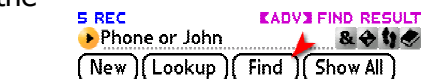
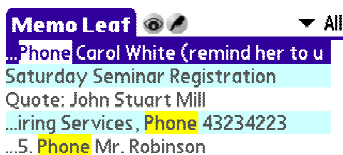
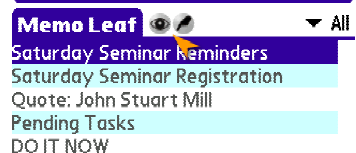
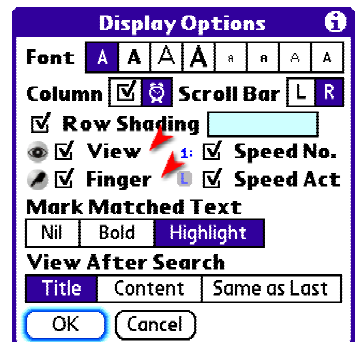
Both View and Finger are dynamic mini buttons that will be shown at the top of the screen after performing a search.

However, you can hide them if you are not going to use them at all.

Say you had just performed a find search and you would like to see those matched text in the memo contents, then you could tap the View button and had a look inside.

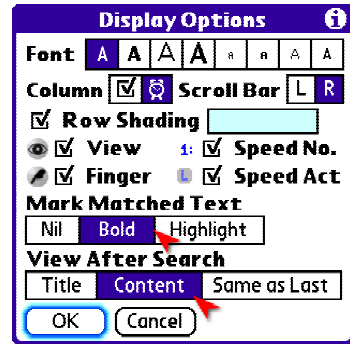
As there is an alternative key, you may switch between the highlighted keys by tapping the Finger button.

More usage of Finger button had been discussed in the Advanced Search section above.



### View After Search

This option governs the initial view of the search result. If Content is selected instead, the result list will show the matched text in the memo contents right away without the need of tapping the View button.



### Mark Matched Text

This option will alter the font style of those matched text.

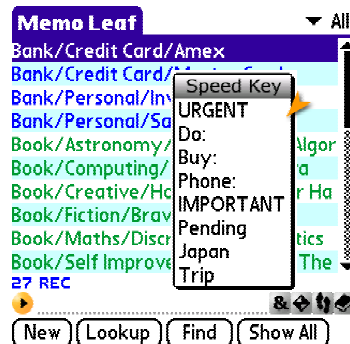
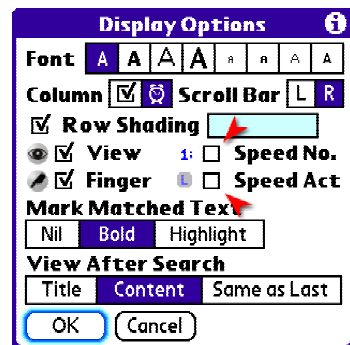
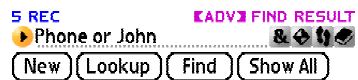
The sample screen is showing how it looks like right after tapping **Find** while option Bold and Content are selected.



### Speed No. and Speed Act

If you prefer a compact view of the Speed Key pop-up list, you may hide the Speed No. or the Speed Act accordingly by unchecking these two options.

You may compare the pop-up list shown in section Speed Key, Recall by Pick List above.





## 22. MemoLeaf Button

### Application Buttons

For common Palm devices, buttons are associated with corresponding built-in Palm applications by default. These buttons are pretty handy to launch your frequently used application.

If you would like to customize the usage of any one of these buttons, you are just a few steps away.

Moreover, once you have assigned MemoLeaf to a dedicated button, MemoLeaf will give you some additional flexibility.



### Assign MemoLeaf Button

Step 1 Select the Personal Preferences screen from **Preferences** menu item.

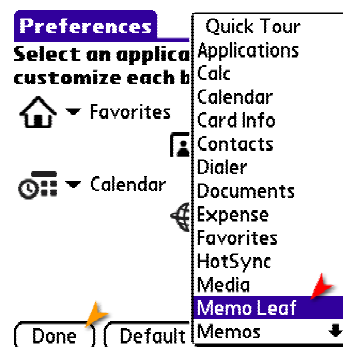
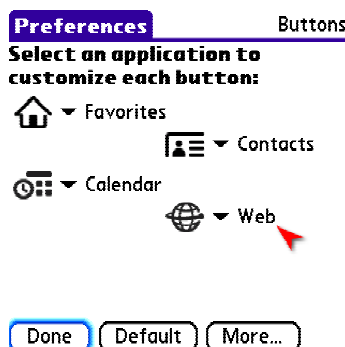
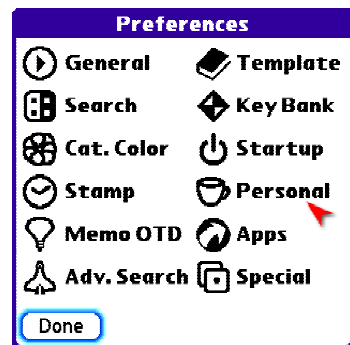
Step 2 Tap the selection box under the **Press MemoLeaf Button** option. It should show "(Assign MemoLeaf button...)" if you have not done this action before.

Step 3 Tap on your target button and select MemoLeaf from the application list.

Step 4 Tap **Done**.

Then you may try pressing the MemoLeaf button.

If you are not in MemoLeaf, pressing the button will bring up MemoLeaf immediately. Otherwise, you are under MemoLeaf, by default, it will switch to the next memo category.



### Additional Flexibility

You may further customize the way that MemoLeaf reacts when you press the button.

Please first go to the same Personal Preferences screen. Then tap the selection box under the option **Press MemoLeaf Button** to see a list of the available functions.

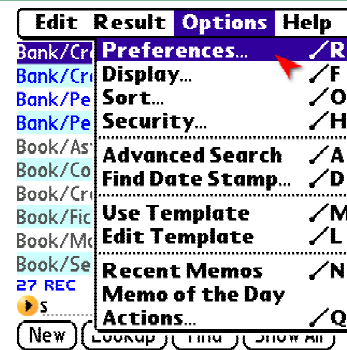
Upon selecting one of these functions, the button will behave per your instruction when you are working within MemoLeaf.



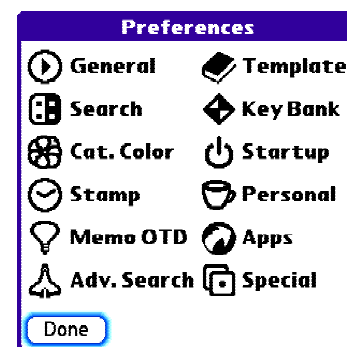
## 23. Preferences

### More Options

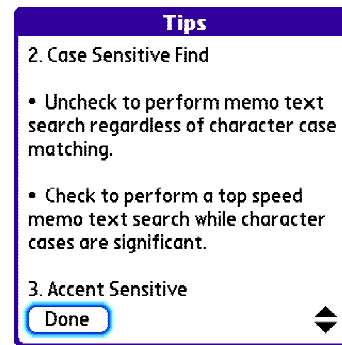
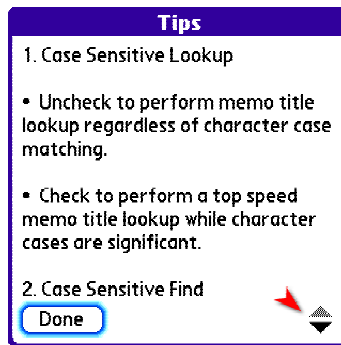
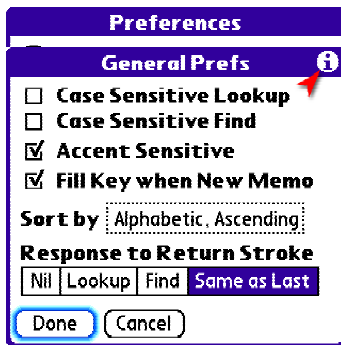
There are number of options available in preferences for your customization. A full screen menu will bring you through each set of preference options.



Becoming familiar with these preference options will help you to make better use of the software.



Within each preference screen, detailed usage explanation on each option item can be found by tapping on the information box. Please read the pop-up help message carefully.



## 24. Command Shortcuts

### Dot Menu

A special menu is located by the end of the menu bar. It lists all remaining functions assigned to screen buttons.

Instead of tapping screen buttons, you can also access to these functions by typing a corresponding keyboard command (if your Palm comes with a keyboard) or writing the command shortcut via Graffiti.



## 25. Further Information

### Help

More information can also be found under the **Help** menu.

Apart from the one under the main screen, you may also access to the corresponding **Help** menus when editing a memo or working on the Key Bank screen.

Please read the help text and get familiar with various usages of the software.

If you have any question about the usage of MemoLeaf, please feel free to send us an email at [support@redwood-creative.com](mailto:support@redwood-creative.com)

