

6

Keeping In Contact



Contents

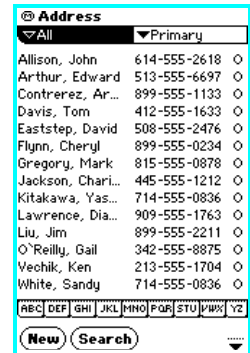


- Introduction..... [6-3](#)
- Setting Address Preferences [6-3](#)
- Adding Address Entries [6-4](#)
- Viewing Address Entries..... [6-5](#)
 - To view different contact numbers [6-5](#)
 - To view Address entries [6-6](#)
- Editing and Deleting Address Entries [6-6](#)
 - To edit Address entries [6-6](#)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

Introduction

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

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



Address		
▼All	▼Primary	
Allison, John	614-555-2618	○
Arthur, Edward	513-555-6697	○
Contrarez, Ar...	899-555-1133	○
Davis, Tom	412-555-1633	○
Eaststep, David	508-555-2476	○
Flynn, Cheryl	899-555-0234	○
Gregory, Mark	815-555-0878	○
Jackson, Chari...	445-555-1212	○
Kitakawa, Yas...	714-555-0836	○
Lawrence, Dia...	909-555-1763	○
Liu, Jim	899-555-2211	○
O'Reilly, Gail	342-555-8875	○
Vechik, Ken	213-555-1704	○
White, Sandy	714-555-0836	○

ABC DEF GHI JKL MNO PQR STU VWX YZ

(New) (Search) ...

Setting Address Preferences

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

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



Address Preference (X) (O)

Address Format:

North American
European

123 Main Street
Anytown, State 12345
USA

Note: A sample address format corresponding to the current selection is displayed below.

4. Tap (O) to save your changes or tap (X) to return to the previous screen without saving them.

Adding Address Entries

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

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

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

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

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

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



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

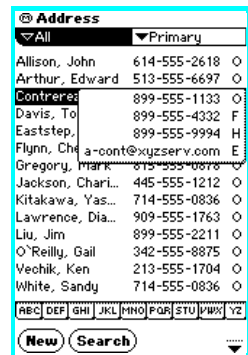
Viewing Address Entries

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

To view different contact numbers:

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

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



To view Address entries:

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



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

Editing and Deleting Address Entries

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

To edit Address entries:

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

To delete Address entries:

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