

1 Setting Up Your Avigo



Contents

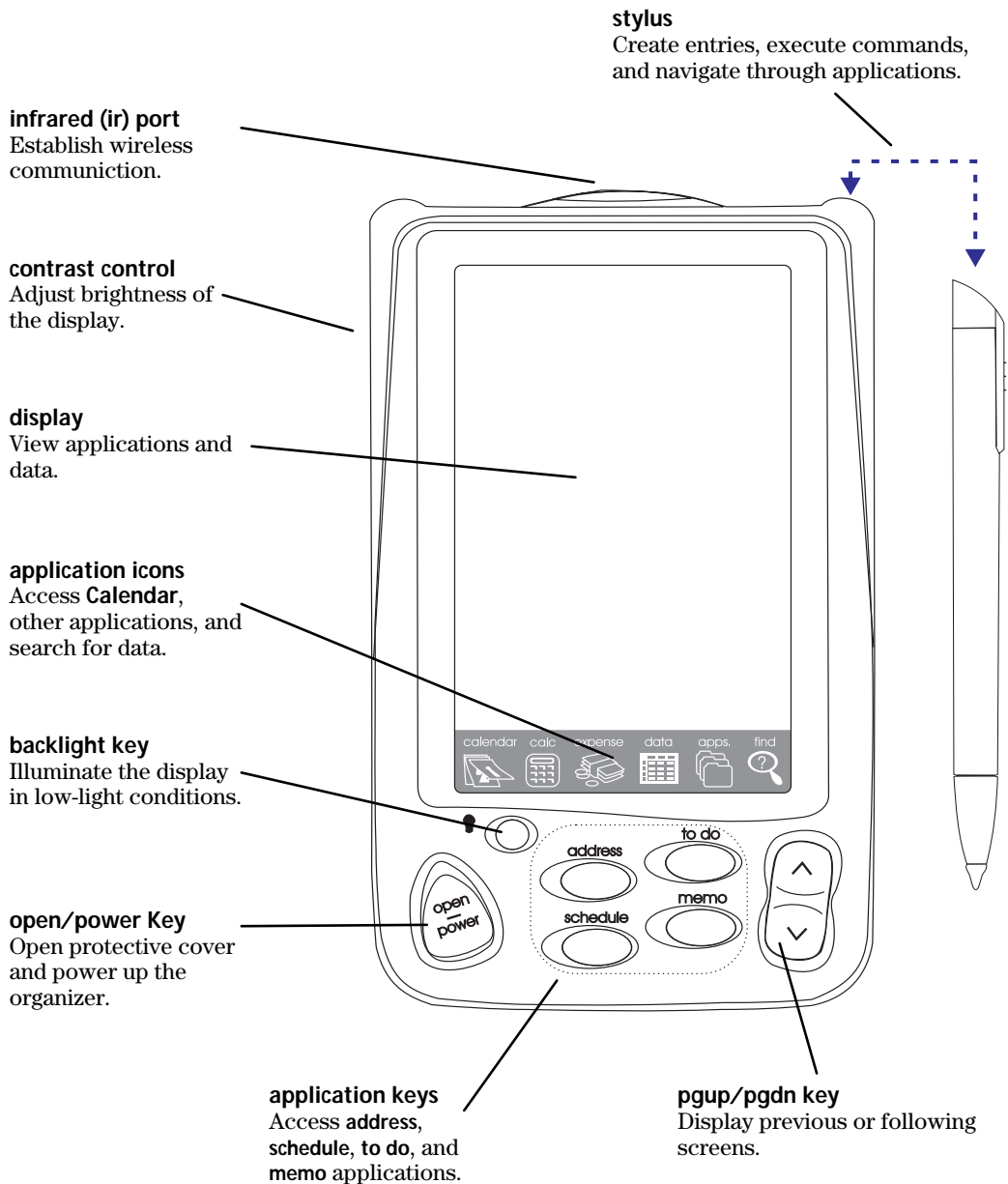


Introduction.....	1-3
Application Icons.....	1-4
Battery Information.....	1-4
To install the batteries	1-5
Opening the Cover and Turning Avigo On.....	1-5
Using the Stylus.....	1-5
Setting the Display Contrast.....	1-6
Setting Preferences.....	1-6
Calibrating Touch Pad.....	1-6
Setting the Local City, Date, and Time	1-7
To set the Local City	1-7
To set the Date.....	1-7
To set the Time.....	1-7
Setting System Preferences.....	1-8
To set auto Power down options.....	1-8
To turn Alarm sound on	1-8
To turn Stylus tone on	1-8
To set the Power on graphic.....	1-9
Setting Date, Time, and Decimal Separator	1-9
To set the Date display format	1-9
To set the Time display format	1-9
To set the Decimal Separator format.....	1-10
To set the Start of Week format	1-10
Setting the Power on Message	1-10
To set the Power on Message	1-10
Changing the Avigo Language	1-11
Selecting from Menus and List Boxes.....	1-11
Using On-screen Keyboards.....	1-12
T9 keyboard system	1-12
T9 keyboard	1-12
To enter text using T9 keyboard.....	1-13
To add words to your Custom T9 dictionary.....	1-13
To edit text using the T9 keyboard.....	1-14
To enter text using the Standard keyboard.....	1-14
To edit text using the Standard keyboard	1-14
To Copy and Paste text (T9 and Standard).....	1-14
Turning On the Backlight.....	1-15

Introduction

This chapter guides you through the basic setup of your new Avigo, selecting from on-screen menus and list boxes, using keyboards, and turning on the backlight.

The Avigo Organizer



Application Icons

Application icons help you quickly navigate from one application to another.



Calendar application. View **Six month**, **One month**, and **DayScan** views.



Calculator application. Perform basic or specialized calculations such as Cost-Sell-Margin and calendar date computations.



Expense application. Track daily expenditures and create expense summaries.



Data application. Copy a spreadsheet from your PC. Store and recall information such as inventories, specifications, descriptions, etc.




Select to access additional applications: **Memory Management**, **Security**, **Setup**, **Sketch**, **Synchronization**, and **World Time** as well as any applications you have copied to Avigo.



Find function. Select to search for data.

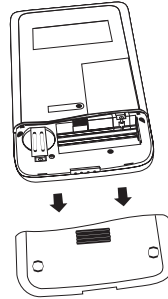
Battery Information

Avigo uses two types of batteries: two AAA alkaline batteries and a CR2025 lithium battery, which serves as a backup for retaining information such as which application you were in before you powered down the last time. As the batteries run down, the display begins to dim. To compensate, adjust the contrast to a higher setting. When the contrast adjustment fails to provide you with an acceptable display, replace the AAA batteries soon. You should change the backup lithium battery every three or four years.

Before using the Avigo for the first time, install the two AAA alkaline batteries included in your package. Once installed, check the battery state from time to time by opening the **apps.** application and observing the battery state icon () at the bottom of the screen. Replace the batteries whenever a low battery message is displayed.

To install the batteries:

1. Turn Avigo so that the back is facing you.
2. Remove the battery cover by sliding it down and away from the organizer.



3. Replace both AAA batteries or the lithium battery.
 - To replace the AAA alkaline batteries, remove both discharged AAA batteries. Align the new batteries in accordance with the battery diagram in the battery compartment and then install them.
 - To replace the backup battery, remove the screw and the clip holding the lithium battery. Install the new battery, **+** side up. Then replace the screw and clip. Use a CR2025 (or equivalent) lithium battery.
4. Replace the battery cover.

Caution: Do not incinerate old batteries or leave them within the reach of small children or pets.

Opening the Cover and Turning Avigo On

To open the display cover, slide the **open/power** key upward. To power up Avigo, continue sliding the **open/power** key upward.

If you have not pressed any keys for a period of time, the organizer automatically powers down. The period of inactive time before power down occurs may be adjusted. For further information, see the *Setting Preferences* section of this chapter.

Using the Stylus

Avigo's stylus is stored in a slot on the right side of the organizer. Slide the stylus up and out of the slot to remove it. Hold the stylus as you would normally hold a pencil. Use the stylus to create entries, execute commands, and navigate through applications by gently tapping on-screen icons, menu or list-box commands, buttons, and keyboards.

Setting the Display Contrast

If Avigo's screen is too light or dark to read easily, adjust the display contrast. Locate the **CONTRAST** ► control on the left side of Avigo. Turn the control toward the arrow to lighten the display or away from the arrow to darken the display.

Setting Preferences

The first time you power up Avigo (or reset the organizer), you are prompted to set preferences. Setting preferences lets you customize your Avigo for best use. Here are the preferences you can choose to set.

- **Touch Pad Calibration**
- **Local City**
- **Date/Time**
- **System**
- **Formats**
- **Power on Message**

As you finish setting options for one item, tap **(Next)** to go to the next preferences screen or tap **(Prev)** to go back to the previous screen.

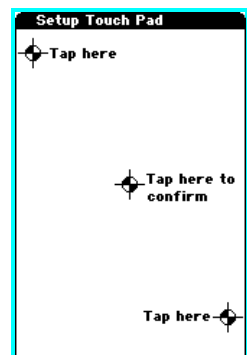
Calibrating Touch Pad

Calibrating **Touch Pad** ensures that your Avigo performs exactly as you expect when you tap the screen to access and create information. The first time you power up (or reset the organizer), the **Setup Touch Pad** screen appears with a cross in a circle in the upper left-hand corner of the screen.

1. Tap on the center point of the cross. A second cross in a circle appears in the lower right corner of the screen.
2. Tap on the center point of the cross. A third cross in a circle appears in the middle of the screen.
3. Tap on the center point of the cross. The Texas Instruments power on graphic is briefly displayed.

A message will appear: **“Configure your unit? YES deletes all data and resets memory. NO saves your data.”**

4. Tap **(Yes)**.






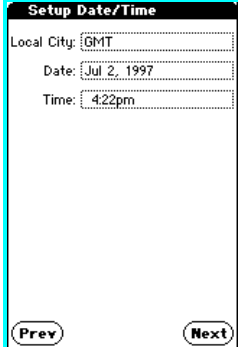

The **Setup Date/Time** screen is displayed.

Setting the Local City, Date, and Time





By setting your Avigo with the local city, date, and time, you can coordinate your tasks and appointments with ease.

To set the Local City:

1. Tap on the **Local City** box to display the **City/Location** screen.
2. Use the  arrows or **pgup/pgdn** key to locate and tap on a city from the list.
3. To confirm your action, tap ; to return to the previous screen without making any changes, tap .





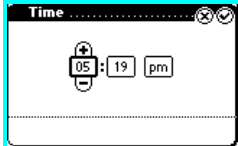
To set the Date:

1. Tap on the **Date** box. A **Date Picker** appears.
 - Use the  arrows to the right or left of the year to set the current year.
 - Use the  arrows to the right or left of the month to set the current month.
 - Tap on today's date in the displayed calendar to set the current date.
2. To save changes to the date settings, tap ; to cancel the changes, tap .





To set the Time:

1. Tap on the **Time** box. A **Time Picker** appears.
Tap on the hours, minutes, and am/pm in turn, using the  control to make adjustments to each one.



Note: You do not have to worry about Daylight Savings Time since it has already been calculated by Avigo. Whenever Daylight Savings Time begins, Avigo will automatically update your time settings.

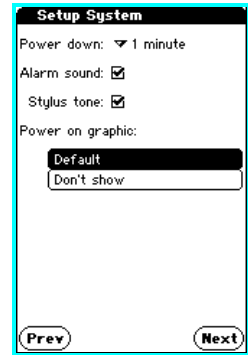
2. To save changes to the time settings, tap ; to cancel the changes, tap .
3. To display the next screen, tap **(Next)**; to display the previous screen, tap **(Prev)**.

If you choose **(Next)**, the **Setup System** screen is displayed.

Setting System Preferences

System Preferences control **Power down**, **Alarm sound**, **Stylus tone**, and **Power on graphic** options.

The **Power down** setting determines how long Avigo will remain on without any activity before it shuts down Avigo to save battery power. **Alarm sound** is the audible reminder of an event you have scheduled. **Stylus tone** is a beeping sound you will hear when you touch the stylus to keyboards, buttons, fields, etc. **Power on graphic** is a bitmap image that you choose to briefly display every time you power up Avigo.



To set auto Power down options:

1. Open the list box to the right of **Power down**.
2. Select **1 Minute**, **2 Minutes**, or **3 Minutes**.

To turn Alarm sound on:

Place a check mark in the **Alarm sound** box by tapping on it. To turn it off, tap the check box to uncheck it.

Note: If **Alarm sound** is on, a message will display on the screen in addition to the sound. If **Alarm sound** is off, only the on-screen message will display.

To turn Stylus tone on:

Place a check mark in the **Stylus tone** check box by tapping on it. To turn it off, tap on the check box to remove the check mark.

To set the Power on graphic:

1. Tap one of the options below **Power on graphic**.

- **Default** briefly displays the default graphic at power on.
- **Don't show** avoids displaying any graphic at power on.

Note: After you complete this initial Setting Preferences process, you may copy a custom graphic from your PC to Avigo using Avigo Manager. After copying it to Avigo, you will see a third **Power on graphic** option in this screen called **Custom**. This option allows you to select the custom graphic for display at power on. For more information, refer to the *Avigo Manager online help*.

2. To display the next screen, tap **(Next)**; to display the previous screen, tap **(Prev)**.



Did you know that you can use a picture of your family or your company logo as the Power on graphic on your Avigo? For instructions, see the Avigo Manager online help.

If you choose **(Next)**, the **Setup Formats** screen is displayed.

Setting Date, Time, and Decimal Separator

Adjusting Setup Formats allows you to set display formats for date, time, decimal separator, and the starting day of the week to either Sunday or Monday.

To set the Date display format:

Tap one of the options below **Date**:

- **M/D/Y** (Month/Day/Year; for example, 10/14/97)
- **D/M/Y** (Day/Month/Year; for example, 14/10/97)

To set the Time display format:

Tap one of the options below **Time**:

- **12 hr.** **3:00 pm**
- **24 hr.** **15:00**

Setup Formats

Date:

M/D/Y

D/M/Y

07/02/97

Jul 2, 1997

Time:

12 hr. 3:00 pm

24 hr. 15:00

Decimal Separator:

Period 1,234.56

Comma 1.234,56

Start of week:

Sunday

Monday

(Prev) **(Next)**

To set the Decimal Separator format:

Tap one of the options below **Decimal Separator**:

- **Period** 1,234.56
- **Comma** 1.234,56

To set the Start of Week format:

Tap one of the options below **Start of Week**:

- **Sunday**
- **Monday**

To display the next screen, tap **(Next)**; to display the previous screen, tap **(Prev)**.

If you choose **(Next)**, the **Setup Power on Message** screen is displayed.

Setting the Power on Message

The owner's information can be displayed as part of the power on graphic. The Power on Message makes it easy for you and others to identify your own Avigo. If you were to lose your Avigo, this information increases the chances of it being returned to you.

To set the Power on Message:


1. Tap on the line below **Name**. A keyboard appears.
2. To create the information for the **Name** field, use the displayed keyboard.
3. To save your changes and place the text, tap **✓**.
4. Repeat the above steps for the **Note** field as desired.
5. To complete the initial Setting Preferences process, tap **(Finish)**; to display the previous screen, tap **(Prev)**.

Changing the Avigo Language

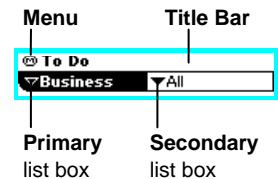
If you wish to view the screen text in a language other than English, you will need to copy the language from your PC to Avigo. You can also copy applications such as **Financial Calculator** whenever desired. Copying languages and applications is controlled by the PC software. For further information on copying languages and applications, refer to the *Avigo Manager online help*.

Selecting from Menus and List Boxes

Menus and list boxes contain sets of processing options for the currently displayed screen. Menus contain editing commands, such as **Duplicate entry**, **Delete entry**, **Cut**, **Copy**, and **Paste**. List boxes contain options such as entry **Categories** and display options such as **All**, **Active**, **Completed**, etc.

When a menu is available for your use, it is indicated by a  control located on the title bar.

When a **Primary** or **Secondary** list box is available, it may be opened by a ▼ or ▽ control below the title bar. The **Primary** list box, when available, is located below the title bar on the left. The **Secondary** list box, when available, is located below the title bar on the right. Depending on the application and screen display, one menu and up to two list boxes may be displayed.



To select from a menu or list box, tap on the menu or list box control to display the contents. Then tap on the option of your choice. If you select an option followed by ellipsis (...), another screen appears with additional options.

Using On-screen Keyboards

When creating or editing text, on-screen keyboards appear. To enter text, you can use either a **T9** keyboard system or a **Standard** keyboard.

The **T9** keyboard reduces the number of keys you must press by grouping three or more letters, numbers, and symbols in each key similar to that on a telephone keypad. The **T9** keyboard uses a dictionary to determine what word you are entering.

A **Standard** keyboard is one that requires you to tap every letter, number, and symbol on the keyboard.

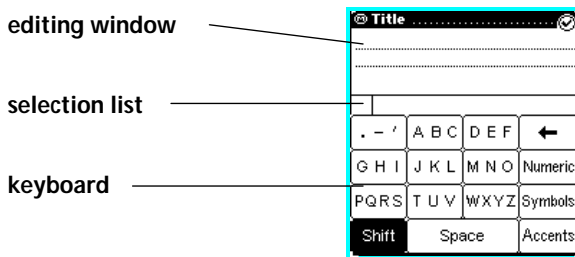
If the **Standard** keyboard is displayed, you can switch to **T9** by opening the keyboard menu and tapping **T9**. If the **T9** keyboard is displayed, you can switch to **Standard** by opening the keyboard menu and tapping **Standard**.

T9 keyboard system

The **T9** keyboard system enables you to type at high speeds on the pocket-sized Avigo screen. By reducing the number of keys you need to press and by using “smart” technology, **T9** can efficiently understand the word you want to enter. The **T9** system uses a set of dictionaries to determine what word was typed. In cases where more than one word is possible, you can select the possible interpretations. You can also add unique words to a “custom” dictionary.


T9 keyboard



The **T9** keyboard has three areas: the keyboard, the selection list, and the editing window. Each area is touch sensitive, allowing you to manipulate text according to your work style.





To select **T9** when the **Standard** keyboard is shown, open the keyboard menu, and select **T9**. The **T9** keyboard will remain selected until you go back to the keyboard menu and select **Standard**.




To enter text using T9 keyboard:


1. Tap on the field where you want text to appear.
2. Tap the keys on the displayed keyboard. You do not need to tap precisely on the letter you want. For example, tapping on  can represent the letters **A**, **B**, or **C**.


Try tapping  three times, and then tap . The most likely word, **Cab** is automatically entered into the editing window.

In some cases, the sequence of key taps results in more than one interpretation. Tap  four times. The words **moon**, **noon** and **mono** are shown in the selection list. Tap on your selection in the list. It will be placed in the editing window. If you tap , the first word in the selection list is placed in the editing window.

You can enter unusual words by combining word parts — prefixes or suffixes.

The  key provides you with a number keyboard, and  provides you with punctuation marks and symbols such as \$ and %.  lets you enter foreign characters such as Ñ and Ç.

The  (punctuation key) in the top left of the keyboard makes it easy to enter a period. It can also be used to enter hyphenated words such as **self-taught**, possessive words such as **customer's**, and contractions such as **don't**.

Tapping  lets you enter an upper case character, and tapping it twice puts you in the “Caps lock” mode, similar to the way your PC's keyboard works.

3. To save your text and place it into the field, tap .

To add words to your Custom T9 dictionary:

You can add terms and proper names (such as Avigo) to the dictionary.

1. Tap precisely on each letter in the custom word. You will see the custom word at the extreme right of the selection list line.
2. When the word is correct, tap on the custom word at the extreme right of the selection list line. It will then be placed in the editing window, and added to the custom T9 dictionary.

Note: The T9 system can add about 2000 words to the custom dictionary. When the custom dictionary gets full, Avigo will purge the dictionary of infrequently used words.


To edit text using the T9 keyboard

The **T9** keyboard and **Standard** keyboard text editors are very similar. Tap on the editing window to locate your cursor and begin typing. The back arrow key erases the character to the left of the cursor. The keyboard menu gives you cut, copy, and paste capabilities.



Changing **T9**'s interpretation of a word is easy. Suppose you wanted **noon**, but **moon** is in the editing window. Just place the cursor to the right of the word (moon, in this case) and tap in the middle of the selection list line. The alternative interpretations will be shown.

Tapping the middle of the selection list line when text is highlighted will also show the alternative interpretations on the selection list line.


To enter text using the Standard keyboard:

1. Tap on the field where you want the text to appear.
2. If necessary, open the keyboard menu, and select **Standard**.
3. To enter text, tap the keys on the displayed keyboard. Use the **Shift** or **Caps** key to access characters such as **!**, **@**, **?**, as well as upper case letters. Tap on **Symbols** to access special characters.
4. To close the keyboard and place the text in the field, tap .

To edit text using the Standard keyboard:

1. Tap on the field of text you want to edit.
2. Tap on the screen where you want to enter text or select the text to be edited by dragging across and down with the stylus until the text is selected.
3. To delete the text you have selected, tap the  arrow key in the displayed keyboard or open the keyboard menu and tap on **Cut**.
4. Re-enter text using the displayed keyboard.
5. To save your changes and place the text in the field, tap .

To Copy and Paste text (T9 and Standard):

1. Locate and display an entry from which you want to copy text.
2. Tap on .
3. Tap on the field containing text you want to copy. A keyboard is displayed.
4. In the keyboard, position the cursor in the text just to the left of the portion you want to copy by tapping at that point.
5. Drag the stylus to the right and down until all the text to be copied is selected.
6. Open the keyboard menu and tap **Copy**.

7. Close the keyboard by tapping (✓).
8. Locate and display detail view of the entry to which you want to paste the text.
9. Tap on (Edit).
10. Tap on the field you want to paste the text in.
11. Open the keyboard menu and tap **Paste**.
12. To save your changes, tap (✓).

Turning On the Backlight

To illuminate the display in low-light conditions, press the **backlight** key. To turn off the backlight, press the **backlight** key again or power down Avigo.

Note: Frequent or continuous use of the **backlight** shortens battery life.