

8

Turning Your Memos Into Action



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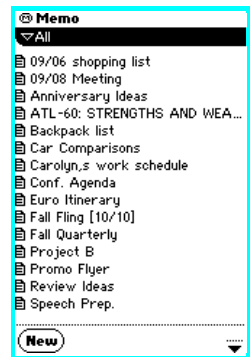


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Introduction

This chapter shows you how to use Avigo's **Memo** application to jot down ideas, agendas, actions, items, goals, and other important notes in the middle of meetings, business lunches, parties, or wherever you may be. **Memo** lets you:

- ◆ Create up to eight categories of memos, such as Business, Family, Personal, Projects, etc.
- ◆ Add up to four custom fields to the memo form.
- ◆ Lock memos with a password to protect sensitive data.
- ◆ View memos in portrait or landscape orientation.
- ◆ View memos in normal or large fonts.
- ◆ Use an existing memo as a pattern for a new one. Just display the existing memo, open the menu in the **Detail** screen and choose **Duplicate entry**. Then, edit the information in the new memo and save it.



Keep vital data handy, but safe. Create a memo with a dummy name, save it as a private memo, and set a password for it. Type in all your passwords. Now, all you have to remember is one password. You can do the same thing for any sensitive data, such as credit card numbers, calling card numbers, ATM PINs, and your family's social security numbers (which is useful for filing medical insurance claims).

Adding Memos

When adding **Memos** for the first time, consider what categories you want to establish for them. If desired, you can also create up to four custom fields for **Memos** to supplement the three description fields provided.

1. Press the **memo** key to display the **Memo** application screen.
2. Choose or create a category for the new **Memo** 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 add a new **Memo**.
4. Enter a **Memo** title in the line to the right of **Title**.
5. If desired, password-protect and hide the new **Memo**.
6. Enter the text of the **Memo** on the line to the right of **Memo**.
7. If desired, enter additional information about the **Memo** 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*.
8. Tap ✓ to save your changes or tap ✕ to return to the previous screen without saving your changes.

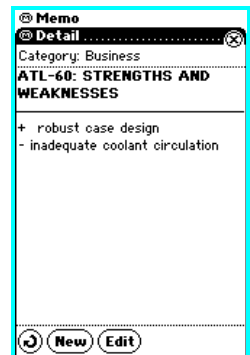


You may also create a new **Memo** by displaying an existing entry, opening the **Detail** menu and selecting **Duplicate entry**, and then changing the newly created duplicate entry as desired.



Viewing Memos

Accessing **Memos** and displaying them is easily done. In **Memo** view, you can quickly change the **Memo** category in view by pressing the **memo** key. **Memos** can be viewed in either vertical or horizontal orientation as desired. To improve readability in the horizontal view, you can change the text font to a larger size. To view **Memos** which are marked **Private**, you will need to enter a password after selecting **Show private**.

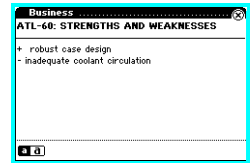
1. Locate the title of the **Memo** you want to view. If the entry is a private one, open the menu and select **Show Private**. Enter a password when prompted to do so.
2. To display the detail view of the **Memo**, tap on the **Memo** title.





To change the display orientation:

Tap  at the bottom of the display screen to switch from vertical to horizontal orientation. Tap  to switch back to vertical orientation.

Note: When the display orientation is horizontal, you may change the display font to a larger size. See below for more details.



To change the display font size:

Tap on the large “a” in  at the bottom of the display screen to change the text font size from normal to large. Tap on the small “a” in  to switch back to normal font size.





Store family members' clothing sizes, color preferences, and other facts pertinent to gift giving; this is especially handy when you're traveling.

Editing and Deleting Memos

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

To edit a Memo:

1. Locate the title of the **Memo** you want to edit. If the entry is a private one, open the menu and select **Show private**. Enter a password when prompted.
2. Tap on the **Memo** title to display detail view.
3. Tap **Edit** at the bottom of the display to edit the **Memo**.
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.



Collect quotes, jokes, and anecdotes that you hear or read. Enter them in a memo. Now, you have them at your fingertips, ready to use for a special presentation or at impromptu meetings.

To delete a Memo:

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