**Developer One**
**Agenda Fusion 7 for**
**Windows Mobile Pocket PC and**
**Pocket PC Phone Edition**


www.developerone.com

## Activating Agenda Fusion

### Launching from the Today Page

You can set the built-in Pocket Outlook application links to launch Agenda Fusion. To do this, go to the Display Options Dialog and set the option “Set Pocket Outlook links to Fusion Views.”; do a soft-reset. All shortcuts to Pocket Outlook applications will be mapped to the appropriate Agenda Fusion View.

The NEW button menu must be enabled to create new items within Agenda Fusion. To enable the NEW button menu, go to Start / Settings / Menus and check the “Turn on NEW button menu”.

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## Agenda Fusion Utilities

### Utilities

In the Start / Programs folder, you'll find a “Fusion Utils” folder. The shortcuts here allow you to easily assign any button on your Pocket PC to open Agenda Fusion in a specific view, or to switch to that view while Agenda Fusion is running. To assign one or more of your buttons to activate Agenda Fusion, go to Start / Settings / Buttons. Select the desired button, then select the Agenda Fusion launch shortcut you would like to assign to the button.

**Important:**
If you have installed Agenda Fusion to a storage/memory card, you may not be able to start Agenda Fusion from a button when your device is powered off.

**Note:**
*All* Agenda Fusion activation shortcuts start with “Fusion”.

### Additional Utilities

- Fusion Calendar will cycle through all the calendar views upon repeated activation.
- Fusion Backup is tool to backup or restore Agenda Fusion settings, colors and links.

## Using Agenda Fusion

### Tap-and-Hold
Gives you access to options for all of the items displayed.

### Drag-and-Drop
Tap on an item and drag it to the desired destination. Let up on your stylus, and the item will be moved.

### Accessing View Options
You can access your options by tapping the Agenda Fusion icon in the menu bar and selecting “Customize View ”.

### Status Icons
Status icons are displayed right next to your contacts, appointments and tasks.

The following icons, when shown, can be tapped to instantly jump to the related information:

- Notes - opens note for display/editing
- Meeting - opens attendee list with all selected attendees grouped at the top of the list
- Links - opens pop-up link window to view which items you have linked with the selected item
- Recurring - opens the recurring dialog for editing

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## Customizing Your View Tabs

To customize your view tabs, tap on the Agenda Fusion icon and select Manage / View Tabs... Here you can select anywhere from 2 to 11 tabs to display, and select the order they appear.

### Selecting Tabs
Check the box next to the view tabs that you want displayed, then either tap "ok" or the checkmark.

### Calendar Tabs
To display each calendar view as its own tab, select the box "Use individual calendar view tabs". Then you can check which calendar view(s) tabs you want displayed.

If the views are not displayed as tabs, you can tap on the calendar tab and a popup menu will display your selected views.

**Organize Tabs**
To change the orientation of the tabs, in the View Tabs Manager, select the tab you want to move and then use the arrows to the right to move them up or down the list. The single arrows move it up or down one step. The double arrows move it either to the top or bottom of the list.

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## Calendar View

### Tips

- Gain more vertical display space by selecting "Show/Hide View Tabs" from the main menu.
- The calendar selection menu is also available in the View Header.
- When the tabs are hidden, the Calendar Selection Menu in the View Header can be used to switch between the Calendar Views.
- View Tabs can be mapped to the buttons on your Pocket PC for quick access.

**Calendar View Navigation**
Each Calendar Views has a Date Header at the top of the display. Tap directly on the date text to change the displayed date in the view.

**Displaying a Selected Date in Another Calendar View**
By default, the Calendar Views in Agenda Fusion are focused to “Today”. If you have changed the display date, and want to see it in another view, tap on the "Go to day in:" menu items in the pop-up contact menu.

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## Today View

### Customizing the Look of Your Today View

- To use a custom background image on the Agenda Fusion Today view, create a bitmap named AF.BMP and place it in the root folder of your Pocket PC, then restart Agenda Fusion. Ensure that use of the Pocket PC Today Theme is disabled via the Agenda Fusion Options.

- If you would like the Agenda Fusion Today view to use the same image as your Pocket PCs Today page, see the Today View Options page to enable this feature. ;

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**Hourly Day View**

The Hourly Day view is a great place to see the layout of your schedule for the day and find any conflicts that may exist.

**Note:**
The Hourly Day view has four columns to display overlapping appointments. If an appointment you have scheduled isn't displaying, it is most likely the 5th appointment to display. Change the time increment to view more detail or reschedule a appointment. Displaying the day in the Today View will list all appointments scheduled for the day.

**Hint:**
To reschedule an appointment tap and drag in the time status bar of the appointment

**Hint:**
When creating a new appointment you can drag-select a block of time and the start/end time of the block can be used to fill in the start/end time of your new appointment. If the appointment is created from a template, then the template's start/end time takes priority over the selected block. Tapping and holding to display a context menu will reset the selected block of time and may not be what you intended.

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**Hourly Week View**

**Hint:**
When creating a new appointment you can drag-select a block of time to fill in the start/end time of your new appointment. Once you have selected a block of time, tap the "New" menu to create the appointment. However, if the appointment is created from a template then the template's start/end time takes priority over the selected block. Tapping and holding to display a context menu will reset the selected block of time and may not be what you intended.

The # of Days and Time Scale settings icons are located next to the Agenda Fusion icon.

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## Week View

### Create a New Appointment or Task

This may be accomplished in many ways within this view.

- From the menu bar at the bottom of the display, drag the appointment or task icon to any day.
- Tap the appointment or task buttons in the menu bar.
- Tap the small “down-arrow” on any day to activate its menu to create a new item or show/hide tasks.

### Create New Items on a Specific Day

Tap the “down-arrow” in the header of any day to display the action menu for the day.

### Change the Main Date

Tap on the date header in any day to make that the beginning of the week.

### Time-Status Bars

Provides an instant view of each day's appointments.

### Drag/Drop Rescheduling

Quickly reschedule an appointment within the current week.

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## Agenda View

Agenda Fusion's Agenda View lets you view a selected number of days on your schedule.

To create a new appointment or task on any day shown, simply tap and hold on the colored bars that indicate the date and select "New Appointment" or "New Task".

Tap and hold on any item to activate it's action menu.

To change the starting day, tap the calendar icon (located between two arrows) in the bottom toolbar.

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**Month View**

**Note:**
Displaying category icons, time-status bars or text is optional. You also have the option of displaying the month without any detail.

**Display Details for a Specific Say**
Tap on any day within the calendar to display that day in detail at the top of your screen. Tap on the selected day to go back to the full screen month or tap the Blue Up/Down arrow to toggle the display.

**Create a New Appointment or Task**
Tap and hold on any day to display the action menu to a create new appointment or task items.

To move an item from the currently selected day, you can drag it from the details view, at the top, to any day in the calendar.

**Navigating**
To navigate in the month view, tap on the Month or Year in the Header or tap on the common navigation button in the menubar.

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**Year View**

**Note:**
The starting day of the Year View matches the option selected in the Calendar Setting Options.

**Note:**
Days that appear as '/ ' slashes are split days. Tapping on the top half of the slash will show the first day, the bottom will reveal the second day.

**Hint:**
Tapping on the Month Header will take you to the Month View.

**Year View Day Coloring**
Selectively color any day within the year view/navigation window.

**Setting the Color for 'Today'**
Refer to Year View Color Options.

**Highlight Days in the Year View:**

**Toolbar Functions:**
Paint Pallet: choose a color for highlighting the day(s)

Pen/Brush: Toggles between Day Select mode (Pen) and Day Color Mode (Brush)

**Using Day Color Mode**

- Activate the Calendar View tab and select the Year View.
- Select the Day Color Mode.
- Tap the Palette icon to select a color that you would like to apply to a selection of days.
- Tap on a day to select it or tap and hold and drag to select a block of days. The year view will snap the selection to the nearest set of days.
- You can now choose to accept your selection or cancel the selection. Tap anywhere in the current selection to Accept, or tap anywhere outside the current selection to Cancel your selection.

**Remove Day Coloring**

- Select the color picker and tap the "No Color" button.
- Tap and drag to select the area you wish to erase. The selection rectangle will be dashed to indicate the days you are selecting to erase.

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**Tasks View**

Task groups allows you to quickly group by a date, status, category, subject and more.

**Note:**
When the preview window is shown, tapping on a task only activates it and shows it in the preview window. Tap twice on a task to open the item for full display or editing.

Sorting works within all groups and is controlled by the A-Z menu button.

**Filtering**
Tap the funnel icon at the lower right to control which items you would like displayed in your group lists. Filtering always takes precedence over grouping.

**Drag/Drop Support**
When grouping by category or priority, you can drag an item from one group to another.

## Contacts View

### Contacts Display
To quickly change the way in which your contacts are sorted, tap on the A-Z button in the menu bar at the bottom of the display. Remember, you can always filter contacts by category by tapping on the funnel-icon in the menu bar at the bottom-right of the display.

### Locate/Find Bar
The locate/find bar, lets you quickly find a contact. Show/hide the locate/find bar by tapping the up/down arrow in the menu bar and selecting "Hide find bar".

### ABC Navigator Bar
Tap on the buttons in the “ABC” navigator bar, at the top of the screen, to jump to that place in your contacts list.

### Contact Quick Info
Agenda Fusion shows a selected information field (i.e. telephone, email, fax) for your contact. To change the displayed field, tap on the current field indicator letter on the right side of the display for that contact.

### Creating a New Contact
Tap the New button to create a new contact.

### Preview Window
Tapping on e-mail addresses or web sites listed in the preview window will automatically hyperlink to open Pocket Internet Explorer or open a new email.

**Note:**
When the preview window is open, to edit a contact you will need to tap on the underlined name shown in the preview window.

### Contact Actions
Tap and hold any contact in your list to active the contact action menu. From the menu you may also create a new appointment or task with your contact and Agenda Fusion will automatically fill in the subject with the contact's name and currently displayed telephone number or email address.

### Selecting Contact Images
Tapping on the camera icon, located on the menu bar of the Contact View, will bring up a photo section dialog.

Tapping in one of the two boxes that state "Select Image" will bring up a file locating dialog. After an image file is selected, it will be reflected in the corresponding box. If a contact has a business logo along with a personal image, then the business logo will display in the preview window when the contacts are sorted by company and the company is highlighted.

The "Change image storage folder" (located on the photo dialog screen) changes the location of where Agenda Fusion looks for the images, NOT where the original image is stored. Under most circumstances, there is no need to change this value. Changing this value is only useful should you want to store images on a storage card.

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**Notes/Alarm View**

**Alarm Note Creation and Management**
You can create a new Fusion Alarm Note in several ways.

- From the shared NEW menu from within most applications or from the Today page.
- From the Notes Manger View 'New' menu.
- Highlighting a writable Note file (non-template) and selecting a time from the 'clock icon' menu.
- Drag/drop of a standard Note file to the Alarm Note folder.

To reuse expired Alarm Note files or convert any Note file on your Pocket PC to an alarm note, drag the note from a folder into the Alarm Notes folder and you will be prompted to set a time for the reminder.

Editing read-only files is not allowed. You can make a copy of read-only files (using the tap/hold menu and selecting “copy”) and either paste them or use the drag/drop feature to make a copy in a selected folder.

**Note:**
Only notes located in the Alarm Notes section are valid Alarm Note files and are the only notes that are active for reminders.

**Alarm Notes Folder**
Lists all alarm notes with a reminder to occur in the future.

**All Other Folders**
All of the folders on your Pocket PC that contain Note files are listed as note folders/groups with the Note files found in those folders.

## Projects View

Projects are a way users can arrange and group similar items together (regardless of whether they are actual ‘projects’).

The purpose of this view is to give users the ability to create projects and assign appointments, tasks, contacts, and files to them. Users can even create sub projects. The projects may have notes and timers associated with them. In addition, there is the capability of generating summary reports for projects.

The first time the project view is ever used (or whenever the projects database is empty), the display will be empty except for a prompt to tap 'new' to create a project. Tapping 'New' will bring up an editor to enter basic properties of this project. Upon 'ok', users should see a project node created.'Depending upon what may have been selected in the editor, there may be sub-items associated with it.

### Tap and Hold

Tap-and-hold can be done on any item within the project view. Doing so will bring up a menu appropriate for the item selected. On an existing project, this will bring up a context menu in which selecting the 'properties' will also bring up the editor with the information for the selected project. Other menu items available for projects include 'delete', 'remove', 'add time', 'start timer', 'stop timer', and 'open'.

Deleting a project will delete the record from the Agenda Fusion project database and will remove the subitems from the Agenda Fusion project database. It WILL NOT delete the actual sub-items.

Removing an item will remove its occurrence in the Agenda Fusion Project database, but WILL NOT delete the item from the system. So, removing an appointment, file, or other items from a project will only affect the project. It will continue to exist elsewhere in the system.

### Timers

This feature allows users to log time to an item or project. An item with an active timer will be designated with bold face blue text. Timers on items will also cause the parent project(s) to also be designated with blue text. Only one active timer is allowed at a time. Starting a new timer while a previous timer is active will cause the previous timer to stop.

Management of project timers can be done through the project editor. Timers can have ‘names’ or descriptions attached to them. Users can also add time to items without starting an active timer by choosing ‘add time’. This is useful in cases where one may have forgotten to log time to an item.

**Ordering**
The general top-bottom order of item display is as follows: Appointments and Tasks, Contacts, Files, Projects. However, appointments and tasks are sorted based upon dates they start or finish. Contacts and files are sorted alphabetically.

Multiple projects at the same level are sorted based upon: Completion status (completed projects are put last), Start date, and Due date. The older the project, the higher up in the listing it will occur.

**Single Tap**
A single tap will open the file, appointment, contact, or task in the appropriate manner. For projects, a single tap will expand a 'collapsed' project and will open up a project in the editor if it is already expanded.

**Moving Items**
Items can be moved within and between projects by drag and drop. However, projects may not be moved to a decendent project. Items and projects with an active timer cannot be moved. Moving an item with timers associated with it will move the timers along with the item and the timers will become a part of the new project it has been moved to. The timers will no longer be visible in the properties of the original project. A beep will sound when an item with timers has been moved to notify users of this fact.

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## Appointment Editor

**Subject / Location Zoom**
Tap the magnifying glass icon to view/edit the subject and location of your appointment.

**Location Selector**
To select a location that you have used before, tap the down-arrow to list those location you have previously entered. To manage the list of your current locations, tap the "... " button to the right to add / rename / delete those locations.

**Setting Start / End Times**
Tap the drop-down arrow on the date to select a new date for your appointment. Tap the arrow on the time to open up the convenient time-picker window.

**Setting Reminder Time**
To set an alarm time relative to the start time, select from the "Remind" list. To set an exact time for the reminder. Tap the Clock icon to switch to the direct-set mode.

**Editing in Pocket Outlook**
You can edit the current appointment in the Pocket Outlook Calendar application by tapping on the Tools Menu / Edit in Pocket Outlook.

**Tools Menu**
Use the Tools menu to convert and copy the appointment to a task, save it as a template or beam it to an associate.

Once you have established one or more templates, creating a new appointment will prompt you with a list of your templates to select from.

**Recurring Information Page**
Use this screen to modify the recurring pattern for you appointment.

**Customized Pattern**
The Effective Date determines the starting date of your pattern. You can also specify when your recurring pattern should end. Use the Ends Combo Box to set the Pattern End Date.

Customize your pattern based on a Daily, Weekly, Monthly or Yearly recurring pattern.

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## Notes

**Saving / Exporting Your Note to a Notes File**
Tap the Disk icon in the toolbar to save your note to a file that can be opened with your Pocket PC's built-in Notes application.

**Inserting Time / Date**
Tap the Clock or Calendar date buttons to insert the current/date into your note.

**Bulleted Lists**
Tap the button to start or end the insertion of bulleted items into your note.

**Link to Files**
Tap the Paperclip button to create and insert a hyperlink in your note to any file on your Pocket PC.

**Changing Editing Mode**
To set the default modes, go to Edit/Preferences. To change the current mode, tap the Pencil Button and/or select from the view menu.

**Selecting Zoom / Display Size**
Tap the magnifying glass to change the current zoom/scaling for the display.

## Categories

### Categories Selector

To select and assign one or more categories to your appointments, contacts or tasks, simply check off the appropriate categories.

### Category Management

Tap “Edit Categories” in the menu bar to manage your categories.

The Category Manager may also be accessed from the main toolbar under “Manage” from within any view.

**Note:**
To view Inactive Categories you must open the Category Manager Dialog from the Manage Menu. When opening the Category Manager from within an Editor only the active categories will be displayed.

### Delete “Inactive” Categories with Agenda Fusion

When a category is deleted it must not be assigned to any items (appointments, tasks, or contacts) or it will only appear as "Inactive". Agenda Fusion will remove all the associations it can find for the category you want to delete and then delete the category for you.

**Note:**
To learn more about category uses and management, refer to the section on Category Management.

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## Links

Quickly and easily establish relationships by linking to other items like contacts, tasks, documents and web sites.

Tap the tabs on the left to change between views for selecting links. Check off those items you wish to link with this appointment. Once you save your appointment, all of the links will be applied.

To delete a link, tap/hold it in the list of links at the top of the screen and select “Delete Link”.

To view and jump to your links within any view, tap on the link icon, or tap/hold any contact/task/appointment and select “View Links”.

## Attendees

Attendees are Contacts that have at least one email address associated with them. This is necessary, as attendants to appointments need to be notified of them.

## Tasks Editor

**Alpha-Numeric Priority Setting**
Use the ABC / 123 selectors to quickly add alpha-numeric priority indicators to your Task. The alpha-numeric value selected will be stored in the subject of your task, however it will not be shown in the subject line while you are editing it with Agenda Fusion.

**Task Alarms**
Agenda Fusion gives you the ability to set custom alarm reminder times for your tasks.

**Tools Menu**
Use the Tools menu to convert and copy your task to an appointment, save it as a template or beam it.

**Recurring Information Page**
Select from common recurring patterns or create your own custom pattern using the Pattern Editing Controls.

**Customized Pattern**
The Effective Date determines the starting date of your pattern. You can also specify when your recurring pattern should end. Use the Ends Combo Box to set the Pattern End Date.

Customize your pattern based on a Daily, Weekly, Monthly or Yearly recurring pattern.

## Contacts Editor

Agenda Fusion gives you the ability to edit Contact Detail information from within an Agenda Fusion Editor.

Common data fields have been grouped together to make entry of date much easier.

To access the notes for any contact in your contacts list, tap the note icon, or tap/hold and select “Note ” to open the note editor. In addition, you can access the category selector and link manager for your contact.

If you enable category or status icons for display in your views and your contact has categories and/or associated links, tapping on those icons will take you directly to the appropriate page in the contact information manager window.

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**Icons**

**Category Icon Manager**
To access the Category Image/Color Manager, select Manage / Categories from the Agenda Fusion menu.

To select and assign images and colors to one or more categories, tap on the 'Assign category images' button.

**Note:**
If you installed the Agenda Fusion Sample Icons to your Pocket PC these images will be displayed in the lower list. If you have installed the icons to a storage card please make sure that storage card is inserted into your Pocket PC.

**Assigning Category Icons**
The following is one of three possible ways....

- Using the "+" menu button.
    - Select the category in the upper list
    - Select the desired image from the lower list
    - Tap the "+" menu button.

**Deleting Category Icons**

- Using the "-" menu button.
    - Select the category in the upper list
    - Tap the "-" menu button.

**Using the Tap and Hold Menus**

- Select the category in the upper list
- Tap and hold the category you want to remove an image from. Select “Remove image” from the popup menu.

You can also replace an existing image with another image by assigning a new image to the category. You do not need to first remove the existing image.

## Category Colors

Colors can be assigned to a category in the Category Image Manager or in the Category Manager. These colors are used when displaying tasks and appointments in calendar views. The exact use of the colors is dependent upon several other options including Options:Display - Category/Status Coloring Type, Options:Today View - Use Pocket PC Today theme image, and Options:Today View - Use theme colors.

To select a color, tap on the small rectangle on the right side of the category description. This will prompt a color choosing dialog. Choose the color (or "No Color") as needed.

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## Category Filtering

With the filtering feature you can create named data Filters like “My Work Stuff”, which define the groups of categories that you would like to have included in your display.

**Category Filtering Explained**
Tap the funnel icon in the toolbar at the lower right of your Pocket PCs display to select the filter, then tap one of your pre-defined filters to apply the settings in that filter that will determine which items are displayed in the view.

**Creating, Editing and Managing your Filters**
Tap the filter button in the toolbar, then tap the “Tap to manage your filters” button. You'll see the options change in the filter window.

Once you are done deleting/creating/editing, tap the “end manage mode” to return to filter selection mode.

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## Creating and Editing Filters

**Filter Name**
Lets you give your filter a meaningful name.

**Applies To**
This field lets you select between three options for filtering items in your calendar.

**Matching**
The option selected in this field controls how the selected categories are matched up against your calendar items.

**Note:**
When you have selected "Match uncategorized items exactly" option, only “Items with no categories” and “Items marked private” will be displayed in the category selection list:
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**Display or Hide Matching Items**
This field lets you select between two options.

- Show the matching items
- Hide the matching items

For your filter, you can select to include or exclude the items that match based on this option.

**Category Selection List**
The list of categories lets you select which categories you want to have included in your match. To quickly select or deselect all of the categories in the list, tap one of the funnel icons at the lower left to check/uncheck all items.

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**Link Viewer**

Use the power of linking to create relationships between your information items.

Tap and hold any contact or calendar item, and from the action menu, select “View Links”. To add a link to that item, simply drag and drop any other item into the link viewer. You can switch views while the link viewer is open (for example, switch to the contacts view to grab a contact from your list, then just drag and drop it into the link viewer box.)

To open any of the selected links, simply tap on the link. To remove a link shown here, tap and hold, and select “Delete link”.

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**Link Manager**

To use the Link Manager, open any task or appointment and open the Links page. You may also tap and hold any item (including contacts) and select “Edit Links” from the action menu.

The Link Manager lets you select and add any number of links of the following types: Contact, Appointment, Task, File and URL (i.e. web site).

Use the tabs on the left to select the type of item you would like to link to.

For File links, a file browser will be displayed, allowing you to select files to link.

For URL/Web sites, you'll be prompted to enter the URL (i.e. www.developerone.com). Files and URLs are added immediately to the link list at the top of the screen. For Contacts, Tasks and Appointments, these links are created when you save the changes to the currently open item.

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**Agenda Fusion Options**

**The "Favorites" Group**
This group is a collection of frequently used options that the user selects to segregate from the others, similar to the concept of bookmarks in a web browser application.

In some options a button below the "Favorites" button will appear. This button has an image of two "balloons". Pressing this button will display a message box with the additional information or help associated with the option.

**Adding / Deleting from Your Favorites List**
When viewing an option, tap the green "+" sign to add it to the Favorites group.

Tap the star with the red "x" to remove an existing option from the favorites group.

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**<u>Options: Global</u>**

**Confirm deletions:** If enabled, you will be prompted to confirm your actions when deleting tasks, contacts or appointments.

**Use active category filter:** Apply current categories based upon active filter settings when creating new items. If you are currently filtering one or more categories, creating a new item will cause the new item to automatically take on the current filter category.

**Show ABC/123 priority:** If enabled, the tap/hold context menu for all tasks will include the menu options to set/modify the ABC/123 priority.

**Show birthdays/anniversaries:** Show Agenda Fusion created contact birthdays and anniversaries in calendar views. Agenda Fusion will also automatically calculate the years celebrated. This works on all contacts that have dates filled in for the birthday and/or anniversary fields.

**Exit button:** Exit the application by tapping the titlebar ‘X’ button.

**Use Pocket Outlook links:** Set Pocket Outlook shortcut links to Agenda Fusion views. Setting this option will change the following shortcuts: Start Menu Calendar, Tasks, and Contacts. Today Page built-in Calendar and Tasks icons will launch the corresponding Agenda Fusion View. Pocket PC Phone Edition: Contact Icon in the Phone Dialer will launch Agenda Fusion Contacts View.

**Prompt on color changes:** Prompt a dialog to save or cancel color changes.

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## Options: Display

**Preferred font:** Select the font to be used throughout Agenda Fusion.

**Category/status coloring type:** Select how the category and status colors will display for the items in the calendar views.

**Enable ClearType:** ClearType enhances text readability throughout Agenda Fusion.

**Show past appointments:** Enable this to display your past appointments for the current calendar date only.

**Color scheme:** Current color scheme in use.

**Boldface overdue tasks:** This will override any other view settings for boldface text display when showing overdue items.

**Display preview dialogs:** When selecting an item, preview the item information before editing.

**Display all categories:** Display all categories in the filter dialog. All created categories will be available in the filter dialog.

**Use gradient fill for headers:** Six different gradient fills that change the appearance of the headers in each view.

## Options: Reminders

**Default appointment reminder time:** Used when creating new appointments.

**Default task reminder time (yes/no):** If enabled, a reminder will automatically be set for the new tasks you create.

**Default task reminder time:** When adding a reminder to a task this is the time that will initially be set for the reminder.

**PC due date task reminder:** Default task reminder time for tasks synchronized from the PC with a reminder on the due date. We have supplied an Info button to further explain this option.
The information indicating the time set on the Desktop PC is lost during the synchronization.

## Options: Calendar

**1st day of the week:** Selects the day to use as the first day of the week.

**Weekend days:** Select the days that represent the weekends.

**Week #s:** Select a week numbering format to see in certain calendar views.

## Options: Icons

**Display notes icon:** Tapping on the note icon will open the note for editing/viewing.

**Display meeting icon:** Tapping on this icon will take you to the attendees list.

**Display links icon:** Tapping on the link item will automatically display all links that you have for that item.

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**Options: Category Images**

**Category image folder:** Allows for the selection/changing of the location on your Pocket PC where you would like to store the category icons you assign to your categories.

**Note:**
This is not the location of your sample icon files that you may have installed on your Pocket PC. The location of the sample icons is automatically set during installation.

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**Options: Notes**

**New notes mode:** When editing new notes, automatically select this input mode as default.

**View notes mode:** Default mode when viewing/editing existing notes. Determines how existing notes in alarm notes, contacts, tasks and appointments appear.

**Alarm notes mode:** When creating a new alarm note, the selected drawing/typing mode will be set.

**Default zoom/scaling mode:** Establishes the default zoom/scaling ratio for editing/viewing your notes.

**Alarm note reminder sound:** Tap the speaker icon to play the sound you have selected.

**Repeat alarm note sound:** Setting to zero will only play the sound one time.

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**Options: Journal**

**Record: task completions:** Add a journal item when a task is completed in Agenda Fusion.

**Record contact viewings:** Add a journal item when a contact is opened into an Agenda Fusion editor.

**Record appointment viewings:** Add a journal item when an appointment is opened into an Agenda Fusion editor.

**Record task viewings:** Add a journal item when a task is opened into an Agenda Fusion editor.

**Record item deletions:** Add a journal item when an item is deleted in Agenda Fusion.

**Current journal file:** The file to log journal entries.

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## Options: Dialing

**Dial my contacts using…:** Choose from one of the available methods for dialing your contact telephone numbers.

**Pocket PC phone edition**
Agenda Fusion will detect the internal phone automatically and select the proper line for your device. You will not be able to change the selection.

**Note:**
If you want to dial directly to the selected device please make sure to disable the option "Display telephone dialing dialog".

**Dialing settings**
To modify how your Pocket PC dials, access your Pocket PC's Dialing Location settings (Start Menu / Settings / Connections Tab / Connections/ Dialing Rules) This location may vary depending upon the device.

**Contact editor:**
The contact editor uses the Area code field of the selected Dialing Location when editing phone numbers. If you do not want an area code automatically inserted, clear out this field.

**Use telephone number formatting:** Apply telephone number formatting according to selected dialing settings.

## Options: Calendar View

The following options can be found in various Calendar Views. The related views are noted at the end of each description.

**Status icons:** Show the status icons (private, notes). **(Today, HourlyDay, HourlyWeek, Week, Month)**

**Category icons:** Show category icons. **(Today, HourlyDay, HourlyWeek, Week, Agenda, Month)**

**Wrap appointments:** Wrap the text of appointments that are not past due and that are not set for "all day". **(Today, Week, Agenda)**

**Group icons:** Show the group icons (task, appointment). **(Today)**

**Include tasks:** Include the display of tasks in this view's display. **(Today, Week, Agenda, Month)**

**Multiday tasks spanning today:** Show tasks that span multiple days, including the current day (dependent upon 'Include Tasks' ). **(Today)**

**Display year in task date:** Display the year with the short date format (dependent upon 'Include Tasks' ). **(Today)**

**Include other tasks Starting/due within [x] days:** Display tasks starting or due within a number of days from current day (dependent upon 'Include Tasks' ). **(Today)**

**Use Pocket PC today theme image:** Use the current system Today Page image as a background. **(Today)**

**Use theme colors:** Use the system theme color for the text color. **(Today)**

**Time scale:** Select the time scale intervals to divide the day. **(HourlyDay, HourlyWeek)**

**Starting day:** Select the day to start our week view. **(HourlyWeek, Week)**

**Display days:** Select the number of days to comprise the week. **(HourlyWeek, Week, Agenda)**

**View selected day with … :** Select the view to open when a day is tapped. **(HourlyWeek, Year)**

**Display time usage indicator bars:** Displays a status bar on top of each day to show when appointments are set. **(Week, Agenda)**

**Wrap tasks:** Wraps the text of the tasks to multiple lines. (dependent upon 'Include Tasks' ) **(Week, Agenda, Month)**

**Show every day of multi-day tasks:** Shows the task(s) under each day it is scheduled. (dependent upon 'Include Tasks' ) **(Week, Agenda, Month)**

**Top box size:** This option will determine how large or small (in area) to draw the 'top box' that the first day is displayed in. **(Week, Month)**

**Day orientation:** Draw the days of the week from either top-down or left-right. **(Week, Month)**

**Optimize date display:** When not set, the full date formatted text will appear for each day. **(Agenda)**

**Hide days with no items:** Show only days with items in them. **(Agenda)**

**Show in month…:** Select the details to display in the month view calendar. This can be categories, time bars, or neither. **(Month)**

**Show a count of appointments and tasks:** Show the counts of appointments and tasks in the month view (dependent upon 'Show in month' value). **(Month)**

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## Options: Calendar Tasks

**Display active tasks:** The current Task

**Task sort:** There are levels of sorting to organize the task list.

**Task sort direction:** Choose from either ascending or descending sort order.

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## Options: Task View

**Preview text size:** Text point size in the preview pane (upper half).

**Text size:** Text point size in this view (lower half).

**Status icons:** Show the status icons (private, notes)

**Category icons:** Show category icons.

**Wrap tasks:** Wrap the text of the tasks to multiple lines.

**Display task checkboxes:** Allows for easy marking/clearing of task completion.

**Display task priority:** Display the task priority status symbols.

**Display task due date:** If text is wrapped, the date is automatically shown.

**Display year in task date:** If the date is displayed, include the year (as formatted by the Pocket PC regional settings).

**Add extra space between tasks:** Add extra space between the listing of tasks.

**Include other tasks:** Same setting as Today View. Active Tasks that fit in the range will be included in the Task List.

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**Options: Contacts View**

**Preview text size:** Text point size in the preview pane (upper half).

**Text size:** Text point size in this view (lower half).

**Status icons:** Show the status icons (private, notes)

**Category icons:** Show category icons.

**Display company name:** When showing contact names only, also include the company name if available (in the contact view list)

**Underline email /numbers in preview:** Underline email addresses and phone numbers in the preview pane (upper half).

**Match searches:** Match searches from beginning of word.

**Enable international sorting:** International sorting uses differing rules based upon the character set of the current language's alphabet. Similar characters in different alphabets may have different rankings. This will take longer to sort.

**Size name column:** Select the width of the name column (in pixels).

## Color Preferences

The Color Options allow for the user to customize the look of Agenda Fusion. These options are accessible through the Tools "Options" menu, or "Select Color Scheme" and choosing "Configure".

These color options can be saved as color schemes, and can be changed at any time.

**Reset colors**
You may reset the colors to the default at any time. Tap "Select Color Scheme" and select "Reset Colors”.

**Select view**
Select the view for which you would like to modify colors. To change any color, select the option in the list you want to change then select the new color from the palette.

**Changing colors**
When a color option is selected, two color palettes and an edit button will appear. The user can select color from either palette. To modify or add colors to the custom palette (lower palette), tap the edit button.

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## Editor Preview

**Configure the Look of Your Previews**
You can set the background color, detail text color, and header text color of the Appointment, Task, and Contact Editor. To change the colors of the Preview, go to the Options Colors Previews.

The text size for the Appointment and Task Preview can be changed with the “Preview Text Size” in Options Tasks View.

If you prefer not to display the Preview Dialogs before editing your data you can disable them by going to the Options Display.

**Contact Preview Dialog**
The Contact Preview has a special feature that includes configurable Preview Templates you can use to view the data in any order that you prefer.

**Navigate Using Your Cursor Pad**
The Agenda Fusion Preview dialogs are navigable with the Cursor Pad on your Pocket PC.

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**Contact Preview Template**

With the Contact Preview you can establish and configure a Template for viewing your contact data. The Preview Template is associated with the category/ies assigned to the contact. If there are no categories assigned to the contact the Default Template will be used to display the Contact.

**Creating a Contact Preview Template**

- Open the contact in the Preview Dialog.
- Select "New" to open the Preview Template Editor. If you want to create the new template based on an existing template then select "Create from Existing ".
- Establish a Name for your Template. Select and arrange the fields you wish to display in the header section. Then save your changes.
- Open other contacts and create different templates for your other contacts.

Please note that if you have a contact that has multiple categories assigned to it, that set of categories is considered one complete set. For example: A contact with the Business and Private categories would not use the Preview Template created for contacts with just the Business category or just the Private category.

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**Power Text Introduction**

**Power Text Overview**
Power Text helps you enter data faster by giving you tap and go access to instantly paste common phrases, contact information, date/time stamps and more into Agenda Fusion.

**Getting Started**
The Power Text menu is accessible in the various editors provided by Agenda Fusion. Look for the icon in the menu bar with the balloon and a green '+' character in it. For items that state "<Action btn to insert text>", the Power Text entries are accessible by pressing the Action button on your Pocket PC.

**Power Text**
The concept of Power Text is similar to using a Macros in other applications. When a phrase is selected by title, the expanded or full text associated with this entry is entered

into the selected view.

Some of the entries will have an icon to its left indicating contact information is requested. The others require no contact information.

**Contact Info**
This is useful when you want quick access to the list of contact names to insert. You can also select the format in which to display that contact. Power Text entries with contact information also display in this dialog.

After a contact is selected, you can choose a pull down menu to select the format in which that contact should be inserted. You can also choose to include other contact information to insert with the name such as telephone numbers and email addresses.

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## Power Text Phrase Information

**Introduction**
Power Text phrase entry can help you enter data faster on your mobile device by letting you insert common phrases that may also include information such as the date, time and contact information.

The Power Text phrase information is stored in a file called powertext.xml.
This powertext.xml file should be stored on your device in one of these locations:

- \My Documents (or the equivalent in your language)
- <store it in the folder of the application using this file>

The Powertext.xml file can be edited using any text editor on your desktop PC such as Notepad. To edit the file, copy it from your Pocket PC to your desktop. Within the Powertext.xml file you will find samples illustrating the use and configuration of Power Text phrases.

Fusion Power Text can be found in the "Fusion Utils" folder under Programs.

**Fusion Power Text Editor**
The Power Text editor consists of buttons to create, edit and delete existing phrases, lists the existing phrases, dynamic previewing of phrases, and listing of data fields (tags).

**Create a New Phrase**

- Tap the 'New' button.
- Enter a name for the phrase.

- Enter the body of the text.
- Add data fields/tags from the drop-down and tap 'Add Field' button.
- Tap 'Preview' button to see what the resulting phrase would look like. If your phrase contains contact data tags, sample contact data will be inserted in the preview.
- Tap 'Save' button to apply the changes, or 'Cancel' to undo the creation.

**Change Phrase Ordering**

- Tap the '^' button to move the currently selected phrase up in the list.
- Tap the 'V' button to move the currently selected phrase down in the list.
- Tap the 'A-Z' button to sort the phrase list alphabetically. Tapping again will reverse sort the list.

**Using Timer Tags**
Power Text includes three individual timers that operate much like a stopwatch when you paste phrases containing these tags.

When selected for insertion, the application will prompt you for a contact and then automatically insert that contact's name into the phrase and insert the current date and time.

For example, if you paste a phrase that includes the [1+] (Timer #1 open) tag, the action of pasting the phrase starts the timer.

If you then paste a phrase which contains the tag [1@] (Timer #1 elapsed), this tag will be replaced with the amount of time elapsed since you opened/started this timer.

**Power Text Field Tag Definitions**
Use the following tags within your power text phrases to automatically insert the time, date, timer information and more.

**Timers & Tracking Tags**

[1+] Open Timer #1 (no display)

[1-] Close Timer #1 (no display)

[1@] Display elapsed time on Timer #1

[1#] Display accumulated time on Timer #1

[1X] Reset accumulated time on Timer #1 (no display)

[2+] Open Timer #2

[2-] Close Timer #2

[2@] Display elapsed time on Timer #2

[2#] Display accumulated time on Timer #2

[2X] Reset accumulated time on Timer #2

[3+] Open Timer #3

[3-] Close Timer #3

[3@] Display elapsed time on Timer #3

[3#] Display accumulated time on Timer #3

[3X] Reset accumulated time on Timer #3

**Date / Time Information**

[ds] Date (short format)

[dl] Date (long format)

[ym] Date (year/month)

[tm] Current Time

[dy] Day # of Year

[dr] # Days Remaining in Year

**Your Owner Information**

[%n] Name

[%t] Telephone

[%e] Email

[%c] Company

[%a] Address

**Note**
If you insert these tags within a power text phrase you will automatically be prompted to select a contact once you have chosen the text phrase.

[ti] Title

[fn] First Name

[mn] Middle Name

[ln] Last Name

[su] Suffix

[fa] File As

[fy] First Name (Yomigana, Japanese only)

[ly] Last Name (Yomigana, Japanese only)

[cy] Company (Yomigana, Japanese only)

[jt] Job Title

[dp] Department

[co] Company

[wt] Work Telephone

[w2] Work Telephone #2

[ht] Home Telephone

[h2] Home Telephone #2

[mt] Mobile Telephone

[pg] Pager Number

[ct] Car Telephone

[wf] Work Fax

[hf] Home Fax

[at] Assistant Telephone

[rt] Radio Telephone

[em] Email

[e2] Email #2

[e3] Email #3

[wp] Web Page

[wa] Work Address (Street)

[wc] Work Address (City)

[ws] Work Address (State)

[wz] Work Address (Zip)

[wy] Work Address (Country)

[of] Office Location

[ha] Home Address (Street)

[hc] Home Address (City)

[hs] Home Address (State)

[hz] Home Address (Zip)

[hy] Home Address (Country)

[oa] Other Address (Street)

[oc] Other Address (City)

[os] Other Address (State)

[oz] Other Address (Zip)

[oy] Other Address (Country)

[cg] Categories

[as] Assistant Name

[bd] Birthday

[ad] Anniversary

[sp] Spouse

[ch] Children

**Manually Editing Phrase Definitions**

**Note:**
Before doing any manual editing, it is advised that you create a backup of your existing Powertext.xml file in the event corruption occurs.

The format of a phrase definition is:
<phrase title='my phrase name' usage='usage flags'>My Phrase Text</phrase>

Example:
<phrase title='Log a call'>Called [fa] on [dl] @ [tm]</phrase>

This phrase includes the following information tags (Refer to the section below for a complete list of tags):
[fa]: Contact file-as name
[dl]: Current Date (long format)
[tm]: Current Time

**Important**
If your phrase text contains more than one line i.e. (contains linefeeds), it may not be listed for selection for fields like task subjects, or locations where this is not allowed.

**Note:**
When including the greater than, less than, ampersand, apostrophe, or quotation mark in the phrase title, you must follow this format:
< < less than
> > greater than
& & ampersand
' ' apostrophe
" " quotation mark

For example:
<phrase title='Oil Change (Mary's car)' usage='subject | task'>Schedule oil change for Mary's car</phrase>

The 'usage' flags are optional and let you limit where the phrase will be available from within the application.

Available values:

- subject, location, text <- determines which fields this will be allowed in
- task, contact, appointment, notes <- determines which data items may use this phrase

Example 1:
(This phrase will appear in any list of your Power Text phrases)
<phrase title='my phrase'>My Phrase Text</phrase>

Example 2:
(This phrase would only be listed when in a subject or location edit field for tasks)
<phrase title='my phrase' usage='subject | location | task'>My Phrase Text</phrase>

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**Templates**

Using templates can help speed the entry and creation of frequently scheduled appointments and tasks! Here's how it all works:

- From within any view in Agenda Fusion, tap/hold an appointment (or task).
- Select from the action menu “Save as template”
- Enter the name for this template (The name used for the template will automatically be used as the default subject for the template when you create new items based on the template.)
- See that you've created the template by accessing the Template Manager Open tools menu / Manage / Templates. You can see by the icons shown what type of templates you have.

If you have created one or more templates use the Tools Menu in the Appointment and Task Editors and tap on “Select Template”.

When using templates, the original date/times of the templates are replaced with the date on which you are creating the new item.

## Categories and Filtering

Categories can help you organize and separate business, personal, financial, entertainment activities and more into their own groups.

**Filtering Your Items**
Tap the "funnel" button In the menu bar in to open the filtering menu. To filter one category, make sure “Single-Select” is visible and tap the category to activate that category as the active filter.

The button in the menu bar will change from a blue funnel (inactive filter) to a yellow one (active filter) for this view.

To filter one or more categories, tap “Multi-select” and check off all of those categories that you would like to filter. The “Current filter” status at the right will let you know which categories you are currently filtering. To show all items, regardless of which category they belong to, tap “All Categories”.

Use “Hide Selected” to hide only those categories that you have selected while showing all other items.

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## Uninstalling Agenda Fusion

**Note:**
It is highly recommended that you uninstall Agenda Fusion using the Remove Programs Utility on your Pocket PC. From your Pocket PC Go to Start / Settings. Open the “System” tab, select “Remove Programs”. If you have installed the Sample Icons please uninstall the “Sample Icons” entry before uninstalling Agenda Fusion. After uninstalling the Sample Icons select “Agenda Fusion” and tap “Remove.”

In order to fully uninstall Agenda Fusion you will be prompted to Soft-reset your Pocket PC during the uninstallation. After performing the Soft-reset, come back to the Remove Programs to run the Agenda Fusion uninstallation program one more time to finish removal.

**Support & Technical Assistance**
When sending e-mail or contacting Developer One regarding support issues, please always include the following information

- Product Version (see Agenda Fusion “About ” box)

- If you are using the full/registered version or trial version
- Make/Model of Pocket PC you are using

Web: www.developerone.com/agendafusion

**Send Us Your Comments and Suggestions!**
Visit our Forum site: http://forums.developerone.com

Every idea and suggestion will receive the consideration it deserves, and we'll be doing our best to get your suggestions into new and updated versions of Agenda Fusion as soon as possible.