



AccessPanel 4.0

The Ultimate Solution for Fast Data Entry
on Windows® Mobile
Pocket PCs

Introduction And User's Guide

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Leaders in innovative software solutions for Pocket PCs

Developer One, Inc.
10437 Innovation Drive, Suite 320 • Milwaukee WI 53226 • USA

www.developerone.com
gomobile@developerone.com

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AccessPanel Overview

If you spend any time at all entering information or creating notes on your Pocket PC, AccessPanel is for you! AccessPanel helps you speed data entry by giving you tap and go access to instantly paste common phrases, contact information, date/time stamps into any application! Even use AccessPanel to help you track time on the phone or at a client! AccessPanel brings input power to your Pocket PC!

Imagine being able to insert your email signature with only three taps! AccessPanel lets you fully customize dynamic phrases to paste into any application, any document, at any time!



Save valuable time and get more done on your Pocket PC with AccessPanel!

AccessPanel Compatibility and Requirements

- Requires Windows Powered Pocket PC 2000/2002 and Windows Mobile 2003 for Pocket PC and
- 300 KB free storage space required on device or compact flash card.

Availability

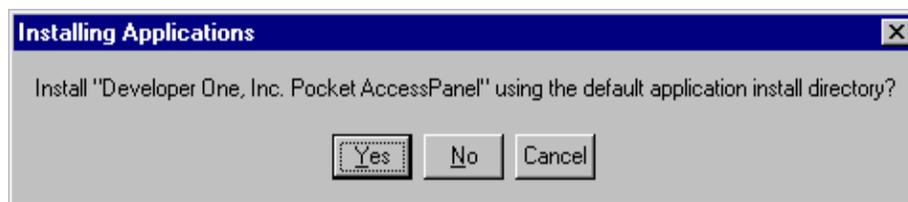
Order online for immediate download from the Developer One web site at <http://www.developerone.com>. For inquiries on ordering, please contact sales@developerone.com.

Evaluation Version Notes

If you are using the evaluation version of AccessPanel, thank you for taking your time to try it out! The evaluation version of this product lets you experience the power of AccessPanel for 21 days free, without any limitations! The evaluation version contains all of the same great features of the retail release version of AccessPanel and is easily upgraded when you decide to make your purchase!

Installing AccessPanel on your Pocket PC (Important: See below if you are upgrading from a previous version or evaluation copy)

1. Connect your Pocket PC to your host desktop or laptop PC via the serial cable or network connection.
2. Once communications has been established between your device and the ActiveSync service on your host, run the AccessPanel desktop installation program that you have received or downloaded from our web site.
3. Follow the prompts and instructions provided with the installation program.
Once the installation program has detected your connected device, you will be prompted for the preferred installation destination on your device.



Select **Yes** to install AccessPanel to the recommended location on your device. Select **No** if you wish to install this application to a Compact Flash storage card.

Note: While AccessPanel supports installation to Compact Flash storage cards, we highly recommend accepting the default installation location to main memory, as locating AccessPanel on a Compact Flash card will make it unavailable for use when your storage card is not present in your device.

4. Please give attention to the AccessPanel installation prompts on your device.

Important Notes for Upgrading AccessPanel

If you are running a previous version of AccessPanel or you are installing the retail release version to replace an evaluation version, please pay very close attention to the prompts you receive when installing this upgrade. You may be required to perform a soft-reset of your device during the installation to complete the upgrade process. For this reason, please be sure to save any open documents before installing this upgrade. You will be prompted by the installation program should a soft-reset be required. Please refer to your owner's manual for information on performing a soft/warm device reset.

Getting Started with AccessPanel

Once the installation process has finished, you can open AccessPanel by tapping in the lower-right corner of your display (tap the up-arrow) and selecting **AccessPanel**.

The first time you run AccessPanel, you will be prompted to install a set of sample phrases that help illustrate the use of AccessPanel. We highly recommend accepting the option to install the samples as they will provide ideas that you can use to create your own custom phrases to paste into applications.

Once AccessPanel has been activated, you can display or hide it just like the pop-up keyboard. And like the pop-up keyboard, you can activate AccessPanel at any time and use it with any application on your Pocket PC! It works as a powerful assistant to your pop-up keyboard to help make input easier than ever before!

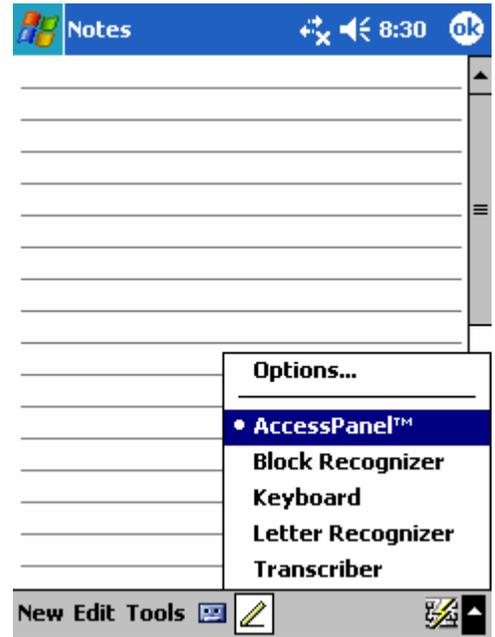
When you open AccessPanel you will find the phrase list selection buttons on the left side of the window. These buttons activate a list of your text phrases, date/time stamps or contacts.

Try it out...

1. Open the Notes application and create a new note.
2. Select/activate AccessPanel and tap the text phrase list button illustrated below.
3. Make sure the text insertion caret (a caret is the blinking |) is visible in the note taking area. (Tap on the note area once to position the caret.)
4. Double-tap one or more of the entries shown in the AccessPanel phrase list.

The phrases are automatically pasted into your note. You can use this for email signatures, pasting the beginning of letters and so much more!

Repeat the above with the date/time stamp list to view all of the different types of date information you can paste into an application.



Launching AccessPanel



*Text inserted from
AccessPanel*

Opens text phrase list

*Opens date/time
stamp list*

Opens contact list

Double-tapping an item in the list automatically pastes the information into the active application at the current text insertion position.

Introduction to the Contacts List and Contact Phrases

AccessPanel makes it easy to quickly insert contact information from any of your contacts into any application!

Let us illustrate:

1. Open the Notes application or Pocket Word and create a new document.
2. Activate AccessPanel.
3. Tap once in the document to set the text insertion position.
4. Tap the Contact list button.

In the Contact list you will find a set of index tabs.

We like to refer to these as "triple-tap index buttons" as they operate in the following manner:

If you want to quickly jump to a contact with a name that begins with "N", tap the "LMN" button three times. To jump back to someone with a name beginning with "L", tap the button once more. The first tap of an index tab button takes you to the contacts beginning with the first letter on the button. The second tap takes you contacts with names beginning with the second letter on the button and so on.

Note: There may be an *initial* delay in the functionality of index tabs when AccessPanel is selected.

5. Now, double-tap any one of your contacts.
Note that the index tab has been replaced with the name of the contact you've selected.
6. Double-tap one of the contact phrase entries in the list.
You'll see that the information from your selected contact is automatically included in the text that is inserted into the document.

AccessPanel allows you to create custom phrases that include dynamic information tags. These tags offer you the ability to include each and every contact information field available in the Contacts application as well as time tracking tags, date/time tags, owner information and more!

Contact phrases differ from the simple text phrases in that they are shown in AccessPanel only when you've selected a contact, and they may include additional tags that correspond to contact information fields.

The simple phrase pasted in the image at the right looks like this:
<dl>



See how AccessPanel can help you quickly insert letter headings with contact information fields from your contacts list. Just a few taps is all it takes!

Simply select a contact...|



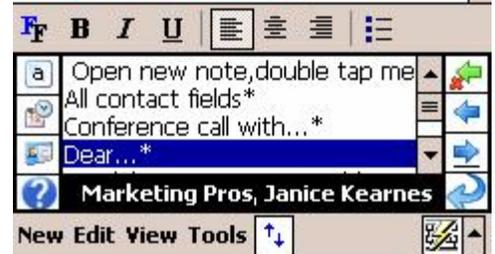
AccessPanel Contact List



See how AccessPanel can help you quickly insert letter headings with contact information fields from your contacts list. Just a few taps is all it takes!

Simply select a contact...
Then one of your phrases...

Friday, November 19, 2004
Dear Janice Kearnes:|



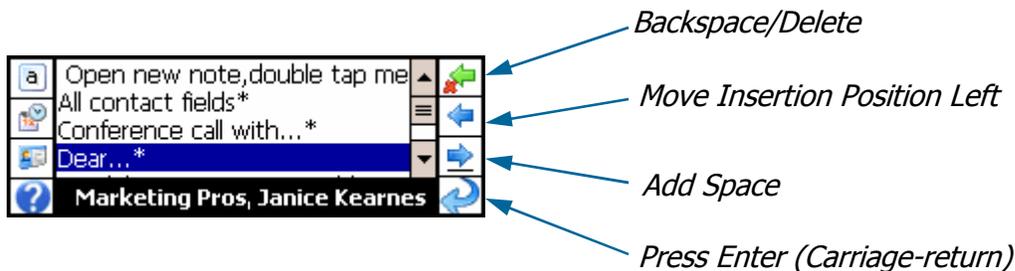
Pasting a phrase with information from the selected contact.

Dear <fn> <ln>:

Using the Text Navigation/Modification Buttons

The buttons on the right side of the AccessPanel window allow you to better position the cursor, delete a character, add a space or enter a carriage-return in the active document.

You'll find these convenient to add spacing before or after pasting text from AccessPanel.

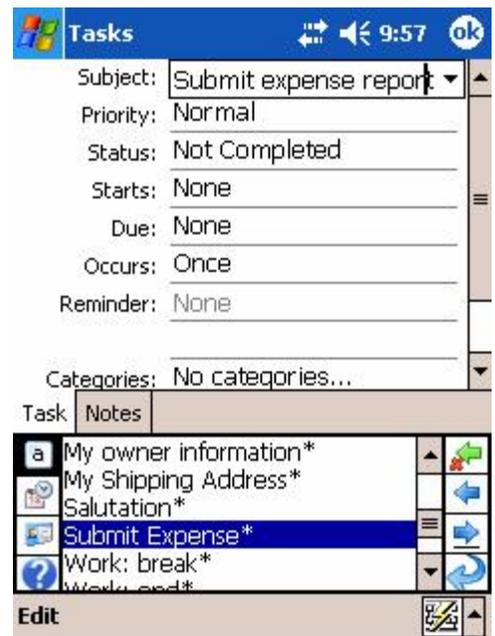


More on Pasting Your Information Into Applications

AccessPanel pastes the selected phrase text/information into the currently active application at the text insertion position. You can paste text into any application with an open document, including entry fields (i.e. Tasks or Calendar descriptions).

To paste into entry fields like that in the Tasks application, simply check to see that the input caret is positioned in the field that you wish to paste to, then select your phrase from AccessPanel. It's easy and it works with any application on your Pocket PC!

Use AccessPanel to quickly paste Task or Appointment subjects, Email signatures, Email addresses and more. It's great for creating calendar appointments; you can automatically include the name of your contact and the telephone number and/or email address with just a few taps! When you receive your appointment reminders you'll have all of the information you need to get in touch with your contact immediately!



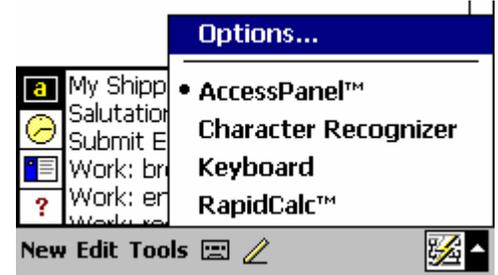
Pasting phrases into data entry fields is easy with AccessPanel!

Customizing AccessPanel

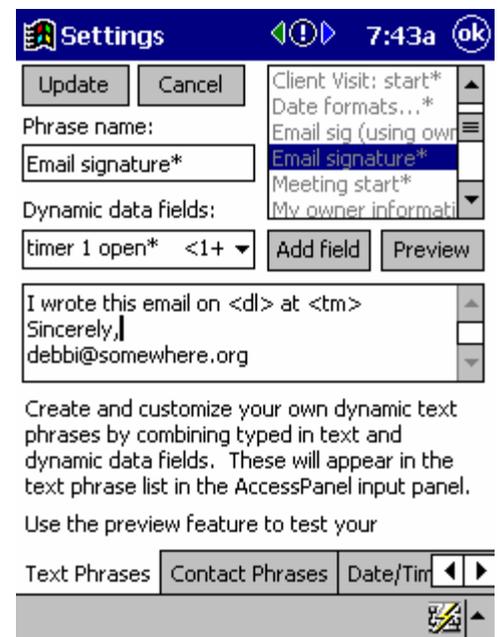
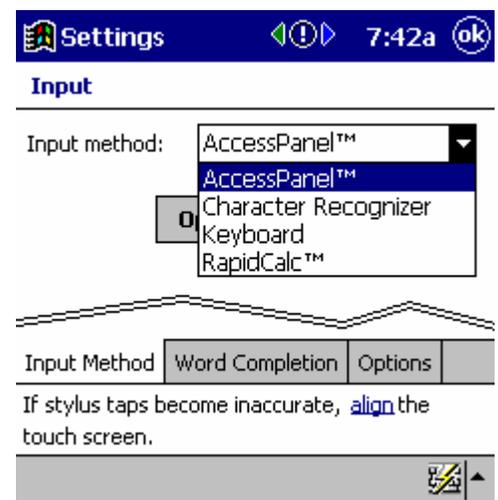
To add and customize your own time-saving phrases for use with AccessPanel, click the input selector button in the lower right corner of the display and select **Options...** If AccessPanel is not selected in the Settings window, select it from the drop-down list and then tap the **Options...** button.

Here is a quick overview of the options pages you'll find for AccessPanel:

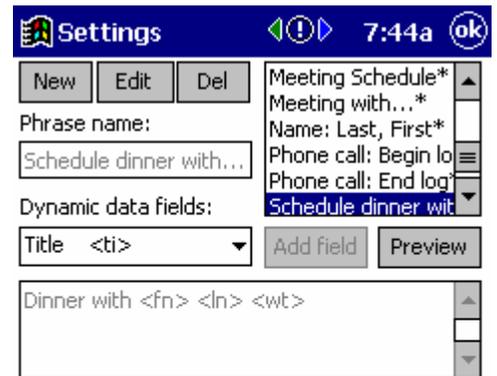
- Text Phrases**
 Create and customize your basic text phrases here. These appear when you click the top-left button in the AccessPanel input method window.
- Contact Phrases**
 Like Text Phrases, these appear after you've selected a contact from the AccessPanel input method. You may include dynamic field tags in these phrases to include any contact information you wish.
- Date/Time**
 Create your own custom date/time stamp phrase! This will always appear at the top of the date/time list in AccessPanel. Your custom date/time stamp may also be included in your text or contact phrases using one of the dynamic information tags.
- Contact Display**
 Select the sorting of your contact list in AccessPanel as well as enable the contact paste-preview window. The paste-preview option will automatically open a window once you've selected a contact from where you may preview your selected contact with all of your contact phrases prior to pasting it into an application. **Note:** The paste-preview feature may prevent you from pasting entry fields in some applications.
- AutoSelect**
 Let AccessPanel help make things even easier by switching you back to your primary method of input once you've pasted a phrase.
- Database**
 AccessPanel uses a database file to store your custom phrase information. To backup this information to a text (*.txt) for-



Opening the AccessPanel configuration window.



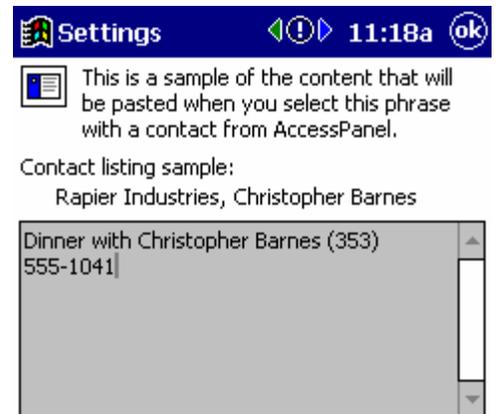
mat file, use this feature. You may also export your phrases, edit them on your desktop and import the changes.



Create contact phrases to quickly paste phrases containing both text and contact fields into any application! These phrases are available for pasting after you have selected a contact from the AccessPanel input panel.



Contact Phrase Editor



Previewing your Phrase

Creating Text and Contact Phrases

Creating effective and powerful phrases is made simple with the Phrase editing tools built-in to Access-Panel.

Time tracking tags (more on timers in next section)

<1+>	Open Timer #1
<1->	Close Timer #1
<1@>	Display elapsed time on Timer #1
<1#>	Display accumulated time on Timer #1
<1X>	Reset accumulated time on Timer #1
<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
<d1>	User-defined Date/Time
<dy>	Day of Year
<dr>	Days Remaining in Year

Your Owner Information

<%n>	Pocket PC Owner Information: Name
<%c>	Company
<%a>	Address
<%t>	Telephone
<%e>	Email

Simple Text and Contact Phrases are very much alike with only the following difference: Contact phrases may include dynamic contact information field tags that will automatically retrieve the selected information from your chosen contact when you perform your pasting operation.

The editors for both of Text and Contact phrases work exactly the same, however the Contact Phrase editor includes the additional information tags that apply to contact data fields.

Creating a New Contact Phrase

You'll create a Contact Phrase for filling in dinner appointments. Pasting this phrase will automatically insert the wording "Dinner with", the name of the contact and his/her work telephone number. When you receive a reminder for appointments created using this phrase you'll have the telephone number right in front of you to confirm your meeting!

1. Tap the **New** button to start a new phrase.
2. Enter a name for this phrase. This name is what you will see listed in the AccessPanel window.
3. Enter the body of the text, type in "Dinner with" using the pop-up keyboard.
4. Add the dynamic data fields to include the

This owner data is the information you've entered under **Owner Information** in **Settings** on your Pocket PC.

first and last name of the contact. Open the drop-down list and select **First**

Name then tap in the body to set the position

of where this text will go.

5. Tap **Add Field** to add the tag <fn> to your phrase. Do the same by selecting **Last Name**, then **Work Tel**.
6. Try it out by tapping the **Preview** button. You'll see that the information fields you entered are re-

Contact Field Information Tags

(ordered as they appear in the Contacts application)

<ti>	Title	<ha>	Home Address (Street)
<fn>	First Name	<hc>	Home Address (City)
<mn>	Middle Name	<hs>	Home Address (State)
<ln>	Last Name	<hz>	Home Address (Zip)
<su>	Suffix	<hy>	Home Address (Country)
<fa>	File As		
<jt>	Job Title	<oa>	Other Address (Street)
<dp>	Department	<oc>	Other Address (City)
<co>	Company	<os>	Other Address (State)
		<oz>	Other Address (Zip)
		<oy>	Other Address (Country)
<wt>	Work Telephone		
<w2>	Work Telephone #2	<cg>	Categories
<ht>	Home Telephone	<as>	Assistant Name
<h2>	Home Telephone #2	<bd>	Birthday
<mt>	Mobile Telephone	<ad>	Anniversary
<pg>	Pager Number	<sp>	Spouse
<ct>	Car Telephone	<ch>	Children
<wf>	Work Fax		
<hf>	Home Fax		
<at>	Assistant Telephone		
<rt>	Radio Telephone		
	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		

we've supplied.

placed by the information from a sample contact

Introduction to Time Tracking Information Tags

AccessPanel can even make tracking time easy! You can use the Notes application or Pocket Word as a scratchpad to document time spent on the phone, at a client or for your hourly time sheets!

AccessPanel includes three individual timers that operate much like a stopwatch when you paste phrases containing these tags.

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.

We've included the following samples with AccessPanel to help you familiarize yourself with the operation of the timer tags:

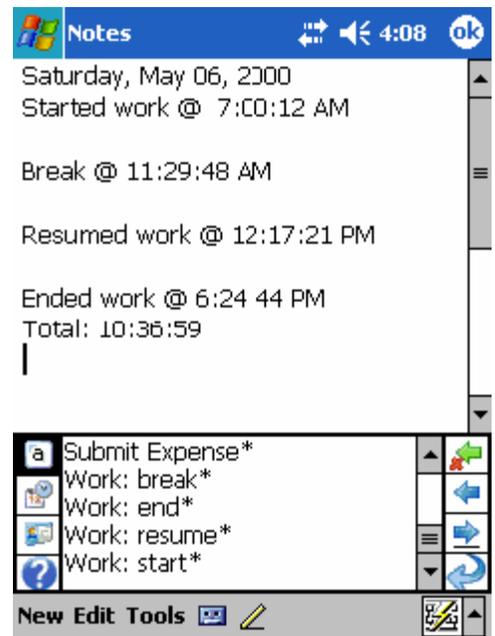
The following samples are included:

Work: start Work: break Work: resume Work: end

These provide you with a great way to create a time sheet with little effort!

An illustration of using these samples to track your time at work:

- Arrive at work, power-on your Pocket PC and open a new note document.
- Open AccessPanel and select the **Work: start** phrase. This will paste the current date and time that you started work as well as clear out the accumulated timer and open Timer #1 to start recording time.
- Lunch time arrives and you grab your Pocket PC. You open your time tracking document and select **Work: break** from AccessPanel. This phrase is designed to past the time at which you started your break and stop the timer. The total time elapsed from the start to the break is stored in the accumulated timer.
- It's time to return to work. Jump back to AccessPanel and tap **Work: resume** to start the timer again. The **resume** sample is identical to that of the **start** sample, however **resume** does not clear out the accumulated timer.
- Finally, the end of the day. Select **Work: end** from AccessPanel to stop the timer and report the total time you've worked for the day. Easy!



Using Phrases with Timer tags to Automate Time Tracking!

You can use this document every day to record your time easily and accurately, all in one place!

Creating Your Own Custom Date/Time Phrase

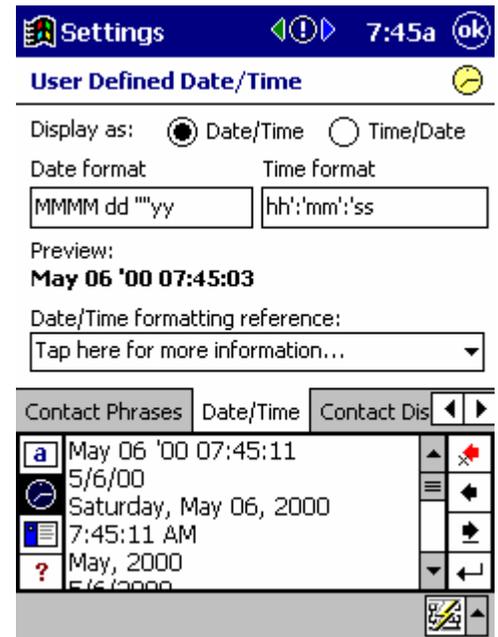
AccessPanel lets you create a Date/Time stamp just the way you want it with the date/time phrase editor.

This user-defined date/time phrase always appears at the top of the date/time list in AccessPanel for your convenience. You can see this illustrated in the image to the right. The date/time phrase in the editor is also seen at the top of the list in the AccessPanel window.

To include information in Date then Time order, tap the radio button to select **Date/Time**. This establishes the left editing field for date formatting characters only. The right side is then used for time formatting characters.

To include information in Time then Date order, tap the radio button to select **Time/Date**. This establishes the left editing field for time formatting characters only. The right side is then used for date formatting characters.

You create your custom date/time phrase by including one or more of the formatting characters shown in the on-screen reference which is also included here:



Modifying Your Custom Date/Time Stamp

Valid characters for the Date portion of your phrase

d	Day of month
dd	Day of month with lead zero
ddd	Day of week, 3 letter abbrev.
dddd	Day of month, full name
M	Month, digits only
MM	Month, digits only w/lead zero
MMM	Month, 3 letter abbreviation.
MMMM	Month, full name
y	Year, 2 digit format
yy	Year, 2 digits, with lead zero
yyyy	Year, 4 digits
gg	Period/Era (not supported on all devices)

Valid characters for the Time portion of your phrase

h	Hours, 12 hour format
hhh	Hours, 12 hour format w/lead zero
H	Hours, 24 hour format
HH	Hours, 24 hour format w/lead zero
m	Minutes
mm	Minutes w/lead zero
s	Seconds
ss	Seconds w/lead zero
t	Time marker short (i.e. A or P)
tt	Time marker long (i.e. AM or PM)

Note: To include additional text in your format, enclose the text in single quotes.

Sort Order For Your Contact Listing

AccessPanel has set the sorted order of your contacts that are displayed in the 'File As' option. This is the format in which the Pocket PC Outlook system stores the contacts.

The Contact Paste Preview Feature

The Contact Paste Preview feature is not only a great way to select and preview your contact phrases before you paste them, it's a great contact information browser! You can create contact phrases just for the purpose of looking at your contact information with the fields and layout that works best for you!

When the Contact Paste Preview Feature is enabled, you will see the window illustrated on the right instead of the normal contact phrase listing in the AccessPanel window after you've selected a contact.

Note: Some applications may not accept the pasting of information from AccessPanel when the Paste Preview window is used. This is due to the fact that the target application may lose its input focus (i.e. the text insertion caret position is not retained) when the preview window is shown. Should you experience any problems pasting information when using this feature, clear the checkbox in the **Contact Display** options page to disable this feature.



Contact Phrase Paste Preview

The Input AutoSelect Feature

The AccessPanel Input AutoSelect feature will automatically switch you back to your primary method of data input (i.e. the pop-up keyboard) after you've pasted a phrase from AccessPanel.

To activate this feature, check the checkbox and select your primary method of data entry from the drop-down list.

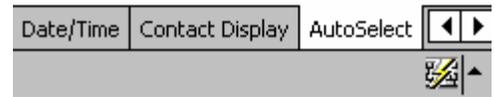
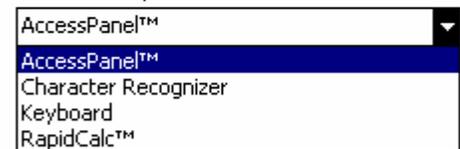


Input AutoSelect

Input AutoSelect will automatically select and reactivate your primary input method after you have pasted text from AccessPanel.

Enable Input AutoSelect

Select the primary input method that you use for data entry:



Switch Back to your Primary Method of Input Automatically!

Phrase Database Export/Import Utility

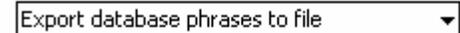
The AccessPanel Phrase Database Export/Import Utility allows you to export your phrases to a text file for backup and/or editing outside of the AccessPanel phrase editors. If you would like to create lengthy phrases and would prefer to work from your desktop, you can export your phrases, edit them or create new phrases and import the file back into AccessPanel.

The format of the exported text file may be edited using a simple word processor or Notepad on your desktop. Note that if you make changes, you must save the file as a text-only (*.txt) format file.



Phrase Database Export/Import

Action to perform:



Name of export file:



Export phrases



Export/Import your Phrases for Editing on your Desktop

Uninstalling AccessPanel from your Pocket PC

To uninstall AccessPanel from your Pocket PC:

1. Select your pop-up keyboard to close AccessPanel.
2. Go to **Start / Settings / Remove Programs**.
3. Select **Developer One, Inc. AccessPanel** from the list.
4. Tap the **Remove** button.

Note: You may be prompted to perform a soft-reset of your device when uninstalling input method applications like AccessPanel that have been recently in use. The soft-reset is required to allow the uninstaller remove the program files from your device. If prompted to perform a soft-reset, be sure to first save any open documents, perform the soft-reset (please see your Pocket PC owner's guide for more information on how to perform a soft-reset on your device), then run **Remove Programs** again.

To confirm that you've successfully uninstalled AccessPanel, go to **Remove Programs** and examine the installed application list to see that AccessPanel is no longer present.



To uninstall, select Remove Programs from Settings.



Select and Tap Remove to Uninstall.

Troubleshooting Q & A:

Q: When I double-tap a selection in AccessPanel, nothing happens. What am I doing wrong?

A: First make sure that the text insertion position (the thing that looks like a bold vertical line |) is somewhere within an input field or document that you want to paste text into from AccessPanel.

Q: After I paste a phrase from AccessPanel, the keyboard input method pops up. I want to paste more than one item before returning to the keyboard.

A: If you frequently need to paste more than one phrase while in AccessPanel, turn off the Input AutoSelect feature from the AccessPanel options window.

Getting Support

For technical questions on AccessPanel or any other Developer One product, please contact our friendly staff at support@developerone.com.

Comments, Suggestions, your Feedback

Contact us at feedback@developerone.com with your comments and suggestions, we value your opinions!