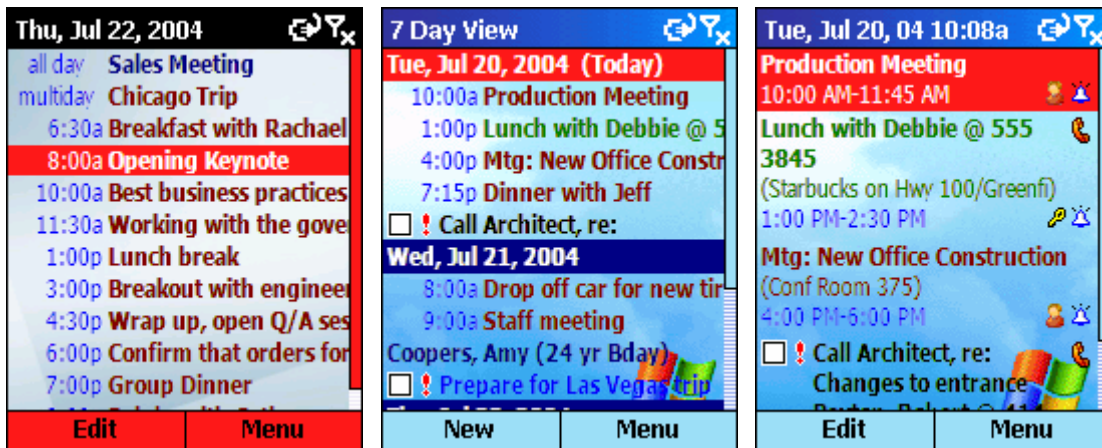




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www.developerone.com

Developer One
Power Calendar for Windows Mobile Smartphone 2002/2003
Version 2.0 / March 2004

Welcome to Developer One **Power Calendar** for Microsoft Windows Powered Smartphones



Overview

Developer One Power Calendar gives you the most convenient way to view and work with your calendar on your Smartphone. View one or multiple days, display appointments, tasks and contact birthdays. Dial right from your schedule and more. Synchronizes through Microsoft ActiveSync!

Power Calendar transforms your Windows Mobile Smartphone into a powerful schedule and task management tool, giving you quick access and a complete overview of your schedule, fast appointment and task entry and so much more. Fully customize the look and content to suit your individual style!

Great features like the ability to insert contact data into your appointments and tasks lets you create 'Smart' items in your schedule which you can follow-up on by just pressing the Dial/Send button on your phone!

Requirements

Windows Mobile Smartphone 2002/2003 device. Approx 200K memory needed.
Tested compatible with available Smartphone devices at the time of this release
Orange SPV, Orange SPV E200, Motorola MPx-200, Everlink Wireless Red-E, O2 Xphone,
Qtek 7070, Dopod 515, iMate Smartphone, Mitac Mio 8380, Samsung i600, Smart Amazing Phone

Purchase Online

Purchase your registration code online today at
<http://www.developerone.com/powercalendar/purchase.htm>

To unlock with your registration code, go to Menu -> About -> Info/Register.

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New Power Calendar Users Quick Reference to this Guide

Here are some quick links that will guide you to the most commonly asked questions for Power Calendar:

- How do I change the background image in the list? Page 12
- How can I insert contact telephone numbers into an appointment/task? Page 7/8
- Adding categories to your items Page 9
- How do I get the "Compressed" view you show in your screen shots? Page 5

More common questions:

- [Can Power Calendar be launched from the home page?](#)
Not yet, in a v2.x update release we will offer this capability along with a month view and more great features.
- [Will you be offering more views \(Month, Week, etc?\)](#)
Yes, we will be working to deliver these in product updates coming shortly. If you purchase a registration code for the v2 series of Power Calendar, your code will work for all v2.x update releases.
- [How does Developer One Power Tasks differ from Power Calendar?](#)
Developer One Power Tasks is focused entirely on task management, giving you complete control to effectively manage large task lists and group by category, date, priority, etc.
For users who rely heavily on tasks, we highly recommend Power Tasks as a companion to Power Calendar.
- More information on Power Tasks may be found at <http://www.developerone.com/powertasks>
- How can I purchase and unlock my trial version?

Visit <http://www.developerone.com/powercalendar/purchase.htm>

Click the buy online button, complete your purchase, and you will receive an ID and registration code by e-mail. Enter the ID and Registration code exactly as you see it in the Power Calendar registration screen. Go to Menu -> About -> Info/Register to see the registration screen.

Data Compatibility

Works with all of your Outlook Calendar/Tasks data

Power Calendar utilizes the same tasks, appointments, and contacts databases as your built-in Pocket Outlook Smartphone applications, meaning that any data you enter into Power Calendar will also synchronize through ActiveSync to your desktop PC in Outlook or Microsoft Exchange and Mobile Information Server. Note: Activesync limitations for Windows Mobile Smartphone: Server/Over-the-air ActiveSync will not sync tasks. Tasks must be synced when connected to your PC (which may be stored on an Exchange Server)

Key Features in Developer One Power Calendar

- Fully detailed One and Multiple-day agenda view modes show you all of your calendar information in detail. In Multiple day view mode, you may quickly select from 2 to 7 days to display at once. Quickly switch between view modes with the press of a button!
- Power Calendar shows you your tasks and appointments together in one view so you can see exactly what you have scheduled for any given day.
- Compressed view display mode lets you see the maximum number of items possible in the smallest space. Perfect for quick overviews of several days at once.
- Enter new appointments and tasks quickly and efficiently with a minimum number of button presses.
- "My Text" feature lets you setup commonly used lists of: appointment subjects, task subjects and appointment locations for quick insertion into any appointment or task.
- Make telephone calls (or create emails) right from your schedule! See a task in your schedule or an appointment that you need to confirm? If you use the time saving contact insertion feature when creating new items, you'll be able to instantly make a call from those tasks or appointments in your schedule that contain contact information! Truly innovative and convenient!
- Full editing capability to create and edit recurring appointments and tasks.
- Set your task reminder times for other than the default 8AM time!
- Your contact's birthdays and anniversaries are automatically displayed from your contacts list. Entries show you the age/years of the contact. Pressing the Send/Call button on your Smartphone when on a contact anniversary/birthday brings up the calling screen to let you select a telephone number/email to call and instantly get in touch!
- Customizable and smart word wrapping features let you show as little or as much information in your schedule as you wish.
- Set and modify categories for your appointments and tasks.
- Synchronizes with your existing data to Outlook or Exchange via ActiveSync.
- Fully customize the content and colors to suit your preferences.
- Detailed preview screens display all of your appointment and task information, including status, indicator icons, and notes. Appointment preview also displays your attendee lists for meetings.

- Use your own background image to match your own style.
- Automatic alarm time adjustment for tasks synced from Outlook. ActiveSync prevents times of certain task alarms from being synced to your Smartphone, now you can control the default times for alarms of tasks that are synchronized to your phone!
- Customize the colors of your tasks and appointments based on status.
- You select the text size. Make it large to help you see the display better or use the extra small font to display as much information as possible in your calendar view.
- Assign commands to the keypad to let you more efficiently perform common tasks or access option screens.

Getting Started

Once you have installed and run Power Calendar, you'll be presented with the Power Calendar Agenda View.

To change the number of days displayed:

- Press **Volume UP** to switch between One and multi-day mode
- Press **Volume DOWN** in multi-day mode to select 2,3,4,5,6 or 7 day display

To display Compressed Mode (all items using one line only)

Go into Menu -> Settings -> Options and under **Button Mapping**, select to map one of your keypad buttons to toggle Compress View mode. Then all you need to do is press that button any time you wish to switch between normal and compressed display modes.

Navigating Days

Press Left or Right on your navigation pad to go forward or back in your calendar.
Press * to jump to Today or # to enter a day in your calendar to view.

Quick Tip

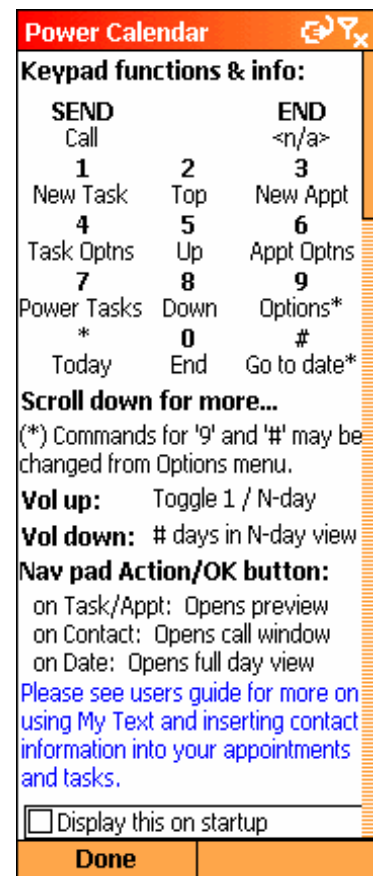
Should you ever forget the button assignments in Power Calendar just go to **Menu -> About -> Help/Keypad** for a quick reminder.

As you can see by the help reference screen at the right, you can use the keypad in Power Calendar to perform numerous tasks quickly, such as creating a new appointment or task, jump to today or a date and much more.

Changing the content displayed

To change the way Power Calendar displays appointments and tasks, please see **Menu -> Settings -> Options**.

We'll cover all of the display options in just a bit...



Quick Help / Keypad Guide

Displaying and/or editing a selected item in your Calendar

To quickly view the full details of any item in your calendar, simply highlight an item and press the **Action** button (center of your navigation pad) to display the item in Preview Mode or press Edit from the left Menu in the main view.



Once you are displaying the item, you may also press the left Edit menu button to open the item in the editor.

Familiarize yourself with My Text!

The My Text feature is perfect for helping you quickly enter new tasks and appointments by letting you quickly pick from pre-defined lists of appointment and task subjects and appointment locations.

Go to **Menu -> Settings -> My Text**



From here, you can pick which "My Text" list you would like to edit. Pick the list, then press "Edit".

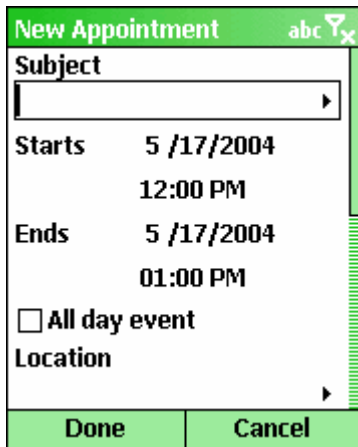
Note, for the Appointment Locations My Text list, you can allow new locations to override the current list so that Power Calendar will always remember the last 10 locations you have entered for an appointment.



Enter the text for each of your My Text lists.

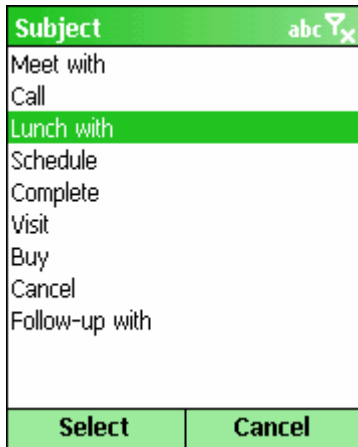
When complete, press Done.

Let's try the My Text feature to illustrate it's use....



From the main Power Calendar view, create a new appointment by pressing the **3 Button** on your keypad.

When you are in the Subject edit field, press **Action**



Select an appointment subject to insert into your appointment.

New Appointment abc

Subject
Lunch with

Starts 5 /17/2004
12:00 PM

Ends 5 /17/2004
01:00 PM

All day event

Location

Done **Cancel**

Press the **Action** button again, and this time, we'll add one of your Contact names to the appointment and a telephone number.

Doing this, you'll be able to instantly make a call when you select the item in your calendar view!

Select a contact, press Done...

Select one of the contact's numbers/email/web fields, and press Done...

Now you have a 'live' item in your schedule which you can immediately follow-up on by just pressing the Call button on your phone!

Select contact

Aon, Sally
Barnes, Debra
Baxter, David
Bunning, Beth
Carry, Samantha
Colligan, Michael
Connors, James
Coopers, Amy
Dolan, Mark
Edstrom, Linda
Edwards, Trisha

Done **Cancel**

Select number

Edstrom, Linda

Office (414) 555-2748
Mobile (414) 555-7322
Home (414) 555-3789
Work fax (414) 555-1847
Email linda@abc123.edu
Web http://www.abc123....

Done **Cancel**

Tue, May 25, 2004

Subject
, Linda @ (414) 555-2748

Starts 5 /25/2004
12:00 PM

Ends 5 /25/2004
01:30 PM

All day event

Location

Done **Cancel**

New Appointment abc

Subject
, Linda @ (414) 555-2748

Starts 5 /25/2004
12:00 PM

Ends 5 /25/2004
01:30 PM

All day event

Location
Starbucks

Done **Cancel**

Tue, May 25, 2004

Lunch with Edstrom, Linda @
(414) 555-2748
(Starbucks)
12:00 PM-1:30 PM

Edit **Menu**

And here you have it! Your appointment is highlighted with a telephone icon in the list, letting you know it's a 'live' item. If you would have inserted an email or web address, you would also see those associated icons to let you know that you could quickly send an email or visit a web page based on the content in the appointment subject or location.

The same functionality is also offered for your task items.

Note: You may also press **Action** on the Location field to quickly fill in the location from your pre-defined My Text locations list.

Creating / Editing New Items

1. From the main Power Calendar view, you may press "1" to create a new task or "3" to create a new appointment, or use the **Menu -> New Appointment** or **Menu -> New Task** commands. (We'll illustrate creating a new task here, but the same applies for appointments.)
2. When the subject field is blank, pressing down on the Action button will bring up a list of your subjects to select from.

To view a full-screen editor for the Subject or Notes, simply press the Action button when in those fields.

The Custom alarms feature lets you set alarm times to other than the default 8AM reminder time.

While all of the options for creating recurring tasks are not supported, you may choose from weekly, monthly, or yearly recurring tasks.

When editing a task that you may have synced from Outlook, if it does not meet one of the available Power Tasks recurrence types, you may still edit information like subject, notes, etc.

Pressing the Action button when on the "Categories" entry will allow you to assign categories to your task. To add a new category, enter it in the edit box at the top and press "Add".

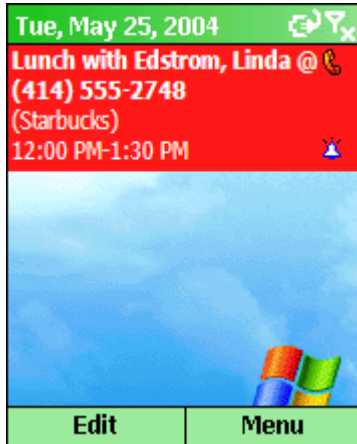
When you're in the subject edit field, pressing Action will open a list of your "My Subjects" to choose from if the current subject is blank.

Save your changes by pressing **Done**.

Power Calendar "Smart" Items...

"Smart" items refer to appointments or tasks that are 'callable' using the information contained in an appointment or task.

You may include telephone numbers, email addresses and web site addresses in your task, appointment subject or appointment location fields and Power Calendar will automatically find and allow you to call, email or browse the web using this information right from your calendar view.



In the screen at the left, you can see the telephone icon to the right of the subject, indicating this is a "Smart" item in your list.

To call the number included in this item, simply press the Call/Dial button on your phone!

If you want to manually enter a telephone number, email address or web site address into the subject and have it work properly with Power Calendar, here are a few examples of subjects (or appointment locations) that will work for creating Smart items:

You may for example do this when entering an item in Outlook on the desktop that you sync with your Smartphone.

Call Bob @ 414-555-1212

Call Janice @ (414) 555 2793

Call Roger @ +49 55 66 77 78 89

Follow up with Karyn @ karyn@somewhere123.com

Pay Bills @ www.mybanksite.com

Browse for software @ <http://www.developerone.com>

Notes: The spacing after the first '@' is not required, but automatically inserted by Power Calendar for readability when you insert contact information into the subject.

The text before the first '@' may be anything you choose or enter as a subject.

Quickly Navigating your Contacts List when inserting Contact information into an appointment or task:

To quickly scan through long contact lists, you may use the following keys on the number pad to navigate your list:

- **2** Jump to top of list
- **5** Go up one page
- **8** Go down one page
- **0** Jump to end of list

We'll be greatly improving this in coming updates to Power Calendar to let you more quickly find the contacts you are looking for.

Customizing Power Calendar

To access the options mentioned below, select Menu -> Settings.

Customizing Power Calendar: Options

The Options screen allows you to customize the display and the way you interact with Power Calendar.

Font Options

- **Extra Small, Small, Normal, Large,**
 - **Extra Small Bold, Small Bold Normal Bold, Large Bold**
- Extra Small is much more readable if you enable the Cleartype text option (if your device supports this)

Bold face date headers

Allows you to always have bold faced date headers in multi-day display even if you choose a non-bold font for your calendar items.

Use Cleartype text

Softens the look of the displayed text. Not supported on all Smartphones. Cleartype text is best viewed when using dark text on a lighter colored background.

Show call/web/mail icons

For items containing telephone/email/web links, display an icon indicating that these items are dialable.

Hide days with no items

Days containing no items in multi-day display mode will not be shown

Confirm on item delete

If checked, you will be prompted to confirm before an item is deleted.

Use background image: Check this to browse and select a background image to use in your tasks list and optionally the task preview window.

NOTE: If already checked and you wish to change the image in use, uncheck then re-check the box and you will be again prompted to select a new image.

Background image position: Selects the alignment of your image within the tasks list or preview screen. By default, this is selected to be upper-left with one of the default Smartphone theme images. You can use the Tile alignment option to create a wallpapered background from smaller images.

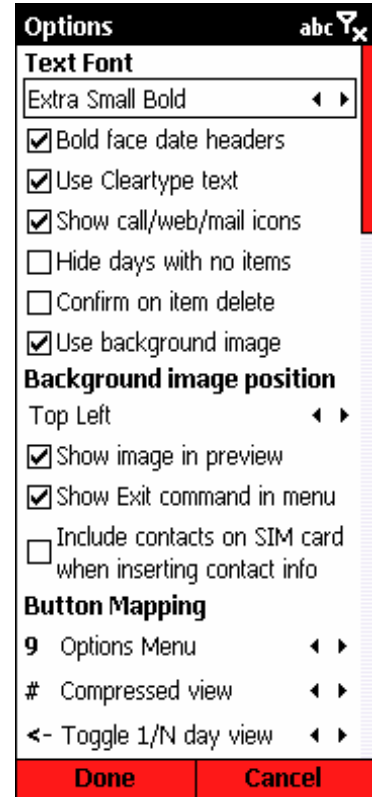
Show image in preview: Show the selected background image in the task and appointment preview windows. (only available if you have checked to use a background image.)

Show Exit command in menu

If you wish to have an Exit button in the Power Calendar main menu, check this option.

Include contacts on SIM card...

Checking this option will list contacts from your SIM card when inserting contact information into appointments and tasks.



Power Calendar Options

Customizing Power Calendar: Options (Continued)

Button Mapping

Use this feature to map commands to the following buttons: 9 # <-(back)

Available Options for Button Mapping

- Go to Date
- Options Menu shortcut
- Colors Menu shortcut
- My Text Menu shortcut
- Toggle between 1 and multi-day view mode
- Toggle compressed view mode

Customizing Power Calendar: Tasks

Show Tasks

Check to include tasks in your calendar display

Show task date/info line: When enabled, this will add an additional line to each task in the list showing the due date and status icons including Note, Recurring and Alarm.

Show priority icons: Use to hide/show the priority icons seen at the left side of the display near the checkboxes for each task.

Show completed tasks: Uncheck if you wish to hide all completed tasks from the list display.

On today's date, show

Check these options to include your overdue and/or undated tasks to display on the current (today's) date.

Multi-line Display

- **Enabled:** Always display full subject text in list.
- **Disabled:** Show only one line of task subject (not including status line if enabled in Content options.)
- **Incomplete tasks only:** Show full subject if not complete. If complete, show only one line of subject.
- **Enabled (2/3 lines max):** Only display up to 2 or 3 lines of text.
- **Incomplete tasks only (2/3 lines):** Show full subject up to 2 or 3 lines of text if task is not complete. If complete, show only one line of subject.

Sort tasks by:

- **1, 2, 3:** Order in which sort is applied.
- **<None>:** Sorting is done by order in which the tasks are stored in database.
- **Complete:** Sort by completion status.
- **Priority:** Sort by priority.
- **Start:** Sort by starting date.
- **Due:** Sort by due dates.
- **Subject:** Sort tasks by subject text.

Task Options

Show tasks

Show date, info & status icons

Show priority icons

Show completed tasks

On today's date, show

Overdue tasks

Undated tasks

Multi-line display

Enabled ◀ ▶

Sort my tasks by

Complete ◀ ▶

1 Ascending ◀ ▶

2 Descending ◀ ▶

3 Priority ◀ ▶

4 Descending ◀ ▶

5 Subject ◀ ▶

6 Ascending ◀ ▶

Done Cancel

Task Content Options

Customizing Power Calendar: Calendar / Appointments

Show Appointment Location

Check to include the appointment location to be displayed with your appointments.

Show appointment end time

Check to show both the start and end time of your appointments.

Show today's past items

If unchecked, items that have passed for today will be hidden from the display, allowing you to see only upcoming items on today's date.

Show status icons

Display reminder, note, recurring, and attendee icons.

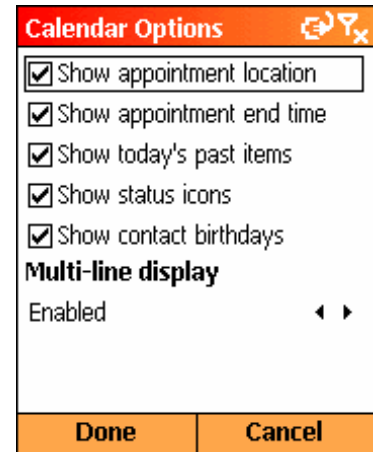
Show contact birthdays

If checked, Power Calendar checks your contact database for contacts that have an anniversary or birth date set and will display those contact names, and the year of the anniversary or birthday in your calendar.

When these items are displayed, you may simply highlight the item and press the Action button to bring up a list of contact telephone numbers to call your contact!

Multi-line Display

- **Enabled:** Always display full subject text in list.
- **Disabled:** Show only one line of task subject (not including status line if enabled in Content options.)
- **Enabled (2/3 lines max):** Only display up to 2 or 3 lines of text for the appointment subject. (Location is not included in this count)



Calendar/Appointment
Content Options

Customizing Power Calendar: Reminders

Set reminder for new...

If checked, when creating a new task, Power Calendar will automatically put in a task reminder for you at the time you specify here.

When editing, you can change the time to any time you like, within the limitations of Pocket Outlook. (i.e. you cannot have an alarm after the due date of a task or 30 days before the start.)

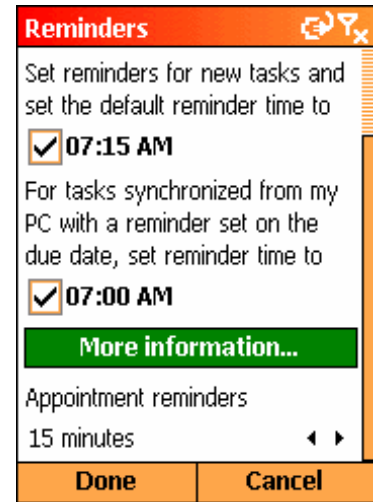
For tasks synchronized...

Use this option to affect how tasks created in Outlook are setup on your Smartphone.

When ActiveSync syncs a new task from Outlook to the phone, if the reminder is set on the same day as the due date, the alarm time information from Outlook is not sent to the device. This allows you to have those alarms automatically changed to a more suitable time once they have been synced to your device. Power Calendar need not be running for this feature to automatically update your tasks as they are synced to the Smartphone.

Appointment Reminders

Set this to the default reminder time you would like to set when creating new appointments on your Smartphone in Power Calendar.



Reminder Options

Customizing Power Calendar: Colors

The Colors screen gives you the option to choose the colors that best suit your needs to better identify tasks within your calendar views.

Use Smartphone colors: If checked, Power Calendar will use default system colors for the background, text and highlighting of items in your tasks list. If checked, other color selections are not available.

While most of these choices may be obvious as to what items they will affect in the display, the 'Background' color will have no effect if you are using a background image that covers the entire display.

To select a new color for any item: Use the navigation/arrow-pad and press left or right to scroll through the color selections. Colors beyond the pre-defined base color selections can only be established at this time by editing the registry. We'll soon allow you to fully customize the color selections.

NOTE For the items "Appointment Location" and "Appointment Time", you may set the color option to "Appointment Color" which means that you would like to have the location and/or time color matched to the it's appointment text (which may be colored based on status)

The screenshot shows the 'Colors' settings screen. At the top right, there is a search bar with 'abc' and a magnifying glass icon. Below it is a checkbox for 'Use Smartphone colors'. The main list includes the following items and their selected colors:

- Background: White
- Item separator line: No line
- Appointments: Busy: Maroon
- Appointments: Free: Navy
- Appointments: Tentative: Blue
- Appointments: Out of Office: Green
- Appointments: Past: Gray
- Appointment Location: Appointment color
- Appointment Time: Blue
- Contacts: Navy
- Tasks: Black
- Tasks: Overdue: Red
- Tasks: Future: Blue
- Tasks: Undated: Green
- Tasks: Completed: Silver
- Highlight Background: RGB (250,27,27)
- Highlight Text: White
- Header Background: Navy
- Header Text: White
- Preview Text: Black
- Preview Headers: Blue

At the bottom of the screen are two buttons: 'Done' and 'Cancel'.

Customizing Power Calendar: My Text

Power Calendar helps make it easier for you to enter frequently used task and appointment subjects and appointments for quick item entry when you're on the go.

It's very much like the Smartphone "My Text" feature that works within MSN Messenger and the Inbox, but this list is dedicated to your calendar item creation needs.

Go to **Menu -> Settings -> My Text**

Select the list of My Text items you would like to edit, then press the left "Edit" menu button.

Enter the text you wish to use later when creating new appointments or tasks.

Your My Text entries are accessible when you press the **Action** button when you are in an appointment or task subject edit field or an appointment's location field.

My Text abc 🔍

Select the My Text item list that you would like to edit

Appointment locations

Allow new locations entered into appointments to replace My Text location entries.

Edit Cancel

"My Text" Editor

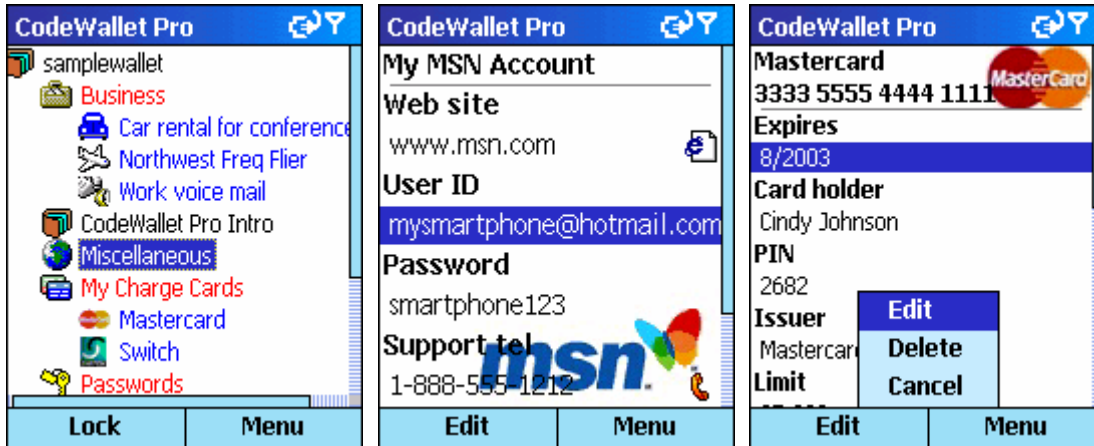
My Appt subjects abc 🔍

- 1 Meet with
- 2 Call
- 3 Lunch with
- 4 Schedule
- 5 Complete
- 6 Visit
- 7 Buy
- 8 Cancel
- 9 Follow-up with

Done Cancel

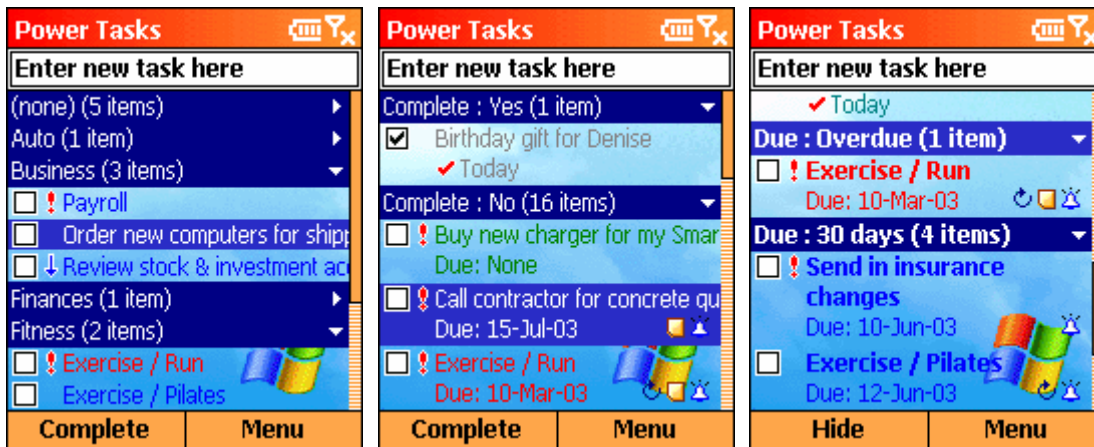
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CodeWallet Pro / Smartphone Edition



Safely and securely manage and organize all of your important information on your phone!

Power Tasks for Smartphone



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