Chapter
4

Memo

The Memo Mode works much like a basic word processor. It lets you input and store text files for later recall when you need them.

Entering the Memo Mode 70

Changing the Display Category 70

Inputting New Memo Data 71
To input new Memo data 71

Viewing Memo Data 72
To view memo data 72
To display an item in the full-screen view 73

Changing the Order within a List Screen 74
To move a memo 74

Renaming Memo Categories 75
To change the name of a category 75

Entering the Memo Mode

Tap the **Memo** icon below the PV Unit screen to enter the Memo Mode.
You can also enter the Memo Mode by tapping **Menu** to display the Mode Menu, and then selecting **Memo**.

① Category name box
② Memo titles
③ Scroll bar

- This is the Memo list screen, which appears first when you enter the Memo Mode.
- The display category is the one that was selected when you last exited the Memo Mode.

Changing the Display Category

1. Display the Memo list screen.
   - Note that you can change the display category only from the Memo list screen.
2. Tap the ▼ arrow to the right of the category name box to open a list of categories, and tap the one you want to select.
   - The Memo Mode list changes to show all memos stored under the category you select.
   - All Memo Mode categories are initially named Untitled (1 through 5). See “Renaming Memo Categories” on page 75 for details on changing Memo Mode category names.

Inputting New Memo Data

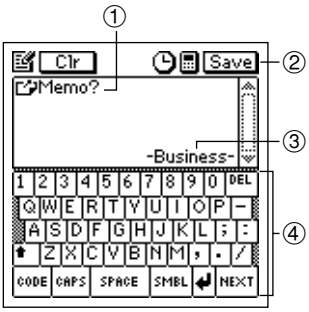
Data input procedures are the same for all categories.

To input new Memo data

1. While a Memo Mode list or data screen is on the display, tap the **New** button.

2. Tap the category where you want to input the data.

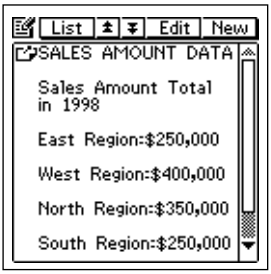
• In this example, tap **Business**.



① Prompt
② Data input tool bar
③ Category name
④ Text keyboard

3. Input the text of the memo. The first line appears in the Memo list screen, so it is a good idea to input a descriptive title in the first line for later reference.

4. After you finish inputting all the data that you want, tap **Save** to store it.



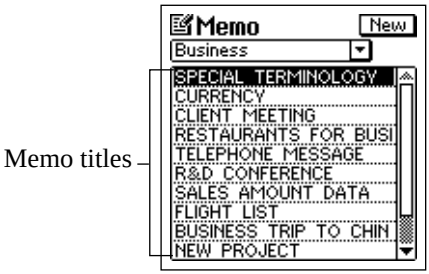
Viewing Memo Data

The following procedures explain how to recall a memo item (record) for viewing, and how to expand the data display to fill the entire screen.

To view memo data

1. Display the Memo list screen.
- Note that you can change the display category only from the Memo list screen.

2. Tap the ▼ arrow to the right of the category name box to open a list of categories, and tap the one that contains the data you want to view.



3. Rotate the **Action** control up or down to select the title of the memo you want to view, and then press the **Action** control to display its contents.

To display an item in the full-screen view

1. Select the memo whose contents you want to display in the full-screen view.

• You can select a memo by highlighting it in the list screen or by displaying its data screen.

2. Tap the **Menu Bar** icon to display the menu bar, and then tap **Option** – **Full screen**.

• You can use the **Action** control to scroll the screen contents up and down.
• Tap **Esc** to return to the normal view.

Changing the Order within a List Screen

Use the following procedure when you want to move a memo to different location within the list screen of the same category.

- You can't move a memo from one category to another.

To move a memo

1. Display the list screen that contains the memo you want to move, and tap the memo title to highlight it.
2. Tap the **Menu Bar** icon to display the menu bar, and then tap **Option** – **Move**.

3. Tap the memo above which you want to move the memo you selected in step 1.
4. Tap **Exe** to move the memo.

Renaming Memo Categories

Use the following procedure to change the name of a Memo category.

To change the name of a category

1. In the Memo Mode, display the list screen for the category whose name you want to change.
2. Tap the **Menu Bar** icon to display the menu bar, and then tap **Option** – **Name edit**.

3. Type in the name you want to assign to the category, and then tap **Save** to save it.

- You can use up to 14 characters for a category name.
- Category names revert to their preset defaults whenever the PV Unit is reset.