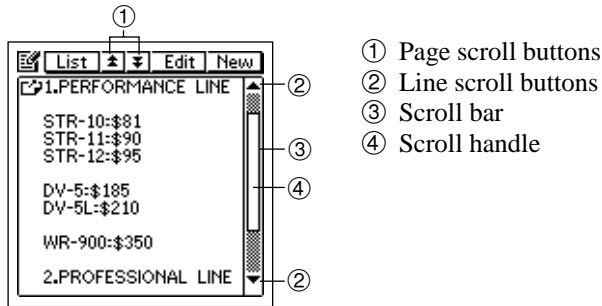


This chapter describes general operations you can perform in various modes.

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Scroll Bars



Item	Description
	<ul style="list-style-type: none"> • Tap to scroll up and down, a page at a time. (Tapping these buttons while the Weekly Scheduler screen is on the display, for example, scrolls a week at a time.) • These buttons are dimmed if there is no page of data to scroll to.
	<ul style="list-style-type: none"> • Tap to scroll up and down, a line at a time. • These buttons are dimmed if there is no line of data to scroll to.
	<ul style="list-style-type: none"> • Drag up and down to scroll the screen. • The size of the scroll button changes in accordance with the amount of data above and below the current screen. If there is no data above or below, the scroll buttons are dimmed.
Scroll bar	<ul style="list-style-type: none"> • Tap the gray area to jump to the next page above or below the current page.

- The PV Unit scroll bars operate similarly to the scroll bars of many popular personal computer applications.
- The scroll handle location indicates approximately how much data is above and below the data on the screen. If the scroll handle is located in the middle of the scroll bar, for example, it means that there is about the same amount of data above and below.

■ Action Control Scrolling

When you are using the **Action** control to recall items in a list screen, the screen scrolls automatically after you move the highlighting to the top or bottom of the display. In the case of the data screen, the **Action** control scrolls between data items whenever it is rotated.

■ Menu Bar

The PV Unit's menu bar gives you access to a number of useful commands for data editing and other operations.

To display the menu bar

Tap the **Menu Bar** icon at the beneath of the PV Unit screen to display the menu bar.

To execute a menu bar command

1. Display the menu bar.
2. Tap the name of the menu that contains the command you want to execute.
3. Tap the command you want to execute, or use the **Action** control to move the highlighting to the command you want and then press the **Action** control to execute the command.

■ Data Input and Editing

Use the procedures in this section to input and edit data. These procedures apply for all input and editing screens.

Moving Between Entries (Fields)

When inputting and editing data, you can move between entries (fields) either by tapping on the entry you want with the stylus, or by tapping the on-screen **NEXT** button to advance to the next sequential entry. Note that the **NEXT** button may not appear on some input or editing screen.

On-screen Keyboards

This section describes the keyboards that appear when data input is required.

Note

- To close a keyboard screen without registering the data you input with it, tap **Esc**.

Text Keyboard



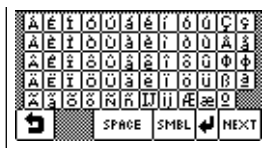
Key	Description
	Deletes the character at the current cursor location.
	Shifts letter keys between upper-case and lower-case for the input of one character only.
	Shifts to the Code Keyboard.
	Shift-locks letter keys between upper-case and lower-case.
	Shifts to the Symbol Keyboard.
	Inputs a carriage return (newline) operation.
	Advances to the next entry (field).

Symbol Keyboard



Key	Description
	Displays other symbols.
	Returns to the Text Keyboard.








Code Keyboard



Date Keyboard



- Specify a date by tapping it in the calendar, or by tapping the number keys.

Key	Description
 	Scrolls the month shown on the input screen.
	Jumps to the month that contains today's date as kept by the main clock.
 	Moves the input point between the month, day, and year.
	Deletes the character at the current cursor location.
	Advances to the next field.

Calculator Keyboard

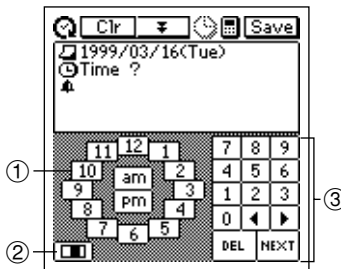
7700.				
%	7	8	9	÷
√	4	5	6	×
C	1	2	3	-
AC	0	.	=	+

- See “Using the Calculator Screen” on page 105 for details on mathematical operations.

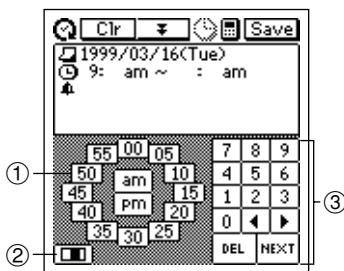
Time Setting Screens

There are two basic time setting screens that you can switch between while inputting time data: a *dial type screen* and a *time bar type screen*. The dial type screen is best for setting a single time, while the bar type screen lets you specify a time period (start time and end time) quickly and easily.

Dial Type Time Setting Screens







- ① Hour input dial
- ② Time bar screen button
- ③ Keypad

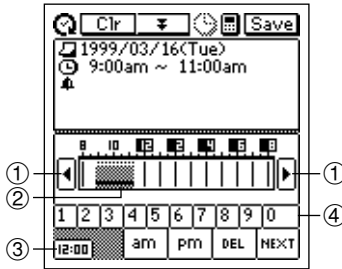


- ① Minute input dial
- ② Time bar screen button
- ③ Keypad

- The hour input dial appears when the cursor is located within hour digits, while the minute input dial appears when the cursor is within minutes digits.
- Specify a time by tapping the hour or minutes in the input dial. You can also input individual digits on the keypad.
- The time format you should use for input should match the format of the system setting you selected under “Setting the Date, Time, Calendar, and Keyboard Formats” on page 159.
- If you are using the 12-hour time format, be sure to tap the **am** or **pm** button to specify “am” or “pm”.

Key	Description
Dial	Tap on a button to specify the hour or minutes.
	Changes to the time bar type time setting screen.
	Tap to specify “am” or “pm” for a 12-hour format time.
	Deletes the character at the current cursor location.
	Advances to the next field.

Bar Type Time Setting Screen



- ① Scroll buttons
- ② Selected time period
- ③ Dial type screen button
- ④ Number buttons

- Specify a time period by dragging the stylus across the time period you want. You can change the time period in 30-minute units using this method.
- Tapping the time bar inputs corresponding time at the current cursor position (either in the start time or end time area).
- Tap the scroll buttons to scroll the available hours left and right.
- The time format you should use for input should match the format of the system setting you selected under “Setting the Date, Time, Calendar, and Keyboard Formats” on page 159.
- Use the number buttons to input individual digits.
- If you are using the 12-hour time format, be sure to tap the **am** or **pm** button to specify “am” or “pm”.

Key	Description
12:00	Changes to the dial type time setting screen.
am pm	Tap to specify “am” or “pm” for a 12-hour format time.
DEL	Deletes the character at the current cursor location.
NEXT	Advances to the next field.

Selecting a Range of Text by Dragging

You can select a range of text on the screen with a technique called *dragging*.

To select a range of text by dragging

1. Display the range of text you want to select.
2. Press the stylus against the screen at the beginning of the range of text you want to select.
3. Keeping the stylus against the screen, drag it to the end of the range you want to select.
 - If the end of the text is not on the screen, drag down to the bottom of the display and the screen will start to scroll.
 - If you make a mistake and drag too far, keep the stylus on the screen as you move back. This will reduce the size of the selected range of text.
4. Remove the stylus from the screen.
 - The selected text is highlighted on the screen.
 - To deselect (unhighlight) text, tap anywhere outside of the highlighted area.

Cut, Copy, Paste

The cut, copy, and paste functions of the PV Unit operate just as they do on a personal computer.

To cut or copy data

1. Drag the stylus across characters on the display that you want to cut or copy.
 - The text you drag across will become highlighted on the display.
2. Tap the **Menu Bar** icon to display the menu bar, and then tap **Edit – Cut** or **Edit – Copy**.
 - **Edit – Cut** deletes the selected text and places it onto a clipboard.
 - **Edit – Copy** puts a copy of the text onto the clipboard, while leaving the original where it is.

To paste data at a location


1. After cutting or copying data, tap the location on an input or editing screen where you want to paste the data.
2. Tap the **Menu Bar** icon to display the menu bar, and then tap **Edit – Paste**.
 - The data on the clipboard is inserted at the current input position on the screen.

To paste data and replace existing data

1. After cutting or copying data, select the text that you want to replace with the data on the clipboard by dragging the stylus across it.
2. Tap the **Menu Bar** icon to display the menu bar, and then tap **Edit – Paste**.
 - The data on the clipboard replaces the selected data on the screen.

Closing a Screen

You can always close a screen by tapping the **Esc** button.

In addition, some screens have a close button (). To close such a screen, simply tap the close button with the stylus.

Using the Quick Find Feature

The Quick Find feature automatically remembers a list of words you have recently input, and displays a list of candidates when it senses you are inputting one of the words again. You can tap a word in the list of candidates to input it, without having to type all the characters.

- The Quick Find feature is enabled when inputting Schedule, To Do, or Reminder description text.
- Quick Find memory can hold approximately 30 words, when all are 32 characters long. The number of words that can be stored is greater when each word contains fewer characters.
- Quick Find memory comes with 30 default terms. These default terms are restored into Quick Find memory whenever you reset the PV Unit (page 172).
- When memory is full oldest words are deleted automatically as new words are added to the memory.

To input a word with the Quick Find feature

1. As you are typing in text in an input screen, the Quick Find input list appears after you input two characters, if there are words in Quick Find memory that start with the characters you input.



2. Tap on one of the words in the Quick Find list to complete your input, or continue typing in text on the keyboard.
- Taping a word inserts the remaining letters of the word you tap in the Quick Find list.
3. If you type in more letters, the Quick Find list contents change accordingly.

■ Editing Data Items

Use the following procedure to edit data items. This general procedure applies in all modes.

To edit a data item

1. Select the data item you want to edit.
 - You can select an item by displaying its data screen, or by tapping the item on a list screen, calendar, etc.
2. Tap the **Menu Bar** icon to display the menu bar, and then tap **Edit – Item edit** to display the data editing screen.
3. Make any changes in the data you want.
4. After you are finished, tap the **Save** button to save the new data.

■ Creating a Copy of a Data Item

You can use the following procedure to create a copy of a data item in the Scheduler, Contacts, Memo, or Expense Manager Mode.

To create a copy of a data item

1. Select the data item you want to copy.
 - You can select an item by displaying its data screen, or by tapping the item on a list screen, calendar, etc.
2. Tap the **Menu Bar** icon to display the menu bar, and then tap **Edit – Item copy** to display a new data input screen that contains the data of the item you selected in step 1.
3. Make any changes in the data you want.
4. After you are finished, tap the **Save** button to save the copied data as a new data item.

■ Deleting Data

The following describes the general procedure for deleting data.

To delete data

1. Enter the mode that contains the data you want to delete.
2. If you want to delete a particular data item, select the item.
3. Tap the **Menu Bar** icon to display the menu bar, and then tap **Edit – Delete** to display the data delete screen.
 - Note that the contents of the data delete screen differ from mode to mode.
4. On the data delete screen, tap the delete operation you want to perform.
 - See the “Delete Operations Table” below for details on available delete operations in each mode.
 - Some modes allow delete operation that delete data within a range of dates. Selecting such an option displays a screen for input of a start date and end date. Specify the dates you want and then tap the **Exe** button before advancing to the next step.
5. On the confirmation message that appears, tap **Yes** to perform the delete operation you selected or **No** to close the dialog box without doing anything.

Delete Operations Table

Delete Operation	Description
Single data item	Deletes the data item that is selected when Edit – Delete is tapped.
Schedule data items	Deletes all Schedule data.
Done data items	Deletes all done To Do data items.
To Do data items	Deletes all To Do data.
Reminder data items	Deletes all Reminder data.
Specified data items	Deletes all Scheduler Mode data up to a specific date. Tapping this option displays a screen that you must use to specify the date up to which you want to delete Scheduler Mode data.
All Scheduler data items	Deletes all Scheduler data.
All data items	Deletes all data items in the mode you are in when you tap Edit – Delete .
Category data items	Deletes all data items in the selected category when Edit – Delete is tapped.

■ Searching for Data

You can use either initial character search or all search to look for specific data in the Scheduler (Schedule, To Do, Reminder), Contacts, and Memo Modes. Note that both search operations check the data only in specific entries (fields) of each data item.

The following table shows which entries (fields) are checked in each mode for each type of search.

Mode	Fields Checked	
	Initial Character Search	All Search
Schedule	Description	Description
To Do	Description	Description
Reminder	Description	Description
Contacts - Personal	Name	All
Contacts - Business	Company	All
Contacts - Untitled	Free 1	All
Contacts - All	Name (Free 1)	All
Memo	Memo contents	Memo contents

Initial Character Search

This search method checks the initial characters of a specific field in each mode to see if any items match characters you specify.

All Search

With all search, the PV Unit looks for any occurrences of the text you specify, regardless of its location in the searched field.

To perform a search

1. Enter the mode whose data you want to search.
2. If the mode you are in uses categories, select the category whose data you want to search.
 - Note that a search checks the data only in the category you are in.
3. Tap the **Menu Bar** icon to display the menu bar, and then tap **Edit – Search**.



4. Tap **Initial** to specify initial character search or **All** to specify all search.
5. Input up to 12 search characters.
6. Tap **Exe** to start the search.

Search Results

A search operation produces a list screen of all items that match the search characters you specify.



- To view the data screen of an item, tap the item to highlight it and then tap it again.
- When you are through using the data screen, tap **Esc** to close it.