

Thank you for your interest in this program.

To enter new information, tap **New**. The screen contains several selections which will help you enter information quickly.

**Name** ; enter the name of the person using the grafitti option or keyboard facility.

**Category**. This will allow you to later sort all your entries accordingly. Tap on the word **Category** or the space to the left of the word to bring up the pop-up menu. Select by tapping your choice. To alter your selection simply reselect the pop up menu and make a new selection. This will overwrite the previously selected description.

The screenshot shows the 'New Record' screen with the following fields and values:

Name	Rachel
Category	Personal
Date FirstCon	12/31/97
Date Notes	
--Personal Details--	
Job Title	Fashion Buyer
Telephone	555 7369
Email	Rachel@zeusfaber..
	com
Mobile	0666 366 769

At the bottom are buttons: OK, Cancel, Delete, New, and a downward arrow.

The **Edit Popup List** option is available on all the Bold text contained in this screen. This enables you to customize the lists of descriptions.

**Date FirstCon** refers to the date you first met. By tapping on this selection you can select from a choice of dates.

Date Notes

The screenshot shows the 'New Record' screen with the following fields and values:

Fax	
Introduced by	
Status	Single
Partner	Ross
Mutual Friends	Monica Chandler
	Joey Phoebe
Contact Notes	[ ] First met at Cha
Notes 2	[ ]
Notes 3	[ ]
Notes 4	[ ]

At the bottom are buttons: OK, Cancel, Delete, New, and an upward arrow.

Tapping on this selection initiates the **Date Notes** screen.

Tap **New** to enter a new event relevant to the person currently on the main screen. Their name appears at the top of this screen. It is important to enter the persons name in the main screen before entering event details as this information will be automatically duplicated in the date book of your Palm Pilot <sup>TM</sup>.

By tapping the **EVENT** word on the screen the pop up list will appear giving you the choice to select a pre named event or to customize the selection as mentioned before.

Once having completed your selection you are now able to indicate the specific date this event will occur on. The program will default to todays date. To alter this selection either tap on the word **Date** or tap on the default date. the former will enable a pop up list. The latter will enable the calendar function from which you can select by tapping on the appropriate date.

To choose a time to accompany the date selected simply tap on the word **Time** to enable the **Choose Time** screen. By tapping on the hour, minute and seconds and then OK you can quickly select the exact time of the event. Alternatively select **No Time** to return a no time value to the event.