

BugMe! for Palm OS® User Guide

Installing and Running BugMe!

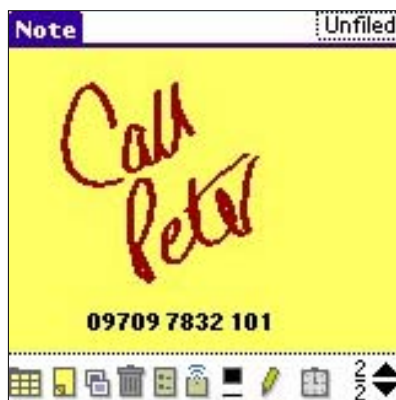


Once the file has downloaded, it needs to be unzipped using [Expander](#) (PC/Mac) or similar and saved to your computer's disk. Then, using the Install Tool provided with your Palm handheld, select the BugMe!.prc file and click Add and then Done.

Finally perform a HotSync to complete the installation process.

To launch BugMe!, tap the BugMe! icon on your launcher screen.

Using BugMe!

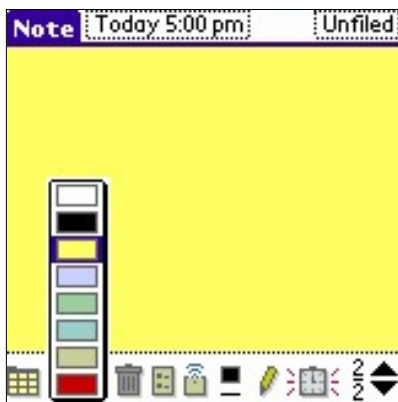


The BugMe! Note shows a note-taking area and a toolbar, which lets you control BugMe!'s behaviour.

The buttons on the toolbar are (from left to right):

Overview mode	Change the view on your BugMe! notes
New note	Create a new blank note
BugMe!	Create a new note from a BugMe! NotePack or to use one of your favorite notes
NotePack Picker	
Delete note	Remove the current note
Note options	A host of actions to apply to notes, including 'Clear' and 'Add to Favorites'
Beam note	Share the current BugMe! Note by beaming it to another handheld
Drawing Style	Choose a new pen color and line style
Drawing tools	Choose the current drawing mode, including scribble, text and shapes
Alarm settings	Use the current note as an alarm
Page up/page down	Travel through your BugMe! notes, one by one

Making New Notes



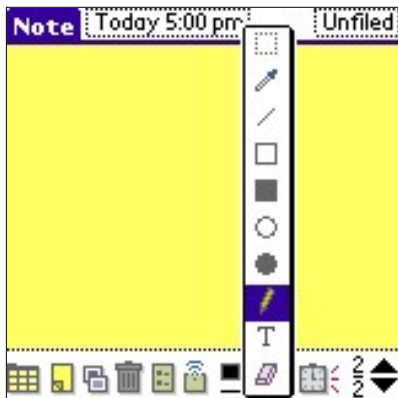
To make a new blank note, tap the new note icon on the left of the toolbar.

You can make a new note in a different color or shade of gray by holding the new note button down for one second.

Choose the new note color or shade from the picker that pops up.

You can also make new notes from templates stored in [BugMe! NotePacks](#), or from other notes that you have marked as [Favorites](#). These topics are covered later in this Guide.

Drawing Tools



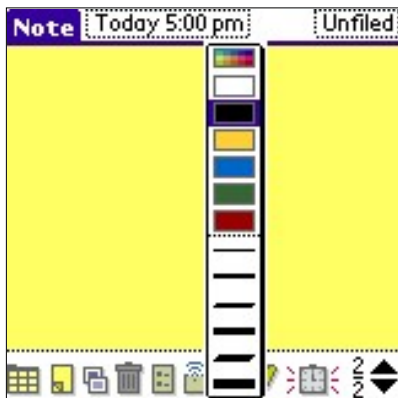
BugMe! lets you take notes by drawing directly on your handheld's screen - you are not restricted to the text entry area as is the case with other note-takers. BugMe! records whatever you draw on the screen, and lets you use it as a note or a visual alarm.

You can use BugMe! to record short notes in your own handwriting, or use the drawing tools to add lines and shapes, or to edit your note or drawing.

The drawing tools are (from top to bottom):

Select area	'Rubber band' selection of an area for dragging and cut and paste operations
Pick color	Changes the pen color or shade to match the point which is tapped
Draw line	Draw a straight line from one point to the next
Draw rectangle	Draw an empty rectangle or square
Draw filled rectangle	Draw a solid rectangle or square
Draw circle/oval	Draw an empty circle or oval
Draw filled circle/oval	Draw a solid circle or oval
Draw freehand	Track the position of the pen on the screen, to capture 'digital ink'
Enter text	Accept text input, via the Graffiti system. Tap the screen to position text.
Erase	Rub out any ink under the stylus

Drawing Styles



On color handhelds the color tool lets you choose an ink color. On gray-scale handhelds you can choose from a selection of gray shades. The top option on the color picker gives you a palette tool to choose colors from, the other options provide a quick way of selecting some ready-picked colors. The color selector is not shown on handhelds which only support black and white graphics.

You can change the thickness and style of the pen by selecting from the list of available options. Thicker pens draw more slowly, but can add variety and interest to your notes.

Setting Alarms



One of the main benefits of BugMe! is that you can easily use your notes as visual alarms. Any of your handwritten BugMe! notes can be used as alarm, giving you a quick and convenient way of setting reminders.

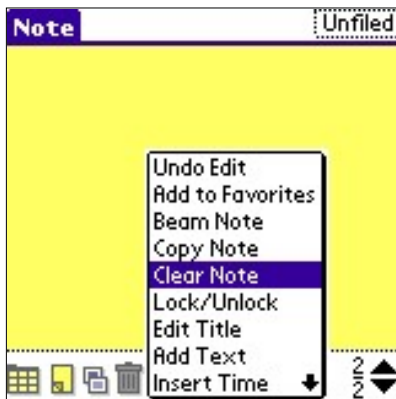
Tap the clock button to pop up a list of 'quick set' alarm times. You can quickly set an alarm with a pre-set duration by selecting from the list.



To set an alarm at any time in the future or to set repeats on your alarms, choose the 'custom...' option.

This gives a detailed alarm setting screen.

Note Options



The note options button offers a list of tools to operate on notes:

Undo Edit	Removes the last change made to the note
Add to	Makes the current note into a template, so it can be easily used again and again
Favorites	
Beam Note	Share the current note with another handheld, by IR beaming
Copy Note	Make a new note by taking a copy of the current note
Lock/Unlock	Write-protect the current note, so that it can't be changed accidentally
Edit Title	Set or edit the title of the current note
Add Text	Add a text note to the current note
Insert Time	Place a 'time stamp' at the current pen position
Change Font	Change the font used for all new text entry

Using Favorites



BugMe!'s Favorites feature lets you save a copy of any BugMe! note and use it as a template from which to create new notes.

Favorites is useful if you always make notes of a particular type, and want to save the outline of the note so that you can use it again and again.

To copy the note into your Favorites collection, select 'Add To Favorites' from the Options menu.

Note that Favorites copies your note into a new database, this means that you can delete the original without losing the Favorite, or delete the Favorite without losing the original!



To make a new note from your Favorites, tap the BugMe! NotePack button. This will pop up a list showing your Favorites, along with any [BugMe! NotePacks](#) that you have installed.

Select the Favorite that you want to use from this list. To delete a Favorite from your Favorites list select the Favorites NotePack, rather than an individual Favorite item.

When you select a Favorite from the list a new note is made from the template you chose, and you can draw or write on it as you would with any other BugMe! note.

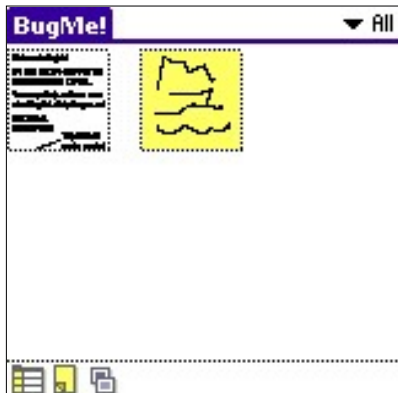
Overview Mode



BugMe! offers two convenient overviews for quickly reviewing and choosing from your set of BugMe! notes.

You can switch to the overview screens by pressing the overview button on the far left of the note screen.

The first overview mode shows three thumbnails, along with the note's title, any text note and any alarm time set for the note. You can edit the title, text or alarm time by tapping the entries. You can return to the note view by tapping the note you want to edit, or make a new note by tapping or holding the new note button.



To switch to the second overview mode, tap the thumbnail button.

This takes you to a view featuring up to nine thumbnail images of your notes.

You can view and edit a note tapping the note's thumbnail view, or return to the first overview screen by tapping the overview button.

Using BugMe! NotePacks



You can make new notes from a wide range of memo and message templates, available in BugMe! NotePacks.

You can choose a new note from a BugMe! NotePack by pressing the BugMe! NotePack picker button. You can make a new note from any of the BugMe! NotePacks that you have installed on your Palm Powered handheld.

The example shown is from [Handtap's BugMe! Comic Notes series](http://bugme.net). Additional BugMe! NotePacks can be downloaded from <http://bugme.net>

A BugMe! NotePack Developer Toolkit is also available, and will let you create and publish your own BugMe! NotePacks.



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When you tap a note title in the overview list a preview screen shows you the note you have selected.

You can see all the notes in preview mode by tapping the arrows or using the scroll keys on your handheld.

When you have found a template that you like, tap the picture or press the 'Select' button to use it as a BugMe! note.

Pressing 'Done' takes you back to the BugMe! NotePack overview screen.

You can delete a note from the BugMe! NotePack by pressing the trashcan icon, or share the note with a colleague using the Beam button. You can copy notes from any BugMe! NotePack into your personal Favorites NotePack by pressing the 'Heart' button. Favorites gives you a quick way of selecting the note templates you use most often.



After pressing 'Select' a new note is created from the BugMe! NotePack template that you selected.

You can use this new note as you would use any other BugMe! note - for jottings, reminders, etc.

You can learn more about BugMe! and take a free trial at <http://bugme.net>

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