

Actioneer Quick Start

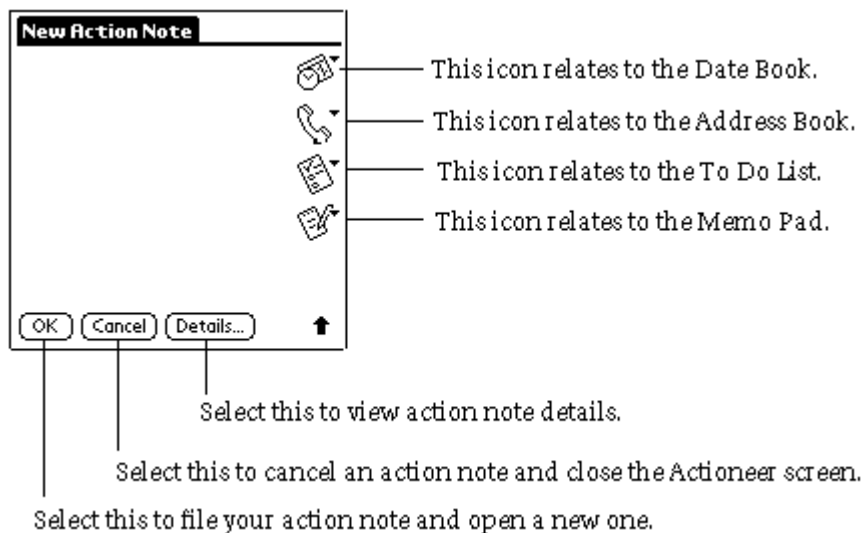
Welcome and thank you for taking the time to download and install Actioneer. The following quick start guide is designed to get new users up to speed with our product in under five minutes.

We hope you will take the few minutes required to acquaint yourself with the features of our product. We're confident you'll find it time well spent.

To get started using Actioneer:

1. Install the Actioneer file (Actioneer.prc) onto your PalmPilot. (If you need more information, please refer to the installation section in the User Guide for detailed information about installing Actioneer onto your Palm Computing Device.)
2. A screen will appear asking you to reset the PalmPilot. Tap the Reset button to do so. (You will not lose your existing data by doing this.)
3. Select the "Memo Pad" hardkey button on the PalmPilot. Once Actioneer is installed, this button is reassigned to Actioneer.
4. A status bar appears, indicating that Actioneer is creating keywords that relate to the To Do and Memo Pad categories that currently exist in your Palm organizer and establishing a database for these.
5. After Actioneer finishes creating a keywords database, a screen will appear telling you about Actioneer.
6. After reading the information about Actioneer, Actioneer's main interface, called an action note, will appear. This is the screen that will appear whenever you press the Actioneer button (previously the Memo Pad button) to capture an action item.

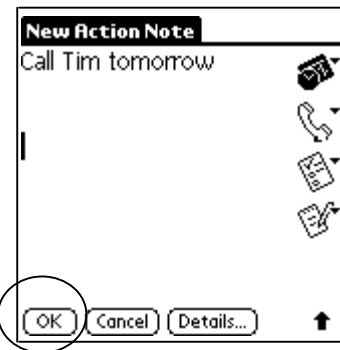
If you have not registered this free product, you will be briefly interrupted every third day by a message asking you to register by visiting www.actioneer.com.



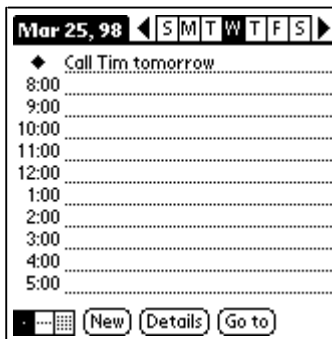
What does Actioneer do?

Enter the text, "Call Tim Tomorrow" in the action note and tap the "OK" button.

You just filed your first action note!



The information you entered was automatically stored in the Date Book under tomorrow's date. The Date Book entry looks like this:



Actioneer recognizes certain words, dates, or date phrase that you enter in an action note, called keywords, and assigns the action note to a To Do List category, Memo Pad category, or Date Book entry that is associated with the keyword. When you save the action note by tapping OK, the action note is stored in the appropriate category or date entry to which the action note was assigned. In this case, Actioneer recognized the keyword "tomorrow" and stored your action note in the Date Book under tomorrow's date.

A Step Further

You can create your own keywords and customize Actioneer to work more the way you do.

For example, say that you want to create a To Do category called "Phone Calls" in your PalmPilot, and then you want to associate a keyword named "call" to represent that category. Whenever you enter the word "call" in an action note, Actioneer will automatically store that action note under the Phone Calls To Do category. Perform the following steps starting on the next page to train your PalmPilot to recognize the text "Call Tim tomorrow" as both an action and an event.

Step One: Create a To Do List category, "Phone Calls," in your To Do List application:

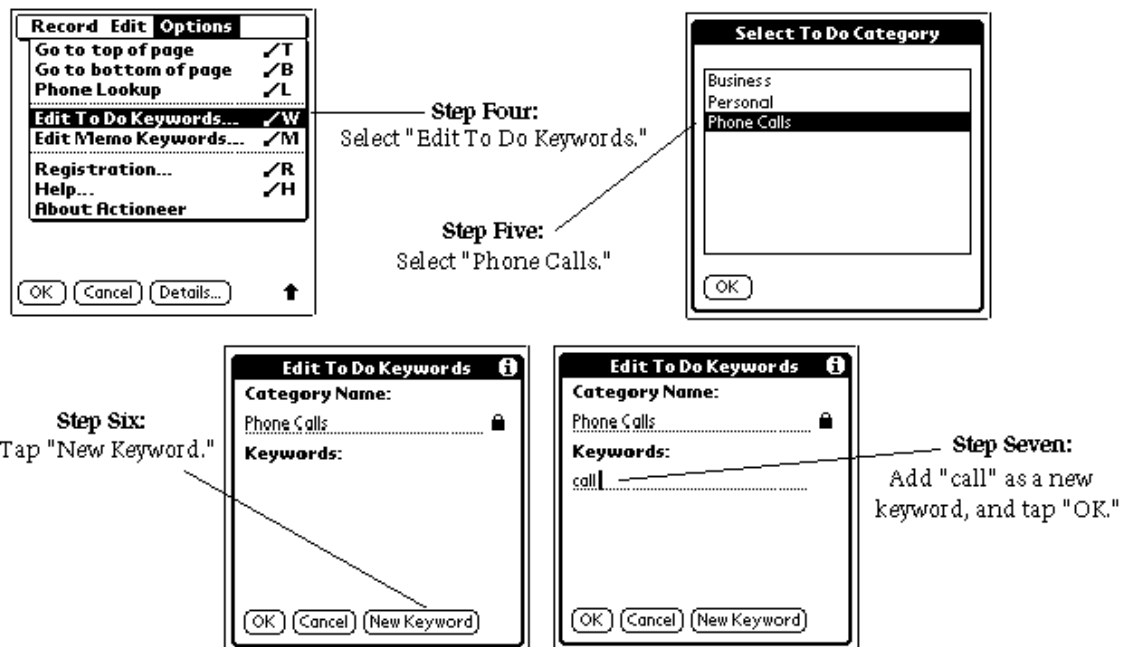


Step Two: Switch to the Actioneer application by pressing the hardkey button at the bottom right (formerly the Memo Pad button).

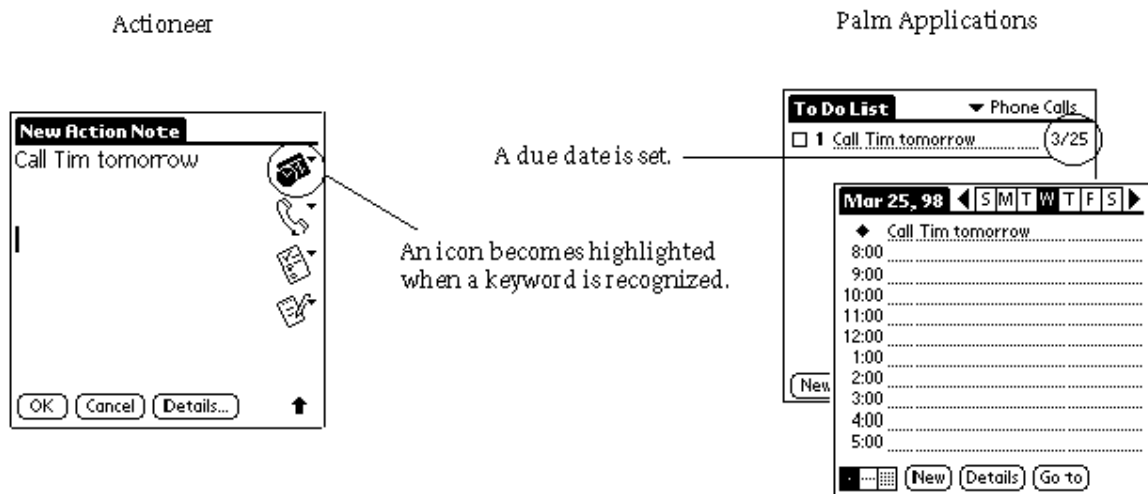
Step Three: Tap the Menu button.
Tap the Options menu.



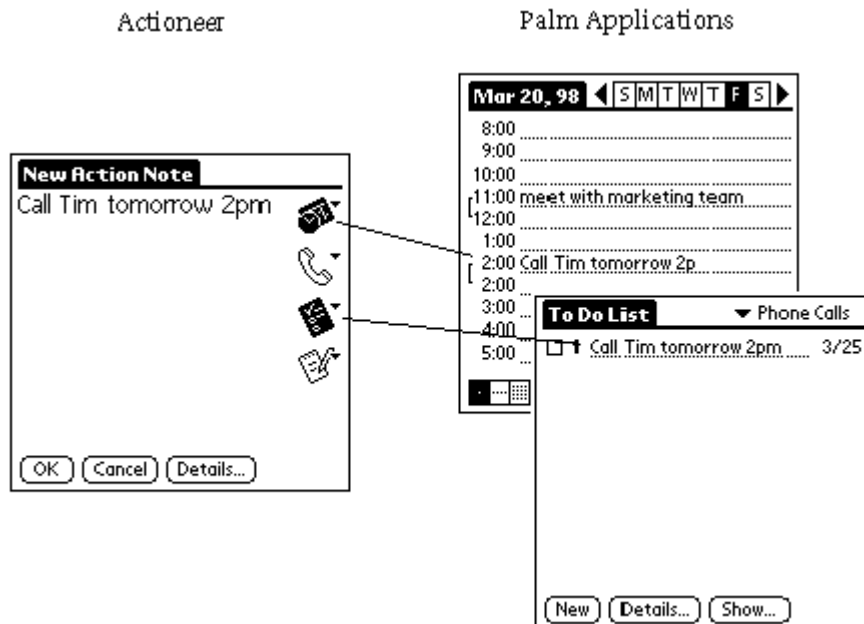
Next, perform the following steps below to create a new keyword that will link an action note to the To Do category, "Phone Calls."



In our example, "Call Tim tomorrow," Actioneer captures the information, and then classifies it as belonging to the To Do category "Phone Calls." Actioneer also classifies it in tomorrow's Date Book entry, and adds a due date to the To Do Phone Calls category.



You can also add a time value to your action note. Entering "2pm" in the action note will tell Actioneer to store the action item in the 2:00pm time slot for tomorrow's date in the Date Book.



Note: If no keywords or expressions are recognized, Actioneer will distribute the action note to the "unfiled" category of the To Do List. You never have to worry about losing any of your information.

You have now accomplished capturing the action item, "Call Tim tomorrow at 2pm." Actioneer classified this information as being related to two different targets, and it then distributed this action note to both the To Do List under the "Calls" category. It also placed it in the Date Book under tomorrow's date with the time set for 2pm. Additionally, the To Do item has a due date. If you wish to go further, it is easy to set an alarm automatically for your Date Book event.

Use categories and keywords, so that you can file action notes easily. All the action notes that relate to a particular person or project would be instantly filed with a single capture.

To learn more, refer to the tips and tricks section and the keywords section in the User's Guide. You may also visit our web site at www.actioneer.com for more information.

There are plenty of other ways to use Actioneer. Actioneer is also developing tools that work with popular desktop organizer software, like Microsoft Outlook, Lotus Notes, and the PalmPilot™ Desktop software. Check out Actioneer's web site at:

<http://www.actioneer.com>

And remember to register Actioneer for the Palm Computing Platform. If you do, you will be entered in a contest to win a Palm3!