

# HP 200LX

## Quick Start Guide



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# HP 200LX Quick Start Guide



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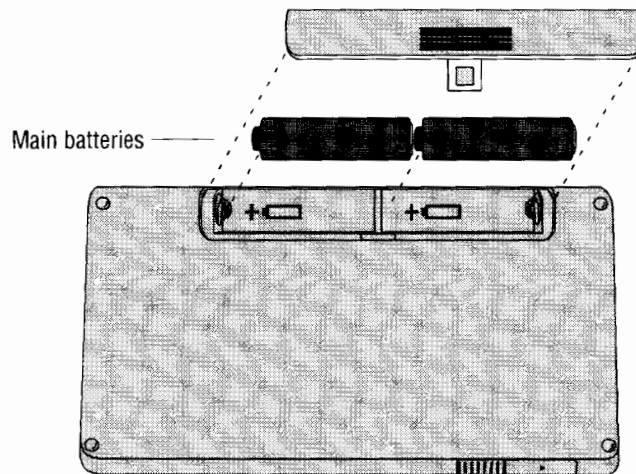
## Ready, Set, ...

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### Install the Main and Backup Batteries

You should find three batteries in the box: two AA Alkaline batteries and a back-up coin cell.

1. *You must install the AA batteries before installing the back-up battery.* Remove the battery cover on the underside of the palmtop and install the AA batteries as shown.



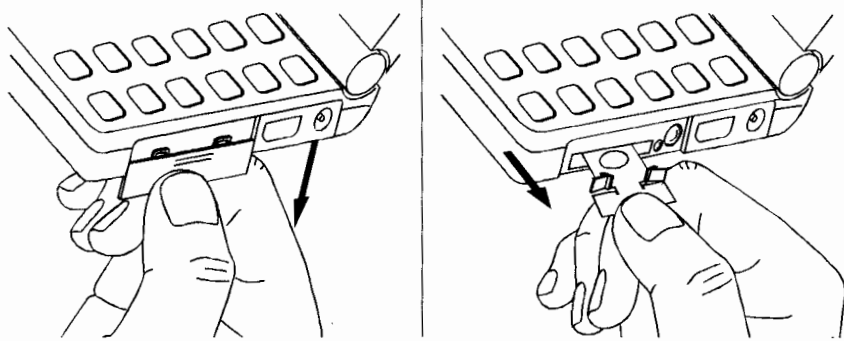
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**Note**

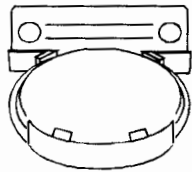
The AA batteries that came in the box are Alkaline batteries, but you can also use Nickel-Cadmium rechargeable batteries, which can be recharged while in your palmtop. *Before installing rechargeable batteries, be sure to read "Rechargeable Batteries" in appendix B of the User's Guide.*

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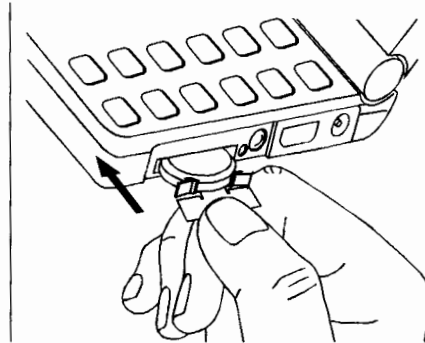
2. Remove the backup-battery cover on the right side of the palmtop and pull out the backup-battery tray.



3. Insert the 3-volt CR2032 coin cell. *Be sure the + on the battery is facing down in the tray.*



Backup battery





## Turn Your Palmtop On

Press **ON** (upper right corner of the keyboard). If batteries were installed correctly, you'll see a display for entering the date, time, and other information. (**ON** also turns the palmtop off.)

A power-saving feature automatically shuts the palmtop off after 3 minutes of no use if the optional AC adapter is not plugged in. (If your batteries are low, the time is reduced to 1 minute.) The palmtop retains all information even when it is off.

**Fill in the Information.** Enter the date (month/day/year), time, and owner's information (name, title, company), pressing **ENTER** after each entry.

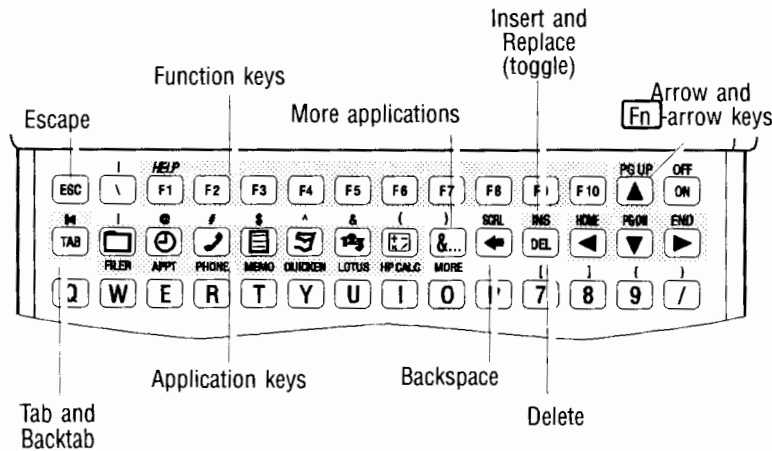
**Adjust the Display Contrast.** To adjust the legibility of the display:

1. Press **ON**+**+** (**ON** and **+** simultaneously) to darken the background.
2. Press **ON**+**-** to lighten the background.

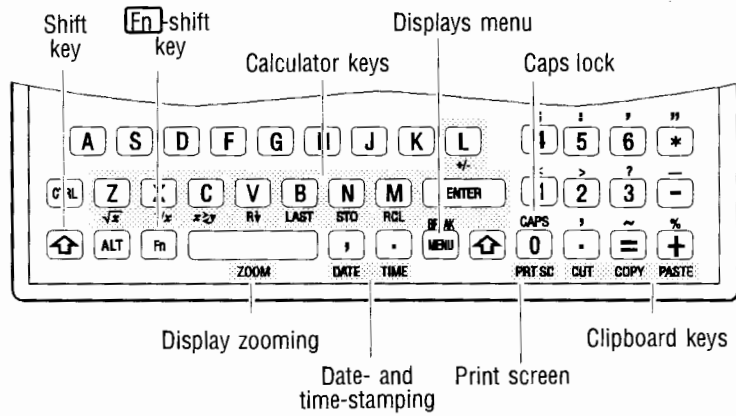
Using an AC adapter greatly prolongs battery life. See "AC Adapter Information" in appendix B of the *User's Guide*.



## Keyboard—Upper Part



## Keyboard—Lower Part



## When You Need Help . . .

The online help system gives you instant information about the built-in applications. Whenever you press **F1**, you get information related to what you're doing at that time; and then when you press **F9** (Cancel), you're returned exactly to where you were before.

And there's more to help than that—there's linking to related topics, a help index, information on keys, and startup tips. It's really a built-in manual that goes wherever your palmtop goes. The help system is described in more detail at the end of chapter 1 in the *User's Guide*.

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## Protect Your Data

Back up the data on your palmtop like you would on any PC.

- Back up your data files regularly by copying them to a memory card or, if you have the Connectivity Pack, to a PC. (See chapter 22 in the *User's Guide*.)
- Carry an extra set of batteries so that you can replace your batteries as soon as the low-battery warning is displayed. If your batteries die while Memo Editor or 1-2-3 files are open, you could lose data.
- Close (Quit) all applications (you will see the topcard screen) and turn off the palmtop before changing batteries.

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## Ready, Set, Go!

To start an application you simply press its green application key. So, pick an application to start, turn to the corresponding chapter in this *Quick Start Guide*, and have fun!

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### Note

Once you've explored the applications a bit, you'll greatly benefit from reading chapter 1, "Getting Started," in the *User's Guide*.

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## If Your Palmtop Won't Run

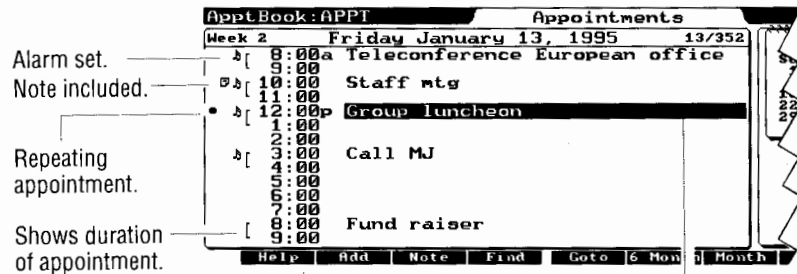
Check for these conditions before calling Customer Support or sending the palmtop for service:

1. The main (AA) batteries are misaligned or the backup battery is upside down. See the beginning of this chapter.
2. The backup battery was installed before the main batteries. See the beginning of this chapter.
3. The computer stopped responding to keystrokes. Try rebooting: press **CTRL+ALT+DEL** simultaneously. See also "Resetting Your Palmtop" in chapter 1 of the *User's Guide*.



## Introducing the Appointment Book

When you first start the Appointment Book (press **[F10]**), you see some startup tips. After reading these tips, press **[ESC]** to see the daily appointment list, which is a schedule of the day's appointments.



These labels correspond to the function keys (**[F1]**–**[F10]**). **[ENTER]** opens the record for the highlighted appointment.

### Example Daily Appointment List

From the daily appointment list, you can see more detail about an appointment by using **[▲]** or **[▼]** to highlight the appointment and then pressing **[ENTER]**. This displays the appointment **record**.

ApptBook: APPT		Appointment/Event		01/13/95 1:31 am	
Description	Group Luncheon				
Start Time	12:00pm	Start Date	1/13/1995		
End Time	1:00pm	No. Consecutive Days	1		
Location	Bunsen's Burner				
Alarm		Views			
<input checked="" type="checkbox"/> Enabled		<input checked="" type="checkbox"/> Week		<input checked="" type="checkbox"/> Month	
Leadtime	15	Repeat Status: Monthly			
Note					
Help Add Note Find Clip Calendr Repeat Cancel Done					

### Example Appointment Record

From an appointment record, you can return to the appointment list by pressing **(F10)** (to save any changes) or **(F9)** (to cancel any changes).

Keep in mind while you're in the Appointment Book that

- To see a weekly appointment list, press **(F8)** (Week). To see a monthly list, press **(F7)** (Month). Press **(F9)** (Appt) to return to the daily appointment list.
- For help, press **(F1)** at anytime.
- To see the main menu of commands, press **(F10)**. (If pressing **(ESC)** causes a beep, press **(ESC)** and try again.)
- To cancel a menu or back out of a command, press **(ESC)**.
- To change applications, just press another application key. (You don't have to quit an application to start another one.)
- To quit the Appointment Book, press **(ESC)** **(Q)**.
- To protect your data, back up your Appointment Book on a plug-in memory card.

## 2-2 Introducing the Appointment Book

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## Scheduling Appointments

### To schedule an appointment:

1. Press **[C]** to start the Appointment Book.
2. Press **[RECALL] [A] [A]** to display the screen to add an appointment. (As a shortcut, you could instead press **[F2]** (Add).)
3. Type in the appointment description and tab to the next field.
4. Type information into the rest of the fields, pressing **[TAB]** to move forward or **[←] [TAB]** to move backward from field to field. If a field isn't relevant, leave it blank. (You can also move to a field by holding down **[ALT]** and pressing an underlined letter—for example, pressing **[ALT]+[D]** moves directly to the Start Date field.) Chapter 3 in the *User's Guide* contains detailed definitions of the fields.
5. If you want to set the appointment *without* an alarm, tab to the Alarm Enabled field and press **[spacebar]**.
6. When you're finished, press **[F10]** (Done).

Unless you disabled the alarm or changed the default leadtime, an alarm will go off 5 minutes before the scheduled time of your appointment. Press **[ESC]** to clear an alarm when it goes off.

**Example: Scheduling an Appointment.** Schedule a dental appointment for 2:30 pm on July 15, 1994. Set the alarm to go off 30 minutes prior to the appointment to give you time to drive to the dentist's office.



Keys:	Description:
<b>[O]</b>	Starts the Appointment Book.
<b>[MENU]</b> <b>[A]</b> <b>[A]</b>	Opens up an appointment record.
Dentist	Fills in the Description field.
<b>[TAB]</b> 2.3p	Sets the start time of 2:30 pm.
<b>[TAB]</b>	Moves to the End Time field. The default end time is an hour after the start time. Since an hour is about right, there's no need to type in another end time.
<b>[TAB]</b> Suite 324	Highlights and fills in the Location field.
<b>[ALT]</b> + <b>[L]</b> 30	(While holding down <b>[ALT]</b> , press <b>[L]</b> .) Skips to the Alarm Leadtime field and enters 30 minutes (the default is 5 minutes).
<b>[TAB]</b> Brush before leaving.	Enters a note to yourself.
<b>[TAB]</b> 7/15/94	Enters the date of the appointment.

<b>[F10]</b>	Saves this appointment and displays the appointment list for July 15, 1994.
<b>[F5]</b> <b>[F4]</b>	Restores today as the current date.

On July 15 an alarm will sound at 2:00 pm to remind you of your dental appointment. You simply press **[ESC]** to clear the alarm.

## 2-4 Introducing the Appointment Book



**Example: Scheduling a Weekly Repeating Appointment.** Schedule a repeating appointment for your weekly staff meeting, which is held in Shasta Room every other Wednesday at 9:30 am.

**Keys:**

**Description:**

<b>[F2]</b>	Starts the Appointment Book.
<b>[MENU] [A] [A]</b>	Opens up an appointment record.
Staff Mtg	Fills in the Description field.
<b>[TAB] 9:3a</b>	Sets the start time of 9:30 am.
<b>[TAB] 11</b>	Sets an end time of 11:00 am.
<b>[TAB] Shasta Room</b>	Highlights and fills in the Location field.
<b>[ALT]+[N]</b> Take donuts and agenda.	Enters a note to yourself. (Pressing <b>[ALT]</b> along with an underlined letter takes you directly to that field.)
<b>[F8] [W]</b>	Opens the Weekly Repeat Options for you to fill out.
<b>[TAB] 2</b>	Sets the appointment to repeat every other week.
<b>[TAB] W</b>	Sets its day to be Wednesday.
<b>[TAB]</b>	Highlights the default starting date, which is tied to the Start Date in the appointment record.
<b>[TAB]</b>	Highlights the default ending date, which defaults to 5 years from the Start Date. Enter another date if that duration is too long. A shorter duration also uses less memory.

ApptBook: APPT Appointment/Event 07/10/94 3:12 pm  
 Weekly Repeat Options  
 No Repeat  Daily  Weekly  Monthly  Yearly  Custom  
 Frequency: Repeat every 1 week(s)  
 Duration: Starting: 7/13/1994 Ending: 7/13/1999  
 Day of Week: Wednesday  
 OK Cancel

**F10** Saves this repeat information and returns you to the appointment record. Notice the Repeat Status below the Views box.

ApptBook: APPT Appointment/Event 07/10/94 1:39 am  
 Description: Staff Mtg  
 Start Time: 9:30am Start Date: 7/13/1994  
 End Time: 11:00am No. Consecutive Days: 1  
 Location: Shasta Room  
 Alarm:  Enabled Views:  Week  Month  
 Leadtime: 5 Repeat Status: Weekly  
 Note: Take donuts and agenda.  
 Help Add Note Find Clip Calendar Repeat Cancel Done

**F10** **F5** **F4** Saves this record and returns you to the appointment list for today. Now, every other Wednesday an alarm will sound 5 minutes before your staff meeting; simply press **ESC** to clear the alarm.

Using similar procedures, you can set repeating appointments with virtually any interval you want.

### To schedule an event:

An **event** is an item associated with a day but not a time.

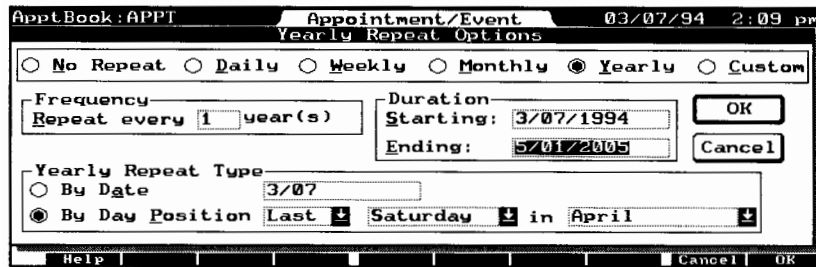
1. In the Appointment Book, press **NEW** **A** **E**. This opens an appointment record with the Start Time and End Time fields preset to None for an event.

## 2-6 Introducing the Appointment Book

2. Tab to and fill in the rest of the fields as for adding an appointment.
3. Press **(F10)** when done.

**Example: Scheduling a Yearly Repeating Event.** Oregon's trout fishing season regularly opens the last Saturday in April. Schedule the annual opening day as a repeating event.

<b>Keys:</b>	<b>Description:</b>
<b>(P)</b>	Starts the Appointment Book.
<b>(MENU)</b> <b>(A)</b> <b>(E)</b>	Opens up an appointment record for an event.
Trout season opens	Fills in the Description field.
<b>(ALT)</b> + <b>(C)</b> Oregon	Fills the Location field.
<b>(TAB)</b> Plan a trip to Odell Lake.	Enters a note.
<b>(F8)</b> <b>(Y)</b>	Selects the Yearly Repeat Options.
<b>(ALT)</b> + <b>(P)</b>	Moves to the Repeat By Day Position field.
<b>(TAB)</b> L	Selects Last.
<b>(TAB)</b> S	Selects Saturday. (If Sunday appears when you press <b>(S)</b> , press it again to see Saturday.)
<b>(TAB)</b> A	Selects April. (If August appears when you press <b>(A)</b> , press it again to see April.) This completes selecting the last Saturday in April.
<b>(ALT)</b> + <b>(E)</b> 5/01/2005	Sets the event to repeat to May 2005. (A shorter duration would use less memory.)



**F10** **F10**

Saves the record and returns you to the appointment list at the date of the first occurrence. Now, the annual opening of Oregon's trout season will appear on your appointment list as an event.

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## Changing the Current Date

**Note** The **current date** is the date currently displayed or highlighted. This is *not* the same as **today's date** (the **system date**), which can be changed only via the Setup utility.

Starting from an appointment list, you can change the current date to the next day by pressing **▶** and to the previous day by pressing **◀**. Try it and notice how the date changes.

### To change the current date to any date (Goto):

1. Start from any appointment list (daily, weekly, monthly, or 6-month). If necessary, press **F10** or **ESC** to display a list.
2. Press **F5** (Goto).
3. Type the date to go to and press **ENTER**. (As a shortcut, try using the arrow keys.)

## 2-8 Introducing the Appointment Book

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## Editing and Deleting Appointments

### To edit (change) an appointment:

1. Start from the daily (or weekly) appointment list. (Press **App**, if necessary.)
2. If necessary, change to the desired date (use **Goto**).
3. Use the arrow keys to highlight the appointment you want to edit.
4. Press **ENTER** to display the appointment record.
5. Tab to and edit the field(s) you want to change. (Try using **+** and **-** when you edit the time and date fields.)
6. Press **F10** to save your changes. Or press **ESC** to cancel them.

### To delete an appointment:

Deleting an appointment removes it from the Appointment Book.

1. Start from the daily (or weekly) appointment list. (Press **App**, if necessary.)
2. If necessary, change to the desired date (use **Goto**).
3. Use the arrow keys to highlight the appointment to delete.
4. Press **DEL**.

If you highlight and try to delete an occurrence of a repeating appointment, you'll see the Repeating Item Delete dialog box.

- If you want to delete just the one appointment, press **F10**.
- If you want to delete more than one occurrence:
  1. Press **▼**.
  2. Tab to the Range boxes and enter the range you want to delete.
  3. Press **F10** to delete the range. Press **ESC** to cancel the delete.

### To restore a deleted appointment (Undo):

- Press **MENU** **E** **U** immediately after the deletion.

## To-Do Lists

To-do lists are much like appointment lists: You can view a list of to-do items, and, if you want more details about an item, you can display its record. Press **(F10)** (ToDo) from an appointment list to display the current day's to-do list. (For long items and notes, use the Note Taker application, **(&...)** **(N)**.)

Priority. Due date.

Priority	Description	Due date
1	*Pau Diodre	01/15/1995
2	*Type minutes	
1	✓Get receipts	
1	✓Return library books	
3	✓Call for estimate	

**A To-Do List**

When you highlight an item and press **(ENTER)**, you see its complete record:

The first date the item appears. Carries forward an item that is not checked off.

Description	Pau Diodre	
Start Date	1/13/1995	
Due Date	1/15/1995	<input checked="" type="checkbox"/> Carry Forward
Priority	1	Repeat Status: None
Note	Extra for snow days.	

**To-Do Item Record**

**To add a to-do item to the list:**

1. In the Appointment Book, press **(F10)** **(A)** **(T)**. (If a dialog box is open, you will need to close it first by pressing **(ESC)** or **(F10)**.)

## 2-10 Introducing the Appointment Book

2. Fill in the fields. (Use **TAB** or **ALT**+underlined letter to move among them.)
  - Description.** This will appear in the to-do list.
  - Start Date.** The first date a to-do item appears. Pressing **+** or **-** changes the date by one day.
  - Due Date.** Optional. If the to-do item has not been checked off, an exclamation point appears on the due date in the to-do list. Then, on subsequent days a sad face appears until the item is checked off.
  - Priority.** Every to-do item has a priority number (one or two digits and/or letters), which you can type in. The items are sorted by their priority; numbers are sorted before letters. Multiple items can have the same priority.
  - Note.** Optional. The Note field provides a large field for any additional information. Pressing **Note** (**F3**) displays a full-screen note.
  - Carry Forward.** If this box is checked, then the to-do item reappears in each day's list until the item is marked as completed. Pressing **spacebar** checks/unchecks this box.
3. Press **F10** when done. Or press **ESC** to cancel the information.

#### To scan a to-do list:

- Use the arrow keys to move the highlight bar through a list of items. When you want to see more details about an item, press **ENTER** to see its record; when you're done with it, press **ESC** to return to the list.

#### To check off a completed to-do item:

1. Highlight the completed item.
2. Press **-** to check it off and move it to the bottom of the list.

Highlighting a checked item and pressing **-** clears the checkmark.

#### More information about to-do items:

- On a to-do item's due date, an exclamation point appears next to it in the to-do list.
- When the item is past due, a sad face appears instead.
- You search, edit, and delete to-do items the same way you do appointments.

- You can use **Repeat** (**F8**) to create repeating to-do items the same way you create repeating appointments.
- Repeating appointments and to-do items with Carry Forward use more memory. You can save memory by limiting their durations.

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## Other Features of the Appointment Book


The *User's Guide* contains more information about what you can do with the Appointment Book:

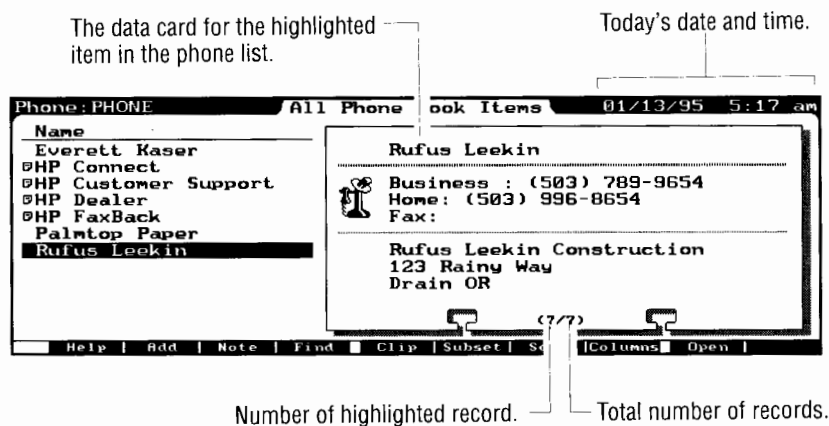
- Searching appointments and to-do lists for specific text (chapter 1).
- Simultaneously copying multiple fields from an appointment record to another application—for example, copying appointment information into a memo (chapter 1).
- Setting snooze alarms (chapter 3).
- Copying and moving appointments and to-do items (chapter 1).
- Setting an appointment to run a program (chapter 3).
- Translating HP 95LX Appointment Book files (chapter 3).




## Introducing the Phone Book

The Phone Book is a database that has been predefined to hold names, phone numbers, and so on. Each individual or business has its own record of information.

Press  to start the Phone Book.



### A Typical Phone Book List

You view a full record of information by highlighting the one you want and pressing .

Phone: PHONE		Phone Item		01/13/95 5:17 am	
Name	Rufus Leekin				
Business	(503) 789-9654	Home	(503) 996-8654		
Alternate		Fax			
Title	Owner	Category			
Company	Rufus Leekin Construction				
Address1	123 Rainy Way				
Address2					
City	Drain	State	OR	Zip	
Note					
<input type="button" value="Help"/> <input type="button" value="Add"/> <input type="button" value="Note"/> <input type="button" value="Find"/> <input type="button" value="Clip"/> <input type="button" value="Prev"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/> <input type="button" value="Done"/>					

### A Phone Book Record

From a phone record, you can return to the phone list by pressing **(F10)** (to save any changes) or **(F9)** (to cancel any changes).

Keep in mind while you're in the Phone Book that

- For help, press **(F1)** at anytime.
- To see the main menu of commands, press **(MENU)**. (If pressing **(MENU)** causes a beep, press **(ESC)** and try again.)
- To cancel a menu or back out of a command, press **(ESC)**.
- To change applications, just press another application key.
- To quit the Phone Book, press **(MENU)** **(Q)**.
- To protect your data, back up your Phone Book on a plug-in memory card.

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## Adding to and Editing a Phone Book

### To add a record to the Phone Book:

1. Press **(MENU)** **(F2)** to start the phone book and display an empty record.

Phone: PHONE Phone Item 01/13/95 5:18 am

Name			
Business		Home	
Alternate		Fax	
Title		Category	
Company			
Address1			
Address2			
City	State	Zip	
Note			

Help Add Note Find Clip Prev Next Cancel Done

2. Type in the name and tab to the next field. (Enter names either last-name first or first-name first, but be consistent because of alphabetic sorting—for example, JOHN SMITH would be sorted under J and SMITH, JOHN under S.)
3. Type information into the rest of the fields, pressing **TAB** to move forward or **↑ TAB** to move backward from field to field. (If a field isn't relevant, leave it blank.)
4. When you're finished filling out the record, press **F10** to save it and return to the list, or press **F2** to save the record and open another one to fill out.

#### To edit (change) a phone record:

1. Display the phone list. (Press **ESC** or **F10**, if necessary.)
2. Highlight the item you want to edit (either use the arrow keys or just start typing the name and watch the display scroll as you type).
3. Press **ENTER** to display the record.
4. Tab to and edit the fields you want to change. (To clear a field, press **DEL**.)
5. Press **F10** to save your changes. Or press **ESC** to cancel them.

#### To delete a phone record:

1. Display the phone list. (Press **ESC** or **F10**, if necessary.)
2. Highlight the item you want to delete (either use the arrow keys or just start typing the name and watch the display scroll as you type).
  - If you want to delete several items, select each one by highlighting it and pressing **spacebar**.
3. Press **DEL**.

### To restore the last deleted item (Undo):

- Press **⌘** **E** **U** immediately after the deletion.

---

## Searching a Phone Book

### To look up a name (speed-locate):

1. Display the phone list. (Press **ESC** or **F10**, if necessary.)
2. Start typing the name; the list scrolls as you type.
3. Press **ENTER** when done.

### To find any piece of text:

1. From a phone list or record, press **F4** (Find).
2. Fill in the dialog box with the characters or text to search for.
3. Optionally tab to and select (press **spacebar**) the boxes for including notes in the search and for discriminating upper and lower case.
4. Press **F10** to search from the beginning of the list.
  - Or press **F4** (Next) to search through the list from the current (highlighted) position.
  - Or press **F3** (Previous) to start the search *backwards* through the list from the current position.
5. To repeat the last search, press **⏪** **F4**.

A successful search stops at the first instance of matching text. Either the matching text (if a phone record is displayed) or the item containing the matching text (if the phone list is displayed) is highlighted.

---

## Other Features of the Phone Book

The *User's Guide* contains more information on what you can do with the Phone Book:

- Simultaneously copying multiple fields from phone records to another application—for example, copying a name and phone number into an appointment or memo (chapter 1).
- Sorting and rearranging a phone list (chapter 4).
- Creating subsets of a phone book (chapter 4).
- Creating multiple phone books (chapter 4).
- Translating HP 95LX Phone Book files (chapter 4).





## Introducing Pocket Quicken

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Pocket Quicken enables you to organize and track income and expenses anywhere, anytime. You can

- Enter and edit transactions in checking, savings, credit card, and cash accounts.
- Review balances and registers for your accounts.
- Reconcile your accounts to the statements you receive.
- Share financial data with a desktop version of Quicken.
- Create and print basic reports—for example, a report listing business expenses.

After you've gone through this quick-start chapter, see chapters 9 to 11 in the *User's Guide* for more detailed information.

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## Starting Pocket Quicken for the First Time

The first time you start Pocket Quicken you have to create a data file and your first account.

### To create a Pocket Quicken file and your first account:

1. Start Pocket Quicken by pressing **[Q]**.
2. Fill in the fields of the Create New File screen, pressing **[TAB]** after each entry:
  - **Name for file:** Enter a file name of eight or less characters *without* an extension—for example, PQDATA; Pocket Quicken automatically gives the file a .PDT extension.
  - **Preload categories for:** Tab to and press the spacebar to select Home or Business (or both) categories to be preloaded. As a general rule, select Home if the file will contain mostly personal data, select Business if mostly business data, and select both if a

mix. (The use of categories is demonstrated later in an example and then covered in detail in chapter 9 of the *User's Guide*.)

3. Press **(F10)** (OK) to create the file and display the Add Account screen.
4. Fill in the fields of the Add Account screen, pressing **(TAB)** after each entry:
  - **Name.** Enter a name for the account, such as Checking, Visa, or Wallet (for a cash account).
  - **Desc.** Optionally enter a longer description.
  - **Account Type.** Use the arrow keys to select the type of account.
  - **Balance (optional).** Enter the opening balance. (If possible, use the ending balance from your last bank or credit card statement as the Pocket Quicken opening balance. This will help you reconcile the account to your statement later.)
  - **as of.** Either type in a date for the opening balance or use the arrow keys to select it from the calendar. (If possible, use the ending date from your last bank or credit card statement as the Pocket Quicken opening date.)
5. When you're finished filling in the fields, press **(F10)** (Save) to create the account and see the list of accounts, which is your Pocket Quicken Home Base.

Account	Type	Description	Balance
Checking	Bank	Sandy's checking account	2,371.79

**List of Accounts with Your First Account**

**To display the register:**

- From Home Base (the list of accounts), press **(F10)** to see the register for your account. The only entry, if any, in the new account will be the opening balance.

**4-2 Introducing Pocket Quicken**



Pocket Quicken: QDATA.PDT		Checking		03/11/94 9:48 am	
1994	Check#	Payee	Category/Trip	C	Pmt/Dep+
3/11		Balance Forward	[Checking]	X	2,371.79*
					Ending Balance:
					2,371.79

Help | Add | Zoom | Balance | Void | Recnts | Edit

### The Register for Your First Account

## Entering Transactions

The transaction is the heart of Pocket Quicken. You enter a transaction whenever you move money into or out of an account. Also, when you begin an account you can add historical transactions from as many old bank statements as you like.

### To add a transaction to a Pocket Quicken account:

1. From the register press **(F2)** (Add) to see the Add Transaction screen.

Pocket Quicken: QDATA.PDT		Add Transaction		03/11/94 3:36 pm	
Date	3/11/1994	Account	Checking	Transaction Type	Check
Payee		Cleared Status	Not cleared		
Amount	0.00	ChkNum			
Category					
Trip					
Memo					
Ending Balance:					0.00

Help | Add | Splits | Reset | Prev | Next | Void | Cancel | Save

### Add Transaction Screen

2. Fill in the fields on the screen, pressing **(TAB)** or **(ENTER)** after each entry. (For an online description of a field, press **(F1)** (Help), tab to the field name you want described, and press **(ENTER)**. When you're done with Help, press **(ESC)** to return right where you left off.)

3. When you're finished, press **(F10)** (Save) to display the register, or press **(F2)** (Add) to save the transaction and prepare for another.

### Example: Entering Transactions in a Checking Account.

These steps show you how to enter a transaction into a checking account for a \$100 check written for auto service.

1. Press **(F2)** (Add) from a register to see the Add Transaction screen.
2. Type **Al's Auto Repair** as the payee for your check and press **(TAB)**.
3. Type **100** as the amount and press **(TAB)**.
4. Type **563** as the check number from your checkbook and press **(TAB)**.
5. Press **(v)** to see the category list.
6. Type **s** until you highlight **Service**. **Auto:Service** appears in the Category field.
7. Press **(ENTER)** to select **Auto:Service** as your category.
8. Press **(TAB)** to go to the Memo field.
9. Type **Oil change and new muffler** in the Memo field to describe the purpose of the check and press **(TAB)**. Here's what the screen looks like now:

Pocket Quicken: QDBITA.PDT Add Transaction 03/11/94 9:54 am

Date	3/11/1994	Account	Checking
Payee	Al's Auto Repair	Transaction Type	Check
Amount	100.00	ChkNum	563
Category	Auto:Service	Cleared Status	Not cleared
Trip			
Memo	Oil change and new muffler		
Ending Balance:		2,371.79	

Help | Add | Splits | Reset | Prev | Next | Void | Cancel | Save

10. For this example you can accept the account, transaction type, cleared status, and date, so press **(F10)** (Save) to enter the transaction in the register.

Here is an example of an Add Transaction screen filled out for a \$1,500 deposit to your checking account:

## 4-4 Introducing Pocket Quicken

Pocket Quicken: QDATA.PDT Add Transaction 03/11/94 9:55 am

Date	3/11/1994	Account	Checking
Payee	Mycompany	Transaction Type	Deposit
Amount	1,500.00	ChkNum	
Category	Bonus	Cleared Status	Not Cleared
Trip			
Memo	Bonus for meeting new quota		
Ending Balance:			2,371.79

Help Add Splits Reset Prev Next Void Cancel Save

### To display the register:

After entering a transaction, the register for the account is displayed when you press **(F10)** (Save). You can also display the register by pressing **Register** whenever it appears as a function key. Here is a register for an account with the previous two entries:

Pocket Quicken: QDATA.PDT Checking 03/11/94 9:58 am

Date	Check#	Payee	Category/Trip	C	Pmt/Dep+
3/11/94		Balance Forward	[Checking]	X	2,371.79+
3/11/94		Mycompany	Bonus		1,500.00+
3/11/94	563	Al's Auto Repair	Auto:Service		100.00
Ending Balance:					3,771.79

Help Add Zoom Balance Void Accts Edit

A Register with Two Transactions Added

## To Really Learn Pocket Quicken . . .

Create a practice account and try entering various types of transactions. If you don't know what goes in a field, try leaving it blank or press **(F1)** for Help.

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## Creating a Memo

Each memo you create is a separate file.

### To start a new memo:

1. Press **⌘** to start the Memo Editor.
2. If the screen shows no text, you can start typing immediately. You will name the memo later when you save it.
3. If another memo is already displayed, press **⌘ F N**. The File New command automatically closes any open file first, prompting you to save it, if necessary.
4. Write your memo text.

### To save a memo:

1. Press **⌘ F10** when the memo is done or you want to save what you've written so far.
2. If the memo is new and has no name yet, you'll be prompted to name it: Type a new file name of up to 8 characters and press **⌘ ENTER**. The Memo Editor automatically appends .DOC to the file name.

### To read or edit an existing memo:

1. Press **⌘ F O**.
2. Type its file name and press **⌘ ENTER**. The File Open command automatically closes any open file, prompting you to save it if necessary.

---

## Formatting a Memo

### Changing the Typeface

#### To start boldface, underlined, or bold underlined text in a memo:

1. Press **⌘ F2** (boldface), **⌘ F3** (underlining), or **⌘ F2 F3** (bold underlining) to start the new typeface.
2. Type the text you want in that typeface.

3. Press **F2** to stop boldface, **F3** to stop underlining, or **F2 F3** to stop bold underlining.

When these features are turned on, their names appear at the top of the display, just above the ruler.

#### **To change the typeface of existing text:**

1. Highlight the text you want to change by simultaneously pressing **↑** and an arrow key.
2. Press **F2** for boldface or **F3** for underlining.

### **Setting Headers, Footers, Margins, Tabs, and Page Breaks**

#### **To set headers and footers:**

1. Press **MENU T H**. (Use **TAB** to move among the fields.)
2. Enter the text for the header and/or footer you want.
3. Press **F10** (or **ESC** to cancel).



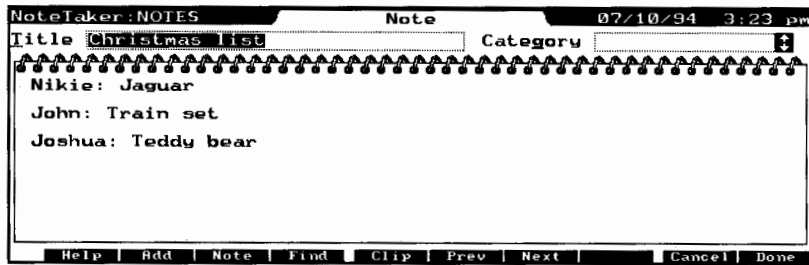
#### **To set the margins:**

The space for the left margin does not appear in the display, though it is shown on the ruler. The left margin does appear on the printed page. This setting applies to the current file only.

1. Press **MENU T M** (Format Margins).
2. Fill in the fields.
  - Left sets the number of columns (or characters) of indentation from the left side of a page.
  - Right sets the last available column on the right side of the page.
3. Press **F10** when done. (Or **ESC** to cancel the settings.)

#### **To set or delete a tab stop:**

1. Press **MENU T T**.
2. Use the left and right arrow keys to position the vertical bar to the location for a tab stop.
3. Press **F4** to set the tab or **F5** to delete it.



**A Note Record**

- For help in the Note Taker, press **(F1)** at anytime.
- To see the main menu of commands, press **(MENU)**. If pressing **(MENU)** causes a beep, press **(ESC)** and try again.
- To cancel a menu, press **(ESC)**.
- To change applications, just press another application key.
- To quit the Note Taker, press **(MENU)** **(Q)**.

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## Creating a Note

**Example: Adding a Note to the Note List.** Create the Christmas list note shown in the previous figure.

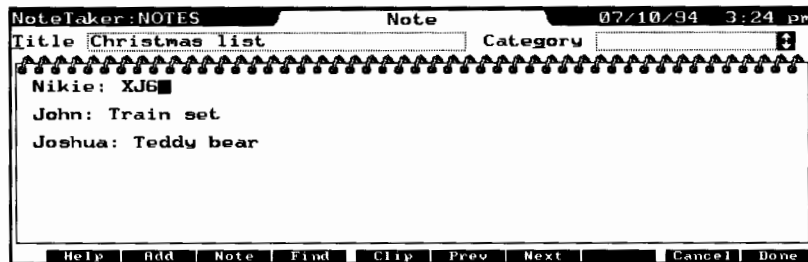
1. Press **(&...)** **(N)** to start the Note Taker.
2. Press **(F2)** (Add) to open a blank note record.
3. Type the title of the note and press **(TAB)**.
4. Type the note, ending each line with **(ENTER)**.
5. Press **(F10)** when you're done; this saves the note automatically.  
(You can press **(ESC)** to *not* save the note.)

---

## Editing a Note

**Example: Editing a Note in the Note List.** Edit the note created above to replace the word Jaguar with XJ6.

1. If it's not displayed, press **(ESC)** to display the note list.
2. Use the arrow keys to highlight the Christmas list note.
3. Press **(ENTER)** to display the note record.
4. Press **(TAB)** to move to the note field.
5. Use the arrow keys to move to the first letter of Jaguar.
6. Press **(DEL)** until the entire word is deleted.
7. Type XJ6.



8. Press **(F10)** to save the change.

---

## Deleting a Note

**To delete a note:**

1. Display the note list. (Press **(ESC)** or **(F10)**, if necessary.)
2. Use the arrow keys to highlight the note you want to delete.
  - If you want to delete several items, select each one by highlighting it and pressing **(spacebar)**.
3. Press **(DEL)**.

## Converting Times Across Time Zones

Time conversions let you pick any time and find out the corresponding time somewhere else. For instance, you can find out what time it is in any city in the list when it's 8:00 a.m. in Singapore.

**Example: Time Conversion.** Find the time in Corvallis, Oregon when it's 8:00 a.m. in Singapore. (This example assumes Corvallis is currently on standard time, not daylight savings time.)

### Keys:

**[&...]** **[T]**

sing

**[F8]** 8.0a **[F10]**

corv **[ENTER]**

### Description:

Starts World Time. (If the All Cities list isn't displayed, press **[All]** (**[F9]**) to see it.)

Highlights Singapore.

Selects time conversions and enters 8:00 a.m. for the time in Singapore.

Finds Corvallis, where the corresponding time is 4:00 p.m. the previous day. (A minus sign before the time indicates the previous day; a plus indicates the next day.)

WorldTime:WORLD		All Cities	03/08/94 12:00 pm
Local City			
Toronto, ON	Canada		- 7:00 pm
Performing Time Conversions. Press Esc when finished.			
Columbus, OH	USA		- 7:00 pm
Conakry	Guinea, P. Rev. R.		12:00 am
Copenhagen	Denmark		1:00 am
Cordoba	Argentina		- 9:00 pm
Corvallis, OR	USA		4:00 pm
Coventry	United Kingdom		12:00 am
Dakar	Senegal R.		12:00 am
Dallas, TX	USA		- 6:00 pm
Damascus	Syrian A. R.		2:00 am

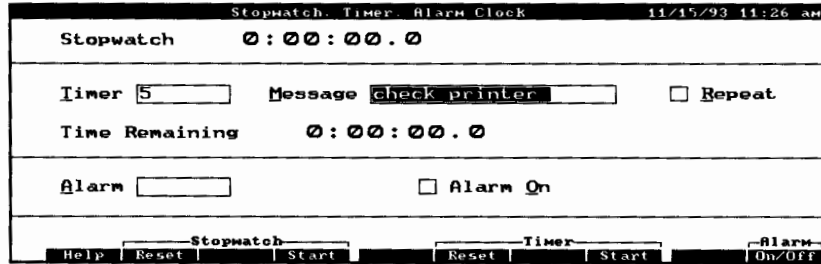
**[ESC]**

Takes you out of time conversions.



## Introducing the Stopwatch

Press **[Esc]** **[W]** to start the Stopwatch application.



**The Stopwatch, Countdown Timer, and Alarm Clock**

The Stopwatch application has three parts: a stopwatch, a countdown timer, and an alarm clock.

To quit the Stopwatch application, press **[Esc]** **[Q]**.

### To use the stopwatch:

1. Press **[Esc]** **[W]** to start the Stopwatch application.
2. Press **[F2]** to reset the time to zero, if necessary.
3. Press **[F4]** to start time counting.
4. Press **[F4]** to stop time counting. (Press **[F4]** again to continue counting.)

If the stopwatch reaches 24 hours, it resets itself to zero and continues to run.

### To use the countdown timer:

1. Press **&...** **W** to start the Stopwatch application.
2. Press **ALT**+**T** (hold down **ALT**, press **T**, and release both) and then enter the number of minutes (or *hours:minutes*) to count down.
3. Optional: Tab to the Message field and enter a message to be displayed when the countdown reaches zero. The default message is `The Timer has reached zero.`
4. If you want the Timer to continue repeating the countdown until you stop it, tab to the Repeat check box and select it by pressing **spacebar**.
5. Press **F8** to start the countdown.

During a countdown you can stop it at any time by pressing **F8**; you restart it by pressing **F8** again. When the countdown reaches zero, a message is displayed, regardless of the application that is open. Press **ESC** to erase the message.

**Example: Using the Countdown Timer.** Set the timer for 2 minutes to remind you to pick up a schematic drawing you're printing.

Keys:	Description:
<b>&amp;...</b> <b>W</b>	Opens the Stopwatch application.
<b>MENU</b> <b>T</b> <b>Z</b>	Sets the Countdown Timer to stop at zero.
<b>ALT</b> + <b>T</b> 2	Sets the timer for 2 minutes.
<b>TAB</b> Check the printer.	Tabs to the Message field and enters the reminder to check the printer.
<b>F8</b>	Starts the countdown.

### To use the Alarm Clock:

1. Press **&...** **W** to start the Stopwatch application.
2. Press **ALT**+**A** (simultaneously) and enter the time for the alarm.
3. Press **F10** to set the alarm.
4. Press **ESC** to erase the message when the alarm goes off.

Also press **F10** to cancel an alarm that is set.

## 8-2 Introducing the Stopwatch



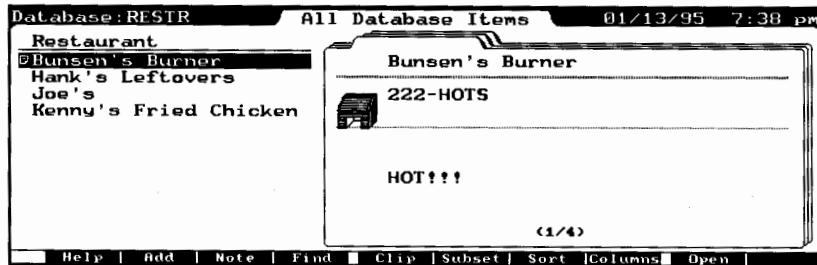
## Introducing the Database

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The Database application enables you to build your own database. You create a **template** with the fields you want, and then you enter the data into the template to form data **records**. The Phone Book application is an example of a predefined database. Other examples could be a list of your compact discs or a list of business clients.

There is a great deal of flexibility and power in this application for creating extensive and varied database templates. This chapter covers only minimum functionality. If you want to delve deeper into Database functionality after going through this chapter, see chapter 4 in the *User's Guide*.

Press **⌘** **B** to start the Database application. The initial Database display includes some predefined fields so that you can see what the Database is like and practice using it. Initially, there are no data records, but after entering a few, you would see something like this:



**Example Database**

As you highlight different items in the list, the **data card** to the right of the name changes to display information for that entry. If you press **ENTER**, you see the full data record for the highlighted entry.

Database: RESTR      Data Item      01/13/95 7:35 pm

Restaurant Bunsen's Burner

Phone 222-HOTS      Category

Address

Meals		Food Quality	Cost
<input checked="" type="checkbox"/> Breakfast	<input checked="" type="checkbox"/> Lunch	<input checked="" type="radio"/> Excellent	<input checked="" type="radio"/> Expensive
<input checked="" type="checkbox"/> Dinner	<input type="checkbox"/> Brunch	<input type="radio"/> Good	<input type="radio"/> Moderate
<input checked="" type="checkbox"/> All Night		<input type="radio"/> Fair	<input type="radio"/> Inexpensive
<input type="checkbox"/> Serves Liquor	<input type="checkbox"/> Good for Kids	<input type="checkbox"/> Vegetarian Menu	

Note HOT!!!

Help | Add | Note | Find | Clip | Prev | Next | Cancel | Done

### A Database Record

Pressing (F10) returns you to the list from a record.

Keep in mind while you're in the Database that

- For help, press (F1) at anytime.
- To see the main menu of commands, press (MENU). (If pressing (MENU) causes a beep, press (ESC) and try again.)
- To cancel a menu or back out of a command, press (ESC).
- To change applications, just press another application key.
- To quit the Database, press (MENU) (Q).

## Creating a Database Template

The first step in building your own database is creating the database template, which defines the fields for your data.

**Example: Creating a Database for a List of Birthdays.** Create a database template like this and name it BD.GDB.

Database: BD      Data Item      01/13/95 7:48 pm

**Birthdays**

Name

Date

Notes

Help | Add | Note | Find | Clip | Prev | Next | Cancel | Done

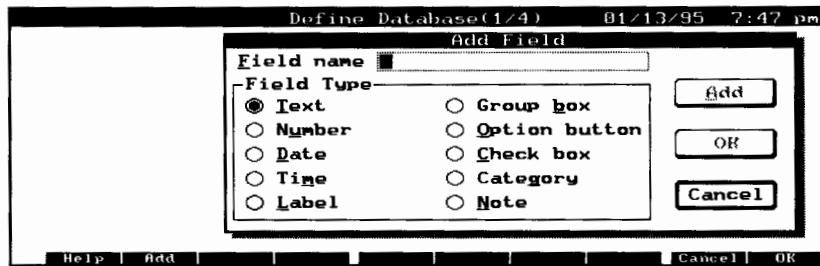
### 9-2 Introducing the Database

**Keys:**

**&...** **B** **ENTER** **F**  
**D**

**Description:**

Starts the procedure with an Add Field dialog box.

**Birthdays**

Adds the label Birthdays.

**ALT** + **L** **ENTER**

Name **ALT** + **T**  
**ENTER**

Adds a text field for the name.

Date **ALT** + **D**  
**ENTER**

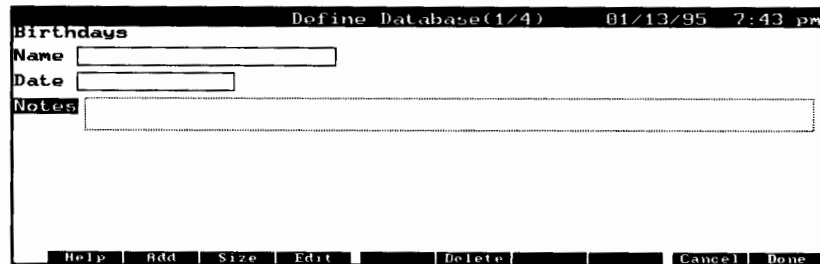
Adds a date field for the date.

Notes **ALT** + **N**  
**ENTER**

Adds a note field for notes.

**F9**

Cancels the Add Field dialog box because we're done adding new fields.



Now you need to move the fields on the screen:

**Introducing the Database 9-3**

first matching item.

3. Press **ENTER** when done.

**To find text in any field (Find):**

1. From a database list or data record, press **F4**.
2. Fill in the dialog box with the characters or text to search for.

**Introducing the Database 9-5**

3. Optionally tab to and select (by pressing **spacebar**) the boxes for including notes in the search and for discriminating upper and lower case.
4. Press **F10** to search from the beginning of the list.
  - Or press **F4** (Next) to search through the list from the current (highlighted) position.
  - Or press **F3** (Previous) to start the search *backwards* through the list from the current position.
5. To repeat the last search (forwards or backwards), press **↵** **F4**.

A successful search stops when it finds the first instance of matching text. Either the matching text (if a data record is displayed) or the item containing the matching text (if the data list is displayed) will be highlighted.

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## Modifying a Database and Data Records

### To modify a database template:

1. Display the database template you want to edit. If it is not currently displayed, use **File Open** to display it.
2. Press **F** **F**.
3. Modify the template:
  - Press **F2** to add a new field.
  - Press **F6** to delete the highlighted field.
  - Press **F4** to edit the highlighted field.
  - Press the arrow keys to move the highlighted field.
  - Simultaneously press **CTRL**+arrow keys to re-size the highlighted field.
4. Press **F10** to save the modified template. Press **ESC** to cancel the modifications.

### To remove the data card from the database list screen:

1. Display the database list. (Press **ESC** or **F10**, if necessary.)
2. Press **V** (View) to see the View commands.
3. The default state of the Show-DataCard option is on (checked). Press **D** to uncheck the box so the card is no longer seen.

To restore the data card to the database list, press **VIEW** V D (View Show-DataCard) to recheck the option.

#### To edit (change) a data record:

1. Display the database list. (Press **ESC** or **F10**, if necessary.)
2. Highlight the item you want to edit (either use the arrow keys or just start typing the name and watch the display scroll as you type).
3. Press **ENTER** to display the record.
4. Tab to and edit the fields you want to change. (To clear a field, press **DEL**.)
5. Press **F10** to save your changes. Or press **ESC** to cancel them.

#### To delete a data record:

1. Display the database list. (Press **ESC** or **F10**, if necessary.)
2. Highlight the item you want to delete (either use the arrow keys or just start typing the name and watch the display scroll as you type).
  - If you want to delete several items, select each one by pressing **spacebar**.
3. Press **DEL**.



#### To restore the last deleted record (Undo):

- Press **CTRL** **E** **U** immediately after the deletion.

#### To delete an entire database:

A database you create is actually a file. Use the Filer application to delete files.

1. Make sure the database you want to delete is not open in the Database application. (If necessary, use **CTRL** File Open to open another database, for instance RESTR.GDB.)
2. Press **CTRL** **F** to open the Filer.
3. Highlight the database file to delete. If it is not in the display, you might need to open its directory first: highlight the name of the directory and press **ENTER**. (C:\\_DAT is the default directory for storing palmtop data files.)
4. Press **DEL**.
5. Press **F10** to confirm.





## Introducing the Financial Calculator

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The examples in this chapter show you how to

- Do arithmetic: perform long calculations, enter negative numbers, find percentages, and store a number.
- Convert currencies and other units of measure.
- Solve a time-value-of-money calculation (a mortgage with amortization).
- Solve your own equations.

The Calculator in your palmtop is a very powerful Hewlett-Packard financial calculator. To get a full description of its features and capabilities see part 4 (chapters 12-20) in the *User's Guide*.

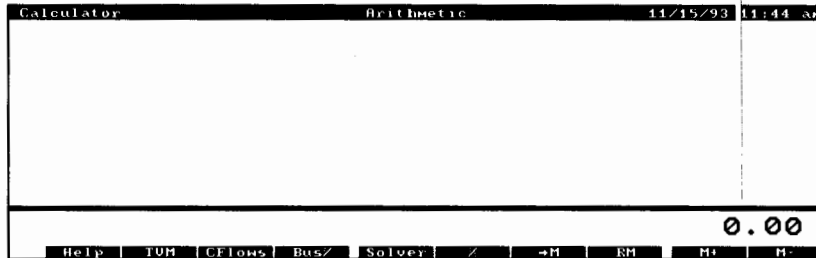
When working in the Calculator, keep in mind that

- For help, press **F1** at anytime.
- To see the main menu of commands, press **MENU**. (If pressing **MENU** causes a beep, press **ESC** and try again.)
- To cancel a menu or back out of a command, press **ESC**.
- To change applications, just press another application key.
- To quit the Calculator, press **MENU** **Q**.

## Arithmetic

Press to display the Arithmetic screen:

The calc line displays results.



Shortcut keys for starting these Calculator applications.

Function keys for storing and manipulating numbers in the memory register.

### To make corrections when doing calculations:

- Press to correct the last digit or operator.
- Press to clear the whole calc line to zero.
- Press to clear all currently displayed data values to zero.

**Example: Doing Long Calculations.** Calculate  $-534 + \frac{378}{12} - 6^3$ .

#### Keys:

534 (   
 378 12   
 - 6 3

#### Description:

Note that you make a number negative by pressing (the key). You can use parentheses (the shifted and keys) to group the calculation as appropriate. (the shifted key) is used for exponentiation. The result of  $-718.50$  appears in the calc line after you press .

**Example: Computing Percentages.** Calculate 35% of 2,569.  
 Calculate a 35% decrease from 2,569.

**Keys:**2569 **\*** 35 **%**  
**=****Description:**

(**%**) is the shifted (**+**) key, but you could also use (**F6**) (**MEM%**) while in the Arithmetic application.) Calculates 35% of 2,569 to be 899.15.

2569 **-** 35 **%**  
**=**

Calculates a 35% decrease from 2,569 to be 1,669.85.

**Example: Storing and Recalling a Number.** Store the currently displayed number (1,669.85) into memory. Then clear the calc line and recall from memory the stored number.

**Keys:****(F7)** **(DEL)****Description:**

Stores 1,669.85 into memory (register 0), then clears the calc line.

**(F8)**

Recalls the number from memory into the calc line.

## Converting Currencies and Other Units

Press **(F2)** **(NEW)** **(A)** **(O)** **(C)** **(ENTER)** to display the currency conversion screen.

Calculator		Currency Conversions		11/15/93 8:07 am	
Dollar	=		1.00		
Yen	=		123.00		
Mark	=		1.58		
Franc	=		5.33		
Lira	=	1,450.00			
Pound	=		0.64		
Canadian \$	=		1.28		
			0.00		
Help   Edit   Dollar   Yen   Mark   Franc   Lira   Pound   Canada   More					

The **More** key (**F10**) cycles through three "pages" of currencies.

**Example: Updating the Exchange Rate Between Dollars and Marks.** The current rate shows \$1.00 equal to DM 1.58. Using the editing screen, change the rate so \$1.00 = DM 1.61.

**Keys:** **Description:**  
 (F2) Displays the currency conversion editing screen.

```

Calculator      Currency Conversions Edit      11/15/93  8:13 am
Update currency conversion rates.
Dollar..... Rate =          1.00
Yen..... Rate =         123.00
Mark..... Rate =          1.58
Franc..... Rate =          5.33
Lira..... Rate =       1,450.00
Pound..... Rate =          0.64
Canadian $..... Rate =          1.28
-----
                                0.00
Help | Name | Dollar | Yen | Mark | Franc | Lira | Pound | Canada | More
  
```

1.61 (F5) This alters the exchange rate for the mark.  
 (ESC) Returns to the conversion screen.

**Example: Converting DM 400 into Dollars.**

**Keys:** **Description:**  
 400 (F5) Converts all the displayed currencies to values equal to DM 400 at the rate recorded on the editing screen.

```

Calculator      Currency Conversions      11/15/93  8:15 am
Dollar =          248.45
Yen =          30,559.01
Mark =          400.00
Franc =          1,324.22
Lira =          360,248.45
Pound =          159.50
Canadian $ =          318.01
-----
Mark = 400.00
Help | Edit | Dollar | Yen | Mark | Franc | Lira | Pound | Canada | More
  
```

You can convert units of measure in the same way. Just select Length, Area, Volume, Mass, or Temperature from the Conversions menu.

**Example: Converting 2 Tons into Metric Tons.**

**Keys:**

**2** **[MENU]** **[A]** **[O]**  
**[M]** **[ENTER]**

**2** **[F8]**

**Description:**

Displays the mass conversion screen.

Calculates all the equivalents for 2 tons, including 1.81 metric tons.

## Time-Value-of-Money Calculations

The term **time value of money** (TVM) describes calculations based on money earning interest over a period of time. TVM calculations are for compounding interest (such as savings accounts and loans), amortization, and interest-rate conversions. Doing these calculations is easy—you just fill out the TVM screen.

Press **[F7]** **[MENU]** **[A]** **[T]** to display the TVM screen.

Calculator		Time Value of Money - case 1		11/15/93 11:49 am	
Number of periods.....	N	=			0.00
Annual interest.....	I%YR	=			0.00
Present value.....	PV	=			0.00
Payment.....	PMT	=			0.00
Future value.....	FV	=			0.00
Payments per year.....	P/YR	=			12
Begin/End mode.....	B/E	=			END
					0.00
Help   Amort   Iconv   B/E   P/YR   N   I/YR   PV   PMT   FV					

**TVM Screen to Fill Out**

**Example: A Home Mortgage and Amortization Schedule.**

Calculate the monthly payment on a 15-year, \$95,000 mortgage at 10.5% annual interest. Then find the amount of the first year's payments that is applied toward the principal.

You must provide a value for each of the **variables** listed on the screen *except* the one whose result you are seeking. In this case *PMT* (the payment) is the variable you are seeking, that is, **solving for**.

**Keys:**

15  12

10.5

95000

0

**Description:**

Selects TVM, if necessary.

Clears any previous data, sets payments to occur at the end of each period, and sets the number of payments per year to 12 (monthly payments).

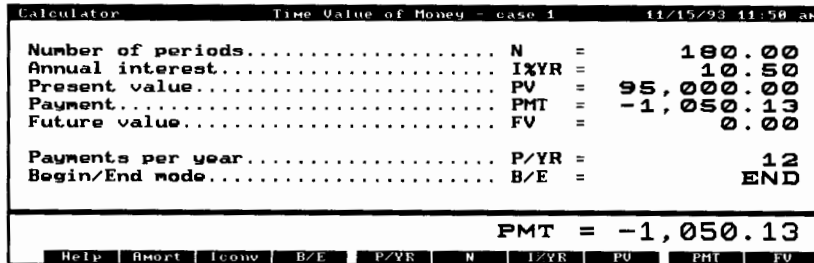
Enters the total number of payments (the number of compounding periods).  
Alternative keystrokes: 15  .

Enters the annual interest rate.

Enters the mortgage amount, the **present value**.

Enters the **future value**, zero. This is the ultimate value of the loan, that is, when it is paid off.

Calculates the monthly payment. *Note that the result is a negative number*, indicating money paid out.



**F2**

Selects the amortization screen.

**F2**

Calculates the amortization for the first 12 payments (one year): \$2,756.73 has been applied toward the principal.

Calculator		TVM Amortization - case 1		11/15/93 11:51 am	
Group	1	Payments	1 - 12		
Payments per Group:			12		
Amort interest rate.....		I%YR'	=	10.50	
Amort payment.....		PMT'	=	-1,050.13	
Remaining balance.....		BAL	=	92,243.27	
Interest.....		INT	=	-9,844.83	
Accum. interest.....		ACCUM	=	-9,844.83	
Principal.....		PRIN	=	-2,756.73	
					-1,050.13
Help   Go   Adjust   I%YR'   PMT'   BAL   INT   ACCUM   PRIN   1-2-3					

Press **ESC** to return to the TVM screen.

**Calculate a new mortgage amount for a given payment.** Given the same mortgage terms as above, how big a loan could you get if you could pay back \$1,200 per month? *Remember to enter money paid out as a negative number.*

**Keys:**

1200 **+/-** **F9**

**Description:**

Enters a \$1,200 payment into the same TVM form. *Do not clear the data.*

**F8**

Calculates the appropriate mortgage amount (present value): \$108,558.09.

## Solving Your Own Equations











The Solver creates screens like the TVM screen to help you solve your own equations. It is ideal for problems that you solve over and over.

**Example: A Solver Equation for the Most Economic Ordering Quantity.** The following equation defines the **economic ordering quantity**—the optimum order size based on annual sales, purchase price, carrying costs, and the cost of making the order itself:

$$EOQ = \text{SQRT}(2 * \text{FIXCST} * \text{SALES} / (\text{CARRY}\% / 100 * \text{PRICE}))$$

<i>EOQ</i>	The economic ordering quantity.
<i>FIXCST</i>	The fixed costs of placing and receiving an order.
<i>SALES</i>	The annual unit sales.
<i>CARRY%</i>	The carrying costs as a percentage of inventory.
<i>PRICE</i>	The purchase price per unit of inventory.

### Enter the equation into the Solver:

Keys:	Description:
  	Selects the Solver and displays the current catalog of equations, which is probably empty. (If it's not empty, press  END—that is, the purple  key and then the  key—to go to the end of the list.)
	Moves the highlight to the left-hand field for the name of the equation.
Ec Order Qty 	Enters a name for the equation.
	Highlights the equation field.
EOQ=SQRT(2* FIXCST*SALES/ (CARRY%/100* PRICE)) 	Enters the equation. (The editor screen automatically appears when you start typing.)



F9

Checks the equation, then displays the named equation and its variables.

Calculator: SOLVE.EQN		Solve Calc	11/15/93 11:53 am
Ec Order Qty: $EOQ = \sqrt{2 * FIXCST * SALES / (CARRY\% / 100 * PRICE)}$			
EOQ	=	0.00	
FIXCST	=	0.00	
SALES	=	0.00	
CARRY%	=	0.00	
PRICE	=	0.00	
			0.00
Help	EOQ	FIXCST	SALES CARRY% PRICE

### Calculate the economic ordering quantity:

Given are: fixed costs, \$35; annual sales, 10,000; carrying costs, 20% of inventory value; and purchase price, \$4.73.

#### Keys:

35 (F3)

10000 (F4)

20 (F5)

4.73 (F6)

(F2)

#### Description:

Enters the fixed costs.

Enters the annual sales.

Enters the carrying costs as a percentage of inventory value.

Enters the price per item.

Calculates the economic ordering quantity (860.21, which you would round to 860).



Calculator: SOLVE.EQN		Solve Calc	11/15/93 11:54 am
Ec Order Qty: $EOQ = \sqrt{2 * FIXCST * SALES / (CARRY\% / 100 * PRICE)}$			
EOQ	=	860.21	
FIXCST	=	35.00	
SALES	=	10,000.00	
CARRY%	=	20.00	
PRICE	=	4.73	
			EOQ = 860.21
Help	EOQ	FIXCST	SALES CARRY% PRICE

### **Backsolve for SALES if you know the EOQ:**

What would the annual sales need to be to support an economic ordering quantity of 1,000 items?

**Keys:**

1000 **F2**

**F4**

**Description:**

Enters hypothetical ordering quantity.

Backsolves for *SALES* to show that \$13,514.29 is needed to support the given *EOQ*.

### **Delete the EOQ equation:**

**Keys:**

**ESC**

*Highlight the EOQ equation*

**F3** **F10**

**◀** **F3**

**Description:**

Displays the Solver catalog.

If necessary, use the arrow keys to highlight the EOQ equation (not the name, but the equation).

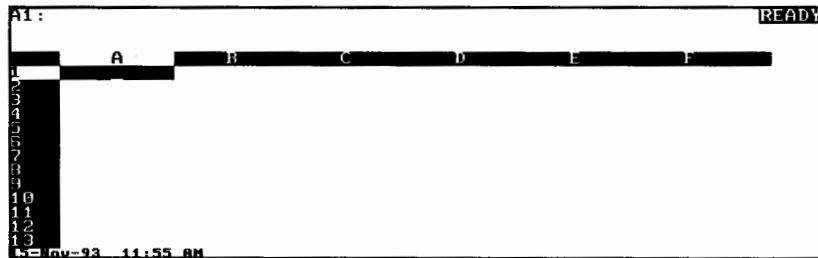
Deletes both the equation and the variables.

Deletes the name of the equation.

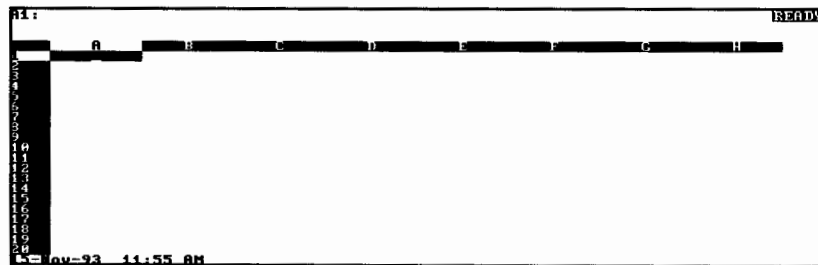
## Introducing 1-2-3

This chapter is written for those of you familiar with 1-2-3, release 2.4.

**No Installation Required.** To start 1-2-3 simply press **[F2]**. The palmtop default display size is 64 columns × 18 lines.










Pressing **[Fn]** ZOOM (that is, **[Fn]** followed by the spacebar) switches back and forth between the 64-column × 18-line display and an 80-column × 25-line display (the common PC screen size).



With the help of the Connectivity Pack for your palmtop, you can transfer worksheets between your palmtop and another PC. The Connectivity Pack is available from your HP dealer.

**To enter, edit, and move around a worksheet:**

- You enter the data, labels, formulas, and formats as you would in any version of 1-2-3.
- You edit cells as you would expect, using  (backspace),  (delete),  (EDIT), and  (GOTO).
- You move around the worksheet as you would expect, using arrow keys and cursor-movement keys. Note that PGUP, PGDN, HOME, and END are -shifted keystrokes (for example, you press  then  to execute HOME).

**To leave 1-2-3:**



- You can either quit 1-2-3 ( ), or simply press another application key.

---

## Differences between 1-2-3 on Your Palmtop and 1-2-3 Release 2.4 on the PC

Although the palmtop version of the 1-2-3 Release 2.4 is essentially the same as the packaged version for your PC, there are some important differences. Even if you're a 1-2-3 expert, you should read the following descriptions of the additions, deletions, and modifications to your palmtop 1-2-3.

### Additions to 1-2-3 on the Palmtop

- Backsolving 1-2-3 values using the Calculator.
- Clipboard functions for copying material from one location to another:  COPY copies a defined range to the Clipboard, and  PASTE inserts this material into the current location.

## Deletions from 1-2-3 on the Palmtop

- The Install utility: No installation is necessary on the palmtop. The collating sequence (sorting order) and the printer configuration are set in the Setup utility.
- The landscape printing option.
- WYSIWYG and color support.
- Mouse support.
- The Tutorial add-in and tutorial files.
- The Translate utility.
- The Access system (to access PrintGraph, Translate, and 1-2-3).
- The SmartIcons add-in.
- The SmartPics™ files.
- The Backsolver add-in.
- The Background printing option.
- The PrintGraph program. (However, you can print a displayed graph by pressing **Fn** PRTSC. It can take several minutes to begin printing.)
- The Viewer and Auditor add-in.
- The Macro Library Manager.

## Modifications to 1-2-3 for the Palmtop

- Write-protected cells appear no different from other cells. The PR protection indicator appears in the control panel when a protected cell is highlighted.
- Because of ROM memory constraints, the Help text is less extensive.
- The macro commands {BIGLEFT}, {BIGRIGHT}, {PGUP}, and {PGDN} will operate differently depending on whether your palmtop is displaying 64 columns × 18 lines or 80 columns × 25 lines.
- There is no 123.EXE file, so you cannot start 1-2-3 from DOS.
- To save memory, the default status for the Undo feature is off (disabled). Select /Worksheet Global Default Other Undo Enable to turn Undo on.
- Add-ins must be run from RAM. To work, therefore, an add-in must fit in RAM, must work with any size screen in MDA or CGA mode, and must have been developed using the Add-In Toolkit specifications.
- The collating sequence for 1-2-3 can be set only in the Setup utility.

---

## About Configuration Settings

1-2-3 can specify many configuration settings under /Worksheet Global Default. The Setup utility (**ESC** **S**) establishes many other settings for the palmtop, *including for 1-2-3*. A few settings appear in *both* Setup and 1-2-3: date format, time format, punctuation, currency, and printing (interface, baud, and name).

- Setup's time and date formats do not affect 1-2-3 cells, only the printing of headers and footers on paper.
- Setup supplies **default** (initial) values to 1-2-3 for punctuation and currency, as well as for the printer interface, baud, and name.
- If you make a printer, punctuation, or currency setting in 1-2-3, it overrides the setting in Setup.

Remember that for a /Worksheet Global Default setting command to remain in effect after the current session, you must preserve it with the Update command. Otherwise, the settings for the next session will take default values from Setup again.

### To set the printer configuration:

1. Press **ESC** **S** **ESC** **O** **P** to select the printer configuration screen in Setup.
2. If you're not already there, tab to the baud group box.
3. Use the arrow keys to select the specific baud for your printer (the default is 9600).
4. Tab to the interface group box.
5. Use the arrow keys to select the interface.
6. Tab to the list box containing the list of printers.
7. Use the arrow keys to highlight the name of the printer that is compatible with yours.


A Kodak Diconix printer, for instance, can have its option switches set to be compatible with either the Epson or the IBM. You then select the Name setting in Setup that matches the printer's compatibility.

8. Press **F10** to save your settings.
9. Press **ESC** **Q** to exit Setup.

## Introducing the Filer and File Management

In your palmtop, data is saved in electronic files just like in any PC. The plug-in card slot is designated drive A and the internal RAM disk (analogous to a PC hard disk) is designated drive C. One difference, however, between your palmtop PC and most other PCs is that your palmtop *automatically saves files in most applications as you work*. This is true for all applications except 1-2-3, the Memo Editor, and the Calculator. In these applications you must go through a saving process to save your data.

The built-in applications use DOS file-naming conventions, which are described in chapter 25 of the *User's Guide*.

The application in the palmtop that enables you to manage your files—in other words to copy, delete, and organize them—is the Filer. Press  to start the Filer. If you *do not* have a card plugged in, you should see a listing of your root directory (C:\) similar to the following screen. (If you *do* have a card plugged in, you'll see a split screen with the root directory on one side and a directory for the card on the other. For more information see “Using the Split Screen” in chapter 22 of the *User's Guide*.)



File Name	Attributes	Size	Date	Time
_DIR	<DIR>	0	01-01-88	12:00a

The Root Directory on Drive C

Among its many files, the root directory also lists at least one subdirectory, `_DAT` (marked <DIR>). `_DAT` contains many configuration files, such as the file for the printer settings, and will also contain files you create as you use your palmtop.

*Do not delete or rename the `_DAT` directory.*

When you're in the Filer, keep in mind that

- For help, press **F1** at anytime.
- To see the main menu of commands, press **MENU**. (If pressing **MENU** causes a beep, press **ESC** and try again.)
- To cancel a menu or back out of a command, press **ESC**.
- To change applications, just press another application key.
- To quit the Filer, press **MENU** **Q**.






---

## Working with Files

The Filer is your file manager—it lists directories and the files in those directories. You can use these lists to copy, move, delete, rename, and print files.

**Example: Making a Directory for 1-2-3 Files.** Create the subdirectory `C:\123` for your 1-2-3 worksheet files.



<b>Keys:</b>	<b>Description:</b>
  <b>F</b> <b>T</b>	Starts the Filer and opens a dialog box for creating a directory.
c:\	Sets the path.
123 <b>F10</b>	Names and creates the subdirectory.
  <b>W</b> <b>G</b> <b>D</b>	Starts 1-2-3 and selects the default settings screen.
<b>D</b> <b>ESC</b> c:\123 <b>ENTER</b>	Makes the new 123 directory the default for new 1-2-3 files.
<b>U</b>	Updates the 1-2-3 configuration file so that C:\123 remains the default directory in future 1-2-3 sessions.
<b>Q</b> 	Quits the 1-2-3 menu and returns to the Filer.

#### **To copy or move a file or directory:**

1. In the Filer, use the arrow keys to highlight the name of the file or subdirectory you want to copy or move.
2. Press **F2** (copy) or **F3** (move).
3. Type the new file or directory name. (If you specify a path with subdirectories that don't exist, the Filer will ask if you want them created. Respond by pressing **F10** (OK) or **F9** (Cancel).)
4. Press **F10** to perform the operation, or press **ESC** to cancel.

#### **To delete a file or directory:**

*Do not delete the \_DAT directory.*

1. In the Filer, use the arrow keys to highlight the name of the file or subdirectory you want to delete. (When you delete a directory, any files or directories it contains are also deleted.)
2. Press **DEL**.
3. Press **F10** to perform the deletion, or press **ESC** to cancel.

### To rename a file or directory:

*Do not rename the \_DAT directory.*

1. In the Filer, use the arrow keys to highlight the name of the file or directory to rename.
2. Press **RENAME** **F** **N**.
3. Type a new file or directory name and press **F10**.

---

## About Transferring Files between Your Palmtop and Another Computer

You can copy or move files and directories between your palmtop and another PC in three ways:

- Using an infrared (wireless) connection.
- Using a memory card.
- Using the Connectivity Pack.

For all the procedures and details relating to the first two methods, see chapter 22 in the *User's Guide*.

The third method requires that you have the Connectivity Pack as an accessory to your palmtop. You can get it from your HP dealer, and the manual that comes with it describes the file transfer procedures.

## Answers to Common Questions

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**Q:** *Why does the palmtop stay on when the batteries are recharging?*

**A:** The software must be running to recharge the batteries. The palmtop turns itself on and stays on until you unplug it. This will *not* harm the screen.


**Q:** *Which printer driver should I use with the HP DeskJet?*

**A:** Use the HP LaserJet print driver in the Setup utility.

**Q:** *How do I translate my HP 95LX Phone Book and Appointment Book files to the HP 200LX format?*

**A:** The File Open command automatically translates an HP 95LX file to an HP 200LX format. See “Translating Appointment Books” (chapter 3) or “Translating Phone Books” (chapter 4) in the *User’s Guide*. To be translated, a HP 95LX Appointment Book file must have a .ABK extension and a Phone Book file must have a .PBK extension.

**Q:** *How do I translate my HP 100LX Phone Book and Appointment Book files to the HP 200LX format?*

**A:** The HP 100LX and the HP 200LX share the same file format, so no translation is required. However, HP 100LX Phone and Appointment Book files may look slightly different from those created on your HP 200LX. If you want an HP 100LX Phone or Appointment Book to look just like one from your HP 200LX, merge your HP 100LX file with an HP 200LX file (use  File Merge).

**Q:** *What is the proper procedure for changing the batteries?*

**A:** See “Changing Batteries” in appendix B of the User’s Guide.

**Q:** *While trying to delete a file in the Filer application, I see the message Cannot delete read-only file.*

**A:** The file you are trying to delete is open. First return to the application containing this file and then Quit the application, which automatically closes the file.

**Q:** *How do I re-allocate memory between system RAM and disk RAM?*

**A:** Use the Options System command in the Setup utility. See “Allocating Memory between System RAM and the RAM Disk” in chapter 21 of the *User’s Guide*.

**Q:** *I’d like to install a DOS application on my palmtop. What is the palmtop’s system configuration?*

**A:** Your palmtop is an IBM-XT-compatible computer (80C86-compatible chip) with a CGA display, running MS-DOS 5.0. The *mazimum* amount of system RAM available for a DOS application is about 600 KB. However, the actual amount of system RAM available *depends on how you access the DOS prompt* (chapter 25, *User’s Guide*), how system RAM and RAM disk are allocated (chapter 21), and how much system RAM is allocated to DOS (chapter 18). See also chapter 24, “Managing Your Applications.”

**Q:** *How do I copy files to a plug-in memory card (drive A)?*

**A:** Quit the Filer, *turn off the palmtop*, and plug in the card. Turn the palmtop on, start the Filer, highlight the file to copy from drive C, then press **F2** **F10** (Copy OK). (*User’s Guide* chapter 22 has more.)

**Q:** *Which PCMCIA card modems can I use with my palmtop?*

**A:** In the U.S., call (800) 443-1254 for the current list of compatible modems. Outside the U.S., check with your HP dealer.

**Q:** *Why can’t I print to a parallel printer?*

**A:** The palmtop sends only serial data. Some printers have only parallel input ports (some have both serial and parallel). If your printer does not have a serial port, then you need to buy a serial-to-parallel converter. The converter also needs its own power supply, as the palmtop cannot provide enough power.

**Q:** *I am using a flash disk card. When I try to run CHECK or SDIR, I get the message (Null) ERROR 51.*

**A:** This means there is not enough memory to run these programs. Run them from the Filer instead: first close all applications, then start the Filer, highlight the file to run, and press **ENTER**.

**Q:** *My HP F1015A serial cable doesn’t seem to work; why?*

**A:** It may be that the 10-pin end of the cable is plugged into the palmtop upside down. Make sure the HP logo on the 10-pin connector faces up when you plug it in.

## 13-2 Answers to Common Questions

**Q:** *How often should I back up my Files?*

**A:** You should back up your palmtop files on a regular basis, as you would with any computer. The duration between backups depends on how much you have changed your data files. The backup procedure is covered in chapter 22 of the *User's Guide*.

**Q:** *The keyboard will not respond. What should I do?*

**A:** **Do not remove the batteries.** See "Resetting Your Palmtop" in chapter 1 of the *User's Guide*.



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