

## PocketDay Lists

PocketDay Lists, although simple to use, has many configurable options and settings. This guide is intended to get you up and running quickly with the basic options working, while allowing you to explore the more advanced options as you get familiar with the product.

### Quick Start

#### -1- Sections and Lists

There are two basic concepts in PD Lists: Sections and Lists. Sections are provided as a way to organize your lists into groups and Lists are where you keep information. When you first start PD Lists, you are presented with a default section called My Lists. You can keep this and just start creating lists or rename it and then begin using it. In addition, PocketDay has the unique ability to create a list and create a template out of it which you can use to create new lists in the future using the settings (not data) from this list. More later.

#### -2- Getting Started

The easiest way to get started is to just use the menu and select Create List from Template. PD Lists comes with a few pre-built templates that get you up and running quickly. Creating a list by selecting a template gets your list created quickly and allows you to begin entering information.

After creating a list, it's listed in the section that was either selected when it was created. If the section is collapsed you'll see a + sign next to it. Press the Space Bar or use the Expand menu option to open the Section. Once open, you can highlight the list and either press Enter or use the Open command on the menu to open the list.

Once a list is open you can use the menu to:

- Create/Edit/Delete items
- Move or copy items to other lists
- Switch to another list
- Mark Items complete (use the menu or press the spacebar to mark an item complete)
- Change the Sort Options for the list

### The Main Screen

---



The main screen of pocketday lists displays your lists in an organized way, using sections to hold lists. A section has no characteristics except a name and is just a placeholder for lists.

You can expand and collapse sections to make more room on the screen to view your lists. Either use the Collapse/Expand menu item when a section name is highlighted or press the spacebar. A + sign means you can expand it, and a – sign means it's already expanded and it will collapse when you press space.

You can also move lists between sections by using the Move Up/Down menu options.

## Creating Lists

---

There are two ways to create a list; from a template and from the detailed list definition screen. PocketDay Lists comes with a few pre-defined templates to get you up and running quickly. To use a template, select Create List from Template on the menu, select the template, enter a name for the list and it will be created. You may then use the Edit List menu option to change characteristics of the list. This is described below.

To create a list, highlight the section you want to add the list to and select create List from the menu.

**PD Lists – New List**

List Name: |

List Password:

List Font

---

Show Completed Field?

Show Priority Field?

Show Date Field?

Show Alarm Field?

Alert Type Vibrate

Show Category Field?

Show Notes Field

Custom List Fields ▼

Customize List Display

---

Default List Sort: Priority/Due Date

Show 1st Line of Notes

Show Completed Items

### List Options

List Name	Name for this list
List Password	Assign a password if you want. You will have to enter the password to open the list
List Font	Click this button to assign a Font for this list
Show ...	Check these off to show these particular fields
Alert Type	Select an Alert type if you have an Alarm field showing
Default Sort	Select a default sort type
Show Notes	Shows the 1 <sup>st</sup> line of a note on a 2 <sup>nd</sup> line for each detail item
Show Completed	Shows completed items...

Custom List Fields      Allows you to configure up to 10 of your own fields

PD Lists – Custom List Fields	
Field 0 Name:	
Field 0 Type:	Text Field
Field 1 Name:	Number
Field 1 Type:	Checkbox
Field 2 Name:	Date
Field 2 Type:	Time
Field 3 Name:	Web URL
Field 3 Type:	Text Field
Field 4 Name:	
Field 4 Type:	Text Field
Field 5 Name:	
Field 5 Type:	Text Field

The Custom List Fields screen allows you to add up to 10 of your own fields each with a special type as shown below. When you add a new list item, these fields will appear in the order listed here. The types are as follows:

- Text Field      Any characters
- Number          Only numbers
- Checkbox        A Yes/No checkbox
- Date             A full date field
- Time             A Full time field
- Web URL         Special edit for a URL

### Customized List Display

PD Lists – Display Settings	
▶ <input checked="" type="checkbox"/> Text	02/07
<b>Completed</b>	<b>(12 / 240)</b>
Item Text	(173 / 240)
Due Date	(55 / 240)

This screen allows you to customize how your list items appear when you open a list. You can set the size of the columns for each field, what columns to display and the order of the fields. When you highlight a field, press the Trackwheel/Trackball to display the menu of options. Options include increasing and decreasing column widths, moving fields up/down, adding fields that aren't currently shown (like your own custom fields) and removing fields that you don't want displayed. All options are selected by using menu options.

## Using Templates

---

Templates provide a way for you to create a new list quickly based on a template that you've created from another list or one of the pre-defined ones that come with PocketDay Lists.

### Creating a List from a Template

From the main PocketDay lists screen, you select Create List from Template, select the Template to use, give the list a name and it's created for you.

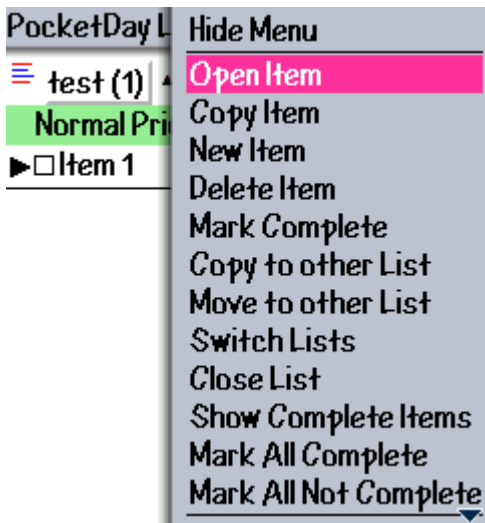
### Creating a Template from an existing list

Once you have a list created and working just the way you want it, you can save that as a template so you can create new lists with all the same characteristics quickly in the future. From the main PocketDay Lists screen, highlight the list you want to use and select Save List as Template from the menu. Give it a name (it can be the same name as an existing template which will overwrite the current one) and select save.

## Working with Lists

---

Once a list is open from the main screen (Select Open from the menu or press Enter when a list is highlighted) you can work with the items inside a list. All options are available from the menu:



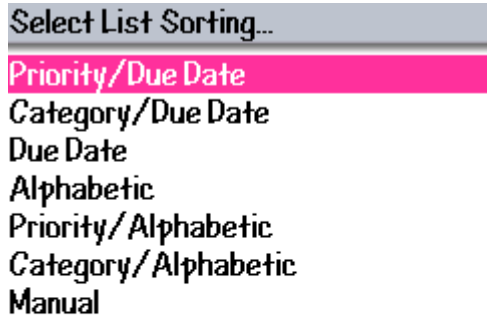
The menu above shows all of the above actions available when a list item is selected. You can open, copy, create and delete items with ease. If your item has the Complete field enabled, pressing the spacebar on the item or selecting Mark Complete will mark it completed.

You can also copy or move an item to another list. It will copy all like fields, but will drop custom fields that don't exist in the destination list.

You can also quickly Switch to another list by selecting Switch Lists.

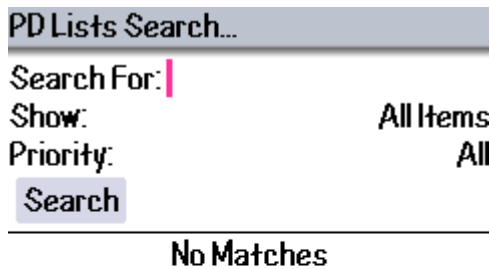
## Sorting Lists

Selecting Sort Selection allows you to change the way that items are sorted in the list as follows:



## Searching for Items

Selecting Search from the menu brings up the Search function.



The search allows you to search for text in any text field, show only completed or not completed items with a specific priority. The search function searches ALL LISTS, not just the open one. You can then select an item from that screen and that list will open to that item.

## Emailing a List

The Email function allows you to send the entire contents of a list to any address. The list will get sent in a comma delimited form allowing easy integration with Microsoft Excel.

### PD Lists Settings

#### Main Screen Font

Date Format: mm/dd

Close List on ESC?

Priority Section Headers?

Colors (click to change)

#### List Sort Separator

High Priority Items

Normal Priority Items

Low Priority Items

Selecting PD List Settings shows the above screen. Here you can choose the Font for the main list screen (each individual list can have it's own font), the global date format, whether to show headers like (High Priority), etc. and Colors for different priorities.