

Spb Diary 2.2 User Manual

Abstract:

This document describes Spb Diary 2.2, including new features added on Dec 22, 2006

Spb Diary is a powerful feature-rich "all-in-one" Today plug-in for the most popular PIM applications.



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Overview

Spb Diary is a powerful "all-in-one" Today plug-in for your Calendar, Tasks, Contacts, Notes, Messages and Special Events. This program can deeply integrate with the most popular PIM applications (Pocket Outlook, Agenda Fusion, and Pocket Informant). Spb Diary Today plug-in has six tabs for your appointments, tasks, contacts, notes, messages, and special events. The form and content of each tab is highly customizable. Spb Diary supports configurable filters, photo contacts, category coloring, provides different grouping and sorting modes, and allows you to add as much supplementary graphic information as possible.

Updated Features and Bug Fixes Spb Diary 2.2, Dec 18, 2006:

- Mail folders support added
- Context menus usability improved
- Agenda One support added
- PhatPad and Excel support added to Notes tab
- Excluding folders in Notes tab implemented
- Regenerating tasks (Pocket Informant) support added
- Hiding Pocket Informant task templates implemented
- Ability to see contact address in preview pop-up added
- Showing contacts in both text and photo forms option added
- Option to disable marking appointment conflicts added
- Option to setup the appearance of multi-day tasks in Calendar added
- Option to hide the collapse icon implemented
- Changing tab order ability added
- The behavior of the UP button in the search panel changed
- Recording preview for WM5 case implemented
- Wrong representation of some recurring appointments bug fixed
- The bug with inability to set the plugin height less than 120 pixels in Pocket Plus fixed

Software Features

Six Today plug-ins in one

Spb Diary provides a perfect Today plug-in for your Calendar, Tasks, Contacts, Notes, Messages, and Special Events represented with vertical tabs.

View up to 31 days of upcoming events

Spb Diary can simultaneously put on the screen your tasks and appointments for up to 31 days.

Clear, intuitive and customizable interface

All information represented in Spb Diary Today plug-in is informative, clear, and intuitive. A lot of actions can be performed from menus, including context menu. A time span incredibly simplifies the process of adding appointments with fixed duration. The form and content of each plug-in tab is highly customizable. You can configure fonts, indents, headers, item colors, counters, separating lines, time spans, status bars, group titles, date formats, long name handling, sorting modes, items to show, icons to show, and a lot of other details that will provide the most habitual interface of your Spb Diary Today plug-in.

Most frequent actions can be made without leaving the Today screen

The most important and most frequent actions can be performed from Spb Diary Today plug-in using menus, including the context menu.

Deep integration with all the most popular PIMs

You can assign Spb Diary to your favorite PIM application installed on your device. This application will store your appointments, tasks, contacts and notes and will be used for viewing and editing these entries.

Photo contacts

Nothing can represent your contacts better than photos. You will find a contact by photo faster than from a text list. Contacts with photos can be put at the very top of the list. As long as people prefer to assign photos only to the most important contacts, they will always be before the user's eyes.

Smart filters and sorting modes

You may wish to narrow down the displayed lists of your appointments, tasks, contacts and notes. Filters are perfect for this purpose.

Installing Spb Diary

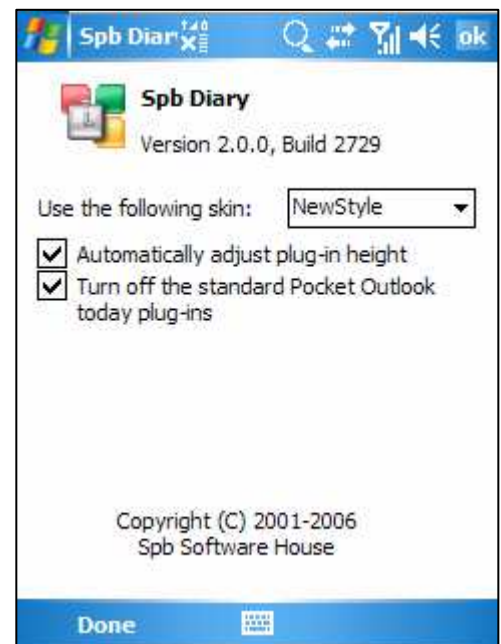
After you've downloaded the Spb Diary distribution file you should install it to your mobile device. For a successful installation you will need a Windows® Mobile-based Pocket PC device attached to your Windows® desktop PC. You will also need Microsoft® ActiveSync™ software in order to install Spb Diary to your mobile device.

When installing Spb Diary, you will be asked to accept the license agreement and prompted for the location where you want the software to be installed. During the install process you will also be asked if you wish to hide other PIM plug-ins from the Today screen.

If you have Spb Diary 1.x installed on your device you do not need to remove it before installing the new one.

During the installation process you should configure the following:

- **Use the following skin:** You can select a skin used by Spb Diary. The skin will define the appearance of the entire application (almost all icons shown on the Today screen)
- **Automatically adjust plug-in height:** If you keep it selected, Spb Diary plug-in will use all available unused screen space. If you want the plug-in to have a fixed height, please uncheck this check box.
- **Turn off the standard Pocket Outlook today plug-ins:** If you keep this check box selected, then all the standard Pocket Outlook Today plug-ins (like Calendar, Tasks, etc) will removed from the Today screen and substituted with Spb Diary Today plug-in.



Configuring Spb Diary

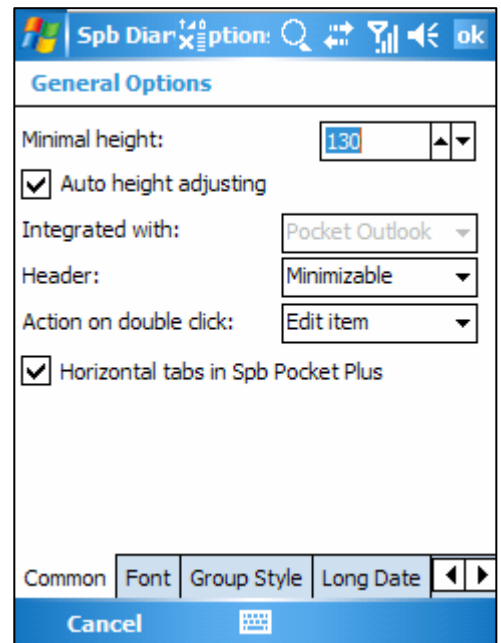
As soon as Spb Diary is installed on your Pocket PC device it is ready to use. The Today plug-in automatically appears on your screen with all existing appointments, tasks, contacts, notes, messages and special events included. Additionally, you can customize some settings and program behavior. To enter the program options, tap-and-hold on the plug-in area and select **Options** from the context menu.




Configuring General Options. Common tab.

From the main tab of the General Options dialog you may customize the following:

- Minimal Height/Plug-in height:** This parameter depends on the state of the **Auto height adjusting** option. If auto height adjusting is switched on, then you can set the Minimal height of the plug-in. Otherwise you can set the exact height of Spb Diary plug-in in pixels. If the plug-in content does not fit this area you will be to scroll it with the scrollbar.
- Auto height adjusting:** If you select this option, Spb Diary will take all available unused real estate on the Today screen.
- Integrated with:** Spb Diary can operate as a Today plug-in for different PIM applications. Please select a PIM application that will be used for handling PIM operations. The PIM application you specify here will be used for viewing and editing your tasks, appointments, contacts, messages and notes.

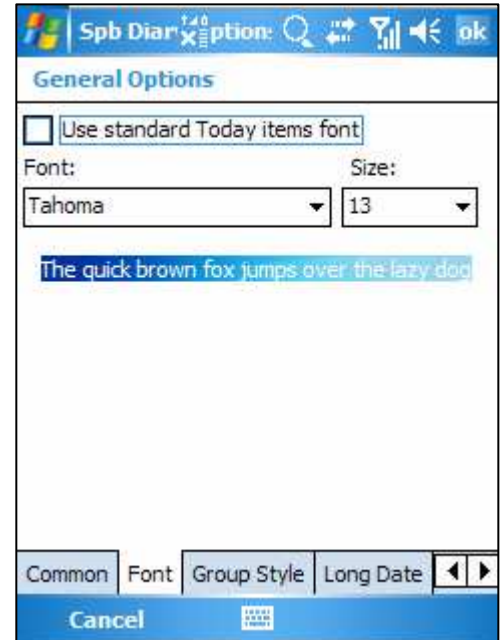


- **Header** (*Always Shown, Minimizable, Always Hidden*): Select the desired header behavior.
 - *Always Shown*: The shown header provides you with access to grouping, sorting and filtering menus, which takes some screen space
 - *Always Hidden*: You will save some screen space, which is a critical resource for any Pocket PC user. All header menus will be available via context menu.
 - *Minimizable*: In this instance the header is handled manually. This is probably the best compromise. You can show or minimize the header manually. To hide the header, tap on . To show it, tap on the horizontal line shown instead of the header.
- **Action on double click** (*None, Open item, Edit item*): Select an action to be performed when you double click on an item of your Spb Diary Today plug-in.
 - *None*: No action will be performed
 - *Open item*: An item will be opened in the selected PIM application
 - *Edit item*: An item will be opened for editing in the selected PIM application
- **Horizontal tabs in Spb Pocket Plus**: If selected, Spb Diary tabs will be represented as horizontal tabs in Spb Pocket Plus plug-in (in case Spb Diary is not already integrated into it).

Configuring General Options. Font

In this dialog you can configure the font of all Today plug-in list items: appointments, tasks, contacts, and notes.

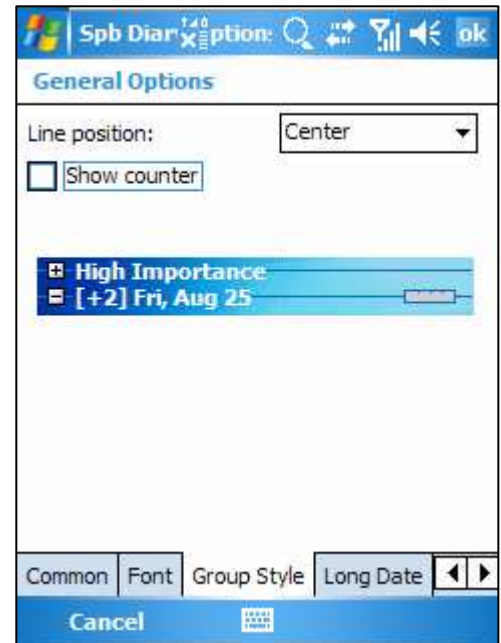
- **Use standard Today items font**: If selected, the standard Today items font will be used for all Spb Diary Today items. Otherwise you can set the font manually by customizing the following:
- **Font** and **Size**: Specify the desired font face and size and preview the sample text at the bottom of the dialog.



Configuring General Options. Group Style

Here you can customize the appearance of item groups for appointments, tasks, contacts and notes:

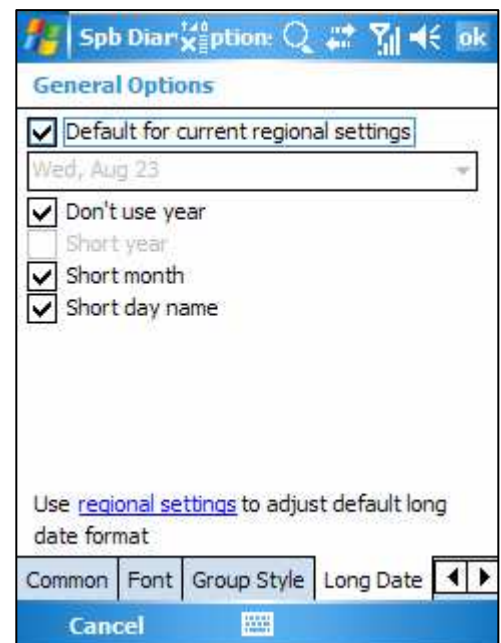
- **Line position** (*Top, Center, Bottom*): Select the position of a horizontal line that separates list entries. See the result at the bottom of the dialog.
- **Show counter**: If you want to see how many entries there are within each group, keep this check box selected. Otherwise unselect it.



Configuring General Options. Long Date

In this dialog you can configure the long date format for the whole application.

- **Default for current regional settings**: Keep this checkbox selected if you are satisfied with the date format specified in Regional Settings. Otherwise unselect this check box and select the desired data format from the drop-down list.
- **Don't use year**: Select if you want to skip the year in dates.
- **Short year**: Select if you want to show the year in a short format (e.g. 05 instead of 2005). This Option is unavailable if a year is not shown.
- **Short month**: Select if you want to show month in a short format (e.g. Mar instead of March).
- **Short day name**: Select if you want to show the day name in a short format (e.g. Fri instead of Friday).



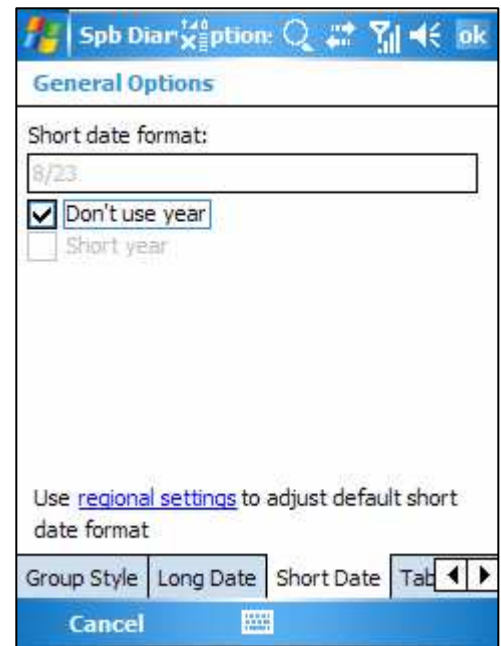
You can follow the link at the bottom of the dialog to go to Regional Settings, where you can configure the standard data format.

Configuring General Options. Short Date

In this dialog you can configure the short date format for the whole application.

- **Short date format:** Look at the sample date and change it by selecting or unselecting the following:
- **Don't use year:** Select or unselect this check box if you do or don't want to see year in short dates.
- **Short year:** Select if you want to show the year in short format (e.g. 05 instead of 2005). This Option is unavailable if a year is not shown.

You can follow the link at the bottom of the dialog to jump to Regional Settings where you can configure the standard data format.



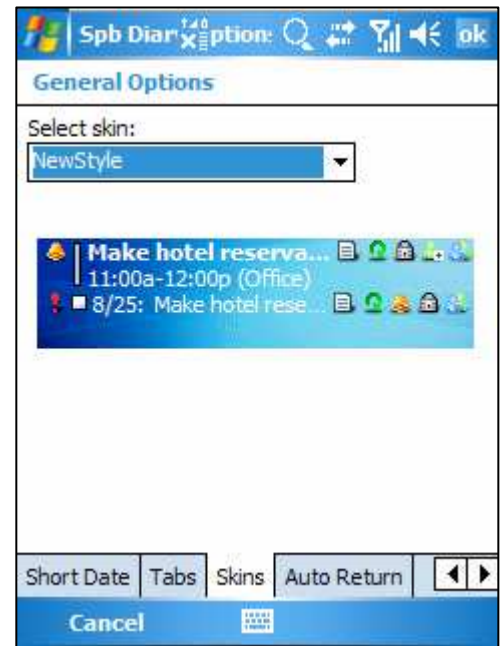
Configuring General Options. Tabs

In this dialog you can enable as many tabs of Spb Diary as you wish.



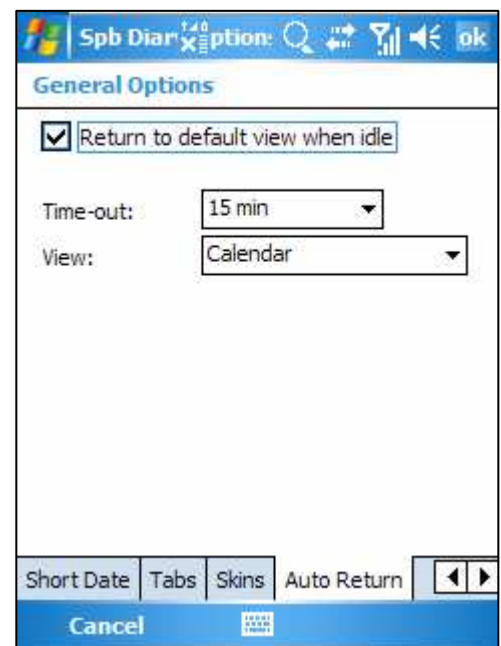
Configuring General Options. Skins

In this dialog you can select a skin used in Spb Diary. Each skin defines the whole appearance of Spb Diary Today plug-in, almost all icons shown on the Today screen are stored within the skin selected.



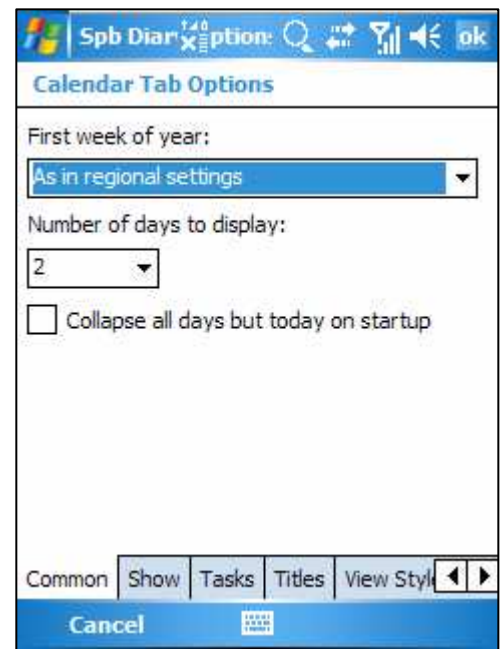
Configuring General Options. Auto Return

You can set any one of the six tabs of Spb Diary Today plug-in as the main one. You can set the plug-in to automatically return into this main tab after a certain time interval. To do so, select the default tab of Spb Diary Today plug-in using the **View** drop-down list and provide the desired time interval using the **Time-out** drop-down list.



Configuring Calendar Options. Common

- **First week of year:** Select the best option for the first week of the year definition:
 - *As in regional settings:* the first week of the year is selected in accordance with Regional Settings
 - *First 4-day week:* the very first week that has at least 4 days of the new year is declared the first week of the year
 - *First full week:* the very first week that has 7 days of the new year is declared the first week of the year
 - *Starts on Jan 1:* the week when January 1 happened is considered the first week of the year (even if January 1 was the very last day of that week).
- **Number of days to display:** Select the number of days you want to view on the Today screen.
- **Collapse all days but today on startup:** If selected, all day entries will be collapsed, excluding the current day entries. This will happen when Spb Diary loads and on every date change. Otherwise the entries will be expanded.

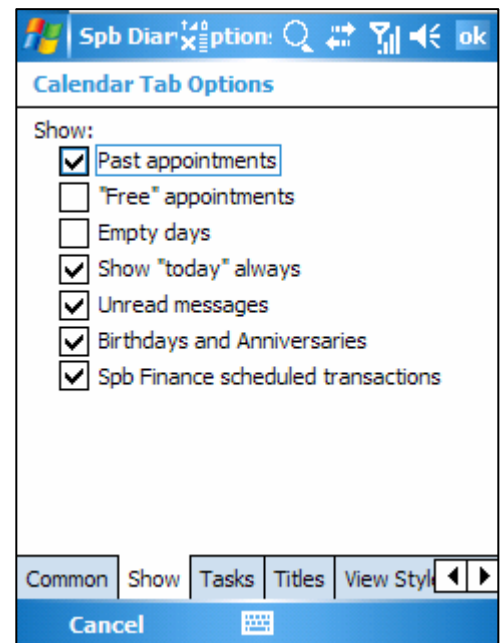


Configuring Calendar Options. Show

In this option dialog you can select items to be placed on the Calendar tab of Spb Diary Today plug-in. The items are self-explanatory and do not need more detailed explanation. However, some details are:

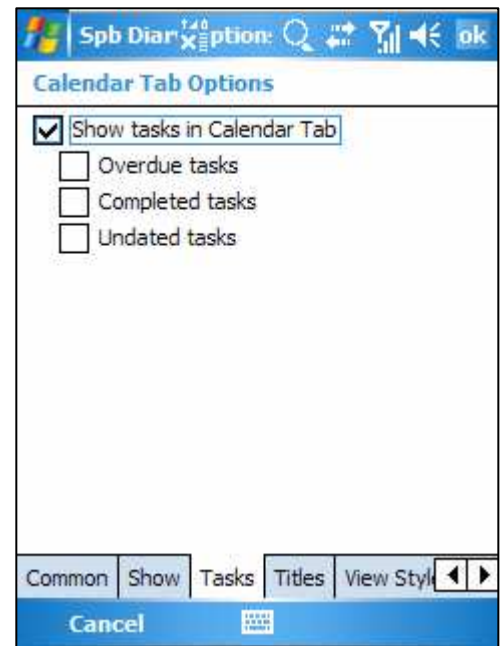
If you have the Spb Finance application installed on your Pocket PC, you can integrate it with Spb Diary. If you have any scheduled transaction in Spb Finance, they will be displayed in the Calendar tab of Spb Diary, if you set the corresponding option in this dialog

The **Show "today" always** option forces the "today" group to be shown even if there are no events for this day. This helps to be aware what day it is today and it also helps to create new items for today



Configuring Calendar Options. Tasks

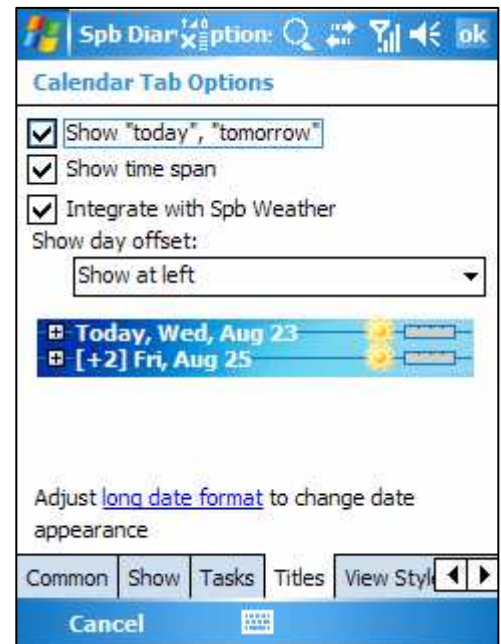
In this dialog you can select to show tasks on your Calendar tab, and if yes, which particular tasks to show.



Configuring Calendar Options. Titles

These options define the look of day titles.

- **Show "today", "tomorrow"**: If you keep this checkbox selected, then the calendar entries for these two days will also include the words "today" and "tomorrow". If you don't want to see these words on the Today screen, unselect this check box.
- **Show time span**: Select this check box to enable showing the time span. The time span is a minimized time rule represented with a short thick line that allows you to see used and free time and to create new appointments.
- **Integrate with Spb Weather**: By selecting this check box you see some weather information in your Spb Diary Today plug-in, if Spb Weather is installed on your Pocket PC. Spb Diary will take the weather forecast icon from this product and add it to the day title lines.
- **Show day offset**: (*Don't show / Show at left / Show at right*): Select if you want to see the number of days that separate today's date from the day in question. For example, the day after tomorrow has a +2 day offset, yesterday's day has a -1 day offset



Configuring Calendar Options. View Style

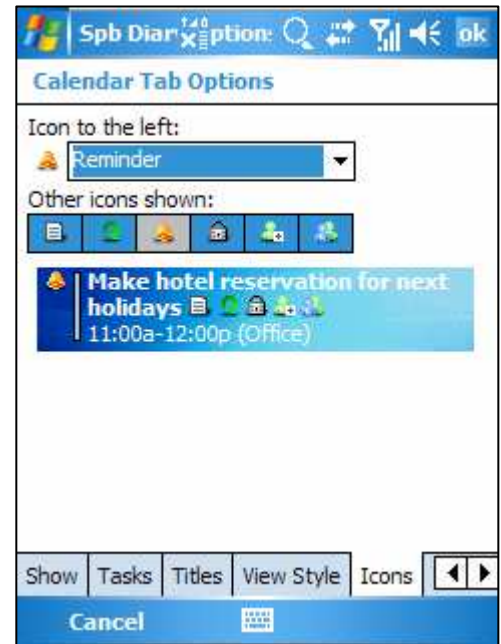
- **Show subject** (*Always shorten / Always expanded / Expand when selected*): This option defines how to handle long strings in appointment subjects and location. The "Always shorten" option forces showing all the strings shortened to one line. The "Always expanded" option leaves all the long strings at full length. "Expand then selected" is the recommended option and forces all the strings to be shortened unless you select an item. In the latter case all the strings are expanded. This option is a good compromise between saving screen estate and getting full information about an item quickly. See the result at the bottom of the dialog (please note that in the preview "Expand when selected" and "Always expanded" look the same).
- **View style** (*Style 1 / Style 2 / Style 3*): Here you can change the general style of your appointment list. Select an option and see the result.
- **Show status bar**: If you select this check box, then a vertical line will be shown along every appointment entry in the list. The color of this bar indicates the appointment status, which can be one of Free, Tentative, Busy, and Out Of Office
- **Show location**: Unselect this checkbox to hide the appointment's location (Office, Home, etc).
- **Only start time**: Select this checkbox to hide the appointment's end time and save some screen space.



Configuring Calendar Options. Icons

On this page you can select icons accompanying appointments.. These icons provide additional visual information about every appointment. More actions become available through these icons. For example, tapping on the attached "note" icon opens a pop-up for this note, and the "reminder" icon allows users to quickly change the reminder time for a given appointment.

- **Icon to the left:** Select an icon that will be displayed to the left of an appointment.
- **Other icons shown:** Select other icons to go along with calendar entries (if applicable). See the sample entry below.

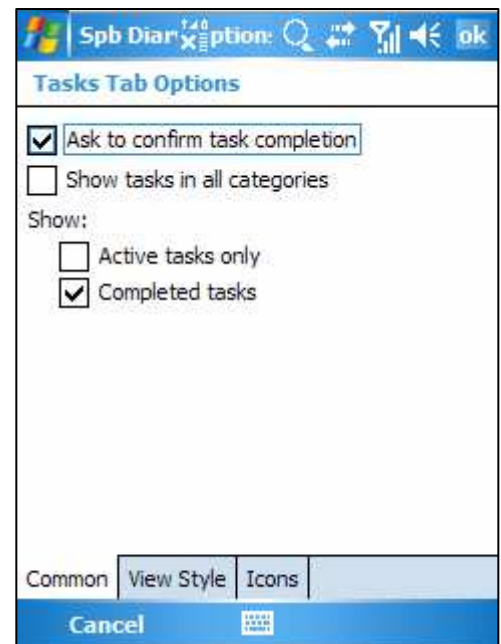


Configuring Tasks Options. Common

- **Ask to confirm task completion:** Keep this check box selected if you want to see the confirmation message when completing tasks to prevent accidental task completion by mistake.
- **Show tasks in all categories:** This option is important when you group tasks by category and some of your tasks are associated with more than one category. If you select this check box then every particular task will be displayed within one single category it is associated with. Otherwise it will be shown within each category it is associated with
- **Show active tasks only:** If selected, then you will see only your active tasks. A task is called active if it is not yet completed and its start date is today or in the past or it does not have a start date at all.
- **Show completed tasks:** If selected, the completed tasks will be shown.

Active tasks: The non-completed tasks, the start date of which is already in the past; also the uncompleted tasks where no start date was specified.

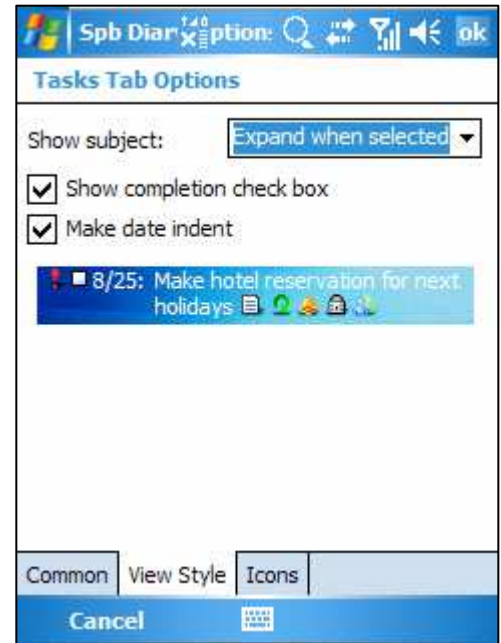
Completed tasks: Tasks that you marked as completed.



Configuring Tasks Options. View Style

- Show subject** (*Always shorten / Always Expanded / Expand when selected*): Select one of three possible ways to display long task subjects in the list. The "Always shorten" option forces all of the strings to shorten to one line, if needed. The "Always expanded" option leaves the long strings full length along with all icons. "Expand when selected" is a recommended option and forces all the strings to be shortened unless you select an item. In the latter case all the strings will be expanded. This option is a good compromise between saving screen estate and getting full information about an item quickly. See the result below (please note that in the preview "Expand when selected" and "Always expanded" look the same way).
- Show completion check box**: Unselect this option to hide the completion check box. If it is enabled then you will be able to use it to mark a task as completed by tapping the checkbox. If this option is disabled you still can complete the task via the context menu.
- Make date indent**: Uncheck this option to disable a date-width indent to the left of every task entry to save some screen space (applicable for long task subjects)

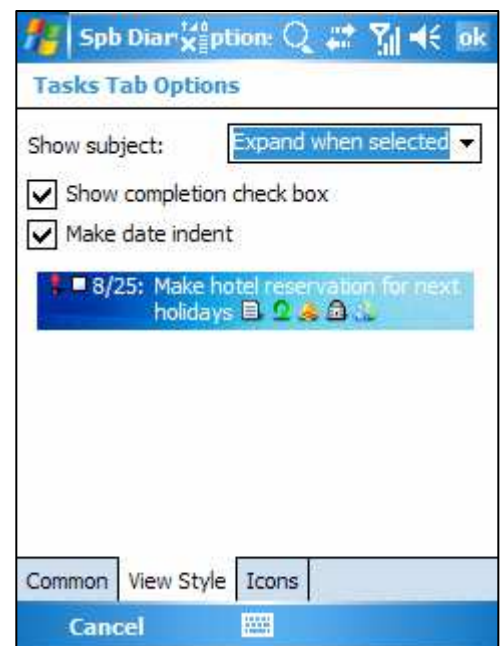
See the sample task entry at the bottom of the dialog.



Configuring Tasks Options. Icons

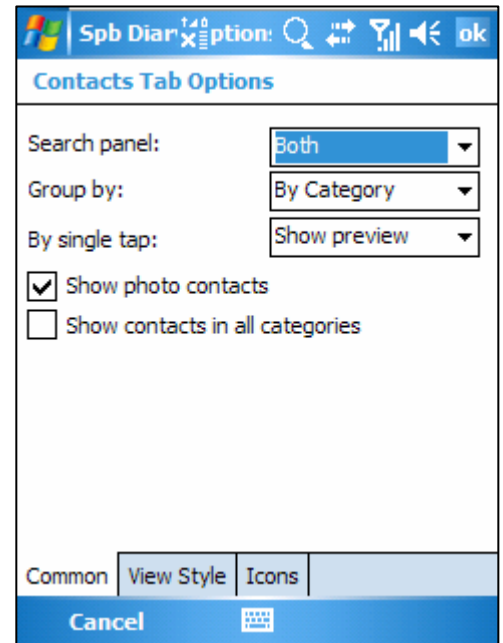
On this page you can select icons accompanying tasks in the list. These icons provide additional visual information about every task. More actions become available through these icons. For example, tapping on the attached "note" icon opens a pop-up with this note.

- Icon to the left**: Select an icon that will be displayed to the left of a task.
- Other icons shown**: Select other icons to go along with task entries (if applicable). See the sample task entry below.



Configuring Contacts Options. Common

- **Search panel** (*None / Latin / Cyrillic / Both*): Select if you want to show the SmartPhone-like search panel. You will be able to search your contact entries using this panel.
- **Group by** (*No grouping / by company / by category*): Select a grouping method for your contacts. Grouping is especially useful when you have a lot of contacts.
- **By single tap** (*No action, Open item, Edit item, Show preview*): Select an action that will be performed on a single tap on a contact list entry
- **Show photo contacts**: Nothing can represent your contacts better than photo thumbnails. Representing contacts with photos keeps all the functionality, such as using search panel, context menu, etc. If you want to represent your contacts as small photos, select this check box. In this case all contacts that have photos will be put at the top of the contact list.
- **Show contacts in all categories**: This option is important only when you group contacts by category and have some contacts which are associated with more than one category. If not selected, every particular contact will be shown only in one category it is referred to. Otherwise it will be shown many times in as many categories it is associated with.



Configuring Contacts Options. View Style

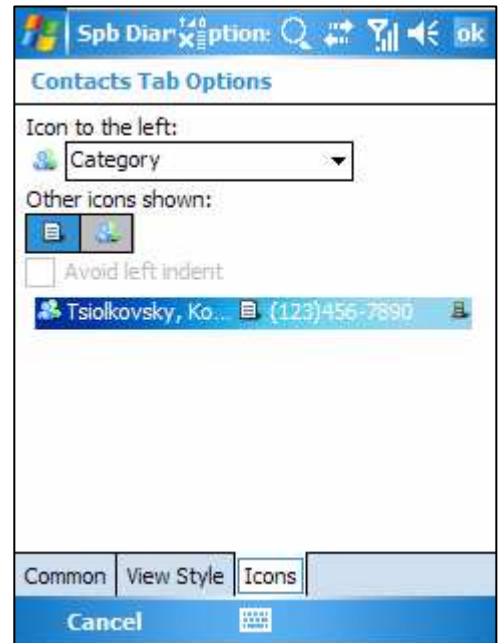
- **Sort by**: Select the order of personal names to sort contacts within each group.
- **View style**: Select the style of showing contact entries.



Configuring Contacts Options. Icons

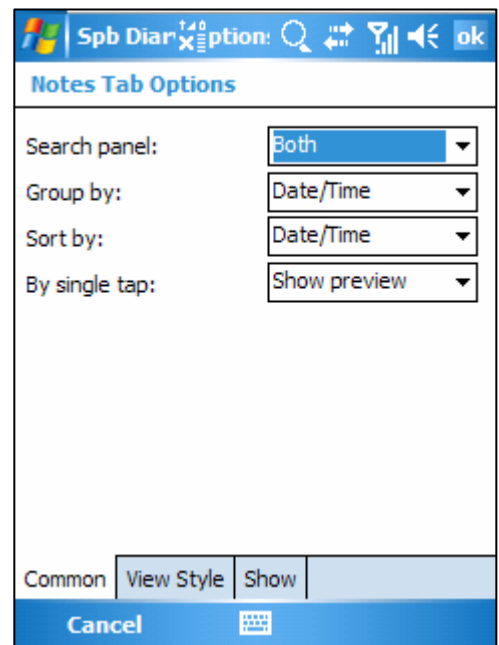
At this page you can select icons accompanying your contacts in the list. These icons provide additional visual information about every contact. More actions become available through these icons. For example, tapping on the attached "note" icon opens a pop-up with this note.

- **Icon to the left:** Select an icon that will be displayed to the left of a contact entry.
- **Other icons shown:** Select other icons to go along with contact entries (if applicable). See the sample contact entry below.
- **Avoid left indent:** This option is available when there is no icon shown to the left of the item and will save some screen real estate.



Configuring Notes Options. Common

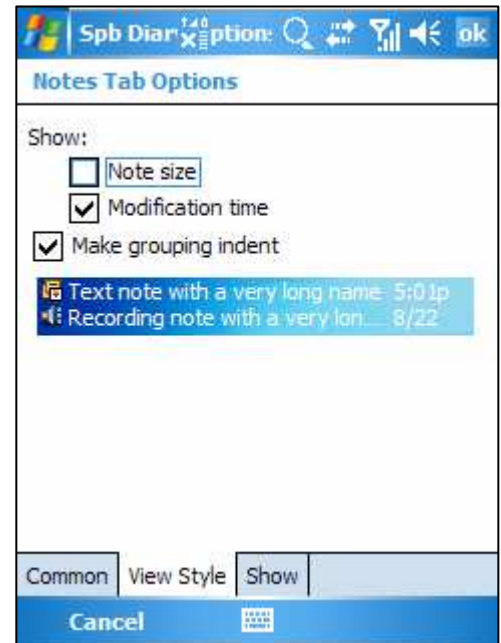
- **Search panel** (*None / Latin / Cyrillic / Both*): Select if you want to show the SmartPhone-like search panel. You will be able to search your notes entries using this panel.
- **Group by** (*No grouping / By company / By category*): Select a grouping method for your notes. Grouping is especially useful when you have a lot of notes.
- **Sort by** (*Name / Date/Time / Type Size*): Select a sorting mode factor.
- **By single tap** (*No action / Open item / Show preview*): Select an action to be performed when you tap a note. The default action is to show a note preview. In this case a small pop-up window appears for quick viewing of the note. From this pop-up you can open a full screen note for editing or delete a note by using icons in the title bar.



Configuring Notes Options. View Style

- **Show note size:** Select to enable showing the size of note files.
- **Show modification time:** Select to show the date of the last file modification
- **Make grouping indent:** This option adds a small left indent to notes in the group, which makes viewing groups more intuitive. Disable this option to save a little screen space.

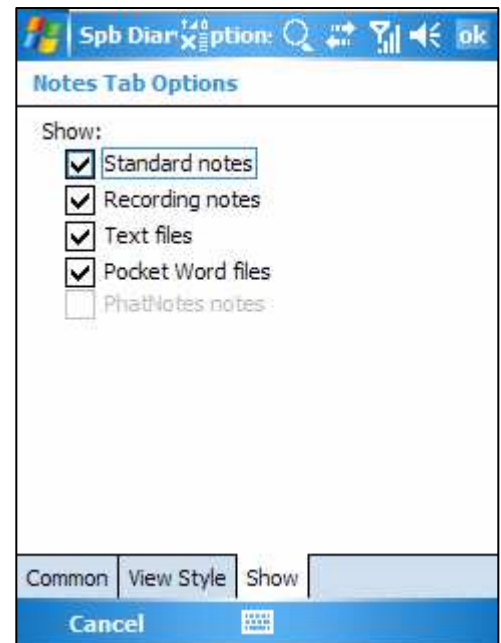
See the sample note entry below.



Configuring Notes Options. Show

Here you can select what items to show within the Notes tab.

- **Standard notes:** Select to enable showing the standard notes.
- **Recording notes:** Select to enable showing the audio notes
- **Text files:** You can display your text files within the Notes tab with the ability to quickly open and preview them as standard notes.
- **Pocket Word files:** You can also add your Pocket Word documents into the Notes tab
- **PhatNotes notes:** Spb Diary can now recognize and show PhatNotes notes. If you have PhatNotes installed on your Pocket PC device you can see them in the Spb Diary Today plug-in



Configuring Messages Options.

In the Messages options you can customize the interface of the Message tab of your Spb Diary Today plug-in.

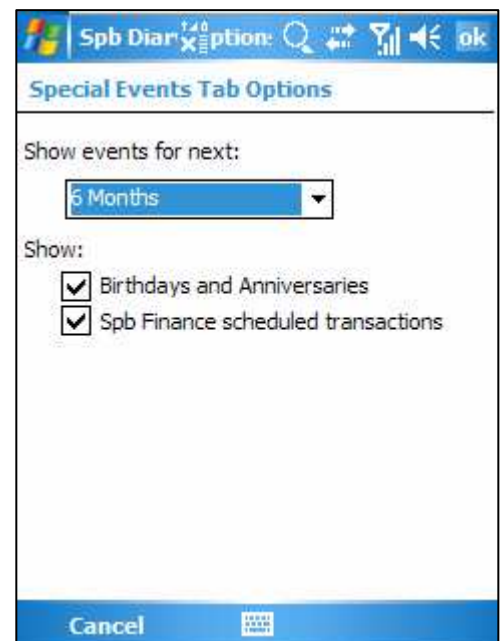
- **Sort by:** Choose a sorting method for displaying your messages on the Today plug-in.
- **By single tap:** Select an action to perform on a single tap on a message. From the preview window you can quickly see the message, open it for editing, reply, forward or delete it by using the corresponding icons in the title bar
- **Mark as read on preview:** When selected, every message will be marked as "read" if once you have previewed it. If you want to keep the previewed messages unread, unselect this check box.
- **Show empty accounts:** If selected, you will also see separate entries for accounts with no emails in their inbox, or no new emails depending on options (if you want to see only unread emails).
- **Show unread messages:** If selected, only unread messages will be displayed in this tab and they will automatically disappear after you read them.



Configuring Special Events Options

In the Special Events options you can customize the interface of the Special Events tab of your Spb Diary Today plug-in.

- **Show events for next:** Provide the time interval (from week to year), for which the special events will be chosen.
- **Show Birthdays & Anniversaries:** Select to include birthdays and anniversaries into your special events. We remind you that all information about birthdays and anniversaries is automatically taken from your contacts.
- **Show Spb Finance scheduled transactions:** Select to include scheduled transactions into your special events. All information about scheduled transactions is taken from the Spb Finance application, if it is installed on your Pocket PC device.



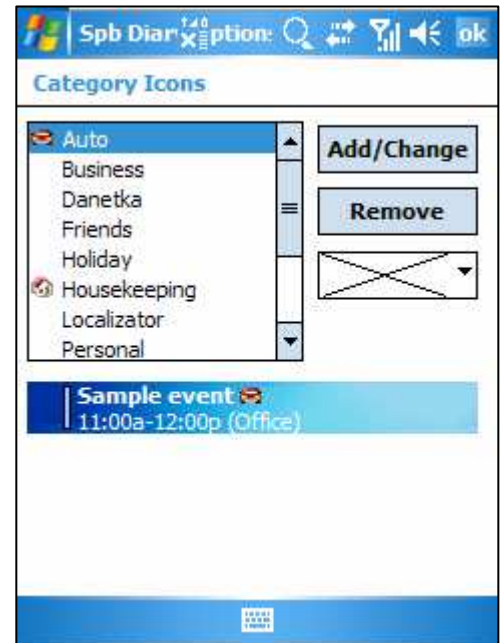
Assigning Category Icons

To select an icon to be assigned to items within a certain category:

Select a category in the list and then press the **Add/Change** button. You will be asked to select an icon.

When you want to remove an icon for a selected category, you can remove it by pressing the **Remove** button.

You can also see all entries associated with a certain category in a specific color. To assign a color to a category, select the category then select the desired color.



When you tap the **Add/Change** button you will see the following screen:

This screen allows you to select an icon to be associated with items within a desired category. For your convenience icons are put on the sample Today screen background so that you can see how a certain icon will appear on the real Today screen.

You can show the icon list in full view or in compact view using the menu.

Tap on an icon to select it and then tap **ok**.

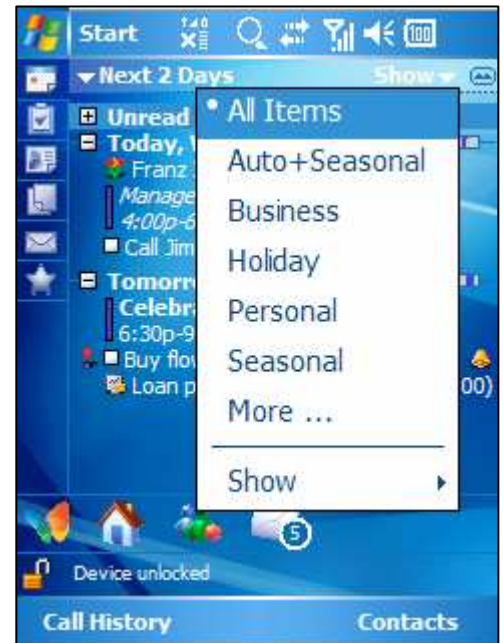
You can select any icon set stored on your device. To do so, open the drop-down menu in the top left corner of the screen and select **Add Icon Set...** Then browse your file system for the icon set location.

You will find it very helpful that category icons used in your PIM application are integrated with Spb Diary.



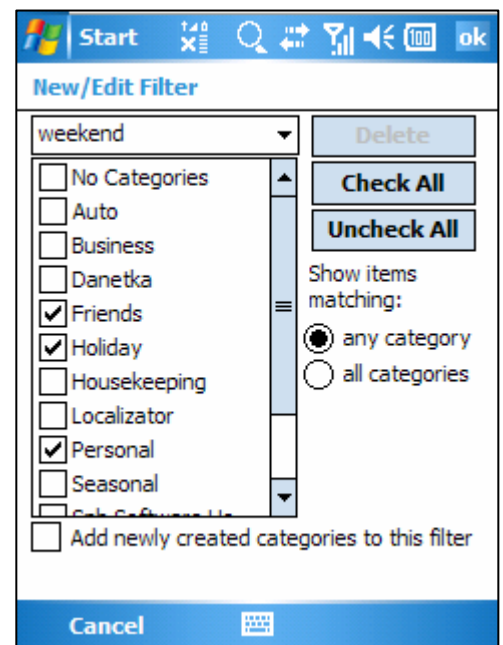
Configuring Filters

Your Today screen items can be shown with some special filters applied. Look at the screenshot on the right: you can select to show only appointments of one or more specified categories.



To configure these filters:

1. Tap on the right part of the Spb Diary Today plug-in header on the **Show** menu.
2. Select **More...** You will now see the filter editing dialog. In it, you can configure an existing filter or add a new filter.
3. To specify a new filter, select **New Filter** from the drop-down menu and provide the new filter name
4. Select the categories to pass through this filter. You can use the **Check All** and **Uncheck All** buttons.
5. **Show items matching:**
 - a. *any category*: If you selected more than one category, then by selecting this combo box you will show items matching any one of the categories.
 - b. *all categories*: If you selected more than one category, then by selecting this combo box you will show only items matching all the selected categories



- Add newly created categories to this filter:** Mark this check box if you want categories you create in the future to be automatically added to this filter. Just imagine that you have two categories altogether: "Business" and "Personal" and want to create a filter hiding all uncategorized items. In this case you would manually mark "Business" and "Personal" check boxes (leaving the "Add newly created categories to this filter" unmarked and having the "Business+Personal" filter as a result) or tap the "Check All" button and unmark the "No Categories" check box (having the "Add newly created categories to this filter" marked and having the "-No Categories" filter as a result). Both filters described above will work in the same way — they will hide all the uncategorized items. So these two filters appear to work in the same way but they are different since that have different values of the "Add newly created categories to this filter" check box. In order to see the difference between them, just imagine that in a couple days of you create a new category named "Holiday". Now open the previously created "Business+Personal" filter. You will see that the new category is not marked. On the other hand, if you open the previously created "-No Categories" filter you will see the new category marked. As a result, the "Holiday" items will not pass through the first filter and will pass through the second one. So it is recommended to mark the "Add newly created categories to this filter" when you create a filter for **hiding** some categories and to leave it unmarked when creating a filter for **showing** one or several categories..

Using Spb Diary






Spb Diary Tabs

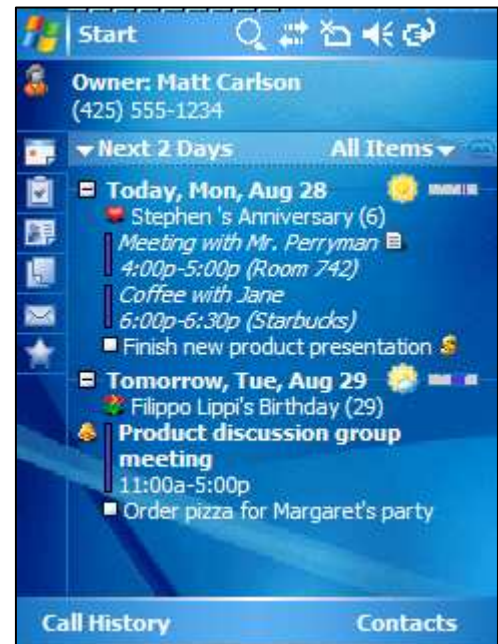
Spb Diary is a Today plug-in for your Calendar appointments, Tasks, Contacts, Notes, Messages, and Special Events. There are six vertically ranged tabs representing these groups. To switch between tabs, just tap the desired tab icon.



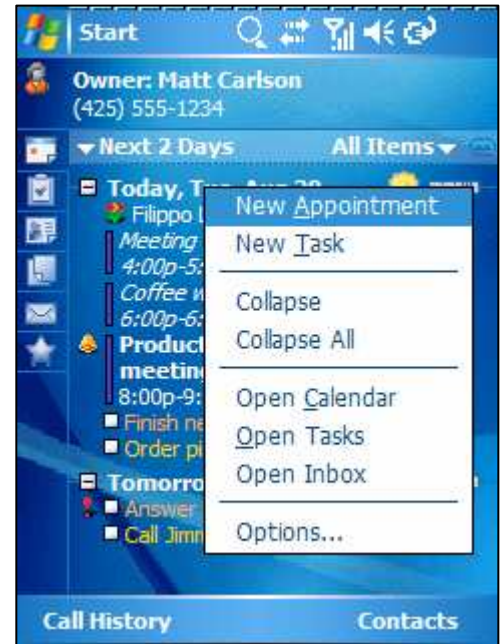
Using the Calendar Tab

Here is a typical view of the Calendar tab of the Spb Diary Today plug-in. All your appointments are displayed on the screen. You can also view all your tasks on the Calendar tab.

- Tap the top-left menu to change the time period to display. If your header is hidden, you can select the time period from the context menu. Spb Diary allows you to show up to 31 days of upcoming events
- Tap the top-right menu to apply an existing filter or to create a new one.
- If the header is hidden, you can use the corresponding commands for grouping, sorting and filtering from the context menus.
- Tap the time span icon  next to any day title. You can quickly add a new appointment with a specified duration. Read the **Using Time Span** section for more information.
- Tap the calendar button  to view the calendar. Read the **Using Spb Diary Calendar** section for more information.
- The status bars next to appointments as well as the colored parts of the time span indicate the status of your appointments. The status bar can be hidden in options.
- The check boxes next to tasks allow you to mark them as completed. These checkboxes as well as task displaying can be changed in program options.
- The overdue tasks are placed into a separate group.
- If the subject of an appointment or a task is not fully shown, you can show it by simple selecting the appointment or task. The long subject behavior can be changed in program options.
- Many icons may accompany your appointments and tasks. For example the notes icon  shows notes when tapped; and the reminder icon  allows you to quickly modify the alarm settings when tapped.
- If you assigned a particular icon to a category, it will be attached to all items within this category. An icon can be assigned in Category Icons options. For example, the icon  in the screenshot marks the *Business* category of the task.
- Double-tap on an item to open it for viewing or editing (this behavior depends on the corresponding option)




- A number of actions can be performed from the context menus. Here is an example of the context menu for the day title. You can quickly create a new appointment or a task for the selected day. If, currently, a certain simple filter is applied (e.g. showing all items within the Personal category), then the newly added appointment or task will be within the same category. This appointment or task automatically applies to the currently selected filter or open Calendar or Tasks in the integrated PIM application. The *Collapse* item allows you to collapse the selected day contents into one line. The *Collapse All menu item* allows you to collapse all days contents. The *Expand* and *Expand All* commands allow you to expand the contents of one or all day groups.
- Here is an sample of the context menu for an appointment. From this menu you can quickly beam an appointment or send it via Bluetooth. The *Modify* item has submenus allowing you to reschedule the appointment, change the reminder settings, change the appointment status or mark it as *Private*. This context menu may include other actions registered in the system (e.g. Repeating Alarms if Spb Pocket Plus is installed on your device).



- Here is a similar context menu for a task (with submenus)



Using Spb Diary Calendar

If you double-tap on the Calendar tab icon  you will see a specially designed Spb Diary calendar.

- If there is at least one appointment or task for a certain day, then this day on the calendar will contain a time span which has a colored section, which reflects the duration of the appointment



Spb Diary User Manual

- To change the month to display, tap on the month name.



- To change the year to display, just tap on the year.



- To jump to previous or next month, use ◀ and ▶ buttons
- To return to the current date, tap ↶

- If you want to create an appointment or a task for a certain day, just tap on this day and select a corresponding item from the pop-up menu.

- If you want to create an appointment or a calendar task that should last for several days, just move your stylus along the desired time interval (including several days) and then select **Create Appointment** or **Create Task** from the pop-up menu.

- If you want to see calendar appointments and tasks for a certain time interval, select this interval with your stylus and then select **Load Selection** from the pop-up menu.

- If you want to see calendar appointments and tasks for a certain month (e.g. July), make sure you are in that month, tap on any day and select **Load July** from the pop-up menu.

- If you want to see calendar appointments and tasks for a certain week (weeks), just select a day (days) of this week (these weeks) and select **Load Week (Load Weeks)** from the pop-up menu.



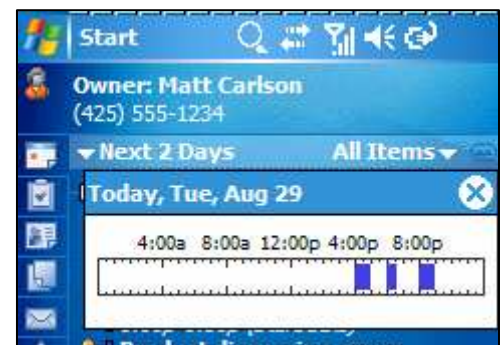
Using Spb Diary Time Span

The Time span allows you to quickly add an appointment for a certain day. To do so:

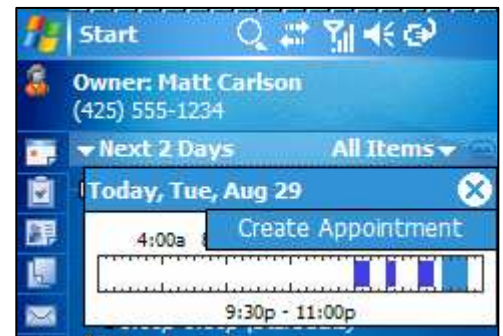
1. Tap on the Time span icon next to the desired day.



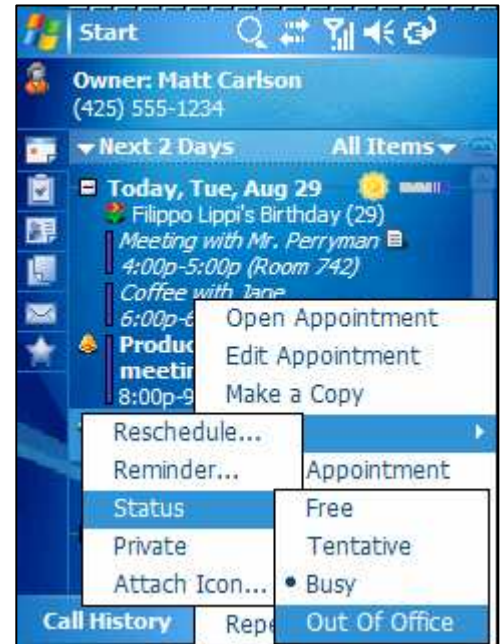
2. You will see a time span allowing you to specify the duration of a new appointment.



3. Drag your stylus along this time span to capture a period of time.
4. Select **Create Appointment**.




5. You will be asked to create an appointment for the selected period of time.
6. Later on you can change the status of the created appointment, and the time span will indicate this status by coloring the appointment. The color of the status is selected in accordance with the PIM application integrated with Spb Diary.




Using the Tasks Tab

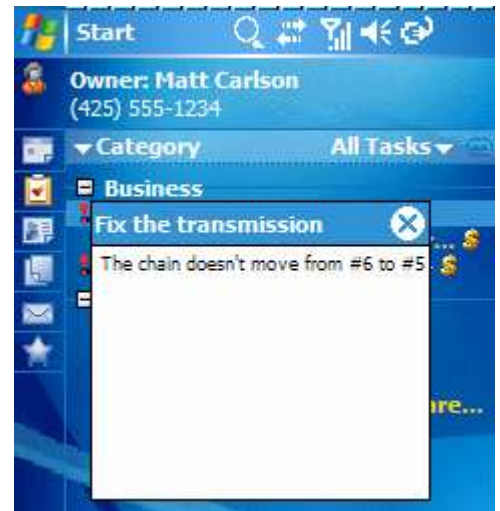
Here is a typical view of the Tasks tab of the Spb Diary Today plug-in. It contains all your tasks.

- From the top-left menu you can select a grouping and sorting order for your tasks. The sorting order depends on the selected grouping mode. In this screenshot the tasks are grouped by Category.
- Similarly to the Calendar tab you can create and apply filters for your tasks. Filters are applied from the top-right menu. From this menu you can also select whether to show active tasks only and whether to show the completed tasks.
- If the header is hidden, you can use the corresponding commands for grouping, sorting and filtering from the context menus.
- Icons behave the same as on the Calendar tab.
- You can change the reminder time for any task (the standard task time is 8:00). Just tap  and provide the new reminder time for the task.
- The active tasks are shown in **bold**.
- The overdue tasks are shown in *italic*.
- The completed tasks are shown in ~~strikethrough mode~~.

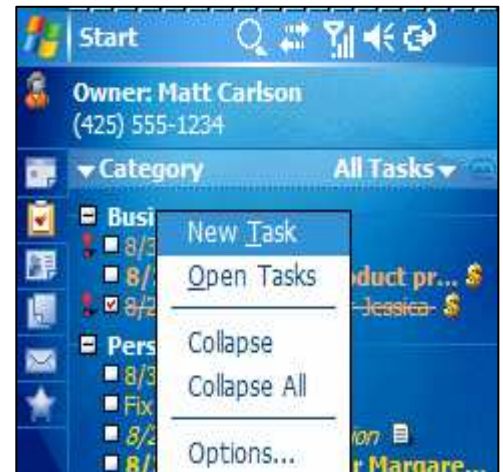


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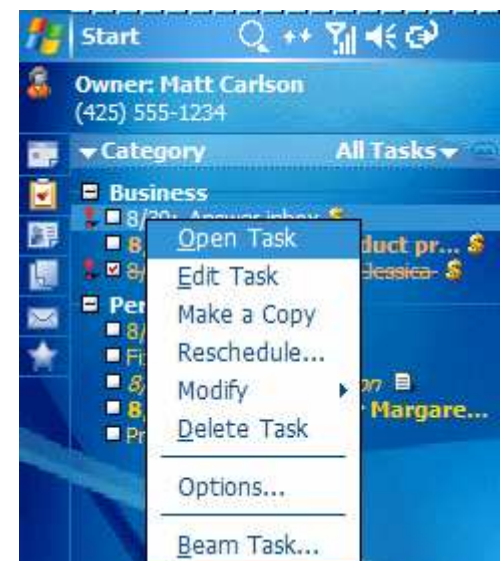
- Long task titles can also be viewed in full when selected (optional).
- Tap on the notes icon  to view notes for the desired task in a pop-up window.



- As in the Calendar tab a number of actions can be performed from the context menus. Here is a context menu for a grouping line (in this case – for the category). From this context menu you can quickly create a new task. If your tasks are grouped by category (as on this screenshot), then the newly created task will be within the same category, which makes this a very useful feature. From the context menu you can also open your tasks in the corresponding PIM application. The *Expand*, *Expand All*, *Collapse*, and *Collapse All* items allow you to expand or collapse the contents of one or all grouping lines.



- Here is a context menu for a single task. The actions represented in this menu are clear. The *Modify* menu item contains submenus allowing you to change the date and reminder settings for the task, change its priority, mark it as private, or mark it as completed. The *Make a Copy* menu item allows you to quickly duplicate the task, which can be rescheduled or edited. This menu also contains other actions selected elsewhere in the system.



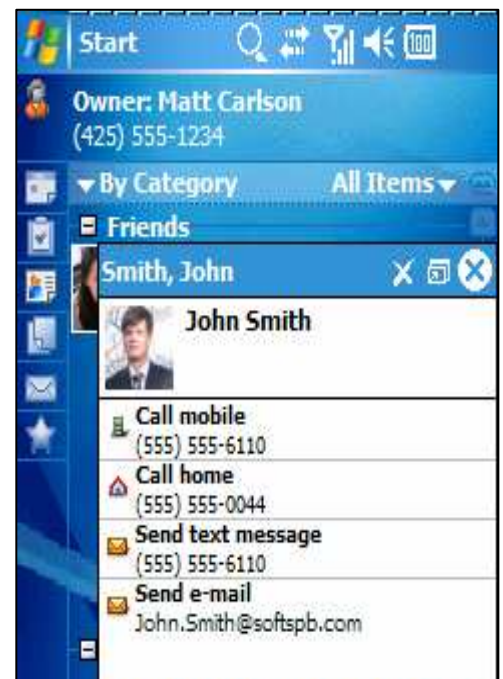
Using the Contacts Tab

Here is a typical view of the Contacts tab of the Spb Diary Today plug-in. It contains all your contacts.

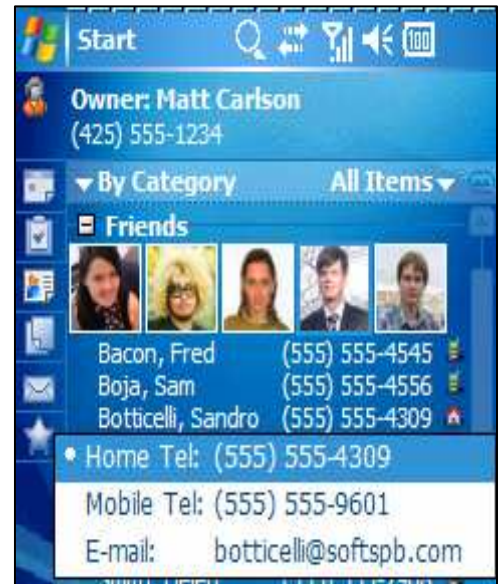
- If you want to display your contacts as thumb nail photos please configure the corresponding option (**Options -> Contacts -> Common** tab). Usually users will assign photos only to the most important people in their contacts lists. These photo contacts are displayed at the very top of the list and can be quickly accessed.

In Windows Mobile 5.0 a photo is associated with a contact. So photos become a normal part of contacts. For previous OS versions there are two supported exceptions

- If Pocket Informant is installed, then photos supported by this program can also be shown in Spb Diary.
 - The second exception works on HTC devices with the CallerID application installed. Photos assigned in HTC CallerID will also be shown in Spb Diary.
- The most frequent actions with contacts can be achieved via a very useful pop-up window. Just tap on a contact to see the pop-up window. You will be able to dial the mobile or home phone number or to send an email or a text message. Therefore dialing a person's number or sending a message is a two tap process in Spb Diary.
- Contacts can be grouped from the top-left menu. Grouping can be performed by company name, by category or not grouped at all.



- From the top-left menu you can also select the sorting order: either by the first name or by the last name of a person. The contacts can also be sorted by the *File As* parameter (used in desktop Outlook, Agenda Fusion, and Pocket Informant). In this screenshot contacts are grouped by Category and sorted by the last name
- Filters for contacts are available from the top-right menu. From this menu you are also able to create a new filter for contacts.
- If the header is hidden, you can use the corresponding commands for grouping, sorting and filtering from the context menus.



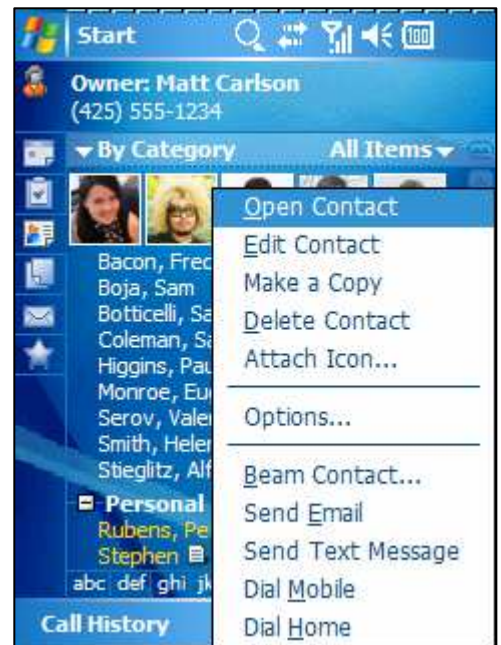
- For any person in your contact list you can select a contact that will be displayed constantly on the Today screen. To select a desired contact (a phone number or an email address):
 1. Open the Contacts tab and find a desired contact.
 2. You can see a small icon representing the kind of a displayed phone number (home, office, mobile, etc). Tap on this icon.
 3. You will be shown the list of all existing phone numbers and e-mail addresses for this person. Just tap the one you want to be constantly displayed.
- There are also powerful context menus for the Contacts tab. Here is a general context menu of the Contacts tab. From this context menu you can open your contacts in the integrated PIM application.



- The context menu for a particular group allows you to quickly find a contact matching within this group. Use the *Collapse*, *Collapse All*, *Expand*, and *Expand All* commands to collapse or expand the contents of one or all groups.



- The context menu of a single contact provides you full control over a contact. The commands of this menu shown on this screenshot are quite self-explanatory. If a person in your contact list has an e-mail address, the *Send Email* item appears in this menu, which allows you to be able to quickly write an email to a contact directly from the Today screen. The *Dial via Bluetooth* item allows you to make an phone connection with this contact via Bluetooth. This menu can also contain some additional actions located elsewhere in the system (e.g. in Phone Editions: *Send SMS*, *Dial*, and more).

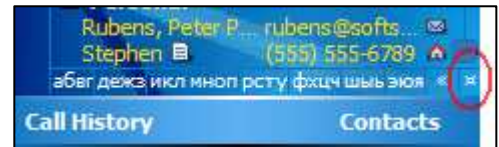


Using the Search Panel of the Contacts Tab

- You can quickly find a desired person in your contact list using the Smartphone-like search panel at the bottom. By tapping the first characters of somebody's name you can narrow down the list of the displayed contacts

For example, if you want to find some 'Monroe, Jules', you should tap the [mno] button. You will see the list of all entries starting with 'm', 'n', or 'o'. If the list is still big enough, tap this button again (because the second character of 'Monroe' is 'o'). The list will narrow down to all names starting with only 'mm', 'mn', 'mo', 'nm', 'nn', 'no', 'om', 'on', 'oo'. You can keep narrowing this list down until you find the desired name. In order to delete the typed symbols you can use the backspace "<<" button.

- The search panel can represent Latin and Cyrillic alphabets or both. In case of both alphabets selected, there also appears a switcher, which makes switching the current alphabet a really easy option (very useful for those whose native language is Russian, but who has a lot of foreign contacts).
- Almost all European languages are supported. The accented letters even though not displayed are still processed. For example, the German "ß" is handled by the "pqrs" button, while "mno" buttons handles all of "mnoñòóôö".



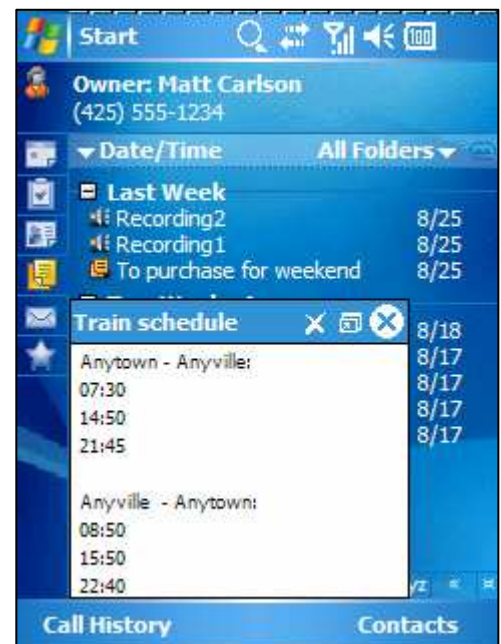
Using Hardware Keys for Contacts

Spb Diary provides full stylus-free control over the Today plug-in. By using the hardware keys you can move through the contact list. Using the Action button you can open pop-ups for your contacts. Moreover, Spb Diary provides a brand new concept – Action-and-Hold, the hardware analog of the Tap-and-Hold action. If you have a contact selected you can open the context menu by holding the Action button. This feature allows you to get fast hardware access to any program function. Even the search panel is available via hardware keys. Read more in the **Using Hardware Keys** section.

Using the Notes Tab

The Notes tab contains all your notes – the fourth important component of PIM data. Here is a typical view of the Notes tab.

- Notes can be grouped by using the top-left menu. Grouping can be selected by date and time, by folder or not grouped at all.
- From the top-left menu you can also select the sorting order: by note name, date and time, type, or size.
- Filters for contacts are available from the top-right menu. From this menu you are also able to create a new filter for notes.
- If the header is hidden, you can use the corresponding commands for grouping, sorting and filtering from the context menus.



- The context menus in the Notes tab provide you with many possible commands and actions. Here is an example of a particular note context menu.



When you tap the icon of a note you will be shown a small preview picture as in the screenshot. Text notes can be copied into the clipboard.



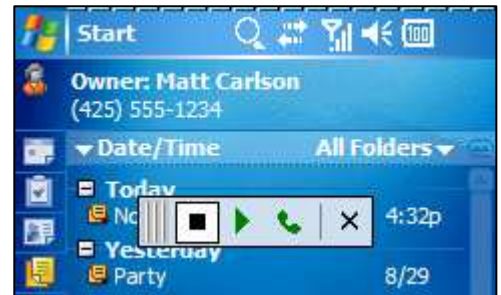
Spb Diary starting from version 2.0 supports viewing text files, Pocket Word files and PhatNotes notes within the Notes tab. By default these files are displayed. If you don't want to display them, configure the corresponding option.

FAQ. Which files are shown in the Notes tab of Spb Diary Today plug-in?

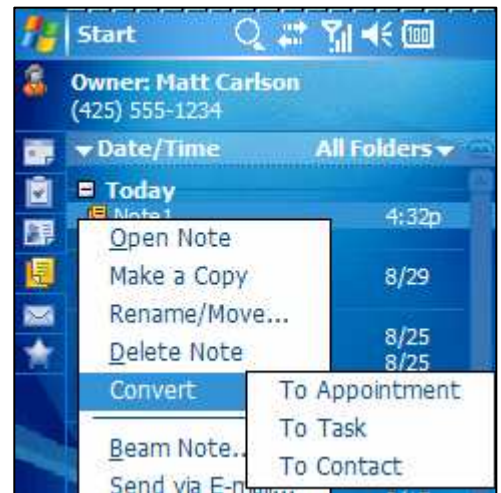
Answer. Spb Diary searches for files only in the same folders as Pocket Word and standard Notes do. If a note is shown by standard Pocket PC Notes, it will be shown in Spb Diary, too. If a Pocket Word or a text file is shown in Pocket Word application, it will be shown in Spb Diary, too. Files stored in other folders will not be shown.

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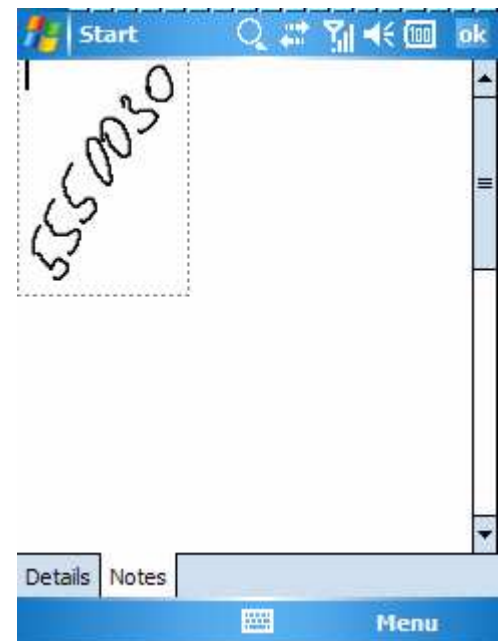
- To quickly listen to an audio note, just tap it.



- Spb Diary supports note conversion. You can convert a note into an appointment, task or contact via the context menu. Conversion means that you can quickly create a new appointment, task or contact by looking at the note. For example, you had little time to write down someone's phone number. You write it in a new note and later choose to convert this note into a contact. You don't need to remember the phone because when converting, the number is in front of your eyes.









Here is an example of a note being converted to a contact.

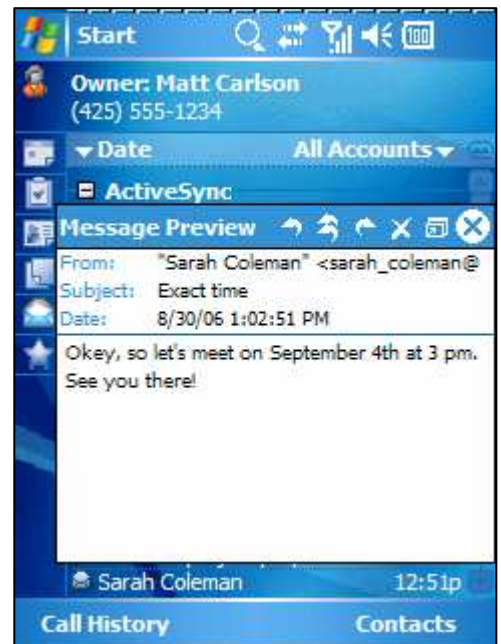


Using the Messages Tab

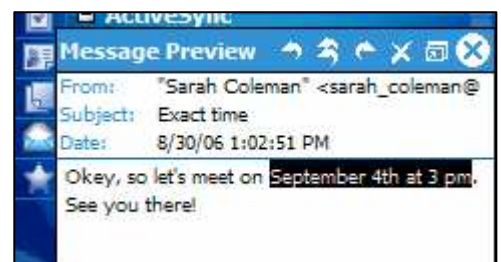
The Messages tab contains all your email, SMS and MMS messages. You can perform different operations with messages: read, delete, reply, and forward to other recipients, etc.




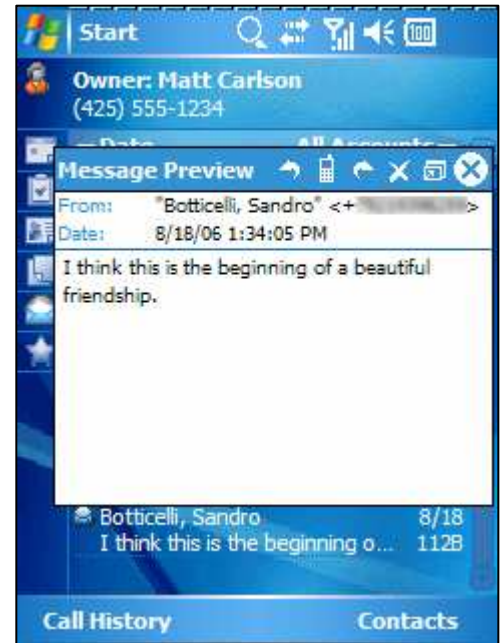
- To quickly preview an email message, just tap on its entry in the list. You will be shown a pop-up window. The pop-up window contains the message sender name, email address, date, message subject and body. The pop-up window allows you to handle the message: reply (tap ) , reply all (tap ) , forward (tap ) , delete (tap ) , and open in editor (tap )
- If you want to quickly synchronize your messages, tap-and-hold on the Messages tab icon () and select **Synchronize Mail** from the context menu.



- Similarly to notes in the Notes tab you can copy to clipboard texts from the pop-up message window.



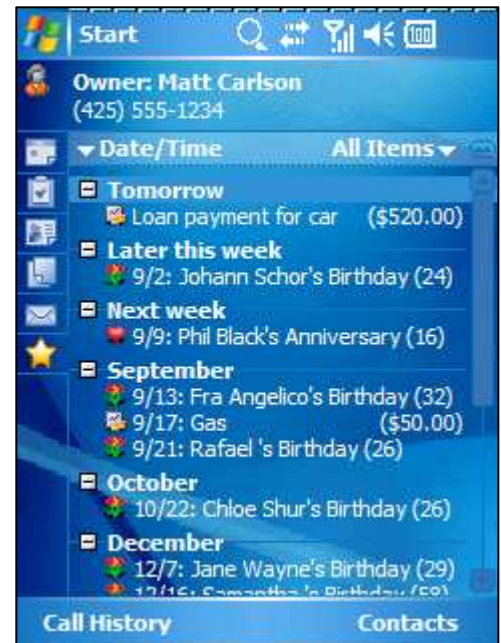
- If you tap on any text message you will also be shown a pop-up window with a message preview. A Reply, Forward, Delete and Open actions that can be performed from this pop-up, you can also call the sender by tapping .



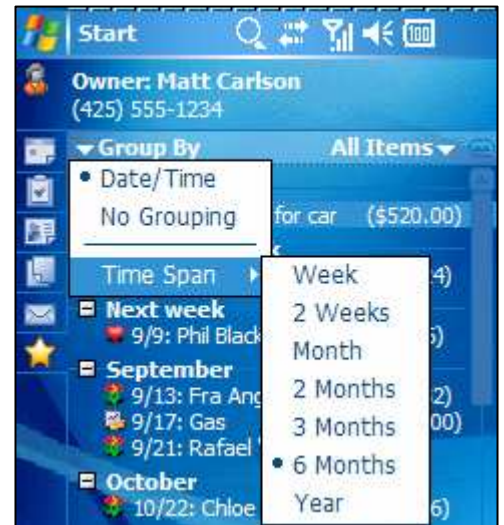
Using the Special Events Tab

Special events is a separate tab of Spb Diary Today plug-in. The Special Events tab is the best way to quickly overview all birthdays and anniversaries of people from your contacts and/or your scheduled money transactions for a set period of time.

- Contact entries within the Special Events tab can be treated as normal contacts, with the ability to see their profiles, dial their phone numbers, send messages, etc. Just tap a contact entry (either a birthday or a anniversary) to see the pop-up with options to dial the person's number or send a message.
- Scheduled transactions from the Special Events tab can be treated as in the Calendar tab. To quickly open the Scheduled Transactions view of Spb Finance, tap-and-hold on a scheduled transaction entry and select **Open Spb Finance**.
- To change the time span for showing special events, use the top-left menu.



- To ungroup entries, select **No Grouping** from the same menu.



Using Hardware Keys

Spb Diary supports full hardware control. Almost any program action can be performed by means of the five hardware buttons (navigation and action). Here are common actions that can be performed with hardware keys:

- To move through the plug-in tabs and list items use the Up and Down keys.
- To emulate the stylus tap, press the Action key
- To emulate tap-and-hold, use action-and-hold (press and hold the Action button for about a second)
- Within the Contacts and the Notes tabs to get to the search panel, use the Right key. To move by the search panel use the Left and Right keys. To emulate the stylus tap on a letter group use the Action key.

Since the Today plug-in of Spb Pocket Plus can also be controlled with hardware keys, you can successfully use them even if Spb Diary is integrated into Spb Pocket Plus Today plug-in.

Integration with Spb Weather

If you have Spb Weather installed on your Pocket PC with the Today plug-in activated, you will see a small weather icon near the day titles in the Calendar tab. Spb Diary takes the weather forecast information for each day from Spb Weather for the city currently active in that application. If you change the active city in Spb Weather, then Spb Diary will change its look.

If you tap the weather icon in the Spb Diary Today plug-in you will see a pop-up window with the detailed weather information for that day taken from Spb Weather.

To disable showing the Spb Weather information, configure the corresponding calendar tab option.

If you don't have Spb Weather installed on your device we would recommend you read about this application at

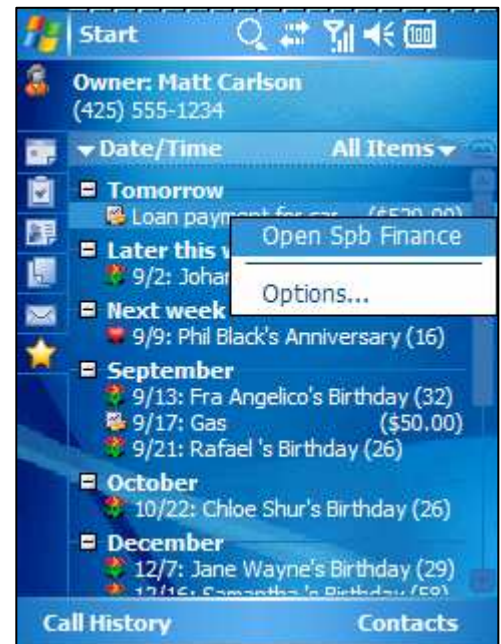
<http://www.spbsoftwarehouse.com/products/weather/>



Integration with Spb Finance

If you have Spb Finance installed on your Pocket PC, you can configure Spb Diary to show scheduled transactions of Spb Finance. To integrate, open **Options -> Calendar -> Show Spb Finance scheduled transactions** check box. Every transaction scheduled for a particular day will be shown within this day entry in the Calendar tab.

You can also add all your future scheduled transactions to the Special Events tab. To do so, open **Options -> Special Events** and check the **Show Spb Finance scheduled transactions** check box.



Integration with Spb Pocket Plus

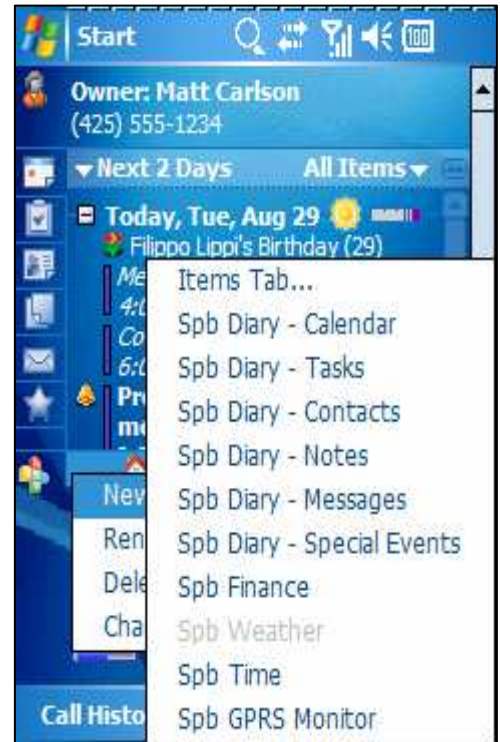
Spb Pocket Plus 3.0 and higher allows users to perform different functions with its tabs. One of the main features of the new Pocket Plus version is close integration with Spb Diary and other Spb products.

Representing Spb Diary Today plug-in in the form of a tab in Spb Pocket Plus is very important for the optimization of the screen area.

You have a choice either to have a separate Spb Diary Today plug-in on your screen, or to have it integrated into Spb Pocket Plus.

You can select any number of Spb Diary components as tabs of Spb Pocket Plus. You can even integrate all of them – your Calendar, Tasks, Contacts and Notes will appear in the Spb Pocket Plus Today plug-in as separate tabs.

To add a new tab in Spb Pocket Plus, tap-and hold on the tab header. You will see a **New Tab>** menu with several possible tabs. Select one of Spb Diary tabs and it will appear in the Pocket Plus Today plug-in.



This is how the Spb Pocket Plus Today plug-in looks with several Spb products embedded.

In the Spb Pocket Plus plug-in you can reorder these tabs, rename them, customize their width, insert additional shortcuts into them, change icons, etc – treat them like any other Pocket Plus tabs.

If you want to extract Spb Diary tabs from the Spb Pocket Plus plug-in, just delete them all and the Spb Diary Today plug-in will appear on the screen again.

