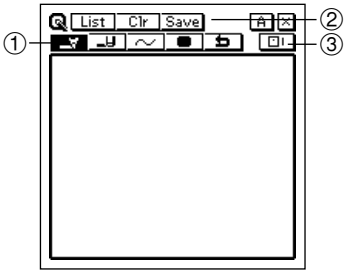
Quick-Memo

Quick-Memo is like having a digital memo pad on which you can sketch simple line drawings or jot down reminders.

Entering the Quick-Memo Mode

Tap the **Quick-Memo** icon below the PV Unit screen to enter the Quick-Memo Mode.



① Draw toolbar
② Input toolbar
③ Quick-Memo category button

- This is the Quick-Memo input screen, which appears first whenever you enter the Quick-Memo Mode.
- Tap [X] in the upper right corner of the screen to exit the Quick-Memo Mode. Normally, you return to the screen from which you originally entered the Quick-Memo Mode. If you enter from the Mail Mode, however, exiting the Quick-Memo Mode returns to the initial Mail Mode screen.

Quick-Memo Categories

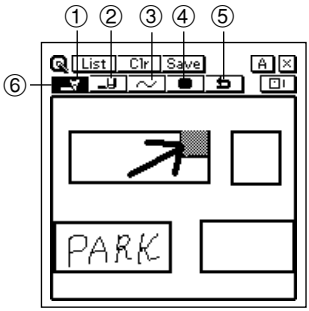
There are three Quick-Memo categories. As with categories in other modes, Quick-Memo categories let you group your memos for easier management.

To select a Quick-Memo category

Tap the Quick-Memo category button to cycle through the Quick-Memo categories in the following sequence: [1] → [2] → [3] → [1], etc.
The display shows the Quick-Memos that are stored under the currently selected category.

Using the Quick-Memo Drawing Tools

The following describes the functions of the Quick-Memo Drawing tools when inputting Quick-Memo data.
Tap a drawing tool with the stylus to select it. The currently selected drawing tool is highlighted on the toolbar. Tapping some of the drawing tools also cycles through a number of optional settings.



① Pencil
② Eraser
③ Line
④ Color
⑤ Undo
⑥ Selected tool

Important!
A diagonal line may appear jagged on the display, even in the Quick-Memo list (page 86).

Pencil Tool

- Tap this tool to cycle through line thickness in the sequence: medium → thick → thin → medium, etc.
- Dragging the stylus on the screen while this tool is selected draws a line.
- Note that you can control the type of line produced by the pencil tool with the line tool, described below.

Eraser Tool

- Tap this tool to cycle through eraser thickness in the sequence: medium → thick → thin → medium, etc.
- Dragging the stylus on the screen while this tool is selected erases anything along the line.
- Note that you can control the type of path produced by the eraser tool with the line tool, described below.

Line Tool

- Tap this tool to cycle through the type of line or eraser path produced when dragging the stylus on the display while the line tool or eraser tool is selected. Each tap of this tool cycles through the line type in the sequence: freehand → straight → vertical/horizontal → rectangle → freehand , etc.

Color Tool

- Tap this tool to toggle the darkness of the line between the following settings: black ↔ gray .

Undo Tool

- Tap this tool to undo the last draw operation you just performed.

Creating a New Quick-Memo

Use the procedures in this section to draw the figures you want in a Quick-Memo.

To input a new Quick-Memo

1. Enter the Quick-Memo Mode.
2. Tap the (category) button to select the category where you want to save the Quick-Memo.
3. Use the drawing tools to draw the figure you want.
   - To clear all Quick-Memo screen contents, tap **Clr**.
4. After you are finished, tap **Save** to save the Quick-Memo.
   - If you want to input another Quick-Memo, tap **New**.

To draw a line or rectangle

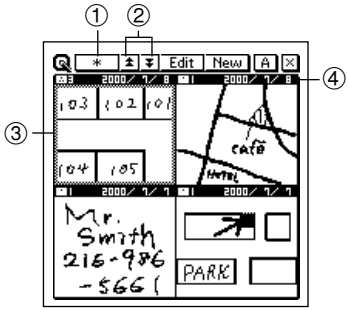
1. Select the line tool for the type of figure (freehand, straight line, vertical/horizontal line, rectangle) you want to draw.

2. Drag the stylus on the display to draw the figure.

Recalling a Quick-Memo

Use the following procedure to scroll through a list of Quick-Memos and find the one you want. Then you can select a Quick-Memo in the list to view it.

1. While the Quick-Memo input screen is on the display, tap **List**.

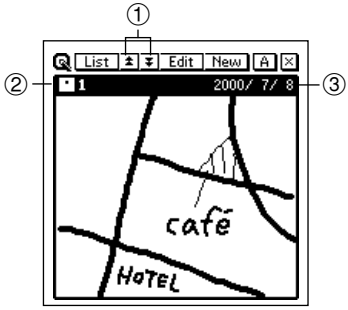


① Category button
② Scroll buttons
③ Selected Quick-Memo
④ Creation date

- This is the Quick-Memo list screen.

2. Tap the category button to specify the category whose Quick-Memos you want to view. Selecting [*] displays the Quick-Memos in all categories.
3. Use the scroll buttons to scroll through the Quick-Memos in the currently selected category.
4. When the Quick-Memo you want to recall is on the screen, tap it with the stylus to select it.

5. Tap the selected Quick-Memo to change to its data display.



① Scroll buttons
② Category of displayed Quick-Memo
③ Creation date

6. In the Quick-Memo data display, you can use the scroll buttons to scroll back and forward to the data display of other memos.
7. After viewing the Quick-Memo, tap **List** to return to the list screen.

Screen Copy

The screen copy feature lets you copy an image of certain screens and store it as a Quick-Memo screen. The following is a list of screens that you can copy with the screen copy feature.

Mode	Data that can be screen copied
Contacts	All list and data screens
Scheduler	All calendar screens (1, 2, 3-month) Weekly Scheduler Daily Scheduler To Do List Reminder List All data screens
Expense Manager	Screens listing periodic totals by expense types or payment types (page 73) All list and data screens
Memo	All list and data screens
Currency Converter	Conversion calculation screens

To record a screen copy

1. Display the data for which you want to record a screen copy.
2. Tap the **Menu Bar** icon to display the menu bar, and then tap **Option** – **Screen copy**.

- The PV Unit switches to the Quick-Memo Mode, with the new screen copy on the display. Make any additions or changes if you want, and then store the image by tapping **Save**.

Attaching a Quick-Memo to a Mail Message

Use the following procedure to attach a Quick-Memo to a mail message. You can attach a previously saved Quick-Memo, one that you are currently inputting, or a screen copy saved as a Quick-Memo.

1. Select the Quick-Memo you want to attach.

- To attach a previously saved Quick-Memo, tap it on the Quick-Memo list screen or display the Quick-Memo's data display (page 86).
- To attach a Quick-Memo you are currently writing, input the data you want into the Quick-Memo and proceed with the following steps while it is on the display.
- To attach a screen copy saved as a Quick-Memo screen, continue with the following step of this procedure immediately after you perform a screen copy operation.

2. Tap .
3. Write your e-mail message, and then tap **Save** to save it.

- See "To write a new mail message" on page 102.