

# ListMaker 2.0

## Quick Start

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### 1 Introduction

This document is for those of you who don't like to read (long) manuals. This is a quick description of ListMaker's main features. To find out the details of each feature please read the full manual.

### 2 Starting ListMaker

**IMPORTANT: If you are upgrading from a previous version of ListMaker or from the ListMaker Demo read this.** If you installed one of the ListMaker sample databases (e.g. "LMShopping.pdb" or "LMTravel.pdb") and made changes to the database(s) that you wish to keep, do not install the sample databases again or they will overwrite the database on your Palm handheld. (Any database installed onto your Palm handheld will overwrite any database with the same name so if you install LMShopping and you have a database called "Shopping" on your Palm handheld, the database on your Palm will be erased and the installed one will be there.) If you wish to install the sample database again, you can change the name of the database on your Palm handheld by choosing "Database Details" from the Database menu and change the name of your database. (You should do this anyway, to avoid this problem in the future.)

When you run ListMaker for the first time you will be presented with a New Database window. Enter a name for your database and tap "OK." Now you're ready to start using ListMaker.

### 3 ListMaker: What You See

Once you've updated your old ListMaker data or created your new ListMaker database you'll see the ListMaker list view screen. The name of your database is at the top-left of the screen and the current category is at the top-right of the screen. There are four buttons along the bottom of the screen: two New buttons (one for new item, same level; one for new item, as child), the Common button (which takes you to the common view), and the "LM!" button (which pops up a list of commonly used functions).

### 4 Features

ListMaker supports 16 categories per database (15 plus Unfiled). These categories work in the same way as the familiar To Do List, Memo Pad, and Address Book applications do. Choose the category with the category popup list in the upper right corner of the screen.

ListMaker can support multiple databases. This means that you can have a shopping list database (with up to 16 lists), an auto maintenance record database, a classroom attendance database, a to do list database, a project task list database, and so many more. This also means that you can pass databases around to your friends, co-workers, or family and they can install them and use them too. To create a new database choose "New Database..." from the Database menu. To open another database choose "Open Database..." from the Database menu or from the "LM!" button popup list in the list view. To delete a database choose "Delete Database..." from the Database menu. To change the name of a database or change its 'one common set' status (more on this in the full manual) choose "Database Details..." from the Database menu. ListMaker can beam databases to other users. Choose "Beam Database..." from the Database menu.

Each list has two main views, List View and Common View. List View is the view you see when you first run ListMaker. The Common View appears when you tap the "Common" button from the

List View. Items in the Common View are meant to be more permanent than the items in the List View.

ListMaker supports hierarchical items. This means that ListMaker can sub-categorize items or be used as an outline. To create a child to an item, select the item (tap on it) then tap the "L." button and it will create an indented item underneath the one you selected. You can have up to seven levels of hierarchy.

To add a new item in either the List View or the Common View tap either "L." or "L." button. If no item is selected the new item will be added at the top of the list. If an item is selected the new item will appear under the selected item; depending on which new button you tap it will either be the same hierarchical level or a child item. Another way to create a new item is to start writing in the Graffiti area. To delete a selected item, choose "Delete Item..." from the List menu. To clear the checked items from the List View, choose "Purge List..." from the List menu. Another way to delete an item is to select its text and do a backspace Graffiti stroke then tap off of the item.

Each list supports manual and automatic sorting. To manually sort, tap and hold on an item until it becomes highlighted then drag it to the desired location and drop it there. To sort a list in alphabetical order choose "Sort List" from the List Menu. To keep a list sorted at all times, check "Always Sort" in the Sort Preferences. To sort checked (completed) items at the end of the list, choose "Sort Checked At End" in the preferences.

Each list item in the List View has a checkbox, an optional popup trigger, an optional custom field, and an optional date field. You can set all of these settings in the General Preferences (which can be accessed by choosing "General Preferences..." from the Options menu or choosing "General Preferences" from the "LM!" popup list). Use the checkbox to indicate that an item is completed or done. You can use the popup trigger to add a list view item to the common view. You can use the custom field to add data such as a quantity to an item (it won't affect the matching to a common item). You can use the date field to attach a date to an item. The date field can show on common items as well as list items.

Each list item can have attached to it a note. To attach a note to a selected list item, choose "Add Note..." from the List menu. To delete the note of a selected item, choose "Delete Note..." from the List Menu. To access the note text, tap on the note icon at the right of the list item's text field.

That's about it for the Quick Start of ListMaker. Of course, look to the real manual for more detailed information. Also, you can email [support@installigent.com](mailto:support@installigent.com) with any questions you may have.

Thanks for using ListMaker!