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Key Guide





Function Keys

- CLEAR** Clears to the main screen of a topic.
- MENU** Shows the main menus.
- GAMES** No function.
- MORE** Shows special characters to type. At some help messages, shows more help.
- LIST** No function.
- SPEC** Shows a special menu.
- CARD** Exits the Organiz-It.

Other Keys

- BACK** Backs up (e.g., erases typed characters).
- ENTER** Makes an entry or selects a menu item.
- HELP** Shows a help message.
- ON/OFF** Turns the Digital Book System on or off.
- SHIFT** Shifts keys to type punctuation, capitals, etc.
- SPACE** Types a space.

Direction Keys



































-  Scroll or move the cursor.
-    Scroll or move the cursor.
- UP/DN** Page up or down.

MatchMaker™ Keys











- ?*** Stands for an unknown character in a search.
- SHIFT** + **?*** Stands for a series of unknown characters in a search.

Key Guide

Gold Key Combinations*

-  +  Selects the Personal Phone Book.
-  +  Selects the Business Phone Book.
-  +  Selects the Clock.
-  +  Selects the Calendar (dates).
-  +  Selects World Time (foreign).
-  +  Selects To Do (goals).
-  +  Selects the Calculator (math).
-  +  Shows the next appointment.
-  +  Selects the Schedule.
-  +  Selects the Expenses.
-  +  Sends search word to another digital book.
-  +  Saves an entry or changes.
-  +  Shows help about key combinations.
-  +  Shows special characters to type.
-  +  Locks keys to type numbers (DBS-1 & -2).
-  +   Go to top or bottom of menu or entry.
In the Calculator, scroll up or down.
-  + **DN/UP** Show the next/previous entry or tutorial.

In the Calculator Only

-  +  Calculates a percentage (%).
-  +  Squares a number (n^2).
-  +  Calculates a square root (\sqrt{n}).
-  +  Calculates a reciprocal ($1/n$).
-  +  Types a negative number ($-n$).

Getting Started

Installing the Organiz-It

WARNING: Never install a digital book when the Digital Book System is on. If you do, information that you have entered in that or any other installed digital book may be permanently erased.

Snap the Organiz-It into a slot on the Digital Book System. Then turn on the Digital Book System and press CARD. Then press the arrow keys to outline the Organiz-It symbol and press ENTER to select it.

TIP: If nothing appears on screen when you turn on the Digital Book System, adjust its screen contrast. If still nothing appears, turn off the Digital Book System and check its batteries.

Using Menus

To view the main menus, press MENU. To view special menus, press SPEC. To highlight menu items, use the direction keys. Then press BACK. To select a menu item, highlight it and press ENTER. **TIP:** To view a complete item on a menu, highlight it and press (?).

Selecting Topics

Press MENU and then highlight a topic on the Topics menu. The blinking arrows at the bottom of the screen show which arrow keys you can press. Press ENTER to select the topic.

Getting Started

TIP: A quicker way to select topics is by using Gold key combinations. For example, hold the Gold key and press S to select the Schedule topic. For Gold key combinations, see the Key Guide or Quick Reference Card.

Setting the Clock

Set the Clock the first time you use the Organiz-It. You can reset it at any time.

First, select the Clock. Then press SPEC to view the Clock special menu and select a menu item. When you select *Set Date and Time*, type a date and time and then press ENTER at the last line.

TIP: You can also set the Clock to the time of any World Time location. With a World Time location in view, press **SPEC** and then select *Set Clock To This Time Zone*.

More Tips for Beginners

Changing the Shutoff Time: The shutoff time is how long the Digital Book System stays on if you forget to turn it off. To change the shutoff time, select *Set Shutoff* from the Other menu. Then select a new time or press BACK.

Help is Always at Hand: To view a tutorial explaining the basic functions of the Organiz-It, select *Tutorial* on the Other menu. To view a help message at virtually any screen, press HELP. To exit help, press BACK.

Handling Data

Entering Data

In most topics, you can enter information by pressing MENU and selecting *New Entry* from the topic menu. At the entry screen, type the requested information. Use the direction keys to move the cursor.

To save your entry, press ENTER at the last line or hold the Gold key and press ENTER at any line. To exit without saving, hold the Gold key and press BACK.

Finding Data

In all topics except the Clock and the Calendar, you can find an entry by highlighting the topic menu and typing an entry. When the entry is highlighted, press ENTER to view it.

In the same topics, you can also find information by searching for words. To go to the search screen in those topics, press CLEAR. Then enter your search word(s) or numbers. **TIP:** To type numbers using a Digital Book System without separate number keys, hold the Gold key and press SPEC to lock and unlock the numbers.

You can type special characters at search and other screens by pressing MORE, highlighting a character and pressing ENTER. Or you can type them by holding the Gold key and SHIFT and pressing the appropriate letter key.

Handling Data

At search screens, you can also type a ? in place of an unknown character or an * in place of a series of unknown characters.

After a word search, only entries with matching words are listed under the appropriate topic menu. To view the matches, press MENU and select an entry. Once an entry is in view, you can view the next or previous entry by holding the Gold key and pressing DN or UP.

Changing Data

With an entry screen in view, press SPEC and select *Change Entry*. Then enter your changes. Hold the Gold key and press ENTER to save your changes, or press SPEC and select *Save Changes*. You can also delete and undelete entries using this special menu.

Using Topics

Schedule

The Schedule is an electronic date book. In it, you can enter meetings, annual events, and notes.

Your Schedule entries must contain an event description. Notes in Schedule entries can contain up to 300 characters.

To schedule birthdays, anniversaries, and other annual events, press SPEC at the Schedule Search screen. Then select *New Annual Entry* and enter an event.

You can find Schedule entries by typing them at the Schedule menu or by entering words at the Schedule search screen. Your search words can be partial dates (e.g., *Jan 24*), full dates (e.g., *1/24/95*), or generic dates (e.g., *tomorrow*, *next month*). You can also search for words appearing in Schedule events and notes.

The quickest way to view your next Schedule appointment is to hold the Gold key and press N at any screen except a menu or help message. Then press BACK to go back to the previous screen. Or press SPEC at the Schedule search screen and select *Show Next Appointment*.

You can delete all your schedule entries before a specified date, rather than deleting them individually, by selecting *Delete All Older Than* from the Schedule search screen special menu and then entering a date and time.

Using Topics

Calendar

The Calendar lets you view months and years. Plus you can go from a calendar to the Schedule to view and make Schedule entries.

To view the calendar of the current month, select the Calendar. To view other months and years, use the direction keys. Press the arrow keys to highlight dates. Press DN or UP to view the next or previous month. Hold the Gold key and press DN or UP to view the next or previous year. Press CLEAR to return to the current calendar.

On calendars, dates with Schedule entries are marked with a dot. To view the Schedule entries, highlight a marked date and press ENTER. Or press SPEC and select *View Schedule*. Hold the Gold key and press DN repeatedly to view the other entries for that date. Press BACK to go back to the calendar.

To make a new Schedule entry from a calendar, highlight a date, press SPEC, and select *New Schedule Entry*. Then type the requested information and press ENTER. Press BACK to go back to the calendar.

Phone Books

The Business and Personal Phone Books let you save names, addresses, phone numbers, and notes.

Phone Book entries are listed alphabetically by last name, so you must type a last name in each entry.

Using Topics

Phone Book notes can contain up to 300 characters. You can find Phone Book entries by typing them at the appropriate topic menu or by entering words at a Phone Book search screen. You can search for any item in a Phone Book entry, such as names, companies, addresses, phone numbers, and words in notes. You can also find Phone Book entries using the Locate menu. Select an item (e.g., *Company*) from the Locate menu and then select a sub-item. To view the matching entries for that sub-item, press the left arrow key. To select more items and sub-items, press BACK.

World Time

The World Time topic lists the current date and time of locations around the world. You can even add your own locations.

To find a World Time location, type a city or country at the World Time menu and press ENTER or enter a location at the World Time search screen. Then hold the Gold key and press DN to view other matching locations, if any.

To add a new location, select *New Entry* from the World Time menu. Enter a city and/or country and the hours and minutes relative to the international dateline.

TIP: If you select *Set Clock to this Time Zone* from the special menu above, the time and date on the Clock changes to that of the location you last viewed.

Using Topics

Calculator

The Calculator performs basic math. To type a negative number, hold SHIFT and press $-$. Press a math key ($+$, $-$, \times , or \div) and type another number. Press ENTER to calculate the calculation. To repeat the previous calculation, press ENTER. To scan your calculations, hold the Gold key and press the up or down arrow keys.

To calculate a percentage, hold the Gold key and press H. To square a number, hold Gold and press J. To calculate a square root, hold Gold and press K. To find a reciprocal, hold Gold and press L.

You can save your calculation by pressing SPEC and selecting *Save This Result*. Then type a name of up to 10 characters. Press ENTER to save the calculation.

To use a previous calculation, press SPEC at the calculation when the calculator is in view and select *Use Previous Result*. Then select a result to use and press a math key to complete the calculation.

You can also use a previous calculation by typing its name at the calculator line. NOTE: With Digital Book System models that do not have separate number keys, hold the Gold key to type the top row of letters.

Using Topics

To Do

To Do entries can contain up to 300 characters. Simply press ENTER to save a typed To Do entry.

Your things to do are listed alphabetically, so type a letter at the start of each (e.g., *A.*, *B.*, *C.*) to prioritize them. Or type a number at the start (e.g., *1.*, *2.*, *3.*).

To find a thing to do, select it from the To Do menu. To change or delete a thing to do, find it, press SPEC and select *Change Entry* or *Delete Entry*.

Expenses

The Expenses topic keeps track of your expenses for any time period. Expense entries are listed on the Expenses menu in the order in which you enter them.

Each expense entry must include an *Item* and an *Amount*. To calculate total expenses, you should enter a Category and a Payment Method, too. Then press BACK to go back to the Expenses menu.

To calculate total expenses, select an entry from the Expenses menu. Then press SPEC and select *Compute Category Sums* or *Compute Payment Method Sums*. Press BACK to go back to the expense entry.

Protecting Your Information

Assigning a Password

WARNING: After you assign a password, you cannot use your Organiz-It without the password. So write down and save your password in a separate location. Also, do not use any special character in your password.

To assign a password, select *Name this Card* from the Other menu. Then type the requested information and a password of up to 40 characters. The password is case sensitive. Press ENTER to save your entries.

TIP: If you forget or lose your password, contact the Customer Support Department at Franklin Electronic Publishers, Inc.

Copying an Organiz-It

WARNING: When you copy from an Organiz-It digital book to another, all the information in the receiving Organiz-It is permanently erased.

Install a second Organiz-It or Franklin Personal Organizer (IC-107) digital book into the Digital Book System. Select *Copy Data* from the Other menu. Select *Copy from Card*. Press C to copy from the organizer. Or press another key to exit without copying.

TIP: You can check how much of the Organiz-It's memory is in use by selecting *Memory Gauge* from the Other menu.

Copying to and from Personal Computers

You can copy information to and from an Organiz-It to a personal computer using the serial communications port on certain Digital Book Systems. Your computer must be MS-DOS®-compatible and have an installed communications program, such as Intellilink® or the Terminal program included with Microsoft Windows®.

First, connect the communication cable from the serial port on the Organiz-It to an open serial port on your computer. Then set your communications program to these settings: COM1 or COM2 (or another serial port); 2400 baud rate; 8 data bits; 1 stop bit; parity none; flow control Xon/Xoff.

TIP: To prepare the Terminal program included with Windows®, first double-click the Main icon in the Program Manager window. Double-click the Terminal icon in the Main window. Select *Communications* on the Settings menu. Highlight the communications settings above and click *OK*.

To copy to or from a personal computer, select *Copy Data* from the Other menu in the Organiz-It. Then select *Copy to PC* or *Copy from PC*. Highlight menu items and press (SPACE) to select copy options. (Select *Intellilink Format* only if you have Intellilink® installed on your PC.) If you are copying from the PC, press ENTER now.

Protecting Your Information

Next, prepare the communications software on your PC to send or receive. (If you are using the Terminal program in Windows, select *Send Text File* or *Receive Text File* from the Transfers menu. Then enter the file name you want to send or receive.) If you are copying to the PC, press ENTER now. Press CLEAR when the copying is done.

TIP: Intellilink® is a Windows®-based program that copies information between the Organiz-It and personal computers in flexible and powerful ways. To order or learn more about Intellilink, contact: Intellilink Corp., One Tara Blvd., Suite 210, Nashua, NH 03062, (603) 888-0666 (ph), (603) 888-9817 (fax).

Replacing the Built-In Battery

The 3-volt, CR1220 lithium battery built into the Organiz-It digital book uses little power, so you will rarely if ever need to change it. When the battery runs low on power, a warning appears on screen.

WARNING: Never remove the Organiz-It's battery when the Organiz-It is not installed in the Digital Book System. If you do, all the information stored in your Organiz-It will be permanently erased.

To change the built-in battery, first install the Organiz-It into the Digital Book System. Then unscrew the battery cover on the back of Organiz-It. Install a new battery, with its plus sign facing you, and replace the battery cover.

Digital Book System

Resetting the Digital Book System

To reset the Digital Book System, hold **CLEAR** while pressing **ON/OFF**. Or press the recessed reset button on the back of the Digital Book System. (Read its Basic Operating Guide for details.)

WARNING: Resetting the Digital Book System may permanently erase information, such as notes, that you have entered in the installed digital books.

NOTE: If the keyboard fails to respond or the screen performs erratically, you can press **CLEAR** and then press **ON/OFF** rather than resetting the Digital Book System. If nothing happens, then reset.

Protecting and Cleaning

- Do not touch the metal contacts on the back of digital books or the rubber contacts on the Digital Book System with statically charged objects. Statically charged objects may erase information that you entered in the digital books.
- Do not put excessive weight on digital books or the Digital Book System or expose them to extreme or prolonged heat, cold, or other adverse conditions.
- To clean digital books, apply isopropyl alcohol with a cotton swab. To clean the Digital Book System, apply a mild household cleaner with a soft cloth.
CAUTION: Spraying liquids on digital books or the Digital Book System may damage them.

Replacing the Batteries

The DBS-1 and DBS-2 use four 3-volt, CR2032 lithium batteries. The DBS-2D uses four 1.5-volt, AA batteries.

Have the new batteries ready before you start. Then turn off the Digital Book System and slide off its battery cover. Remove all the batteries and insert new batteries as shown on the case. In the DBS-1 and DBS-2 the pluses should face you.

Model IC-126 Specifications

- context-sensitive help and built-in tutorials
- On-card 3-volt, CR1220 lithium battery
- On-card RAM: 128 kilobytes
- Size: 58 x 31 x 7 (2-1/4" x 1-1/4" x 1/4")

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Patents Pending.

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