

IC-142



# DIGITAL BOOK



# **ORGANIZIT**<sup>™</sup>

## User's Manual

## License Agreement

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# Key Guide

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




## 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.
- LIST** Locks top row of letters to type numbers (DBS-1 & -2 only).
- SPEC** Shows special menus.
- 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.
- ? \*** Shows a complete menu item.















## Direction Keys

-  Scroll or move the cursor.
-    Scroll or move the cursor.
- DN or UP** Page down or up. (In Calculator, scroll.)
-  +   Jump to the top or bottom of a menu or entry.
-  + **DN/UP** Show the next or previous entry or match.






## Key Guide

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### Gold Key Combinations\*

-  + **A** Selects the Personal Phone Book.
-  + **B** Selects the Business Phone Book.
-  + **C** Selects the Clock.
-  + **D** Selects the Calendar (dates).
-  + **F** Selects World Time (foreign).
-  + **G** Selects To Do (goals).
-  + **M** Selects the Calculator (math).
-  + **N** Shows the next appointment.
-  + **S** Selects the Schedule.
-  + **X** Selects the Expenses.
-  + **BACK** Exits an entry without saving changes.
-  + **CARD** Sends search word to another digital book.
-  + **ENTER** Saves an entry or changes.
-  + **SHIFT** Types special characters when pressed with letter keys.

### Calculator Only Keys

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

\* Hold the Gold key while pressing the other key.

# Introduction

---

Your Organiz-It™ is a powerful and portable personal organizer that works in your Digital Book System®.

This unique organizer has nine main functions, or topics: Business Phone, Schedule, World Time, Clock, Calendar, Calculator, Personal Phone, To Do, and Expenses.

The Organiz-It can also communicate with personal computers via the serial port on certain Digital Book System models. This feature lets you copy information to and from personal computers for backup or editing.

Your information is also protected by a built-in battery, which saves your information when the Organiz-It is not installed in the Digital Book System. A user-designated password provides additional safety.

The Organiz-It also features powerful Schedule and Phone Book searching, multiple-day Schedule entries, Schedule notes, and more World Time locations.

## ✓ About Screen Illustrations

Some screen illustrations in this User's Manual may vary slightly from what you see on screen. These variations do not mean that the Organiz-It or your Digital Book System is malfunctioning.

# Getting Started

**If you're using the  
Organiz-It for the first time,  
read this section.**

**It explains basic  
terms and tasks  
that you need to know.**

# Installing the Organiz-It

---

You must install the Organiz-It digital book in the Digital Book System before you can use it.

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

1. Turn off the Digital Book System.
2. Install the digital book into a slot on the back.
3. Press **(ON/OFF)**.
4. Adjust the screen contrast, if needed.  
If the screen is still blank, check the batteries.
5. Press **(CARD)**.
6. Press **(←)** or **(→)** to highlight the appropriate digital book symbol.



7. Press **(ENTER)**.

## ✓ Resuming Where You Left Off

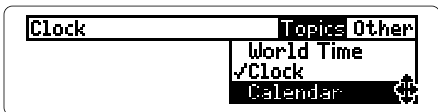
While using this digital book, you can turn off the Digital Book System at any time. When you turn the Digital Book System on again, you return to the screen that you last viewed.

# Selecting Topics

---

Before you can use one of the main functions, or topics, of the Organiz-It, you must select that topic.

1. Press **(MENU)** to view the main menus.
2. Press the arrow keys to highlight a topic on the Topics menu.



A check marks the currently selected topic.

The flashing arrows at the bottom of the screen show which arrow keys you can press to move around the screen.

3. Press **(ENTER)** to select the topic.
4. To select another topic, repeat these steps.

## ✓ A Quicker Way to Select Topics

Rather than selecting topics from the Topics menu, you can select them using Gold key combinations. To select the Schedule topic, for example, hold **(G)** and press **(S)**.

Gold key combinations are listed in the Key Guide and on the Quick Reference Card.

# Tips for Beginners

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These tips apply to all or most of the topics in the Organiz-It.

## ✓ Using Special Menus

Many tasks require you to use special menus. To view a special menu, you press **(SPEC)**.



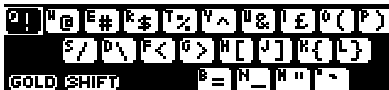
```
Change Entry
Delete Entry
Undelete Entry
New Entry
```

This is a special menu.

To select an item on the menu, press the arrow keys to highlight it and then press **(ENTER)**. To exit without selecting an item, press **(BACK)**.

## ✓ Typing Special Characters

Press **(MORE)** to view the special characters you can type at entry and search screens.



```
Q ! " @ # $ % ^ & ' ( )
/ \ | < > [ ] { }
GOLD SHIFT B = N _ H " ' ~
```

To type a special character, press the arrow keys highlight it and press **(ENTER)**. You can also hold **(O)** and **(SHIFT)** while pressing a letter key to type these characters.

## Tips for Beginners

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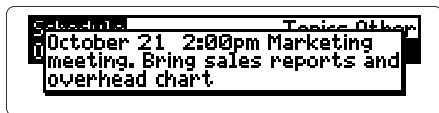
### ✓ Typing and Locking Numbers

If you are using a Digital Book System without separate number keys, you normally type numbers by holding **⓪** and pressing one of the top row of letters. When using an Organiz-It in these models, you can lock the top row of letters to type numbers only by pressing **LIST**. To unlock the numbers, press **LIST** again.

At some entry lines, such as those requesting telephone numbers or numeric calculations, the Organiz-It automatically switches the top-row letter keys to type numbers. If you hold **⓪** and press a top-row letter key in these lines, you can type letters. However, you cannot use **LIST** to type letters at these lines.

### ✓ Viewing Complete Menu Items

Menu items too long to fit on one line are followed by ellipses. To view the complete item, highlight it and press **?\***.



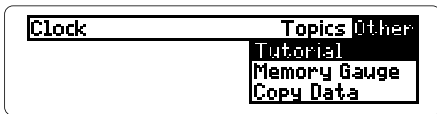
Then press **BACK** to back up.

# Viewing Help

---

You can view a tutorial that explains the basic functions of the Organiz-It.

1. Press **(MENU)**.
2. Select *Tutorial* from the Other menu.



3. Scroll down to read.
4. Press **(MENU)** to return to the main menus.

## ✓ Help is Always at Hand

To view a help message at virtually any screen, press **(HELP)**. To exit help, press **(BACK)**.

## ✓ 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)**.

# Clock

**The Clock can be set  
to any time or time zone.**



**You can also set the Clock to  
standard or daylight savings time  
and display 12- or 24-hour times.**



## Setting the Date and Time

You should set the Clock the first time that you use the Organiz-It. You can reset it at any time. The Organiz-It's built-in battery powers the Clock when the Organiz-It is removed from the Digital Book System.

**1. Select *Clock* from the Topics menu.**

Or hold  and press  (*C*lock).

**2. Press .**

**3. Press  to select *Set Time Zone*.**

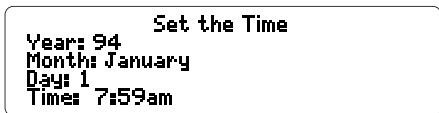


**4. Select a time zone.**

**5. Select *Daylight Savings*.**

**6. Select *Standard Time* or *Daylight Time*.**

**7. Select *Set Date and Time*.**



**8. Enter a year, month, day, and time.**

To type *p* for *p.m.*, hold  and press .

**9. Press  at the last line to save the entry.**

Or hold  and press  at any line. Or press  and select *Save Changes*.



### ✓ Setting the Hour Display

The Clock can display 12- or 24-hour times. To change the display, press **(SPEC)** when the clock is selected. Then select *Display 24 hour Clock* or *Display 12 hour Clock*.

### ✓ Setting the Clock to World Times

You can also set the Clock to the time zone of any World Time location. Read the World Time section of this manual to learn how to find a World Time location.

With a World Time location in view, press **(SPEC)** and then select *Set Clock To This Time Zone*.

# Schedule



**The Schedule is an  
electronic date book.**

**In it, you can  
enter meetings,  
annual events,  
and notes.**

# Making Schedule Entries



You can schedule appointments, meetings, etc.

## 1. Select **Schedule** from the Topics menu.

Or hold **[O]** and press **[S]** (**S**chedule).

## 2. Press **[MENU]**.

## 3. Press **[ENTER]** to select **New Entry**.

## 4. Enter a year, month, day, and time.

To type *p* for *p.m.*, hold **[O]** and press **[P]**.

## 5. Enter an event, number of days, and a note.

You must enter an event. The note is optional. If you leave *Number of days* blank, the entry will be for one day. However, if you enter a number and want to change it to one day, you must type a *1*.

## 6. Press **[ENTER]** at the last line to save the entry.

Or hold **[O]** and press **[ENTER]** at any line. To exit without saving the entry, hold **[O]** and press **[BACK]**.

## 7. Press **[MENU]** to return to the Schedule menu.

Your Schedule entry is listed by date and time.

## ✓ Scheduling Annual Events

To schedule birthdays, anniversaries, and other annual events, select the Schedule and press **[CLEAR]**. Then press **[SPEC]** and select *New Annual Entry*.

```
New Annual Entry
Delete All Older Than
Show Next Appointment
```



## Finding Schedule Entries

---

You can search for Schedule entries by date or by words in their event and notes. Read the next page for all your options.

1. Select the Schedule topic.
2. Type a date or other Schedule search.

Type a date or part of a Schedule entry. Press **ENTER** to search.

oct 21

3. Press **ENTER** to view the first matching entry.
4. Hold **○** and press the DN key to view more matches.
5. Press **MENU** to view all the matches.

Schedule	Topics	Other
October 21 10:00am	Interview	
October 21 2:00pm	Marketing me...	

After a search, only matching Schedule entries are listed on the Schedule menu.

6. Highlight a Schedule entry.  
Type the entry or scroll to it.
7. Press **ENTER** to view the entry.
8. Press **CLEAR** to clear your search.



## ✓ More Ways to Search the Schedule

Search by. . .	For Example. . .
month only	<i>jan, feb, mar</i>
year only	<i>1995 or 95</i>
month and year	<i>jan 1995</i>
generic day	<i>today, yesterday, tomorrow</i>
generic time period	<i>last week, this month, next or previous year</i>
words in events and notes	<i>lunch, ski trip</i>
dates followed by words in events/notes	<i>feb 95 ski trip</i>

## ✓ Understanding Searches

Search words are case insensitive. If you search for *john*, you will find *John*.

Incomplete words find whole words. If you search for *market*, you will find entries containing *market*, *markets*, *marketing*, etc.

Multiple-word searches find only entries containing all the search words. If you search for *sales meeting*, entries containing only *sales* or *meeting* will not be found.



## Changing Schedule Entries

---

You can easily change or delete Schedule entries.

1. Find any Schedule entry.
2. Press **SPEC**.
3. Press **ENTER** to select *Change Entry*.  
Or select *Delete Entry* and go to Step 6.
4. Enter your changes.  
To exit without changing, hold **○** and press **BACK**. Or press **SPEC** and select *Discard Changes*.
5. Hold **○** and press **ENTER** to save the changes.  
Or press **SPEC** and select *Save Changes*.
6. Press **MENU** to return to the Schedule menu.

### ✓ Deleting Entries Older Than a Date

You can delete all your Schedule entries before a specified date rather than deleting them one at a time. First, select the Schedule and press **SPEC**. Then select *Delete All Older Than*.

```
Delete All Entries Older Than
Year: 93
Month: December
Day: 31
Time: 11:59pm
```

Enter a date and time. Or press **CLEAR** to exit without deleting entries.

# Viewing the Next Appointment

You can view your next appointment without selecting or searching the Schedule. Your next appointment is the Schedule entry most closely following the current time on the Clock.

1. Select the Schedule topic.
2. Press **(SPEC)**.
3. Highlight *Show Next Appointment*.



```
New Annual Entry
Delete All Older Than
Show Next Appointment
```

4. Press **(ENTER)** to view it.
5. Press **(MENU)** or **(CLEAR)**.

## ✓ A Quicker Way to the Next Appointment

Simply hold **(O)** and press **(N)** at any screen except a menu or help message. Then press **(BACK)** to go back to the previous screen.

## ✓ Other Schedule Options

Press **(SPEC)** at a Schedule entry to view these options:

- *Undelete Entry* restores the entry most recently deleted from the selected topic during your current session.
- *New Entry* lets you enter a new entry.

# Calendar

**The Calendar lets you view  
months and years.**

**You can also go directly  
from a calendar  
to the Schedule  
to view Schedule entries.**

# Viewing Calendars



When you select the Calendar, the current month appears. You can then scan other months and years.

## 1. Select *Calendar* from the Topics menu.

Or hold **○** and press **D** (dates).

1994			Su	Mo	Tu	We	Th	Fr	Sa
Jan	May	Sep				1	2	3	4
Feb	Jun	Oct	5	6	7	8	9	10	11
Mar	Jul	Nov	12	13	14	15	16	17	18
Apr	Aug	Dec	19	20	21	22	23	24	25
			26	27	28	29	30		

2. Press the arrow keys to move the highlight.
3. Press the DN or UP key to view the next or previous month.

1994			Su	Mo	Tu	We	Th	Fr	Sa
Jan	May	Sep	31					1	2
Feb	Jun	Oct	3	4	5	6	7	8	9
Mar	Jul	Nov	10	11	12	13	14	15	16
Apr	Aug	Dec	17	18	19	20	21	22	23
			24	25	26	27	28	29	30

4. Hold **○** and press the DN or UP key to view the next or previous year.

1995			Su	Mo	Tu	We	Th	Fr	Sa
Jan	May	Sep	30	31					1
Feb	Jun	Oct	2	3	4	5	6	7	8
Mar	Jul	Nov	9	10	11	12	13	14	15
Apr	Aug	Dec	16	17	18	19	20	21	22
			23	24	25	26	27	28	29

5. Press **CLEAR** to return to the current calendar.



## Viewing Schedule Entries

You can view your Schedule entries by selecting their dates from calendars. Dates with Schedule entries are marked with a dot.

1. Find any calendar.
2. Press the arrow keys to highlight a date marked with a dot.

1994			Su	Mo	Tu	We	Th	Fr	Sa
Jan	May	Sep	30	31					1
Feb	Jun	Oct	2	3	4	5	6	7	8
Mar	Jul	Nov	9	10	11	12	13	14	15
Apr	Aug	Dec	16	17	18	19	20	21	22
			23	24	25	26	27	28	29

3. Press **ENTER** to view the entry.

```
Friday October 21, 1994
at 2:00pm
for 1 Day
Marketing meeting
Notes: Bring sales reports.      ↓
```

This is a sample entry.

4. Hold **○** and press the DN key repeatedly to view the next entries for that date, if any.
5. Press **BACK** to go back to the calendar.

### ✓ Another Way to View Schedule Entries

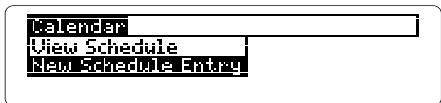
You can also view the Schedule from a calendar by pressing **SPEC** and then selecting *View Schedule*. The first Schedule entry for the highlighted day appears.

# Scheduling from the Calendar

---

You can also make new Schedule entries directly from any calendar.

1. Highlight a date on any calendar.
2. Press **(SPEC)**.
3. Highlight *New Schedule Entry*.



4. Press **(ENTER)**.
5. Enter a Schedule entry.  
To learn how, read “Making Schedule Entries.”  
You can make an entry for the current or any other date.
6. Press **(BACK)** to go back to the calendar.

# Phone Books

**In the Business and Personal  
Phone Books,  
you can save  
names, addresses,  
phone numbers, and notes.**

# Making Phone Book Entries

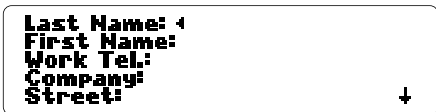
Phone Book entries are listed by last name, so you must enter a last name in each entry. The other items in the entry are optional.

1. Select **Business Phone** or **Personal Phone** from the Topics menu.

Or hold **○** and press **(A)** (Personal Phone) or hold **○** and press **(B)** (Business Phone).

2. Press **(MENU)**.

3. Press **(ENTER)** to select **New Entry**.



A screenshot of a phone book entry form. The form is enclosed in a rounded rectangle and contains the following text: "Last Name: ↓", "First Name:", "Work Tel.:", "Company:", and "Street:". A small downward-pointing arrow is located at the bottom right of the form.

4. Enter names, address, numbers, and notes.

Notes can contain up to 300 characters.

5. Press **(ENTER)** at the last line to save the entry.

Or hold **○** and press **(ENTER)** at any line. To exit without saving the entry, hold **○** and press **(BACK)**.

6. Press **(MENU)** to return to the menus.

## Finding Phone Book Entries

You can search for Phone book entries by names, addresses, numbers, or words in their notes. Read the next page for all your options.

1. Select the **Business Phone** or **Personal Phone**.
2. Press **CLEAR**.
3. Type a name or other Phone Book search.

Type part of a Business Phone entry. Press **ENTER** to search.

bob brown

4. Press **ENTER** to view the first matching entry.

**Bob Brown**  
XYZ Co.  
Main Street  
Anytown, USA, PA 99999 US  
**Home:** 999-999-9999

This is a sample entry.

5. Hold **○** and press the **DN** key to view more matches.
6. Press **MENU** to view all the matches.  
After a search, only matching Phone Book entries are listed on the Phone Book menu.
7. **Highlight a Phone book entry.**  
You can type the entry or scroll to it.
8. Press **ENTER** to view the entry.
9. Press **CLEAR** to clear your search.



## ✓ More Ways to Search the Phone Books

Search by. . .	For Example. . .
name	<i>bill, smith, brown</i>
company	<i>XYZ co</i>
city	<i>anytown</i>
state	<i>pa, wi</i>
country	<i>us</i>
area code	<i>212, 804</i>
full phone number	<i>999-999-9999</i>
words in notes	<i>relative, active account, sales rep</i>

## ✓ Understanding Searches

Search words are case insensitive. If you search for *johnson*, you will find *Johnson*.

Incomplete words find whole words. If you search for *johnson*, you will find entries containing *johnsonville* as well as *johnson*.

Multiple-word searches find only entries containing all the search words. If you search for *bill johnson*, entries containing only *bill* or *johnson* will not be found.

## Using the Locate Menu

You can find Phone Book entries by selecting one or more categories from the Locate menu.

1. Select the **Business Phone** or **Personal Phone**.
2. Press **(MENU)**.
3. Highlight a category on the Locate menu.



4. Press **(ENTER)** to select it.



5. Select an entry from the category menu.  
To deselect the entry, highlight it and press **(ENTER)**.
6. To select an entry from another category, press **(BACK)**, select a category and then an entry.  
Bullets mark the selected categories. Asterisks mark entries not occurring in the selected categories.
7. Press **(↵)** to view the matching items.  
After making selections, only matching entries are listed on the Phone Book menu.
8. Select an entry to view.
9. Press **(CLEAR)** to clear your selections.

# Changing Phone Book Entries

You can easily change or delete your Phone Book entries.


1. Find any **Business or Personal Phone Book** entry.
2. Press **SPEC**.
3. Press **ENTER** to select *Change Entry*.  
Or select *Delete Entry* and go to Step 6.
4. Enter your changes.  
To discard your changes, hold **○** and press **BACK**. Or press **SPEC** and select *Discard Changes*.
5. Hold **○** and press **ENTER** to save the changes.  
Or press **SPEC** and select *Save Changes*.
6. Press **MENU** to return to the menus.

## ✓ Other Phone Book Options

Press **SPEC** at a Phone Book entry to view these options:

- *Undelete Entry* restores the entry most recently deleted from the selected topic during your current session.
- *New Entry* lets you enter a new entry.

# World Time



**World Time lists  
the time and day of the week  
for cities and countries  
around the world.**

**You can also add  
your own World Time locations.**

# Finding Locations



You can find the current time and day in World Time locations by searching for cities and countries.

NOTE: The Clock must be set to the correct local time and date for the World Time times and days to be accurate.

**1. Select *World Time* from the Topics menu.**

Or press **○** plus **F** (foreign).

**2. Type a location (e.g., city or country).**

Type a location. Press **ENTER** to see the time there.

Paris

**3. Press **ENTER**.**

Paris  
12:59pm Saturday

**4. Hold **○** and press the DN key to view more matching locations, if any.**

**5. Press **MENU** to view a listing of all the matches.**

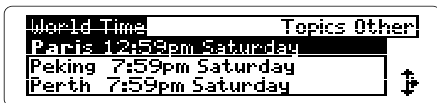
**6. Press **CLEAR** to clear the search.**



## Scanning the Menu

You can also find locations by scanning the World Time menu. Usually, you need to type only the first few letters to find a location on the menu.

1. Select the *World Time* topic.
2. Press **MENU**.
3. Type a location (e.g., city or country).



4. Press **ENTER** at the highlighted location to view its time and day.
5. Hold **○** and press the DN or UP key to view the next or previous location on the World Time menu.
6. Press **MENU** to return to the World Time menu.

### ✓ More Ways to Scan the Menu

Use these keys to scan the World Time menu:

To . . .

scroll up or down

page up or down

jump to the top or bottom of the menu

Press . . .

or

UP or DN key

**○** + or

# Entering Locations



You can add your own locations to the World Time topic. Their times must be set relative to the international date line.

1. Select the *World Time* topic.
2. Press **MENU**.
3. Press **ENTER** to select *New Entry*.

```
Location: 4
Hours after Date Line:
(Ce.g. New York = 7, Tokyo = 21)
Minutes after Date Line:
Daylight Savings?(y/n)  +
```

4. Enter a location (e.g., city or country).  
To move the cursor, press the arrow keys.
5. Enter minutes and hours after the international date line.
6. Type Y or N and press **ENTER**.  
The new location appears.
7. Press **MENU** when done.

## ✓ About the International Date Line

The international date line is an imaginary line at the 180° meridian where, by convention, travelers add or subtract a day when they cross it. In many atlases, the 24 world time zones are calculated relative to the international date line.



## Changing Locations

---

You can change or delete any location that you have added to the World Time topic. You cannot change or delete pre-entered locations.

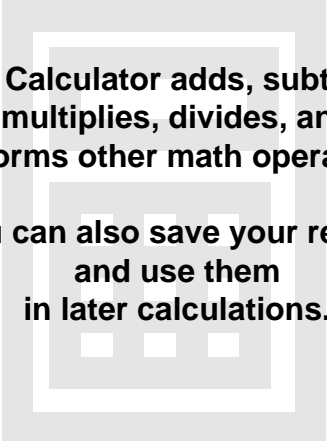
1. Find a World Time location that you entered.
2. Press **SPEC**.
3. Press **ENTER** to select *Change Entry*.  
Or select *Delete Entry* and go to Step 6.
4. Enter your changes.  
To discard your changes, hold **○** and press **BACK**. Or press **SPEC** and select *Discard Changes*.
5. Hold **○** and press **ENTER** to save the changes.  
Or press **SPEC** and then select *Save Changes*.
6. Press **MENU** when done.

### ✓ Changing Time Zones

There is a quick way to set the Clock to your current time and day when you are travelling across time zones.

First, find a World Time location in your new time zone. With the location in view, press **SPEC**. Then select *Set Clock To This Time Zone* from the special menu.

# Calculator



**The Calculator adds, subtracts, multiplies, divides, and performs other math operations.**

**You can also save your results and use them in later calculations.**



# Making Calculations

**1. Select *Calculator* from the Topics menu.**

Or hold **(O)** and press **(M)** (math).

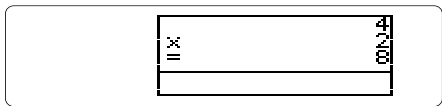
**2. Type a number.**

To type a negative number, hold **(SHIFT)** and press the hyphen key. To type decimals, use the period key.

**3. Press a math function key (+, -, x, or ÷).**

**4. Type another number.**

**5. Press **(ENTER)** to calculate.**



To repeat the previous operation, press **(ENTER)**.

**6. Do more calculations, if you like.**

To scroll up or down, press the UP or DN key.

**7. Press **(CLEAR)** to clear the calculations.**

## ✓ Making Advanced Calculations

Use these Gold key combinations:

**To...**

calculate a percentage

square a number

calculate a square root

calculate a reciprocal

**Press...**

**(O) + (H)**

**(O) + (J)**

**(O) + (K)**

**(O) + (L)**

# Using Previous Results



You can save your calculations and use them later.

1. Make a calculation.
2. Press **SPEC**.
3. Select *Save this Result*.
4. Type a name of up to 10 characters.

```
Save Calculator Result
Name the Result: calc1
```

To exit without saving, press **BACK**.

5. Press **ENTER** to save the result.
6. Make another calculation.
7. Press **SPEC**.
8. Select *Use Previous Result*.

```
Use Previous Result
calc1 = 8
calc2 = 3
```

9. Select a result to use.
10. Press a math key and complete the calculation.

## ✓ Deleting Previous Results

To delete a saved result, first press **SPEC** at the Calculator. Then select *Delete Previous Result* and select a result.

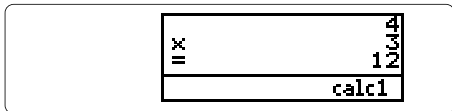


## Using Previous Results

### ✓ A Quicker Way to Use Previous Results

Rather than selecting a previous result from a menu, you can type its name at the Calculator line.

For example, if you had saved a result named *calc1*, type *calc1* at the Calculator line. (Read the note below to learn how.)



Then press **ENTER** to use it in your calculations.

### ✓ Typing Letters in the Calculator

If you are using a Digital Book System without separate number keys, in the Calculator you can type a letter from the top row of letter keys by holding **⓪** and pressing the appropriate key.

Your result names can contain numbers, as shown above, but they cannot begin with a number. When you type a number first in the Calculator, the top row of letter keys types numbers only and cannot be overridden.

Note, also, that in the Calculator pressing **LIST** does not let you type letters. To type a letter from the top row of keys, you must hold **⓪** and press a letter.

# To Do

**The To Do topic  
lists your important tasks.**



**You can prioritize,  
change, and delete  
your things to do.**



## Making a To Do List

---

1. Select *To Do* from the Topics menu.

Or hold  and press  (goals).

2. Press  to select *New Entry*.





A screenshot of a text input field with the label "What to do:" and a cursor. The field is empty except for the label and cursor.

3. Type a thing to do.

You can type up to 300 characters.

4. Press  to save it.

To exit without saving your entry, hold  and press .

5. Press  to return to the To Do menu.

### ✓ Prioritizing Your To Do List

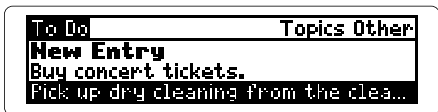
To list your things to do in order of priority or importance, type appropriate letters or numbers at the start of each To Do entry (e.g., A., B., C. or 1., 2., 3.).

To Do entries that begin with letters are listed alphabetically on the To Do menu. Numbered entries are listed before alphabetical entries.

# Finding & Changing To Do Entries ✓

Once you have To Do entries, you can find them by scanning the To Do menu. Then you can change or delete them.

1. Select the To Do topic.
2. Highlight an entry on the To Do menu.



You can type the entry or scroll to it.

3. Press **ENTER** to view the entry.



4. Press **SPEC**.
5. Select **Change Entry** or **Delete Entry**.

If you select *Change Entry*, edit lines by moving the cursor and retyping.

To save your changes, hold **○** and press **ENTER**. Or press **SPEC** and then select *Save Changes*.

6. Press **MENU** when done.

# Expenses

**The Expenses topic  
keeps track of  
your expenses  
for any time period.**

**You can also calculate  
your expenses  
by category or  
by payment method.**

# Making Expense Entries



You can record expenses by date, item, category, payment method, and amount.

**1. Select *Expenses* from the Topics menu.**

Or hold and press (*Expenses*).

**2. Press to select *New Entry*.**

**Date:**  
**Item:**  
**Category:**  
**Payment Method:**  
**Amount:**

**3. Enter the requested information.**

To change a line, press and then retype it.

**4. Press at the last line to save the entry.**

Or hold and press at any line.

**5. Press to return to the Expenses menu.**

## ✓ Understanding Expense Entries

Expense entries are listed on the Expenses menu by item, and total expenses are calculated by adding amounts. So you must include an *Item* and an *Amount* in each Expense entry.

Since you can calculate expense sums by *Category* or by *Payment Method*, you probably want to include information about them in each Expense entry, too.

## (\$) Finding & Changing Expenses

---

Your expense entries are listed on the Expenses menu in the order that you entered them. Here is how to find, change, or delete them.

1. Select the Expenses topic.
2. Highlight an entry on the Expenses menu.

Expenses	Topics	Other
New Entry		
Lunch with Bill	28.46	
Cab to airport	12.75	

You can type the entry or scroll down to it.

3. Press **ENTER** to view it.

<b>Date:</b> Oct 23, 1994
<b>Item:</b> Lunch with Bill
<b>Category:</b> Business
<b>Payment Method:</b> Credit card
<b>Amount:</b> 28.46

4. Press **SPEC**.
5. Select *Change Entry* or *Delete Entry*.

If you select *Change Entry*, edit lines by moving the cursor and retyping.

To save your changes, hold **○** and press **ENTER**.

Or press **SPEC** and then select *Save Changes*.

6. Press **MENU** to return to the Expenses menu.

# Calculating Expenses

( $\$$ )

You can calculate your total expenses by category or by payment method.

1. Select an entry from the Expenses menu.
2. Press **(SPEC)**.
3. Highlight *Compute Category Sums* or *Compute Payment Method Sums*.

```
Delete Entry
Undelete Entry
Compute Category Sums
Compute Payment Method Sums
```

4. Press **(ENTER)**.

```
credit card      230.3
cash              17
```

This is a sample list.

5. Press **(BACK)** to go back to the entry.

# Protecting Information

**The Organiz-It provides password-only access and can copy information to and from other Organiz-Its and personal computers.**



**It also has a built-in battery to protect your information when the Organiz-It is removed from the Digital Book System.**




# Assigning a Password



**CAUTION:** After you assign a password, you cannot start using your Organiz-It without it. So write down and save your password in a separate location.



1. Select ***Name this Card*** from the **Other** menu.
2. Enter all the requested information.

Your password is case sensitive (e.g., *a* is treated differently than *A*). To exit without saving, hold  and press .


3. Press .
4. If this is the first password assigned, press .
5. Press  twice.

Please type the password:

6. Enter your password exactly as before.

To type special characters, hold  and  and press the appropriate letter key (see p. 10).

## ✓ Password Changes and Problems

To change or erase your password during a session, select *Name this Card*, edit the password, and press . If you forget or lose your password, call the Customer Support Department at Franklin Electronic Publishers, Inc., toll-free, at 800-762-5382.

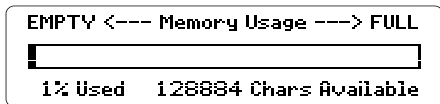


## Gauging the Memory

---

You can check how much of the Organiz-It's memory is in use.

1. Select *Memory Gauge* from the *Other* menu.



2. Press **BACK** to go back to the menus.

### ✓ Understanding the Memory

The Organiz-It has 128 kilobytes of random-access memory (RAM). This memory is dynamically allocated, so the amount of information that you can save in a topic depends on the total memory available. For example, if only one topic has entries, nearly 128 kilobytes of information can be saved in it.

### ✓ Resetting the Organiz-It

**WARNING:** Resetting an Organiz-It permanently erases all the information entered in it. Perform this operation only if you want to erase all your entries.

To reset an Organiz-It to its original factory settings (e.g., shutoff time, no password, no entries), select *Factory Reset* from the *Other* menu. Then press **F** to erase or press any other key to cancel.

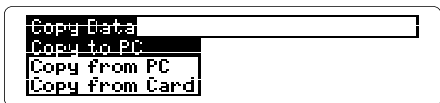
# Copying an Organiz-It



You can copy information from one installed Organiz-It, or the Franklin Personal Organizer (IC-107), to another Organiz-It.

**CAUTION:** When you copy from an organizer digital book, all the information in the sending organizer is merged with that of the receiving organizer. Exact duplicate records will be overwritten, but any information exceeding the memory capacity of the receiving organizer will not be copied. Check the memory gauges of both organizers before you copy.

1. Install a second Organiz-It, or the Franklin Personal Organizer (IC-107), into the Digital Book System.
2. Select *Copy Data* from the Other menu.



3. Select *Copy from Card*.
4. Press **Ⓢ** to continue.  
To exit without copying, press any other letter key.



## Copying to and from PCs

---

You can copy information to and from an Organiz-It to a personal computer (PC) using the serial port found on certain Digital Book System models. Your PC must be MS-DOS®-compatible and have an installed communications program.

NOTE: The steps in this section assume you are using the Terminal communications program included with Windows®. If you are using another communications program, refer to its user's manual.

### ► Preparing to Copy

**1. Connect the serial cable from the port on the Organiz-It to a serial port on your computer.**

Make sure the cable's plug is inserted into the Digital Book System with its wider side facing up.

**2. Double-click the Main icon in the Program Manager window.**

**3. Double-click the Terminal icon in the Main window.**

**4. Select *Communications* from the Settings menu.**

**5. Select a serial port (COM1, COM2, etc.), if needed.**

**6. Select these communication settings:**

- 2400 baud rate
- 8 data bits
- 1 stop bit
- parity none
- flow control Xon/Xoff.

**7. Click *OK*.**



### ► Copying to a PC

1. In the **Organiz-It**, select *Copy Data* from the **Other** menu.
2. Select *Copy to PC*.
3. Highlight and press **(SPACE)** to view the options.  
Have *ASCII Format* and either *All Topics* or *Current topic* in view.
4. On your PC, select *Receive Text File* from the **Transfers** menu in the **Terminal** program.
5. Enter a file name in which to receive data.  
Type the suffix *.txt* in the file name (e.g., *org.txt*).
6. Press **(ENTER)** on the **Digital Book System** to copy.
7. Press **(CLEAR)** when done.

### ► Copying from a PC

1. In the **Organiz-It**, select *Copy Data* under **Other**.
2. Select *Copy from PC*.
3. Highlight and press **(SPACE)** to view the options.  
Have *ASCII Format*, *All Topics* or *Current topic*, and *Merge with current data* or *Overwrite current data* in view.
4. Press **(ENTER)**.
5. On your PC, select *Send Text File* from the **Transfers** menu in the **Terminal** program.
6. Enter the file name you want to send.
7. Press **(CLEAR)** on the **Digital Book System** when done.



### ✓ About IntelliLink®

IntelliLink is a Windows®-based program that copies information between hand-held organizers and PC-installed organizers such as Lotus Organizer®. If you use IntelliLink, you must select *IntelliLink Format* as an option when copying to or from the Organiz-It.

To learn about or order IntelliLink, contact: IntelliLink Corp., One Tara Blvd., Suite 210, Nashua, NH 03062, (603) 888-0666 (ph), (603) 888-9817 (fax).

### ✓ Replacing the Organiz-It's Battery

The 3-volt, CR1220 lithium battery built into the Organiz-It 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 built-in battery when an Organiz-It is removed from the Digital Book System. If you do, all the information entered in the Organiz-It will be permanently erased.

To replace 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.

# Appendix

**These pages review  
how to use  
the Digital Book System.**

# 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.

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. You should replace the batteries before they lose all power.

Have new batteries ready before you start. Then turn off the Digital Book System. **WARNING:** If you remove batteries when the Digital Book System is on, information entered in any installed digital books may be permanently erased.

Slide the battery cover off the back and install the new batteries with their plus signs oriented as shown on the unit. Never mix old and new batteries in the Digital Book System.

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Patents Pending.

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Rev. B

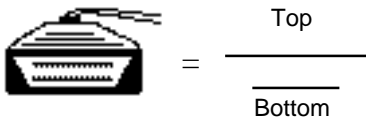
**Franklin**®  
Electronic Publishers  
Mt. Holly, NJ 08060

# Important Update

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## ► Connecting the Cable to your Digital Book System (DBS)

When connecting the IntelliLink cable, make sure the plug is oriented with the wider metal edge on top and the narrower metal edge on the bottom, as shown below.



If the cable is not plugged in properly, when you attempt to transfer data, your PC will display the message *Unable to connect to handheld device*. To correct the problem, remove the plug and reinsert it the correct way. Then close IntelliLink, reopen it and start the Import/Export operation again.

## ► Closing IntelliLink Between Operations

IntelliLink can complete only one data transfer operation per session. To make an additional transfer, you must close and then reopen the IntelliLink program. (Minimizing the IntelliLink icon on your Windows desktop is not sufficient; the program must be completely closed.)

# Important Update

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## ► Getting On-line Help

There are two ways to get to IntelliLink's help information. First open the IntelliLink program and then either:

**Double-click the yellow question mark icon.**

-or-

**Click the yellow help button on the toolbar.**

On-line help includes sections on *Getting Started*, *How do I?*, *Supported Systems*, and *Glossary*.

We recommend that you check *Supported Systems* for specific information on the PC software you plan to use with your Organiz-it! card.

## ► Formats Compatible with Organiz-it!

- ACT for Windows 1.0
- ASCII-Text Delimited
- Lotus Organizer 1.1
- Microsoft Word 6.0 and up
- PackRat 4.0 & 4.1
- WordPerfect 6.0A and up

NOTE: Version numbers shown here supersede those appearing in the on-line help message. ASCII-Text Delimited is a format compatible with many PC programs not listed here.

# Important Update

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## ► Important Information about Importing Updated Data

An entry revised in your PC file (for instance, a changed phone number) will be recorded as a separate new entry when you transfer the file to the Organiz-it! card in your Digital Book System and will be listed along with the older information.

To completely replace older Organiz-it! topics with modified PC files, you must first delete the existing Organiz-it! information by choosing *Factory Reset* from the Other menu. This will erase ALL information in ALL TOPICS. You can then restore each topic with information from your PC.

Remember, even if only one topic is to be replaced, all four must be restored from your PC. Make certain that you have copied all your Organiz-it! topics (*business phone, personal phone, to do, and schedule*) to your PC before conducting a "Factory Reset."

# Important Update

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## ► Copying Data from Your Digital Book System to Your PC (Export)

Each Export/Import operation transfers only one Organiz-it! topic from your Digital Book System to your PC—the last topic selected. To transfer additional topics properly, you must completely close and then reopen IntelliLink between each operation.

NOTE: If you are using WordPerfect, you can transfer the data in table format by clicking the *Place Records in Table* option or in mail-merge format by clicking the *Form File* option on the *Options* screen.

### **STEP ONE (PC):**

1. Double-click the *Import/Export* program group icon on the Windows screen.
2. Double-click the IntelliLink *Import/Export* icon within that program group.
3. From the IntelliLink toolbar, select *Transfer* and then *Export* and then the target application (*WordPerfect, Lotus Organizer, etc.*).
4. Click *OK*.
5. Click the *General* tab.
6. In the *From Franklin Organizer* space, select the topic (*business phone, personal phone, to do, or schedule*) to be transferred.
7. On the same screen, enter the name of the destination file in the *File Name* space.

# Important Update

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## 8. Click the *Options* tab.

On this screen, the *Option Category* space should show the target application.

## 9. Click the *Export* button.

### STEP TWO (Digital Book System):

#### 1. Press **MENU**.

#### 2. Select the *Other* menu and then press **ENTER**.

#### 3. Select *Copy Data* and then press **ENTER**.

#### 4. Select *Copy to PC* and then press **ENTER**.

*IntelliLink Format* should appear on the screen.

- If the screen shows *ASCII Format*, press **SPACE** once to switch formats. Then press **ENTER** to select it.
- If the connection is made, the DBS screen will display the message *Connecting to Ilwin*.

### STEP THREE (PC):

#### 1. Click *OK*, once the connection is established, to begin the transfer.

# Important Update

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## ► Copying Data from Your PC to Your Digital Book System (Import)

Each Export/Import operation transfers only one Organiz-it! topic from your PC to your Digital Book System—the last topic selected. To transfer additional topics properly, you must completely close and then reopen IntelliLink between each operation.

You must use Organiz-it!'s Merge with Current Data option when importing data from your PC. However, an entry revised in your PC file (for instance, a changed phone number) will be recorded as a separate new entry when you transfer the file to the Organiz-it! card in your Digital Book System, and will be listed along with the older information. To completely replace older Organiz-it! topics with modified PC files, you must do a “Factory Reset” on your Digital Book System.

**WARNING:** This will erase ALL information in ALL TOPICS. Make certain that you have copied all your Organiz-it! topics (*business phone, personal phone, to do, and schedule*) to your PC before conducting a “Factory Reset.” You can then restore each topic with information from your PC.

### **STEP ONE (PC):**

- 1. Double-click the *Import/Export* program group icon on the Windows screen.**
- 2. Double-click the IntelliLink *Import/Export* icon within that program group.**
- 3. From the IntelliLink toolbar, select *Transfer* and**

# Important Update

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then *Import* and then the source application (*WordPerfect*, *Lotus Organizer*, etc.).

4. Click *OK*.
5. On the *General* screen, select the data to be transferred.
6. In the *From Franklin Organizer* blank, select the topic to which the data should be transferred.
7. Click the *Options* tab.

On this screen, make sure that *Franklin Organizer* appears in the *Option Category* space and that the correct Com Port is listed (for most users it is COM 1).

8. Select *Update* in the *Merge Option* space.
9. Click the *Import* button.

## STEP TWO (Digital Book System):

1. Press **(MENU)**.
2. Select *Other* and then press **(ENTER)**.
3. Select *Copy Data* and then press **(ENTER)**.
4. Select *Copy to PC* and then press **(ENTER)**.

*IntelliLink Format* should appear on the screen.

- If the screen shows *ASCII Format* instead, press **(SPACE)** once to switch formats. Next, highlight *Merge with Current Data* and then press **(ENTER)**.
- If the connection is made, the DBS screen will display the message *Connecting to Ilwin*.

## STEP THREE (PC):

1. Click *OK*, once the connection is established, to begin the transfer.

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Rev A