

Handy Databank for Sony Ericsson P800/P900

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<http://www.epocware.com>

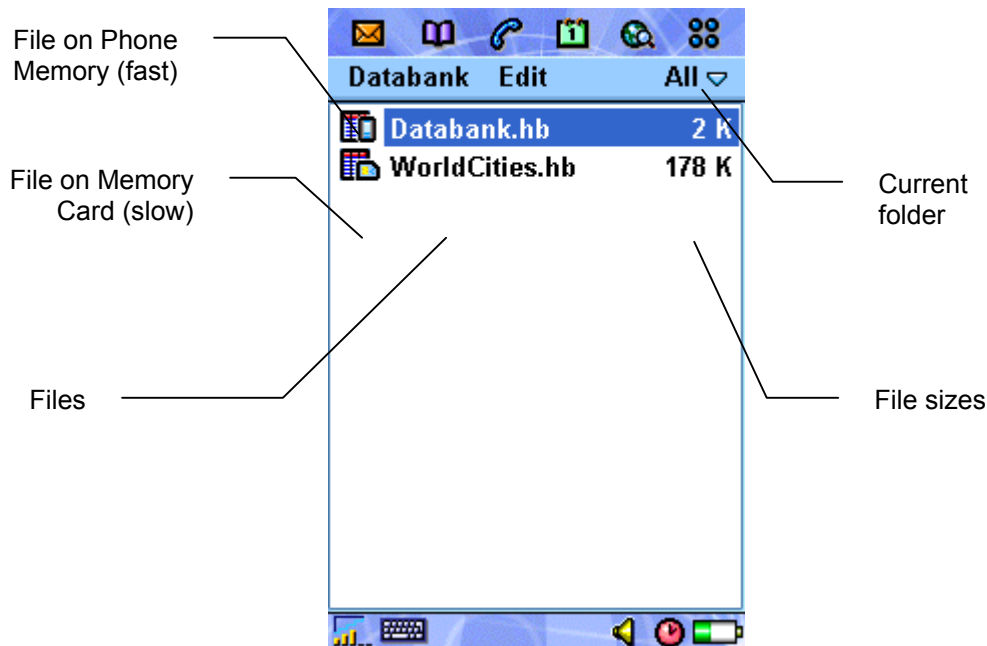
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Handy Databank: Quick start

Handy Databank is the database. The files created in it can be copied to PC and converted to any PC database applications, using **Handy Databank Converter**.

Use Handy Databank to store information as you would in a card index. The ready-made Handy Databank file contains **labels** suitable for storing information as a "knowledgebase" database. Handy Databank files can be created for any other type of information, e.g. recipes, CD lists, train times etc.

The initial view of Handy Databank is **File view**. File view lists all Handy Databank files. Click on a file to open it. Select **New file** on the **Handy Databank** menu to create a new file.



File view

When a new Handy Databank file created, you'll see an empty knowledge database, with labels for Name/subject, URL and Notes.

✍ "URL" means a Web page or Web site.

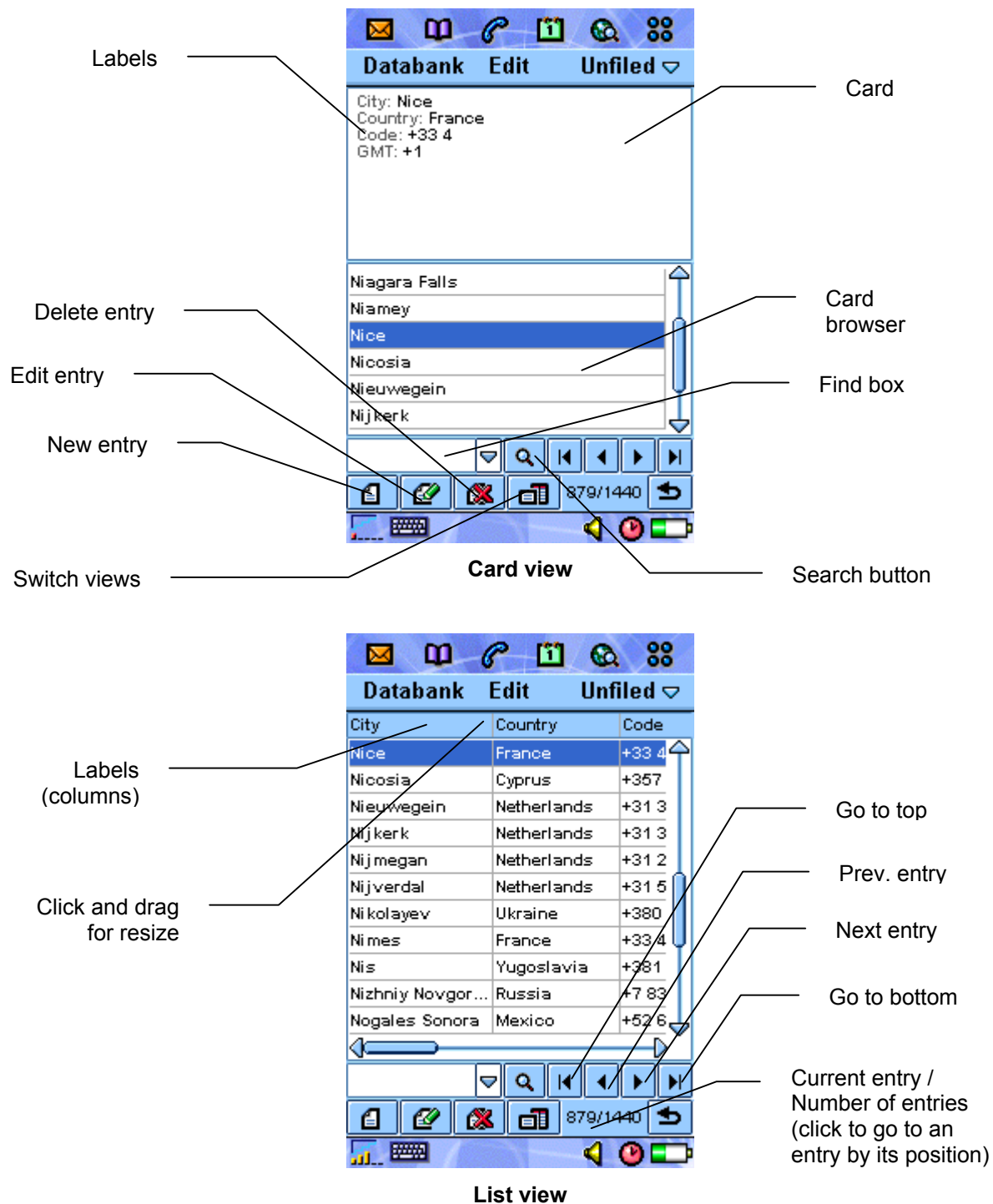
You can add new entries to the database straight away. To do this, tap **New entry** on the Toolbar.

Type in the first entry, press **Save** to add it, then add further entries in the same way.

You may want to use the database for another type of information. If you do, you may need to customise the labels for the type of information you want to record. To do this, use **Change labels** on the **Edit** menu to set up suitable labels before adding any entries.

To sort entries, e.g., alphabetically by Name/subject, select **Sort by label** on the **Edit** menu.

Handy Databank has two data views. **List view** to see entries as a list, and **Card view** to see individual entries. Press **Switch view** on the Toolbar to switch between them.



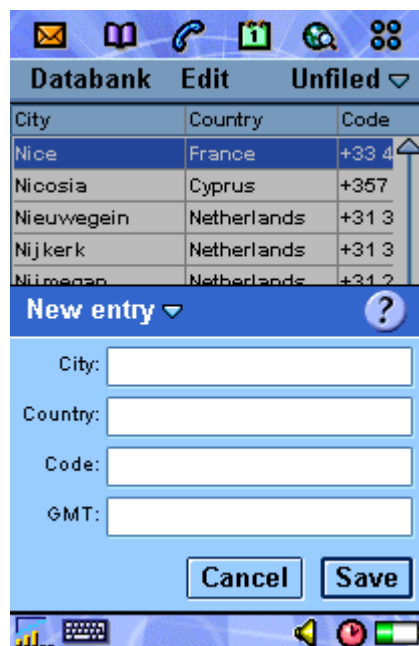
Adding entries

1. Tap **New entry** on the Toolbar.



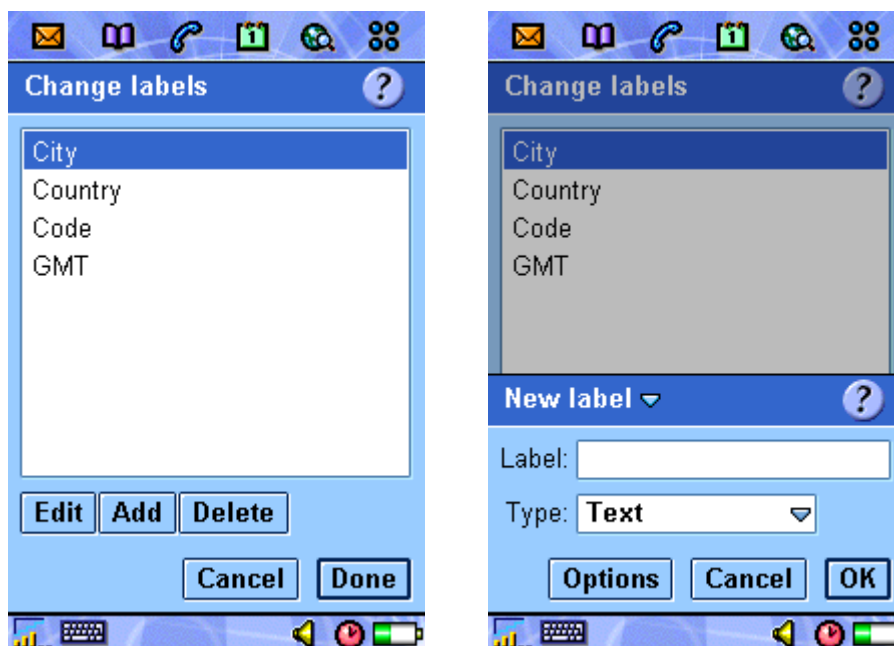
2. Type in the information next to the appropriate labels.
3. When the entry is complete, press **Save**.

New entries are added to the end of the Handy Databank file. To place new entries in alphabetical order, use **Sort by label** on the **Edit** menu.



Adding labels

To add new labels and specify the type of information which that line in the entry will contain, e.g. the "Source" of the information, select **Change labels** on the **Edit** menu then press **Add**.



Enter the text for the label and select one of the following types:

- **Text** - press **Options** to include phone numbers for dialling on this line.
- **Numbers** - press **Options** to set the upper and lower limits for numbers allowed in this label.
- **Floating point numbers** - press **Options** to set the upper and lower limits and the number of digits after the decimal point.
- **Date** - only dates will be allowed.
- **Yes/No** - only 'Yes' or 'No' will be allowed.

✍ The Handy Databank type can't be changed once entries have been added.

Add any further labels, as required.

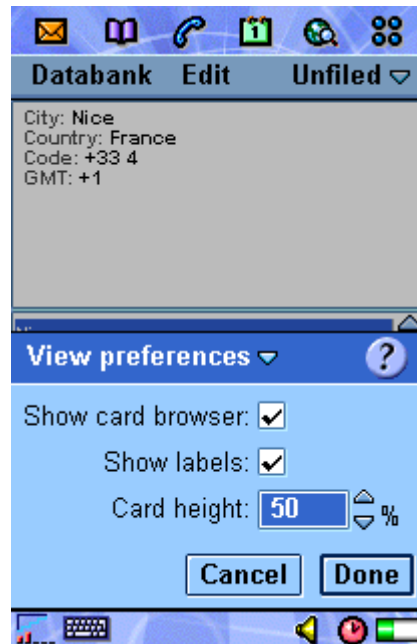
- ✍ Position labels in the order that they are to appear in the Card view. This order can be changed later using **Label preferences** on the **Edit** menu.

Card view

The Card view displays each of the entries as a separate record. The entries displayed initially depend on the labels used for sorting.

To change the order of labels and whether the label is visible, select **Label preferences** on the **Edit** menu.

To change the card width and whether card labels are shown, select **View preferences** on the **Edit** menu.



Changing entries

To change an entry, e.g. to update a web address, find and select it in the Card or List view and then press **Edit entry** on the Toolbar:



Tap on the line for the information to be changed, or use the up and down arrow keys to move to it and edit the text as required.

- ✍ To change the labels for the entry or add new ones, first update the labels using **Change labels** on the **Edit** menu, then change the entry if required.



Changing labels

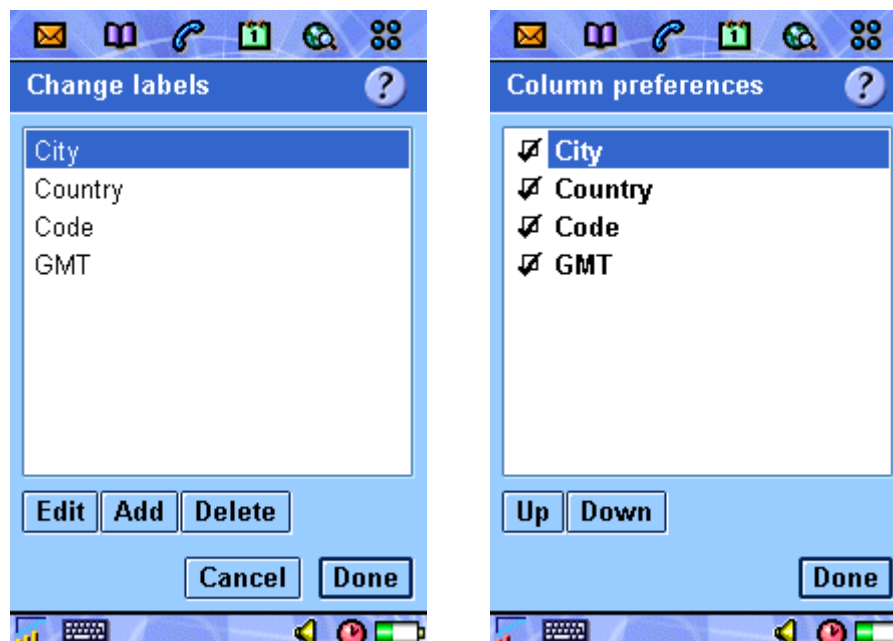
To change the name of a label, select **Change labels** on the **Edit** menu, select the label to be changed and press **Edit**.

To change whether phone numbers may be dialled or the range of allowed numbers, press **Options**.

✎ The type of an existing label can't be changed.

To change the position of a label, select **Label preferences** on the **Edit** menu, in the Card view, or **Column preferences** on the **Edit** menu, in the List view. Tick a label and move it using the dialog buttons.

✎ To make a label invisible in the Card or List view, remove the tick next to it.



Columns

Each column in Handy Databank's List view displays the information for a particular label of each entry.

To change the order of columns and whether the column is visible, select **Column preferences** on the **Edit** menu.

To change the column widths select **View preferences** on the **Edit** menu or press the column edge and drag it horizontally to a new position in the List header.

Creating a file

To create a new file, e.g. to keep separate business and private knowledge bases, select **New file** on the **Handy Databank** menu.

To use different labels in this database, use **Change labels** on the **Edit** menu and edit the labels as required.

✎ To position the labels in the order that they are to appear in the Card and List views, use **Label** or **Column preferences** on the **Edit** menu.

Now entries can be added to the new database.

Deleting entries

To delete an entry, find it in the Card or List view and use **Delete entry** on the Toolbar:



Deleting labels

To remove labels that are no longer required, select **Change labels** on the **Edit** menu, select the label and press **Delete**.

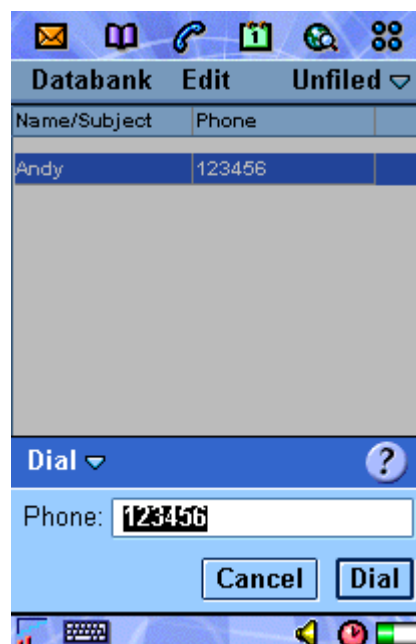
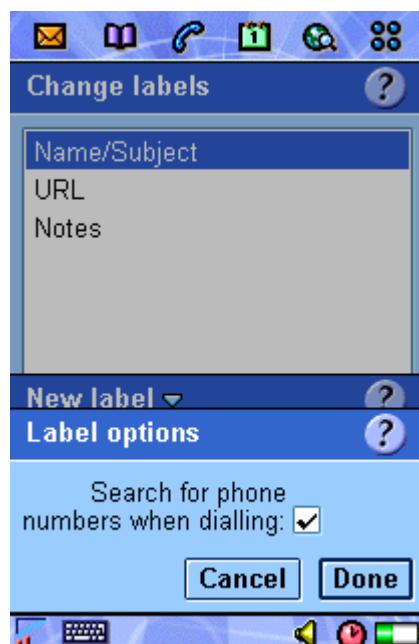
✎ When you remove a label, any information, which has been entered next to it will be lost forever. If you are unsure about whether you will ever need it again, it's probably better to move the label to the bottom of the list of labels in the Label preferences dialog, rather than removing it.

Dialling

Phone numbers entered in entries in a Handy Databank file can be "dialled" automatically, as long as the labels containing the numbers have been set up to allow dialling.

To set up a label to allow dialling select **Change labels** on the **Edit** menu, select the label and press **Edit**. Then press **Options** and tick the appropriate box.

To dial the phone number select the required entry, select **Dial** on the **Edit** menu. Then select the phone number and press **Dial**.



Display preferences

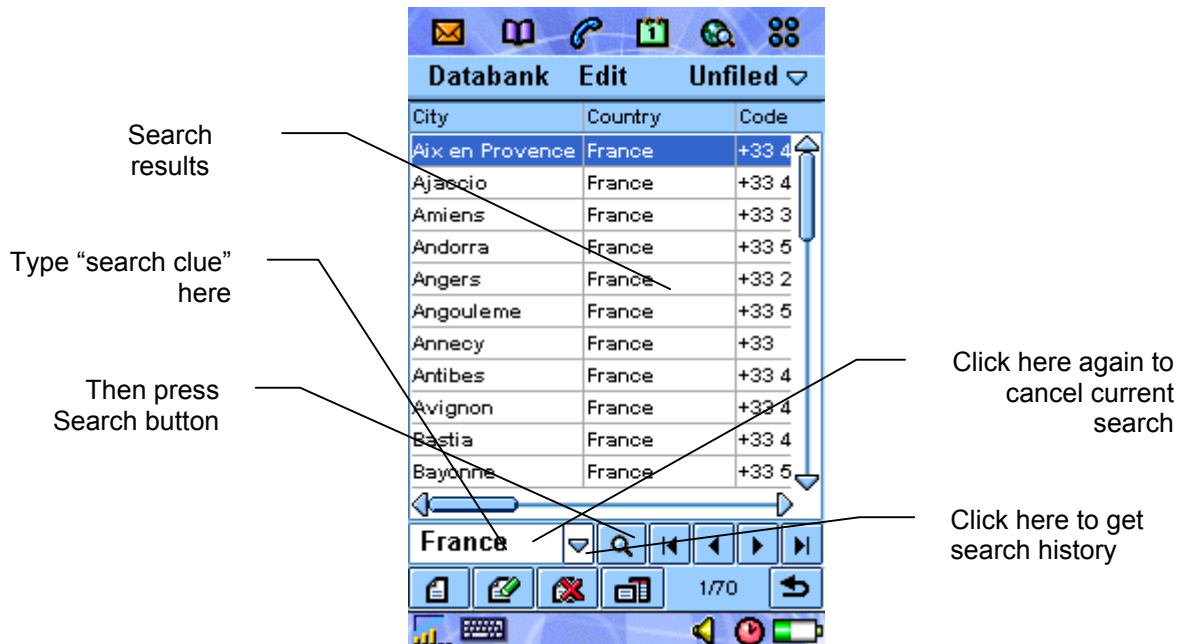
To change the way the Card view or List view looks use **View preferences** on the **Edit** menu.

To make more space in the Card view, change the width of the card or hide the labels.

To make more information visible in the List view, change the width of the columns.

Finding entries

To search for entries in the Card or List view type a "search clue" in the fin box and press **Search** on the Toolbar:



Type a ? for a single unknown letter or a * for any number of unknown letters (known as "wildcards"). The matching entries will be shown.

To remove the search clue:

- Go to the find box, then type a new clue and press **Search** again for a new search.

To find entries using any of the last 10 search clues you typed in:

- Tap on the menu button of the find box, then tap on the clue you want to use and press **Search**.

Search clues

This is a piece of text contained within the entry; e.g. 'Chicken', and can be any part of the text in the entry. Handy Databank looks for an exact match for the text entered as a search clue, disregarding differences in case. So if the search clue 'cheese' is entered, Handy Databank will find: Cheese, cheese, CHEESE etc.

If you have a label with the Handy Databank type 'Number' then only exact numerical matches will be found (e.g. if you have '123' in an entry, searching for '12' won't find it).

Wildcards

If '?ish' is entered, Handy Databank will find: dish, fish, relish etc.

If 'ch*se' is entered, Handy Databank will find: chose, cheese etc.

Finding text by labels

Normally when search clues are typed in, Handy Databank searches for the text in all the labels. To restrict the search to certain labels to make finding entries quicker, select **Find by label** on the **Edit** menu. The list of labels is displayed, and the labels used for searching are marked with a tick.

✍ The label order in the Card and List views and the "Find by label" list are independent of each other.



Importing and exporting

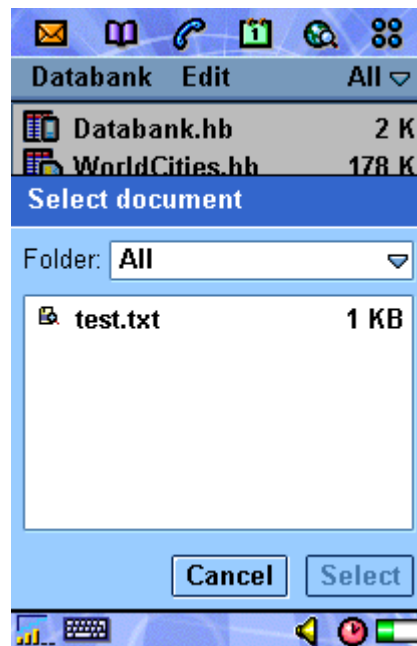
To import plain text into a Handy Databank file, e.g. to convert a text file into a database, the text file must be made in the following way (many PC applications can produce **CSV** files in this format):

- Each entry is on a new line of text.
- Each label must be separated by a **Separator** character, normally a comma (,).
- If the label separator character is one that might also appear in the label text, e.g. a comma, each label must be enclosed in **Text qualifier** characters, normally double quotes (").
- Empty labels at the end of the entry may be omitted.
- 2

E.g., a line in the text file could be:

"Epocware","www.epocware.com","Makers of software for mobile phones."

To import the file, select **Import text file** on the **Handy Databank** menu in File view. Select the filename and location of the file to be imported.



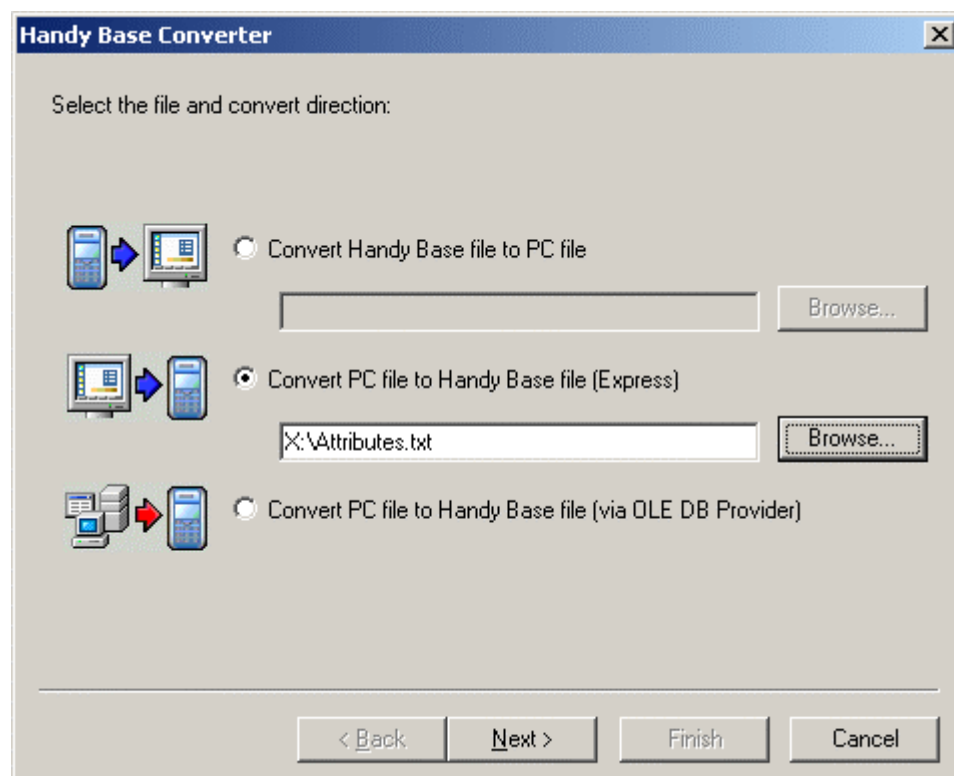
To export Handy Databank file, select **Export as text file** on the **Handy Databank** menu.

Handy Databank Converter

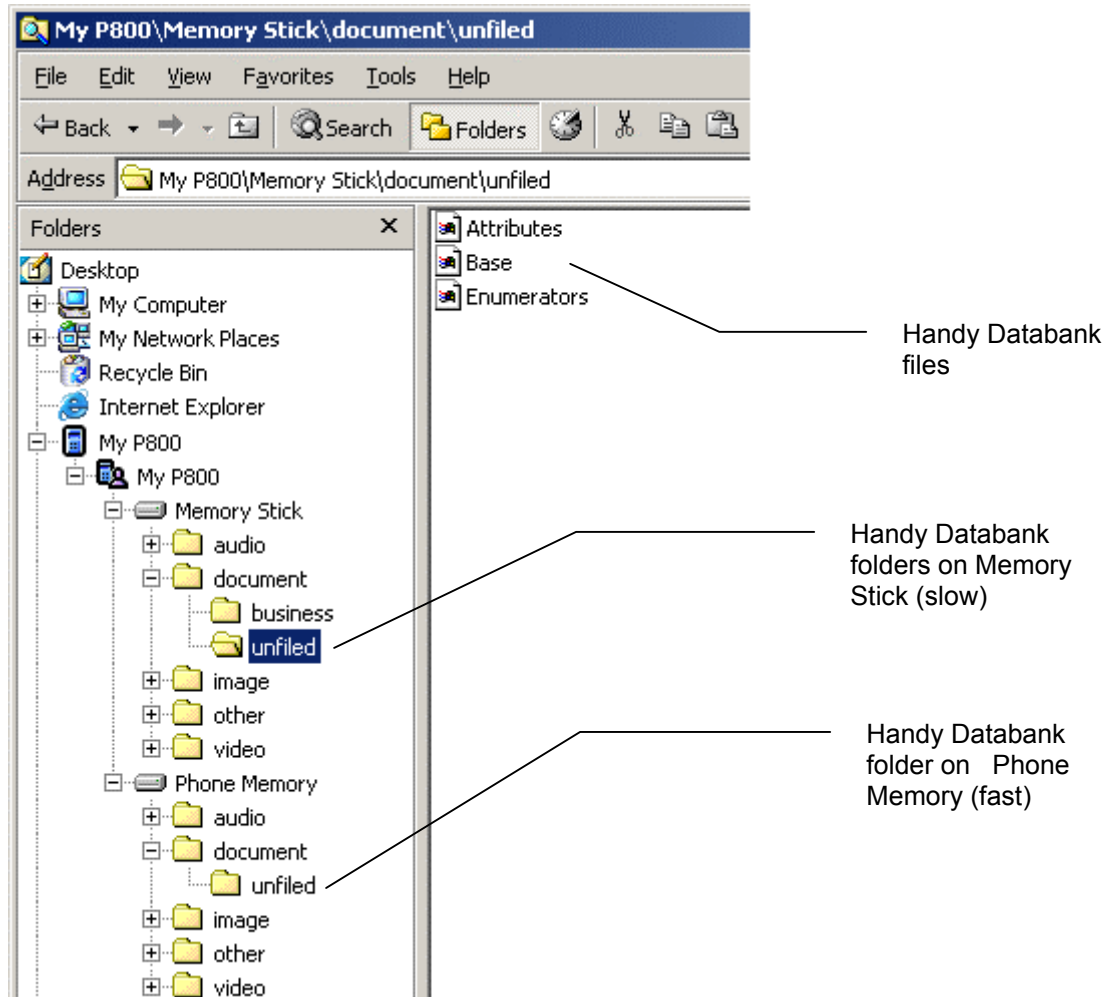
You can import (create) and export Handy Databank files to / from almost any PC database, using **Handy Databank Converter**. Handy Databank Converter is a PC based software that converts Handy Databank files from / to plain text, CSV (comma separated values), Microsoft Excel, Microsoft Access, DBF and many other formats.

To import PC database file into Handy Databank file:

- Install Handy Databank Converter on the PC. (Handy Databank Converter is supplied together with Handy Databank application. It can also be downloaded free of charge from the Download page of Handy Databank at <http://www.epocware.com>.)
- Start it via **Start Menu > Programs > Epocware > Handy Databank Converter**.



- Select the file to import and press **Next**. Then follow the instructions and choose the data to import.
- When Handy Databank file is ready, press **Copy to phone** button on the last dialog.
- Or copy file manually to the **document\unfiled** folder (or any other subfolder of the **document** folder) on the Phone Memory or Memory Stick. (You must have **PC Suite** software installed on the PC and the phone connected via USB, IR or Bluetooth.)



- Select this folder in Handy Databank and open the file.

To export Handy Databank file into PC file:

- Copy the file to the PC from the phone via PC Suite.
- Convert it using Handy Databank Converter.

Labels

In the Card view, labels appear on the left of the screen, and describe the content of each line in the entry. In the List view, they appear as the titles above the columns.

To change the labels, e.g. to add further labels, or make the database suitable for a completely different kind of information, select **Change labels** on the **Edit** menu. Then add further labels, change the existing ones, or remove them as required.

To change the label order in the Card view:

- Use **Label preferences** on the **Edit** menu.

To change the column order in the List view:

- Use **Column preferences** on the **Edit** menu.

Handy Databank can be set to only find text by a particular label when searching for entries, e.g. to search just the "Name/Subject" line.

✍ The label order in the Card and List views and the **Find by label** list are independent of each other.

List view

The List view displays the information as a table; each row is an entry in the Handy Databank file, and each column is a labelled line in the entry.

To change how this view looks:

- To change the order of columns and whether the column is visible, select **Column preferences** on the **Edit** menu.
- To change the column widths select **View preferences** on the **Edit** menu or press the column edge and drag it horizontally to a new position in the List header.



Managing files

Handy Databank stores its files in the sub folders of the **document** folder on the both Phone Memory and Memory Stick (e.g. **document\unfiled**).

Folders

Folders can be organized so that you can file your files into different categories. You can also rename the folders to fit your personal preference.

To move a file to a folder

Open the file, tap the current folder on the menu and select one of the folders listed.

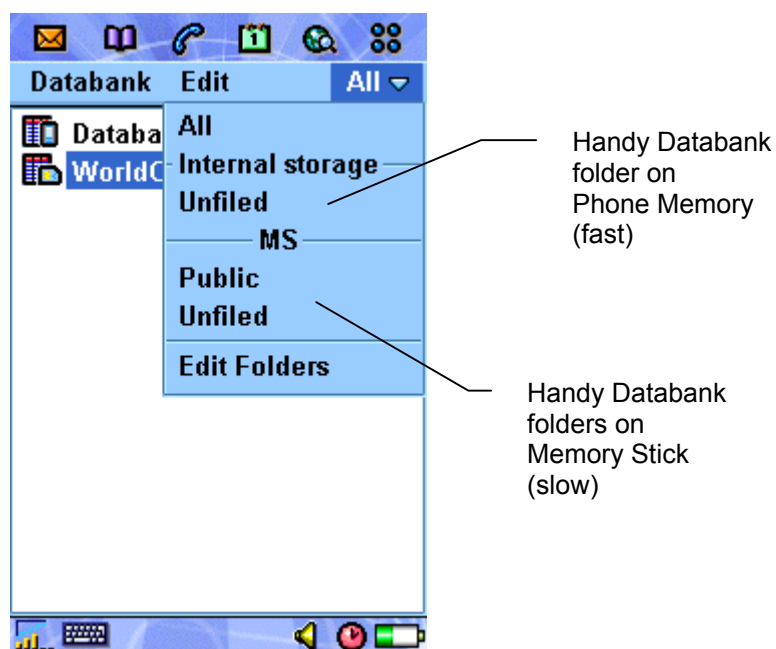
✍ **Memory Stick (MMC)** is several times slower than **Phone memory (Internal storage)**. Keep your files on the phone memory for better Handy Databank performance.

Deleting files

To delete a file select **Delete file** on the **Handy Databank** menu.

Copying files

You can copy a file select **Copy file** on the **Handy Databank** menu.



Sorting entries

Entries appear in the order in which they were added to the database; when new entries are entered, they are put at the end of the file. To resort all entries, e.g., alphabetically by CD title, select **Sort by label** on the **Edit** menu.

Set the number of labels you wish to sort by.

Select the labels to sort by, and ascending (A-Z) or descending (Z-A) order.



✍ Just press the label name in List view to sort by this label in ascending order. Press again to sort in descending order.