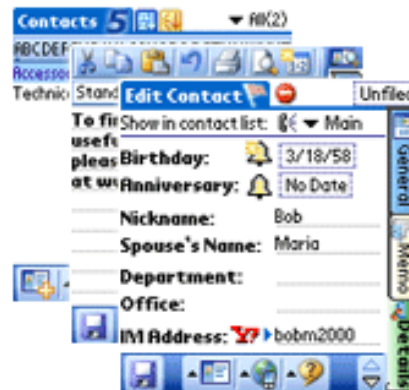


PDA PERFORMANCE

Making your PDA Perform in ways you never thought possible.



Contacts 5 Documentation

by PDA Performance, Inc. (<http://www.pdapformance.com>)

Contacts 5™ Documentation Information

The Contacts 5™ documentation assumes the reader already understands the basic fundamentals of how to use the built-in Palm OS Address Book and the Palm Operating System. **This documentation is copyrighted by PDA Performance, Inc. and shall not be distributed without consent from PDA Performance, Inc. You must agree to the Contacts 5™ License Agreement before using Contacts 5™ or the Contacts 5™ documentation.**

Installing Contacts 5™

Please refer to the file *Contacts 5 Readme.txt* which includes details on installing Contacts 5™ on your PDA.

Contacts 5™ Support

E-mail

For technical support via e-mail, please e-mail us at support@pdapformance.com.

Online

You can post a message at our online support bulletin board at:

<http://www.pdapformance.com/forums>

(Please use the *Contacts 5™* forum)

Contacts 5™ Features

- **Advanced sorting** by: *Company, Last Name; Company, First Name; First Name, Last Name; Last Name, First Name; Last Name, Company; First Name, Company.*
- **SmartContacts™ Version 5** system allows you to find names faster and more accurately with a new search algorithm.
- **Support for color schemes and skins** allows to you change the look and feel of the interface - instantly!
- **Quick A-Z Letter Index**
- New **redesigned Memo Editor** gives you easy access to the most commonly used functions, including: *Cut, Copy, Paste, Undo, Print, Document Information, Insert Date/Time Stamp.*
- Create, store, and print up to **30 extra customizable fields** and assign them different storage types: *Text, Integer, Boolean (true/false), Percent, Date.*
- **PalmPrint™** 3 and 4 support.
- **Mapopolis** support - view maps of addresses stored in your contacts.
- **Supports add-on solutions** from PDA Performance, such as *Contact Maintenance.*
- **Link contacts** together with the powerful contact link system **and easily Jump To them.**
- **Icon pack support** - assign icons to extra fields, contact history items, and more.
- New code base provides **rock-solid stability.**
- **Store even more data** for each contact, including: *Birthday, Anniversary, Nickname, Spouse's Name, Department, Office, and IM Address (MSN, AOL "AIM", Yahoo Messenger, ICQ).* Reminders can be set for the Birthday and Anniversary fields, and Contacts 5 will automatically remind you about an important birthdate or anniversary.
- **Preview Pane** (*High-Resolution Versions Only)
- **Track phone calls, meetings, and more** with an extremely flexible and powerful contact history system.
- **Store a Family Card** in addition to your Business Card.
- **...and many more features!**

Contacts 5™ Reviews

*I'm a Mac user, so for me, software must have two main requirements: useful features and a friendly, intuitive graphical user interface. Contacts 5 has both beyond expectations... **I expect we'll be seeing a whole bunch of imitators in the coming months and years, but none that will compare.***

- Dale Critchley (Iowa, USA)

*After much testing of different programs, I found Contacts 4 was the best and easiest contact management program around. Didn't think it was possible, but Contacts 5 is even better! **Great interface, powerful, super features, but still easy to use. If you can buy only one program, this one is it! Keep up the great work!!***

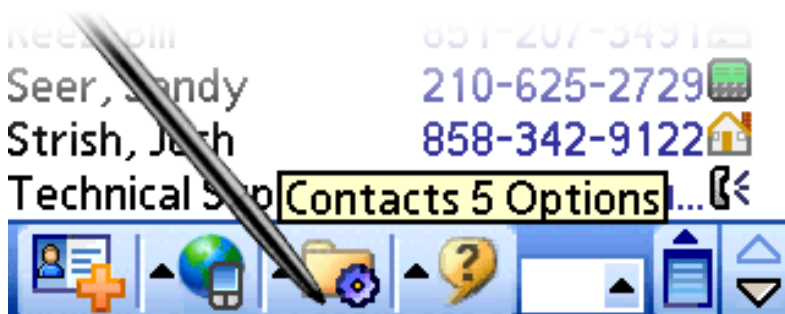
- Ganesh Sundaram (Switzerland)

*I just loved Contacts 4 and the new Contacts 5 seems to be even better and easier to use than its predecessor... **I use my Handspring Treo all day long so this app is a must have!***

- *Kevin Weiss*

Visit www.pdaperformance.com to read what customers are saying!

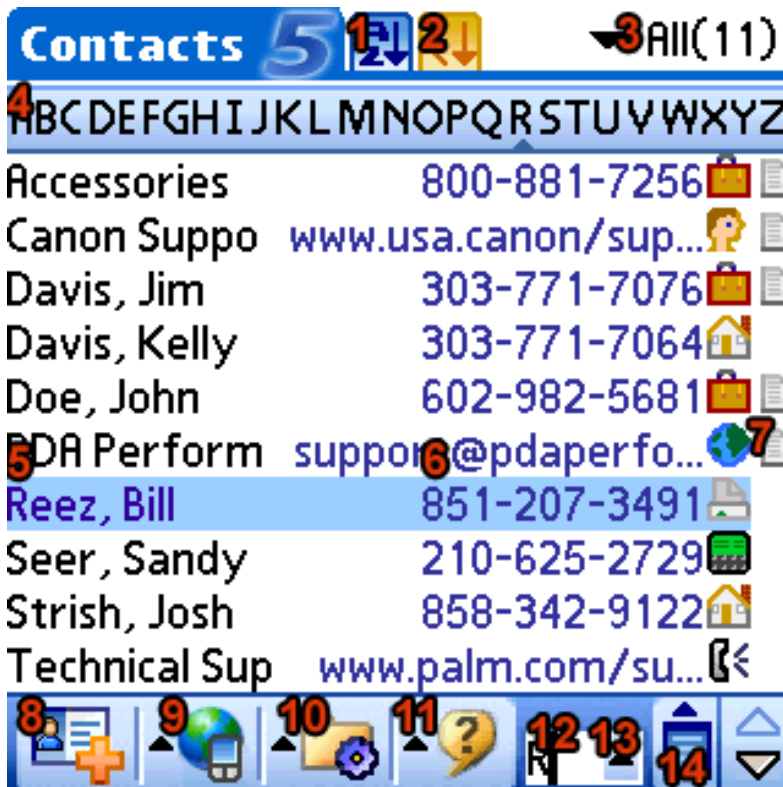
Unique *Intelligent Help* Contacts 5™ Feature



Contacts 5™ includes a unique feature which allows you to tap and hold your stylus on any of the action buttons in Contacts 5, and the new *Intelligent Help* feature will pop-up a small window displaying that button's purpose.

Contacts 5™ Views

- List View



1) The (A-Z) sorting button allows you to select the method in which your names should be displayed. You can choose from the options: Company, Last Name; Company, First Name; First Name, Last Name; Last Name, First Name; Last Name, Company; First Name, Company.

2) The field displayed icon allows you to select the field to be displayed (right of the name) on the List View and SmartContacts™ lookup views.

3) The category selector allows you to change the category in which names should be displayed and accessed.

4) The letter index allows you to choose a letter for easy access to names. Tap a

letter on the letter index, and Contacts 5™ will automatically scroll down to the first matching record.

5) Tap a record to perform the selected action in the Contacts 5™ preferences (refer to the *Contacts 5™ Preferences* section of this documentation for further information). The selected record is highlighted in another color.

6) Tap a record's displayed field to perform an action specified in the Contacts 5™ preferences such as dial the contact or popup the related phone # list (refer to the *Contacts 5™ Preferences* section of the documentation for further information).

7) Tap the note icon on the right of the displayed record to view/edit the note for that record.

8) Tap this button to add a new contact.

9) Tap this button to beam/send the current category, business card, family card, or the selected contact.

10) Tap this button to modify the Contacts 5™ preferences.


11) Tap the help button to choose from a list of help topics.

12) The search field allows you to search for names using Graffiti™.

13) Tap this button to pop-up the search history list. Tap an item on the list, and Contacts 5™ will scroll to the record that matches that text stored in the history.

14) Tap the view button to switch to the SmartContacts™ lookup view. You can return to the List View by tapping the view button again.

- SmartContacts™ Lookup View



The screenshot shows the SmartContacts™ Lookup View interface. At the top, there's a header bar with the word "Contacts" and a large number "5". Below this, there are three buttons: a sorting button (1) with a double arrow, a field display button (2) with a downward arrow, and a category selector (3) with a left arrow and the text "All(11)". The main area displays a list of contacts: "Accessories" with phone number "800-881-7256", "Canon Support" with website "www.usa.canon/...", and "Bill Reez" with phone number "851-207-3491". Below the list is a keyboard (5) with letter groups and a back button (6) with a left arrow. To the right of the keyboard are three more buttons: a category selector (7) with a left arrow, a field display button (8) with a downward arrow, and a record window button (9) with a plus sign. At the bottom, there are five more buttons: a dialing button (10) with a globe, a contact actions button (11) with a gear, a search button (12) with a magnifying glass, a back button (13) with a left arrow, and a record window button (14) with a plus sign. The record window (15) is shown at the bottom right, displaying the details of the selected contact.

1) The (A-Z) sorting button allows you to select the method in which your names should be displayed. You can choose from the options: Company, Last Name; Company, First Name; First Name, Last Name; Last Name, First Name; Last Name, Company; First Name, Company.

2) The field displayed icon allows you to select the field to be displayed (right of the name) on the List View and SmartContacts™ lookup views.

3) The category selector allows you to change the category in which names should be displayed and accessed.

4) The record window displays the records matching the search criteria you entered. If only one record is found, its details will be displayed.

5) The letter group buttons allow you to find a name by tapping them. Tip: You can tap the [123] button after the end of the first displayed field (such as a name) to skip to the next field. For example, to find a record "Sam Johnson" you would tap [PQRS],[ABC],[MNO], and then [123] to skip to the next field "Johnson."

6) The back button allows you to undo the last search action performed. Tapping and holding your stylus on the button will clear the search.

7) The dialing button provides easy access to dial the record selected in the *record window* (refer to item #4 for details).

8) The contact actions button allows you to pop-up the list of contact actions (such as edit, duplicate, delete, etc.) to perform on the record selected in the *record window* (refer to item #4 for details).

9) Tap this button to add a new contact.

10) Tap this button to beam/send the current category, business card, family card, or the selected contact.

11) Tap this button to modify the Contacts 5™ preferences.

12) Tap the help button to choose from a list of help topics.

13) Tap the view button to switch to the List View. You can return to the SmartContacts™ lookup view by tapping the view button again.

14) Tap this button to choose which fields should be searched. You can choose from the fields: Company Name, Title, Phone Number, Address, City, State, Zip Code, Country, Custom Fields.

15) Tap this button to toggle between the Finger Search (shown in screenshot/enabled by default), and the Graffiti™ Search views. Finger Search provides a searching interface that allows you to search using your finger or stylus. Graffiti™ Search provides an interface that allows you to view more records. Tip: When searching in either of these views, you can perform extremely accurate searches by using a combination of tapping the "finger" buttons (if Finger Search view is used) and entering characters via Graffiti™.

- Record View

1 View Contact

2 Unfiled

3 Sim Davis
President
Davis Furnishings, Inc.

4 Jump to: ▼ Contact Links (1)

5 Reminders: None Pending

6 Back button

7 Contact card icon

8 Mobile icon

9 Delete icon

10 Help icon

1) If the displayed record is selected as the Business Card, the red flag icon will be shown in dark red; otherwise, the red flag icon will appear faded.

*Note: If the currently displayed record is selected as the Family Card, the *family card* icon [👤] is shown near the *business card* (flag) indicator.

2) The category indicator displays the category in which the displayed record resides.

3) The name and details for the record are shown in the record window. Tap the record window to edit the displayed record.

4) Tap the Jump To button to *jump to* linked contacts. This button is disabled if there are no contacts linked to the current record shown.

5) Tap the Reminders button to pop-up a list of pending reminders. This button is disabled if there are no pending reminders.

6) Tap the back button to return to the previous screen (List View or the SmartContacts™ lookup view).

- 7) Tap the contact action button to perform one of following actions: Print Contact, Dial Contact, Select Business Card, Select Family Card, Duplicate Contact, Edit Contact, View Contact Map, Contact History.
- 8) Tap the beam button to beam/send the displayed record, the selected business card, or the selected family card.
- 9) Tap the delete button to delete the displayed record, or delete the displayed record's memo.
- 10) Tap the help button to choose from a list of help topics.

- Edit View (General)

Edit Contact 1 2 3 Unfiled

Contact History: ▼ Add View...

Last name: **Davis**

First name: **Jim**

Title: **President**

Company: **Davis Furnishings, Inc.**

▼ Work: **303-771-7076**

▼ Home: **303-273-2737**

▼ Fax: **303-816-2362**

▼ Mobile: **303-552-9013**

General Memo Details

4 5 6 7

1) If the record you are editing is selected as the Business Card, the red flag icon will be shown in dark red; otherwise, the red flag icon will appear faded.

*Note: If the currently displayed record is selected as the Family Card, the *family card* icon [👤👤] is shown near the *business card* (flag) indicator.

2) The security button allows you to easily toggle the current record's private status. If the record you are editing is marked private, the security button will be shown in dark red; otherwise, the button will appear faded.

3) The category selector allows you to choose the category in which the record you are editing resides.

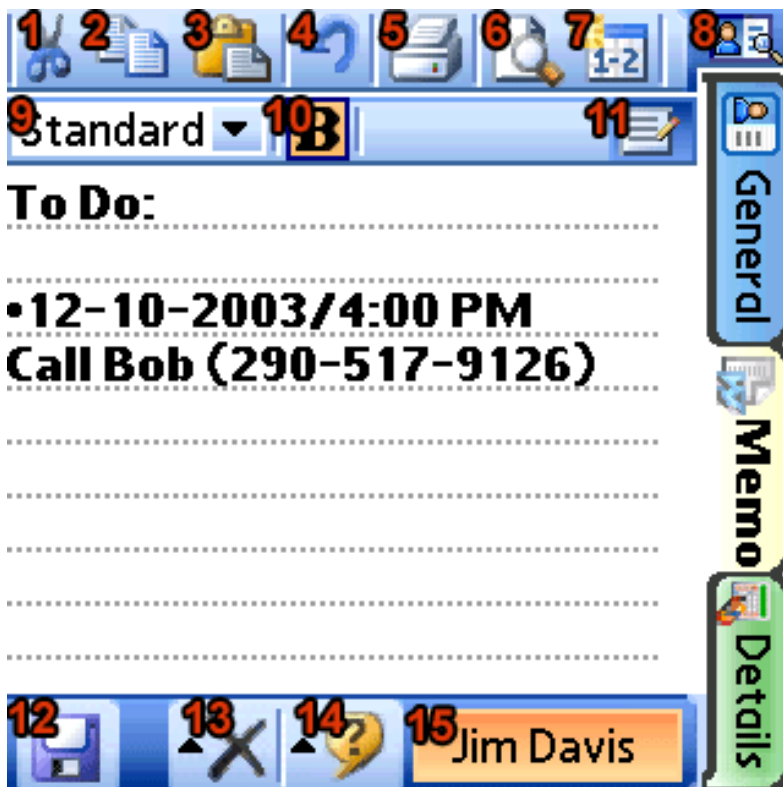
4) Tap the floppy disk button to save the record you are editing/adding and return to the previous screen (List View or the SmartContacts™ lookup view).

5) Tap the contact action button to perform one of following actions on the record you are editing/adding: Print Contact, Dial Contact, Select Business Card, Select Family Card, Duplicate Contact, Delete Contact, Delete Memo, View Contact Map, Contact History.

6) Tap the beam button to beam/send the record you are currently editing/adding, the selected business card, or the selected family card.

7) Tap the help button to choose from a list of help topics.

- Edit View (Memo)



1) Tap the cut button to cut the text currently selected in the memo field.

2) Tap the copy button to copy the text currently selected in the memo field.

3) Tap the paste button to paste the text in the Palm OS clipboard into the memo field.

4) Tap the undo button to undo any modifications to the text in the memo field.

5) Tap the print button to print the details for the record you are currently editing.

6) Tap the information button to view statistics about the memo that you are writing/editing.

7) Tap this button to insert a Date/Time

stamp in the memo that you are currently writing/editing. Tip: To select the location of where the date/time stamp should be inserted, move the cursor (by tapping in the edit field) to the desired location and then tap button #7 (as shown in the screenshot above).

8) Tap the lookup button to lookup another name in the Address Book database and add the name's information to the memo you are editing.

9 & 10) Tap the font selector to select the font to be used in the memo edit field. Tap the **B** button to toggle the bold setting for the selected font.

11) Tap this button to toggle the read/write status for reading/writing memos. Note: When the read status is used, the memo field cannot be edited.

12) Tap the floppy disk button to save the record you are editing/adding and return to the previous screen (List View or the SmartContacts™ lookup view).


13) Tap the delete button to delete the memo attached to the record (or the record itself) which you are editing/adding and return to the previous screen (List View or the SmartContacts™ lookup view).

14) Tap the help button to choose from a list of help topics.

15) The name display informs you of the record you are currently editing. Tip: Sometimes the name cannot be completely shown on the name display, so the name will be truncated. Tap and hold the stylus over this button to view the entire name.

- **Edit View (Details)**

1) If the record you are editing is selected as the Business Card, the red flag icon will be shown in dark red; otherwise, the red flag icon will appear faded.




*Note: If the currently displayed record is selected as the Family Card, the *family card* icon [] is shown near the *business card* (flag) indicator.

2) The security button allows you to easily toggle the current record's private status. If the record you are editing is marked private, the security button will be shown in dark red; otherwise, the button will appear faded.

3) The category selector allows you to choose the category in which the record you are editing resides.




4) Use the *Show in Contact List* feature to choose the field to display on the List View and SmartContacts™ lookup view. Tip: In order for the selected field to be displayed, make sure the *field displayed* setting is set to *Number* (refer to List View/SmartContacts lookup view button #2 in this documentation for details).

5) Tap the reminder button to set a yearly reminder for this contact's birthday (note that the birthdate field must be set to the contact's date of birth).

 Jim Davis 303-771-7076  

Tip: On the List View/SmartContacts lookup view, the record will be shown with a red ! icon when Contacts 5 is alerting you about that contact's birthday. Tap this button to pop-up a list of pending reminders (where details about the reminder will be shown).

6) Tap the reminder button to set a yearly reminder for this contact's anniversary (note that the anniversary field must be set to the contact's date of marriage).

 Jim Davis 303-771-7076  

Tip: On the List View/SmartContacts lookup view, the record will be shown with a red ! icon when Contacts 5 is alerting you about that contact's anniversary. Tap this button to pop-up a list of pending reminders (where details about the reminder will be shown).

- 7) Tap this button to change the icon that displays the contact's instant messenger software. You can select from MSN Messenger, AOL Instant Messenger (known as AIM), Yahoo Messenger, and ICQ.
- 8) Tap the floppy disk button to save the record you are editing/adding and return to the previous screen (List View or the SmartContacts™ lookup view).
- 9) Tap the contact action button to perform one of following actions on the record you are editing/adding: Print Contact, Dial Contact, Select Business Card, Select Family Card, Duplicate Contact, Delete Contact, Delete Memo, View Contact Map, Contact History.
- 10) Tap the beam button to beam/send the record you are currently editing/adding, the selected business card, or the selected family card.
- 11) Tap the help button to choose from a list of help topics.

Contacts 5™ Preferences

- General

The screenshot shows the 'Contacts 5 Prefs' dialog box with the 'General' tab selected. The dialog has a blue header bar with the title 'Contacts 5 Prefs' and a dropdown menu showing 'General'. Below the header, there are three sections: 'Sorting', 'Categories/Records', and 'Localization'. Each section contains checkboxes with numbered callouts. At the bottom left is an 'OK' button.

Contacts 5 Prefs ▼ **1** General

Sorting

- ☐ **2** Sort on Startup
- ☐ **3** Sort for Each Category

Categories/Records

- ☒ **4** Remember Last Category
- ☒ **5** Remember Last Record Selected

Localization

- ☐ **6** Display Records in Int'l Format

OK

1) Tap the category selector to change the category of preferences to edit.

2) If you use other Address Book applications with Contacts 5, you may want to select the option *Sort on Startup* to ensure your records are displayed and sorted properly.

3) The *Sort for Each Category* option allows you to assign a sort method for each category.

4) Contacts 5 can remember the last category selected on the List View and SmartContacts™ lookup view. Tap the checkbox to enable/disable this feature.

5) Contacts 5 can remember the last record selected on the List View. Tap the checkbox to enable/disable this feature.

6) The *Display Records in Int'l Format* setting automatically displays your names in international format and configures Contacts 5 to show the correct field names for your location. (Note: It is also recommended that you modify the Palm OS preferences for your location for best performance/configuration in Contacts 5.)

- Keys

Contacts 5 Prefs



1) Tap the category selector to change the category of preferences to edit.

When the Address Book key is pressed...

☒ 2 Launch Contacts 5

3 When the Address key is pressed in, Contacts 5 should toggle between...

Category List View/SmartContacts

2) You can select whether Contacts 5 should be launched when you press the *Address Book* button on your PDA.

3) You can quickly toggle between the List View and SmartContacts™ lookup view by pressing the *Address Book* button on your PDA (while in Contacts 5). To toggle between the List View and SmartContacts™ lookup view, choose the *List View/SmartContacts* option. Or, if you would prefer to have Contacts 4 toggle between the displayed category, choose *Category*.

Scrolling

Jog Dial Scrolls By: 4 Selection Page

OK

page.

4) On a Sony CLIE handheld this option will scroll the List View/SmartContacts lookup view by selection (one line at a time) or by

- Actions

Contacts 5 Prefs

▼¹ Actions

Stylus Actions

When a record is tapped on List View:

² **Do Action...** Use Action List

▼ View Contact

☒ ³ And use Action List via Tap & Hold

Tapping on field displayed (List View screen) should:

▼⁴ Pop-up Phone List

OK

¹) Tap the category selector to change the category of preferences to edit.

²) To quickly view/edit names, you can choose the action to be performed when you tap on a name displayed on the List View/SmartContacts™ lookup view. Choose *Do Action...* to perform a particular action (then select the action below) or choose *Use Action List* to choose an option from a list when you tap on a name.

³) If you chose the *Do Action* option and you would like the Action List to be displayed by tapping and holding the stylus (for several seconds) on a displayed name, select *And use Action List via Tap & Hold*.

⁴) You can choose an action to be performed when a field (such as the displayed phone #) on the right of a displayed name is tapped. Tap the selection trigger to choose from an action. If you do not want an action performed, select *Do Nothing*.

- Display

Contacts 5 Prefs

▼¹Display

Display (List View)

☒ ²Show Letter Index

Display (List V/SmartContacts)

☒ ³Color Displayed Field ⁴

Display (Reminders)

Remind about events. ⁵ day(s) prior

1) Tap the category selector to change the category of preferences to edit.

2) The letter index (available only in the List View) allows you to find a name faster by tapping a letter to scroll up/down to the first matching record.

3 & 4) The Color Displayed Field option, if enabled, allows you to change the color of the field displayed on the List View/ SmartContacts lookup view as shown in the picture below:

John Doe → 602-982-5681 

OK

5) This field allows you to specify a number of days before you will be notified of upcoming events (such as birthdays and anniversaries).

- Colors and Styles (formerly Theme Manager)

Colors and Styles

Skin: ▼¹ContactsClassic V5

Color Scheme: ▼²ContactsClassic V5

ContactsClassic V5 (Default)

Default Contacts 5 colors and icons
By PDA Performance, Inc.

<http://www.pdapperformance.com>
(c) 2002-2003 PDA Performance, Inc.

OK

1) Tap the *Skin* selector to select the skin Contacts 5™ should use.

New in Contacts 5: You can install up to 100 skins at a single time in RAM, on a memory card, or both. Memory card support is available only on handhelds running Palm OS 4.0 (or higher).

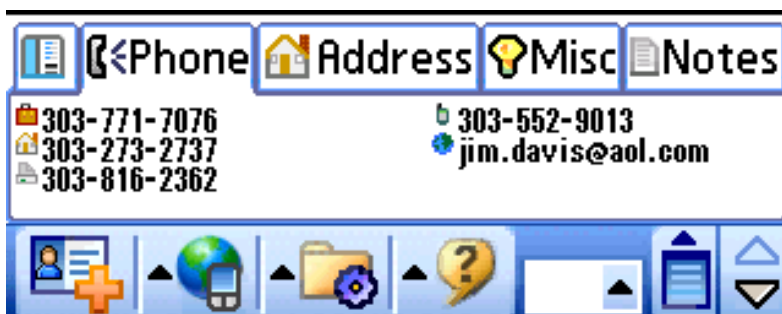
Important: Skins installed on a memory card must be installed in the */Palm/Launcher* directory of your memory card or Contacts 5 will not find them!

2) Tap the *Color Scheme* selector to select the user interface color scheme. After making a selection, the color scheme is applied to the Colors and Styles form so you can preview the color scheme.

 Visit <http://www.pdaperformance.com/contacts5skins> to download free skins for Contacts 5. Information on creating your own skins is also available at the Contacts 5 skins database.

Contacts 5™ High-Resolution Features


- Preview Pane



The *Preview Pane* (shown on the List View if enabled in the Contacts 5™ preferences) allows you to view the selected record's information without having to go to the *Record View* screen. The *Preview Pane* is automatically updated whenever you move the record selection using the Sony CLIE Jog Dial, the Palm Tungsten/Zire 71 NavPad, and the Tapwave Zodiac joystick.





- High-Resolution Settings

Contacts 5 Prefs

 **1** Hi-Res

1) Tap the category selector to change the category of preferences to edit.

High-Resolution

- ☒ **2** Enable Contact Preview Pane
-  Show Using Font:  **3** Small (Bold)
- ☒ **4** Use Tiny Fonts (List View)
-  Show Using Font:  **5** Small (Bold)

2) Tap the *Enable Contact Preview Pane* checkbox to enable/disable the *Preview Pane* shown on the List View.

3) If the *Enable Contact Preview Pane* option is enabled, you can choose the font to be used when displaying record information on the *Preview Pane*.

*Note: Settings 4 and 5 (below) will only appear only if you are using a high-resolution Palm OS 5 handheld.













4) Tap the *Use Tiny Fonts (List View)* checkbox to enable/disable the display of records using tiny fonts on the List View.

OK

5) If the *Use Tiny Fonts (List View)* option is enabled, you can choose the font to be used when displaying records on the List View.

Contacts 5™ Miscellaneous Features

• Contact History

Contact History 			
	12/9/...	--Contact Created--	
	12/10...	--Contact Last Edited--	
	12/10...	Call to Tom (new proje...	
	12/12...	Conversation (discuss...	
	12/15...	Picked up new brochure	
	12/17...	Meeting with John	
	1/15/...	Called (750) 912-4518	

 Keeping a contact history allows you to keep track of previous events, meetings, conversations, etc.

There are two default items that Contacts 5 automatically manages for you if you created/edited the contact in Contacts 5.

- **Contact Created History Item** - Contacts 5 records the date and time when the contact was created. If this item does not appear in existing contacts, you can create your own.

- **Contact Last Edited History Item** - Contacts 5 automatically records the date and time when the contact was last edited.

▼ Add Remove Done

You can assign a date and time, icons, colors, and store memos for each of your contact history items.

Tip: In the center of the screen there is a "slider" (line dividing the date/time and description of the contact history items) that you can slide back and forth by tapping and holding the stylus on this line.

• Contact Linking



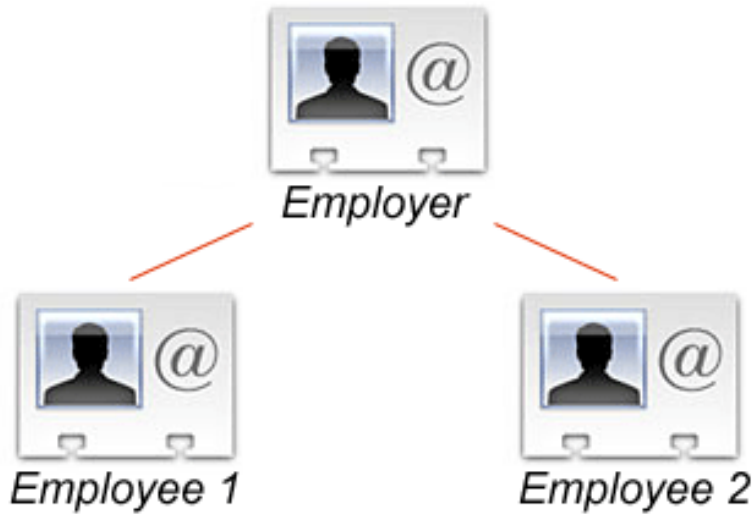
Contact Linking is a powerful feature that allows you to link contacts together. You can access this feature by scrolling down on the Edit Contact (Details Tab) screen.

Why would I use this feature?

Linking contacts allows you to easily access related contacts when viewing/editing contacts. For example, you could have a contact for your employer/company. All the employee

contacts for that company could be linked to the employer/company contact. When viewing the employer/company contact, you can easily "Jump To" these linked records.

Linking Example #1




Linking Example #2




How does it work?



To create new links, tap the *new link* button [] on the Edit Contact (Details) screen. The Edit Contact (Details) screen must be scrolled down to view the contact links menu bar. To complete the process of adding a new link, follow on-screen instructions.



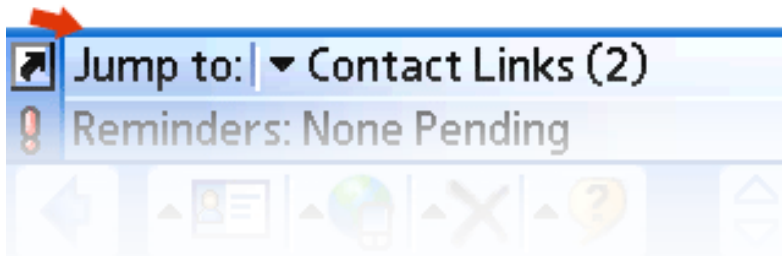
To remove links, tap the *delete link* button [] on the Edit Contact (Details) screen. The Edit Contact (Details) screen must be scrolled down to view the contact links menu bar. To complete the process of removing a link, follow on-screen instructions.

To *Jump To* a link, you can:

- Tap the ***Contact Links*** trigger on the Edit Contact (Details) screen. The Edit Contact (Details) screen must be scrolled down to view the contact links menu bar.



- Tap the ***Jump To*** button on the bottom of the View Contact screen.



- **"Extra Fields"**



Contacts 5 allows you to store up to 30 "extra fields" in addition to the 4 custom fields. The "extra fields" are much more flexible for storing data because instead of having a plain text field, you can make the "extra fields" type-specific. For example, you could create a "date" type field. When you edit this field, a calendar would be shown where you could select the date. Another field could be created that would specifically store true/false values.

Note: "Extra fields" are global, meaning that they are accessible to all records in the Contacts 5.

How does it work?

To create new fields, tap the *New Field...* button. The Edit Contact (Details) screen must be scrolled down to view the "extra fields" list. To complete the process of creating a new field, follow on-screen instructions.

To remove fields, tap the *Remove Field* button. The Edit Contact (Details) screen must be scrolled down to view the "extra fields" list. To complete the process of removing a field, follow on-screen instructions.

Warning: As mentioned above, "extra fields" are global. Deleting an extra field will remove the field as well as data stored in that field for ALL of your contacts!

Tip: In the center of the screen there is a "slider" (line dividing the field names/field values) that you can slide back and forth by tapping and holding the stylus on this line.



"Extra field" data is displayed on the View Contact screen.

Contacts 5™ Tips

You can increase productivity when you are able to find names and information faster. The tips below recommend settings and also explain features you should use to get the most out of Contacts 5™.

- On the List View screen, you can view a brief history of records that you have most recently searched. On the right of the search field, tap the arrow to view the search history.
- Use the "A-Z" function on the List View/SmartContacts™ views. Tap it to select the method you wish names to be sorted and listed. For example, if a name does not have data entered in the last and first name fields and you wish to find it by the name of the company the contact works for, you should use the "Company, Last Name" option.
- In the preferences (see "Preferences" help topic for further information) you can customize the action performed when you tap on a name (on the List View screen). If you generally perform a variety of tasks, you may want to use the Action List. If you only need to view or edit a name when it is tapped on, you may want to use the "Do Action..." setting.
- If you have the Action List enabled (see "Preferences" help topic for further information) you can tap "RapidEdit™" to quickly edit a name's details, such as the category and whether the name should be marked private (see "Security" help topic for further information).
- On the List View screen, you can tap the phone number (displayed on the right of the contact listing) to pop-up the built-in dialer or a phone # list (see "Preferences" help topic for further information). On the phone # pop-up list, you can quickly select the phone number/field to be displayed on the List View/SmartContacts views.
- The print function allows you to print contact information, contact information and memo, or just the memo. (The print function requires PalmPrint which can be downloaded at <http://www.pdaperformance.com>)
- You can easily view contact maps since Contacts 5™ includes Mapopolis support. On any of the "contact options" lists, tap "View Contact Map."
- Make Contacts 5™ your own. By using the Colors and Styles dialog, you can select a Color Scheme to change the colors or install skins to customize the look of Contacts 5™. Add-on skins can be downloaded at <http://www.pdaperformance.com>.
- Create your own custom fields. Tap (Menu->Options->Rename Custom Fields) and you can create extra fields with your own titles. You can use these extra fields when you edit or create records.
- Create even more customizable fields. At the Edit Contact (Details) screen, scroll down, and you have access to type-specific fields. You can even set yearly reminders for these fields. For example, you could create a field that contains the birthday of that contact's spouse. Set a reminder for that field, and Contacts 5 will remind you every

year when it's his or her birthday.

- **Linking contacts** allows you to easily access related contacts when viewing/editing contacts. For example, you could have a contact for your employer/company. All the employee contacts for that company could be linked to the employer/company contact. When viewing the employer/company contact, you can easily "Jump To" these linked records.

Visit <http://www.pdapformance.com> for more tips and tricks and for more information on using Contacts 5.

About Contacts 5™ and the Contacts 5™ documentation

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