Projekt S60

Outliner and project management

for Symbian S60 3rd and 5th edition and Symbian^3 phones :

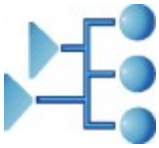
Nokia N71 N73 N75 N76 N77 N78 N79
Nokia N80 N82 N85 N86 N91 N93(i) N95 N96
Nokia E51 E55 E60 E61(i) E62 E65 E66
Nokia E70 E71 E72 E75
Nokia 3250 5500 5700 6110 6120 6220 6290
Nokia Communicator E90

Nokia 5230 5530 5800 XpressMusic N97(mini) X5 X6 C6

Nokia N8 C7 C6-01

Samsung SGH-i400, i450, i520, i550
i560, G810, L870, Innov8, I7110
Samsung Omnia HD I8910

Sony Ericsson Satio, Vivaz, Vivaz pro



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User Guide

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Installation

The application is distributed as one single SIS file named **ProjektS60.SIS**. This file contains all the resources needed to install and run the application in any of the available languages (presently Chinese, Czech, Dutch, English, French, German, Spanish, Swedish and Japanese). If this file is included in a zip file, you must unzip it first.

Projekt installs like any other standard **Symbian OS** application :

- transfer the file **ProjektS60.SIS** to your phone. This can be done via IR or Bluetooth from your PC (and you will find it in *Messaging* > *Inbox*), or you can download it directly from internet.
- tap the name **ProjektS60.SIS** and accept the installation. After a short time, you will have to select the application language, and the location for installation (it is suggested that you select the Memory Card). Finally you will have to accept the Licence Agreement.
- the application can also be installed from the PC, if the phone is connected and *PC Suite* is installed. Use *Application Installer*.

Until you have purchased the license and entered your registration code with the command ***Options > Tools > Registration***, a reminder message will be displayed each time you start the application and after some time of use. After the reminder, the application waits during 4 seconds. After 20 days the waiting time increases…

After trial if you do not want to purchase the application, you must uninstall it from your phone.

Overview

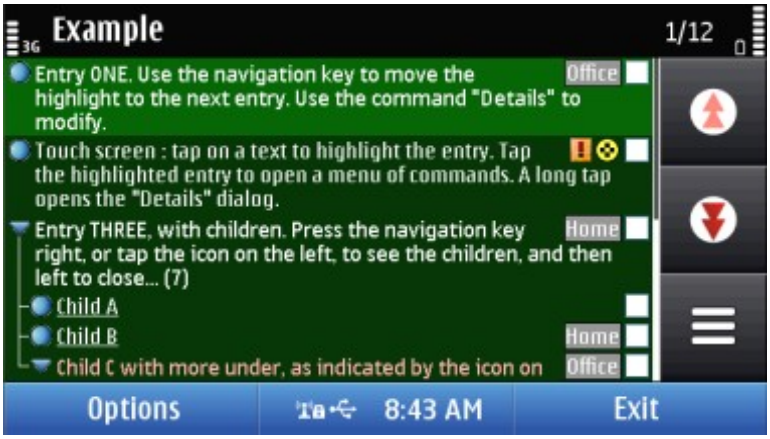
Projekt can manage hierarchical lists for all purposes. Each entry in a list can :

- have an unlimited number of “children” and descendants (the total number of entries in one list is limited to **1000**),
- have a checkbox, two categories and one numerical value. Values are cumulated along hierarchical branches.
- have a date and an alarm. Alarms are stored in the phone's "alarm server" and are active even when the application is closed.
- be linked to **Contacts** and **Calendar** entries (To-do, Meeting, Memo) and **documents** or **multimedia** files (image, sound,…) on the phone. Each entry can have up to 6 links, of the same type or of different types.
- have a **Note** attached, of unlimited length, in the rich text format (fonts, colors, alignment, bullets…).

Lists can be :

- **imported** from text files or files in the **opml** format, which allows exchanges with some **PC** and **Mac** outliner applications
- **exported** to text files, **opml** files or to the **html** format. A “**Send as**” command is also available, to send a list via email, Bluetooth…

When the application is run for the first time an **Example** list is displayed :



You can rename the **Example** list (from outside the application, with the File Manager) or you can save a copy of it under a new name (with the command ***List > Save as***). You can add, modify or delete entries… You can create new lists with the command ***List > New List***. Lists can be stored either in the internal memory of the phone or on the external storage media (the Memory Stick), in any folder. It is strongly recommended that you store new lists in the default **\Projekt** folders, that are created by the application (see **Backup and Restore** hereunder).

Opening a list

Existing lists are normally opened from within the application, with the command ***List > Open*** or with the command ***List > Recent lists***.

It is also possible to open an existing list directly from the **File Manager**, or from the **Messaging** application, when the list is received as an attachment to a message. However you must be aware of these limitations :

- if **Projekt** is already running in the background and you try to open a new list from an external application (**File Manager** or **Messaging**), **Projekt** will be brought to the foreground without opening the new list. You must close **Projekt**, with the command ***Options > Exit***, and then re-open from the external application.
- if a list is opened from outside **Projekt**, it opens in “read only” mode. No change can be made to it.
- if a list is opened from **Messaging**, it is not automatically recorded in a **Projekt** sub-folder. If you want to save it outside of the Messaging folders, for further use, you must use the command ***List > Save as*** to record it to one of your **Projekt** work folders.

Projekt lists created on other Symbian phones with previous versions of **Projekt** (UIQ and UIQ3 for Sony Ericsson phones, or S80 for Nokia Communicator 9300 / 9500) can be opened with this application on your S60 3rd Edition or 5th Edition phone. However this cannot be done from the Messaging application : list files must be transferred to your phone using the file transfer function of PC Suite. Then they can be opened from within **Projekt**.

Deleting a list

The command ***List > Recent lists*** opens a dialog with the names of the lists recently opened. Use the key **Clear** or **Backspace** to delete the list selected.

You can also delete lists with the **File manager** of the phone, but you must be aware of the following : **Alarms** linked to entries are stored in the common alarm server of the phone. When a list is deleted from within the application (from the ***Recent lists*** dialog as described above), all alarms belonging to this list are also removed from the alarm server. If the list is deleted from outside the application, the alarms are **not** removed from the server (they will die after expiration).

✍ On a **touch screen** phone, one cannot deleted a **Projekt** list from within the application. This must be done with the **File manager** of the phone from outside the application.

Backup and restore

When the application is run for the first time, it creates one sub-folder named **Projekt** in the existing **\Data\Other** folder in the phone memory and another sub-folder with the same name in the **\Other** folder on the memory card. The **Example** list is located in one of the **Projekt** folders (memory card or phone, according to where the application was installed).

If you store new **Projekt** lists in one of the default **Projekt** folders, they will be backed up and restored with all the multimedia files, when you select the corresponding option in the **Backup** operations of **PC Suite**. They can also bee seen and e.g. copied by the **File Manager** of **PC Suite**, when the phone is connected to the PC via Bluetooth. It may not be the case for **Projekt** lists stored in other locations.

Browsing

Each line of a list starts with one icon :

- ▷ for an entry with “hidden” children (the total number of children and descendants is normally displayed at the end of the entry's text. This option can be removed in **General settings**).
- ▽ for an already expanded entry.
- ○ for an entry without children.

Use the scroll key to move up and down in the list :

- up and down to move up and down
- left to move to the next level up in the hierarchy, or to close an expanded entry
- right to unfold a collapsed entry.

When an external element (Contact, Calendar entry, Document, image…) or an internal Note is linked to an entry, an icon or a box (Name or Date) is displayed on the first line of this entry.

On phones with a full keyboard (Nokia E71, E90…), the following shortcuts can be used :

- "**E**" to unfold or collapse all entries (first press collapses all entries, second press opens all entries up to level 2,…).
- "**B**" to move the highlight up to the first entry of the list.

Phones with a tactile screen (e.g. **Nokia 5800 N97 N8...) :**

- drag the list up and down with the finger or pointer
- tap the red “double arrow” toolbar buttons to move the list up and down page by page
- use the **Top** and **Bottom** commands in the toolbar extension
- tap the ▷ or ▽ icon to expand or collapse an entry with descendants.

New Entry

Use a command ***New*** to create a new entry. The new entry can be positioned **above** the current entry, or **under** it, or as its **first child**, if it has no children. If you want to create more children for one entry, you must first highlight one child and then position the new entry relative to that child…

Shortcut for the ***New*** command : "**6**" on a phone with a keypad or "**N**" on a phone with a full alphanumeric keyboard.

The ***Options > Split*** command offers an easy way to enter a large number of short entries with a limited number of keypresses. If the text of an entry is made of several lines or paragraphs, this commands splits the entry into as many entries as there are lines or paragraphs. These 2 screenshots show how one single entry is split into six after use of the **Split** command :

✍ The **Split** command is available only when the highlighted entry has at least two lines or paragraphs.

Entry Detail view

The Detail view has 3 tabs :

- enter the text of the entry in the first tab. The text can have up to 255 characters. You can also select two categories (**Category 1** and **Category 2**) and enter a value. The value of a "parent" entry is normally calculated as the sum of its children's values. It cannot be entered separately. You can change this rule in **General Settings**.
- the second tab is for the **Date** and **Alarm**. Alarms linked to entries are stored in the phone's alarm server. They are active even when the **Projekt** application is closed.
- the third tab sets the **Style** (bold, underline, color), which can be the standard style for entries of the same level in the list ("automatic"), or can be specific to this entry.

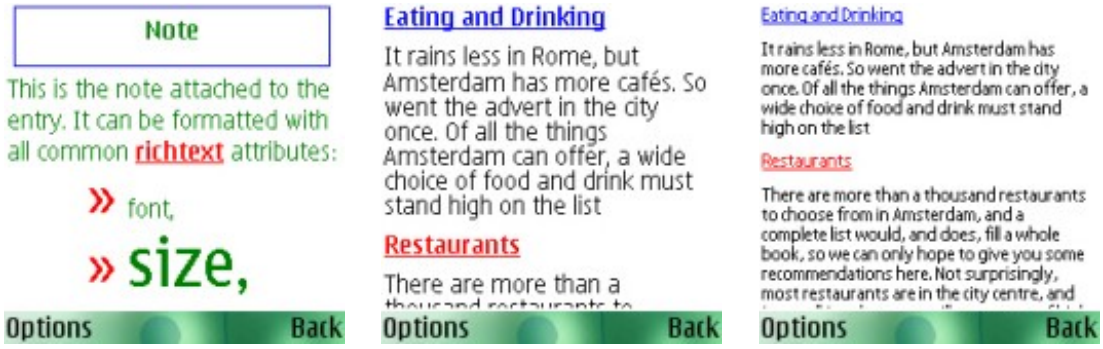
Shortcut for the ***Details*** command : key "**4**" on a phone with a keypad or "**I**" on a phone with a full keyboard.

Note on selecting categories in the first tab :

- to scroll the list of available categories in each selector, use the scrollkey (left and right).
- on a phone with a full keyboard, you can type the first character of the category name you are looking for (e.g. **N** for **None**)
- on a phone with a keypad, press the key **6** (**mno**) to select category None ; pressing any other key is equivalent to pressing the scrollkey left or right.

Rich Text formatting in Notes

Format commands are available for fonts and paragraphs. Here are some examples of what can be done :



Character formatting commands apply to the word where the cursor is located. **Paragraph** formatting commands apply to the paragraph where the cursor is located. If you want to apply a command to more than one word or more than one paragraph, you must **select text** : press and hold the Shift key or the Edit key and scroll left, right, up or down (with the scrollkey) until you have selected the text.

✍ The shortcut command **Ctrl+V** for **Paste** in rich text editing in Symbian OS has a bug : it will paste only the first line of a text with several lines. The **Paste** command which you access from the menu in Notes works correctly.

Deleting Entries

To delete the selected entry and its descendants, press the **Clear** key or the **Backspace** key. A confirmation dialog pops up.

When you delete one or several entries, all linked alarms are automatically removed from the alarm server of the phone. You can also delete all the linked **To-dos** and/or other **Calendar** entries.

Phones with a tactile screen (e.g. **Nokia 5800 N97 N8...) :**

Use the command ***Options > Edit > Delete***.

Moving Entries

Use the command ***Edit > Move*** to start moving an entry in the list. Use the navigation key to move it. Press the center of the navigation key or the **Done** selection key (right) to stop moving. Moving also stops if you select any other command.

You can also use the commands ***Edit > Cut*** and ***Edit > Paste*** to move an entry from one place to the other (or even from one list to the other).

Shortcut for the ***Move*** command : "*****" (star) on a phone with a keypad or "**M**" on a phone with a full keyboard.

On a phone with a full keyboard, you can also move the highlighted entry directly by pressing **Shift +Navigation key**.

Entries cannot be moved around when a filter is active or when the list is sorted (by category or by date).

Phones with a tactile screen (e.g. **Nokia 5800 N97 N8...) :**

An icon with 4 arrows and a square center button is displayed while the ***Move*** command is active. It can be

used like a navigation key (see above).

Copy, Cut, Paste

When copying an entry, you can copy the entry only or the entry and all its children and descendants. When you cut an entry, its descendants are always cut with it. You can paste the copied / cut entries into the same list or into a different list.

Projekt uses two clipboards :

- the normal phone's clipboard, where only the text of the selected entry is copied. This text is also available for pasting in other applications (Calendar, Word…).
- a specific clipboard, different from the phone's clipboard, where all information related to the entry and its descendants is copied (text, style, links, notes…).

On a phone with a full keyboard (Nokia E61, E90…), the usual shortcuts **Ctrl+C**, **Ctrl+V** and **Ctrl+X** are supported.

The application automatically deletes its specific clipboard 30 minutes after it has been created. You can also delete it immediately after use, with the command ***Options > Tools > Clipboard*** (available when the clipboard exists).

Links

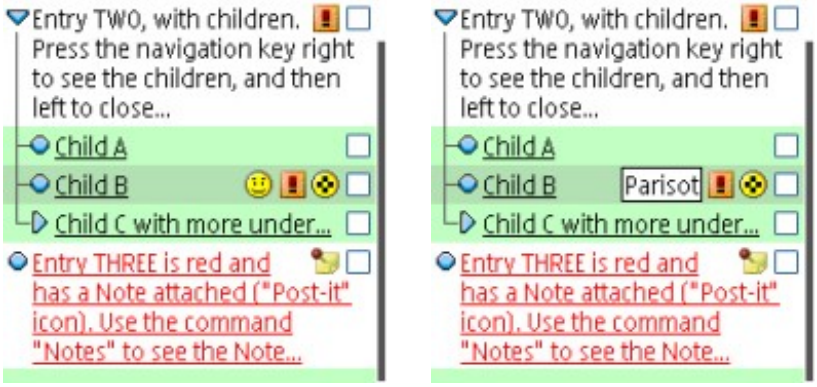
Each entry can have up to 6 links with external items (Contacts, Calendar entries, Documents or Media files). Links are displayed as icons in the main view. Links are managed from a popup list opened with the command ***Options > Edit > Links***. You can link an entry to existing external entries, or create new entries in the **Phonebook** or in the **Calendar** from within **Projekt**.

Shortcut for the ***Links*** command : "**5**" on a phone with a keypad or "**L**" on a phone with a full keyboard.

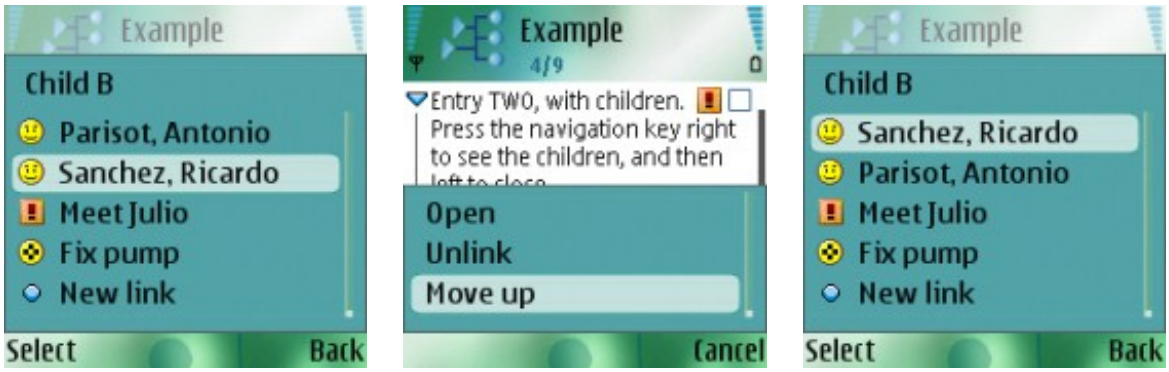
In the example below, the entry "Child B" is linked to 2 Contacts, one Appointment and one To-do, as can be seen on the **Links** view :

The links are displayed as 3 icons in the list view, as in the left picture hereunder. The **To-do** icon in the list view is **yellow** for a pending To-do, **red** when the linked To-do is overdue and **green** when the To-do is completed.

If the Name box has been activated, with the command ***View > Boxes***, the Contact icon is replaced by a box with the name of the **first linked contact** (Parisot), as in the picture on the right hereunder :



If you want to display the other name (Sanchez) instead of Parisot, open the Links view, select the second name, press the joystick, and then use the command **Move up** :



Multiple links to To-dos or Calendar entries

If an entry has 2 or more links to **To-dos**, only one To-do icon is displayed in the list view. The icon points to the earliest uncompleted linked To-do.

Similarly there can be only one icon for **Calendar** links (pointing to the next linked meeting) and one icon for **Document** links (pointing to the first Document in the list).

Links to other Projekt lists

An entry can have one or more links to other **Projekt** lists. These are "Document" like others, except that in order to come back from a "called" linked list to the "calling" **Projekt** list, you cannot simply exit from the "called" list : you must select the "calling" list from the **Recent lists** dialog instead.

Links to Media files and other documents

Use the command ***New link > Find > Document*** in the Links view if you want to link an entry to a Media file (sound, image, video…) or any other file that can be opened and viewed on your phone (text, sheet,…).

Checkboxes

To **mark** entries or remove marks, when the list has checkboxes, use the key "**9**" on a phone with a keypad or the key "**X**" on a phone with a full alphanumeric keyboard.

You can use the menu command ***Options > Tools > OK = Mark / Unmark*** to turn the joystick (or navigation key) into a mark / unmark key. The joystick can also be used to mark and remove marks, when you have selected one of the commands ***Tools > Shopping*** (see hereunder).

The checking is "cumulated" along branches : if Entry A in the example hereunder has 4 children and 3 of them are checked, the entry will be "75% checked"…

The % of checking is rounded to the closest of 3 values and indicated by icons : 25% with icon , 50% with icon and 75% with icon . A 100% checked composite entry has a , while a checked entry of the last level has a .

<u>Phones with a tactile screen</u> <u>(e.g. **Nokia 5800 N97 N8...**) **:**</u>

Tap the checkbox to check / uncheck.

Categories

Each entry can belong to 2 categories : one **Category 1** and one **Category 2**. A total of 25 categories A and 25 categories B are available. They are initially named with their indices A, B, C... to Y, but you can give them real names. The commands ***Options > Tools > Settings > Category 1*** or ***Category 2*** open dialogs where one can set the names of categories.

Category **Z** is an exception : it corresponds to “no category” ; its name is **None** and cannot be changed. Entries with category **None** are displayed without a category box.

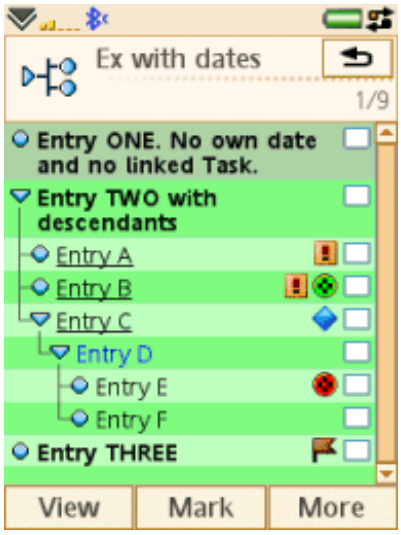
The default Category 1 or Category 2 for new entries is displayed on the first line of the dialog (Auto). To set a category as default, highlight it and press the button **Auto** (default can also be set to **None**).

Categories can be used to **Filter** or **Sort** the list.

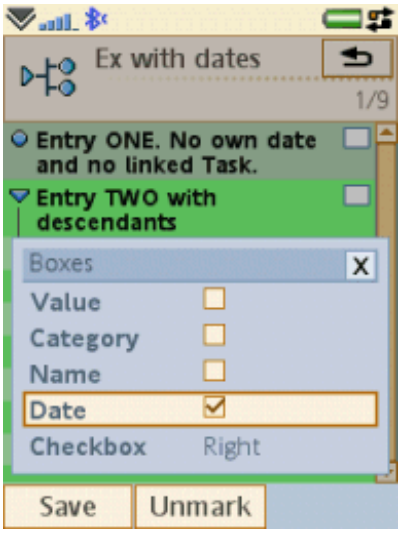
Date boxes

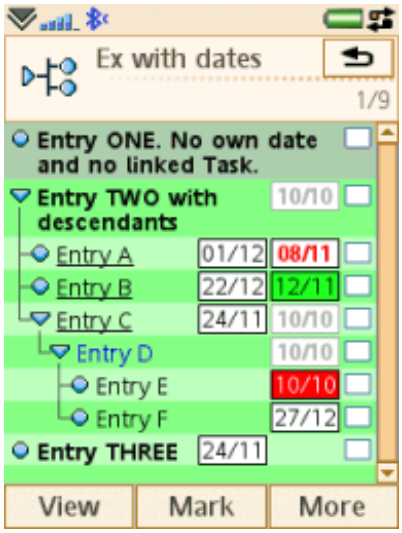
Here is an example of a list with links to To-dos and Calendar items, initially displayed without Date boxes. This list is displayed on November 12th.

- Entry A and Entry B have a link to an Appointment, as indicated by the icon .
- Entry B and Entry E have a link to a To-do, as indicated by the icon . The red colour of the icon for Entry E indicates that the corresponding To-do is overdue.
- Entry C has a link to an All day event, as indicated by the icon , and Entry THREE has a link to a Reminder, as indicated by the icon .



Let us turn on the Date boxes, with the command ***View > Boxes*** :

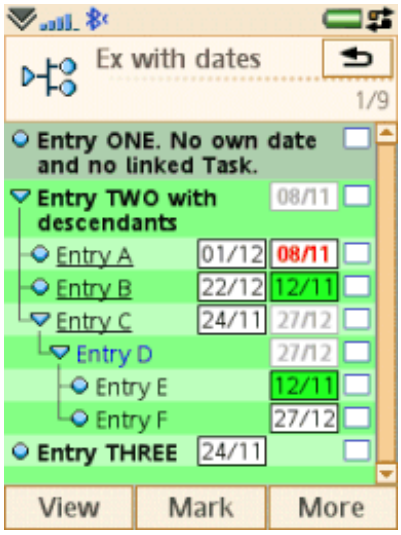




Date boxes are displayed in 2 columns : dates of the linked To-dos and of the entries' own dates in the right column, and dates of the linked Calendar entries in the left column.

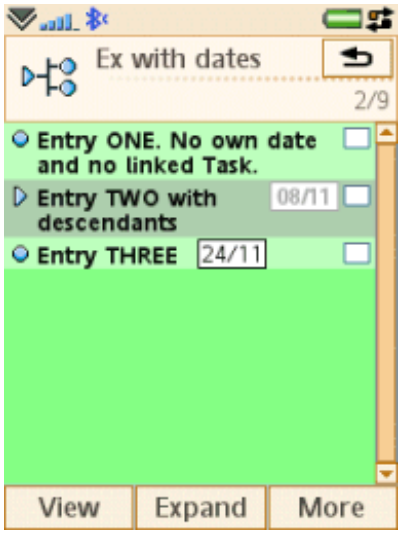
- Entry F has no link but has its own date (December 27).
- Entry D has no link and no own date, but a greyed out date box is displayed for it. The meaning of this date box is that one of the descendants of Entry D needs attention : in this case it is Entry E, with its overdue linked To-do (dated October 10). We say that the date box of D is "inherited" from Entry E. Inheritance goes up to the higher levels in the hierarchy : the date of October 10 is also inherited by Entry C and Entry TWO.

Now see what happens when a linked To-do is completed. We tap the date box of Entry E to open the linked To-do in the To-dos application, where we tick the **Completed** box and then return to **Projekt**. Here is the result :

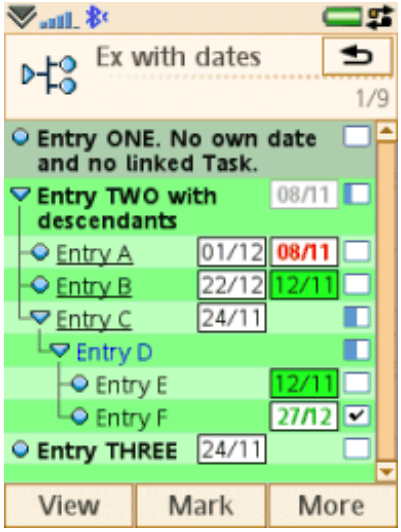


The date box of Entry E displays the date of completion (today November 12) and is now coloured in green. Note that the date inherited by Entry D is now December 27, inherited from Entry F. The same date is also inherited by Entry C. But Entry TWO inherits the date November 8 from Entry A, which now needs attention earlier than the other child Entry C : **a father entry always inherits the earliest date of all its children**.

The interest of having inherited dates and greyed out date boxes is when entries are collapsed, as can be seen here :



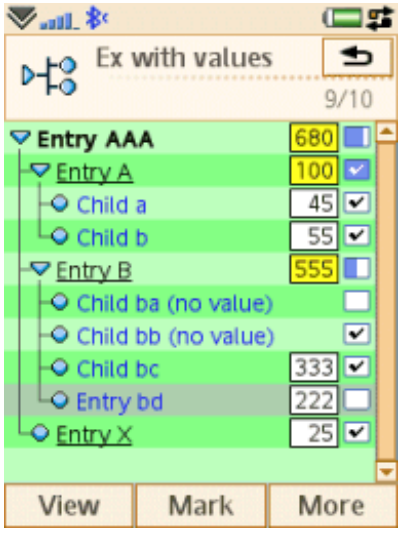
Let us now check (tap the checkbox) of Entry F :



The date of Entry F is now displayed in green and it is no more inherited by Entry D and Entry C, because now it does not need attention.

Value boxes

Here is an example of a list with value boxes. Entries AAA, A and B are coloured in yellow to indicate that they are "composite" entries (i.e. they have children) and their values are calculated, not entered :



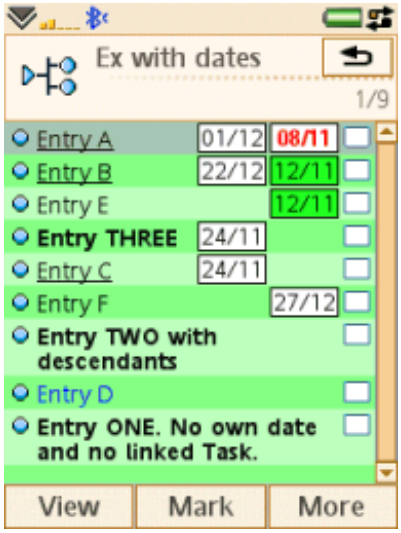
This example also shows that checkboxes and values are managed independently : Entry A is 100% checked, Entry B is 50% checked, Entry AAA is "approximately 75%" checked (the exact value would be 83%, whatever this means. See the screenshot of the html export under **Import, Export, Send as**).

Note that the automatic addition of values along branches can be turned off in ***General settings***.

Filtering and Sorting

To be able to use a filter (Unchecked entries, Category, Date) with the command ***View > Filter***, or sort the list (Date or Category) with the command ***View > Sort***, you must first activate the corresponding box with the command ***View > Boxes***.

When sorting on dates, the date used by each entry is, in this order of priority : its own date, or the date of the first non completed linked To-do or the date of the next linked Calendar entry. Entries without any date are left at the bottom :



On phones with a full keyboard, the shortcut "**K**" opens the dialog where you can set the filter on **Category 1** : it is equivalent to ***Options > View > Filter > Category 1***.

- To remove a filter on category, open the filter dialog, with the command ***Options > View > Filter > Category 1*** (or ***Category 2***) and press the selection key **Cancel** (no need to untick the boxes ; furthermore, if you untick all the boxes and press **OK**, the last box highlighted will be ticked again and the filter will not be removed : the system will not close this dialog with **OK** without at least one box ticked).
- If a filter is in place, or if the list is sorted by category or date, the hierarchical structure is temporarily broken and all entries are displayed at the same level. To rebuild the structure, use the commands ***View > Filter > No filter*** and / or ***View > Sort > Tree***. You can also use the keyboard / keypad short cut "**T**" (see hereunder).

✍ **Sorting by category** is done on the indices of categories (**A**, **B**, **C**...), not on their names : if the editor displayed by ***Options > Tools > Settings > Categories*** contains the lines **A @Home** and **C @Computer**, items of category **Home** will be displayed before items of category **Computer** (even if the line **A @Home** is positioned after the line **C @Computer** in the editor).

Alphabetical sorting :

The command ***List > Sort alphabetic*** sorts the list and all sub-lists alphabetically, at all levels, without modifying the tree structure. It is different from the other ***Sort*** commands in that it cannot be reversed. It acts on the list itself, not just on the view.

Find and Go to…

With the menu command ***Tools > Find***, you can search the whole list for a string of characters. You can also extend the search to the attached **Notes**. This can be a much slower option, if the list has a big number of large Notes...

You can also use the same command and dialog to "**Go to"** a particular entry designated by its index.

Shortcut for the ***Find*** command : press "**3**" (keypad) or "**F**" (full keyboard).

On phones with a full alphanumeric keyboard, you can also use the shortcut "**J**" to repeat the same ***Find***.

Go shopping with Projekt

Three dedicated ***Shopping*** commands are available to make the "Shopping list" functionality more fluid, when you re-use the same list as a shopping list for repeat "missions", like the weekly supermarket :

- there is a large number of items, which you purchase regularly but not each time you visit the supermarket. You have built a **Projekt** list with all these items (optionally this list can have multiple levels : beverages >> details, fruit >> details, dairy >> details...).
- before you go shopping, open the list and use the command ***Shopping > Prepare (reset)***. Its effect is to uncheck all entries and remove any existing filter. All the entries are displayed, unchecked.
- now go through your list and mark the items you want to purchase today. You can also add items. Note that you can use the joystick to mark items.
- when you are finished, use the command ***Shopping > Start shopping***. Its effect it to invert the checking and to set the filter on checked items. You end up with a list where only the items you must buy today are displayed.
- you are now shopping : check the items as you put them into your caddy (you can use the joystick), and they are filtered out of the list.
- the same list will be used next time…
- with the 3rd command ***Shopping > Prepare (open)***, you can work on an existing list without reseting it : what it does is remove the filter and invert the marking of entries. Depending on when you call this command, you may have to use it once or twice before you can work on your list…

✍ The combination of commands ***Mark all*** + ***Invert marking*** under ***Mark / unmark*** is more powerful than the combination ***Mark all*** + ***Unmark all*** : you can easily "Unmark all" by using successively the two commands ***Mark all*** and ***Invert marking***.

Useful shortcuts

- Press "**0**" (zero) on a phone with a keypad, or "**Spacebar**" on a phone with a full keyboard, to display the name of the current list, the position of the current entry and the total number of entries, when the title bar is not visible, in full screen mode.
- Press "**1**" (keypad) or the letter "**O**" (full keyboard) to open the **Notes** view.
- Press "**2**" (keypad) or "**D**" (full keyboard) to sort the current list by dates, first up.
- Press "**3**" (keypad) or "**F**" (full keyboard) to open the **Find** dialog, which can also be used to reach the entry at a given position in the list.
- Press "**4**" (keypad) or "**I**" (full keyboard) to open the **Details** view for the current entry.
- Press "**5**" (keypad) or "**L**" (full keyboard) to open the **Links** view for the current entry.
- Press "**6**" (keypad) or "**N**" (full keyboard) to create a **New** entry.
- Press "**7**" (keypad) or "**R**" (full keyboard) to open the list of **Recent** lists and select one for opening or deleting.
- Press "**8**" (keypad) or "**T**" (full keyboard) to activate / de-activate ("toggle") the last used filter, or to filter on marked entries, if no filter was used before.
- Press "**9**" (keypad) or "**X**" (full keyboard) to **mark / unmark** the current entry.
- Press "*****" (star, keypad) or "**M**" (full keyboard) to start moving the current entry.
- Press "**#**" (hash key, keypad) or "**E**" (full keyboard) to expand / reduce all entries (level 1 / level 2).

The following shortcuts are available on phones with a full keyboard only :

- Press "**B**" to move the highlight to the top of the list.
- Press "**J**" after a Find command to **repeat** the **Find**.
- Press "**K**" to set the filter on Category 1.
- Press "**A**" to set the filter on Category 2.
- Press "**W**" to toggle the switch Wrap On/Off.
- Press "**Fn + Scrollkey up**" or "**Chr + Scrollkey up**" to move the highlight one page up.
- Press "**Fn + Scrollkey down**" or "**Chr + Scrollkey down**" to move the highlight one page down.
- Press "**Shift + Scrollkey**" to move the highlighted entry in the list.
- Press "**Z**" or "**Shift+Z**" (zoom) to decrease or increase the font size in lists.

Note that the **font size** in lists can be set separately in landscape mode and in portrait mode on phones, which support the two modes and on the Nokia E90, which has an internal screen (landscape) and an external screen (portrait). The command ***Options > View > Zoom*** (or the "**Z**" shortcut) only acts on the view mode currently used.

- Press **Ctrl+B** to make the highlighted entry bold (or reverse).
- Press **Ctrl+U** to underline the highlighted (or reverse).
- Press **Ctrl+S** to change the color of the highlighted entry (cycles through colors).
- Press **Ctrl+W** to set the highlighted entry back to the standard style for its level.

Touch screen

The list can be dragged up and down with the finger or pointer. Use the red “double arrow” toolbar buttons to move the list up and down page by page.

When you tap a line which is not the currently highlighted line, the highlight moves to this new line. Otherwise a contextual menu will generally pop up, except in these cases :

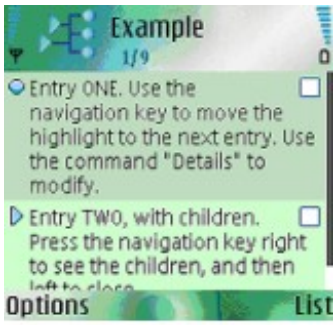
- checkboxes, which will be checked / unchecked,
- expand / collapse arrows,
- category boxes and value boxes, which will open the Edit detail dialog,
- link icons, which will open the Links dialog,
- Notes icons...

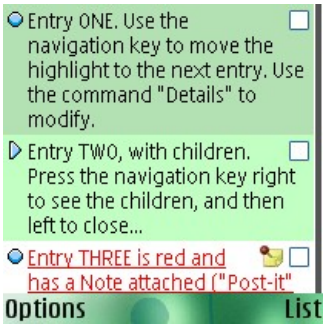
Here is what happens when you apply a long press on the screen :

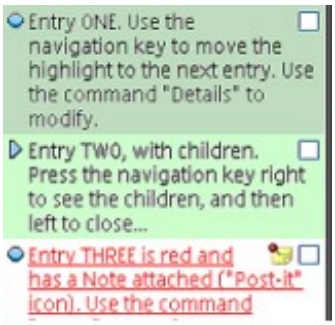
- a long press on the text of an entry opens the Edit dialog for this entry
- a long press on a category box sets a filter on category
- a long press on the dot icon or the expand / collapse arrow icon starts the Move mode for the entry.

Full screen view

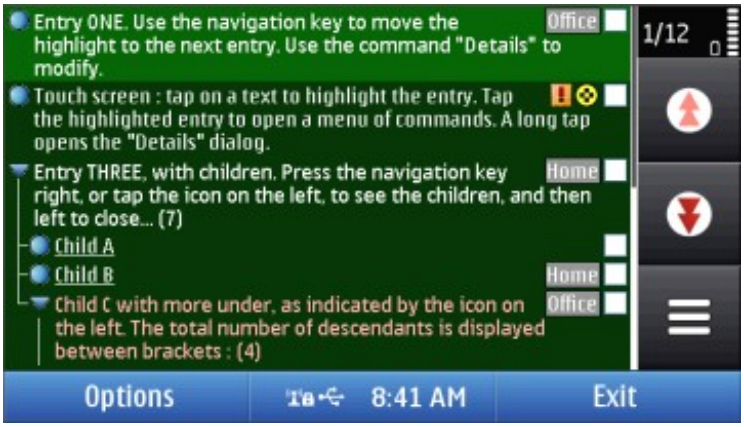
The standard view on a S60 phone has a title bar with system information, including the name or the current list, at the top (as on the first picture hereunder). You can remove this title bar with the command ***View > Full screen*** (second picture). You can even make full screen the default view mode in **General settings**. You can also make the selection keys at the bottom of the screen invisible, also in **General settings** (third picture hereunder).







On **touch screen** phones, the toolbar buttons are always visible:



Import, Export, Send as

Select ***List > Import*** to create a new list by import from a **text** file or from an **opml** file.

Select ***List > Export*** to export the current list to a file in one of 3 formats : **text**, **opml** or **html**.

A list can also be ***Sent as*** an attachment to a message, in any of the available export formats (text, opml, html). It can also be sent in the "native" **Projekt** format, if the destination is another device running **Projekt** in a compatible version.

When you receive a **Projekt** file as an attachment to a message, you can open it directly when received. However it opens in read only mode and cannot be modified, and it is also not automatically recorded in a standard **Projekt** folder. You must use the command ***List > Save as*** to record it.

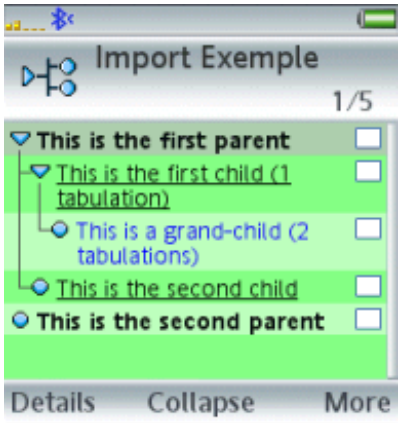
The format of **text** files (import and export) is as follows :

- one line for each entry
- initial tabulation marks control the level of each entry in the hierarchy (top level = 0 tab, level 2 = 1 tab,…).

Here is an example of a **text file for import** :

```
This is the first parent
     This is the first child (1 tabulation)
           This is a grand-child (2 tabulations)
     This is the second child
This is the second parent
```

And the resulting **Projekt** list (the styles by paragraph level are the default styles as defined in **Settings**) :



✍ Notes can be exported in a text file but cannot be imported from a text file.

Projekt supports encoding in **ASCII** and **Unicode UTF-8** (for e.g. Chinese characters) for import and export.

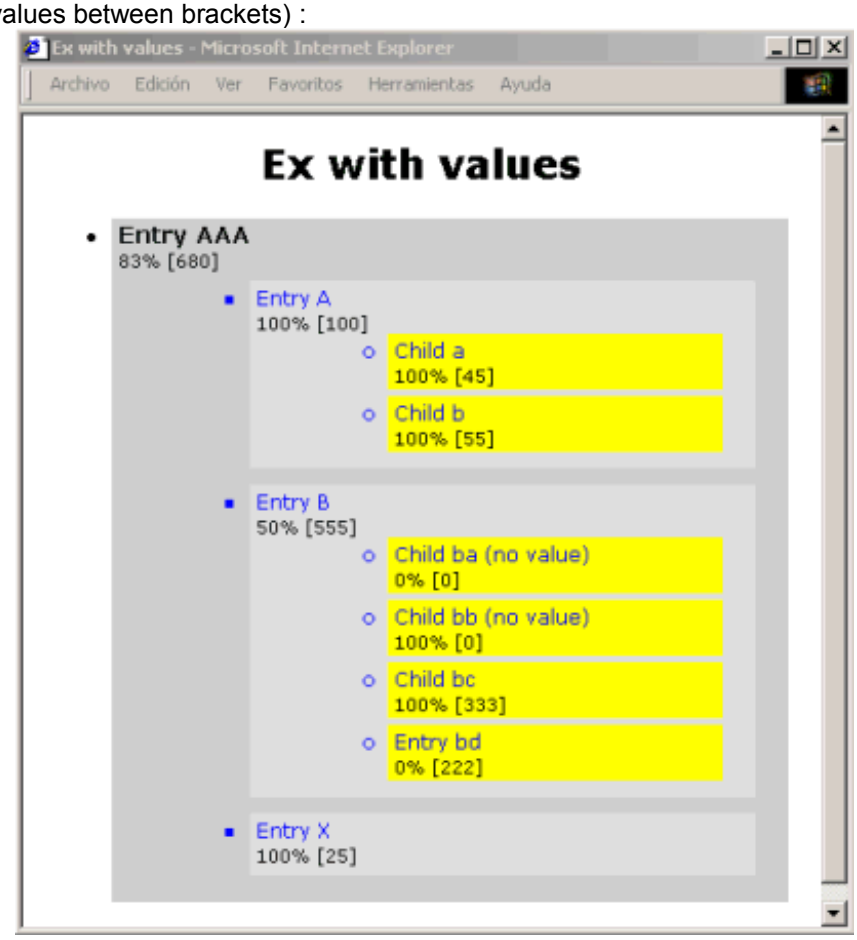
HTML Export

In the **html** format, the following information can be exported :

- name of the linked Contact, if **Name box** is enabled.

- date of the linked To-do and/or Calendar entry, if **Date box** is enabled.
- value, category and tick box (the percentage of completion is printed)…

See here how the list displayed under **Value boxes** is exported in html (checkboxes as "percentages of completion" and values between brackets) :



The **Style** of the exported **html** file must be chosen from a list of 3 styles (A, B and C). The 3 styles can be modified in the second page of the export dialog. For each style you can define 8 formats, in the form of 8 **css strings** : Title, Entries of level 1, Entries of level 2, Entries of level 3, Entries of level 4 and more, Notes, Name and Date. You can modify these formats as you want : the command ***Reset*** will reset all the 8 formats of the selected Style to factory settings.

Attributes (bold, underline, colour) of individual entries are respected in the exported html file.

OPML Import & Export

Opml is an XML-based format which allows exchange of outline-structured information between applications running on different operating systems and environments.

Documents exported from **Projekt** in this format can be opened and modified on e.g. a Mac or PC with **opml** compatible applications, exported from there and re-imported in **Projekt**.

See **JOE** (Java Outline Editor), **Treepad**, **NoteTab** or **KeyNote** (with the corresponding converters, when needed) for PC solutions.

See **OmniOutliner** for a Mac solution.

In **opml**, the internal addresses of all linked entries (Contact, To-do,..) are recorded as “attributes”. If the user modifies the exported list with a PC or Mac outliner, he must make sure that these internal addresses are not modified. Otherwise the links would be lost when the list is re-imported into **Projekt**.

The maximum length of entries is 255 characters. If an imported **opml** outline has more than 255 characters, it is converted into one entry with attached Notes : the full outline goes to Notes, and the entry itself is made of the first 50 characters of the outline (or its first line, if shorter than 50 characters).

Merging lists

Use the menu command ***List > Merge*** to merge an existing list AAA into the list BBB currently displayed. All the entries of AAA, with the complete structure, Notes etc… are copied into BBB. AAA is not deleted. Two options are available :

- copy all the entries of AAA at the bottom of BBB
- create one new entry with name AAA after the currently highlighted entry in BBB, and set all the entries of list AAA as children of the new entry AAA.

Settings : General

Lists can be viewed in standard mode (with the application icon and the name of the current list in a Title bar) or in **full screen** mode. When full screen mode is selected, you can make the selection keys (**Buttons**) visible or not.

When the **Name** box option is on, the boxes can display either the last name or the first name of the linked contacts.

When editing **Notes**, you may like to have a **New line** command available to insert a new paragraph. This command is not needed on phones with a full keyboard, where an **Enter** key is available. You can remove it. Note that you can also remove it on a phone with a simple keypad, where you can insert a new line with a long press on the “**0**” key.

The application normally requests a confirmation (“**Save changes ?**” dialog) after each addition of a new entry and after each modification in an existing entry. You can decide that all changes and additions are accepted **without confirmation**.

The application normally adds Values along hierarchical branches, so that entering a value for an entry with children is not possible. This **automatic calculation** can be turned off.

The **Value** box may be used to simply count and display the total number of children and descendants for each entry. This is made easier if the **default** value for each new entry is set to **1** instead of **0** (no other default value is accepted).

The total number of descendants of each entry is normally displayed at the end of the text. This option can be turned off.

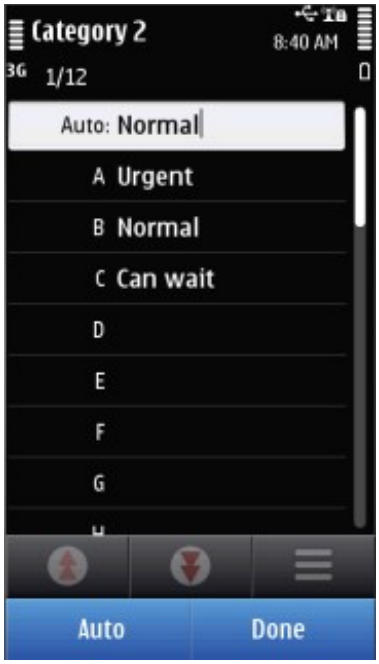
When a **link to a To-do or another Calendar entry** is removed, the linked entry can be deleted. You can decide that the linked Calendar entry will be ***always*** deleted, or ***never***, or only after ***confirmation***.

Settings : Categories

Each entry can belong to 2 categories : one **Category 1** and one **Category 2**. A total of 25 categories are available. They are initially named with their indices A, B, C... to Y, but you can give them real names. The commands ***Options > Tools > Settings > Category 1 and Category 2*** open a dialog where one can set the names. Each category name is set in one line of the dialog.

The default (Auto) categories for new entries are also set in these dialogs : highlight a category name and press the button **Auto** to set this category as default.

- ✍ Indices A, B, C,... are only displayed in this **Settings** dialogs. They are not displayed in the **Details** or **Filter** dialogs, but they are used as a key for sorting, when the list is sorted on **Category 1** or **Category 2** with ***Options > View > Sort > Category***.
- ✍ The name of category **Z** is **None** and cannot be changed. It is for entries without a category. You can filter on category **None** like on other categories, and entries of this category come last when you sort on category.



Settings : Colours

The main view of the application uses 2 colours for the background of the lines and a different colour for the selected line (Highlight) :

- use the first selector to select the colour you want to modify
- use the next 3 lines to adjust the 3 components (red, green, blue) of the selected color : if the 3 sliders are set to the maximum, you will have a white. If they are set to the minimum you will have a dark grey.
- use the last line to set the default text color to black or white.
- use the selection key **Reset** to reset the 3 colours to "factory" values.

Settings : Styles

Styles (bold, underline, colour) are managed at 3 levels :

- application : ***Settings > New lists*** apply to lists created after these styles have been modified. In the same settings dialog you can define which type of boxes new lists will have.
- hierarchical level in a list : ***Settings > Styles this list*** define the "automatic" styles for the entries of the current list.
- each individual entry : style can be "automatic" or specific, as defined in third tab of the **Details** view.

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