

Medical Student's Guide to the

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PALM III

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Medical Student's Guide to the Palm III

For your Family Medicine rotation, you have been loaned a 3Com Palm III. Your only requirement is to use your Palm III to record your patient encounters. This is a guide for those of you who want to do more with their Palm III than just keep track of their patients. It is completely optional to use any of these features, but hey it could be fun. This guide is meant to be used as a tutorial with your Palm III in front of you, so you can see what I'm talking about, and you can try out things as you go through the guide.

For purposes of this guide, Palm III and Palm Organizer are used interchangeably.

Written by Bryant Wu (August 1999), University of Michigan Medical School, Class of 2000

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Anatomy of the Palm III

The Front

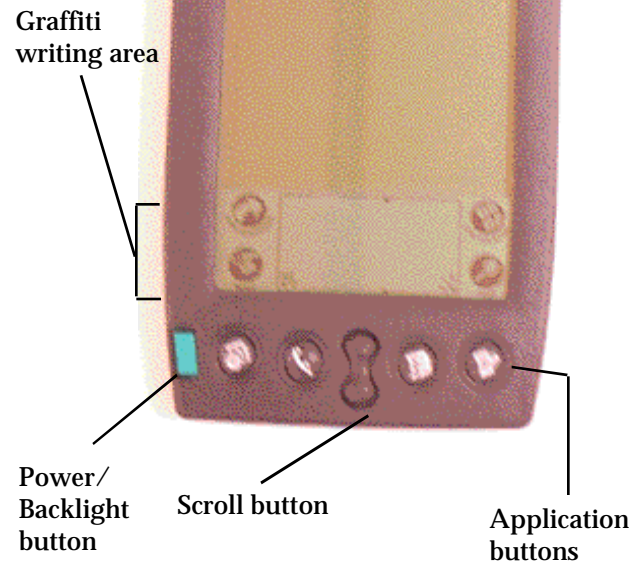
Turning it on

The power button is the green button in the lower left-hand corner of the machine. If you turn your machine off, when you turn it on again, it will resume at the last application you were using.

Also if you hold down the power button for two seconds it will turn on the backlight which will make it easier to view

your screen in poorly lit conditions. Press-

ing the power button again for two seconds will turn off the backlight. Also the Palm III will turn itself off if you don't use it for a few minutes to save power.



Application/scroll buttons

There are four buttons along the bottom your Palm III. These control the main applications that come built in to the Palm III. These applications are the Date Book/Calendar, the Address Book, the To Do List, and the Memo Pad. In between the buttons is the scroll button that enables you to scroll up and down through whatever application you are using.

Screen

The screen displays information on your Palm III. It is touch sensitive and responds to your stylus.

Writing area

Below the screen is the writing area, sometimes known as the Graffiti area named after the “language” used to input data into the Palm III. We will talk more about Graffiti later.

More buttons!

Next to the Graffiti area there are more buttons. These buttons control four more functions of the Palm III. The first button sends you to the Applications menu. The menu button enables you to pull down menus at the top of the screen similar to many computers. The remaining buttons allow you to use the calculator, and the find function to search for items on the Palm III.

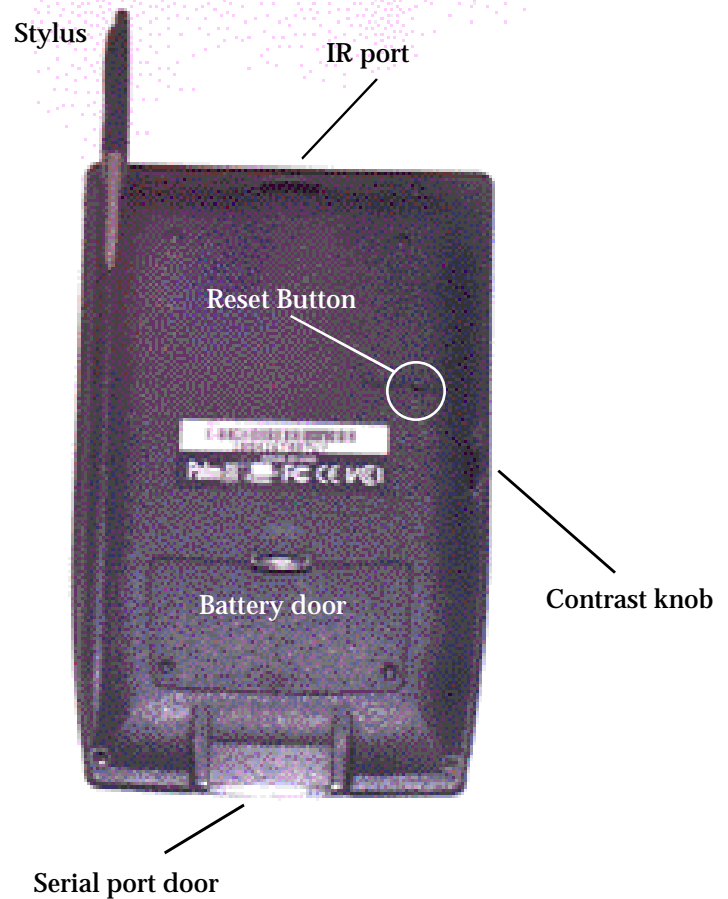
Flip Cover

The flip cover protects the screen from damage. The book that comes with the Palm III says it helps reduce glare, but I don't think that it's much of a help in that aspect. The cover “clicks” into two positions. Unfortunately, the cover does not retract all the way back. If the need arises you can remove the cover by gently pulling the cover out of the holes in the side of the Palm.

The Back

Stylus

The slot the stylus fits into is in the left-hand side of the back. The stylus is what you will be using to enter data into the Palm III. In a pinch you can use something like the back of a pen or your fingernail, but I wouldn't recommend it because it tends to scratch the screen (pen) or leave smudges on the screen (finger). The stylus is easy to misplace, so try to keep track of it, or better yet return it to its slot when you are done.



IR port

At the top side of the Palm III is the infrared port. It can be used to beam data to other Palm Organizers that have the IR port. More will be said about this later.

Contrast knob

Recessed into the right side is the contrast knob or the screen. If you have some difficulties reading the screen, then try adjusting the knob so that you get a better picture. Once you get it to how you like it, you shouldn't have to adjust it much.

Battery Door

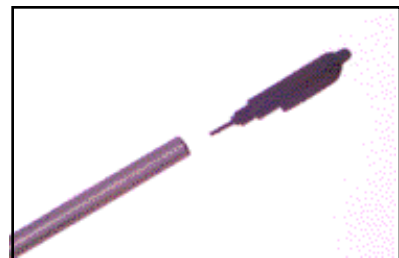
The Palm III uses two AAA batteries, and they usually last between six weeks and two months, depending on how much you use it. Once you do a get a low battery warning, you can still use your Palm for a while. If your Palm III becomes extremely low on batteries it will stop responding because it is using the remaining power to save your data. Keep the low batteries in until you get new batteries. When you do need to change the batteries (you probably won't have to because the rotation is only one month long), the Palm III has a backup battery that keeps a charge for about 60 seconds. This way all your data will still be saved while you change the batteries. But plan ahead, sixty seconds is not a long time.

Serial port door

The serial port door is on the bottom of your Palm III. It is used to transfer data to a desktop computer through a special cradle. You will not be using it on this rotation, but this is how the Department of Family Medicine will download your patient logs.

Reset button

The reset button is on the middle right side of the back of your Palm III. It is recessed and there really is no danger of accidentally pressing it. If your Palm III will not respond to anything you are doing to it and seems to be stuck you may have to press it to regain control. **WARNING:** If you do this you may lose the information that is on your Palm III. To press the reset button, unscrew the top part of your stylus. You will find cleverly hidden there a tiny part that can be used to press the reset button gently. I hope you will never need to do this.



Writing with Graffiti

Graffiti is the handwriting software that is pre-installed on the Palm III. It is actually pretty easy to learn. Most of the characters are written as simplified versions of ordinary capitol letters. With a little bit of practice, there should not be much problem entering letters relatively quickly.

To practice, open the memo pad application by pressing the memo pad button in the lower right corner of the Palm III. Select 'New' for a new memo.

The Graffiti Alphabet

Letter	Strokes	Letter	Strokes
A	Λ	N	N
B	B B	O	O O
C	C	P	p P
D	d P	Q	σ
E	ε	R	R R
F	Γ Γ	S	S
G	G G	T	7
H	h	U	U
I	I	V	V V
J	J	W	W
K	κ	X	X ∞
L	L	Y	Y Y
M	m m	Z	Z
Space	—	Back Space	—
Carriage Return	/	Period	tap twice

Start your stroke where the dot is and draw the stroke shape.

Letters are written to the left side of the small marks in the graffiti writing area, and numbers are written to the right. If you ever have difficulty writing your information, you can always call up a keyboard entry by tapping the dot in the corner of the graffiti area. You can move to any point in a document by tapping your stylus where you want to insert/delete information.

Punctuation

You can also use punctuation marks in Graffiti. All of these start with one tap on the screen followed by a character stroke. So for example, a period would be dot-dot.

Number	Strokes	Number	Strokes
0	0 0	5	5 5
1	1	6	6
2	2	7	7
3	3	8	8 8
4	4	9	9

Symbol	Stroke	Symbol	Stroke
Period .	•	Dash —	—
Comma ,	,	Left Paren ((
Apostrophe '	'	Right Paren))
Question ?	?	Slash /	/
Exclamation !	!	Dollar \$	\$

These letters, numbers, and punctuation marks are not difficult, but may take you a little time to learn. Don't forget you can always use the on-screen keyboard.

Tip

Command



In most applications you can call up a Graffiti help screen by writing the Command Stroke followed by a letter 'G'.

Other Functions

Beaming

You can beam information from the Address Book, Date Book, To Do List, or Memo Pad. To do so select the item you want to beam. Next open up the menu by tapping the 'Menu' button. Then select the 'Record' menu. There should be several beaming options. Choose the appropriate option then point your Palm III IR port towards the IR port of another Palm III. For best results the units should be two to forty inches apart.

Finding information on your Palm III

If you know that you put something on your Palm III, but do not remember where it is, then you can use the find feature to find this information. Tap the 'Find' button to the right of the graffiti area. A window should pop up. Enter a key word or phrase in with graffiti or keyboard. Next tap 'OK'. It should look through the four main applications for the word or phrase. It may not look through other applications so it's not always helpful, but it should help you in most cases. The Palm III will show a list of matches and it will take you to the entry if you tap on the item that you think is the correct match.

Categories

In many of the applications there is the option of choosing different categories to display information. When you create an item, it is usually filed as unfiled. You can leave it this way if you wish, but if you like you can change the category by tapping the stylus on the category designation in the upper right corner of the screen (with the little arrowhead next to it). Tapping the stylus should give you a list of choices to categorize the item. If none of the choices suits the item you can add new categories by choosing

'Edit Categories'. You can often view items in applications by category by selecting the menu in the corner of the screen and selecting the category. It will only show you items in that category. If you cannot find an entry in an application, make sure you are in the correct category or make sure you are viewing 'All' categories.

Applications

To access the applications, you can press the buttons on the bottom of your Palm III or you can select the 'Applications' icon to the left of the Graffiti area and select from the Applications menu. You can scroll through the applications with the stylus or the scroll bar on the right side of the screen, or the scroll buttons on the bottom of your Palm III

Address Book

This allows you to keep track of names, addresses, phone numbers and other useful information. To open the address book, push the Address Book button or select 'Address' from the Applications menu.

Creating an Address Book entry

You can practice by adding your own address. Select 'New' at the bottom of the screen. A blank address form should appear. Enter data with Graffiti, or by using the on screen keyboard. You can advance to the next line by tapping the stylus in the next field you want to enter data in. You'll notice that some of the entries have a little arrow followed by a word. This means there is a menu of choices. Tap your stylus on the word and a list of options will appear. Select the one that applies. You do not need to enter data in every line.

You can choose a category, if you wish, to classify your address book entry. Select a category by tapping the arrowhead in the upper right corner of the screen and selecting the category you wish to classify the item.

When you are finished with an entry, tap 'Done' and your entry will be finished and it will return you to the address book list. Tap your stylus on the entry and you will be able to see your new entry.

Using your Address Book

You can scroll through the address book using the scroll buttons or the on screen scroll arrows in the lower right corner of the screen. View an entry by tapping on it with your stylus. You can also find entries by writing or using the keyboard to type the first few letters of the last name of the person you are looking for. This will bring you to that part of the address book without having to scroll through the whole address book. Of course you can use the find feature that we described before.

Don't forget that you can beam address book entries to your colleagues with Palm Organizers (Palm III or higher).

Calculator

To activate the calculator, tap the 'Calculator' icon to the right of the graffiti area. The calculator operates as any other calculator would.

Date Book

To open the date book, push the Date Book button or select 'Date Book' from the Applications menu.

There are three views to the date book: daily, weekly, and monthly. You can toggle through these by pressing the Date Book button repeatedly. You can also use the mode select buttons in the bottom left corner of the screen. The single dot is for the daily view, the row of dots is for the weekly view, and the grid of dots is for the monthly view. On the weekly view, you can see if any events you have scheduled conflict with each other.

On the top of the screen you can choose which date you wish to view. You may select the day of the week you wish to look at or you can advance or go back an entire week by pressing the arrowheads on either side of the week. You can also choose a day by tapping the 'Go To' button at the bottom of the screen.

Entering a Date Book entry

To enter an entry, first choose the date that you wish to set the appointment. Then there are two ways to enter the event. If the event is on the hour and lasts for one hour then you can just tap on the line next to the time you wish to set the appointment and it will automatically set it for one hour. If the event is at an irregular time or lasts more than one hour, tap on the time and a box will appear on the screen. It will allow you to set the start and end times. It will also let you set an event with no time, so for example, you can enter someone's birthday.

Details

You can use the 'Details' button to specify several options for an event. To begin, select the entry, then tap the 'Details' button. This shows the 'Event Details' box. Tap the time or date box to change them. In this details box you can also set an alarm. You can also set how long before the event you wish to be notified. Your Palm III will beep several times when the alarm goes off. You can also choose to delete events by hitting the 'Details' button.

Memo Pad

The memo pad gives you a place to take notes. To open the memo pad, push the Memo Pad button or select 'Memo Pad' from the Applications menu.

To create a new memo just tap the 'New' button. The first line of your memo will be the title of the document. When you are finished just tap 'Done'. To select a memo to read, just tap on the memo you wish to read. Using categories and beaming is the same as in other applications.

To Do List

With the To Do List you can make a check list of things to do. You can also assign priorities and due dates for each event. To open the To Do List, push the To Do List button or select 'To Do List' from the Applications menu.

To create a new item, tap the 'New' button. Enter the text using Graffiti or the keyboard. To change the priority, tap the priority level. It can be set from one to five. All new entries are automatically set as priority level one.

To show that you are finished with an item, tap the check box to the left of the item. There are many options you can assign to a To Do List item. To see these options choose an entry and then tap the 'Details' button at the bottom of the screen. The menu that pops up allows you to select a priority, category, or due date for the item. It will also allow you to completely delete an item from your Palm III.

To change your display options, tap the 'Show' button at the bottom of the screen. This allows you to sort your entries as well as which options to display on the main To Do List page. An interesting feature is to uncheck the 'Show Completed Items' box. When you check off items, they will now disappear from your list.

Finally...

Unfortunately at the end of your month you will have to give back your Palm III to the Department of Family Medicine. For some of you, this will be a good thing. You will be done with your Family Medicine rotation, have one less month to go until you graduate and will never have to see that electronic paperweight ever again. Some of you may be on the opposite extreme and not want to return your Palm III. You *will* have to give it back. The best option is to return your Palm III and then get your own. For others of you, you may be intrigued and start to explore the possibility of getting your own electronic organizer. In either case, please do some research before buying your own electronic organizer. There are many types out there and one may be better for you than another. You can find them in most stores that sell electronics or computer equipment as well as finding them on the web. For the Palm series of organizers here are some good websites to check out.

<http://www.20-20consumer.com/pdas/>

This a good website that has many of the best deals on the web. Unless you are averse to shopping on the web, you'll probably find a pretty good deal here.

<http://www.palm.com/>

This is 3Com's official Palm website. It has some good information.

<http://www-personal.umich.edu/~bryantwu/fammedpalm> This is a website I threw together with some good Palm links and software choices.

Hopefully this guide was somewhat helpful in showing you how to use your Palm III. Good luck with the rest of your rotations this year.