SmartDoc
Manual

TapWorks

SmartDoc Contents

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SmartDoc

Overview

Read, Create, Edit, Distribute

SmartDoc is a powerful application that allows you to read, create, edit, and distribute text documents using the industry standard Doc format.

Easy

SmartDoc is easy to use. If you're already using the built-in applications, you can begin reading and writing right away.

Advanced

SmartDoc also has many advanced features: Find and replace text. Rename and reorder bookmarks. Beam and download documents.

SmartDoc QuickStart

Reading a Document

1) Start SmartDoc.

2) Tap the document title that you wish to read. You may have to use the scrollbar to find it on the list.

3) Start reading.

4) You can scroll by using the hardware scroll buttons, using the scrollbar, or tapping on the screen.

SmartDoc QuickStart

Creating a Document

1) Start SmartDoc.

2) Tap the New Button to create a new document.

3) Start writing.

4) When you're done, tap the Done Button.

SmartDoc QuickStart

Editing a Document

1) Start SmartDoc.

2) Tap the document title that you wish to edit. You may have to use the scrollbar to find it on the list.

3) Check that the Editable Icon indicates that the document is editable (no slash). If not, tap the icon.

4) Start editing.

5) When you are done, tap the Done Button.

SmartDoc Views

Overview

SmartDoc has two basic views: the List View and the Document View.

List view

Document view

The List View displays a list of the documents that are present on your device. You can see information about each document here including size, date, and other settings. You can also use the Action Icon to perform different actions on the document such as deleting, beaming, and duplicating.

The Document View displays the current chosen document. You may read and/or edit the text in this view. You may also perform other actions here such as adding bookmarks, searching for text, and preparing for distribution.

SmartDoc Views

List View

The List View shows what documents are present on your device. At a minimum, the title of the document is shown.

Action Icon
Tapping on the Action Icon will popup the Action menu.

Document Title
Tapping on a title will allow you to view the document in the Document View.

New Button
Tap this button to create a new document.

Category Selector
Tap on this to change which category to show in the list.

Document Size
This shows the size of the document. If the type is in bold, the document is uncompressed. If the type is plain, the document is compressed.

Scrollbar
You may use the scrollbar and arrows to scroll through the list. Additionally, you may use the hardware scroll buttons on your device to scroll.

SmartDoc Views

List View - Action Menu

Tap on an Action Icon to pop up the Action menu for that document.

Open
Open the document.

Open As Copy
Duplicate the document and open the copy.

Info...
Open the Info dialog for the document.

Change Category...
Popup the Category Selector to change the category for the document.

Append Memo...
Open the Import Memo dialog to append a memo.

Compression...
Toggle the compression of the document. If the document is compressed, uncompress it, and vice versa.

Duplicate
Duplicate the document.

Beam
Beam the document.

Delete
Delete the document.

SmartDoc Views

List View - Options

You may optionally show the Action Icon, settings icons, the document date, or the document size by altering the View Options.

Search Icon

Tap in this space to switch between Always Search, Never Search, and Follow Prefs. Always Search indicates the document should always be searched regardless of the Global Find setting for SmartDoc. Never Search indicates that the document should never be searched. Follows Prefs indicates that the document will be searched if the Global Find is enabled in the Preferences dialog.

Backup Icon

Tap in this space to toggle whether the document will be backed up with the next HotSync.

Private Icon

Tap in this space to toggle whether the document is private or not.

Document Date

This indicates the date of the document. You can choose whether to show the creation date or last modified date in the View Options.

SmartDoc Views

Document View

This is the Document View. You are able to read and/or edit text while in this view.

Editable Icon

Tap this button to toggle whether the document is editable or not. You may want to keep the document uneditable if it is just for reading.

Info Button

Tap this button to open the Info dialog. You may rename the document, change categories, and adjust other settings in this dialog.

Find Button

Tap this button to open the Find and Replace dialog. You may perform text searches in this dialog.

Autoscroll Button

Tap this button to begin Autoscrolling.

Font Size Selector

Tap the appropriate type face to select one for the document text.

Bookmark Button

Tap this button to pop up the Bookmark menu.

Category Selector

Tap on this to assign a category to the document.

SmartDoc Views

Document View - continued

Scrollbar

You may scroll through the document using the scrollbar. You may also use the hardware scroll buttons. A third option is to tap the screen while the document is uneditable.

Done Button

Tap this button when you are finished with the document and wish to return to the List View.

SmartDoc Features

Autoscrolling

Play Button
Unpause Button
Stop Button

Play Button
Tap this button to begin Autoscrolling. The text will begin to scroll.

Unpause Button
Tap this button to unpause Autoscrolling. The text will resume scrolling.

Stop Button
Tap this button to stop Autoscrolling. The text will stop scrolling.

Stop Button
Press this button to stop Autoscrolling. The text will stop scrolling.

Pause/Unpause Button
Press this button to pause or unpause Autoscrolling.

Slow Down/Speed Up Buttons
Press these buttons to adjust the speed of scrolling.

SmartDoc Features

Autoscrolling - Caution

While SmartDoc is scrolling or paused, your device will not go into sleep mode. Be aware not to leave SmartDoc scrolling or paused if you do not intend to do so, otherwise you may unintentionally use battery power. As soon as you stop the scrolling or close the document, your device will sleep according to the system settings.

SmartDoc Features

Bookmarks

Bookmarks are tags that point to a position in the document. They are useful when reading long documents so that you can mark the position of different sections of the text, and return to them via the Bookmark popup menu. They can also be used to mark chapter or section headings, either manually or automatically.

A technical note before going on: In the Doc format, bookmarks store how far fromthe beginning of a document a tag is. A problem arises with this when the document is edited; if text is added or deleted, a bookmark will move because the position is different relative to the beginning of the document. Because of this, we recommend adding bookmarks right before a document is to be distributed.

Selected text for bookmark name

To add a bookmark, simply scroll to the position that you wish to save, and either select Add Bookmark from the menu, or select Add Bookmark from the Bookmark popup menu in the lower right corner.

The Add Bookmark dialog will appear with text for the name of the bookmark. This text comes from either the top line of text that is present on the screen, or text that you have highlighted. You may alter the name of the bookmark before adding it.

SmartDoc Features

Bookmarks - Embedded Bookmarks

Embedded bookmarks and autoscanning for embedded bookmarks was intended to aid bookmark creation without the use of an application.

Embedded bookmarks autoscanning will first look at the last line of the document for brackets < and > (greater than and less than symbols). Whatever characters (4 character limit) appear between the brackets will be scanned for throughout the document, and a bookmark will be added at that position. The text that follows the characters will be used as the bookmark name (15 character limit).

So, for example, at the end of the document if you have placed:

<()>

A bookmark will be added wherever "()" appears such as:

()Chapter 1

And "Chapter 1" will be used as the bookmark name.

SmartDoc Features

Compression

The Doc format handles compressed and uncompressed text. The compression algorithm reduces memory use by 30-40% with average English language text.

The compression format is asymmetric. Decompression is much faster than compression. Decompression, which is used every time you view compressed text, is nearly instantaneous.

However, compression requires intense processing, and because of the more limited processing capabilities of your device, compression may take an extraordinary amount of time.

On current devices, the average time is about 6 seconds per kilobyte of uncompressed text, or about 12 kilobytes per minute.

Every time compressed text is displayed, it is decompressed on the fly. If it is not altered, it does not need to be recompressed. However, if it is altered, it will be recompressed and stored back in its file.

Because of this, it may be prudent to work with a document as uncompressed text, and before distribution, manually recompress it. This way you will avoid the decompression/recompression cycle every time you edit text.

SmartDoc Features

Preparing for Distribution

Documents created with SmartDoc and subsequently distributed will have the following settings and characteristics intact in most Doc format readers:

1. The last position viewed.
2. The Private setting.
3. The Backup setting.
4. The Overide Global Find setting.
5. The Category.
6. The compression.
7. Whether the document is editable or read only.
8. The bookmarks already created.

To prepare for distribution:

1. Go to the top of the document.
2. Undo the Private setting.
3. Undo the Overide Global Find setting.
4. Set the category to Unfiled.
5. Compress the document.
6. Set the document to read only.

SmartDoc allows you to perform the above actions (1-6) automatically by selecting the Prepare for Distribution menu item.

7. Delete any bookmarks that will be created from the embedded bookmarks. Note that you should keep bookmarks that will not be autoscanned.
8. Close the document and do not open the document again until...
9. Backup the document with HotSync, beam the document to another device, or upload the document via the Internet.

SmartDoc Features

Searching

SmartDoc allows two types of text searching: Through the Find and Replace dialog in the List view and through the Global Find (silk-screened Find button).

The Find and Replace dialog only searches through the current visible document, searching sequentially through the text.

The Global Find searches sequentially through all documents. This could take a long time if you have many or long documents. This may be enabled or disabled through the Preferences dialog.

You may indicate whether individual documents are to be always searched, never searched, or follows the Global Find preferences. This is done through the Info dialog or through the Global icon in the List view. This allows you to search through only documents that you wish to search through, skipping others that don't need to be searched, or not searching through a document that you wish never to be searched.

SmartDoc Dialogs

Custom Bookmark Scan

You can scan the document for your custom text to create bookmarks. This can be used to automatically create bookmarks for chapter, scene, or section headings.

Search for Field
Enter the text for the bookmark search.

Only at beginning of line Check Box
Check this if the text should only be found at the beginning of a line of text.

Bookmark Names

Name Check Box
Check this if every bookmark has the same name. "Chapter" would be a good example.

Name Field
Enter the name of the bookmark. "Chapter" would be a good example.

Add Count Check Box
Check this if you wish to automatically number the bookmarks.

Number of characters Check Box
Check this if you wish to include the text after the search text to be used in the bookmark name.

Number of characters Field
Enter the number of characters to include after the bookmark name. There is a limit of 15 characters. Not all characters may be used if the final bookmark name exceeds 15 characters.

SmartDoc Dialogs

Edit Bookmarks

Bookmark List

The list of bookmarks available for the current document will appear here. To select a bookmark, tap on it and a flashing insertion point will appear. You may then edit the name of the bookmark. You may also change the order of a bookmark by dragging and dropping to another location on the list.

Go Button

Tap this to go to the selected bookmark. If none is selected, this will do nothing.

Delete Button

Tap this to delete the selected bookmark. If none is selected, this will do nothing.

Delete All Button

Tap this to delete all bookmarks in the list.

Scan Embedded Button

Tap this to scan the current document for embedded (bracketed) bookmarks.

Scan Custom Button

Tap this to open the Scan Custom Bookmarks dialog.

Sort Alphabet Button

Tap this to sort the bookmarks in alphabetical order.

Sort Appear Button

Tap this to sort the bookmarks in order of appearance in the document.

SmartDoc Dialogs

Find and Replace

You can use SmartDoc to search for text in a document. You can indicate whether you want case sensitive or case insensitive searching.

Find Field
Enter the text to search.

Replace Field
Enter the text to replace with.

Case Sens Check Box
Check this to select case sensitive searching. Uncheck this to select case insensitive searching.

Find Button
Tap this to find the next instance of the search text. SmartDoc begins the search from the first visible text (or where the selected text is).

Replace Button
Tap this to replace the selected text with the replacement text.

R/F Button
Tap this to replace the selected text with the replacement text and find the next instance of the search text.

SmartDoc Dialogs

Get File

You can use SmartDoc to download documents and files from the Internet.

NetMark Field
Enter the name of the NetMark.

NetMark Popup
Tap this to popup a list of NetMarks.

URL Field
Enter the URL of the file that you want to download.

Text Buttons
Tap these as a shortcut for the URL field.

User Field
Enter your user name (if required).

Pass Field
Enter you password (if required).

Get Button
Tap this to retrieve the file indicated by the URL.

Add Button
Tap this to add the NetMark to the user list of NetMarks.

Clear Button
Tap this to clear the user list of NetMarks.

SmartDoc Dialogs

Info

Title Field
This displays the title of the document. If you wish to change it, edit the text.

Category Selector
This indicates the category that is assigned to the document. Tap it to popup a list of categories. Tap on one to select a category.

Size
This indicates the size of the text in the document in bytes. This disregards any overhead for the database.

Compression Status
This indicates the compression status of the document.

Private Check Box
Check this if you wish the document to be private. Uncheck it if you don't. Private documents will not be searched with Global Find. Remember that Private documents are not "secure" documents.

Backup Check Box
Check this if you wish the document to be backed up on the next HotSync. Uncheck it if you don't.

Global Find
Tap one to select it. Always Search indicates the document should always be searched regardless of the Global Find setting for SmartDoc. Never Search indicates that the document should never be searched. Follows Prefs indicates that the document will be searched if the Global Find is enabled in the Preferences dialog.

Delete Button
Tap this to delete the document.

SmartDoc Dialogs

Preferences

Scroll/Taps

Page/Line
Select whether to scroll by page or single line.

Overlap Line
Check this to have an overlapping line when scrolling by page.

Down Only
Check this to have the screen scroll down only when tapped.

Show Bar
Check this to show the scroll bar in the Document View. Uncheck it to hide the scroll bar.

Left Handed
Check this to have scroll bars appear on the left side.

Text

Left/Right
Select whether to left or right justify the text.

Lined Text
Check this to have lined text.

SmartDoc Dialogs

Preferences - continued

Start New Docs Compressed

Check this to have new documents created as compressed. Uncheck this to have new documents created as uncompressed.

Autoscan Embedded Bookmarks

Check this to have uninitialized documents automatically scanned for embedded (bracketed) bookmarks.

Allow Global Find

Check this to enable Global Find for SmartDoc. Uncheck to disable Global Find for SmartDoc.

SmartDoc Dialogs

Prepare for Distribution

Go to top of document
Check this if you wish to reset the document to the top.

Backup on HotSync
Check this if you wish to have the document backed up on the next HotSync.

Undo Private (if set)
Check this if you wish to undo the Private setting for the document.

Undo Global Find Settings (if set)
Check this if you wish to undo the Overide Global Find setting for the document.

Set Category to Unfiled
Check this if you wish to set the document to the Unfiled category.

Compress (if not compressed)
Check this if you wish to compress the document. Compression may take a long time to perform. See Compression.

Default Button
Tap this to set all the check boxes to the recommended actions.

SmartDoc Dialogs

View Options

The View Options dialog allows you to change the appearance of the List View.

Show Sizes
Check this to display sizes for each document in the List view. Uncheck to not display.

Show Bytes
Check this to display sizes in bytes. Uncheck this to display sizes in kilobytes (k).

Show Dates
Check this to display dates for each document in the List view. Uncheck to not display.

Created/Last
Select a display type for the dates. Select Created for creation date. Select Last for last date used.

Icons

Show Action
Check this to display the Action icon. This allows actions to be performed on the document.

Show Backup
Check this to display the Backup icon. This indicates whether the document will be backed up on the next HotSync.

Show Global
Check this to display the Global Find icon. This indicates whether the document will be always searched, never searched, or follows the Global Find setting in Preferences.

Show Private
Check this to display the Private icon. This indicates whether the document is set as a private.

SmartDoc Menus

List View - Doc

The Doc menu allows you to perform actions on groups of documents.

New
Select this to create a new blank document. The document will be compressed or uncompressed according to the preference selected in Preferences.

Set All Docs to Backup
Select this to set all documents to be backed up on the next HotSync.

Set No Docs to Backup
Select this to set no documents to be backed up on the next HotSync.

Set All Docs to Edit Mode Off
Select this to set all documents to not editable.

Set All Docs to Edit Mode On
Select this to set all documents to editable.

Beam All in Category
Select this to beam all the documents in the current category.

Download...
Select this to open up the Get File dialog.

Delete All in Category
Select this to delete all the documents in the current category.

SmartDoc Menus

List View - View

The View menu allows you to customize the List View.

by Name
Select this to display documents in alphabetical order.

by Size
Select this to display documents in order of increasing size.

by Date Created
Select this to display documents in order of the creation date.

by Date Last Modified
Select this to display documents in the order of last used.

Options...
Select this to open up the View Options dialog.

SmartDoc Menus

List View - Options

About...
Select this to open up the About dialog.

Beam SmartDoc
Select this to beam the SmartDoc application to another device.

Validate Code...
Select this to open up the Validate Code dialog.

Preferences...
Select this to open up the Preferences dialog.

SmartDoc Menus

Document View - Doc

The Doc menu allows you to perform actions on the current document.

New
Select this to close the current document and create a new blank document.

Close
Select this to close the current document and return to the List view.

Info...
Select this to open the Info dialog.

Rename...
Select this to open the Info dialog. There you may rename the document.

Compression...
Select this to compress an uncompressed document, or vice versa.

Duplicate
Select this to duplicate the document. The copy will be the open document.

Prepare for Distribution...
Select this to open the Prepare for Distribution dialog.

Upload by FTP...
Select this to open the Upload dialog.

Beam
Select this to beam the document.

Delete
Select this to delete the document.

SmartDoc Menus

Document View - Edit

The Edit menu allows you to use the System text editing functions such as copy, paste, and undo. However, the system imposes limit to the amount of text that may be put on the clipboard. Since Doc format documents may be much larger than the working memory in your device, Select All has been changed to Select Block while working in the Document view. A block may be as large as 8k of text.

Undo
Select this to undo the last Edit menu function.

Cut
Select this to cut the selected text.

Copy
Select this to copy the selected text.

Paste
Select this to paste previously cut or copied text.

Select Block
Select this to select a block of text. Since only a portion of a document is used/visible at a time, only a block will be selected.

Keyboard
Select this to bring up the System keyboard.

Graffiti
Select this to bring up the Graffiti help.

SmartDoc Menus

Document View - Navigate

The Navigate menu allows you to move around the document in different ways.

Add Bookmark...
Select this to add a bookmark for the current position.

Edit Bookmarks...
Select this to open the Edit Bookmarks dialog.

Scan Embedded Bookmarks
Select this to scan the current document for embedded (bracketed) bookmarks.

Scan Custom Bookmarks...
Select this to open the Scan Custom Bookmarks dialog.

Delete All Bookmarks
Select this to delete all bookmarks.

Find...
Select this to open the Find and Replace dialog.

Find Next
Select this to find the next instance of the last Find text.

Replace
Select this to replace with or insert the last Replace text.

Go to Top
Select this to go to the top of the document.

Go to Bottom
Select this to go to the bottom of the document.

SmartDoc Menus

Document View - Options

About...
Select this to open up the About dialog.

Beam SmartDoc
Select this to beam the SmartDoc application to another device.

Validate Code...
Select this to open up the Validate Code dialog.

Preferences...
Select this to open up the Preferences dialog.

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RegCode code is based on PalmCreation's description of RegCode appearance.

Portions adapted from UnixDoc.cpp (freeware) by Pat Beirne. For further information on UnixDoc, see http://24.112.88.27/ and http://24.112.88.27/makedoc9.cpp.

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