



## Happy Birthday for Tired Teachers

Palm Powered™ Handheld Activity for Teachers

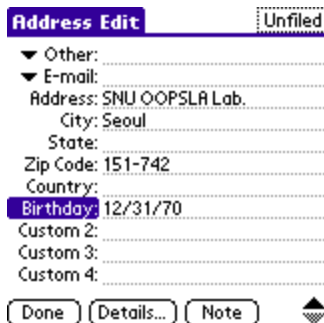
Do you have *too much* on your mind and *too much* to do BUT you still have to remember the birthdays of family and friends? Use the freeware application, HappyDays, and the Palm™ Address Book to keep track of important dates, ready at a moment's notice for reference when you are out buying cards and gifts.

### Palm™ OS Skill: Creating a Custom Field in the Address Book



1. Press the Address Book Hard Button on the handheld to open your Address Book.
2. If you have addresses in your handheld, tap one to access it. The Address View for that person will appear. Tap the Edit button at the bottom of the screen.
3. Tap the Menu soft button to access the menu bar and choose Options.
4. From the Options menu, choose Rename Custom Fields.
5. The Rename Custom Fields screen opens.
6. Select the text Custom 1. Use Graffiti or the Keyboard to rename this text to Birthday, and then click the OK button.
7. This process changes this field name in all of the existing entries in your Address Book and in all future entries. (This is a global change to your Address Book.)

### Palm™ OS Skill: Entering Birth Dates into the Address Book



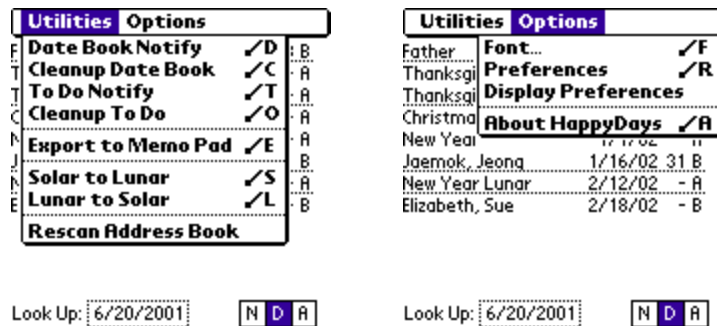
1. You will return to the Address Edit screen for this person. Use the hard scroll buttons or tap the up and down arrows onscreen to move down to the new field you named Birthday.

2. Enter the date of birth for this person in this format mm/dd/yyyy, and then click the Done button. It's important that you enter the date in the specified format; example: Midge Frazel's birthday is 12/04/1947 (cards, money, technology items and chocolate, please)
3. Enter more birthday dates for other people in your Address book. Enter as many as you wish. Remember that you can add birth dates at any time.

### Palm™ OS Skill: Downloading and installing an application

1. From the Web site, Palm Gear <www.palmgear.com>, download the current version of the application, HappyDays.
2. This application downloads in a compressed format (zipped). Use a previously installed unzipping software application on your computer to "unzip" it.
3. After unzipping the application, a folder for this Palm application will be created. Open the folder and double-click the application happydays.prc. This places this application into the Palm Install tool. Perform the HotSync® operation to install HappyDays on your handheld.

### Palm™ OS Skill: Using an application



1. Tap the Applications button and tap on HappyDays. After a moment, HappyDays will access your Address Book to find the birthdays you entered. In the lower right is a set of view buttons. Tap D to view by date, N for alphabetized by name, and A for view by age.
2. Tap the Menu soft button. You can use the "To Do Notify" option on the Utilities menu to send all or selected birthdays to your To Do list or use "Export to Memo Pad" to send the list to your Memo Pad.
3. Remember that To Do Lists and Memo Pad items can be printed from the Palm™ Desktop application on your computer.
4. Use the Options menu to change the size of the font for easier reading while you are shopping for cards or gifts.

### Palm™ OS Skill: Finding updates and manuals

1. HappyDays' developer, Jae Mok Jeong, provides this application as freeware. It is suggested that you thank this developer for this application by sending a postcard or an email <happydays@jmjeong.com>. At this Web site, (some of which is Korean) you will find the manual and you can download the newest version of the application.
2. Point your Web browser to <http://jmjeong.com> and look for HappyDays in the list of provided applications. (Remember to choose English and not Korean!)
3. In this manual are further directions for exporting your dates to the To Do and Memo Pad built-in applications. Remember, you can set an alarm to notify you of important dates in the Date Book application.

Birthday Cake from Awesome ClipArt for Kids 8/30/03 <<http://www.awesomeclipartforkids.com/birthday.html>>  
HappyDays screen shots from the developers Web site.