


FIGURE 4-18. Multi-day appointment with alarm and other details window open

Let's assume that your dad lets you know that he'll definitely be able to make the visit. Now that you're sure he'll be here, you can open the appointment, tap *alarm+* again to see the appointment's details, and change the status to *confirmed*. When you tap *save* to close the appointment again, the mysterious question mark is gone, replaced by the more satisfying multi-day image that you've seen before.

 **Jump in Anywhere.** A multi-day appointment appears on the day view of every day that it includes. If you want to change anything about the appointment, including its name, duration, or anything else, you can get to the appointment from any of its days.

Now that you're sure your father's coming, you can really look forward to his visit. In fact, you can use another datebook feature to reflect the excitement. If you open the appointment again and then tap *alarm+* one more time, you can use the appointment priority feature to tell Magic Cap that this appointment is very important by giving it high priority. When you save the appointment, the week and month views still show it listed as any other multi-day item, drawing a line from the start date through the end date, but in the day view the datebook reminds you that his visit has high priority by stamping the appointment with an exclamation point. He'd be really pleased with that.

Customizing with Rules

As mentioned earlier, the standard signals for appointments are the alarm sound and an announcement that stays open until you close it, but you can customize this behavior by using the datebook rules. You can choose to have both the sound and the announcement, or just one or the other. If you don't like the alarm sound, you can replace it with another sound that you're more fond of.

As you might recall, there are different rules for each scene, so make sure the datebook is open when you want to change its rules. After you open the datebook, tap the lamp, then *rules*. When you tap there, you'll see the first three rules that the datebook lets you set, as pictured in Figure 4-19. By tapping in the box or circle at the left, you can turn each rule on or off. The first two rules determine what will happen when an appointment alarm goes off.

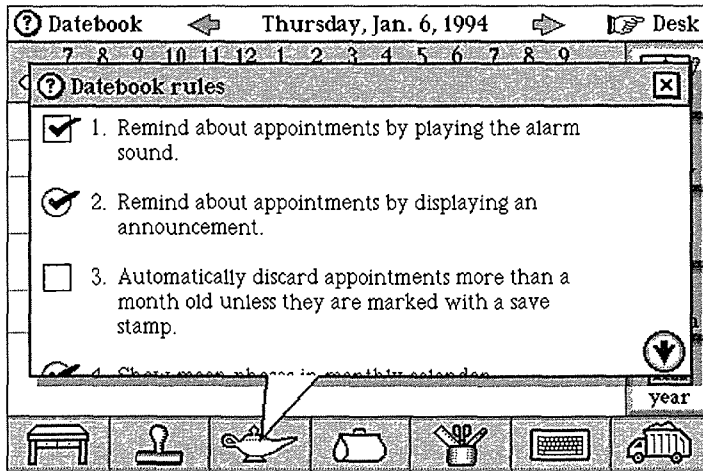


FIGURE 4-19. Datebook rules

The on-screen announcement is a great reminder for people who are easily startled, or for anyone who spends a lot of time in meetings or libraries. If you're more the aural type, you can use a sound to remind you instead of (or in addition to) the announcement. To turn the sound alarm off, just tap the check box at the start of *rule 1, Remind about appointments by playing the alarm sound*. When the check mark goes away, the rule is turned off, and you won't hear a sound to remind you about appointments.

Now, when an appointment alarm goes off, you'll get an announcement in a box on the screen. Even if the communicator is turned off, it'll come back on to display the reminder, and the announcement will stay there until you close it, which helps to make sure you don't miss it.

There are two kinds of rules in the datebook, those with circle check boxes and those with squares. The rules with circle check boxes are simply turned on or off; you can't customize them any further. The rules with square

check boxes are flexible—you can play with them. The rule about playing a sound for an alarm can be customized by tapping the rule's text. Once you do that, you can pick any of the built-in sounds for the alarm, as you can see in Figure 4-20.

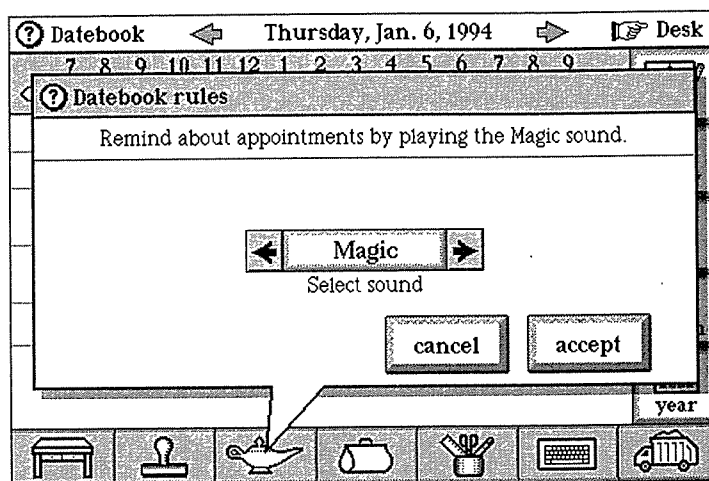


FIGURE 4-20. Customizing the sound played as an appointment reminder

When you've got the rule the way you want it, you can *save it*, making it the ruling sound, or you can *save a copy* of it and have a brand-new rule that uses this sound as the reminder, leaving the rule about the alarm sound just as it was. You could be really obnoxious and have both sounds (or even more), but that isn't a good idea for anyone who might be in a staff meeting when the alarm goes off.

Summary

The datebook is the place to tell Magic Cap about your appointments, and if necessary, have Magic Cap help you tell everyone else who needs to know. There are several built-in kinds of appointments to choose from. You can note birthdays that will automatically repeat every year, even though they're only entered once. Business trips can be scheduled across several days with a single entry, and personal notes are easily attached that stay with the appointment throughout its duration. Magic Cap can help schedule a meeting, and while you're entering that appointment, the touch of a button automatically creates and sends an invitation to the meeting's participants.

Your datebook becomes a gentle reminder of things you need to do, moving tasks from day to day until you complete them. You can even design your own type of appointment, reducing the amount of time spent entering the same event, like ball games or concerts.

There are various lists included in the datebook that cut down on typing because you can choose anything from the lists with just a touch. There are descriptions of the kind of appointments you can make, from serious (*staff meeting*) to light-hearted (*hot date*). There is a list of locations to choose from, ranging from *school* to *secret hiding place*. The datebook remembers everything you add, so the next time you want to schedule your acupuncture appointment, or enter the name of your favorite Chinese restaurant, it will be added to the lists of descriptions for you to choose from.

When choosing the participants of an event, the datebook displays the names in your name file, and even gives you the opportunity to add a new card for a new contact while entering that appointment. An appointment can tag along on an invitation to a meeting, and if

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