



# PEAT Sheets



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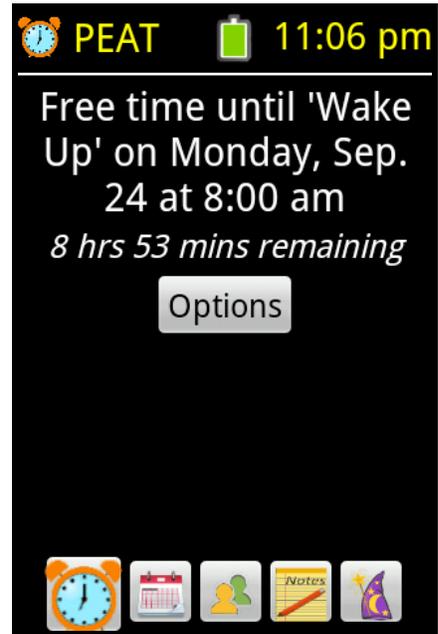
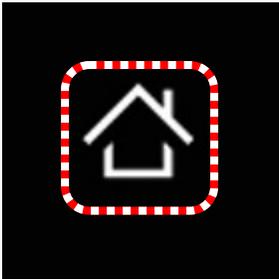
3/29/2013

# PEAT Sheets

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# 1) Starting (or getting back into) PEAT



1) Press the physical button on the device (below the screen) that looks like a house.

2) Tap on the PEAT icon.

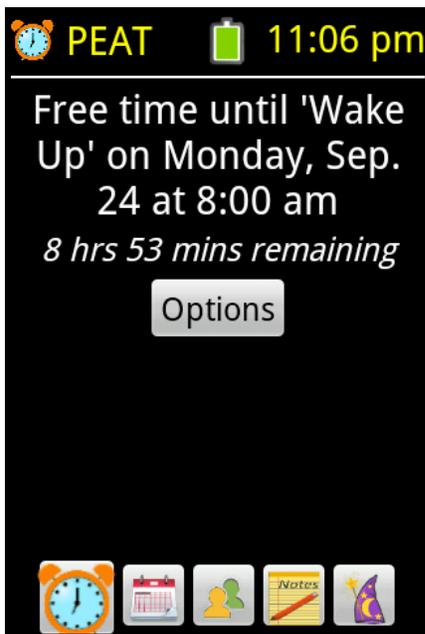
PEAT is displayed.

End of  
PEAT  
Sheet

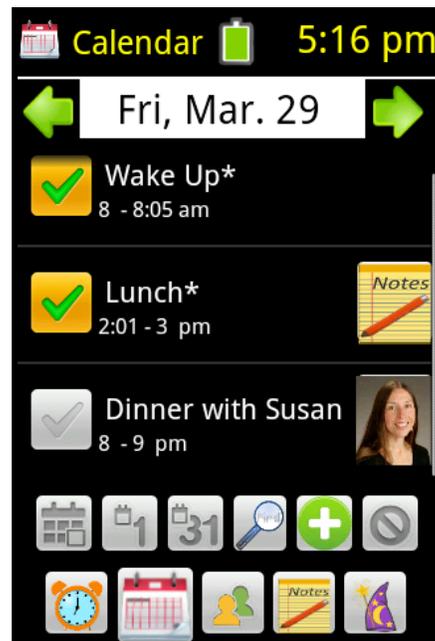


## 2) PEAT's 4 Main Sections (and viewing them)

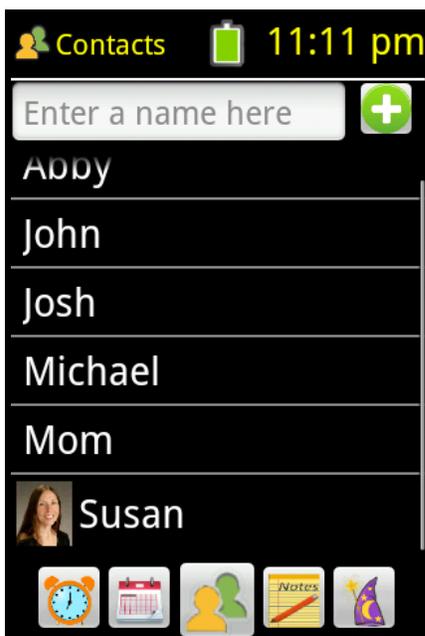
PEAT has 4 main sections. They are the Cue Card, Tasks, Contacts and Notes sections.



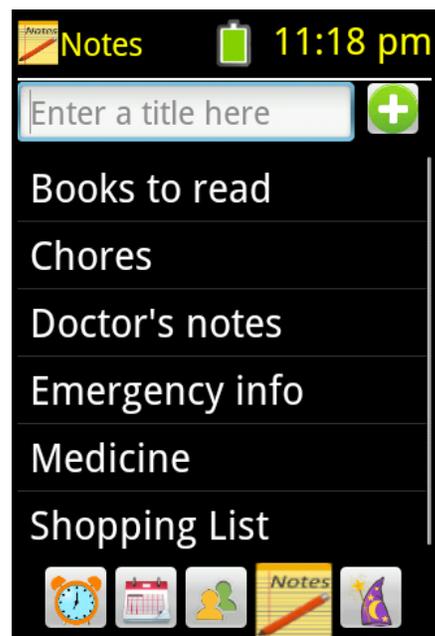
The Cue Card section shows the current or next task and the time left until the beginning or ending of that task.



The Tasks section shows the activities scheduled on the calendar.

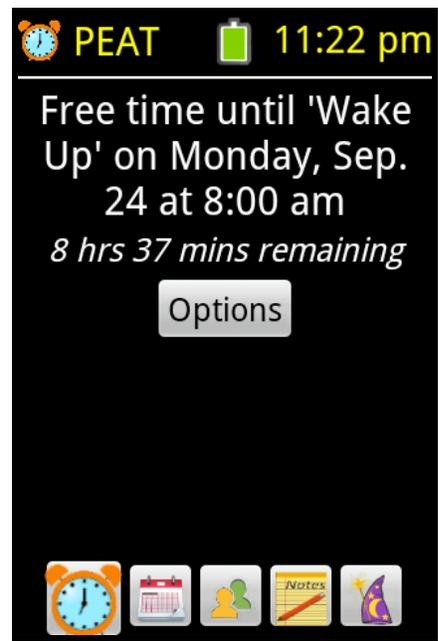
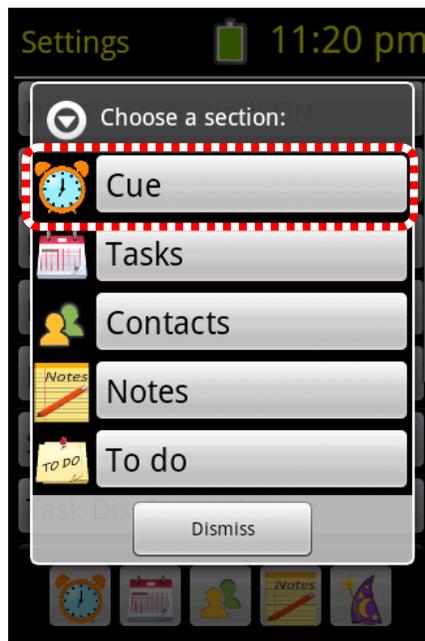
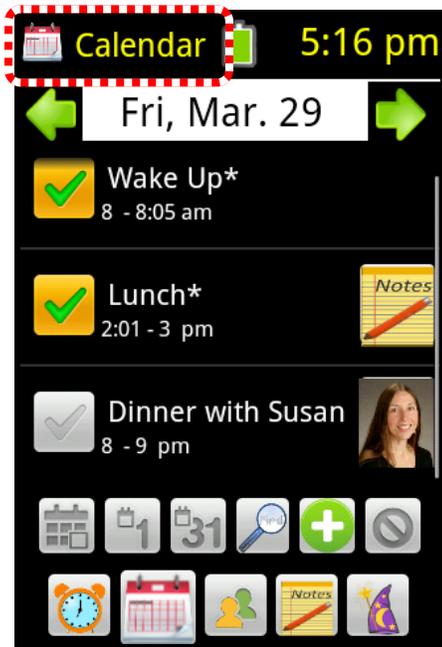


The Contacts section shows the people in your phone list.



The Notes section is like an electronic notebook.

## Changing sections using the Section Chooser button (upper left part of screen)



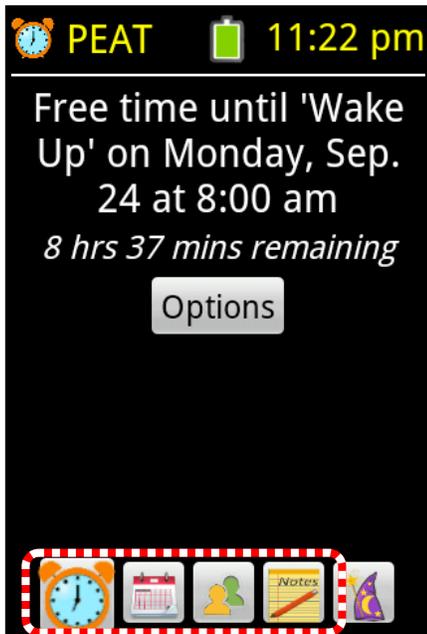
1) Tap on the Upper Left button

2) Tap on the section that you want to display.

That section is displayed

## Changing sections using the bottom row of buttons

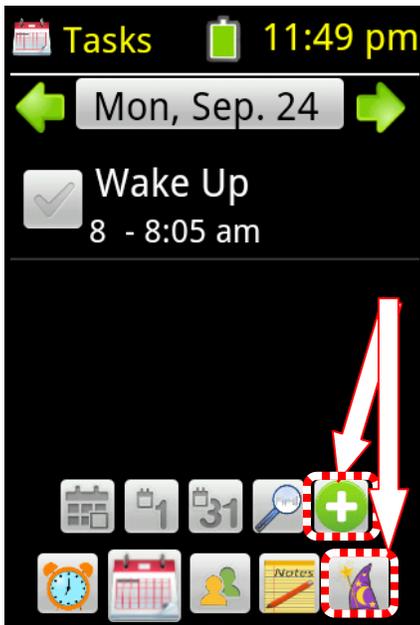
You can also tap on the icon of the section that you want to see. These are displayed at the bottom of the screen.



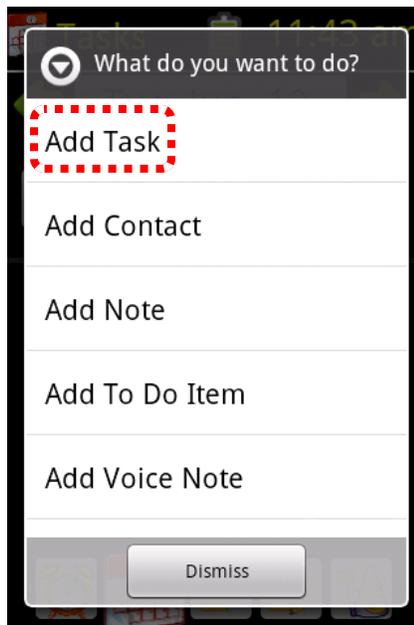
<u>Icon</u>	<u>Section</u>
	<b>The Cue Card</b>
	<b>Tasks (Calendar)</b>
	<b>Contacts</b>
	<b>Notes</b>

End of  
PEAT  
Sheet

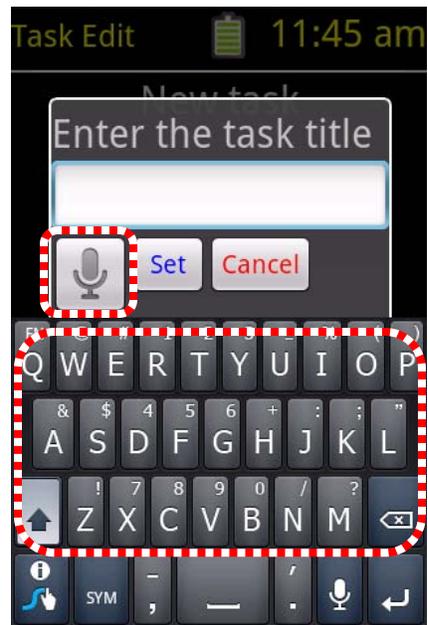
### 3) Adding a Task



1) Tap on the Wizard icon (or the + button if the “Tasks” section is shown).



2) “Select Add Task”.



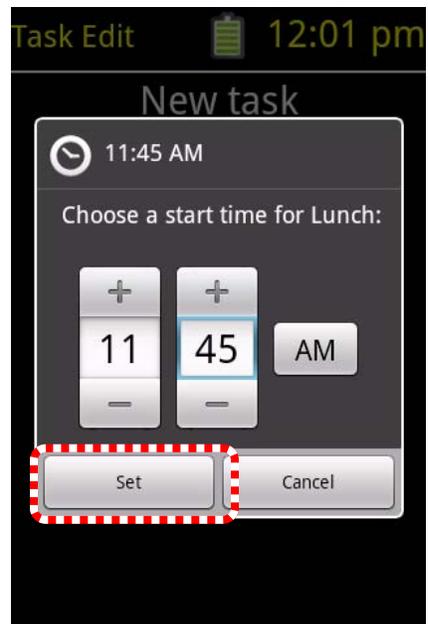
3) Type the task title or tap the microphone button to speak the title.



4) Press the “Set” key to enter the task title.

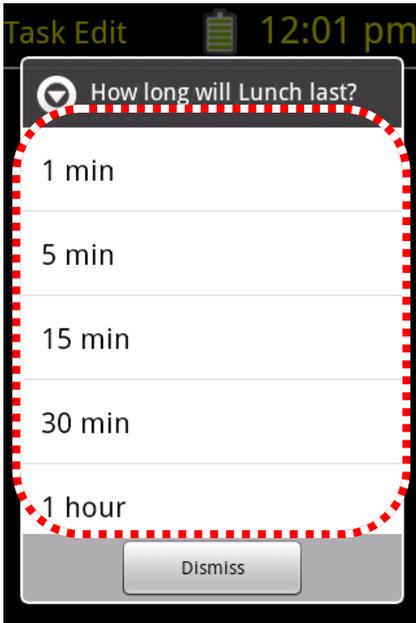


5) Tap on the date of the task. The arrow keys will show other months.

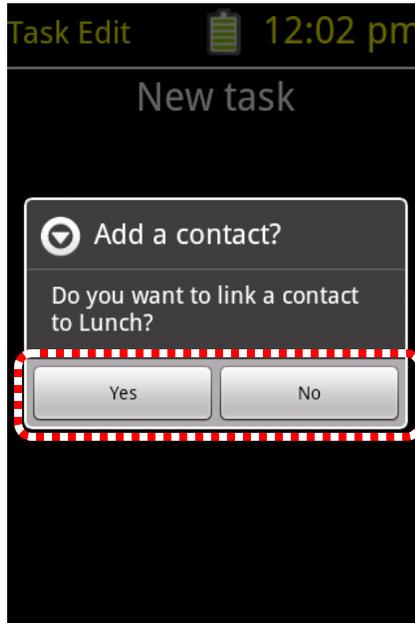


6) Pick the start time, then press “Set”.

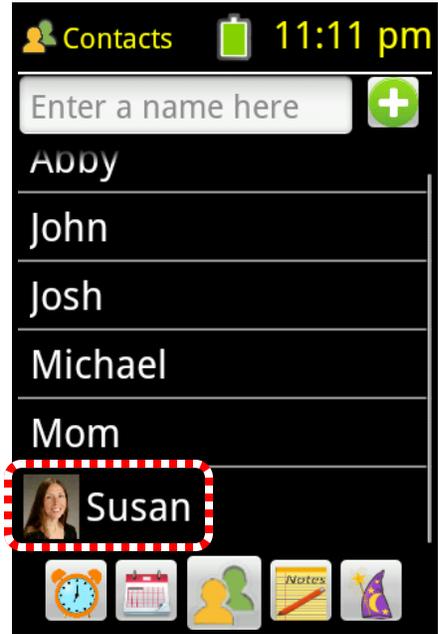
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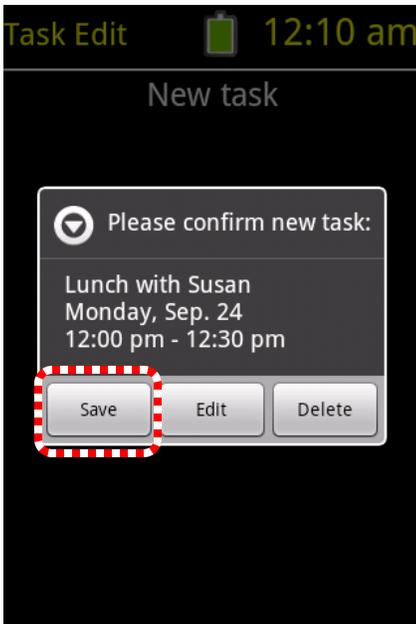
7) Pick the duration of the task.



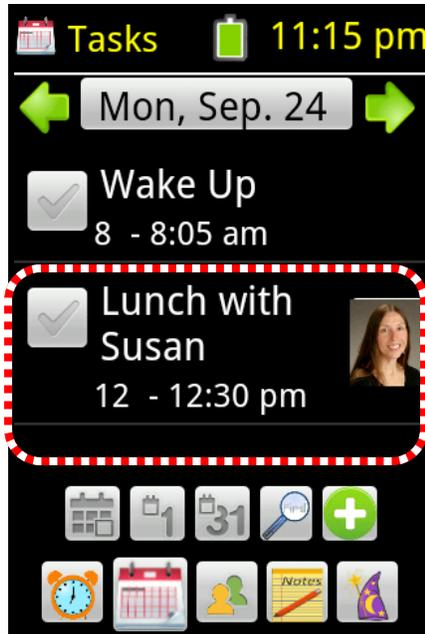
8) Is this task being done with someone else?



9) If so, pick a contact.



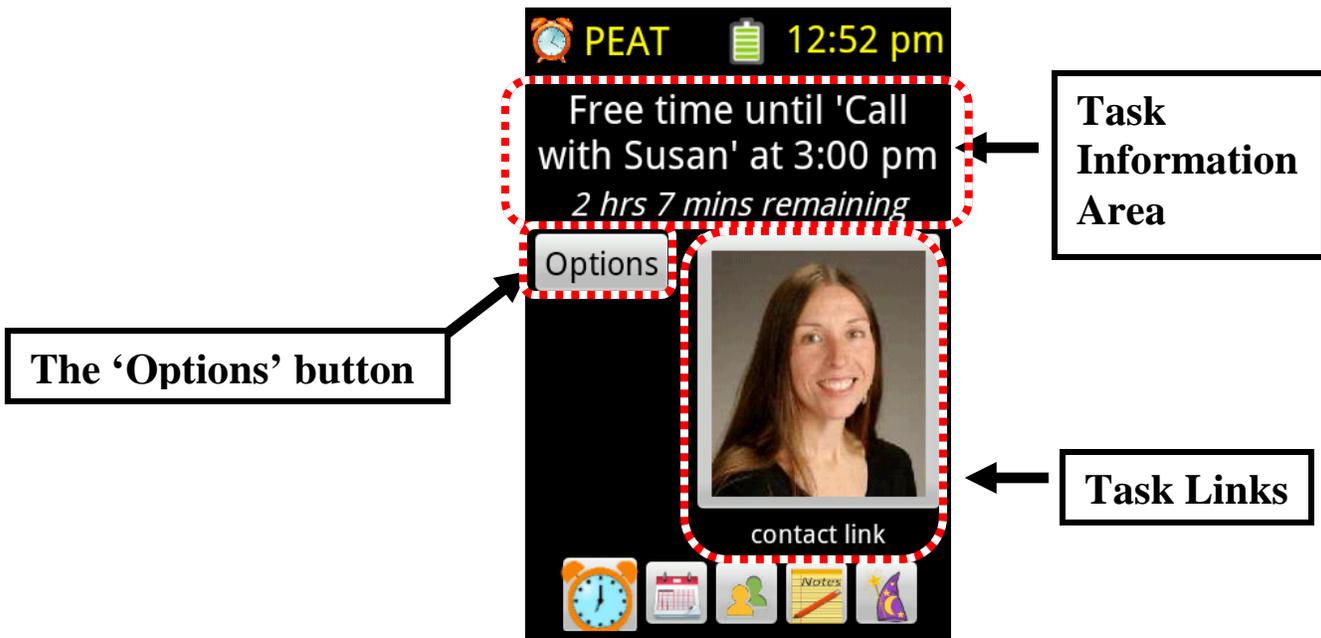
10) Confirm the task by tapping "Save".



Here the task is shown in the Tasks section.

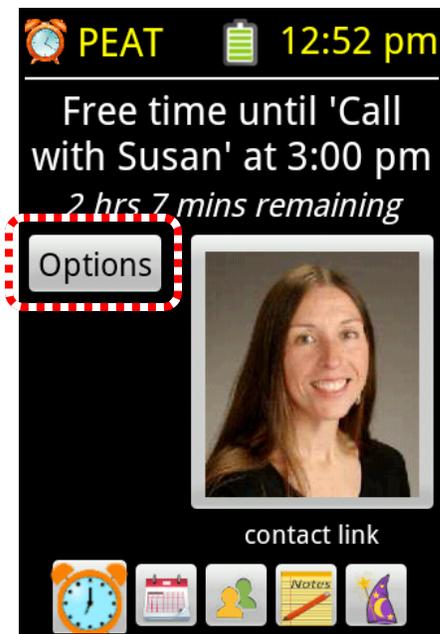
End of  
PEAT  
Sheet

## 4) The Cue Card section

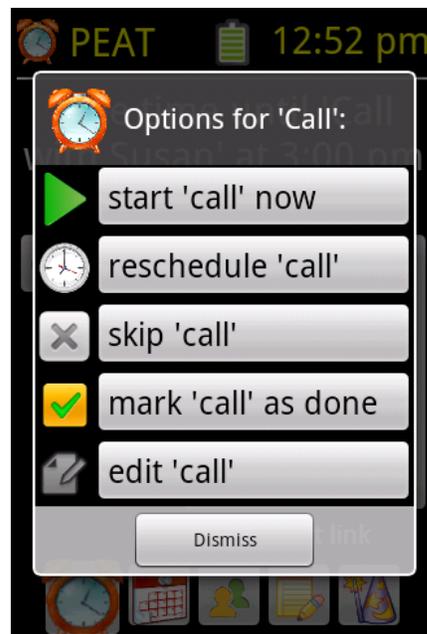


The Cue Card Section has Several tappable areas.

### The 'Options' button



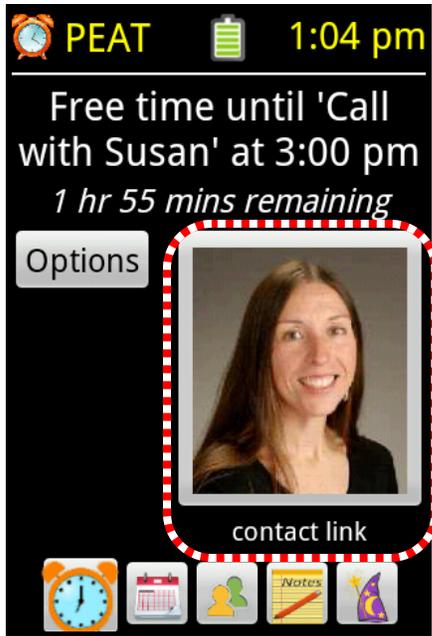
1) Tap on the "Options" button...



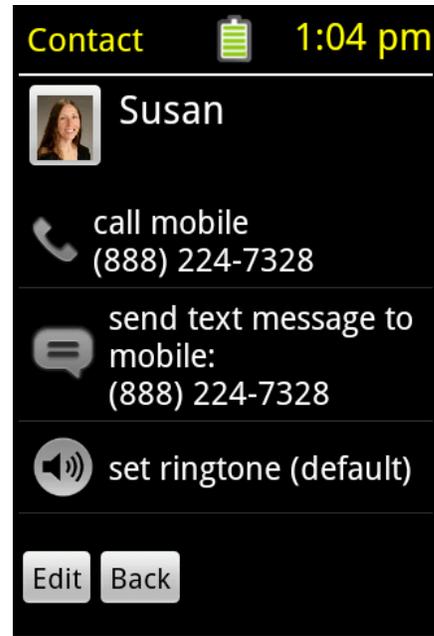
To see a list of scheduling options.

Continued on next page

## The task links



1) Tap on the contact link...

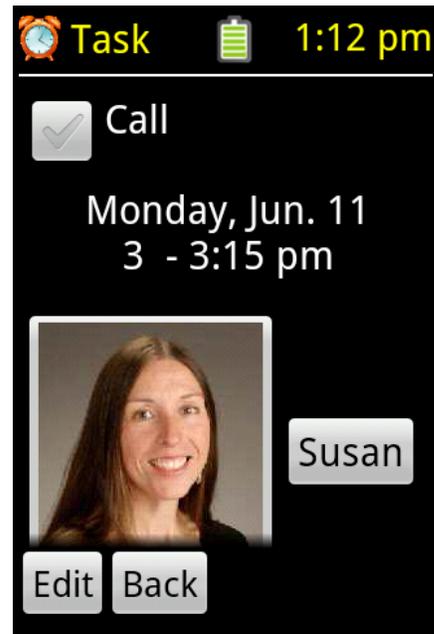


To see the contact summary.

## The task information area



1) Tap on the task Information area...



To see the task summary



## 5) The Start and Stop Cues

### Responding to the start cue



1) Tap on the “Start now” button...



2) Then confirm your choice.



The task has been started And the Cue Card reads “Continue” task.

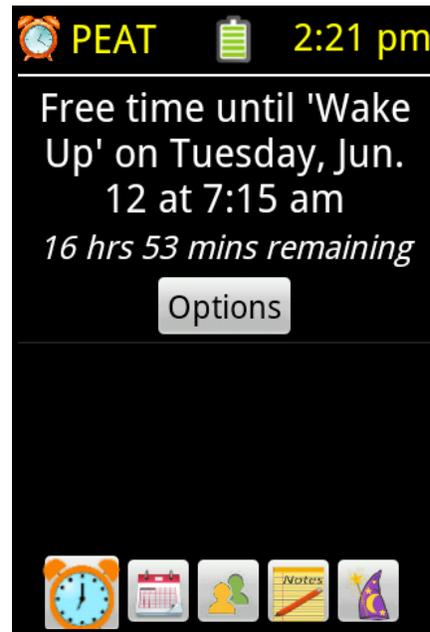
### Responding to the stop cue



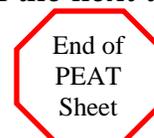
1) Tap on the “Stop task now” button...



2) Then confirm your choice.

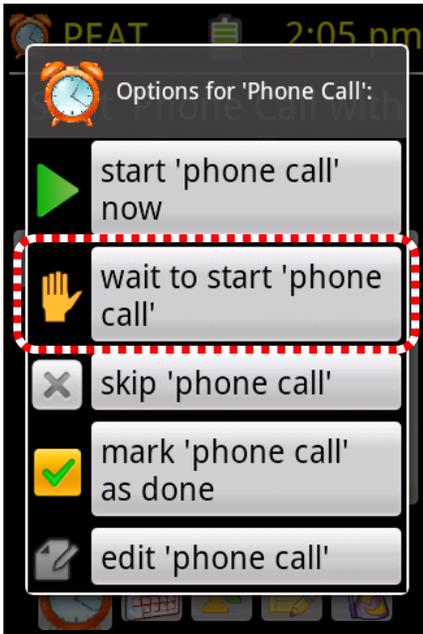


The task has been ended and the Cue Card reads “Free time” until the next task.





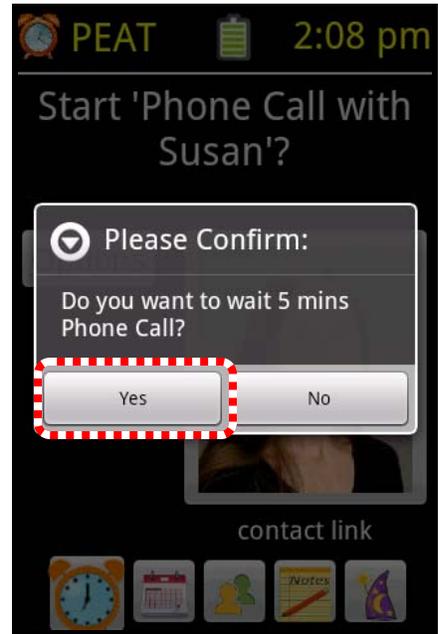
## 6) Using the Wait Button



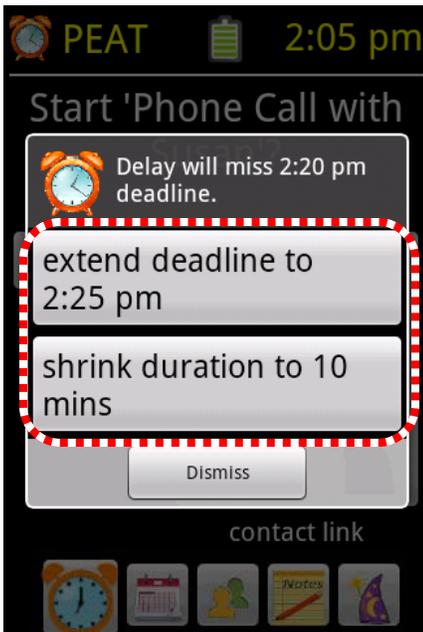
1) Tap on the “Wait to start” button...



2) Pick the amount of time to wait.



3) Confirm the delay by tapping on “Yes”.



4) You may have to choose to extend the deadline or shrink the task



The cue card shows the task with the new start time

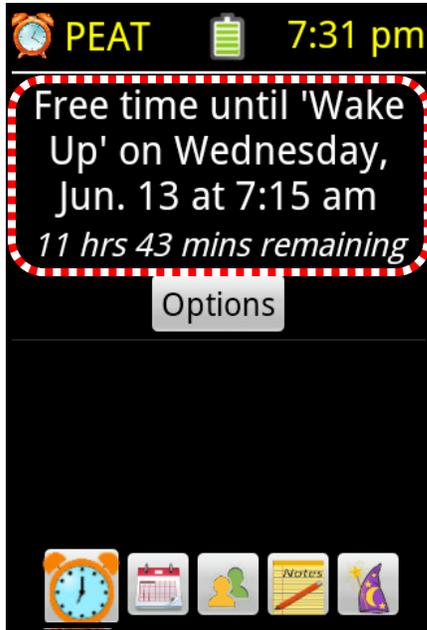
End of  
PEAT  
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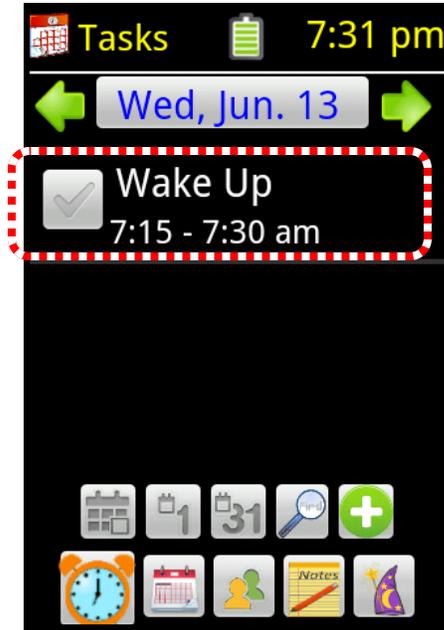
# 7) The Task Display

The Task Display shows the summary of the task, including the title and times, task status, and any task links, such as contacts or pictures.

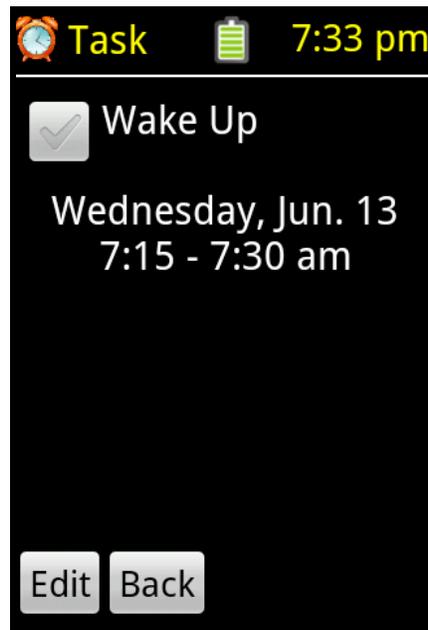
2 ways to bring up the Task Display:



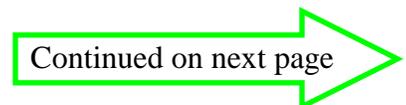
1) Tap on the Task Title  
In the Cue Card...



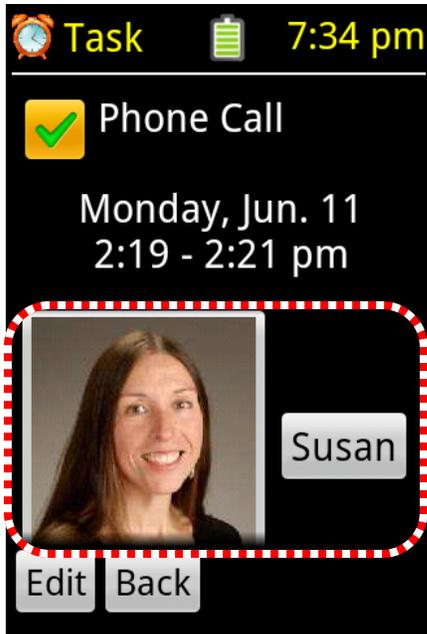
or Tap on the Task Title in  
the Tasks section...



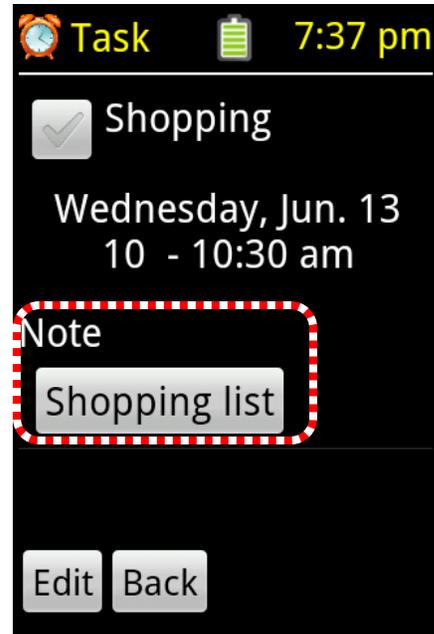
2) to show the Task Display



## Links in the Task Display



Here is a link where the contact has a picture.

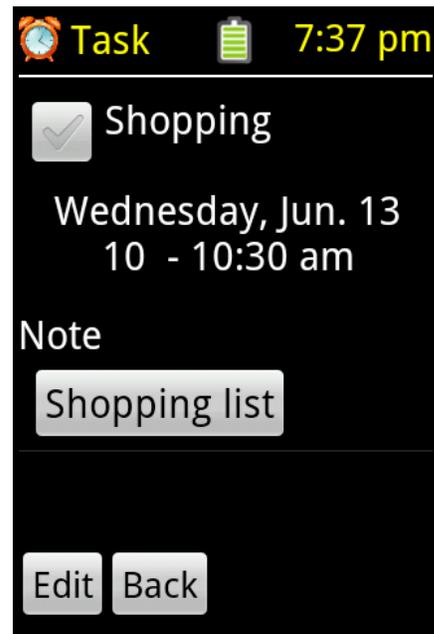


Here is a link to a “Shopping list” note.

## Tap ‘Edit’ to show the task details



Tap ‘Edit’...



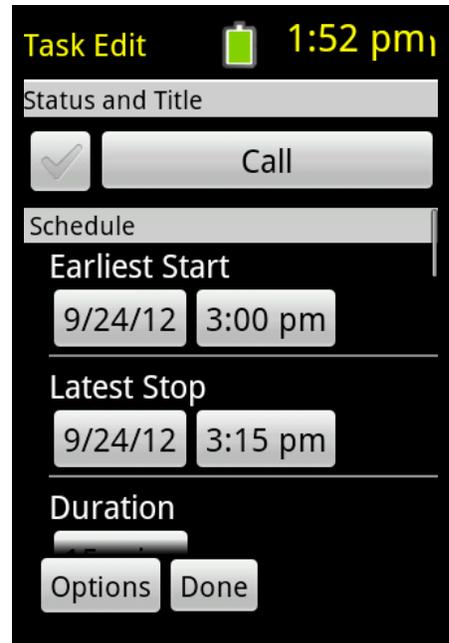
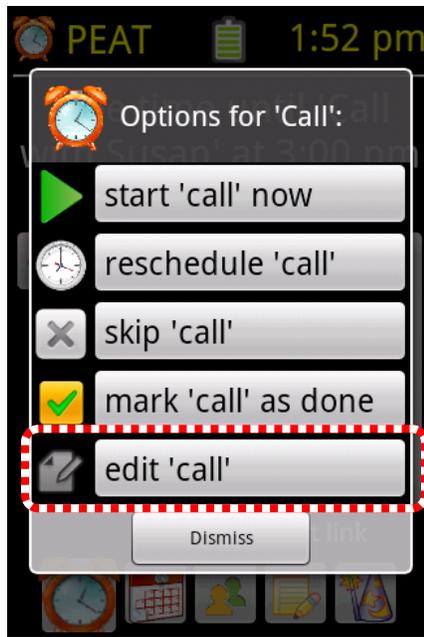
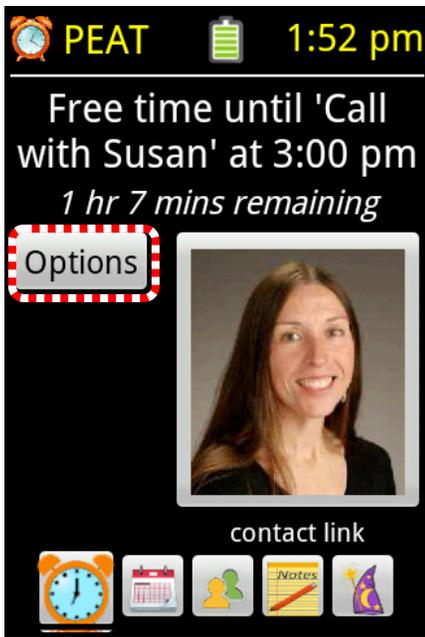
to show the task details. (See separate PEAT sheets on the Task Editor.

End of  
PEAT  
Sheet

## 8) Entering the Task Editor

The Task Editor is the place where you can see and/or change any property of a task. There are 2 ways to get into the task editor: From the Cue Card and from the Task Display.

### From the Cue Card:

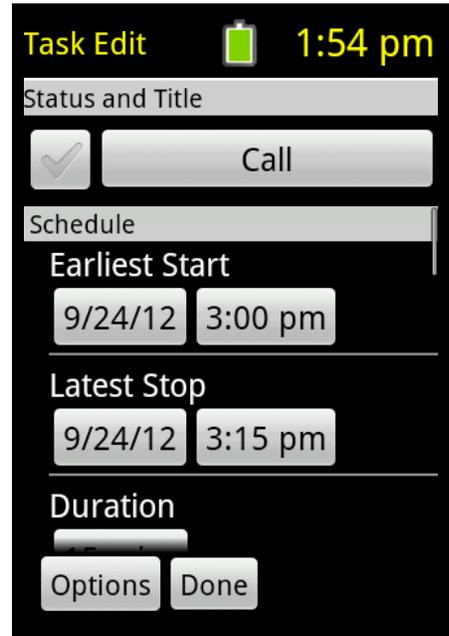
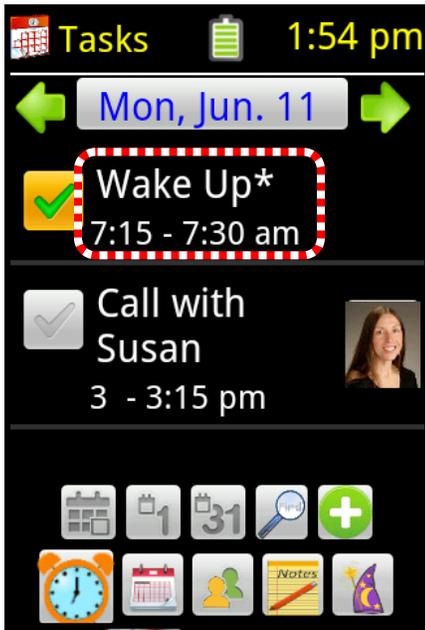


1) Tap on the “Options” button.

2) Tap on the “Edit {task}” button.

Now the Task Editor is displayed.

### From the Task Display



1) Tap on the task title.

2) Tap on the “Edit” button.

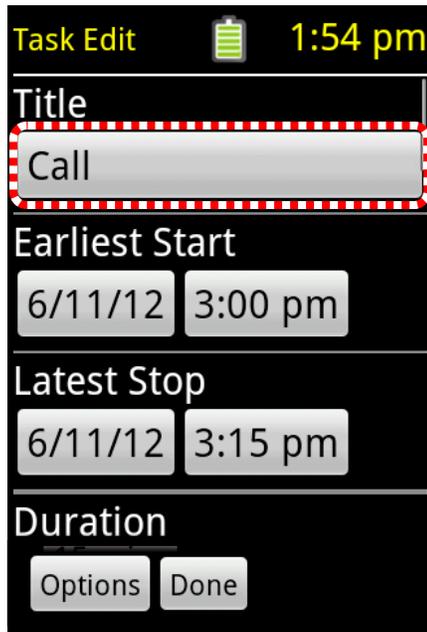
The Task Editor is displayed.



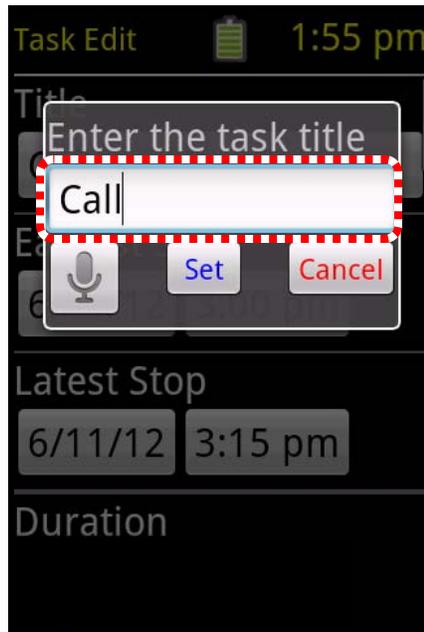


## 9) Changing the title of a task

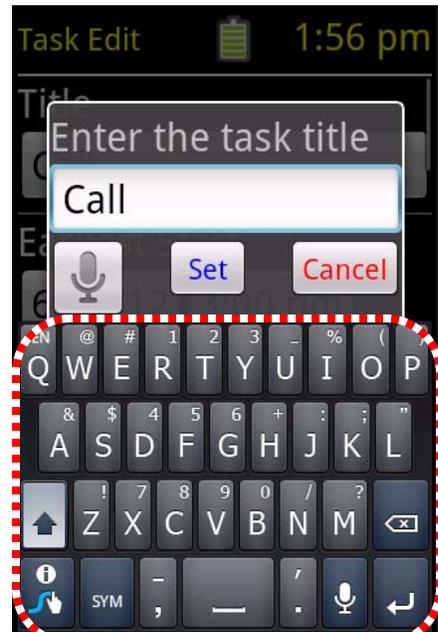
The title of a task can be changed from inside the task editor. If you need help getting into the task editor see the PEAT Sheet called “Entering the Task Editor”.



1) Tap on the title of the task.



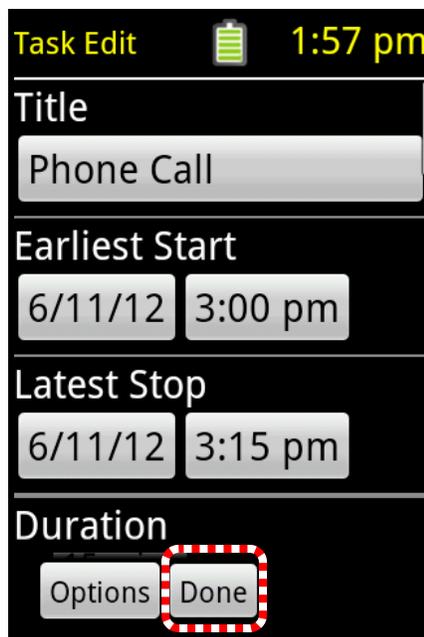
2) Tap in the edit box to bring up the keyboard.



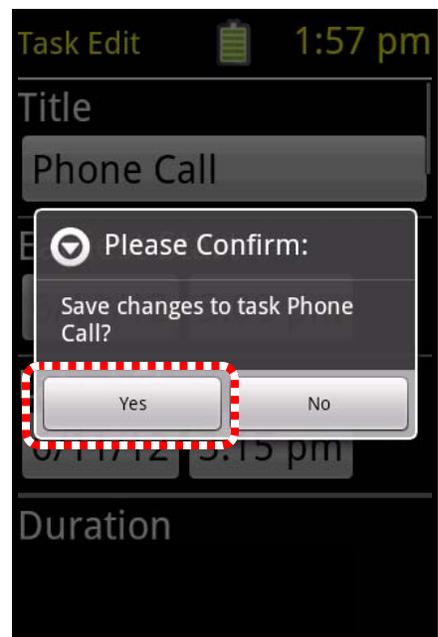
3) Use the keyboard to change the task title.



4) Tap on the “Set” button.



5) Tap on the “Done” button.



6) Tap on “Yes” to confirm the change.

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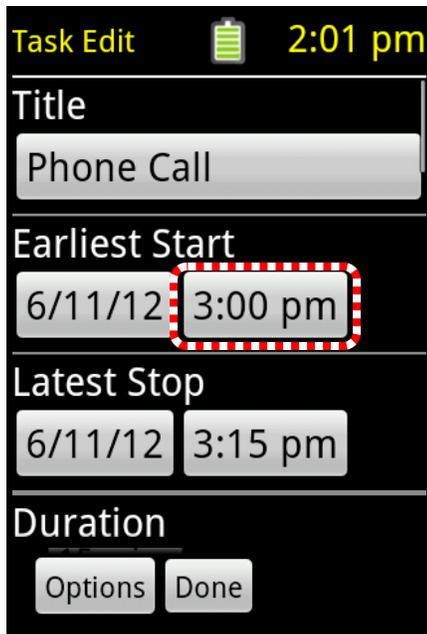


4) The new title is displayed.



# 10) Changing the date or times of the task

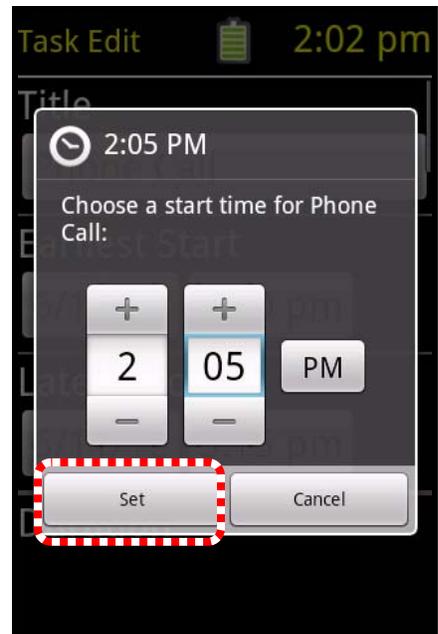
The date and/or times of a task can be changed from inside the task editor. If you need help getting into the task editor see the PEAT Sheet called “Entering the Task Editor”.



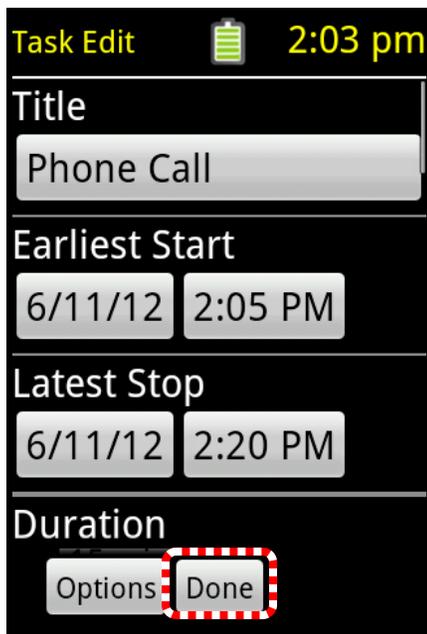
1) Tap on the start or stop time.



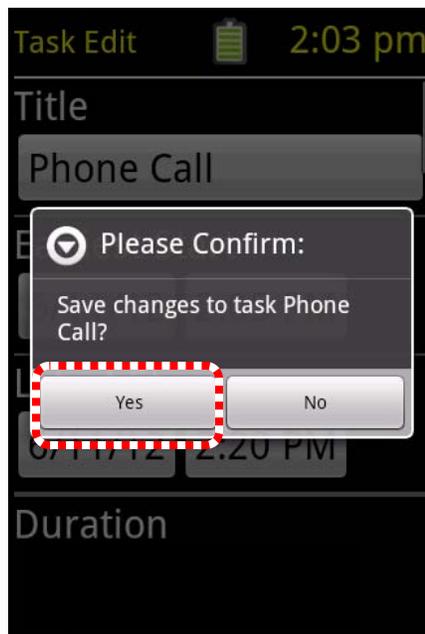
2) Enter the new time.



3) Press the set button.



4) Tap on the “Done” button.



5) Tap on the “Yes” button.



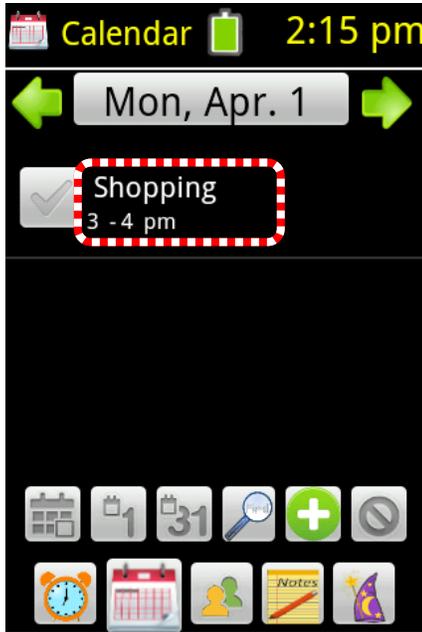
The task’s time has been changed.



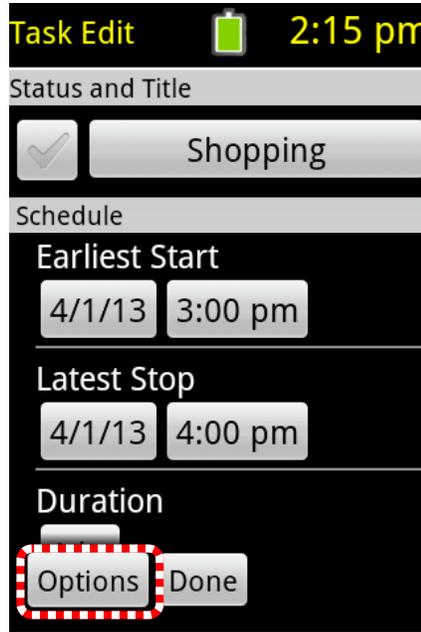


# 11) Adding a link to a task (or removing one from a task)

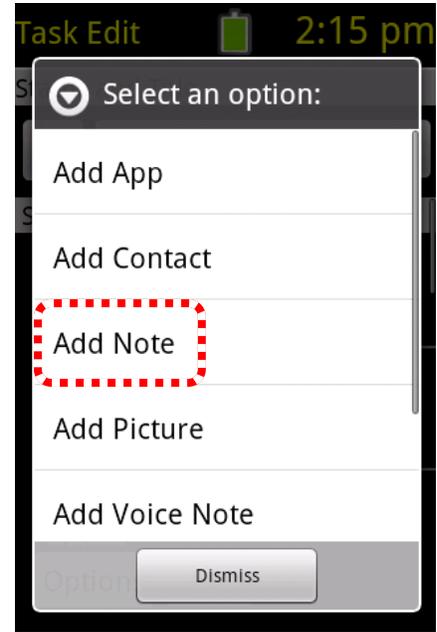
There are several things that can be linked to a PEAT task including contacts, notes, pictures and more. To add a link to a task you must be inside the task editor. If you need help getting into the task editor see PEAT Sheet 17) Entering the Task Editor. To link an item to a task:



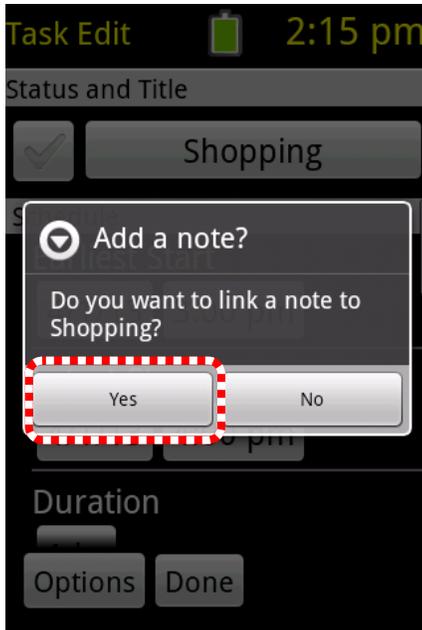
1) Tap on the task name, then select “Edit”



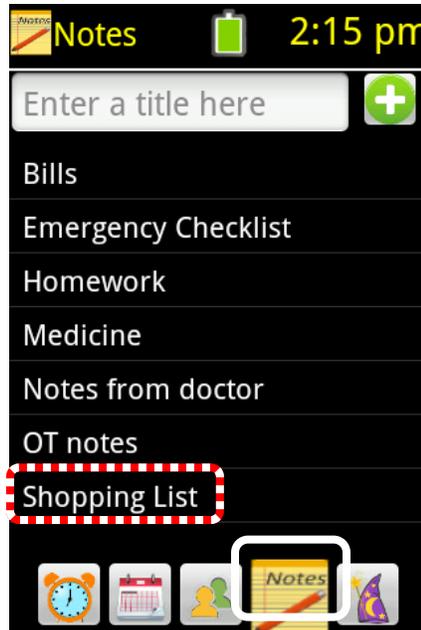
2) Tap on the “Options” button.



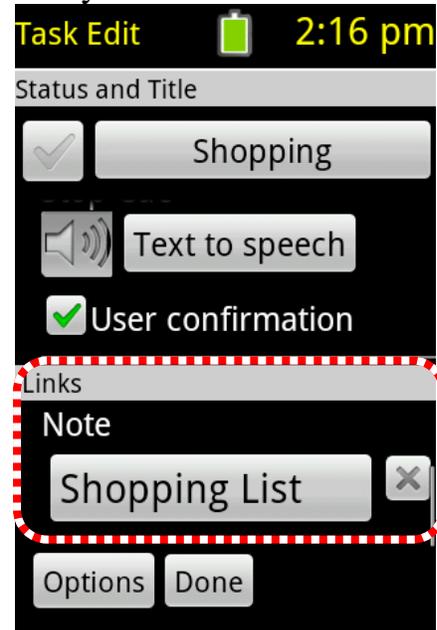
3) Select the type of link that you want.



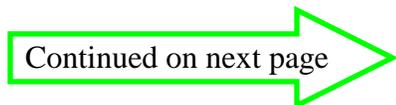
4) Confirm your choice

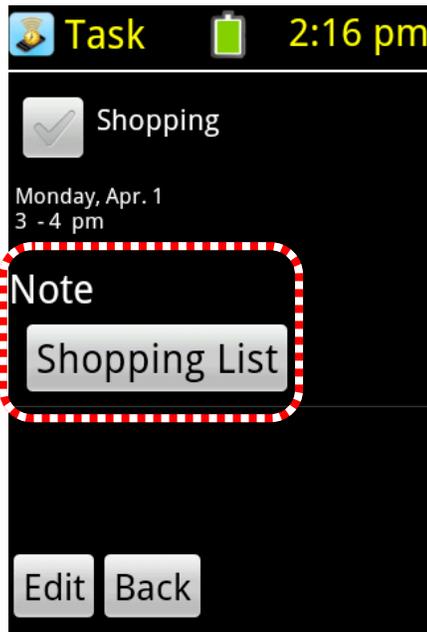


5) Select the link.

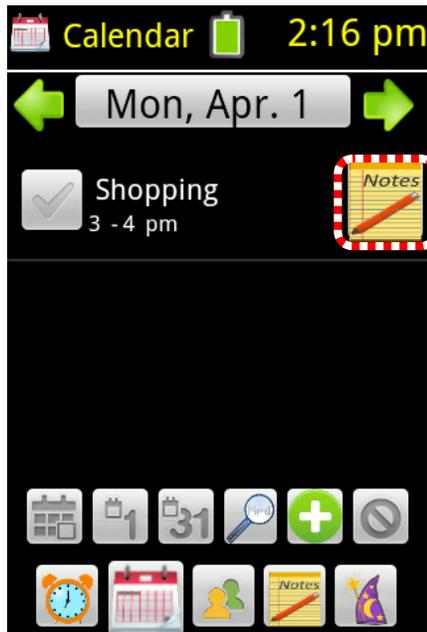


6) The link is shown in the Task editor. Tap on the “Done” button to save the changes.

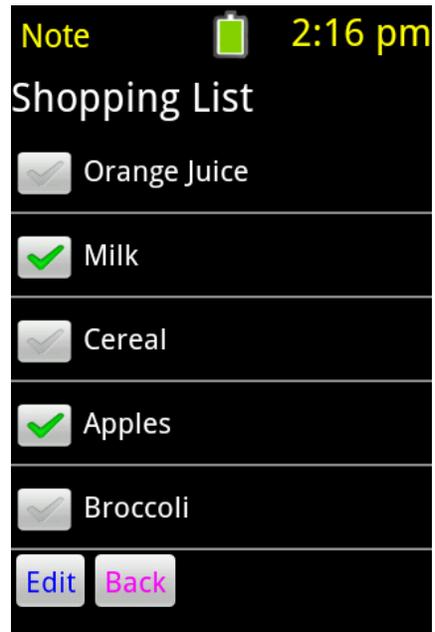
Continued on next page 



The Link is shown in the task display.

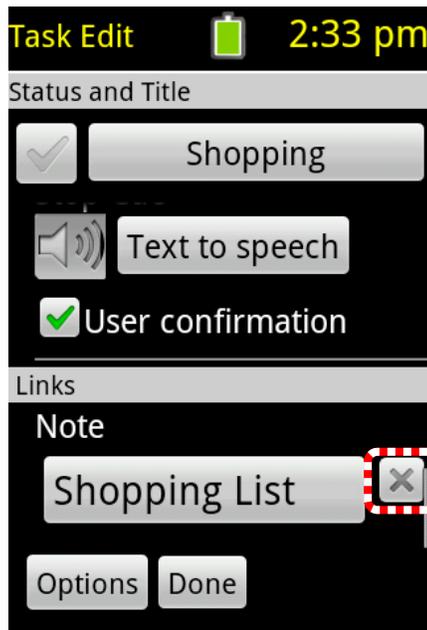


The link is also shown in the calendar section.

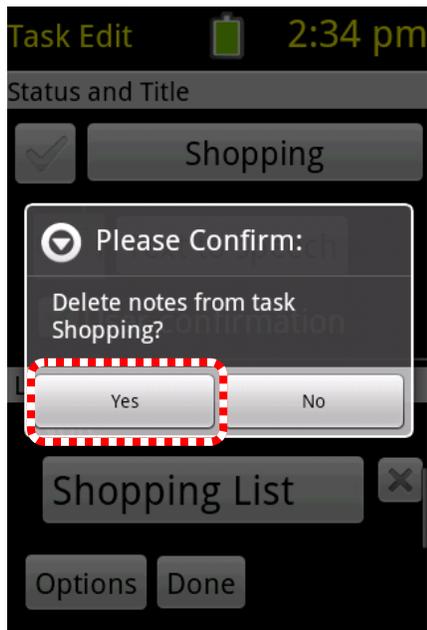


Tapping on the link from either place will display the link.

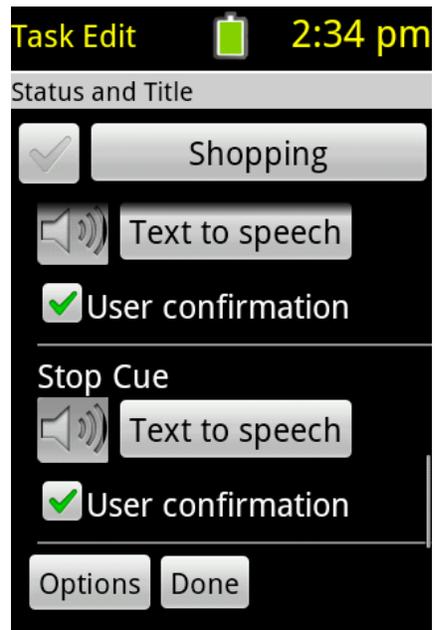
To remove a link from a task:



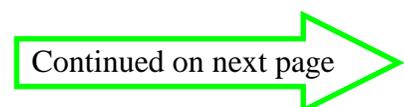
1) When in the editor, tap on the "x" next to the link.

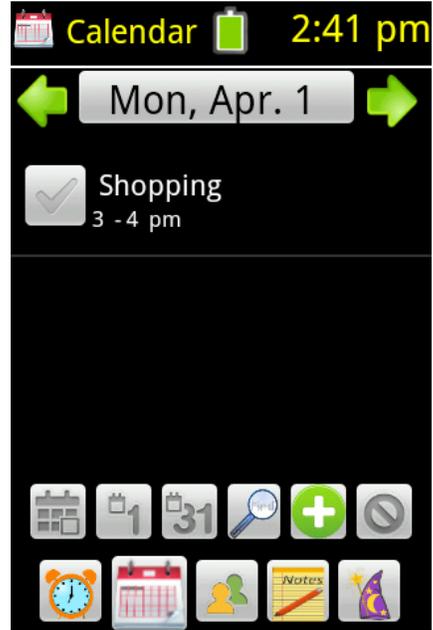
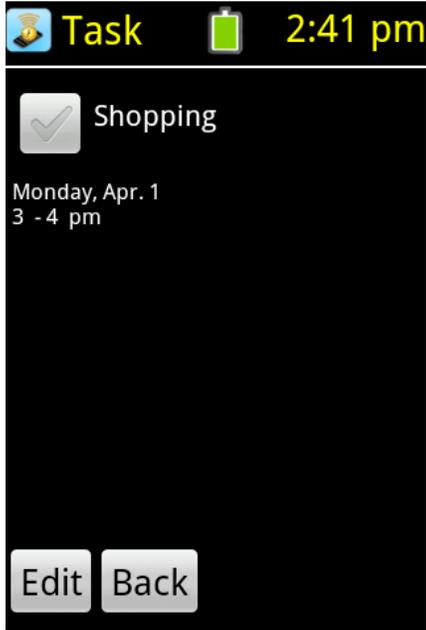


2) Confirm the removal.



3) The link has been removed. Press "Done" and confirm saving the changes.





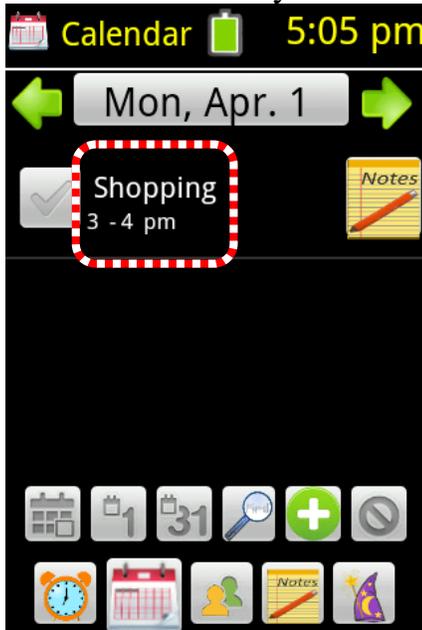
The link is no longer shown in the task display or the calendar

End of  
PEAT  
Sheet

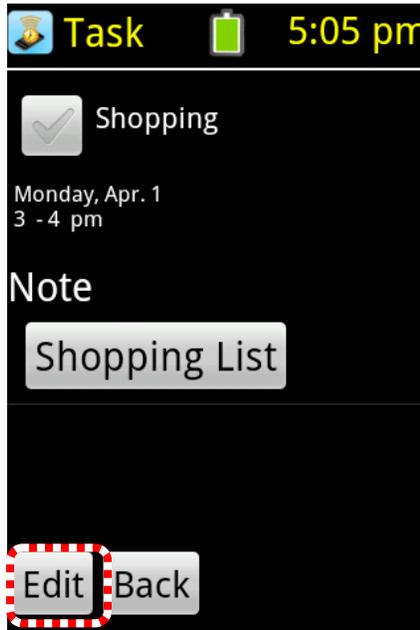


## 12) Removing a task

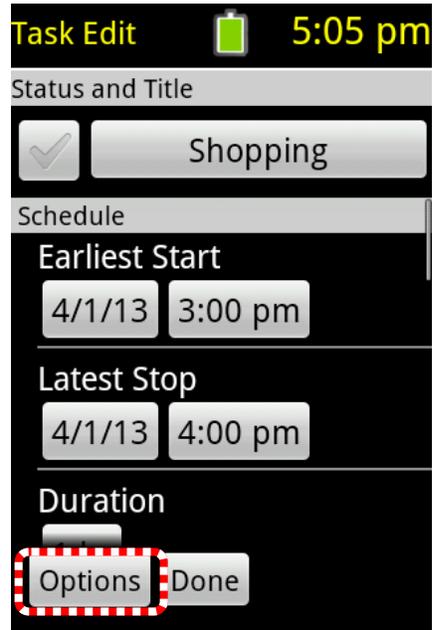
To remove a task you must be inside the task editor.



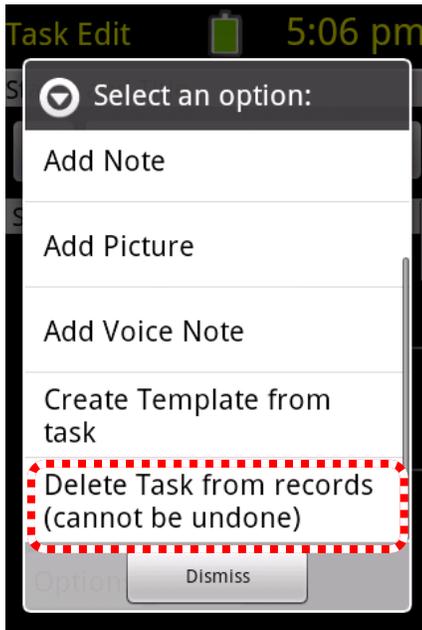
1) Tap on the task title that you want to remove.



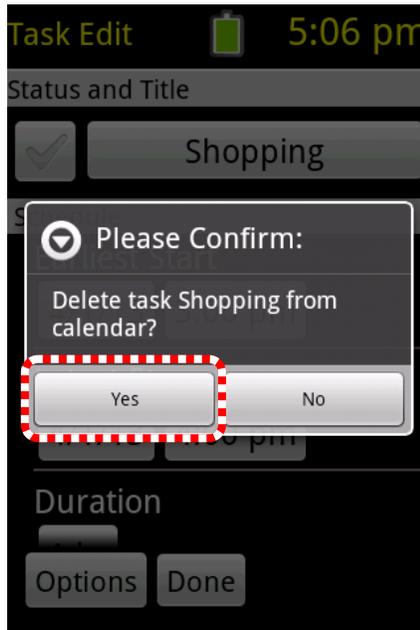
2) Tap the “Edit” button.



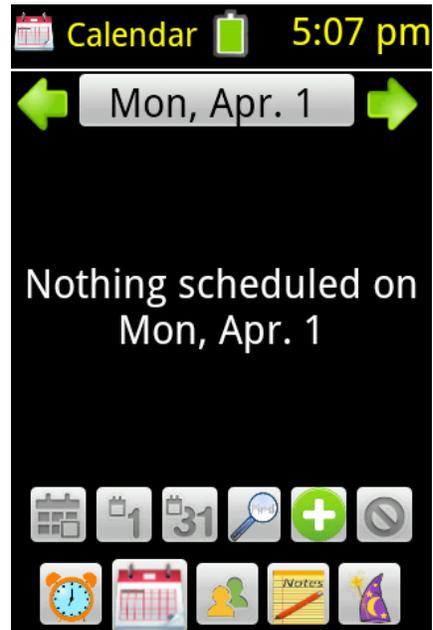
3) Tap on the “Options” button.



4) Scroll down and tap on “Delete Task”.



4) Select “Yes” to confirm the removal of the task.

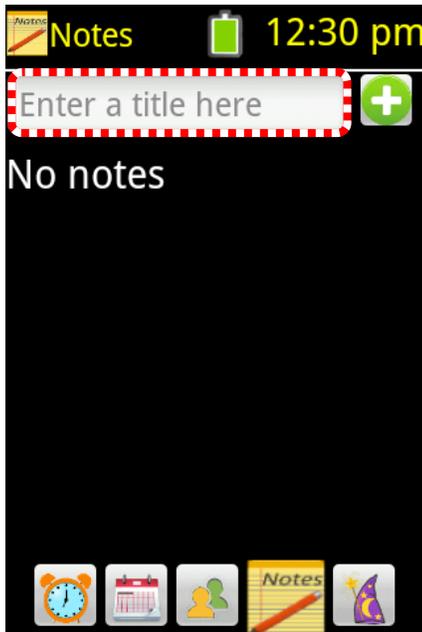


5) The task is no longer on the calendar.

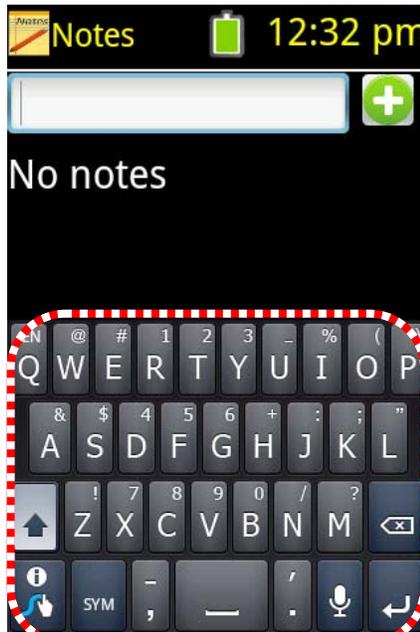
End of  
PEAT  
Sheet



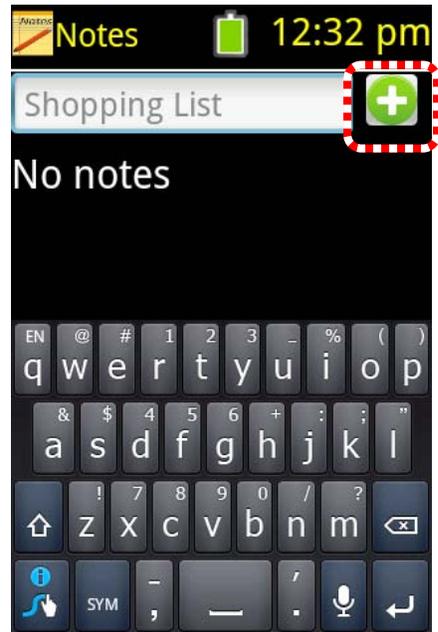
# 13) Adding a Note



1) In the Notes section, tap in the white box to bring up the keyboard.



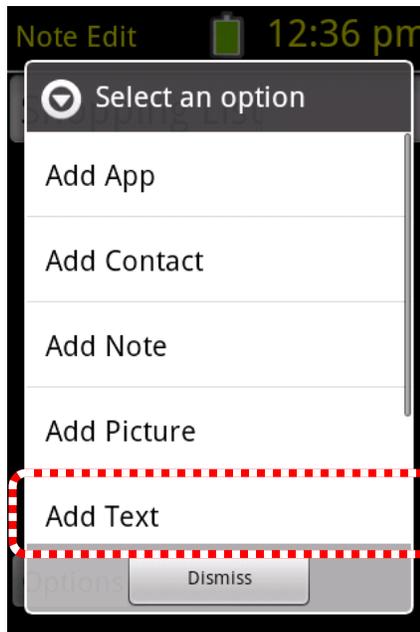
2) Enter the title



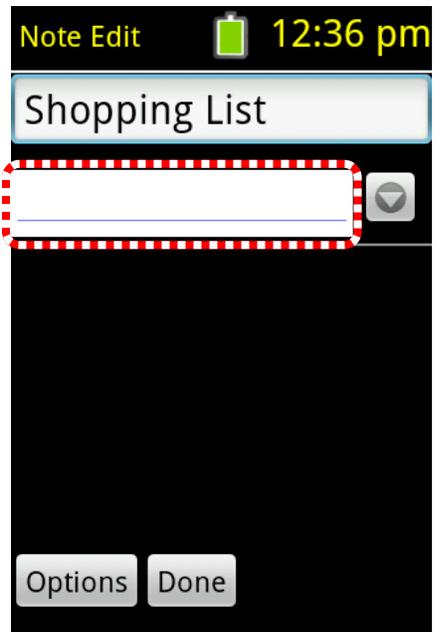
3) Then press the + button



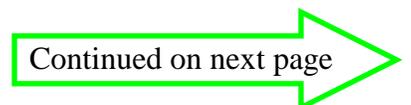
4) The note has been created. Press the "Options" button to add information.

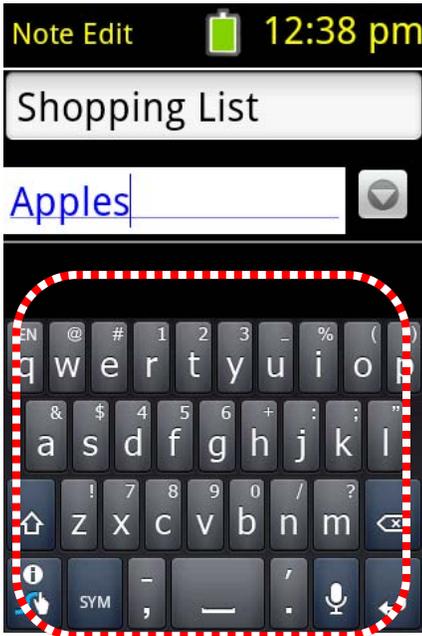


5) Tap on the type of information that you wish to add.

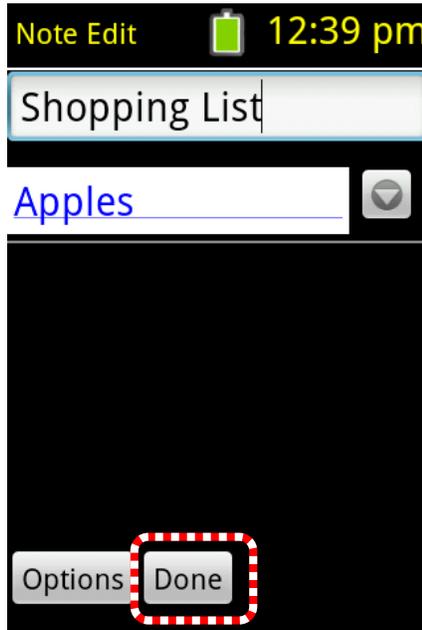


6) After adding a text box tap in it to add text.

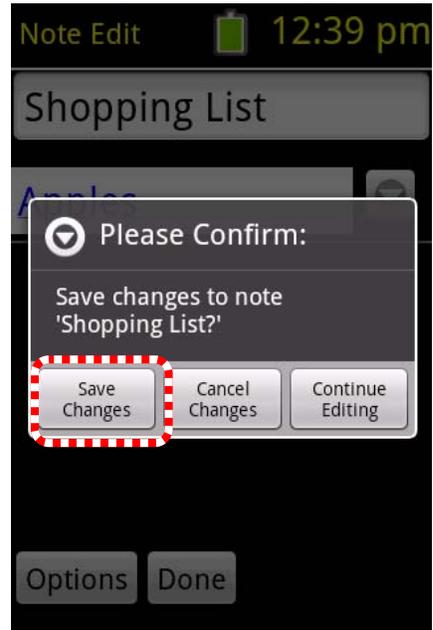
Continued on next page 



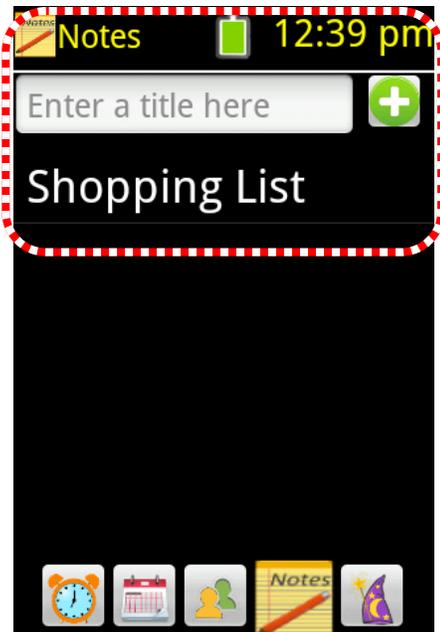
7) Use the keyboard or microphone to enter info.



8) When finished, tap the done button



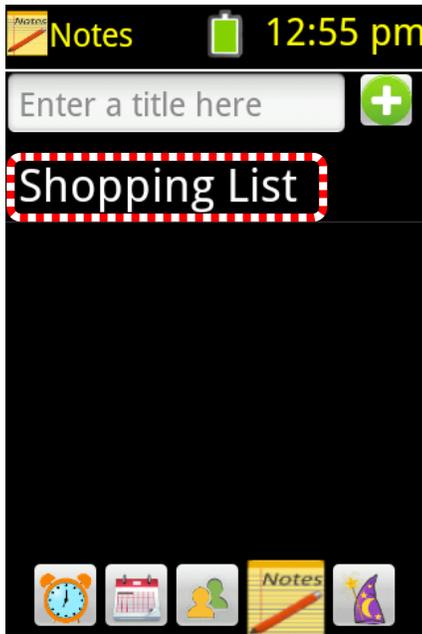
9) and save the changes



10) The “Shopping List” note in the Notes section.

End of  
PEAT  
Sheet

# 14) Changing a Note



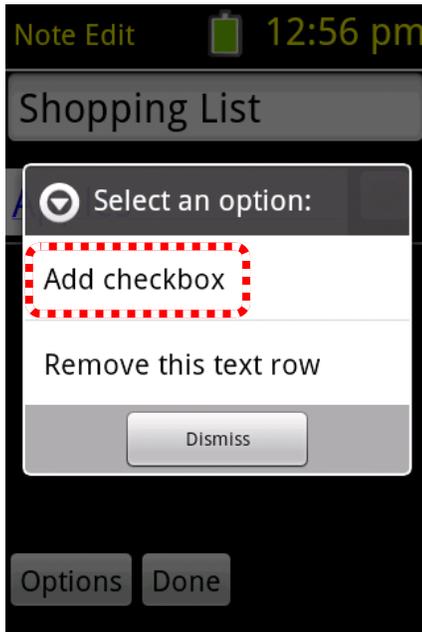
1) Tap on the Note that you wish to change.



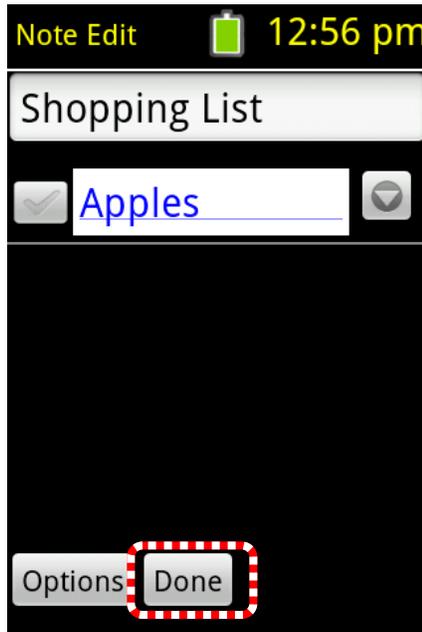
2) tap on "Edit".



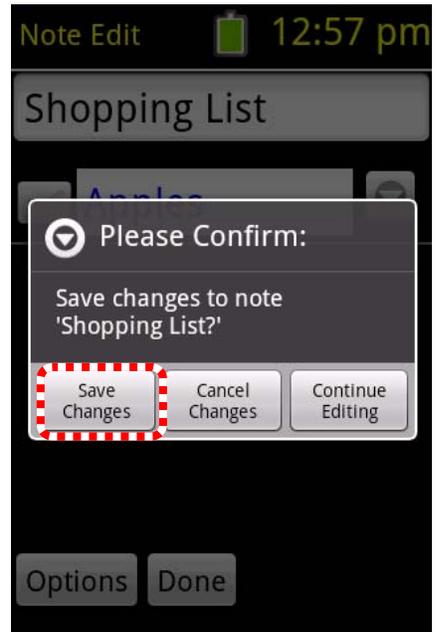
3) Tap on the menu button to the right of the row.



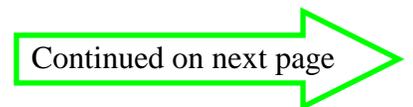
4) Select "Add checkbox".

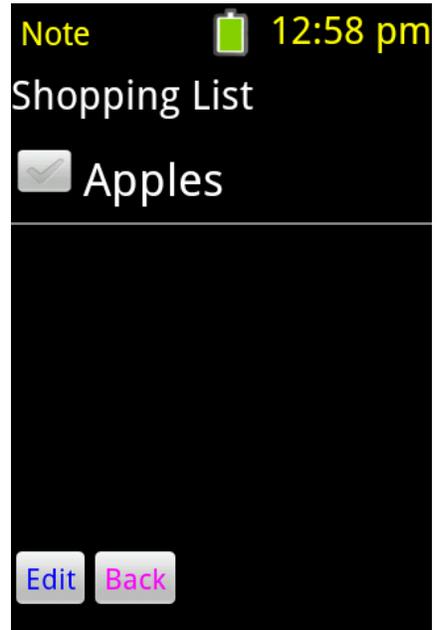
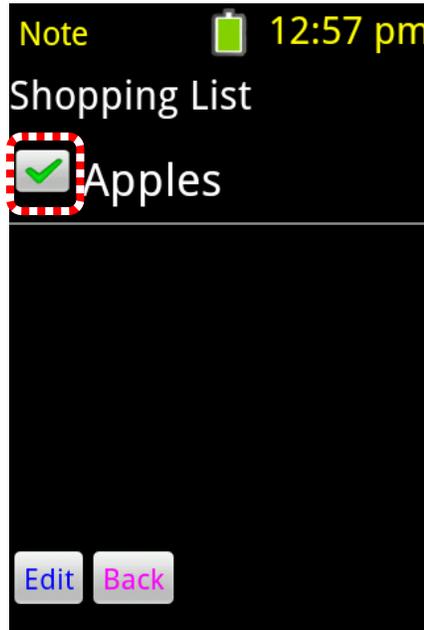
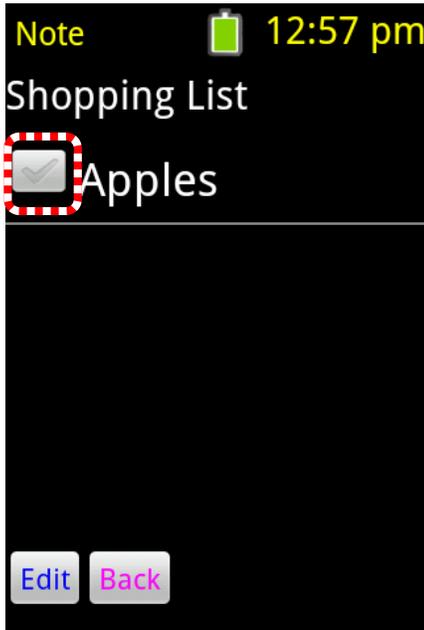


5) There is now a checkbox to the left of the row. Tap "Done"...



6) and "Save Changes".

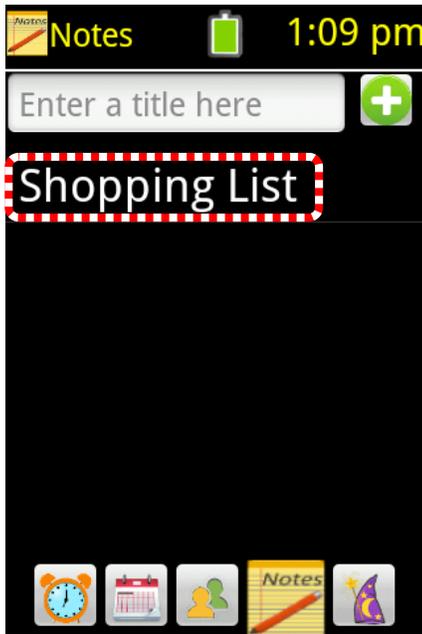




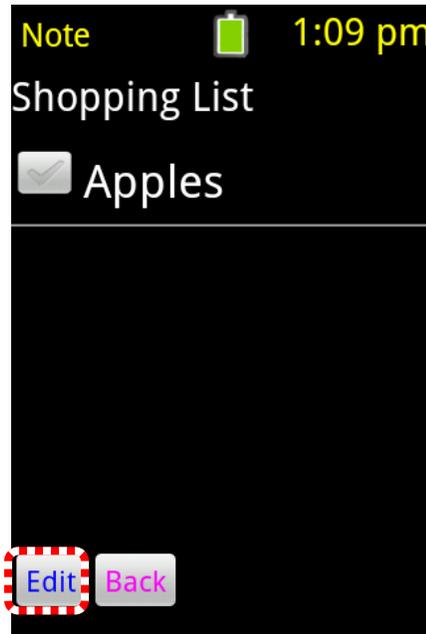
The checkbox is also shown in the task display. Tapping on an unchecked box will put a check mark in the box. Likewise, tapping on a checked box will remove the check mark.

End of  
PEAT  
Sheet

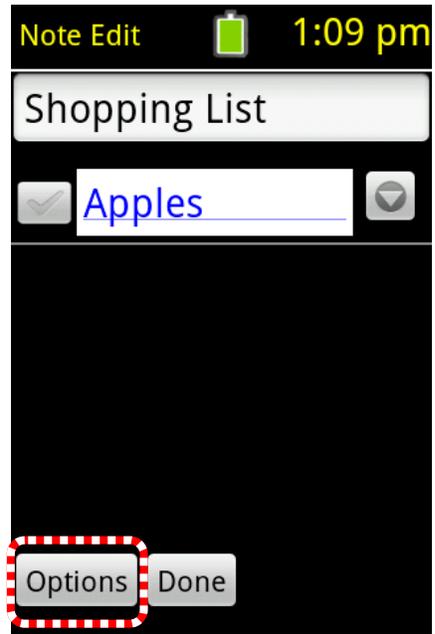
# 15) Removing a Note



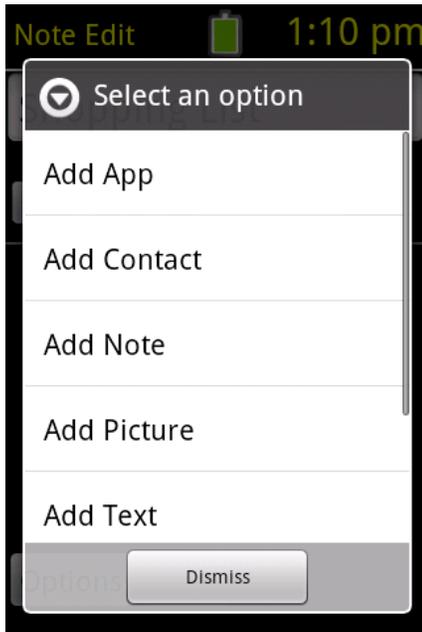
1) Tap on the note that you wish to delete.



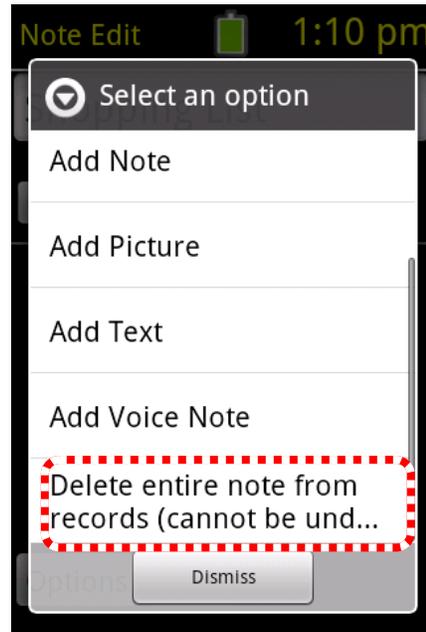
2) Select "Edit".



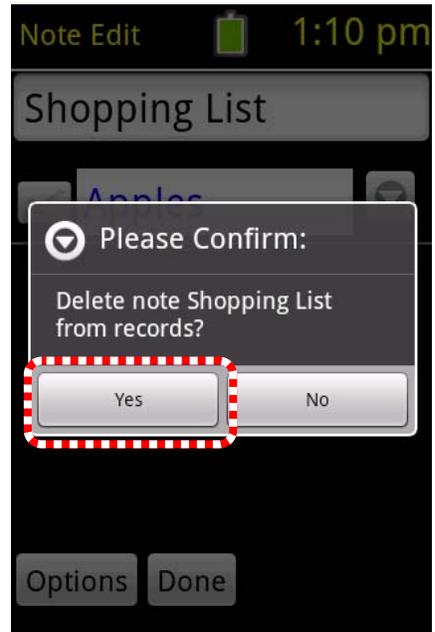
3) In the note editor, tap the options button.



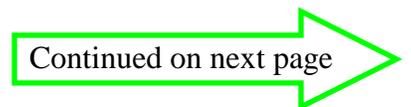
4) scroll down (by dragging your finger up the screen)...

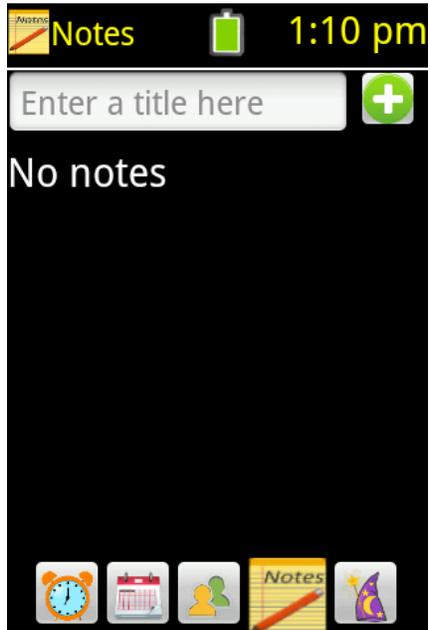


5) and tap on "Delete entire note..."



6) Confirm the removal.

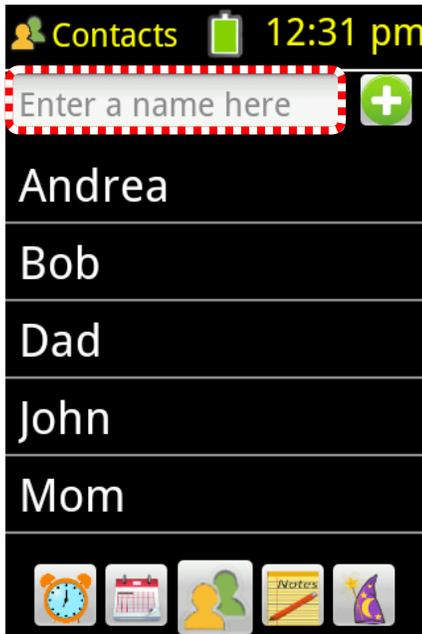




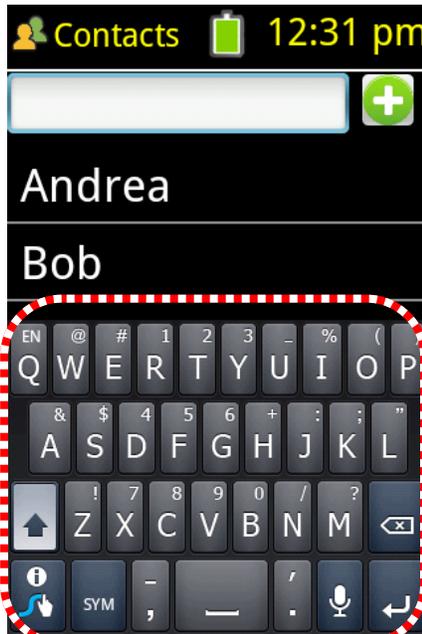
The note has been removed from the list

End of  
PEAT  
Sheet

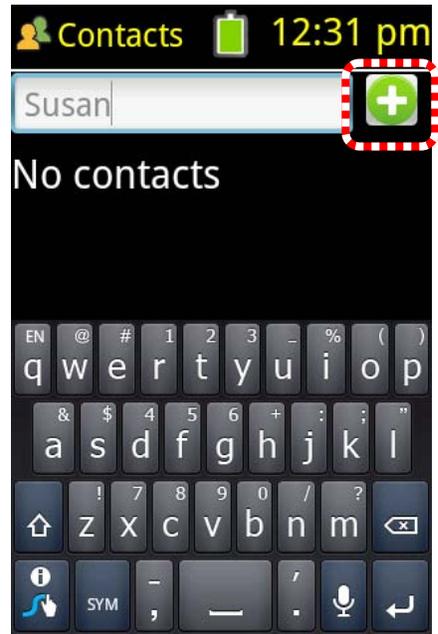
# 16) Adding a Contact



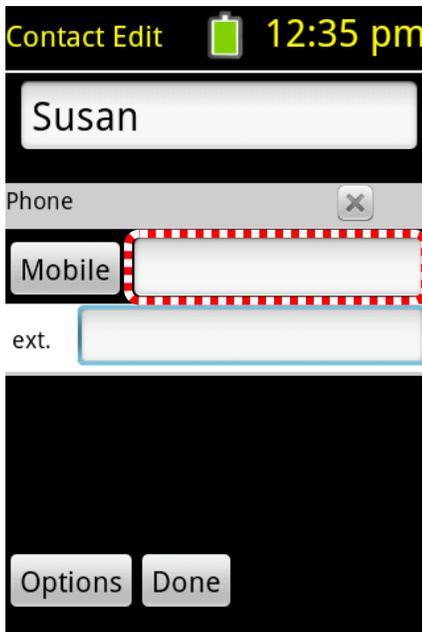
1) In the Contacts section, Tap in the box that reads “Enter a name here”.



2) Use the keyboard or microphone to enter the contact’s name.



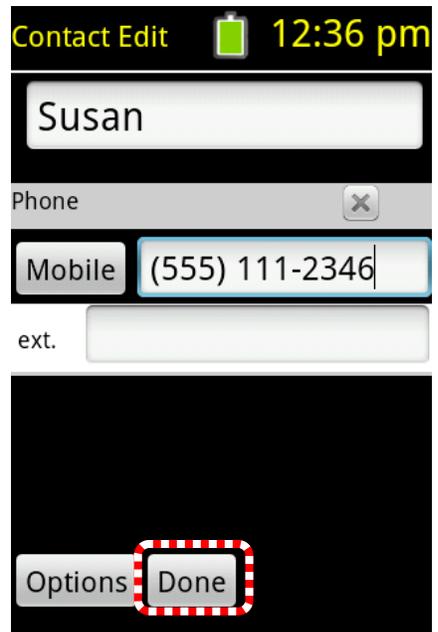
3) Tap on the “+” button to add the name.



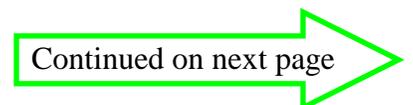
4) Tap in the box next to the “Mobile” Label to enter a phone number.

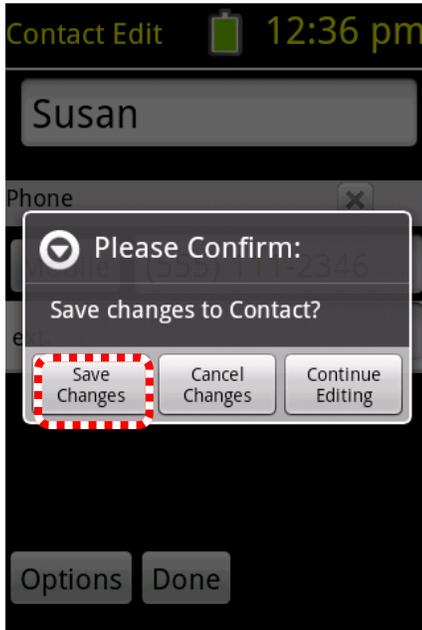


5) Enter the phone number then tap on your device’s back button. (↶) This will hide the keyboard.

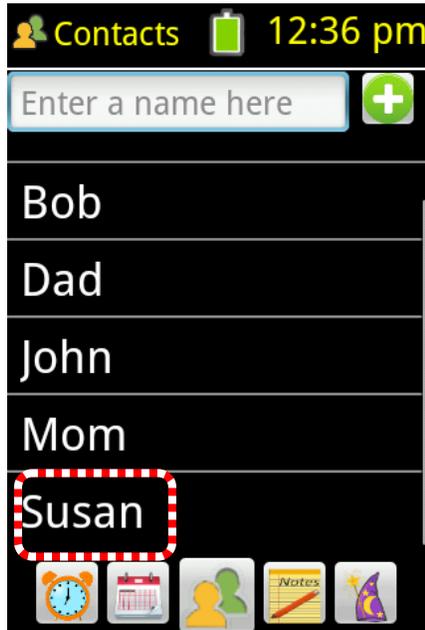


6) Tap on the Done button.





7) Save the changes.



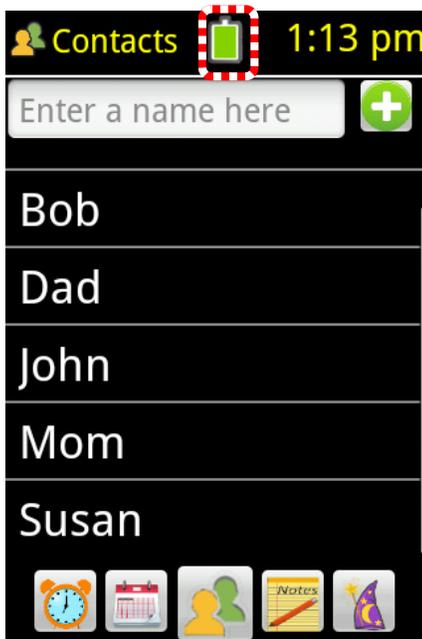
Susan has been added to the list of contacts.

End of  
PEAT  
Sheet

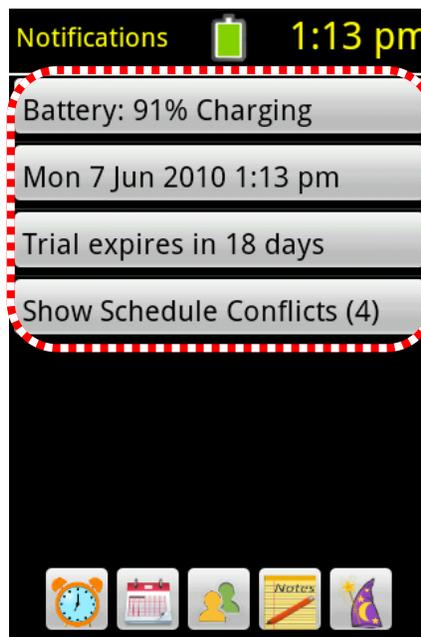
# 17) The Notification Icon

The notification icon in PEAT is the battery symbol at the top middle of the screen. Tapping on it will display some information about the date and the charge on the battery. This is also where PEAT will have messages about trial mode, schedule conflicts, and PEAT updates that may be available. When there is a new message, PEAT will vibrate and the battery icon will be flashing.

The battery icon will change colors as the battery runs out of charge. It is green if there is more than 50% remaining. The battery is yellow from 49%-25% remaining and it turns red when there is less than 25% remaining battery power.



1) Tap on the notification icon...



To see the Notifications screen

Note: You can tap on the buttons in the Notifications section to perform different actions.





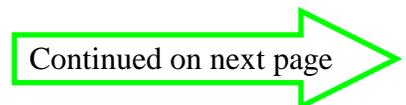
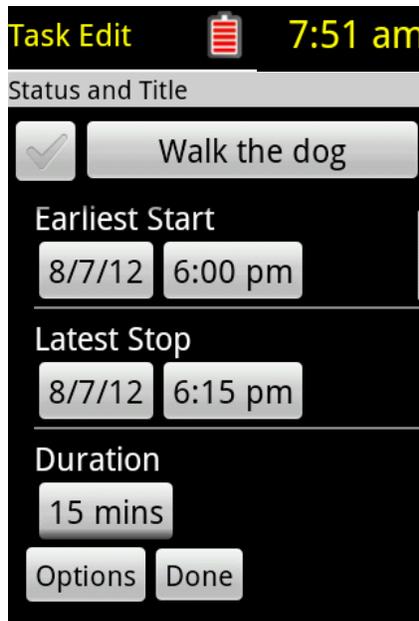
# 18) Creating a Floating Task

In PEAT you can create what we call “floating tasks” which are tasks that do not have to start and end at an exact time, but have some flexibility as long as they get done by the deadline. Some examples of floating tasks might be “Homework”, which might take an hour and could be done anytime in between 3 and 7 PM, or “Walk the dog” which might take 15 minutes (its duration) and needs to be done between 6 and 8 PM (its time window).

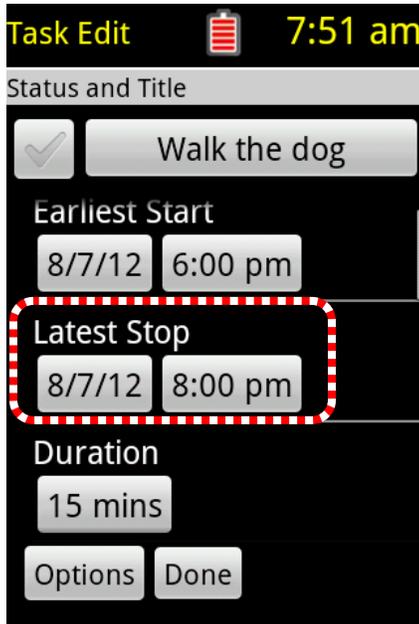
To make a task be able to float, the time window (marked by the **Earliest Start** and the **Latest Stop** task properties) must be larger than the length of the task (set by the **Duration** task property).

Here we will set up the ‘Walk the dog’ task as mentioned above. Afterward, we will cause it to “float” away from its earliest start time. To create the task follow the steps below.

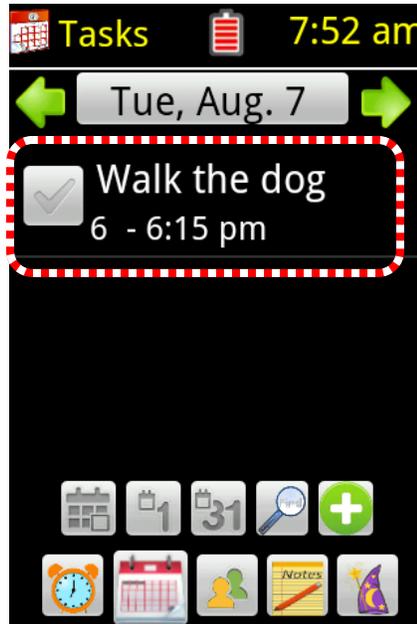
For the first part, we create a task called “Walk the dog” making it be a 15 minute task from 6:00 pm to 6:15 pm. (If you do not know how to do this refer to PEAT Sheet #3. The next step is to edit that task. (Refer to PEAT Sheet # 8) on how to enter the editor. The task will look like the following:



Now we will be changing the Latest Stop task property to 8:00 pm, making the time window longer than the duration.



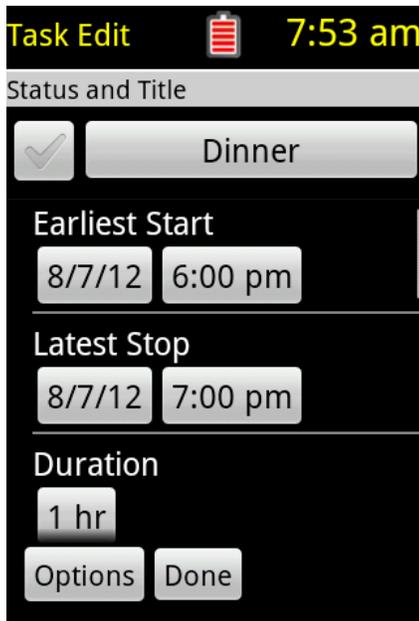
1) Change the Latest Stop to 8:00 pm.



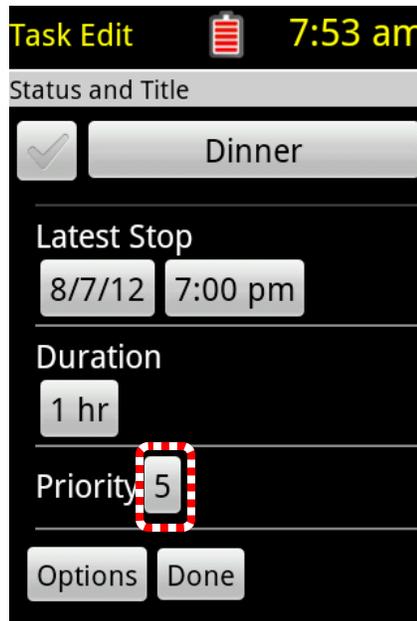
2) After saving the task, walk the dog is scheduled from 6 to 6:15 pm.

“Walk the dog” is scheduled at the beginning of its time window because there are no tasks blocking it.

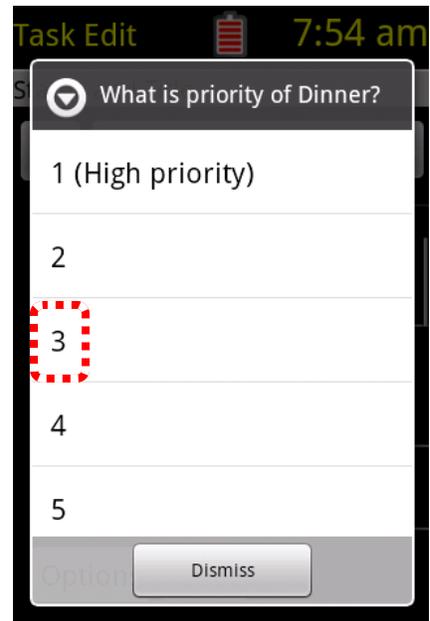
Next we will Add another task called “Dinner” from 7-8 pm. When we are in the editor the “Dinner” task will look like this:



3) The initial Dinner task

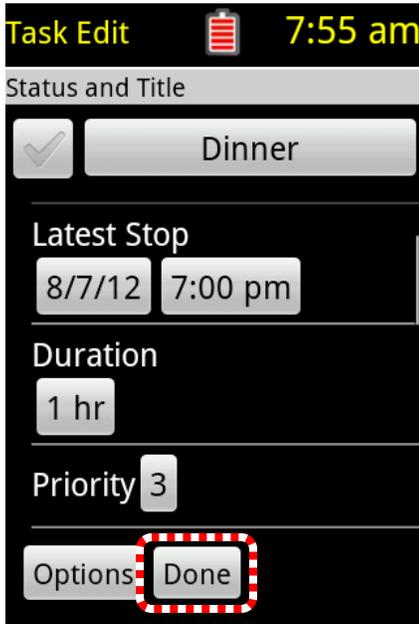


5) Scroll down and tap on “Priority”

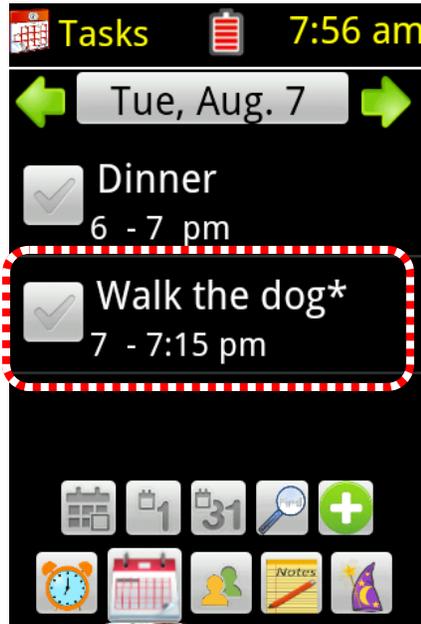


6) Select “3” for the priority Making “Dinner” more important than “Walk the dog”

Continued on next page 

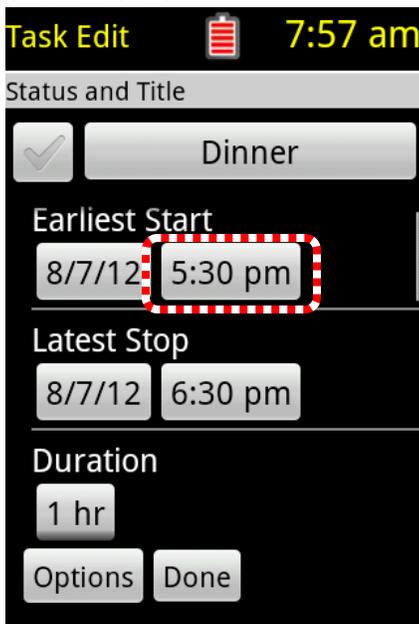


7) Tap on the “Done” button to save the changes

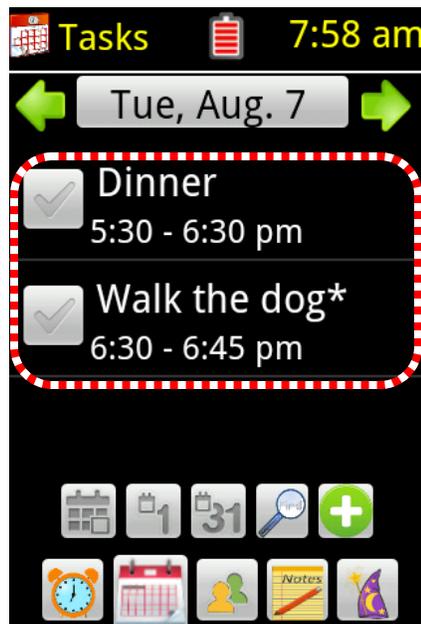


8) Walk the dog has been shifted to 7 pm, after the more important Dinner.

If “Dinner” gets changed to start at 5:30, “Walk the dog” will be able to start at 6:30 as shown below.



9) Change the “Earliest Start” time to 5:30 and save the changes.



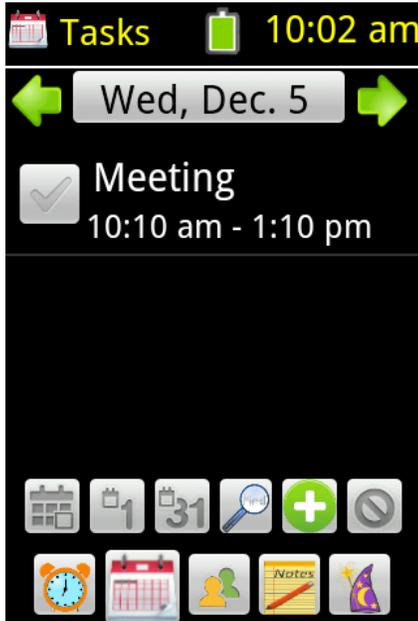
10) “Walk the dog” has been shifted to 6:30 pm, after the (now earlier) “Dinner”.

End of  
PEAT  
Sheet

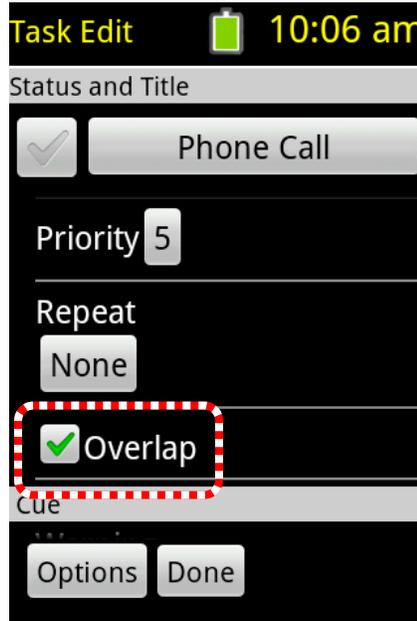


# 19) Making multiple tasks occur at the same time (The Overlap task property)

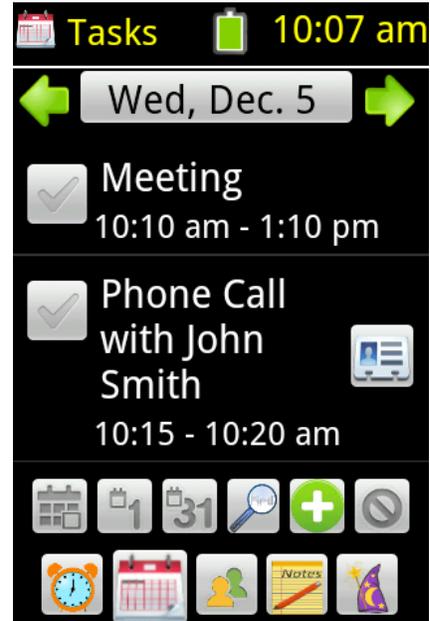
By default, PEAT makes sure that two tasks cannot occur at the same time, preventing accidental double-booking. However, there are times when you will want to be cued to perform a task while in the middle of another task. The following example is making a phone call while in an all-day meeting.



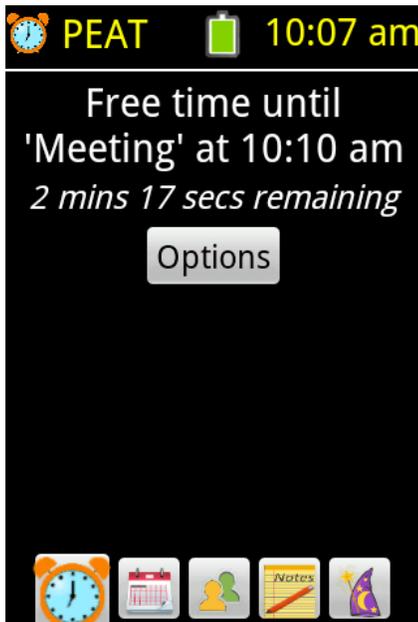
1) Here is a 3-hour meeting.



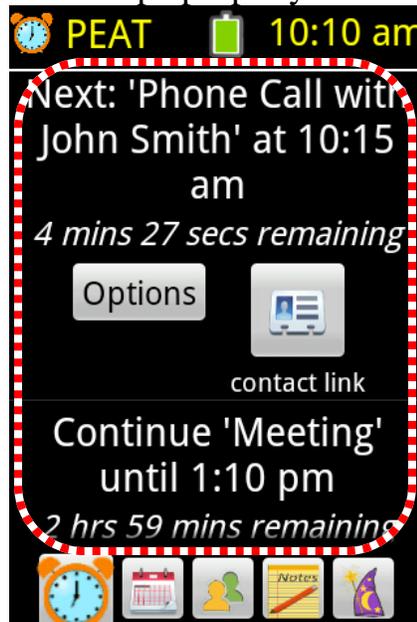
2) A task is added with the "Overlap" property checked



3) Now the two tasks are scheduled at the same time.



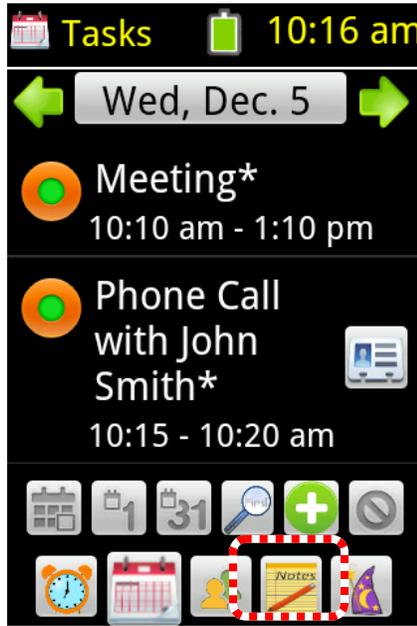
4) The cue card before the Meeting.



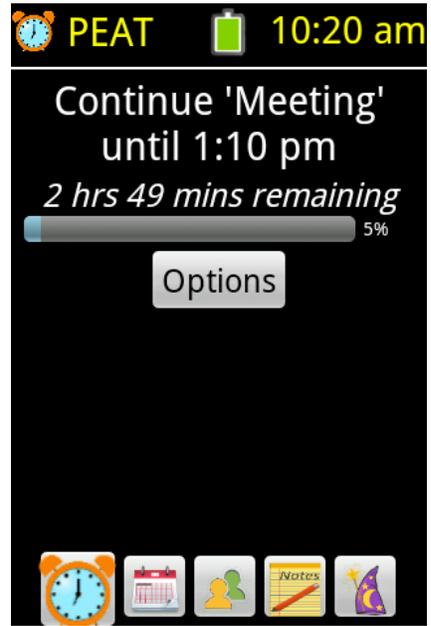
5) Once the Meeting starts The cue card shows both tasks.



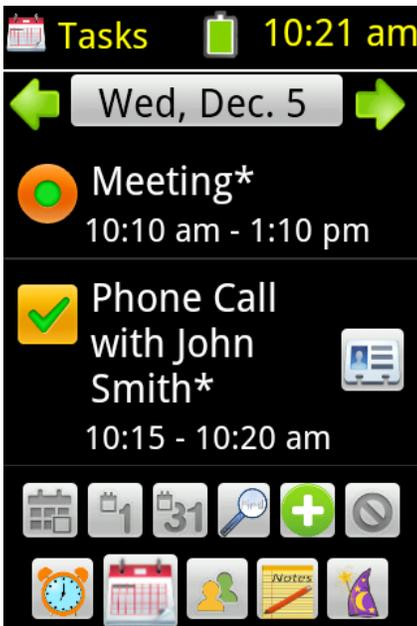
6) The cue card here shows Both tasks continuing.



7) The calendar also shows Both tasks “In Progress”.



8) Once the Phone Call ends The cue card only shows the Meeting.



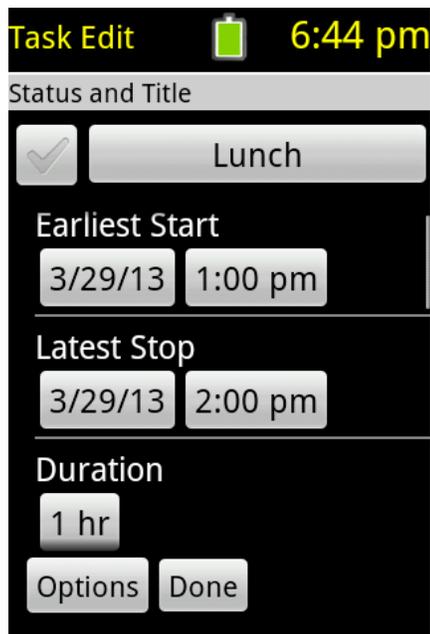
9) The calendar here shows the completed Phone Call and the continuing Meeting.

End of  
PEAT  
Sheet

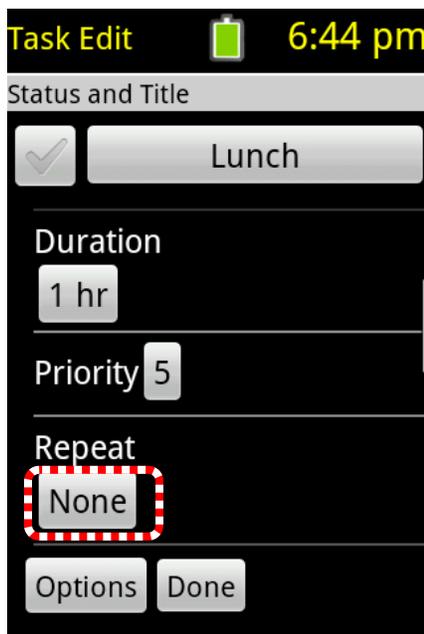
## 20) Creating a Repeating Task

Often, we want to create a task that repeats on a regular basis, which may be daily, weekly, monthly, or some other regularly repeating period, such as the 2<sup>nd</sup> Wednesday of the month. To create a task that repeats, the first step is to create a non-repeating task, then modify the **Repeat** task property to indicate the desired repeating period.

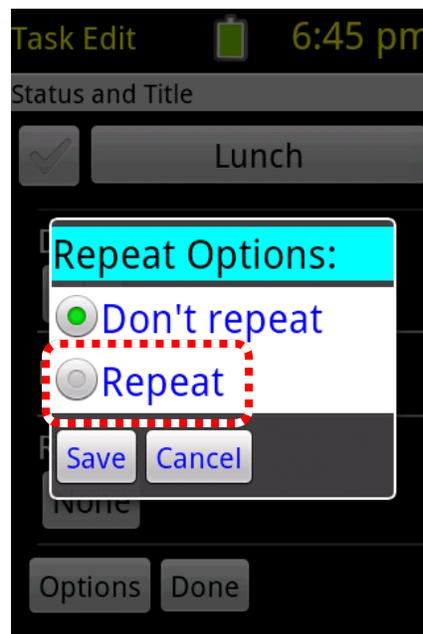
In this example, the task “Lunch” has already been created as a single task and the task editor is shown. If you need help creating a task, see PEAT Sheets 3) Adding a Task and 4)The Cue Card section. We will now go through the process of making Lunch repeat every weekday.



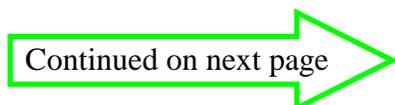
1) The initial non-repeating Lunch task.

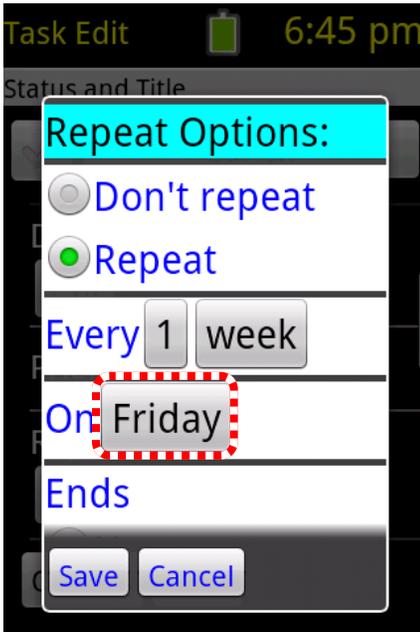


2) Scroll down and tap on the “Repeat” task property.

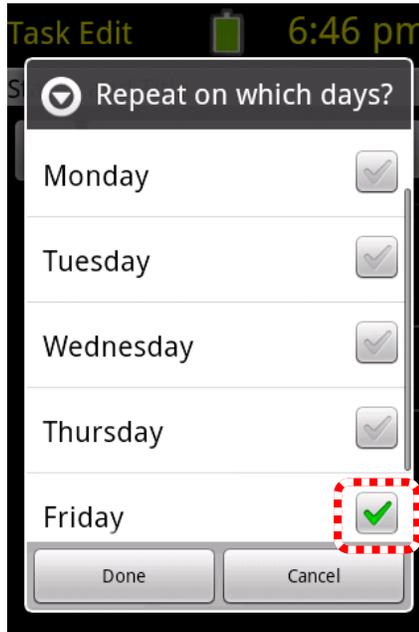


3) Tap on the “Repeat” option.

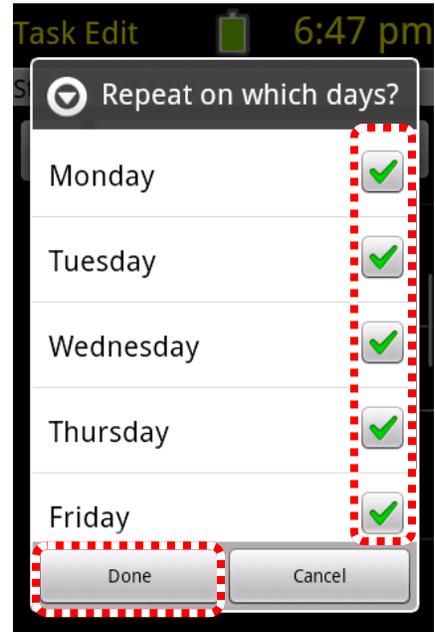
Continued on next page 



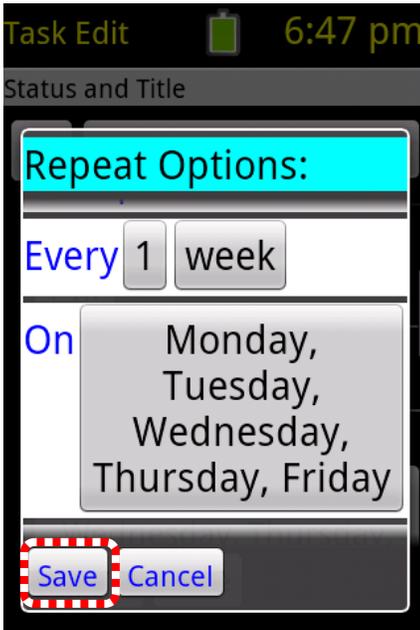
4) To change the days that the task repeats on, tap on the currently selected repeating day.



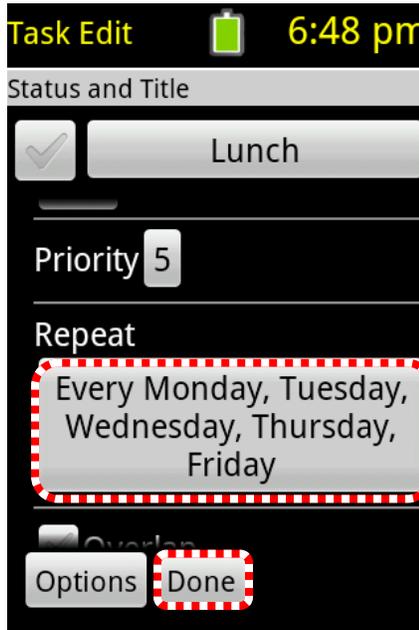
5) The days that the task currently repeats on are shown. In this case only Monday.



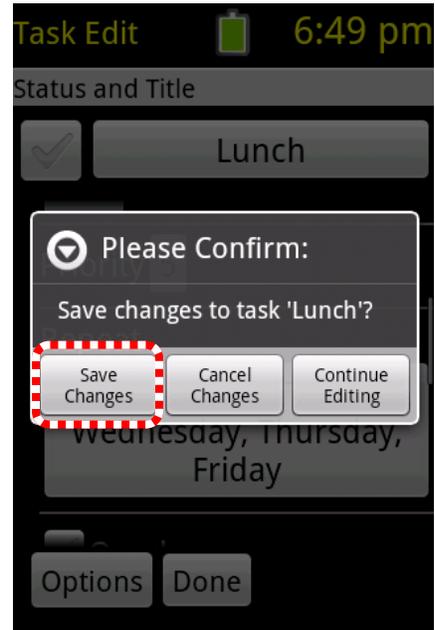
6) Tap on the check box(es) for the days that the task should repeat - In this case Monday through Friday. Then tap "Done".



7) Tap "Save" to accept your selection.

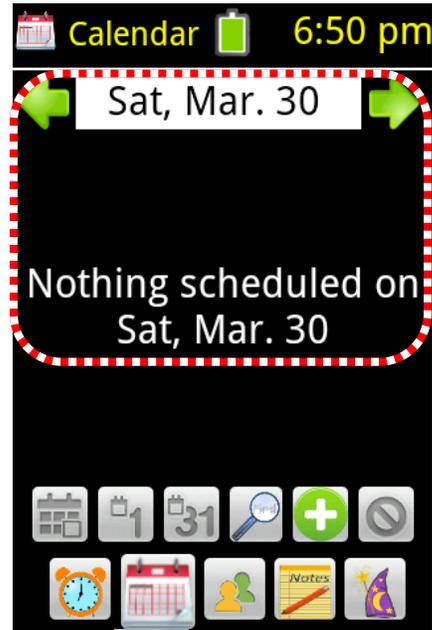
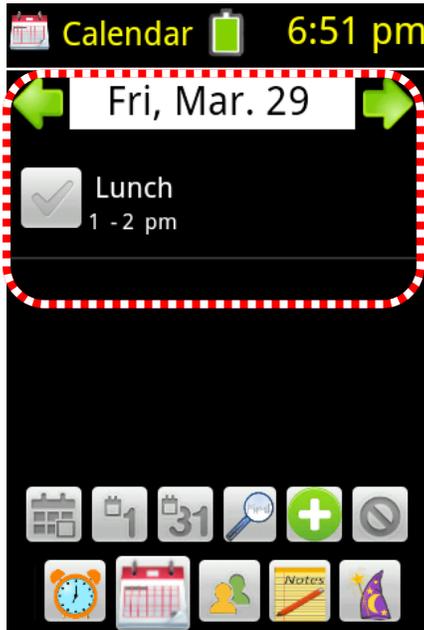


8) The repeat value now indicates a repeating task. Tap on the "Done" button.



9) Tap on "Yes" to save the task.

Continued on next page



The task is now shown on all the days that it has been set to. In our example, “Lunch” is shown on Fridays, but not Saturdays.

Note: With repeating tasks, changes can be made to just the instance of the task that is being edited or all of the tasks in the series. See PEAT Sheet 16) Changing a Repeating Task for details.

End of  
PEAT  
Sheet

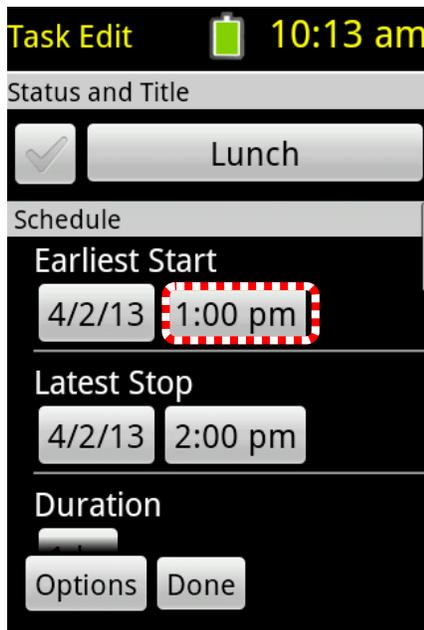


## 21) Changing a Repeating Task

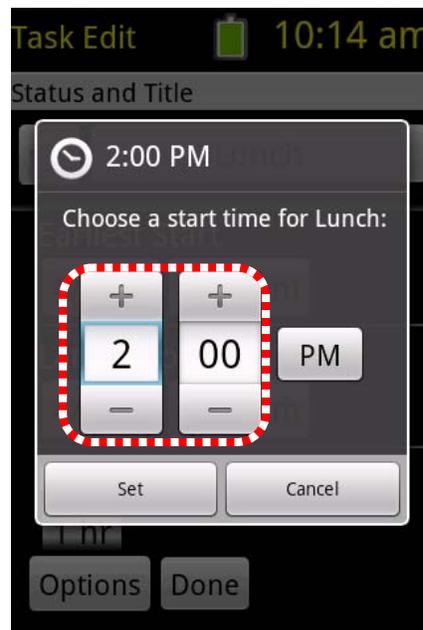
When making changes to a repeating task, sometimes you want to make that change for all tasks (like changing the time of lunch if your lunch hour changed) and sometimes you want to make the change for just one instance of the task (like if you were having lunch with someone on one particular day). First we will show an example of changing all instances.



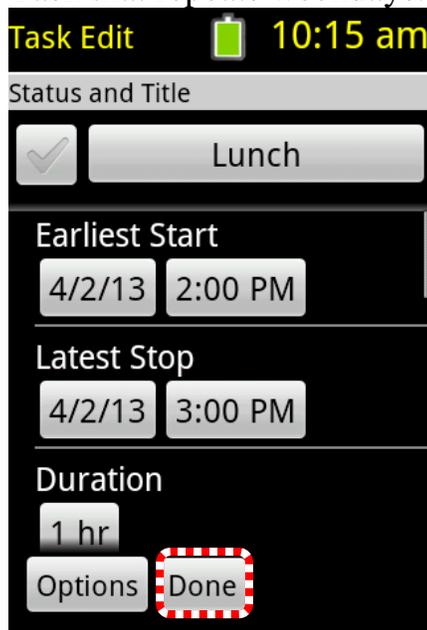
1) We start with a “Lunch” Task that repeats weekdays.



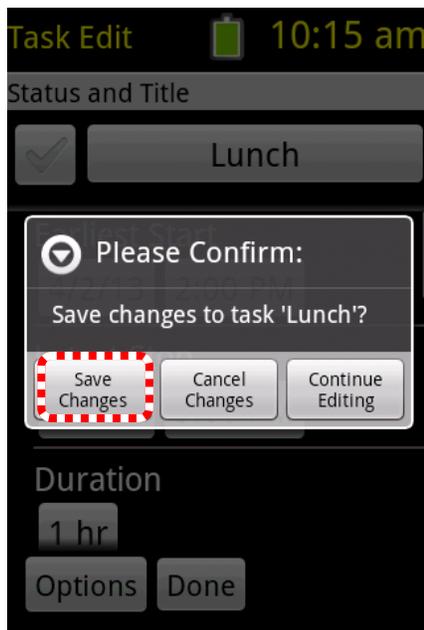
2) we tap on the Start time ...



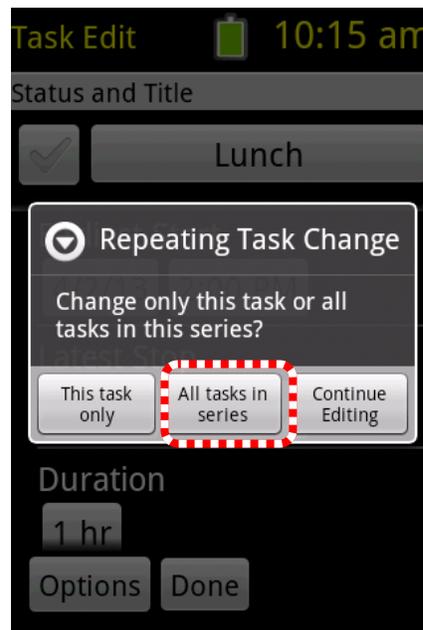
3) and change it to 2PM.



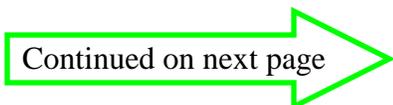
4) Press “Done” to leave the task editor.

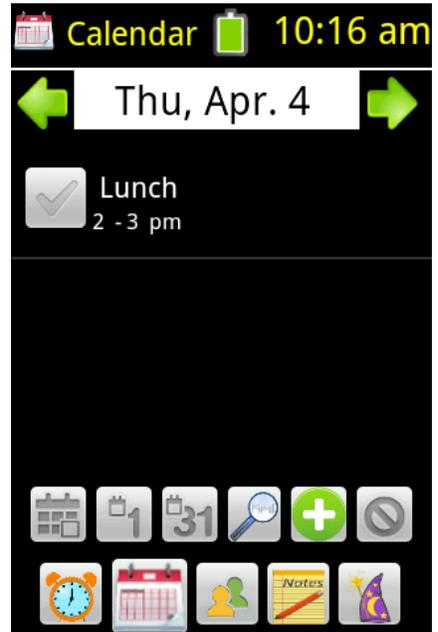
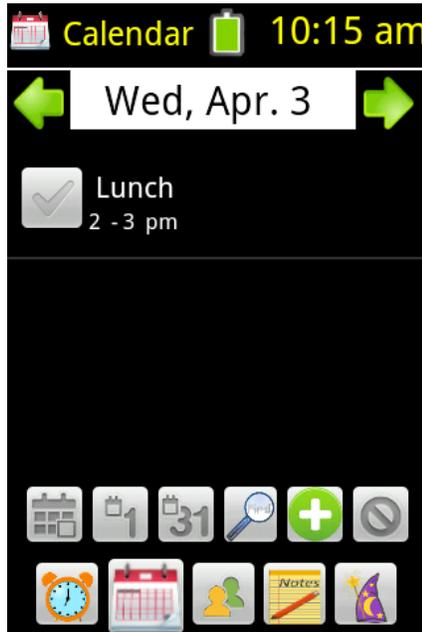
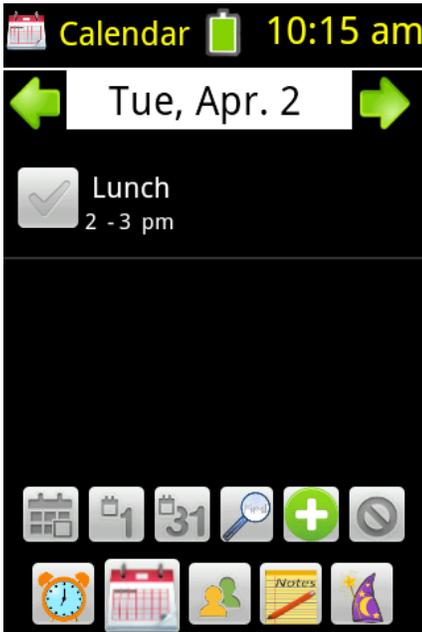


5) Select “Save Changes”



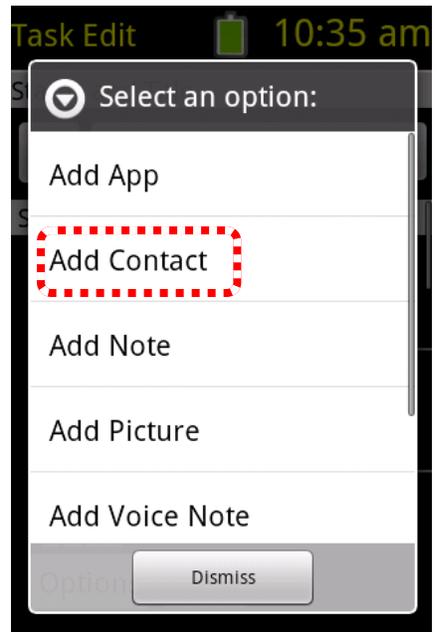
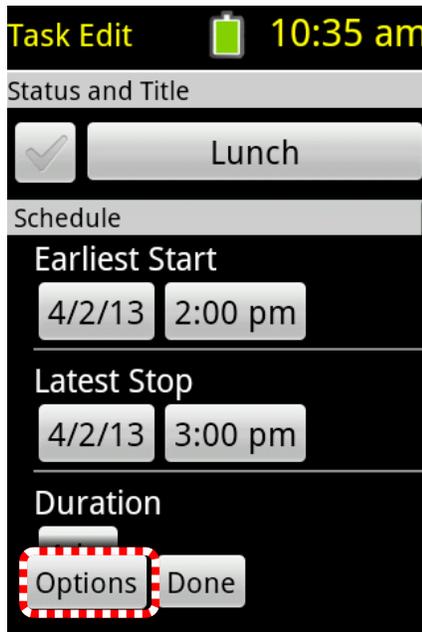
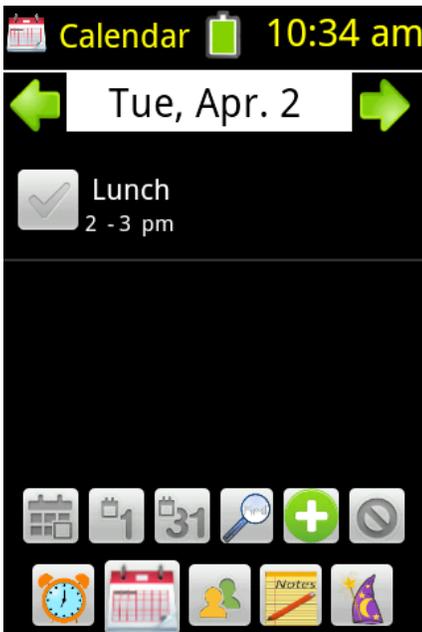
6) Select “All tasks in series” to change the time of every “Lunch” task.

Continued on next page 



The time for “Lunch” has been changed on every day

Now we will show an example of changing just on instance of a repeating task.

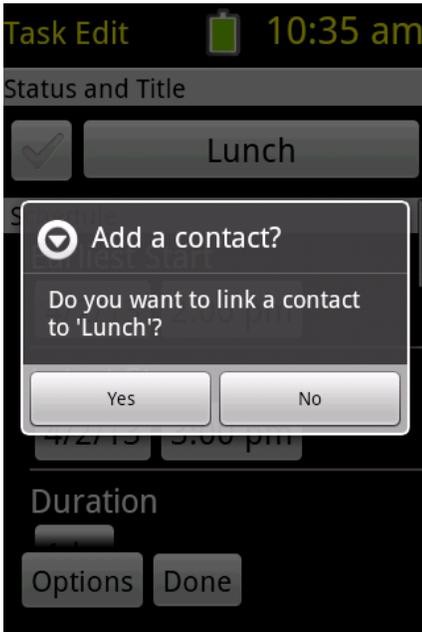


1) We will edit Tuesday’s “Lunch” task.

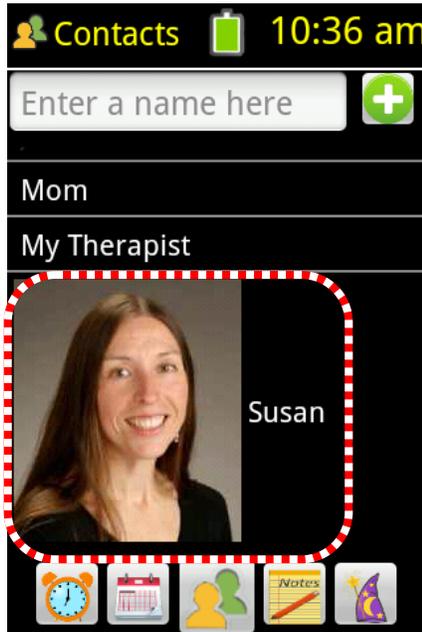
2) we tap on “Options” ...

3) and add a contact.

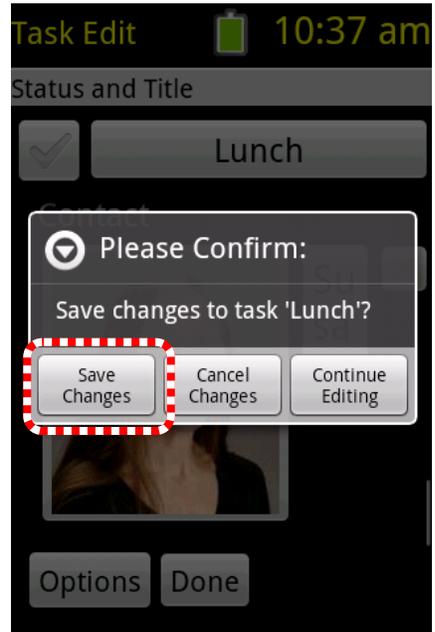
Continued on next page



4) We confirm our choice...



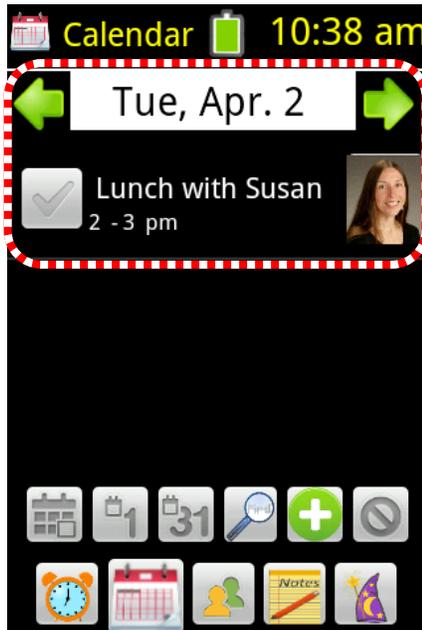
5) and select a contact.



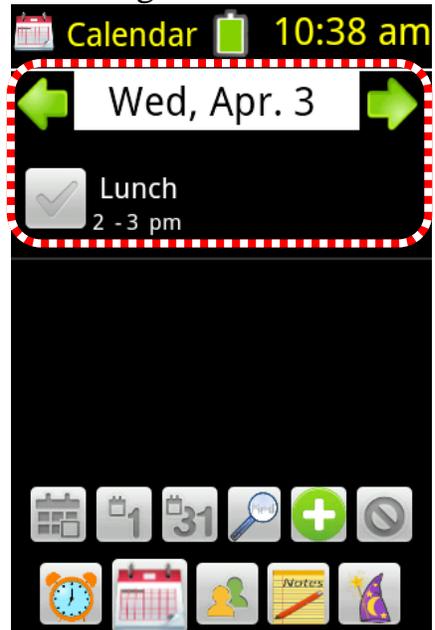
6) This time when we save the changes...



7) we select "This task only"



8) and the changes are made  
Only for instance being edited.



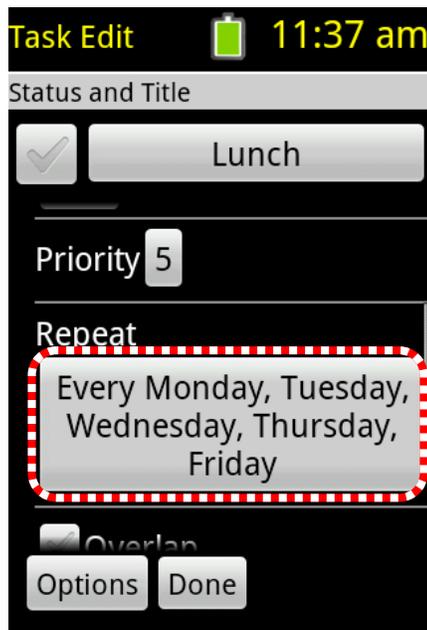
9) Not on any other.

End of  
PEAT  
Sheet

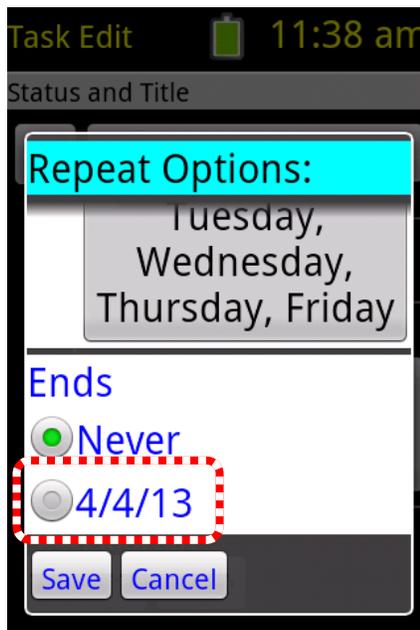


## 22) Putting a Stop Date on a Repeating Task

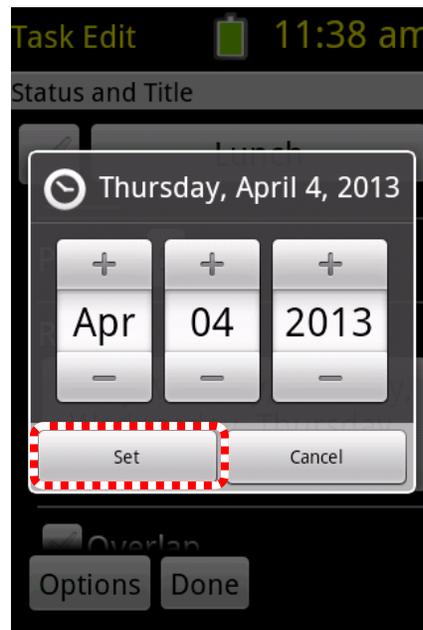
Sometimes repeating events stop, and you can set a repeating task in PEAT that will end after a certain date as shown below.



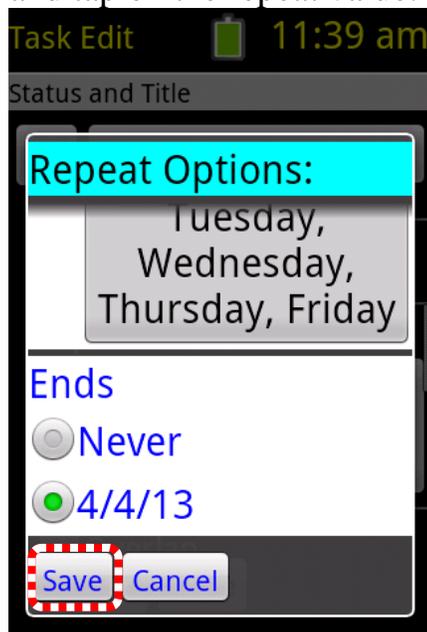
1) We start with a “Lunch” Task that repeats weekdays and tap on the repeat value.



2) Scroll down and tap on ... the date below the word “Never”.



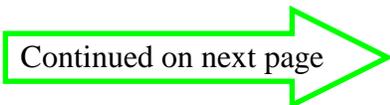
3) and select the last date for the task, the press “Set”

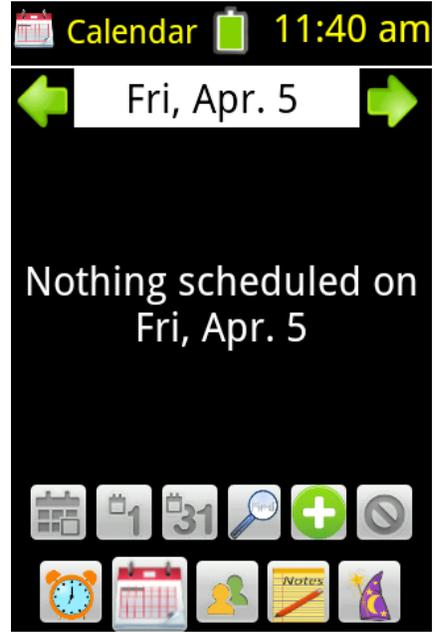
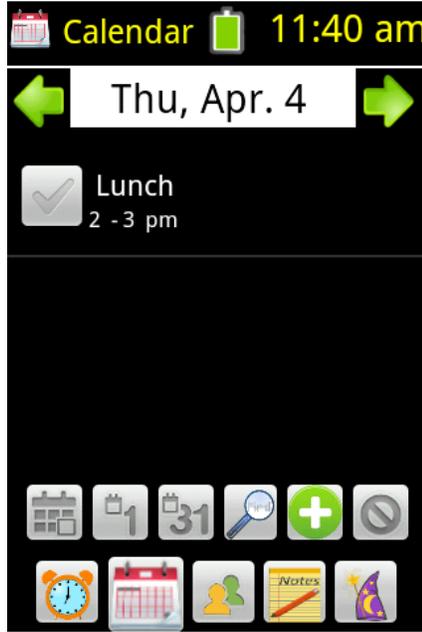
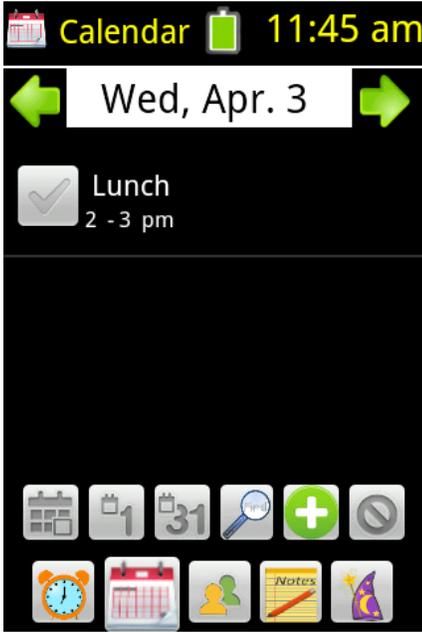


4) Save the repeat values...



5) Then save the task.

Continued on next page 

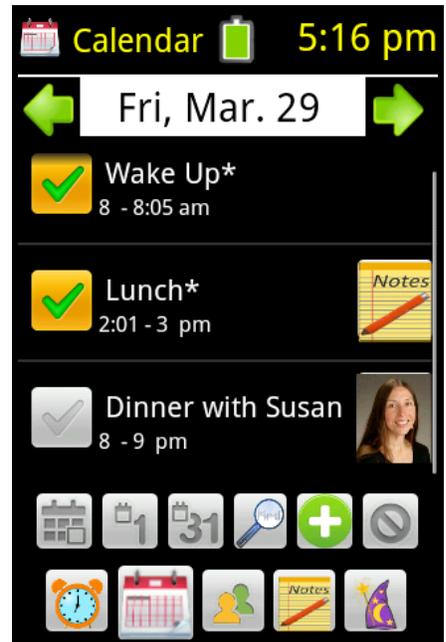
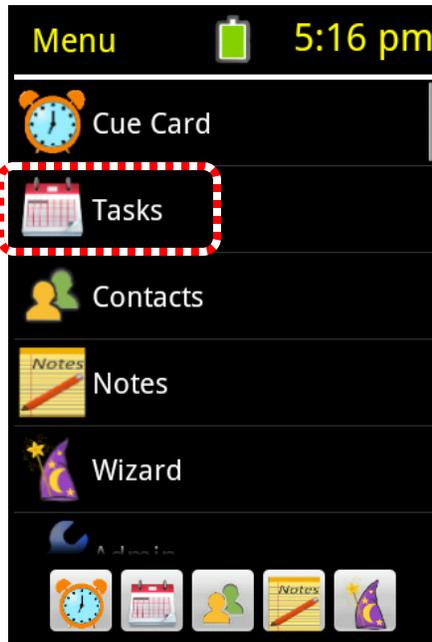
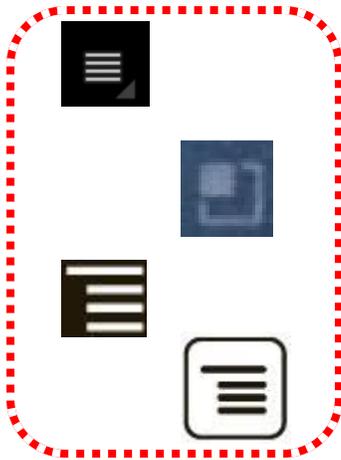


Thursday, April 4<sup>th</sup> is now the last date for the repeating “Lunch” task.



## 23) Using the PEAT Menu

The PEAT menu offers access to a wide variety of functions in PEAT. The list can be customized and re-ordered as desired. (See PEAT Sheet on Customizing the PEAT menu)



1) Press the physical “Menu” button on the device (below the screen) that looks similar to one of the above images.

2) Tap on the PEAT Menu “App” that you want.

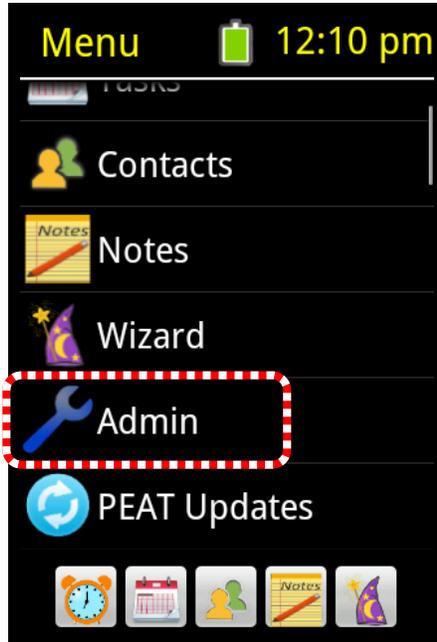
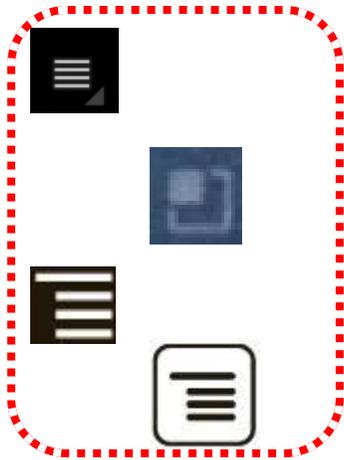
3) PEAT displays that section or takes the appropriate action.





# 24) Getting to the Admin section

In the Admin section, you can change PEAT’s settings, save and load user data libraries, and other “administrative” functions. (There are several PEAT sheets on individual Admin functions.)



1) Press the physical “Menu” button on the device (below the screen) that looks similar to one of the above images.

2) Tap on the option called “Admin”.

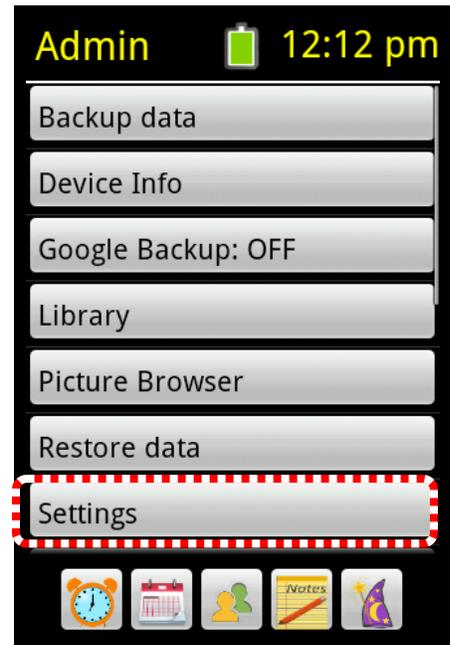
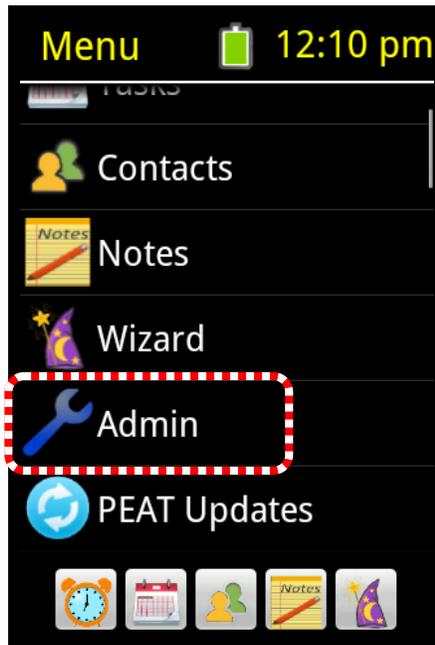
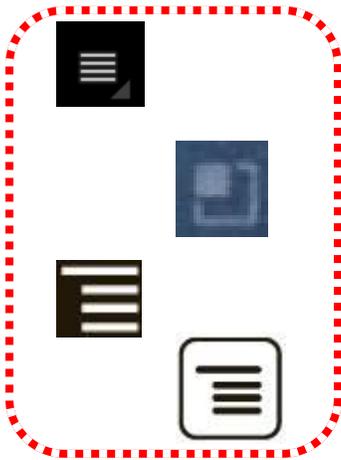
3) PEAT displays the Admin menu options. (See separate PEAT Sheets for individual options.)





# 25) Changing the items on the PEAT Menu or Toolbar

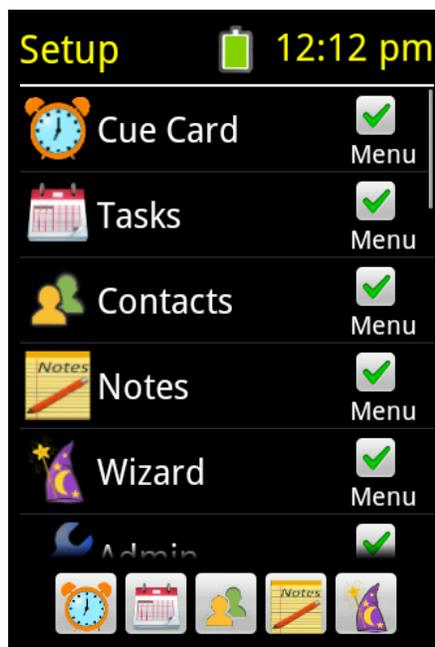
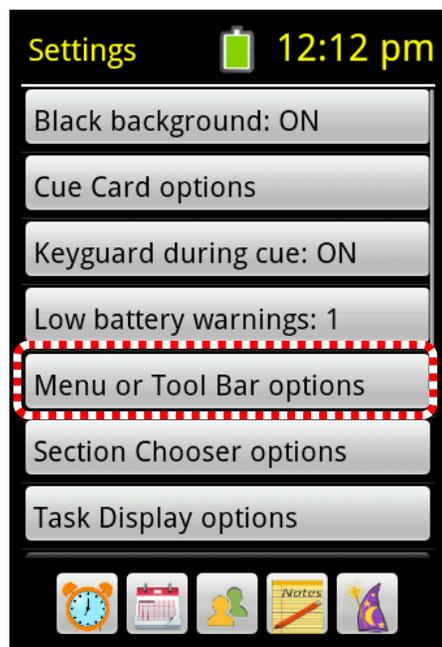
## Getting to the PEAT Menu Settings section



1) Press the physical “Menu” button on the device

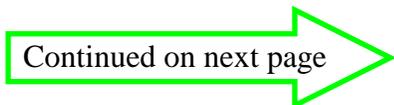
2) Tap on the option called “Admin”. (You may have to scroll down)

3) Tap on “Settings”

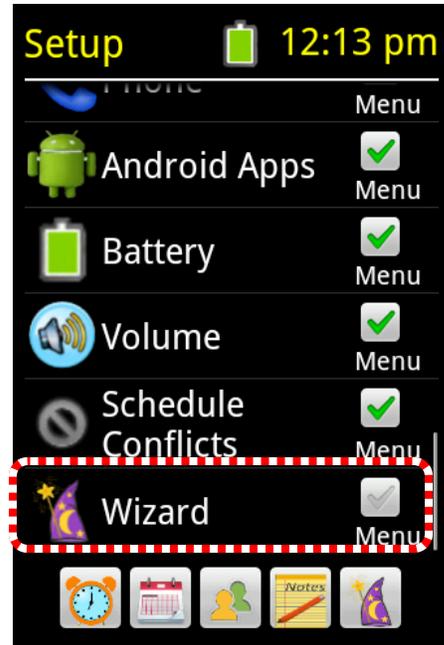
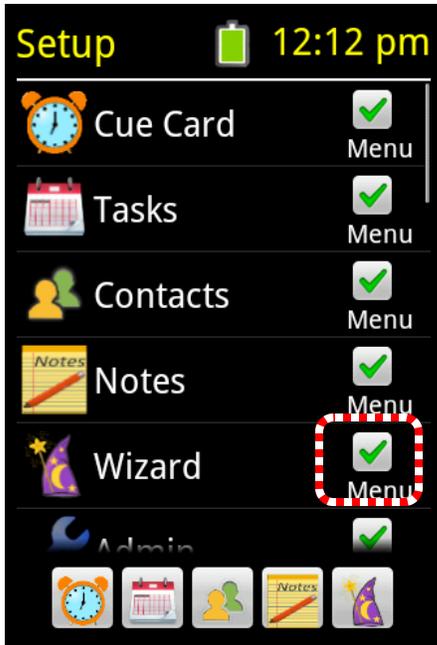


4) Tap on “Menu or Tool Bar options”.

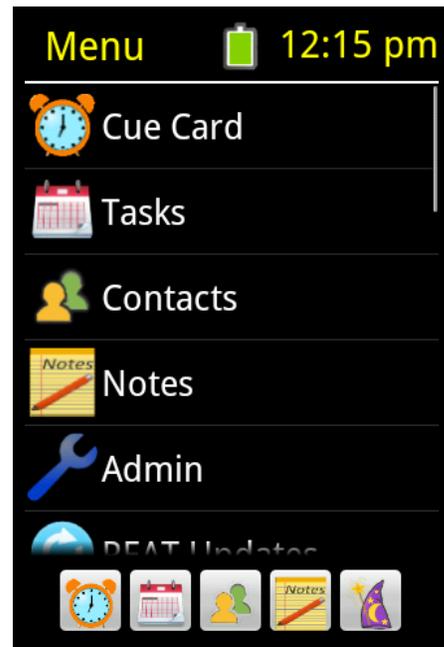
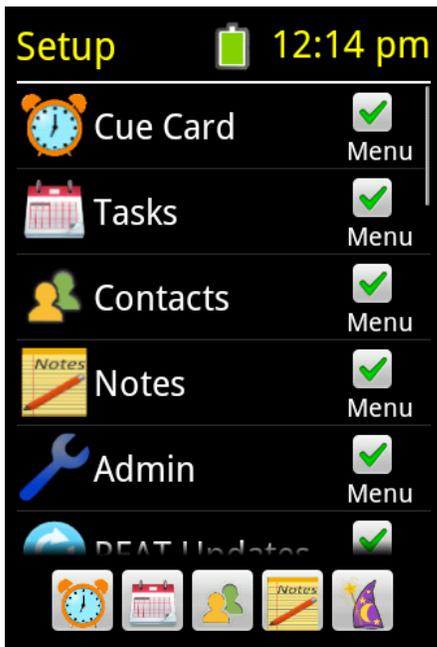
The Menu options Setup is displayed.



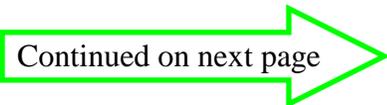
## Hiding or showing items on the Menu



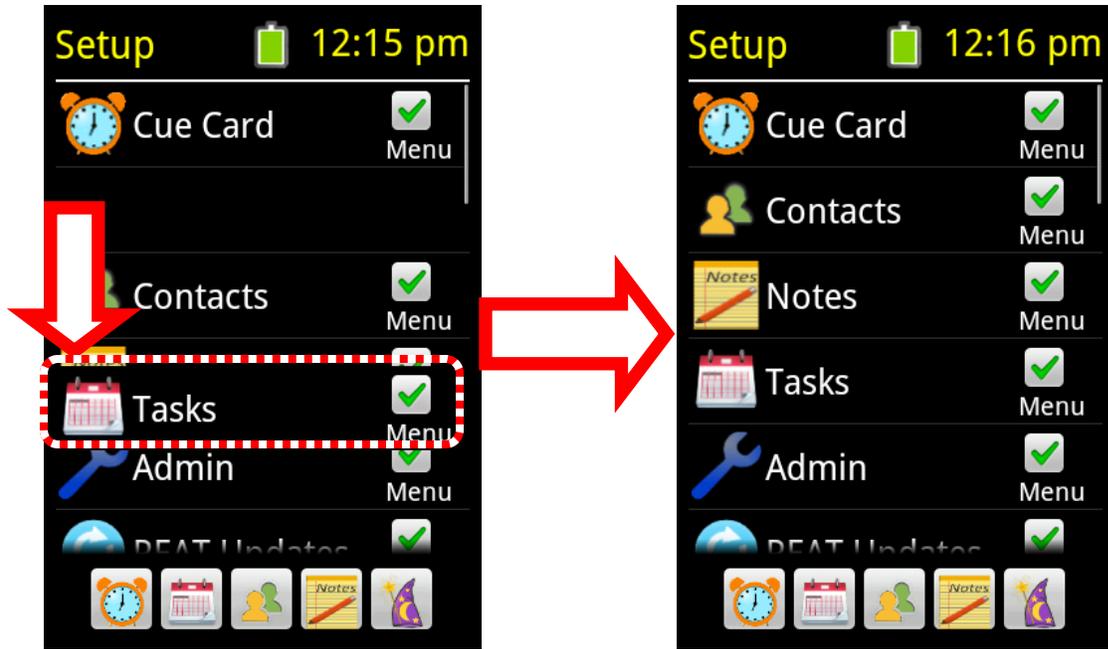
1) Tap on an item's checkbox and it becomes unchecked (and will not be shown on the PEAT menu). It also gets moved to just below the last checked item.



2) The setup section (left) is in the same order as the regular PEAT Menu Section (right)

Continued on next page 

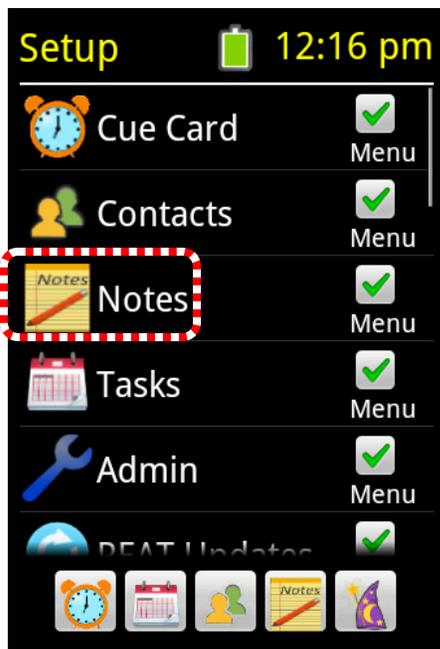
## Reordering items on the Menu



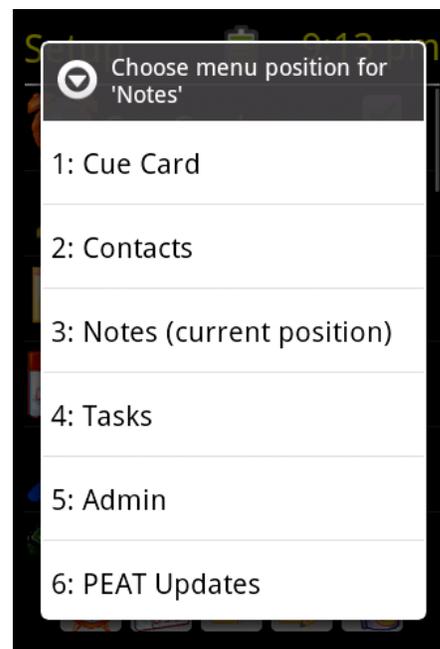
1) Drag the icon up or down in the list

to reorder it

OR



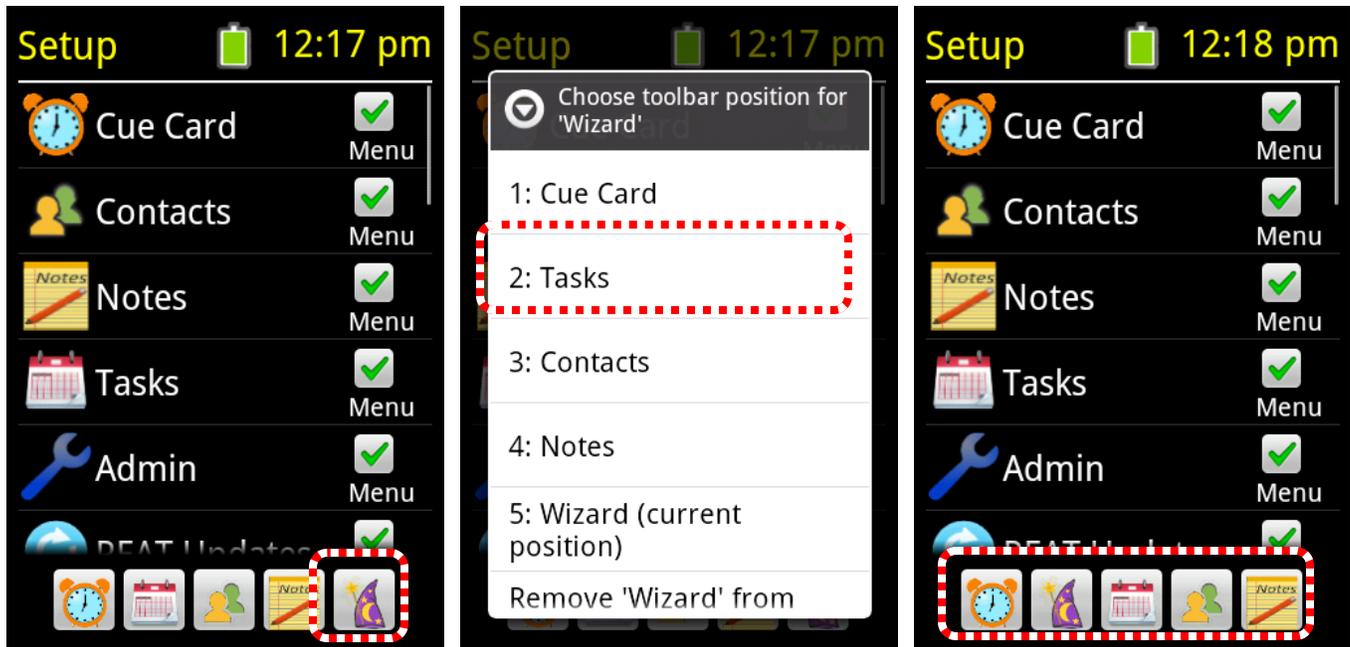
2) Tap on the icon...



to bring up the list of position choices.

Continued on next page

## Reordering items on the Tool Bar

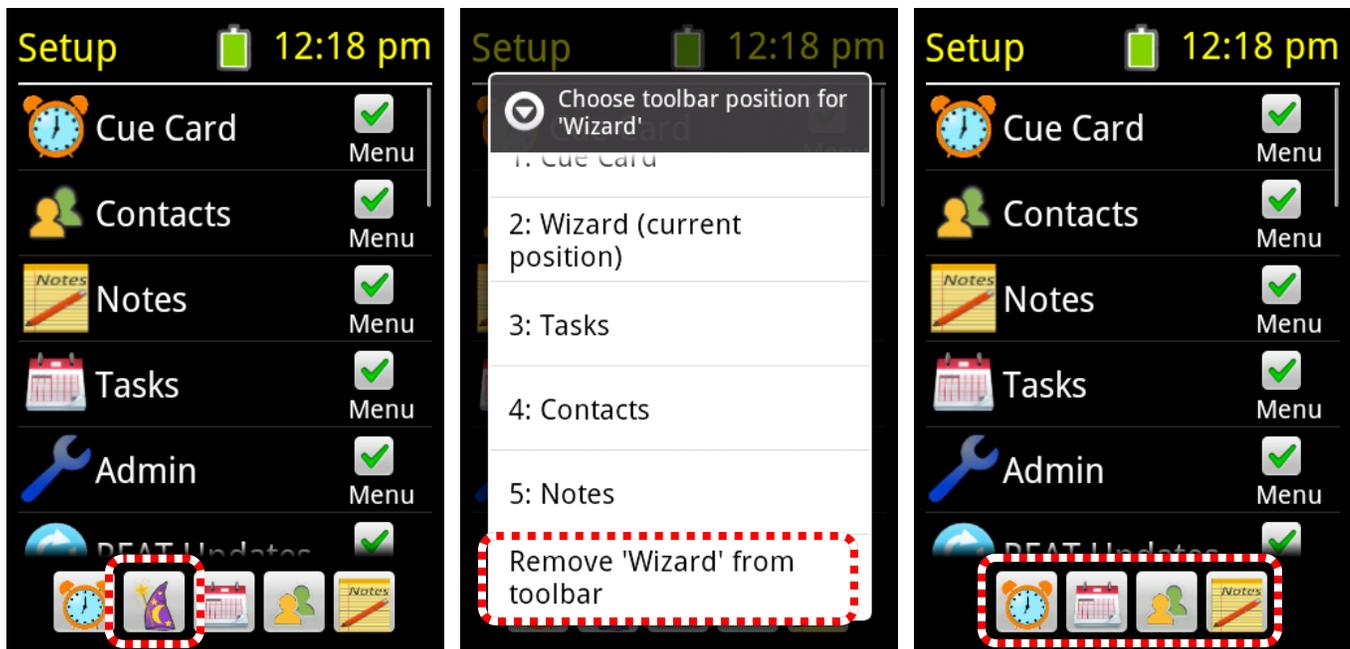


1) Tap on the icon...

2) Tap on the desired position of the icon.

The re-ordered Tool Bar

## Removing items from the Tool Bar



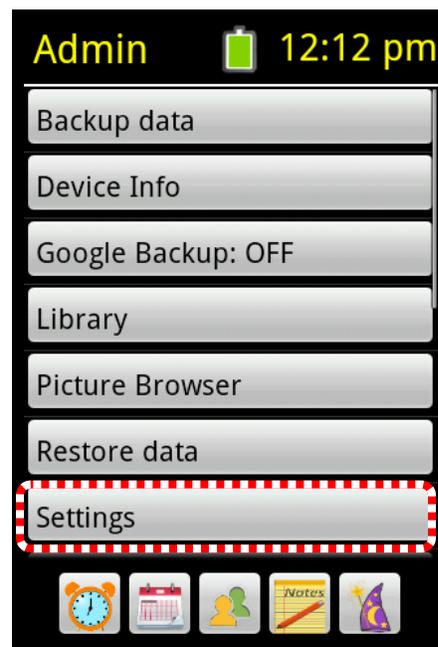
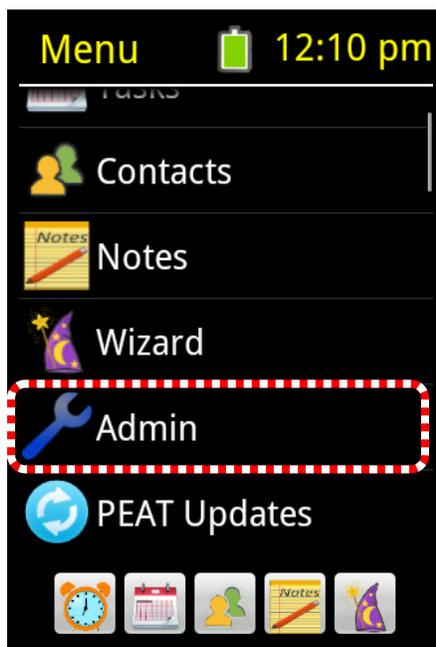
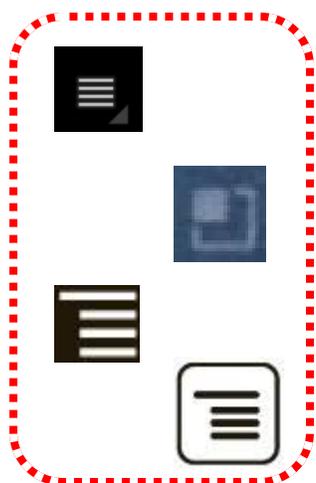
1) Tap on the icon...

2) Scroll down and tap on the "Remove" option.

The shortened Tool Bar

End of  
PEAT  
Sheet

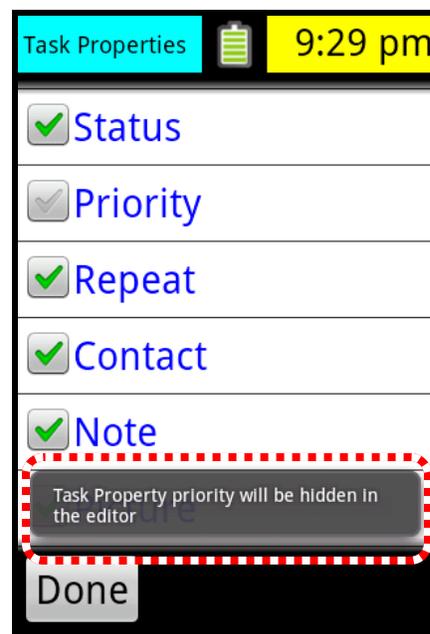
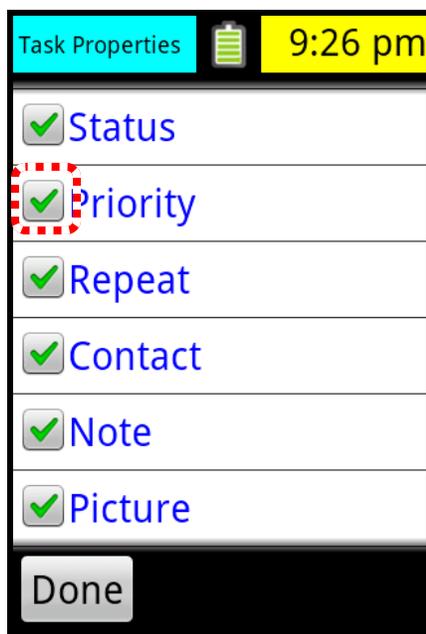
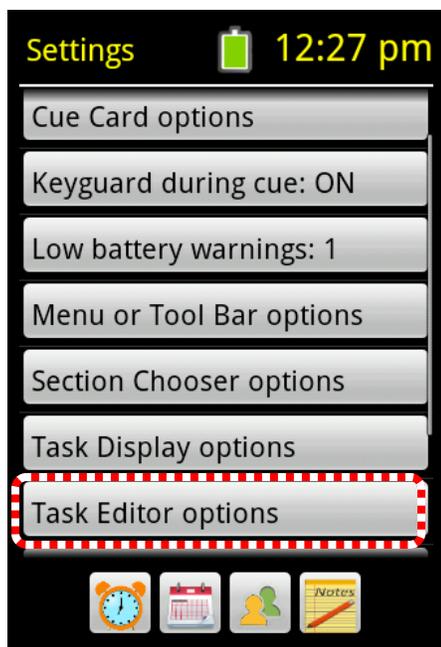
## 26) Hiding or showing task properties in the Task Editor



1) Press the physical “Menu” button on the device

2) Tap on the option called “Admin”. (You may have to scroll down)

3) Tap on “Settings”



4) Tap on “Task Editor options”.

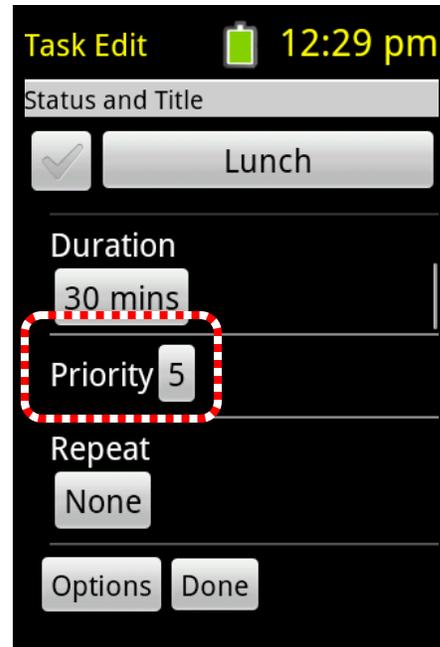
5) The task properties are listed. Tap on the checkbox of the property to hide.

A message box will be displayed and the box is un-checked.

Continued on next page



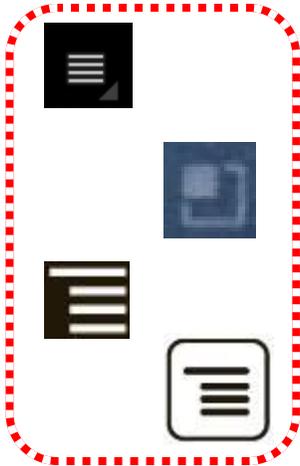
The “Priority” task property is no longer shown in the task editor.



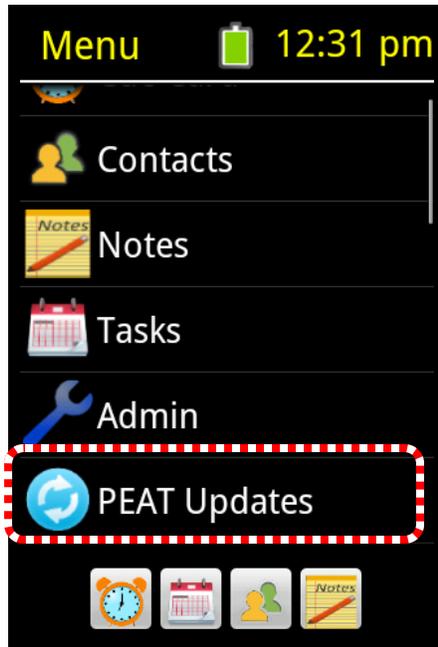
After the “Priority” property has been un-hidden.

End of  
PEAT  
Sheet

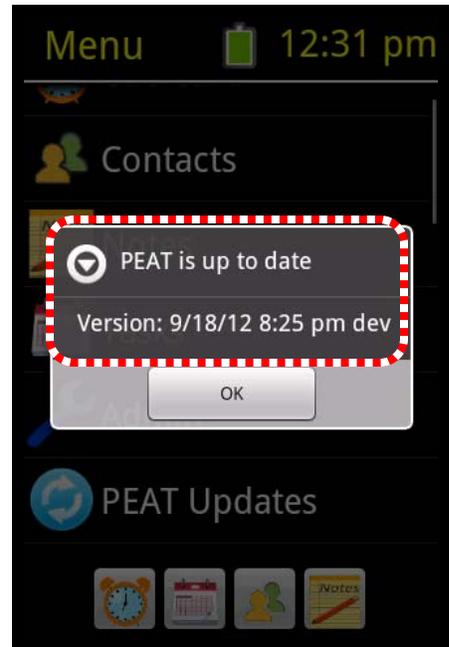
# 27) Updating the Software



1) Press the physical button on the device (below the screen) that looks similar to one of the above images.



2) Tap on "PEAT Updates". (you may need to scroll down



PEAT will let you know if your device is up to date. If it is not you will be guided through a software update.

End of  
PEAT  
Sheet

