

# Quick Guide

## ActionPad designed for BlackBerry® Wireless Handheld

### About

ActionPad is a sophisticated productivity application for providing fast access to memos on your BlackBerry® Wireless Handheld.

ActionPad is bypassing shortcomings of the original MemoPad application and provides the most productive solution to manage memos on a BlackBerry®.

### Installation

Extract all contents of the .zip file to a single directory and select the .plx in the "Application Loader" of your "BlackBerry Desktop Manager". Follow the instructions and the program will be installed on your BlackBerry®. A more detailed guide on third party program installation can be found here:

- [Install Applications using a Microsoft Windows Desktop](#)
- [Install Applications using a Mac OS X Desktop](#)

### Getting Started

Below is a screenshot of what to expect when you open ActionPad. The main memo listing screen gives you a full overview on memos in your system.

**Convenient Buttons:** Especially on Touch-Screen BlackBerry® devices these buttons allow quick access to functions that usually just accessible via the menu.

**Search:** By typing a keyword the list below is reduced and only memos with the matching title or content are shown.

### Who should use ActionPad

Professional and highly productive memo management on BlackBerry® devices is crucial for every user. Especially self-improvement oriented users need a memo application that makes it very easy to manage memos and separate them into categories with ease.

ActionPad Feature Highlights:

- One-Click Category Management.
- Title and Content Search.
- Statistics and Auto-Save.
- Integration into BlackBerry applications for quick memos.
- Memo Encryption (AES/MD5 certified by NSA).

Language Support:

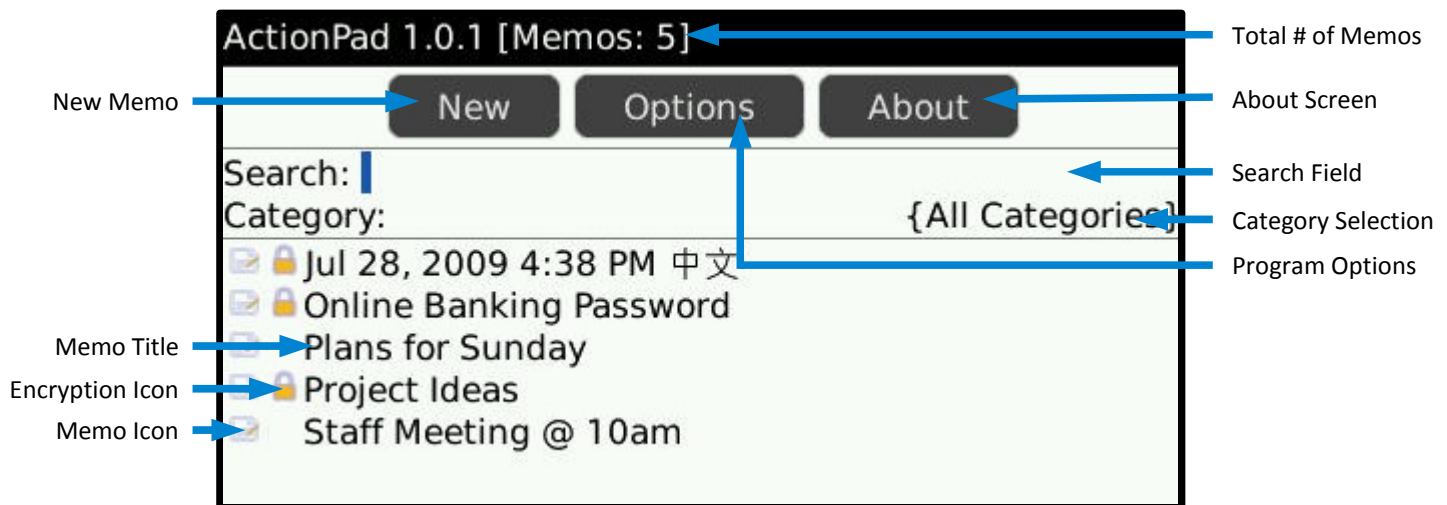
- Supported program languages: English, Spanish, French, Italian, German, Chinese (Mandarin & Cantonese), Japanese.
- Depending on which language is set in your BlackBerry® the appropriate local language is used when ActionPad is started.

### Requirements

ActionPad has been built on top of the original BlackBerry® MemoPad memo database, therefore both applications must be installed on the device to ensure full functionality and effectiveness.

If MemoPad is not installed on your BlackBerry® please contact your dealer or system administrator to arrange an installation. MemoPad is a free memo application that usually comes with every BlackBerry® but it has several shortcomings which are eliminated by ActionPad.

All current BlackBerry® devices should support ActionPad.



ActionPad Main Screen with Sample Memo Listing

## ActionPad Website

<http://www.s4bb.com/software/actionpad/>

**Requirements:** BlackBerry® OS 4.2 or above

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# Usage

## ActionPad designed for BlackBerry® Wireless Handheld

### Key Shortcuts – Listing Screen

ActionPad provides numerous key shortcuts to allow quick access to key functions. Standard buttons like menu, escape and the trackball operate as expected.



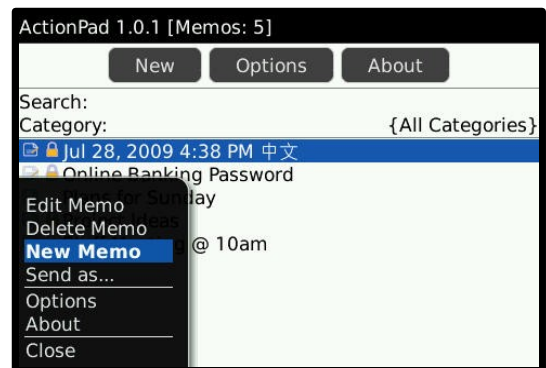
Keys	Action
N, B	Create New Memos. (with the memo list highlighted)
DEL	Delete a selected memo.
Enter	Edit a selected memo.
M	Jump to the bottom of the memo list. (with the memo list highlighted)
C	Jump to the top of the memo list. (with the memo list highlighted)
ALT	<b>While Category Field selected:</b> Open the category selection list. <b>While Memo List selected:</b> Scroll with trackball by page.
SPACE	Move to the next category. (with the category field highlighted)
Trackball	Navigate the trackball up and down to select the memo you want, then hit the ball to edit the memo.

### Create a new Memo

Creating a new memo is very easy. There are two ways to create a memo from the listing screen:

- Hit the "New" button, or
- Open the menu and select "New Memo"

An example on how to create a new memo is shown on the right.

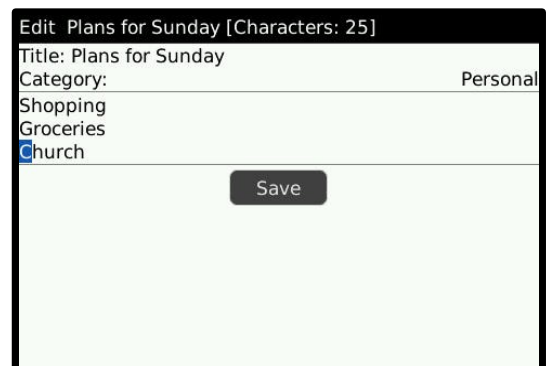
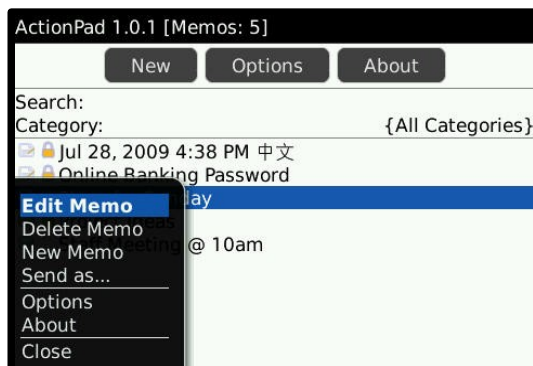


### Edit an existing Memo

Editing an existing memo is very easy as well. There are two ways to create a memo from the listing screen:

- Select the memo you want to edit
  - Hit the trackball, or
  - Open the menu and select "Edit Memo"

An example on how to edit an existing memo is shown below.



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# Usage

## ActionPad designed for BlackBerry® Wireless Handheld

### Assign Multiple Categories

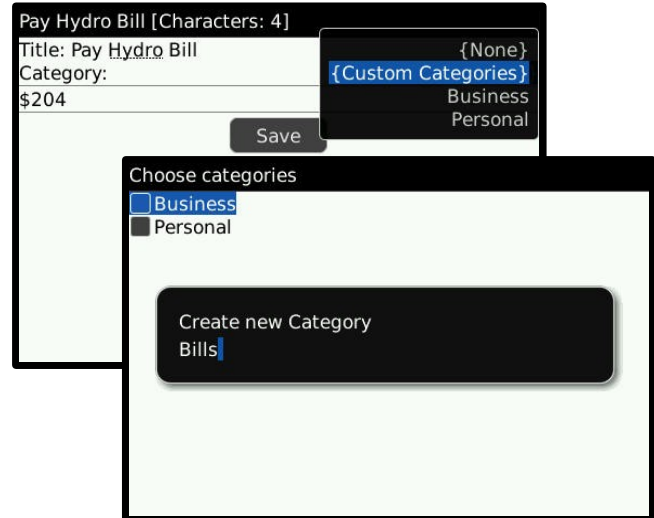
Assigning multiple categories is possible as well. Therefore, please select "Custom Categories" in the memo new/edit screen and select the appropriate categories you would like to assign to a memo.

It is also possible to

- Create a new category
- Delete an existing category

ActionPad will show memos with multiple categories within the appropriate category at the listing screen as well. This setting 100% compatible with the native BlackBerry® Memo.

All categories used in ActionPad are shared with all personal data applications on the BlackBerry®. ActionPad, MemoPad, BlackBerry® Tasks, NextAction!, TaskMaster, QuickTask, TaskMailer, TaskReports, and others, use the same category database.



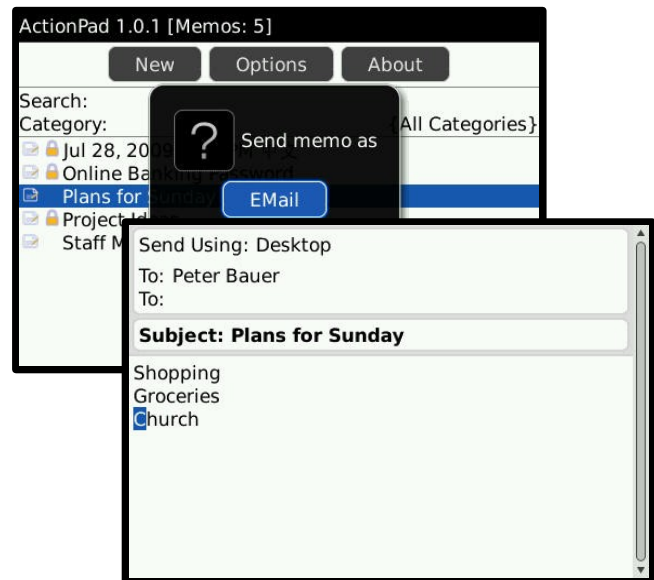
### Send Memos

Sometimes it is required to share a memo with friends, colleagues or family. Therefore, ActionPad integrates with the BlackBerry® Messages and allows the following ways to send memos:

- Email
- SMS Text Message

**Email:** The memo title is used for Email subject and the memo content is used for the Email content. The original BlackBerry® Email application will pop up and you can conveniently select a user from your address book.

**SMS:** The memo title is used in the first line and two lines after the memo content is placed into the SMS text. The original BlackBerry® SMS application will pop up and you can conveniently select a user from your address book.



### Desktop Synchronization

A memo application is nothing worth if you cannot synchronize your memos with your desktop application. ActionPad integrates natively into your BlackBerry® memo database and therefore, it is compatible with a lot of desktop applications memos can be synchronized with.

#### Supported Software

- Microsoft Outlook®
- Lotus Notes®
- ACT!®
- Novell Groupwise®
- Entourage®
- Stickies

#### Detailed Synchronization Guides

This kind of synchronization has been tested on Microsoft Windows® and Mac OS X® machines. Please refer to the following links for detailed synchronization guides:

- [Data Synchronization - BlackBerry to Microsoft Windows](#)
- [Data Synchronization - BlackBerry to Mac OS X](#)

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# Options

## *ActionPad designed for BlackBerry® Wireless Handheld*

### ActionPad Options

Freedom is one of *ActionPad's* main goals. Therefore, you can adjust nearly everything in the Options. All options are divided into several sub-categories which group options together based on the results they provide when these Options are modified.

<b>General</b>	
Ask Before Delete:	If set to YES, you will be asked each time you want to delete a memo.
Show top toolbar:	If set to YES, a button toolbar is shown at the top of memo list. Tip: very helpful on touch screen.
Show buttons in Memo Details screen:	If set to YES, save buttons are shown at the bottom of memo new/edit screens.
Give ActionPad credits in messages:	If set to YES, kudos to ActionPad are added to message you sent out from within ActionPad.
Show Statistics:	If set to YES, memo count shows up in listing screen and character count in memo edit screen.
Start memo edit at bottom:	If set to YES, the cursor is at the bottom when entering memo edit screen.
Font Size:	Three different font sizes can be set up according to your personal preference.

<b>Behavior</b>	
Auto add date/time to new memo title:	Date and/or time will be added automatically to every new memo title.
Auto number a new memo title:	New memos will be assigned a unique number to the memo title automatically.
Auto number a new memo title (prefix):	Enter a prefix of your choice which will be put before the automatic number (see above).
Auto save memo every 30 seconds:	If set to YES, a memo is saved automatically every 30 seconds while the edit screen is open.

<b>Integration</b>	
Enable global 'paste to' menu item:	If set to YES, the system-wide "Paste to ActionPad" menu item is shown.
Enable address book menu item:	If set to YES, the "Send to ActionPad" menu item is shown in the Address Book.
Enable browser menu item:	If set to YES, the "Send to ActionPad" menu item is shown in the Browser.
Enable calendar menu item:	If set to YES, the "Send to ActionPad" menu item is shown in the Calendar.
Enable messages menu item:	If set to YES, the "Send to ActionPad" menu item is shown in Messages.
Enable BlackBerry Tasks menu item:	If set to YES, the "Send to ActionPad" menu item is shown in BlackBerry Tasks.

**Note:** All settings above require a reset of the BlackBerry®. The easiest way to do this is to pull out the battery, wait a minute and put it back in.

<b>Encryption</b>	
Show Encryption icons in list:	If set to YES, an icon that indicates whether or not a memo is encrypted will be shown in the memo list.
Enable encryption:	If set to YES, "Encrypt & Save" menu items and buttons appear to password protect memo content.
Remember password while editing memo:	If set to YES, the password you entered to decrypt a memo is remembered while you are editing it.
Enable session password:	If set to YES, the password you choose as session password is remembered until a new one is set or the program is restarted.

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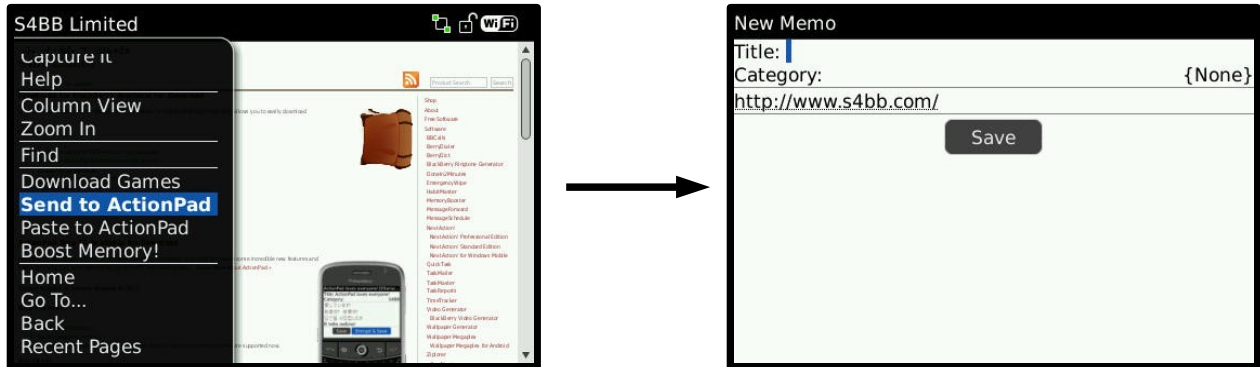
# Integration

## ActionPad designed for BlackBerry® Wireless Handheld

### Integrating with Native BlackBerry® Applications

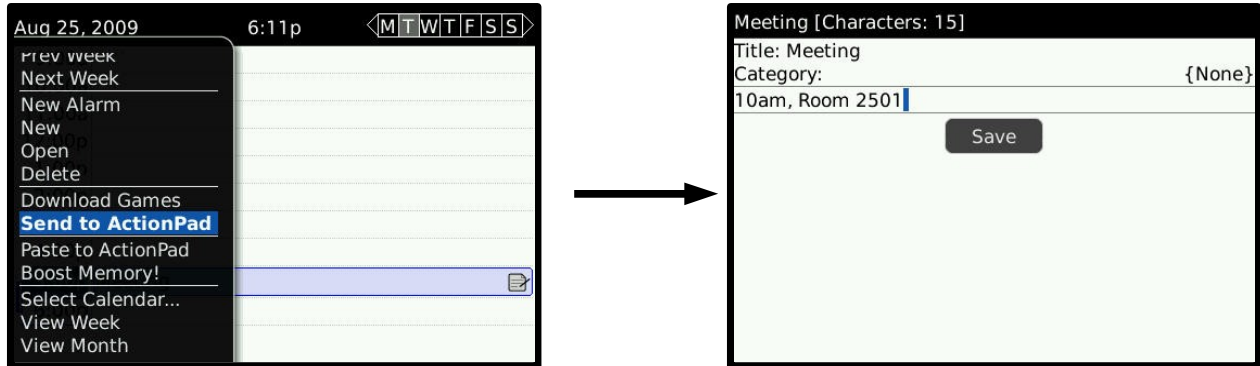
By integrating with native BlackBerry® applications *ActionPad* provides very quick ways to get information into your memo management. You can paste an URL from the browser, a calendar event, a whole message, a task or just any text that is selected in any application where “Send to ActionPad” is available.

#### Example: Send to ActionPad (Browser)



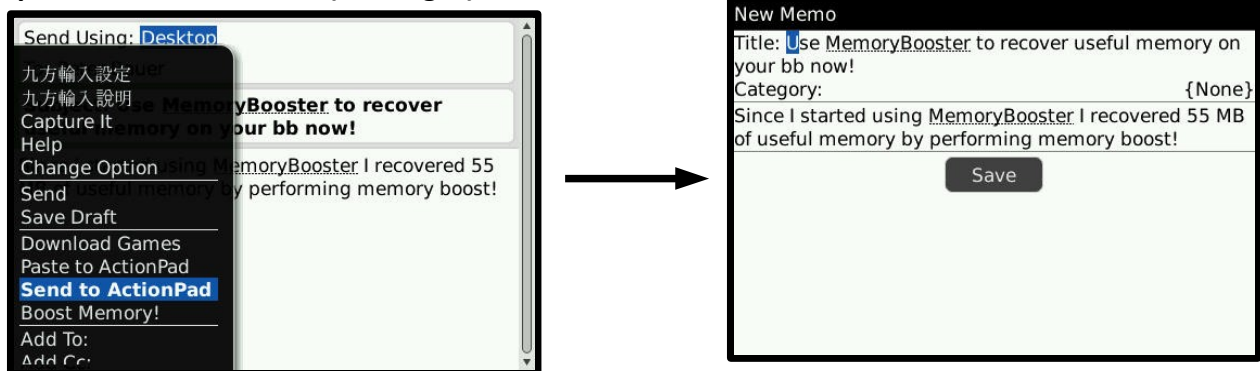
To save a desired link from Browser to *ActionPad*, hit the options key from the keypad and select “Send to ActionPad”. A new memo will be created with the website’s URL in the content.

#### Example: Send to ActionPad (Calendar)



To save a desired appointment from Calendar to *ActionPad*, hit the options key from the keypad and select “Send to ActionPad”. A new memo will be created, the title will be the subject of the appointment, and the content will be the notes of the appointment.

#### Example: Send to ActionPad (Messages)



To save a desired email or SMS from Messages to *ActionPad*, hit the options key from the keypad and select “Send to ActionPad”. A new memo will be created, the title will be the subject of the email, and the content will be the email.

**Requirements:** BlackBerry® OS 4.2 or above

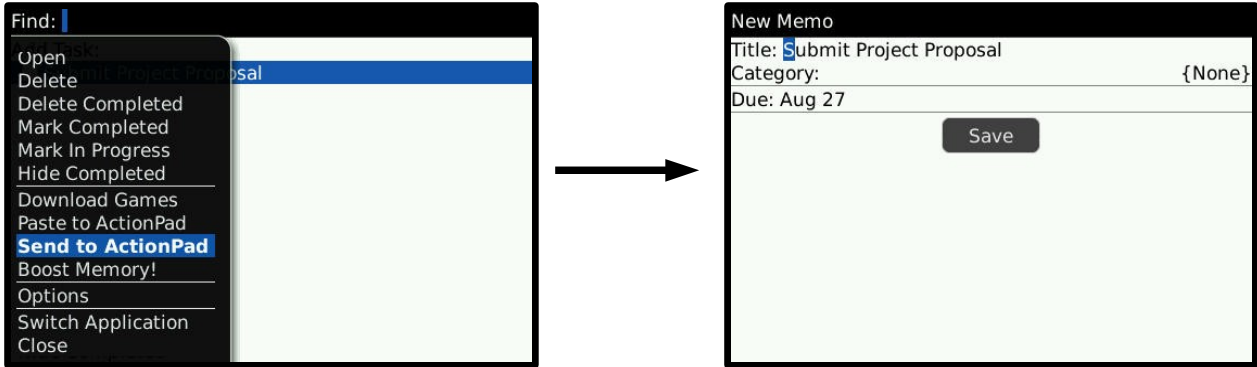
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# Integration

*ActionPad designed for BlackBerry® Wireless Handheld*

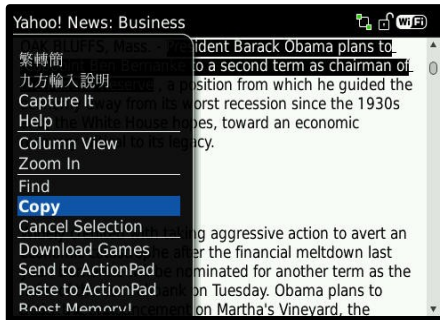
## Integrating with Native BlackBerry® Applications

### Example: Send to ActionPad (Tasks)



To save a desired task from Tasks to *ActionPad*, hit the options key from the keypad and select "Send to ActionPad". A new memo will be created, the title will be the subject of the task, and the content will be the notes of the task.

### Example: Paste to ActionPad



The standard copy/paste principle of transferring information from one program to another is available in *ActionPad* as well.

The illustration on the left side demonstrated how to use this feature. In any application just select the text you would get into a new memo and hit "Copy" from the BlackBerry® menu. Now open the menu again and select "Paste to ActionPad".

*ActionPad* will be started and a new memo is created. The new memo has the copied text in its memo body and therefore, this method is an easy way to create a memo with specific content right out of nearly any application on the BlackBerry®.

**Requirement:** "Paste to ActionPad" menu must be activated in "Options".



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# Encryption

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### Encryption in ActionPad

#### How does Encryption help me?

Being privacy-conscious is crucial to people who work in sensitive areas or just like to keep their privacy. *ActionPad* allows to protect each memo with separate password.

No matter if the wife needs to be kept out of your thoughts about her birthday present or you don't want to share the president's travel route with spies of other agencies – *ActionPad's* encryption algorithm is approved by the U.S. Government and used by agencies like the C.I.A. and NSA to protect confidential data.

#### Encryption Technology used by ActionPad

Encryption Algorithm: AES (Advanced Encryption Standard)  
 AES Designers: Vincent Rijmen, Joan Daemen  
 AES Certification: AES winner, CRYPTREC, NESSIE, NSA  
 AES Key Size used: 128 bits  
 AES Block Size: 128 bits

(Data source: [Wikipedia](#))

Password Verification Method: MD5 Digest

#### Enabling Encryption

Before enabling encryption, please be aware that only the memo content is encrypted, and not the memo title. Therefore, you may want to consider to leave out sensitive information in the memo title.

Enabling encryption is quick and simple: Go to *ActionPad* options and select "Yes" from the "Enable encryption" field. This will activate "Encrypt & Save" buttons in memo edit screens which allow to password protect a memo.

#### How to Encrypt a Memo

Both new and existing memos can be encrypted by just clicking on "Encrypt & Save" after you have finished typing your memo.

If encryption icons are enabled, there will be an encryption lock icon besides each encrypted memo on the main screen of *ActionPad*.

#### How to Remove Encryption from a Memo

Open an encrypted memo and you will be prompted for the password. Once the memo is encrypted, hit "Save" instead of the usual "Encrypt & Save" and the memo is saved in plain text rather than being encrypted. Each memo needs to be encrypted first before it can be saved as plain text.

#### How to Send and Delete an Encrypted Memo

Encrypted memos can not be sent or deleted in the memo listing screen. To do so, please open the memo, enter the password when prompted and then access "Send to" or "Delete" from the memo edit screen's menu.

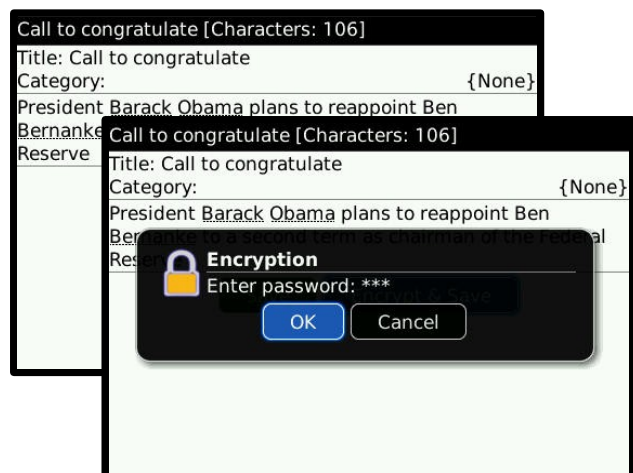
#### What is Encryption?

"In cryptography, encryption is the process of transforming information (referred to as plaintext) using an algorithm (called cipher) to make it unreadable to anyone except those possessing special knowledge, usually referred to as a key. The result of the process is encrypted information (in cryptography, referred to as ciphertext). In many contexts, the word encryption also implicitly refers to the reverse process, decryption (e.g. "software for encryption" can typically also perform decryption), to make the encrypted information readable again (i.e. to make it unencrypted)."

(Source: [Wikipedia](#))

#### Encryption Notices

- Passwords are never saved on the device.
- There is no master password.
- Without the password used for encryption it is impossible to recover the memo content. A brute-force-attack will take thousands of years to break the encryption.
- **Rule: password lost = data lost.**



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# Encryption

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### Encryption in ActionPad

#### Session Passwords

If you are not familiar with the concept of “Session Passwords” please **read this paragraph very carefully**.

A session password helps you to work with encrypted memos in a very productive way. If you have a session password set, every time a password dialog pops up you will see the password field pre-filled with the session password. You basically just need to hit “OK” then.

#### What is a Session?

A session is the life-circle of a running instance of *ActionPad*.

- **Start of a Session** = Start of *ActionPad* (you hit the program icon to enter the application)
- **End of a Session** = Close of *ActionPad* (you select “Close” from the menu or hit the ESCAPE key)

**Attention:** by hitting the red phone button you put *ActionPad* in background and you do **not** close it. Therefore, this does not end a session and the session password is still held in memory. This is a possible security risk and you should try to avoid such cases to ensure session password security.

#### Activate Session Passwords

Session password support is deactivated by default.

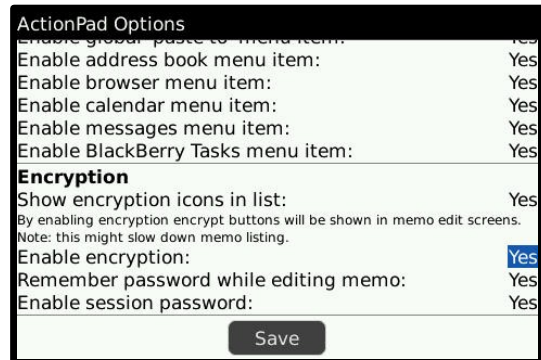
Session password support can be activated in “Options” at the “Encryption” section. Please set “Enable session password” to “Yes” and you will be able to use session passwords from thereon. This option can be deactivated at any time.

**Warning:** Despite the comfort a session password provides, it involves security risks. Though it is very unlikely and there is no known such case, while *ActionPad* is running and a session password is set, an intruder could try to access the password that is held in memory.

#### Encryption Compatibility

Encryption is used for content-level encryption of the memo content only. The use of international standards like AES and MD5 creates an open interface for other applications to integrate content decryption.

So far, there is no known program which is compatible with the *ActionPad* encryption. For example, when memos are synchronized with Microsoft Outlook, the memo content will show up encrypted and there is no way to encrypt the content – so far.



#### How to set a Session Password

If session password support is enabled, you will see an option called “Remember as session password” in every password dialog that is shown by *ActionPad*. This will appear at encryption and decryption dialogs. An example of how such dialogs look like is shown below.

The session password will be remembered

- Until *ActionPad* is closed, or
- Until you set a new session password.

After *ActionPad* has been restarted, the session password is empty and therefore, you might want to set “Remember as session password” the first time you are prompted for a password.



#### General Password Recommendation

**Always remember:** your data is as secure as your password.

Keep your passwords private at all time!

Never share passwords with anyone but you!

# Get more for your BlackBerry®

*Designed for BlackBerry® Wireless Handheld*

## You can get more for your BlackBerry®!



In cooperation with MobileSoftMarket we are providing discount coupons exclusively for our customers. You can **save 25%** on all purchases of BlackBerry® software products. The discount coupon can be found at the bottom of this page, and recommended products are listed below.



[Ziplorer](#)



[MemoryBooster](#)



[BatteryBooster](#)



[MessageForward](#)

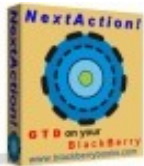


[MessageSchedule](#)

## Productivity Software for BlackBerry®!



No matter you are a business user or an individual who likes to use the BlackBerry®. Improving your productivity is crucial for all of your life's parts. It is important that you can fulfill your tasks at work and at home in an easy and fast way. Productivity software can help you to increase your own productivity while using a BlackBerry® Wireless Handheld. Please find a selection of best selling productivity applications for BlackBerry® here:



[NextAction!](#)



[NextAction! Pro](#)



[TaskMaster](#)



[HabitMaster](#)



[TaskMailer](#)

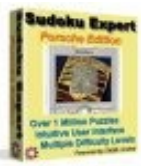
## Games for BlackBerry®!



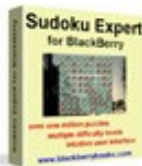
Playing games is a way of relaxing and getting away from stress. Even though it might just happen in your lunch break. Here are the favorites:



[Sudoku Expert  
Martial Arts Edition](#)



[Sudoku Expert  
Porsche Arts Edition](#)



[Sudoku Expert  
Standard Arts Edition](#)



[Sudoku Expert  
Yacht Arts Edition](#)



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