

# Organizer for the TI-83 Plus

## Getting Started

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- Start here

## How To...

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- Create, edit, and delete addresses
- Create, set, view, edit, and delete schedule options
- Create, set, edit, mark, and delete tasks
- Find numbers, text, and special characters

## Examples

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- Creating and saving a new address

## More Information

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- Deleting Organizer
- Memory Usage
- Error Recovery
- Customer Support

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## Where to Find Installation Instructions

You can find detailed instructions on installing Flash applications at [education.ti.com/guides](http://education.ti.com/guides).

## What is Organizer for the TI-83 Plus?

Organizer is a simple and easy to use electronic organizer for students and teachers that runs on their TI-83 Plus calculators.

- The Address function stores names, addresses, telephone numbers, and e-mail addresses.
- The Schedule function provides daily, weekly, and monthly views of class schedules and appointments.
- The Task function lists things to do, such as important assignments.
- The Find function searches the entire database of information for a name or keyword.

# Organizer Main Menu

1. Press **[APPS]**. If you do not see **Organize** as an option, you need to download the Organizer application on your TI-83 Plus.



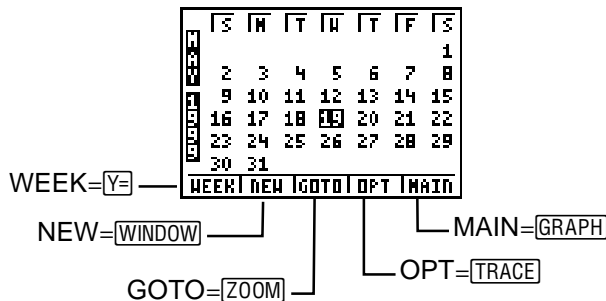
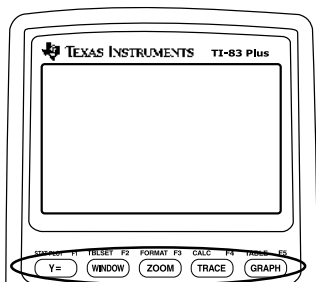
2. Highlight **Organize** and press **[ENTER]**. The Organizer main menu appears.



## Selecting an Option

On all screens, up to five options are displayed along the bottom of the screen. To select one of these options, press the key below the option. For example,

### SCHEDULE Home Screen



Select an option with **Y=**, **WINDOW**, **ZOOM**, **TRACE**, or **GRAPH**.

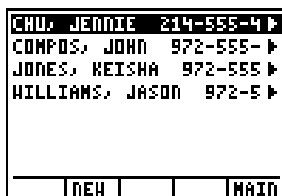
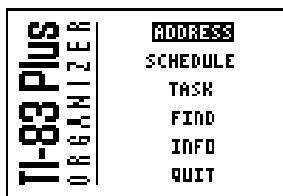
## Entering Letters

On the calculator, letters are printed in turquoise above the keys. To enter in a letter, press **ALPHA** and the key for the letter you want. It is a good idea to turn on the shift lock (**2nd** **ALPHA**) when you need to key in many letters.



# The ADDRESS Home Screen

To display the ADDRESS home screen, select **ADDRESS** from the Organizer main menu. If you have not entered any addresses, the screen is blank except for the option key names.



## Creating a New Address

To create a new address, select **NEW** from the ADDRESS home screen. For information on entering characters, see the sections entitled, "[Entering Letters](#)" and "[Entering Special Characters](#)."

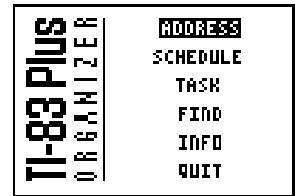
### Hint

Names are displayed in alphabetical order by the first word of the name. If you want the names to be in order by last name, you must key in the last name first.

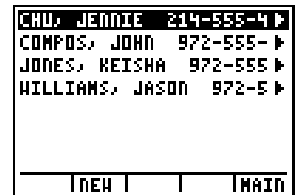


**Example:** Enter the **ADDRESS** home screen, and create and save a new address.

1. Press **[APPS]** and select **Organize**. The Organizer main menu appears.

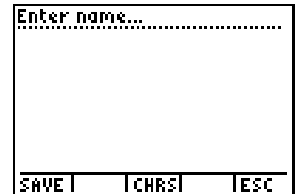


2. Press **[ENTER]** to select **ADDRESS**. The ADDRESS list screen appears.



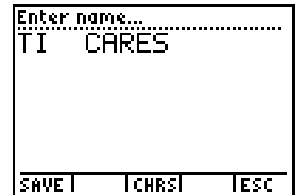
3. Select **NEW**.

The title prompt displays “**Enter name...**”.



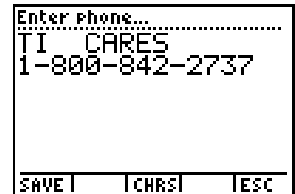
4. Enter the name and press **ENTER**. To key in a space, press **[\_]** (above **0**).

The cursor moves to the next line, and the title prompt changes to “**Enter phone...**”.



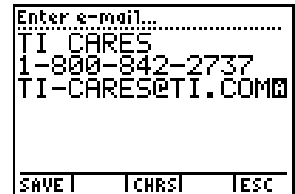
5. Enter the phone number and press **ENTER**. To enter a hyphen between parts of the number, press **[\_]**.

The cursor moves to the next line, and the title prompt changes to “**Enter e-mail...**”.



6. Enter an e-mail address, and press **ENTER**. (To enter numbers, remember to press **ALPHA** to deselect Alpha-lock.) To enter the @ sign, select **CHRS**, and then press **[>]** **ENTER**.

The cursor moves to the next line, and the title prompt changes to “**Enter address...**”.



7. Enter a mailing address.

To force a line wrap and move the cursor to the next line, select **CHRS**, and then press **ENTER** to select ↓.

```
Enter address.....
TI CARES
1-800-842-2737
TI-CARES@TI.COM
7800 BANNER DR↓
DALLAS, TX 75251

SAVE | CHRS | ESC
```

8. Select **SAVE** to save the entry.

9. Select **LIST** to return to the ADDRESS list screen.

```
TI CARES
TI-CARES@TI.COM
1-800-842-2737
7800 BANNER DR↓
DALLAS, TX 75251

EDIT | COPY | DEL | LIST
```

## Editing an Existing Address

To edit an existing address entry, highlight the address you want on the ADDRESS list screen, and press **ENTER**. Select the **EDIT**, **COPY**, **DEL** options to edit, copy, or delete the entry.

1. On the ADDRESS list screen, highlight an existing address you want to edit.

Press **↓** and **↑** to move down and up the ADDRESS list.

```
CHU, JENNIE (972) 555 ▶
COMPOS, JOHN (972) 55 ▶
JONES, HEISHA (972) 5 ▶
TI CARES 1-800-842-27 ▶
WILLIAMS, JASON (972) ▶

NEW | MAIN
```

2. Press **[ENTER]** to display the entry's detail screen.

```
JONES, KEISHA
972-555-3212

EDIT | COPY | DEL | LIST
```

3. Select **EDIT**. Press **[↓]** and **[↑]** to move to the part of the entry you want to edit.

```
Enter name.....
JONES, KEISHA

SAVE | CHRSL | ESC
```

4. Enter the new information. Use **[2nd] [INS]** and **[DEL]** to insert or delete characters.

```
Enter phone.....
JONES, KEISHA
(972) 555-3213

SAVE | CHRSL | ESC
```

5. Select **SAVE**. (Select **ESC** and then **YES** to cancel changes.)
6. Select **LIST** to return to the ADDRESS list screen.

## Deleting an Address

1. On the ADDRESS list screen, highlight an existing entry you want to delete, and then press **ENTER**.
2. Press **ENTER** to display the entry's detail screen.
3. Select **DEL** to display the Delete this entry? screen.
4. Select **YES** to delete this entry and return to the address list.

(Select **NO, DO NOT DELETE** to return to the detail screen, or select **CANCEL** to cancel the deletion and return to the address list.)

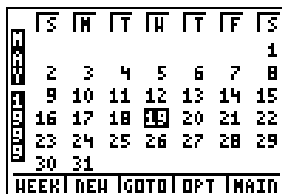
```
CHU, JENNIE (972) 555 1
COMPOS, JOHN (972) 55
JONES, REISHA (972) 5
TI CARES 1-800-842-27
WILLIAMS, JASON (972)
|-----|
| NEW | | MAIN |
```

```
COMPOS, JOHN
(972) 555-1571
|-----|
| EDIT | COPY | DEL | | LIST |
```

```
Delete this entry?
NO, DO NOT DELETE
YES
CANCEL
|-----|
| YES | NO | | | ESC |
```

# The SCHEDULE Home Screen

To display the SCHEDULE home screen, select **SCHEDULE** from the Organizer main menu. A monthly calendar screen displays. Press  $\uparrow$ , as necessary, to move to previous months. Press  $\downarrow$ , as necessary, to move to futures months. Press  $\leftarrow$  and  $\rightarrow$  to highlight dates.



- WEEK** Displays appointments for the current week.
- NEW** Displays the screen for adding a new appointment.
- GOTO** Displays the schedule for the date you select.
- OPT** Displays the screen for setting schedule options.
- MAIN** Returns to the main menu.

## Creating a New Appointment

When creating a new appointment, select **NEW** from the SCHEDULE home screen. For information on entering characters, see the section entitled, “[Entering Letters](#)” and “[Entering Special Characters](#).”

1. Press **[APPS]** and select **Organize**. The Organizer main menu appears. Press **▼** to highlight **SCHEDULE**.



2. Press **[ENTER]** to select **SCHEDULE**. The SCHEDULE home screen appears.



3. Select **NEW**.

The title prompt displays “Enter date...”.

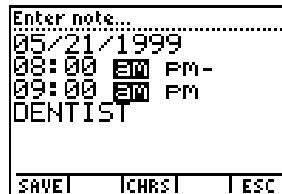




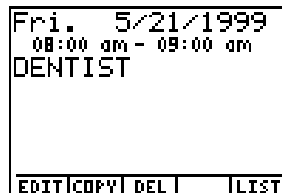


- Enter a text description of the appointment.

Select **CHRS** to access special characters not on the calculator keyboard.



- Select **SAVE** to save the appointment.



## Setting Schedule Options

- From the SCHEDULE home screen, select **OPT**.

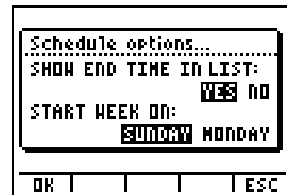


2. Select whether to show the end time in your list of appointments in your appointments list:

For **YES**, press .

—or—

For **NO**, press   .



3. Select whether to start the week on Sunday or Monday:

For **SUNDAY**, press .

—or—

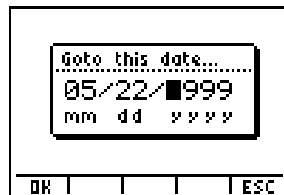
For **MONDAY**, press  .

4. Select **OK** to save options and return to the SCHEDULE home screen.



- To see appointments for a different date, select **GOTO**.

Enter the date, and then select **OK**.



- To return to the calendar, select **CALENDAR**.

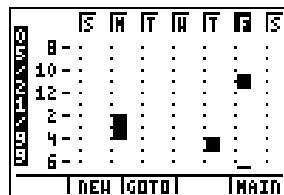
### *Viewing your weekly schedule*

- From the SCHEDULE home screen, select **WEEK**.

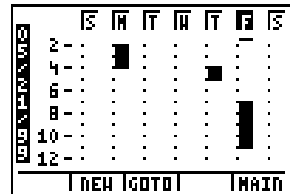


- The weekly schedule screen appears.

Days of the week are shown across the top of the screen; time in 2-hour increments is shown down the left side of the screen. A black box marks the day and time of each appointment.



3. Press  and  to scroll through the times.



4. To enter a new appointment, select **NEW**,  
—or—  
to go to a different date, select **GOTO**,  
—or—  
to return to the main menu, select **MAIN**.

## Editing an Existing Appointment

1. On the SCHEDULE home screen, highlight the entry you want to edit.



2. Press **[ENTER]** to display the entry's detail screen. Select **EDIT**.

```
Fri. 5/21/1999
07:00 pm - 11:00 pm
MOVIE WITH JOHN

EDIT|COPY|DEL|LIST
```

3. Press **[↓]** and **[↑]** to move to the part of the appointment you want to edit.

```
Enter date.....
05/21/1999
mm dd yyyy

SAVE| | |ESC
```

4. Enter the new information. Use **[2nd] [INS]** and **[DEL]** to insert or delete characters.

```
Enter note.....
05/21/1999
07:00 am PM-
11:00 am PM
MOVIE WITH JANE

SAVE| |CHRS|ESC
```

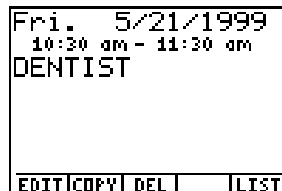
5. Select **SAVE**. (Select **ESC** to cancel changes and return to the address list.)
6. Select **LIST** to return to the ADDRESS list screen.

## Deleting an Appointment

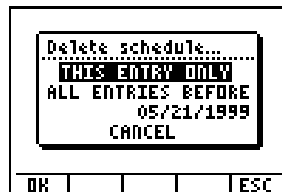
1. On an appointment list screen, highlight the entry you want to delete and press **ENTER**.



2. Press **ENTER** to display the entry's detail screen.



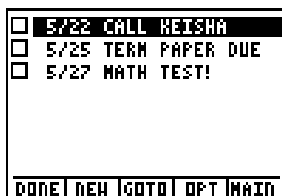
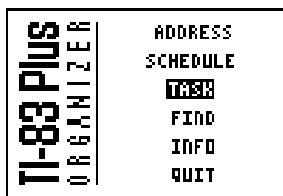
3. Select **DEL** to display the Delete schedule? dialog box.



4. Select **THIS ENTRY ONLY** or **ALL ENTRIES BEFORE "DATE"** to delete specified appointments and return to the detail screen. (Select **CANCEL** to cancel the deletion and return to the address list.)

# The TASK Home Screen

To display the TASK home screen, select **TASK** from the Organizer main menu. If you have not entered any tasks, the screen is blank except for the option key names.



- DONE** Marks a selected task as done.
- NEW** Displays the screen for adding a new task.
- GOTO** Displays the task list for the date you select.
- OPT** Displays the screen for setting task list options.
- MAIN** Returns to the main menu.

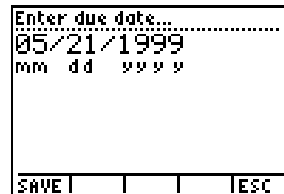
## Creating a New Task

When creating a new task, select **NEW** from the TASK screen. For information on entering characters, see the section entitled, "[Entering Letters](#)" and "[Entering Special Characters](#)."



1. From the TASK home screen, select **NEW**.

The title prompt displays “**Enter due date....**”



2. Enter the month, day, and year, and then press .

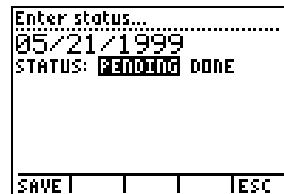
The title prompt displays “**Enter status....**”

3. Select the **STATUS** option.

For **PENDING**, press .

—or—

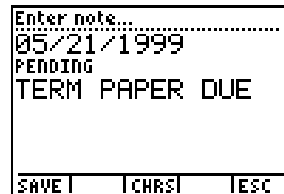
for **DONE**, press  .



The title prompt displays “**Enter note....**”

4. Press **2nd** **ALPHA** to turn on the shift lock. Then enter a text description of the task.

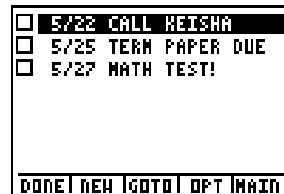
Select **CHRS** to access special characters not on the calculator keyboard.



5. Select **SAVE** to save the task.
6. Select **LIST** to return to the TASK home screen.

## Setting TASK List Options

1. From the TASK home screen, select **OPT.**

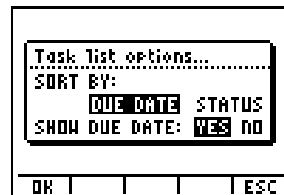


2. Select whether to sort tasks by due date or status:

For **DUE DATE**, press .

or

For **STATUS**, press   .



3. Select whether to show the task's due date:

For **YES**, press .

—or—

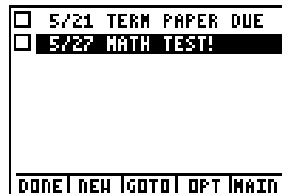
For **NO**, press  .

4. Select **OK** to save options.

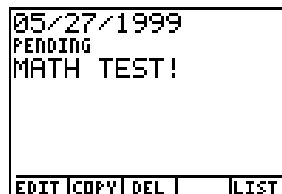
## Editing a Task

To edit an existing task, highlight the task you want on the **TASK** home screen, and press . Select the **EDIT**, **COPY**, **DEL** options to edit, copy, or delete the entry.

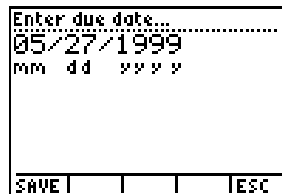
1. On the TASK list screen, highlight the existing task you want to edit.



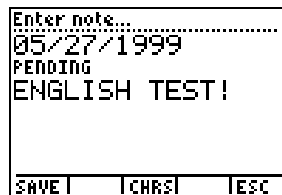
2. Press **ENTER** to display the detail screen. Select **EDIT**.



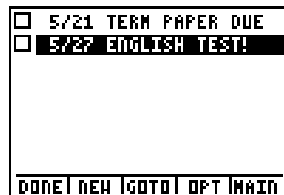
3. Press **↓** and **↑** to move to the part of the task you want to edit.



4. Enter the new information. Use **2nd** **INS** and **DEL** to insert or delete characters.



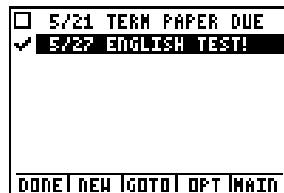
5. Select **SAVE** to save the task. (Select **ESC** to cancel changes and return to the task list.
6. Select **LIST** to return to the TASK home screen.



## Marking a Task “DONE”

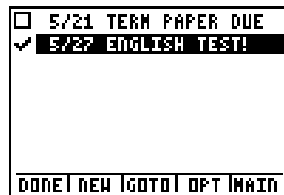
On the task list, highlight the task you want to mark and press select **DONE**. A check mark appears beside the task.

**Note:** To undo the check mark, select **DONE** again.



## Deleting a Task

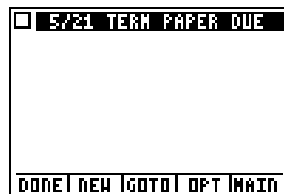
1. On the TASK home screen, highlight the existing task you want to delete, and then press **ENTER**.



2. Select **DEL** to display the Delete screen.

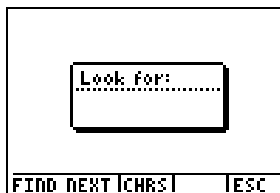
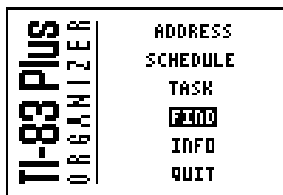


3. Highlight **THIS TASK ONLY** or **ALL DONE TASKS** and then select **OK** to delete the specified tasks and return to the detail screen. (Select **CANCEL** to cancel the deletion and return to the TASK list.)



# The FIND Option

**FIND** lets you to search your organizer for specific numbers, text, or special characters.

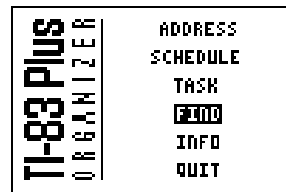


**FIND NEXT** Displays the page where the word(s) are found.

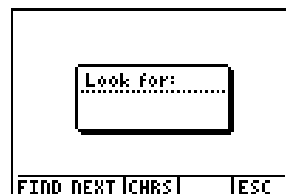
**CHRS** Displays the special characters screen.

**ESC** Exits the **FIND** option.

1. Press **[APPS]** and select **Organize**. The Organizer menu appears. Press **[↓]** to highlight **FIND**.



2. Press **[ENTER]** to select **FIND**. The Look For screen appears.



3. Press **ALPHA** (to turn off Alpha Lock) and enter the area code.

To search for a word or phrase, enter in the text.

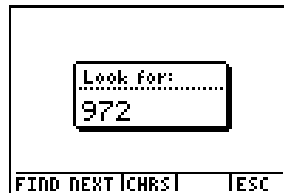
To search for a special character, select **CHRS**, highlight the character you want, and press **ENTER**.

4. Select **FIND NEXT**. If Organizer finds the area code, it displays the first occurrence it finds, and highlights it on the screen for easy recognition.

5. To find another entry, select **GOTO**.

To continue searching, select **FIND NEXT** again.

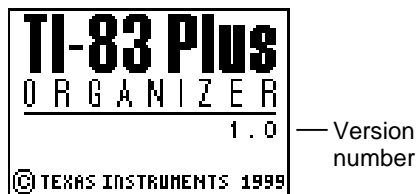
To cancel the search at any time, select **ESC**.





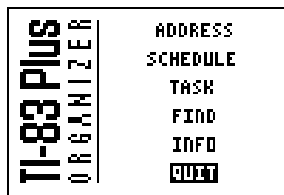
## Displaying the INFO Screen

From the Organizer main menu, select **INFO** to view the currently installed version of Organizer. The screen automatically returns to the main menu after a few seconds.



## Quitting the Organizer Application

To quit the Organizer application, select **QUIT** from the Organizer main menu, or press **[2nd] [QUIT]**. You are returned to the TI-83 Plus home screen.



## Deleting Organizer from the TI-83 Plus

You may have more than one Flash application on the TI-83 Plus at one time. When you need more space, you may remove an application and download it again later from a PC or another TI-83 Plus.

To remove the Organizer application from the calculator, follow the procedure for deleting any application from archive memory:

1. Press  $\boxed{2\text{nd}}$   $\boxed{[\text{MEM}]}$  **2:Mem Mgmt/Del...** to display the amount of RAM and ARC space available.

```
RAM FREE 24105
ARC FREE 114688
1: All...
2: Real...
3: Complex...
4: List...
5: Matrix...
6: Y-Vars...
```

2. Select **A:Apps...**

3. Move the  $\blacktriangleright$  indicator to **Organize**.

```
RAM FREE 24239
ARC FREE 130790
▶*Organize 32768
```

4. Press  $\boxed{[\text{DEL}]}$ .

5. Select **2:Yes** when asked **Are You Sure?**

```
Are You Sure?
1: No
2: Yes
```

# Memory Usage and Considerations

Organizer data is stored in archive memory as:

- Address
- Schedule
- Task
- ORGINFO

Do not attempt to edit or un-archive this memory. Doing so could corrupt your data and cause memory errors within the application.

Individual entries have certain size limitations:

- An Address can have up to 121 characters total in all fields.
- A Schedule entry is limited to dates and times plus 23 characters.
- A Task entry is limited to date and status flag plus 26 characters.

Also, the total number of entries within a category can vary up to 16,535 bytes, or until archive memory is full.

# Error Recovery Instructions

## Low Battery Condition

Do not attempt a Flash download if the low-battery message appears on the calculator. Low battery indication is shown on the initial screen. If you receive this error during an installation, change the batteries before trying again.

## Check Amount of Flash Application Free Space

On the TI-83 Plus, press **2nd** [MEM], and then select **2:Mem Mgmt/Del....** The Organizer application requires at least 32,768 bytes of **ARC FREE**. There is approximately 160K total archive memory in the TI-83 Plus.

## Archive Full

This error appears when the TI-83 Plus does not have sufficient memory for the application. In order to make room for another application, you must delete an application and/or archived variables from the TI-83 Plus. Before deleting an application from the TI-83 Plus, you can back it up by using the **Link > Receive Flash Software...** menu in TI-GRAPH LINK™ for the TI-83 Plus. Once saved, you can reload it to the TI-83 Plus later using the **Link > Send Flash Software** menu in TI-GRAPH LINK.

## Communication Error

This error indicates the Flash Installer is unable to communicate with the TI-83 Plus. The problem is usually associated with the TI-GRAPH LINK cable and its connection to the TI-83 Plus and/or to the computer. Make sure the cable is firmly pushed into the calculator and the computer.

If this does not correct the problem, try a different TI-GRAPH LINK cable and reboot your computer. If you continue to get this error, please contact [TI-CARES™](#).

## **Validation Error**

Electrical interference caused a link to fail or this calculator is not authorized to run the application.

## **Miscellaneous Errors**

See pages B-6 through B-10 in the TI-83 Plus manual ([education.ti.com/guides](http://education.ti.com/guides)) for information about the specific error or contact [TI-CARES](#).

## Miscellaneous

If you obtain new or upgraded software for your TI-83 Plus, you may need to provide your current software version and/or the serial number of your unit. It is also good to know your version number in case you have difficulties with your TI-83 Plus and need to contact technical support. Knowing the software version may make it easier to diagnose the problem.

### Verify Maintenance Upgrade Version and Serial Number

On the TI-83 Plus, press **[2nd]** **[MEM]**, and then select **1:About**. The version number has the format x.yy. The serial number appears on the line beneath the product ID number.

### Verify Flash Application Version

On the TI-83 Plus, press **[APPS]**. Select the appropriate application and press **[ENTER]**. The version number of the application appears on the initial screen.

# Texas Instruments (TI) Support and Service Information

## For general information

**E-mail:** ti-cares@ti.com

**Phone:** 1-800-TI-CARES (1-800-842-2737)  
For US, Canada, Mexico, Puerto Rico, and  
Virgin Islands only

**Home page:** [education.ti.com](http://education.ti.com)

## For technical questions

**Phone:** 1-972-917-8324

## For product (hardware) service

**Customers in the US, Canada, Mexico, Puerto Rico, and Virgin Islands:** Always contact TI Customer Support before returning a product for service.

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# End-User License Agreement

## Calculator Applications

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