Handbook for the Palm™ Zire™ 71 Handheld

Contents

About This Book

Congratulations on your purchase of a Palm™ Zire™ 71 handheld. This handbook is designed to quickly familiarize you with your handheld. It describes all you need to know about how to use your handheld and the applications that come with it. It guides you through:

■ Locating all the parts of your handheld

■ Viewing and entering data

■ Taking and viewing photos

■ Working with expansion cards

■ Using your handheld with your computer

■ Personalizing your handheld with your own preference settings

After you become familiar with the basic functionality of your handheld, you can use the rest of this handbook as a reference guide for less common tasks, for maintenance of your handheld, and for any problems that might arise as you operate your handheld.

Setting Up Your Palm™ Zire™ 71 Handheld

Your new Palm™ Zire™ 71 handheld enables you to do the following:

- Access your data and view or look up information with one hand, using the 5-way navigator.

- Capture pictures while you're on the go, with the built-in digital camera.

- View clear, sharp, colorful images and videos on the high-resolution screen.

- Listen to MP3 files (expansion card required; sold separately).

- Share data, make backups, and extend storage capacity with optional expansion cards (expansion slot included; expansion cards sold separately).

- Stay organized and on time by keeping your appointments, contact information, and to-do items in one place.

- Quickly jot notes or memos on the fly.

- Send, receive, and compose e-mail and SMS messages.

To use the e-mail, SMS, audio, and video features, you must install the software from the Software Essentials CD-ROM onto your handheld. To use the e-mail and SMS features, you must also be able to connect your handheld to a mobile phone. See "E-mail requirements" later in this chapter for details.

NOTE You may need to download software from the Internet while installing some applications from the Software Essentials CD-ROM.

System requirements

To install and operate Palm™ Desktop software, your computer system must meet the requirements described in this section.

Minimum requirements: Windows computers

The minimum requirements for Windows computers are as follows:

- A Pentium-class PC running one of the following operating systems:

  – Windows NT 4.0 Workstation and SP6 or later (requires a serial cradle/cable sold separately, and administrator rights to install Palm Desktop software)

  – Windows 98

  – Windows ME

  – Windows 2000 Pro (requires administrator rights to install Palm Desktop software)

  – Windows XP Home or Pro (requires administrator rights to install Palm Desktop software)

- Internet Explorer 4.01 with SP2 or later

- 50 megabytes (MB) available hard disk space

- VGA monitor or better

- CD-ROM or DVD-ROM drive (you can also download Palm Desktop software from www.palm.com)

- Mouse

- One available USB port or serial port (serial cradle/cable sold separately)

Minimum requirements: Mac computers

The minimum requirements for Mac computers are as follows:

- Mac computer or compatible with a PowerPC processor

- Mac OS 9.1 or later with 12MB available memory or Mac OS X, version 10.1.2 or later (Mac OS X requires administrator rights to install Palm Desktop software)

- 25MB available hard disk space

- Monitor that supports screen resolution of 800 x 600 or better

- CD-ROM or DVD-ROM drive (you can also download Palm Desktop software from www.palm.com)

- Mouse

- One available USB port or serial port (serial cradle/cable sold separately and compatible with Mac OS 9 only)

Audio and video requirements

To use the audio application included on the Software Essentials CD-ROM, you must also have an expansion card (sold separately).

The video application included on the Software Essentials CD-ROM does not require additional accessories. You can store video clips directly on your handheld or on an expansion card based on the space available.

NOTE You may need to download software from the Internet while installing some applications from the Software Essentials CD-ROM.

E-mail requirements

You can use a cradle/cable or infrared communication and the e-mail application included on the Software Essentials CD-ROM to synchronize your messages with your computer.

To use the e-mail application for optional remote access, you must have an Internet service provider (ISP) account and any one of the following:

- An IR-enabled mobile phone

- A mobile phone with a cable that connects to your handheld

- A modem accessory for your handheld

SMS requirements

To use the Telephony/SMS application, you must have any one of the following:

- An IR-enabled GSM mobile phone

- A GSM mobile phone with a cable that connects to your handheld

Upgrade information

If you already own a Palm OS® handheld, go to the web site www.palm.com/support/zire71 for upgrade instructions.

Step 1: Connect the HotSync® cradle/cable to the computer

a. Locate the USB icon and ports on your computer.

b. Plug the USB connector into a USB port on your computer.

c. Connect the power adapter cable to the back of the cradle/cable.

> **NOTE**   On some cradles/cables, the power adapter cable may plug into a tail on the back of the USB connector instead of the back of the cradle/cable.

d. Plug the adapter into a working electric outlet.

Windows NT users cannot use a USB cradle/cable and port. You must use a cradle/cable with a serial port connection (sold separately).
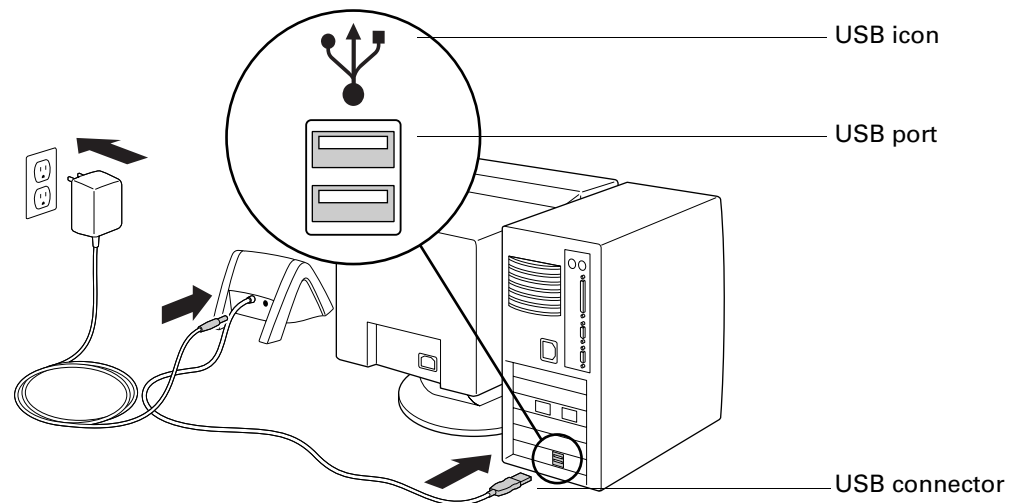
Step 2: Charge your handheld

a. Connect your handheld to the cradle/cable for at least two hours for an initial charge.

b. After it is charged, remove the handheld from the cradle/cable by gently tilting it forward and then lifting it from the cradle/cable.

Once your handheld is set up and in daily use it requires about 15 to 30 minutes of charge time per day, depending on usage. To keep the battery fully charged, we recommend placing your handheld in a cradle/cable that is connected to a power source whenever you are not using it.

Step 3: Set up your handheld

a. Press the power button to turn on your handheld.

If your handheld did not turn on, see "Operating problems" in Appendix B.

b. Slide the stylus out of the storage slot.

c. Hold the stylus as you would a pen or pencil, and use it to follow the onscreen directions.
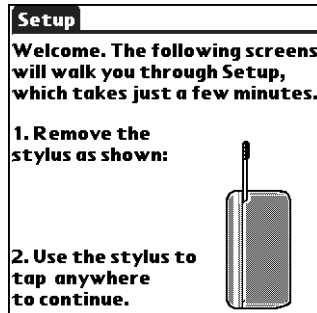
Step 4: Install software

a. Insert the Desktop Software CD-ROM into your computer's CD-ROM drive.

b. **Windows:** Follow the onscreen instructions, which guide you through installing Palm Desktop software and entering your handheld business card information.

Mac: Double-click the Palm Desktop CD icon that appears on the desktop, and then double-click the Palm Desktop Installer icon.

NOTE You need administrator rights to install Palm Desktop software on a computer running Windows NT/2000/XP or Mac OS X.
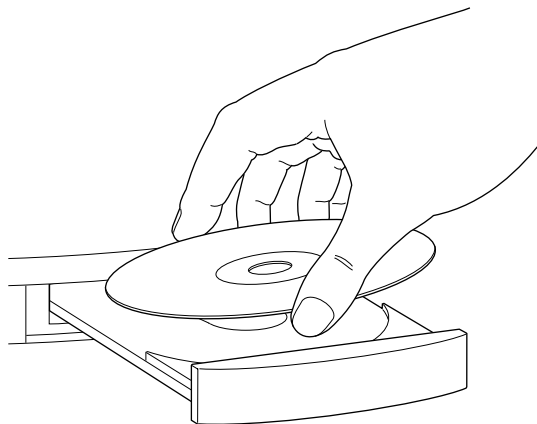
Step 5: Perform a HotSync operation
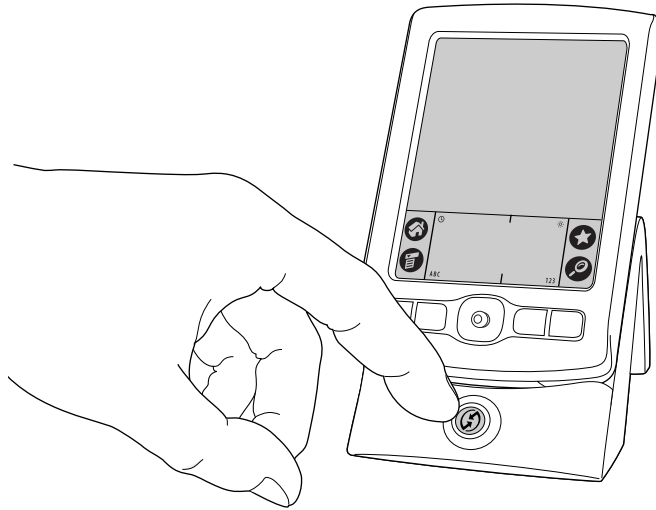
Windows: When prompted, place your handheld in the cradle/cable and press the HotSync button.

Mac: After the installation finishes, place your handheld in the cradle/cable and press the HotSync button.

Step 6: Register your handheld

Windows: When the first HotSync operation is complete, the installer displays screens where you can select product registration options. After you complete these screens, the Congratulations! screen appears.

Mac: When the first HotSync operation is complete, double-click the Palm Desktop software icon in the Palm folder (inside the Applications folder by default) to access screens where you can select product registration options. After you complete these screens, the Congratulations! screen appears.

Congratulations!

You've set up your handheld, installed Palm Desktop software, and performed your first HotSync operation. If you're using a Windows computer, you also created your handheld business card and registered your handheld. For comprehensive information about using your handheld, continue reading this electronic handbook.

For more information about using Palm Desktop software, see the following:

■   The online Help for Palm Desktop software. To access the online Help, go to the Help menu in Palm Desktop software.

■   **Mac:** The electronic *Palm Desktop Software for the Macintosh User's Guide.* To access this guide, open the Palm folder, and then open the Documentation folder. Double-click the file Palm Desktop.pdf.

Exploring Your Handheld

Your Palm™ Zire™ 71 handheld can help you stay organized, on time, and up-to-date with daily tasks while you are away from your desk. Use your new handheld to do the following:

- Enter your schedule in Date Book.
- Keep all your contact names, addresses, and phone numbers in Address Book.
- Take photos with the built-in digital camera and view them in Palm™ Photos.
- Jot quick notes directly on the screen in Note Pad.
- Prioritize and assign your tasks a due date in To Do List.
- Create and view text memos in Memo Pad.
- Track your expenses and create expense reports in Expense.
- Set alarms from World Clock, Date Book, and Note Pad to keep yourself on schedule and remind yourself of appointments and notes.
- Synchronize your data with Palm™ Desktop software on your Windows or Mac computer so you always have a backup copy.
- Insert an SD or a MultiMediaCard expansion card to add more software or memory or to back up your data, or insert an SDIO expansion card.
- Share information with other devices that have an infrared (IR) port.

When you install the software from the Software Essentials CD-ROM that comes with your handheld, you can use your handheld for entertainment applications, to access productivity tools, and to stay in touch with SMS and e-mail messages.

NOTE You may need to download software from the Internet while installing some applications from the Software Essentials CD-ROM.

This additional software enables you to use your handheld to do the following:

- Listen to MP3 audio files in the audio application (expansion card required, sold separately).
- View video clips in Kinoma.
- Play a game in Solitaire.
- Read eBooks in Palm™ Reader.
- Compose, send, and receive e-mail in the VersaMail™ application. See "E-mail requirements" in Chapter 1 for system requirements.
- Compose, send, and receive SMS messages in the SMS application when you connect your handheld with a GSM mobile phone (sold separately).

Locating handheld components

Take a few moments to learn how to access and locate the components of your handheld.

Opening the camera

When the camera is open, you can access additional controls on the front and back panels.

To open the camera:

- Slide the bottom portion of your handheld upward to reveal the camera shutter button on the inside of the back panel.
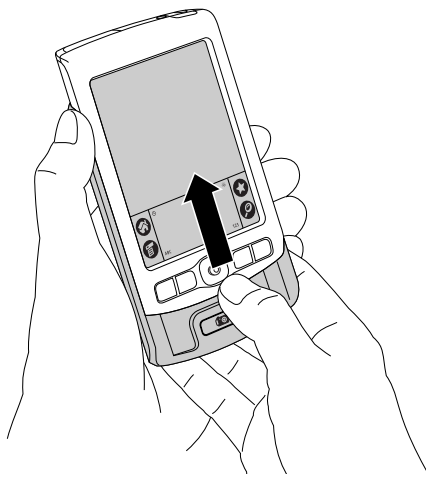
To close the camera:

- Slide the top portion of your handheld downward until the front and back panel are in alignment at the top and bottom.
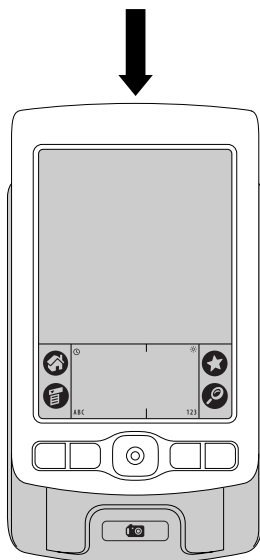
Locating front panel controls

Screen

5-way navigator

Graffiti® 2 writing area

Application buttons

Camera shutter button

Screen	Displays the applications and information stored in your handheld. It is touch sensitive, and it responds to the stylus.
Graffiti® 2 writing area	The area where you write letters and numbers using the Graffiti 2 alphabet. See "Using Graffiti 2 writing to enter data" in Chapter 3 to learn how to write Graffiti 2 characters.
5-way navigator	Enables you to select and display records on your handheld screen. See "Using the navigator" later in this chapter for additional information, and look for tips throughout this handbook.
Application buttons	Activates the individual handheld applications that correspond to the icons on the buttons: Date Book, Address Book, Palm Photos, and Note Pad. See "Opening applications" in Chapter 4 for information on the default application associated with each button, and see "Buttons Preferences" in Chapter 16 for details on reassigning these buttons to activate any application on your handheld.
Camera shutter button	Uses the built-in digital camera to take photos. See "Using the camera" in Chapter 12 for details on using the camera features.

Locating top panel components
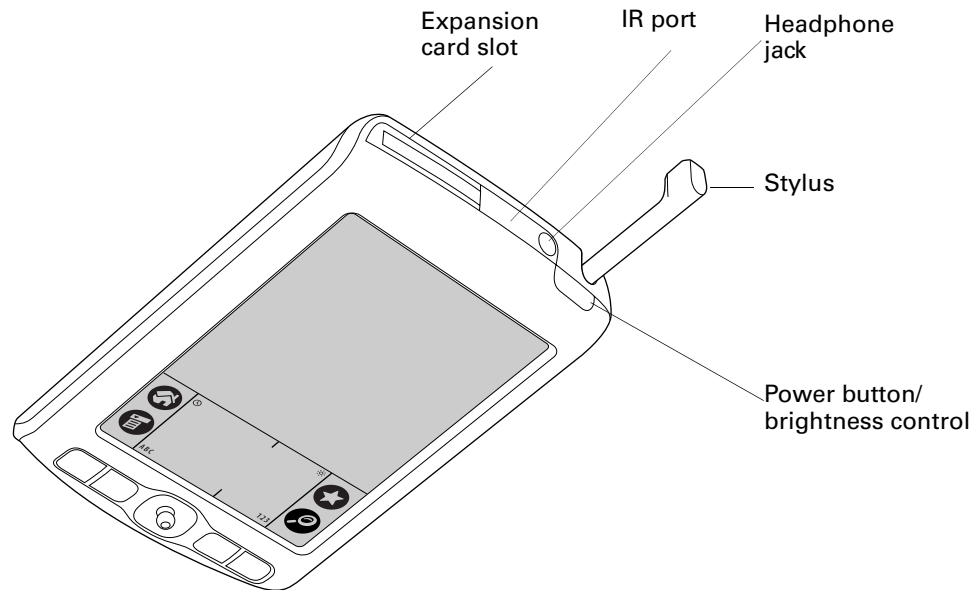
Expansion card slot	Accepts SD, SDIO, or MultiMediaCard expansion cards. Expansion cards enable you to back up data, add more memory, add wireless communication features, or use additional applications. (Expansion cards sold separately.)
IR port	Uses infrared technology to transmit data to and receive data from other infrared-enabled devices and to perform HotSync® operations. See "Beaming data" in Chapter 3 and see "Conducting IR HotSync operations" in Chapter 15 for more information.
Headphone jack	Enables you to connect a standard 3.5mm stereo headset (sold separately) to your handheld for use with audio and video applications.

Stylus	Slides in and out of the slot on the top of your handheld. To use the stylus, slide it out of the slot and hold it as you would a pen or pencil.
Power button/ brightness control	Turns your handheld on or off and enables you to access the brightness control. If your handheld is turned off, pressing the power button turns the handheld on and returns you to the last screen you viewed.
	If your handheld is turned on, you can turn it off by pressing the power button. Pressing and holding the power button for about two seconds opens the brightness control dialog box.
	See the next section, "Using the backlight" for information on adjusting the backlight.

Using the backlight

If lighting conditions make it difficult for you to see the information on your handheld, you can adjust the brightness of the screen backlight.

To adjust the brightness of the backlight:

1. Tap the Brightness icon ☼ in the upper-right corner of the Graffiti 2 writing area.

   TIP   You can also press and hold the power button for about two seconds to access brightness control. In addition, you can assign the full-screen pen stroke to access the brightness control. See "Pen Preferences" in Chapter 16 for details.

2. Drag the slider to adjust the brightness.

   TIP   You can also press Up or Down on the navigator to adjust the brightness.

3. Tap Done.

Locating back panel components
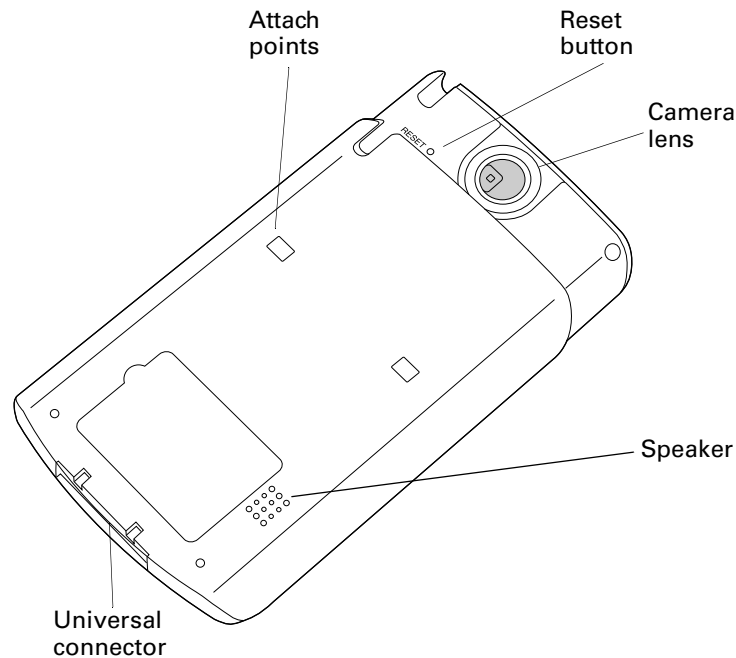
Attach points	Enable you to connect optional accessories to the universal connector on your handheld, such as a modem or sled. These accessories are sold separately and are typically available from third-party developers.
Reset button	Resets your handheld. Under normal use, you should not have to use the reset button. See "Resetting your handheld" in Appendix A for information about when and how to use the reset button.
Camera lens	Enables you to take a photograph with the built-in digital camera. See "Using the camera" in Chapter 12 for details on using the camera features.
Speaker	Enables you to listen to music, videos, alarms, and game and system sounds on your handheld.
Universal connector	Connects your handheld to the cradle/cable, which in turn connects to the back of your computer and through the AC adapter to the wall current. This enables you to recharge your handheld as well as update the information between your handheld and your computer, using HotSync technology.
	The universal connector also connects peripheral hardware devices to your handheld. Some peripheral devices must be used in combination with the attach points.

Adding an expansion card

An expansion card (sold separately) increases the variety of tasks you can do and the amount of space you have for storing software and data on your handheld. Your handheld is compatible with SD, SDIO, or MultiMediaCard expansion cards.

To insert a card:

1. Insert the card into the expansion slot with the label side facing the display.

2. Push the card in with your thumb. You feel the card lock and hear the system sound.
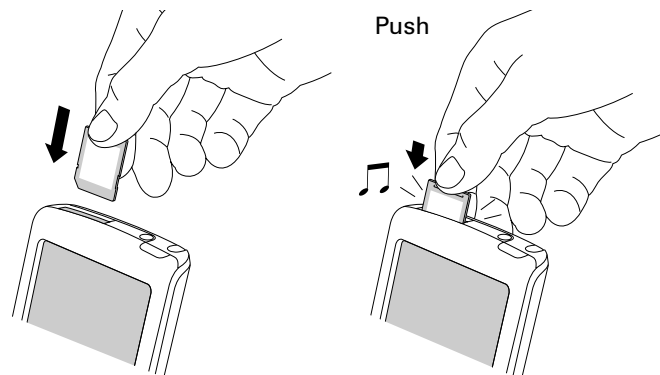
To remove a card:

1. Push lightly against the card with your thumb.

   When the card is released, you hear the system sound (provided that system sounds are turned on). See "Sounds & Alerts Preferences" in Chapter 16 for information on turning system sounds on and off.

   IMPORTANT You can damage the expansion slot if you pull the card out of the expansion slot before you hear the tone and it releases from the expansion slot.

2. Slide the card out of the expansion slot.
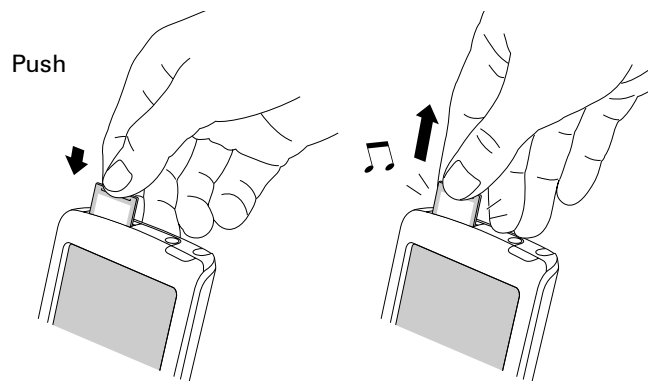
For complete information about working with expansion cards, see Chapter 7.

Tapping and typing

Like using a mouse to click elements on a computer screen, using the stylus to tap elements on your handheld screen is the basic action you use to get things done on your handheld.

The first time you start your handheld, the setup instructions appear on the screen. These instructions include a calibration screen. Calibration aligns the internal circuitry of your handheld with its touch-sensitive screen so that when you tap an element on the screen, the handheld can detect exactly which task you want to perform.

IMPORTANT   Always use the point of the stylus for tapping or for making strokes on the handheld screen. Never use an actual pen, pencil, or other sharp object to write on the handheld screen as this will scratch the screen.

With your handheld turned on, you can tap the handheld screen to perform many operations, such as the following:

- Open applications.

- Select menu commands.

- Initiate a Find operation to search through applications installed on your handheld for specific text. (Find operations do not search through applications on expansion cards.)

- Select options in dialog boxes.

- Open the onscreen keyboards.

Just as you can drag the mouse to select text or move objects on your computer, you can drag the stylus to select text. You can also use the stylus to drag the slider of any scroll bar.

Elements of the handheld interface

There are many common elements in the handheld interface. These elements are described in this section.
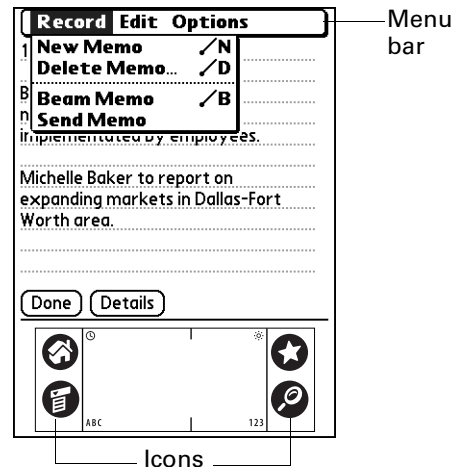
Menu bar	Use the menu bar to access a set of application-specific commands. Not all applications have a menu bar.
Icons	Tap the icons to open applications ⊘, menus ▤, and a favorite application ★, and to find text anywhere in your data ⊘. See "Opening applications," "Using menus," and "Finding information" in Chapter 4, and "Buttons Preferences" in Chapter 16 for more information about using these icons.
Brightness control	Tap the Brightness icon ☀ to open the Adjust Brightness dialog box. See "Using the backlight" earlier in this chapter for instructions on adjusting the brightness.
Clock	Tap the Clock icon ☉ to display the current time and date. The display closes automatically after two seconds.
ABC	With the cursor in an input field, tap ABC to activate the alphabetic keyboard.
123	With the cursor in an input field, tap 123 to activate the numeric keyboard.

Previous/next arrows

```
8:12 am          ◄  Tue, Jul 23  ►
10:00 Work on project                 ▲
 1:00 Working Lunch with Anne
 2:00 Take a walk
 2:30 File weekly reports
 3:35 Return all calls
 4:45 Project presentation             ▼
 _____            ▼ All
 ☐ 1 Call David
 ☑ 1 Send flowers to M
 ☐ 1 Write thank you note to Vickie    ▼
 ☐ 2 Pick up fresh vegetables
 ·  ⠸  ⊞  ☰  (Go to)
```

Check box

Pick list

Scroll bar
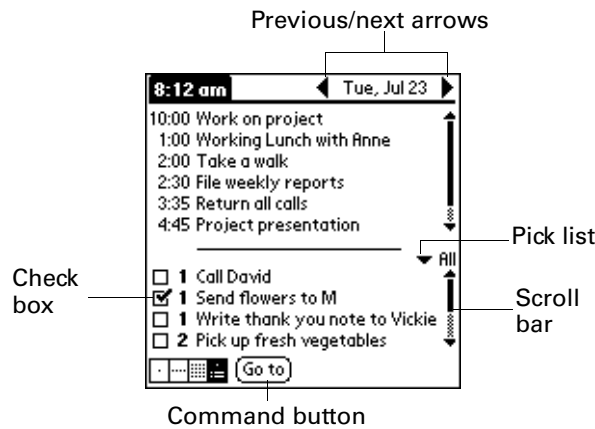
Command button

Check box	Tap a check box to select or deselect it. When a check box contains a check mark, the corresponding option is selected and active. When a check box is empty, the corresponding option is deselected and inactive.
Command buttons	Tap a button to perform a command. Command buttons appear at the bottom of dialog boxes and application screens.
Previous/next arrows	Tap the left and right arrows to display the previous and next records; tap the up and down arrows to display the previous and next pages of information.
Pick list	Tap the arrow to display a list of choices, and then tap an item in the list to select it.
Scroll bar	Drag the slider, or tap the top or bottom arrow, to scroll the display one line at a time. To scroll to the previous page, tap the scroll bar just above the slider. To scroll to the next page, tap the scroll bar just below the slider.

You can also scroll to the previous and next pages within a record by pressing Up and Down on the navigator.

Displaying online tips

Many of the dialog boxes that appear on your handheld contain an online Tips icon in the upper-right corner. Online tips anticipate questions you might have in a dialog box, provide shortcuts for using the dialog box, or give you other useful information.

To display an online tip:

1. Tap the Tips icon ⓘ.

2. After you review the tip, tap Done.
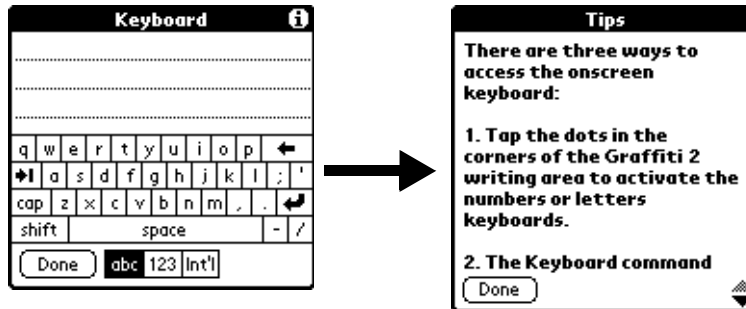
Using the navigator

When you work with most applications, the navigator on the front panel of your handheld makes it easy for you to navigate among and select your entries. You can use the navigator to perform tasks without the stylus, using one hand.

Look for the navigator icon to find navigator tips throughout this guide. See Chapter 4 and Chapter 5 for additional information about using the navigator with Address Book, and Chapter 8 for additional information on using the navigator with Date Book.

Press center of navigator to press Select
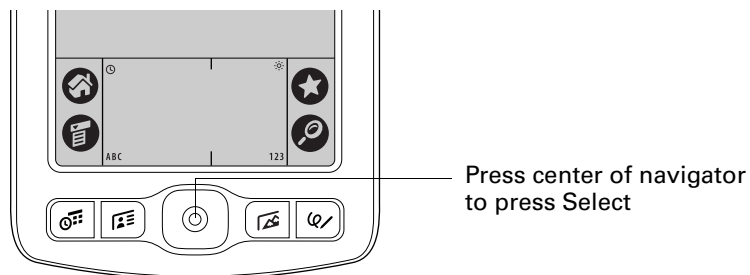
To navigate in list screens, do any of the following:

■ Press Up or Down on the navigator to scroll an entire screen of records.

■ Press and hold Up or Down on the navigator to accelerate the scrolling.

■ Press Select on the navigator to insert the selection highlight. When the selection highlight is present, you can do the following:

– Press Up or Down on the navigator to scroll to the previous or next records.

– Press Select again to view the selected record.

– Press Left on the navigator to remove the selection highlight.

To navigate in record screens:

1. Press Up or Down on the navigator to scroll within the current record.

2. Press Right or Left on the navigator to scroll to the previous or next record. (This feature is not available in Address Book.)

3. Press Select on the navigator to return to the list screen.

To navigate in dialog boxes:

■ While a pick list is open, press Up or Down on the navigator to highlight an item, and then press Select on the navigator to select the item.

■ Press Select on the navigator to close a dialog box.

– If there's only one button, pressing Select activates that button.

– If there are two buttons, pressing Select activates the action button (versus Cancel) such as OK, Yes, or Delete.

– If there are multiple buttons, Select activates affirming buttons such as OK, Yes, or Done.

IMPORTANT   Read dialog boxes carefully. Sometimes, selecting a button such as OK or Yes results in canceling an operation or deleting data.

Entering Data on Your Handheld

This chapter explains several ways to enter data on your handheld, and it covers the following topics:

- Using the onscreen keyboard

- Using Graffiti® 2 writing

- Beaming data between devices with infrared (IR) ports

- Sending data between devices enabled with e-mail or SMS communication (Applications from Software Essentials CD-ROM and additional hardware required, see "E-mail requirements" and "SMS requirements" in Chapter 1.)

- Entering or importing data in Palm™ Desktop software and then synchronizing with your handheld

- Using Note Pad

- Using a portable keyboard accessory, sold separately and attached to the universal connector

Using the onscreen keyboard

You can open the onscreen keyboard anytime you need to enter text or numbers on your handheld. You can also use Graffiti 2 writing when the keyboard is open, which makes it easy to switch between these two methods of entering data.

To use the onscreen keyboard:

1. Open any application (such as Memo Pad).

2. Tap any record, or tap New.

3. Tap ABC to open the alphabetic keyboard, or tap 123 to open the numeric keyboard.

Tap here for alphabetic keyboard

Tap here for numeric keyboard
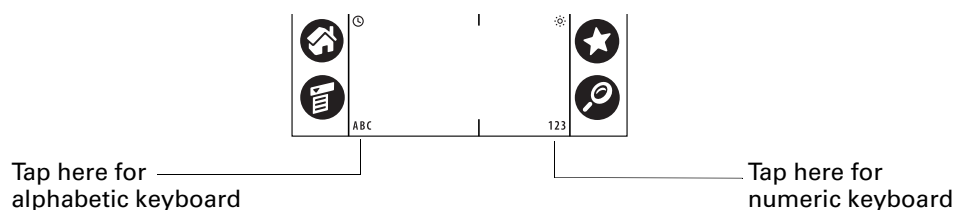
4. Tap the characters to enter text and numbers.

When a keyboard is open, you can tap the abc, 123, or Int'l boxes to open any of the other keyboards, including the international keyboard.
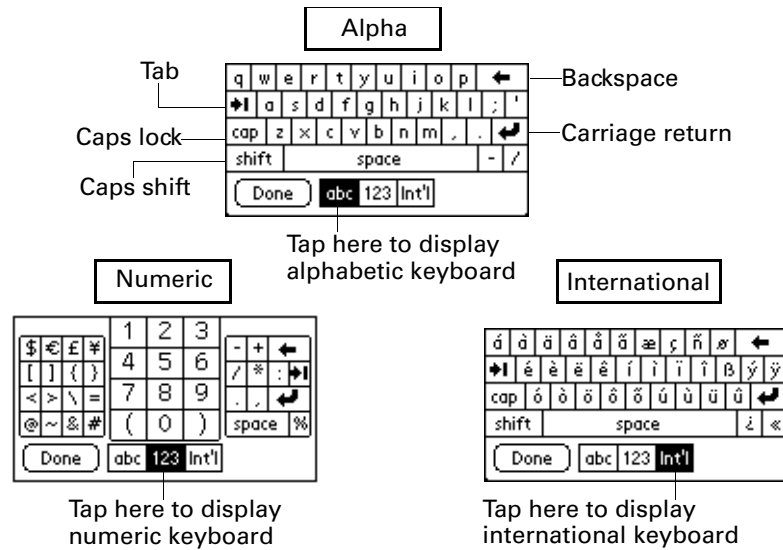
After you finish, tap Done to close the onscreen keyboard and place the text in the record.

Using Graffiti 2 writing to enter data

In this section you learn the procedures for creating letters, numbers, punctuation, and symbols, as well as some Graffiti 2 tips and tricks.

Most people find they can enter text quickly and accurately with only minutes of practice. Graffiti 2 writing includes any character you can type on a standard keyboard. The Graffiti 2 characters closely resemble the letters of the regular alphabet, which makes Graffiti 2 writing easy to learn. Graffiti 2 writing is different from the writing software found on earlier Palm handhelds. For example, some characters are formed using a single stroke while others are formed with more than one stroke.

There are four basic concepts for success with Graffiti 2 writing:

■ If you draw the character shape exactly as shown in the tables later in this chapter (like the shapes shown in the following diagram), you can achieve close to 100 percent accuracy.

■ The heavy dot on each shape shows where to begin the stroke. Certain characters have similar shapes but different beginning and end points. Always begin the stroke at the heavy dot. (You should not create the heavy dot; it is there only to show you where to begin the stroke.)

■ Graffiti 2 includes symbols made with a single stroke and symbols made with multiple strokes. With some multi-stroke symbols, the first stroke is the same as a single stroke symbol. As a result, the down stroke for the letter "i" cannot be recognized as an "i" at the end of the down stroke. The "i" will not be recognized as an "i" until you enter another symbol that establishes, by its shape or position, that the down stroke was not part of a two-stroke character (such as a "t" or "k"), or until a limited time window expires. Similarly, recognition of a space symbol (a horizontal stroke from left to right) or a period symbol after a down stroke is dependent upon where the down stroke was drawn.

■ The Graffiti 2 writing area is divided into two parts: one for writing lowercase letters and one for writing numbers. Capital letters are formed across the imaginary line that divides the two areas. The small marks at the top and bottom of the Graffiti 2 writing area indicate the two areas.

Write letters here

Write numbers here

Division marks
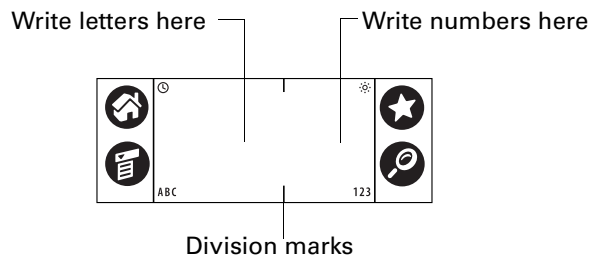
To write Graffiti 2 characters:

1. Tap the screen where you want your text to appear.

You need to tap above the Graffiti 2 writing area, and you must see a blinking cursor before you write the text.

2. Use the tables on the following pages to find the stroke shape for the letter you want to create. For example, the stroke shown below creates the letter *n*.
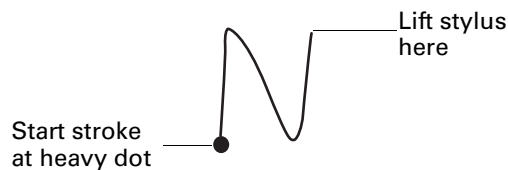
3. Position the stylus in the left side of the Graffiti 2 writing area.

4. Start your stroke at the heavy dot, and draw the stroke shape as it appears in the tables.

5. Lift the stylus from the screen at the end of the stroke shape.

When you lift the stylus from the screen, your handheld recognizes your stroke immediately and prints the letter at the insertion point on the screen.

As soon as you lift the stylus from the screen, you can begin the stroke for the next character you want to write.

To delete Graffiti 2 characters:

■ Set the insertion point to the right of the character you want to delete and make the backspace stroke in the Graffiti 2 writing area.

Graffiti 2 tips

When using Graffiti 2 writing, keep these tips in mind:

■ Accuracy improves when you write large characters. Draw strokes that nearly fill the Graffiti 2 writing area.

■ Write at natural speed. Writing too slowly can generate recognition errors.

■ Press firmly and do not write on a slant. Vertical strokes should be parallel to the sides of the Graffiti 2 writing area.

■ Alternate stroke shapes are available for some characters. You can use the Graffiti 2 Preferences screen to choose the one that's easiest for you.
See "Graffiti 2 Preferences" in Chapter 16 for details.

Graffiti 2 alphabet

The Graffiti 2 alphabet consists of the following letters:

Draw letters on LEFT side of Graffiti 2 writing area				
Letter	**Strokes**		**Letter**	**Strokes**
A			B	
C			D	
E			F	
G			H	
I			J	
K			L	
M			N	
O			P	
Q			R	
S			T	
U			V	
W			X	
Y			Z	

TIP A full-screen pen stroke brings up Graffiti 2 Help on your handheld. See "Pen Preferences" in Chapter 16 for details.

Capital letters

Graffiti 2 writing automatically capitalizes the first letter of a new record or sentence but you can also write additional capital letters.

To write additional capital letters:

■   Draw the same stroke shapes used for a lowercase letter, but write across the division line in the middle of the Graffiti 2 writing area.
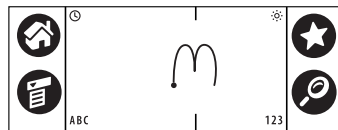
Division marks

Graffiti 2 numbers

Writing numbers with Graffiti 2 writing is similar to writing letters of the alphabet, except that you make the character strokes on the right side (numbers side) of the Graffiti 2 writing area.

Draw numbers on RIGHT side of Graffiti 2 writing area			
Number	**Strokes**	**Number**	**Strokes**
0		1	
2		3	
4		5	
6		7	
8		9	

Punctuation marks

With Graffiti 2 writing you can create any punctuation mark that you can enter from a standard keyboard. You can write the period and comma strokes on either side of the Graffiti 2 writing area. You must write other punctuation marks on a designated side of the Graffiti 2 writing area. Punctuation marks that appear in the the following table must be written on the left (letter) side of the Graffiti 2 writing area.

Draw these marks on LEFT side of Graffiti 2 writing area				
Mark	**Stroke**		**Mark**	**Stroke**
Period .	•		**Ampersand** &	
Comma ,			**Carriage return**	
Apostrophe '			**At** @	
Space			**Straight quotes** "	
Question ?			**Tab**	
Exclamation !				

Punctuation marks that appear in the following table must be written on the right (number) side of the Graffiti 2 writing area.

Draw these marks on RIGHT side of Graffiti 2 writing area				
Mark	**Stroke**		**Mark**	**Stroke**
Period .	•		**Backslash** \	
Comma ,			**Slash** /	
Tilde ~			**Left Paren** (	
Dash —			**Right Paren**)	
Plus +			**Equal** =	
Asterisk *				

Accented characters

When writing letters with accent marks, first write the letter stroke on the left side (or in the center for uppercase letters) of the Graffiti 2 writing area. Then quickly write the accent stroke on the right side of the Graffiti 2 writing area.

For example, the following diagram shows the strokes required to draw an accented *é*.
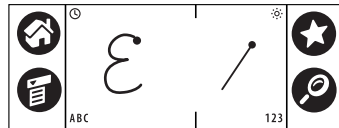
You can use the following accent strokes in combination with Graffiti 2 letters:

Draw accents on RIGHT side of Graffiti 2 writing area				
Accent	**Stroke**		**Accent**	**Stroke**
Acute á			Dieresis ä	
Grave à			Circumflex â	
Tilde ã			Ring å	

Using these accent strokes, you can write the following accented letters:

à á â ã ä å è é ê ë ì í î ï ò ó ô õ ö ù ú û ü ÿ ý ñ

Symbols and other special characters

You can write symbols and other special characters using the Shift stroke.

NOTE You can also use the Shift stroke to write punctuation marks.

To write symbols and special characters:

1. Enter the Shift stroke:
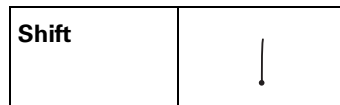
Shift	

When Shift is active, an up arrow symbol appears in the lower-right corner of the handheld screen. If you accidentally activate Shift, a backspace will cancel it.

Shift indicator
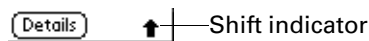
2. Write the symbol or other special character shown in the table that follows. You can make a symbol stroke anywhere in the Graffiti 2 writing area.

3. (Optional) Enter an additional Shift stroke to finish writing the character and to make the character appear more quickly.

After the arrow disappears, the symbol appears.

Draw symbols on EITHER side of the Graffiti 2 writing area
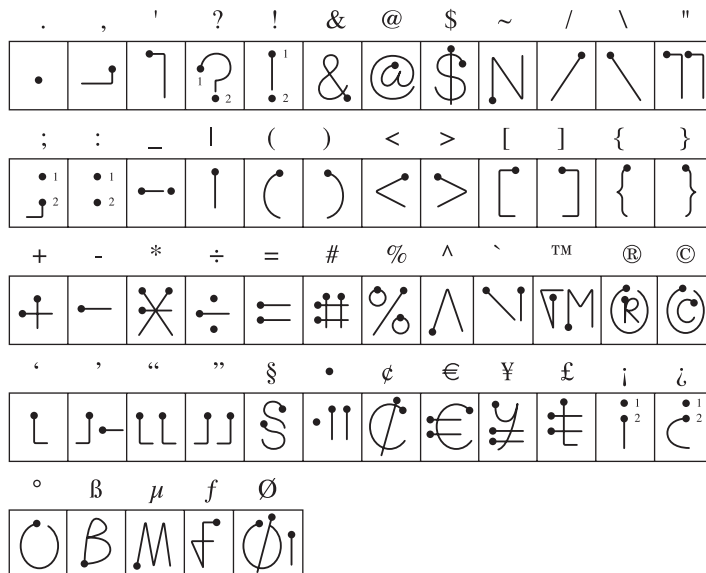
Graffiti 2 Gestures

Gestures enable you to use editing commands. To use gestures, draw the following strokes on the left (letter) side of the Graffiti 2 writing area:

Draw gestures on LEFT side of Graffiti 2 writing area				
Gesture	**Stroke**		**Gesture**	**Stroke**
Cut			**Paste**	
Copy			**Undo**	

Graffiti 2 ShortCuts

Graffiti 2 ShortCuts make entering commonly used words or phrases quick and easy. ShortCuts are similar to the Glossary or Autotext features of some word processors.

Graffiti 2 writing comes with several predefined ShortCuts, and you can also create your own. Each ShortCut can represent up to 45 characters. For example, you might create a ShortCut for your name or for the header of a memo. See "ShortCuts Preferences" in Chapter 16 to learn about creating ShortCuts.

To use a ShortCut, draw the ShortCut stroke followed by the ShortCut characters. The ShortCut symbol appears at the insertion point to show that you are in ShortCut mode.

ShortCut	

Your handheld includes the predefined Graffiti 2 ShortCuts shown in the following table.

Entry	Shortcut
Date Stamp	ds
Time stamp	ts
Date / time stamp	dts
Meeting	me
Breakfast	br
Lunch	lu
Dinner	di

Full-screen writing area

When Writing Area Preferences are turned on and active, you do not have to write in the Graffiti 2 writing area. You can write letters anywhere on the left side of the screen, or write numbers anywhere on the right side of the screen. Capital letters are formed in the middle of the screen straddling the imaginary dividing line between the left and right sides.

When Writing Area Preferences are turned off or inactive, you must write character strokes in the Graffiti 2 writing area for your handheld to recognize them.

To use the full-screen writing area:

1. Turn on Writing Area Preferences. See "Writing Area Preferences" in Chapter 16 for details.

2. Open the application in which you want to use the full-screen writing area.

   A shaded box appears in the lower-right corner of the screen.

3. Position the cursor where you want the characters to appear.

4. Do any of the following:

   – Write lowercase Graffiti 2 letters anywhere on the left side of the screen.

   – Write numbers anywhere on the right side of the screen.

   – Write uppercase letters in the middle of the screen.

   – Write the Shift stroke before writing symbols and other special characters.

   – Access buttons and other controls that appear on the screen by tapping and holding the control until it activates.

To temporarily disable the full-screen writing area:

■ Tap the shaded box in the lower-right corner.

   The shaded box changes to a box outline and Writing Area Preferences are deactivated.

Beaming data

Your handheld is equipped with an IR port that is located at the top of the handheld, behind the small dark shield. The IR port supports the IrCOMM implementation of the standards for infrared communication established by the Infrared Data Association (IrDA). This means that you can beam data to any nearby device that supports the IrCOMM implementation of the IrDA standards and that can read the type of data you're beaming. For example, you can beam an Address Book entry to a Palm OS® handheld, a mobile phone, or a computer that's equipped with an IR port and that can read vCard data.

You can beam the following information between devices with an IR port:

■ The record currently displayed in Date Book, Address Book, Palm™ Photos, Note Pad, To Do List, or Memo Pad

■ All records of the category currently displayed in Address Book, To Do List, Note Pad, or Memo Pad, or all photos in the currently displayed album in Palm Photos

■ A special Address Book record that you designate as your business card, containing information you want to exchange with business contacts

■ An application installed in RAM memory

■ An application installed on an expansion card that is seated in the card slot

   TIP   You can also perform HotSync® operations using the IR port. See "Conducting IR HotSync operations" in Chapter 15 for more details.

To select a business card:

1. Create an Address Book record that contains the information you want on your business card.

2. Tap the Menu icon 🖺.

3. Tap Record, and then tap Select Business Card.

4. Tap Yes.

To beam a record, business card, or category of records:

1. Locate the record, business card, or category you want to beam.

   NOTE   The procedure for beaming photos and albums is slightly different from the procedure for beaming other records and categories. See Chapter 12 for details.

2. Tap the Menu icon 🖺.

3. Tap one of the following from the Record menu:

   – The Beam command for an individual record.

   – In Address Book only: Beam Business Card.

   – In Note Pad only: If you are beaming to someone using an earlier version of Note Pad, tap Compatibility, and then tap Beam.

   – Beam Category.

   TIP   You can also press and hold the Address Book application button to instantly beam your business card to another device with an IR port.

4. When the Beam Status dialog box appears, point the IR port directly at the IR port of the receiving device.

   For best results, Palm™ handhelds should be between 10 centimeters (approximately 4 inches) and 1 meter (approximately 39 inches) apart, and the path between the two handhelds must be clear of obstacles. The beaming distance to other devices may be different.

5. Wait for the Beam Status dialog box to indicate that the transfer is complete before you continue working on your handheld.

To beam an application:

1. Open the Applications Launcher.

2. Tap the Menu icon 📄.

3. Tap App, and then tap Beam.

4. Tap the Beam From pick list.

5. Select either Handheld or Card.

6. Tap the application you want to transfer.

   Some applications are copy-protected and cannot be beamed. These are listed with a lock icon next to them.

7. Tap Beam.

8. When the Beam Status dialog box appears, point the IR port directly at the IR port of the receiving device.

9. Wait for the Beam Status dialog box to indicate that the transfer is complete before you continue working on your handheld.

To receive beamed information:

1. Turn on your handheld.

2. Point the IR port directly at the IR port of the transmitting device to open the Beam dialog box.

3. (Optional) Tap the category pick list and select a category for the incoming information. You can also create a new category or leave the information unfiled.

4. Tap Yes.

Beaming tips

■ You can set the full-screen pen stroke to beam the current entry. See "Pen Preferences" in Chapter 16 for more information.

■ You can draw the Graffiti 2 Command stroke to activate the Command toolbar, and then tap the beam icon.

■ You can use the Graffiti 2 Command stroke "/ B" to beam the current entry.

■ In Palm Photos you can select and beam multiple photos at the same time. See "Beaming photos" in Chapter 12 for details.

Sending data

In addition to beaming data, you can also use e-mail or SMS communication to send information to and receive information from other devices. The Software Essentials CD-ROM that comes with your handheld includes e-mail and Telephony/SMS applications that you can use to share information with other devices that are enabled with e-mail or SMS technology.

NOTE   Although you can exchange some forms of data with SMS communication, you cannot use SMS communication to send or receive photos.

To use your handheld for local e-mail access, you need to install both the e-mail and Telephony/SMS applications from the Software Essentials CD-ROM. your handheld for optional remote e-mail access, you also need an ISP account and a compatible mobile phone or modem (not included).

To use your handheld for SMS communication, you need to install the Telephony/SMS applications from the Software Essentials CD-ROM and you need a GSM mobile phone (sold separately). For additional information about sending data, see the *Palm™ VersaMail™ Personal E-mail Software Handbook* and the *SMS Handbook* on the Software Essentials CD-ROM.

Using your computer keyboard

If you have a lot of data to enter, or prefer to use the computer keyboard, you can use Palm Desktop software or any supported personal information manager (PIM) to enter information. You can then perform a HotSync operation to synchronize the information on your computer with the information on your handheld. Many of the applications that came with your handheld are also available in Palm Desktop software and in most PIMs, so you don't need to learn different applications. For more information on entering data on your computer, refer to the online Help in Palm Desktop software and the *Palm Desktop Software for the Macintosh User's Guide* on the Desktop Software CD-ROM.

Importing data

If you have data stored in computer applications such as spreadsheets and databases, or if you want to import data from another handheld, you can transfer the data to your handheld without having to type it. Save the data in one of the file formats listed in the next section, import it into Palm Desktop software, and then perform a HotSync operation to transfer the data to your handheld.

Importing data from a Windows computer

Palm Desktop software can import data in the following file formats:

■ Comma-delimited (.csv, .txt): Address Book and Memo Pad only

■ Tab-delimited (.tab, .tsv, .txt): Address Book and Memo Pad only

■ CSV (Lotus Organizer 2.x/97 Mapping): Address Book only

■ vCal (.vcs): Date Book only

■ vCard (.vcf): Address Book only

■ Date Book archive (.dba)

■ Address Book archive (.aba)

■ To Do List archive (.tda)

■ Memo Pad archive (.mpa)

Archive formats can be used only with Palm Desktop software. Use the archive file formats to share information with other people who use a Palm OS handheld or to create a copy of your important Palm Desktop information.

To import data from a Windows computer:

1. Open Palm Desktop software.

2. Click the application into which you want to import data.

3. If you are importing records that contain a field with category names, do the following:

Select All in the Category box.

Be sure that the same categories that appear in the imported file also exist in the application. If the categories do not exist, create them now; otherwise, the records are imported into the Unfiled category.

4. From the File menu, select Import.

5. Select the file you want to import.

6. Click Open.

If you are importing a vCal or vCard file, skip to step 10. You do not have to specify which fields correspond to the imported data.

7. To import data into the correct Palm Desktop fields, drag fields in the left column so that they are opposite the corresponding imported field on the right.

8. If you don't want to import a field, click the check box for that field to deselect it.

9. Click OK.

The imported data is highlighted in the application.

10. To add the imported data to your handheld, perform a HotSync operation.

See Palm Desktop online Help for more information on importing and exporting data.

Using File Link

The File Link feature enables you to import Address Book and Memo Pad information, such as a company phone list, to your handheld from a separate external file on your Windows computer. You can configure the File Link feature to check for changes to the external file when you perform a HotSync operation. HotSync Manager stores the data in a separate category in Palm Desktop software and on your handheld.

With File Link, you can import data stored in any of the following formats:

■   Comma-separated (*.csv)

■   Memo Pad archive (*.mpa)

■   Address Book archive (*.aba)

■   Text (*.txt)

For information on how to set up a file link, see the Palm Desktop online Help.

Importing data from a Mac computer

Palm Desktop software can import data from any applications that can export the data in any of the following file formats:

■ Tab-delimited file

■ Text

■ Palm Desktop software for Mac

■ vCal (.vcs)

■ vCard (.vcf)

For example, you can export tab-delimited files from applications such as: FileMaker Pro, Meeting Maker, Now Contact, and Now Up-to-Date.

To import data from a Mac computer:

1. Open Palm Desktop software.

2. From the File menu, select Import.

3. Select the file you want to import.

4. Click Open.

5. If you want to change the order of the fields you're importing, point to a field, wait for the cursor to change to a double arrow, and then drag the field to a new location.

6. If you do not want to import a field, click the arrow between the field names.

7. From the Fields pop-up menu, select the appropriate field.

8. From the Delimiters pop-up menu, select the appropriate delimiter.

9. Click OK.

10. To add the imported data to your handheld, perform a HotSync operation.

See Palm Desktop online Help for more information on importing and exporting data.

Using Note Pad

In addition to using Graffiti 2 characters and the onscreen keyboard, you can enter data on your handheld using the Note Pad application. When you use Note Pad, you write quick notes directly on the handheld screen in your own handwriting. See Chapter 11 for more information and instructions.

Using a portable keyboard

You can connect a portable keyboard accessory to the universal connector on your handheld so that you can type data directly into your handheld. Portable keyboards are very helpful when you need to enter large amounts of data quickly and accurately while you are away from your computer. For additional information about this optional accessory, go to the web site www.palm.com.

Working with Applications

This chapter explains how to open and switch between applications on your handheld, how to change application settings so they are personalized to your work methods, and how to categorize applications so you view them in related groups.

Opening applications

You can use the Applications Launcher to open any application installed on your handheld or an expansion card. You can also open Date Book, Address Book, Palm™ Photos, and Note Pad with the application buttons on your handheld.

Applications Launcher

Date Book   Address Book   Palm Photos   Note Pad
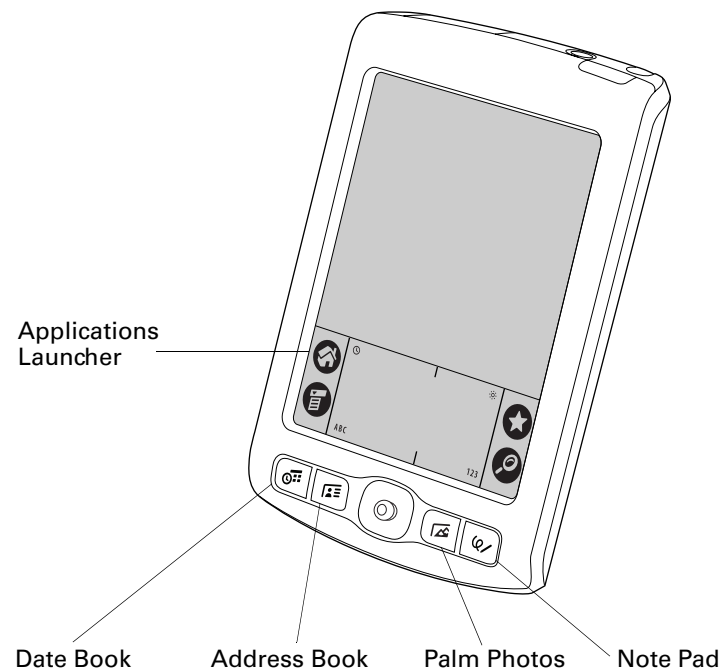
In addition to providing a way for you to open applications, the Applications Launcher displays the current time, battery level, and application category.

To open an application on your handheld:

1. Tap the Home icon ⊘.
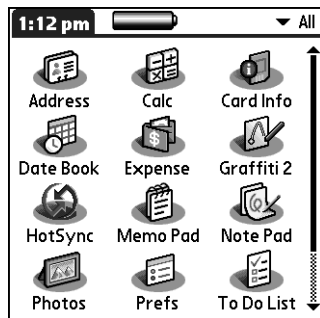
2. Tap the icon of the application that you want to open. If you have many applications installed on your handheld, tap the scroll bar to see all your applications.

Other ways to open applications

You can also open applications on your handheld in either of the following ways:

■ Press and hold Select on the 5-way navigator to open the Applications Launcher. Press Select on the navigator to insert the highlight. Press Up, Down, Right, and Left on the navigator to highlight the icon of the application you want to open. Press Select on the navigator to open the application.

■ In the Applications Launcher, write the Graffiti® 2 character for the first letter of its name. The Applications Launcher scrolls to the first application with a name that begins with that letter.

Opening expansion card applications

When an expansion card is properly seated in the expansion card slot, your handheld responds based on the contents of the card and the application that is active when you insert the card. In some cases the application on the card opens automatically upon insertion, or if you insert a card containing data from the current application, the application displays the data on the card. In other cases the Applications Launcher switches to the card and displays its contents, and the pick list in the upper-right corner of the screen displays the name of the card.

To open an application on an expansion card:

■ Select the icon of the application that you want to open.
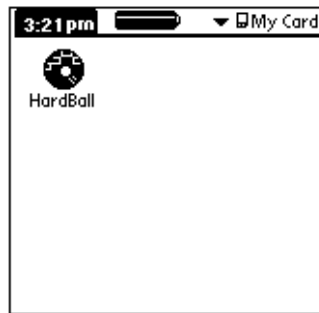
Switching between applications

When working with any application, select the Home icon ⊘ or press an application button on your handheld to switch to another application. Your handheld automatically saves your work in the current application and displays it when you return to that application.

When you use an expansion card, your handheld creates and displays a new category that matches the name of the expansion card. You can easily switch between applications installed on your handheld and on the expansion card.

To switch to an expansion card:

1. Tap the pick list in the upper-right corner.

TIP When the highlight in the Applications Launcher is *not* active, you can also press and hold Select on the navigator to open the category pick list.

2. Select the category item that matches the name of the expansion card.
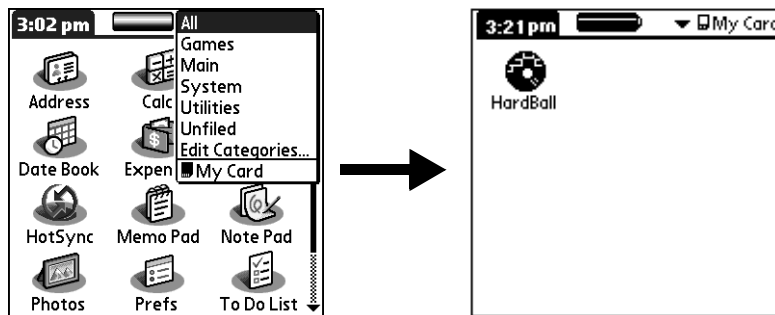
Categorizing applications

The category feature enables you to manage the number of application icons that appear onscreen in the Applications Launcher. You can assign an application to a category and then display a single category or all your applications.

By default, your handheld includes system-defined categories, such as All and Unfiled, and user-defined categories, such as Games, Main, and System.

You cannot modify the system-defined categories, but you can rename and delete the user-defined categories. In addition, you can create your own user-defined categories. You can have a maximum of 15 user-defined categories.

When you have an expansion card properly seated in the expansion card slot, the expansion card name appears as the last item in the category pick list. You can assign applications to the expansion card, but you cannot further categorize applications that reside on an expansion card.

To categorize an application:

1. Tap the Home icon 🏠.

2. Tap the Menu icon 📖.

3. Select Category on the App menu.

4. Tap the pick list next to each application to select a category.
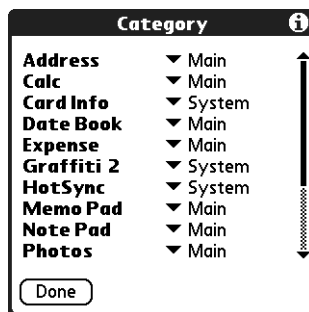
TIP   To create a new category, tap Edit Categories from the pick list. Tap New, enter the category name, and then tap OK to add the category. Tap OK again to close the Edit Categories dialog box.

5. Tap Done.

To display applications by category:

1. Tap the Home icon ⊘.

2. Do one of the following:

   – Tap the Home icon ⊘ repeatedly to cycle through all your categories.

   – Tap the pick list in the upper-right corner of the screen, and select the category you want to display.

   – When the highlight in the Applications Launcher is not active, press and hold Select on the navigator to open the category list, press Up or Down on the navigator to highlight a category, and then press Select on the navigator to view that category.

Changing the Applications Launcher display

By default, the Applications Launcher displays each application as an icon. As an alternative, you can choose to show a list of applications. You can also choose to view the same category of applications each time you open the Applications Launcher.

To change the Applications Launcher display:

1. Tap the Home icon ⊘.

2. Tap the Menu icon 📋.

3. Select Options, and then select Preferences.

4. Tap the View By pick list and select List.

5. Tap OK.

```
┌─────────────────────────────────┐
│ 1:22 pm  ▭▬▬▭         ▼ All     │
│ 📇 Address      🧮 Calc          │
│ 📱 Card Info    📅 Date Book     │
│ 📄 Expense      ✍ Graffiti 2    │
│ 🔄 HotSync      📋 Memo Pad      │
│ 📝 Note Pad     🖼 Photos        │
│ 📋 Prefs        ☑ To Do List    │
│ 🕐 World Clock                   │
│                                  │
│                                  │
└─────────────────────────────────┘
```
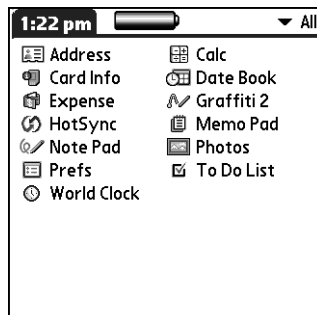
To open the Applications Launcher to the last opened category:

1. Tap the Home icon ⊘.

2. Tap the Menu icon 📋.

3. Select Options, and then select Preferences.

4. Tap the Remember Last Category check box to select it.

5. Tap OK.

Copying applications to or from an expansion card

You can copy applications from your handheld to an expansion card, or from an expansion card to your handheld.

To copy an application to an expansion card:

1. Tap the Home icon ⌂.

2. Tap the Menu icon ▤.

3. Select Copy on the App menu.

```
┌─────────────────────────────┐
│         Copy           ⓘ     │
│ Copy From:  ▼ Handheld       │
│        To: ▤ My Card         │
│            (22.7M Free)      │
│ FlashCard              36K   │
│ Graffiti 2             24K   │
│ ScreenShot            125K   │
│                              │
│                              │
│                              │
│ [Done] [Copy] [Settings...]  │
└─────────────────────────────┘
```
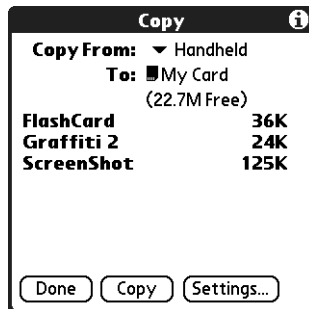
4. Tap the Copy From pick list and select Handheld.

5. Tap the Copy To pick list and select the card name.

   The Copy To pick list appears only if there are multiple cards available.

6. Tap an application to copy.

7. Tap Copy.

8. Tap Done.

   You can install applications to a card that is seated in the expansion card slot during a HotSync® operation. See "Installing files and add-on applications" later in this chapter for details.

NOTE   If you view your applications on the card using a Card Reader on your Windows or Mac computer, the actual file names may differ from those displayed in the Applications Launcher.

To copy an application from an expansion card:

1. Tap the Home icon ⊘.

2. Tap the Menu icon ▤.

3. Select Copy on the App menu.

```
┌──────────────────────────────┐
│      Copy              ⓘ      │
│ Copy From:  ▼ ▮My Card        │
│        To: Handheld           │
│            (13.9M Free)       │
│ CaveRibbon            6K       │
│ Cloak                77K       │
│ MineHunt              9K       │
│ Puzzle                4K       │
│ ScreenShot          124K       │
│ SubHunt              17K       │
│                               │
│ (Done) ( Copy ) (Settings...) │
└──────────────────────────────┘
```

4. Tap the Copy From pick list and select the card name.

5. Tap the Copy To pick list and select Handheld.

6. Tap the application you want to copy.

7. Tap Copy.

8. Tap Done.

   You can also beam applications from expansion cards to your handheld. See *"Beaming data"* in Chapter 3 for details.

Selecting copy settings

When using the copy feature, you can set the following:

- ■ How applications are sorted and listed

- ■ Whether to copy only the application or both the application and its data files

To select copy settings:

1. Tap the Home icon ⊘.

2. Tap the Menu icon ▤.

3. Select Copy on the App menu.

4. Tap Settings.

```
┌──────────────────────────────┐
│   Settings Options     ⓘ      │
│ Sort By: ▼ Name               │
│   ☐ Copy Applications Only    │
│                               │
│ ( OK ) (Cancel)               │
└──────────────────────────────┘
```

5. Tap the Sort By pick list and select Name or Size.

6. Tap the Copy Application Only check box to select it if you want to copy only the application files. Leave it deselected if you want to copy both the application file and its associated data file(s).

7. Tap OK.

NOTE The Sort By setting is in effect each time you use the copy feature. Each time you want to copy an application only, you must select the Copy Applications Only check box.

Using menus

Menus on your handheld are easy to use. Once you have mastered them in one application, you can use them the same way in all other applications.

The menus of each application are illustrated in the chapter that discusses that application.

To open the menu bar:

1. Open an application (such as Memo Pad).

2. Do one of the following:

   – Tap the Menu icon 📑.

   – Tap the inverted title area at the top of the screen.

Tap the title area

Tap the Menu icon
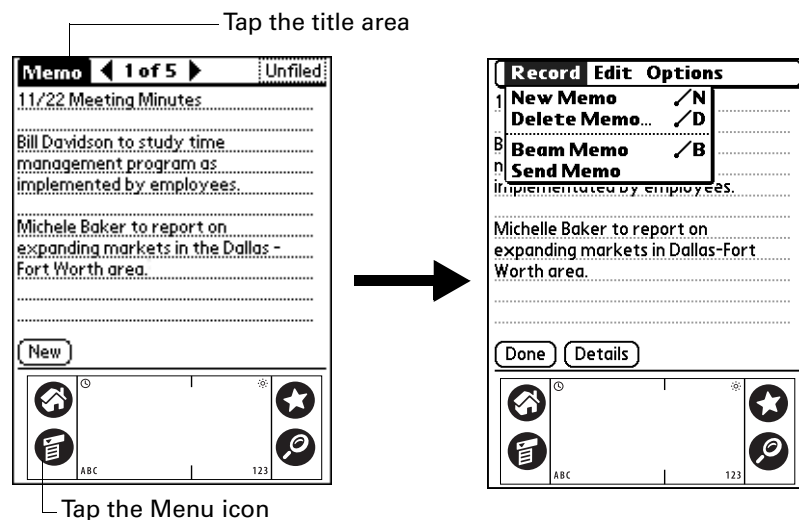
In this example, three menus are available: Record, Edit, and Options. The Record menu is selected and contains the commands New Memo, Delete Memo, Beam Memo, and Send Memo.

Choosing a menu

The menus and menu commands that are available depend on the application that is currently open. Also, the menus and menu commands vary depending on *which part* of the application you're currently using. For example, in Memo Pad, the menus are different for the Memo list screen and the Memo record screen.

To select a menu command with the stylus:

1. Open the menu bar for an application.

2. Tap the menu that contains the command you want to use.

3. Tap the command you want to use.

TIP   After you open the menu bar, you can also press Right and Left on the navigator to select a menu, press Down on the navigator to select the command you want to use, and then press Select on the navigator to run the command.

Graffiti 2 menu commands

Most menu commands have an equivalent Graffiti 2 Command stroke, which is similar to the keyboard shortcuts used to execute commands on computers. The command letters appear to the right of the command names.

Menu commands ———

Edit
Undo ✓U
Cut ✓X
Copy ✓C
Paste ✓P
Select All ✓S
Keyboard ✓K
Graffiti 2 Help ✓G

——— Command letters

When you draw the Command stroke anywhere in the Graffiti 2 area, the Command toolbar appears just above the Graffiti 2 writing area to indicate that you are in Command mode.

Command

Undo   Cut   Copy   Paste   Beam   Delete
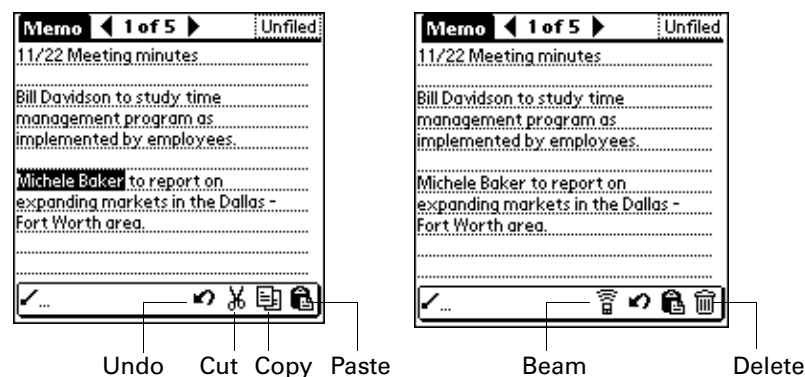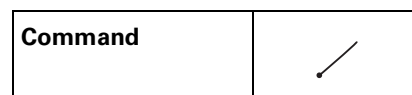
The Command toolbar displays context-sensitive menu commands for the active screen. For example, if text is selected, the menu icons displayed may be Undo, Cut, Copy, and Paste. Tap an icon to select the command, or immediately write the corresponding command letter for an appropriate command in the Graffiti 2 writing area.

For example, to select Paste from the Edit menu, draw the Command stroke, followed by the letter *p*.

Command mode is active only for a short time, so you must tap an icon or write the command letter immediately to select the menu command.

Choosing application preferences

You can set options that affect an entire application in the application's Preferences dialog box.

To change preferences for an application:

1. Open an application.

2. Tap the Menu icon 📖.

3. Select Options, and then select Preferences.

   NOTE   Not all applications have a Preferences command.

4. Make changes to the settings.

5. Tap OK.

Performing common tasks

The tasks described in this section use the term *records* to refer to an individual item in any of the applications: a single Date Book event, Address Book entry, Palm Photos photo, Note Pad note, To Do List item, Memo Pad memo, or Expense item.

Creating records

You can use the following procedure to create a new record in Date Book, Address Book, To Do List, Note Pad, Memo Pad, and Expense.

To create a record:

1. Select the application in which you want to create a record.

2. Tap New.

3. In Date Book only: Select start and end times for your appointment, and tap OK.

4. Enter text for the record.

5. (Optional) Tap Details to select attributes for the record. (In Note Pad the Details command is located on the Options menu.)

6. In Address Book, Note Pad, and Memo Pad only: Tap Done.

There's no need to save the record because your handheld saves it automatically.

Editing records

After you create a record, you can change, delete, or enter new text at any time. Two screen features tell you when your handheld is in Edit mode:

■ A blinking cursor

■ One or more dotted edit lines

Blinking cursor
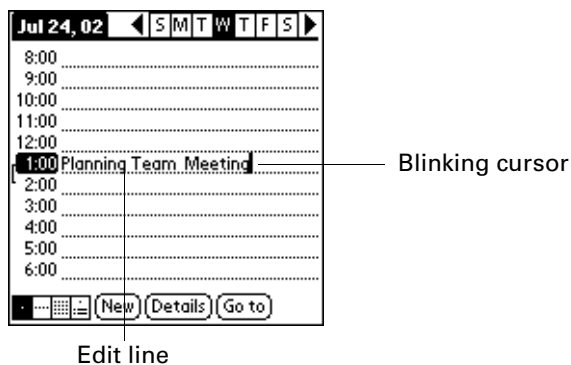
Edit line

NOTE In Note Pad you can write anywhere on the screen. Therefore, you will not see an edit line or blinking cursor unless the cursor is in the title line.

Entering text

For information on how to enter text using Graffiti 2 writing, the onscreen keyboard, or the keyboard attached to your computer, see Chapter 3. For information on entering text in Note Pad, see Chapter 11.

Using the Edit menu

The Edit menu is available with any screen where you enter or edit text. In general, commands available in the Edit menu apply to text that you *select* in an application.

To select text in an application:

1. Tap the beginning of the text that you want to select.

2. Drag the stylus over the text to highlight it (in yellow).

NOTE You can also double-tap to select a word, or triple-tap to select a line of text. You can also drag *across* the text to select additional words, or drag *down* to select a group of lines.

The following commands may appear in an Edit menu:

Undo   Reverses the action of the *last edit* command. For example, if you used Cut to remove text, Undo restores the text you removed. Undo also reverses deletions you made using backspace.

Cut   Removes the selected text and stores it temporarily in the memory of your handheld. You can paste the text you cut into another area of the current application or into a different application.

Copy   Copies the selected text and stores it temporarily in the memory of your handheld. You can paste the text that you copy into another area of the current application or into a different application.

Paste   Inserts the text that you cut or copied at the selected point in a record. The text you paste replaces any selected text. If you did not previously cut or copy text, Paste does nothing.

Select All   Selects all of the text in the current record or screen. This enables you to cut or copy all of the text and paste it elsewhere.

Keyboard   Opens the onscreen keyboard. After you finish with the onscreen keyboard, tap Done.

Graffiti 2 Help Opens screens that show all the Graffiti 2 character strokes. Use this command anytime you forget a stroke for a character.

Deleting records

To delete a record:

1. Select the record you want to delete.

2. Tap the Menu icon 📖.

3. Select the Delete command on the Record menu. In Palm Photos, the delete command is on the Photo menu:

   Date Book: Delete Event

   Address Book: Delete Address

   Palm Photos: Delete Photo

   Note Pad: Delete Note

   To Do List: Delete Item

   Memo Pad: Delete Memo

   Expense: Delete Item

A confirmation dialog box appears. If you want to save a copy of the deleted item to an archive file in Palm™ Desktop software, be sure that the check box is selected. If you don't want to save a copy, tap the check box to deselect it. (The archive option is not available in Palm Photos and Note Pad.)

4. Tap OK.

If you chose to save a copy of the selected item, your handheld transfers it to the archive file on your desktop the next time you perform a HotSync operation.

To delete a record with alternate methods:

■ Delete the text of the record.

■ In Date Book, Address Book, Palm Photos, To Do List, and Memo Pad, open the Details dialog box for the record, tap Delete, and then tap OK.

NOTE When deleting a repeating event in Date Book, you can choose to delete the current repeating event, current and future events, or all instances of that event.

■ In Palm Photos you can select and delete multiple photos at the same time. See "Deleting photos" in Chapter 12 for details.

■ In Note Pad, open the note you want to delete, and then tap Delete.

Purging records

Over time, as you use Date Book, To Do List, and Expense, you'll accumulate records in these applications that have outlived their usefulness. For example, events that occurred months ago remain in the Date Book, and To Do List items that you marked as completed remain in the list, as do Expense items.

All these outdated records take up memory on your handheld, so it's a good idea to remove them by using Purge. If you think Date Book or To Do List records might prove useful later, you can purge them from your handheld and save them in an archive file on your computer.

Purging is not available in Address Book, Palm Photos, Note Pad, or Memo Pad. You must delete outdated records manually from these applications.

To purge records:

1. Open the application.

2. Tap the Menu icon 🗐.

3. Select Purge on the Record menu.

A confirmation dialog box appears.

Date Book: Tap the pick list and select how old a record must be to be purged. Purge deletes repeating events if the last of the series ends before the date that you purge records.

Date Book, To Do List: If you want to save a copy of the purged records to an archive file on your desktop, be sure that the check box is selected. If you don't want to save a copy, tap the check box to deselect it.

Expense: Select the category you want to purge. All data in the selected category will be purged and there is no archive option.

4. Tap OK, or in Expense, tap Purge.

If you chose to save a copy of the purged records, your handheld transfers them to an archive file on your desktop the next time you perform a HotSync operation.

NOTE   Purging does not happen automatically. You must select the command to make it happen.

Categorizing records

You can organize records in the Address Book, Palm Photos, Note Pad, To Do List, Memo Pad, and Expense applications so that they are grouped logically into categories and are easy to review. In Palm Photos, categories are called *albums*. As we refer to categories throughout this section, we are also referring to albums unless otherwise noted.

When you create a record, your handheld automatically places it in the category that is currently displayed. If the category is All, your handheld assigns it to the Unfiled category. You can leave an entry as Unfiled or assign it to a category at any time.

When you have an expansion card properly seated in the expansion card slot, the last item in the category pick list becomes the name of the expansion card. You cannot further categorize records that reside on an expansion card. The expansion card serves as its own category. To further categorize records, the records must reside on your handheld.

By default, your handheld includes system-defined categories, such as All and Unfiled, and user-defined categories, such as Business and Personal.

You cannot modify the system-defined categories, but you can rename and delete the user-defined categories. In addition, you can create your own user-defined categories. You can have a maximum of 15 user-defined categories in each application.

Address Book contains the QuickList user-defined category, in which you can store the names, addresses, and phone numbers you might need in emergencies (doctor, fire department, lawyer, and so on).

Expense contains two user-defined categories, New York and Paris, to show how you might sort your expenses according to different business trips.

Palm Photos contains a system-defined album called Camera, and three user-defined albums, Vacation, Friends, and Family, that you can use to organize your photos.

The illustrations in this section come from Address Book, but you can use these procedures in all the applications in which categories are available. The only exception is that the steps for moving photos into albums is slightly different. See "Filing photos in albums" in Chapter 12 for details.

To move a record into a category:

1. Select the record you want to categorize.

2. In Address Book only: Tap Edit.

3. Tap Details.

4. Tap the Category pick list to display the list of available categories.

5. Select the category for the record.

6. Tap OK.

NOTE   In Address Book, Note Pad, and Memo Pad you can select the category name in the upper-right corner of the screen to assign the item to a different category.

To display a category of records:

1. Tap the category pick list in the upper-right corner of the list screen.
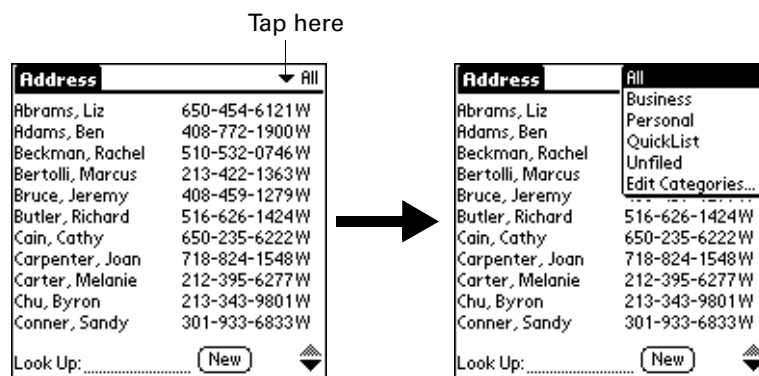
NOTE   In the Date Book Agenda view, the pick list is in the upper right of the To Do list.

2. Select the category you want to view.

The list screen now displays only the records assigned to that category.

TIP   Pressing an application button on your handheld scrolls through all the categories of that application except for Unfiled. This feature is not available in Date Book.

To define a new category:

1. Tap the category pick list in the upper-right corner of the screen or list.

Tap here
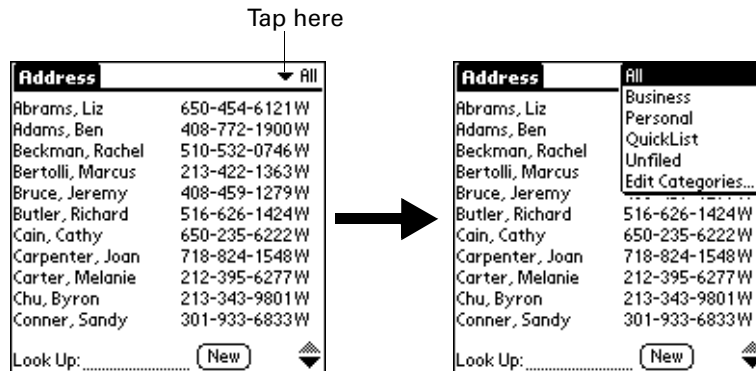
2. Select Edit Categories.

3. Tap New.
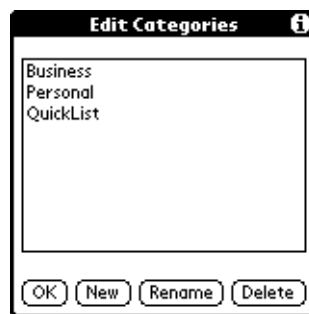
4. Enter the name of the new category, and then tap OK.

5. Tap OK.

You can assign any of your records to the new category.

To rename a category:

1. Tap the category pick list in the upper-right corner of the screen or list.

2. Select Edit Categories.

3. Select the category that you want to rename, and then tap Rename.

4. Enter the new name for the category, and then tap OK.

5. Tap OK.

   TIP   You can group the records within two or more categories into one category by giving the categories the same name. For example, if you change the name of the Personal category to Business, all records formerly in the Personal category appear in the Business category.

Finding information

Your handheld offers several ways for you to find information quickly:

■ **All applications that reside on your handheld:** Find locates any text that you specify, always starting with the current application. However, Find does not search through applications on expansion cards.

■ **Date Book, To Do List, Memo Pad:** Phone Lookup displays the Address list screen and enables you to add to a record the information that appears in this list.

■ **Address Book:** The Look Up line enables you to scroll immediately to a name when you enter the first letters of that name.

■ **Expense:** Lookup displays the names in your Address Book that have data in the Company field. You can add these names to a list of attendees associated with an Expense record.

Looking up Address Book records

In Address Book you can use the Look Up line with the stylus or navigator to look up and quickly scroll to any of your Address Book entries.

To look up an Address Book record with the stylus:

1. From the Address list screen, enter the first letter of the name you want to find.

Look Up line
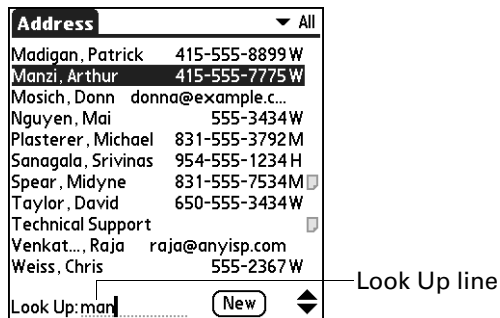
The list scrolls to the first entry that begins with that letter. If you write another letter, the list scrolls to the first entry that starts with those *two* letters. For example, writing an *s* scrolls to "Sands," and writing *sm* scrolls further to "Smith." If you sort the list by company name, the Look Up feature scrolls to the first letter of the company name.

2. Tap the record to view its contents.

To look up an Address Book record with the navigator:

1. From the Address list screen, press Right on the navigator to display the Quick Look Up line.

2. Press Up and Down on the navigator to select the first letter of the name you want to find.

   The list scrolls to the first entry that begins with that letter.

3. Press Right on the navigator to move to the next letter box.
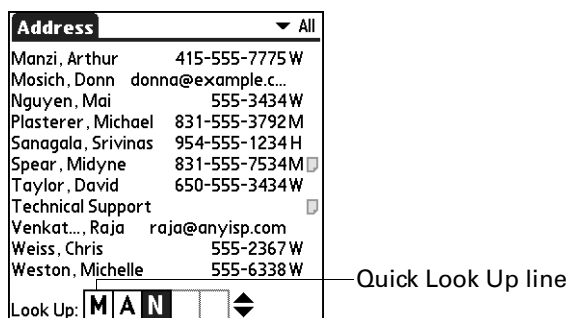
Quick Look Up line

The Quick Look Up line displays only letters that are a possible match for that position. For example, in the screen shown here, if you enter *c* in the first box, only the letters *a, h,* and *o* appear in the second box.

If there is only one possible match for a particular position, the highlight jumps to the next position.

4. Press Up or Down on the navigator to select the next letter of the name you want to find.

The list then scrolls to the first entry that starts with those *two* letters. For example, selecting *s* scrolls to "Sands," and selecting *sm* scrolls further to "Smith." If you sort the list by company name, the Quick Look Up feature scrolls to the matches for the company name.

5. Repeat steps 4 and 5 until the entry you want appears in the list.

6. Press Select on the navigator to highlight the record you want.

7. Press Select on the navigator to view the contents of the selected record.

   TIP   If there is only one possible match for the letters you selected, the contents of the record automatically display.

Using Find

You can use Find to locate any text that you specify, in any application that resides on your handheld. Find does not search applications that reside on an expansion card.

To use Find:

1. Tap the Find icon 🔍.

   TIP   If you select text in an application before you tap Find, the selected text automatically appears in the Find dialog box.

2. Enter the text that you want to find.

   Find is *not* case sensitive. For example, searching for the name "davidson" also finds "Davidson."

   Find locates any words that begin with the text you enter. For example, searching for "plane" finds "planet" but not "airplane."

3. Tap OK.

Find searches for the text in all records and all notes.
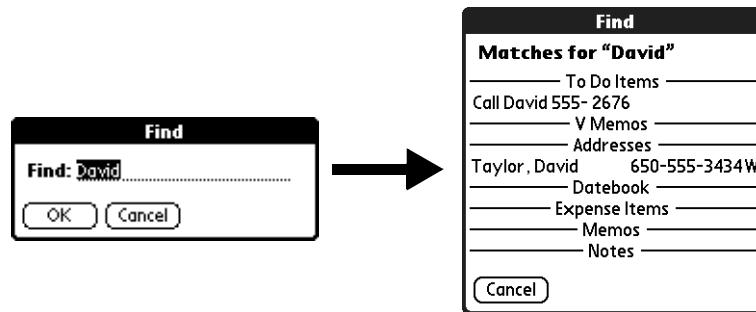
As your handheld searches for the text, you can tap Stop at any time. You may want to do this if the entry you want appears before your handheld finishes the search. To continue the search after you tap Stop, tap Find More.

4. Tap the text that you want to review.

Using Phone Lookup

Phone Lookup displays the Address list screen. You can add to a record the information that appears in this list.

To use Phone Lookup:

1. Display the record in which you want to insert a phone number. The record can be in Date Book, To Do List, Memo Pad, or any other application that takes advantage of this feature.

2. Tap the Menu icon 🗐.

3. Select Options, and then select Phone Lookup.

4. Begin to spell the last name of the name you want to find.

The list scrolls to the first record in the list that starts with the first letter you enter. Continue to spell the name you're looking for, or when you see the name, tap it.
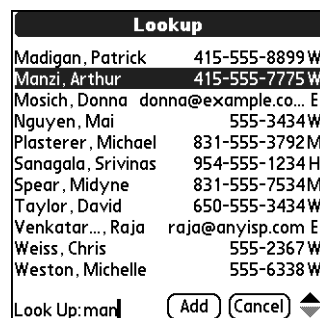
5. Tap Add.

The name you selected, along with the information associated with it, is pasted into the record you selected in step 1.

Using Graffiti 2 commands with Phone Lookup

Write the Graffiti 2 Command stroke "/L" to activate the Phone Lookup feature. You can also activate it in the following circumstances:

■ **While entering text:** For example, to insert the full name and phone number for someone with the last name Williams, write the Graffiti 2 characters for *Wi* and then the Phone Lookup Command stroke "/L."

  If you have only one Address Book record that begins with *Wi*, your handheld inserts the full name, such as Fred Williams (and its associated information). If you have more than one name that begins with *Wi*, the Phone Lookup screen appears and highlights the first record that begins with *Wi*.

■ **For selected text:** Drag to highlight the text, and then write the Phone Lookup Command stroke "/L." Your handheld replaces the selected text and adds the name and its associated information.

Looking up names to add to Expense records

In Expense, Lookup displays the names in your Address Book that have data in the Company field. You can add these names to a list of attendees associated with an Expense record.

To add names to an Expense record:

1. Tap the Expense record to which you want to add names.

2. Tap Details.

3. Tap Who.
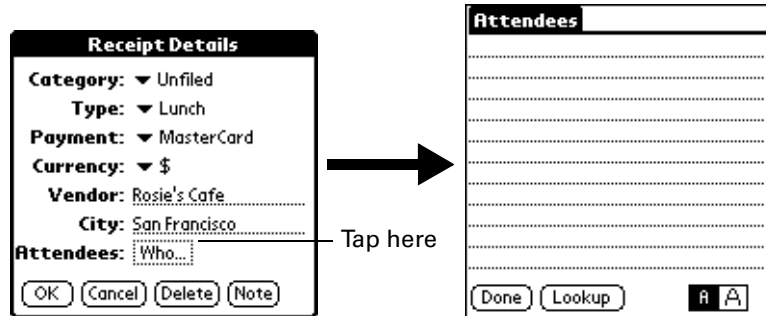
4. Tap Lookup.

The Attendees Lookup screen displays all the names in your Address Book that have data in the Company field.

5. Select the name you want to add, and then tap Add.

The name appears in the Attendees screen.

6. Repeat steps 4 and 5 to add more names.

7. Tap Done.

8. Tap OK.

Sorting lists of records

You can sort lists of records in various ways, depending on the application. Sorting is available in applications that have list screens: Address Book, Note Pad, To Do List, Memo Pad, and Expense. You can also sort photos in Palm Photos. See "Sorting photos in List view" in Chapter 12 for details.

NOTE   You can also assign records to categories. See "Categorizing records" earlier in this chapter.

To sort records in To Do List and Expense:

1. Open the application to display the list screen.

2. Tap Show.

3. Tap the Sort by pick list and select an option.

4. Tap OK.

To sort records in Address Book, Note Pad, and Memo Pad:

1. Open the application to display the list screen.

2. Tap the Menu icon 📋.

3. Select Options, and then select Preferences.

Address Book

Preferences
☐ **Remember Last Category**
☐ **Enable Tap-to-Connect**
List By:
Last Name, First Name
Company, Last Name
(OK) (Cancel)

Note Pad

Note Pad Preferences ⓘ
Sort by: ▾ Manual
Alarm Sound: ▾ Alarm
☑ **Confirm note delete?**
(OK) (Cancel)

Memo Pad

Memo Preferences ⓘ
Sort by: ▾ Alphabetic
(OK) (Cancel)
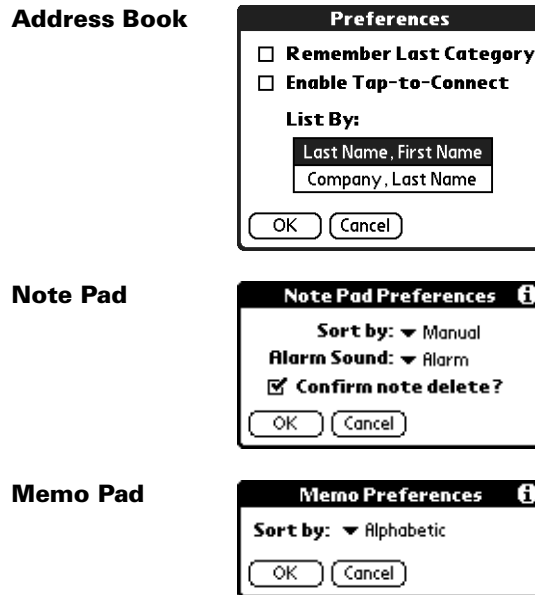
4. Do one of the following:

Address Book: Tap the setting you want.

Note Pad: Tap the Sort by pick list and select Alphabetic, Date, or Manual.

Memo Pad: Tap the Sort by pick list and select Alphabetic or Manual.

5. Tap OK.

To sort the Note Pad or Memo list manually, tap and drag a note or memo to a new location in the list.

To make the list appear in Palm Desktop software as you manually sorted it on your handheld, open the application in Palm Desktop software and click Sort by. Then select Order on Handheld.

Attaching notes

In Address Book, Date Book, Palm Photos, To Do List, and Expense, you can attach a note to a record. A note can be up to several thousand characters long. For example, for an appointment in Date Book, you can attach a note with directions to the location.

To attach a note to a record:

1. Display the entry to which you want to add a note.

   To display an entry, tap it or press Up or Down on the navigator to highlight it, and then press Select on the navigator.

2. In Address Book only: Tap Edit.

3. Tap Details.

4. Tap Note.

5. Enter your note.

6. Tap Done.

A small note icon appears at the right side of any item that has a note.

```
4:00
5:00 Guitar Lesson          ⬚ ────── Note icon
6:00
• ⠿ ⊟ (New)(Details)(Go to)
```
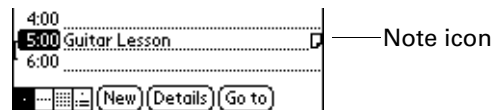
To review or edit a note:

■ Tap the Note icon ⬚.

TIP   In Date Book, you can also highlight the event that contains the note, press Select on the navigator to open the note, and then press Select on the navigator again to close the note.

To delete a note:

1. Tap the Note icon ⬚.

2. Tap Delete.

3. Tap Yes.

Choosing fonts

In many applications, you can change the font style to make text easier to read. You can choose small, small bold, large, or large bold fonts in each application that enables you to change the font style.

Small font

Small bold font

Large font

Large bold font
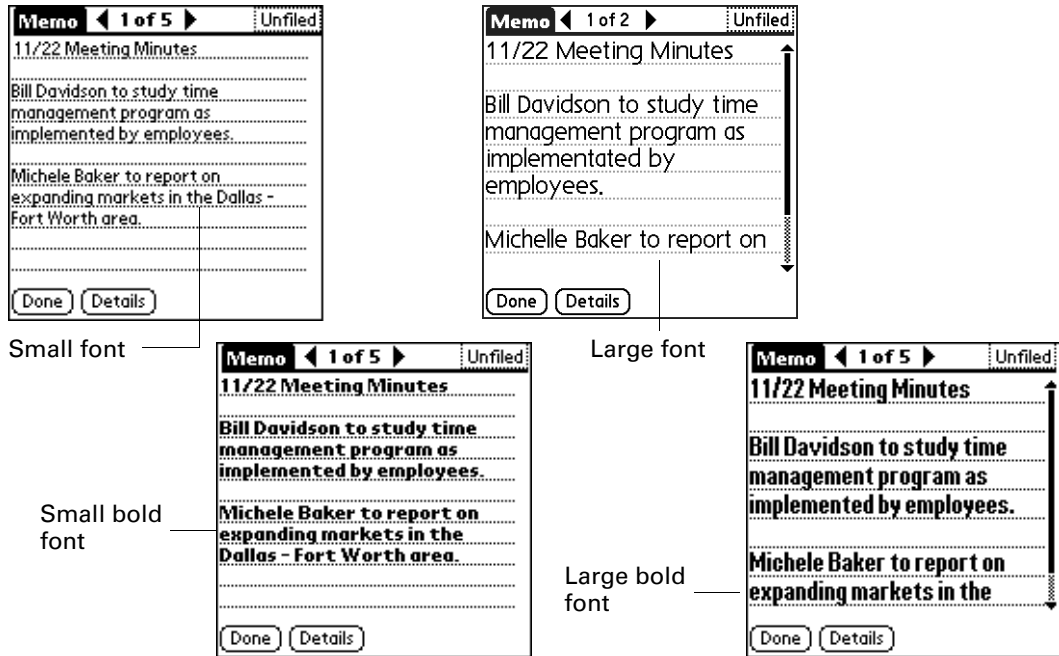
To change the font style:

1. Open an application.

2. Tap the Menu icon 📖.

3. Select Options, and then select Font.

4. Tap the font style you want to use.

Tap here for small font

Tap here for small bold font
Tap here for large bold font
Tap here for large font
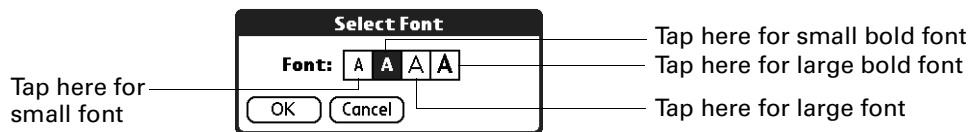
5. Tap OK.

Receiving alerts

You can receive alerts on your handheld and in Palm Desktop software.

Receiving alerts on your handheld

When you use certain application settings, your handheld can alert you to any of the following:

■   An appointment set in Date Book

■   A note created in Note Pad

■   An alarm set in World Clock

When an alert occurs, your handheld displays a reminder message. If you tap Snooze in response to an alert message, your handheld reminds you of the item again in five minutes. The Reminder screen displays alerts that await attention.

NOTE   Alerts and reminders do not appear when the camera is opened.
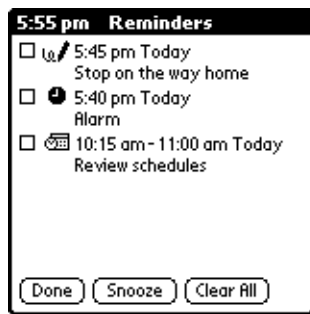
To respond to alerts, do one of the following:

■   Select an item's check box to clear the item.

■   Tap an item (either the icon or the text description) to open the application where the alarm was set. The application opens to the entry associated with the alarm.

■   Tap Done to close the reminder list and return to the current screen. An attention indicator will blink in the upper-left corner of the screen; tap it to view the alert list again.

■   Tap Snooze to see the list again in five minutes.

   If you tap Done or Snooze and view the reminder list later, the current time appears in the Reminder bar and the original alert time appears with each list item.

■   Tap Clear All to dismiss all alerts in the list.

Receiving alerts from Palm Desktop software

You can also set an option to receive Date Book event alerts from Palm Desktop software. The feature is disabled by default, so you must enable it within Palm Desktop software.

To enable an event alert from Palm Desktop software:

1. Double-click the Palm Desktop icon.

2. From the Tools menu, select Options, and then select Alarms.

3. Set Alarm Configuration options, either Always Available or Available only when the Palm Desktop is running.

4. (Optional) To hear an alert sound as well as receive an alert message, select the check box Play audible notification with alarm dialog box.

5. Click OK.

Hiding or masking private records

You can use the Security Preferences to set a password and select whether to mask your private records or hide them completely. See "Security Preferences" in Chapter 16 for details.

Installing and removing applications

This section explains how to install and remove applications and other files on your handheld or on an expansion card, and how to remove Palm Desktop software from your computer.

Installing files and add-on applications

Your handheld comes with many applications installed and ready to use. During a HotSync operation you can also install additional applications, such as games and other software, on your handheld or on a card that is seated in the expansion card slot. Applications or games that you install on your handheld reside in RAM memory, and you can delete them at any time.

You can also install other files that are associated with an application on your handheld, such as photos or audio files. Files that are not associated with an application on your handheld may not be installed during a HotSync operation.

Both applications and files are easy to install during a HotSync operation. You can install the following types of files:

■ Palm OS® file types, including PRC and PDB

■ Image files, including BMP and JPEG

- Audio files, including MP3 (requires the audio application from the Software Essentials CD-ROM, and audio files must reside on an expansion card which is sold separately)

- Kinoma video files (requires the Kinoma application from the Software Essentials CD-ROM)

NOTE   You may need to download software from the Internet while installing some applications from the Software Essentials CD-ROM.

There are a variety of third-party applications available for your handheld. To learn more about these applications, go to the web site: www.palm.com.

NOTE   Palm works with developers of third-party add-on applications to ensure the compatibility of these applications with your new Palm handheld. Some third-party applications, however, may not have been upgraded to be compatible with your new Palm handheld. If you suspect that a third-party application is adversely affecting the operation of your handheld, contact the developer of the application.

Installing applications and files on a Windows computer

Palm Quick Install makes it easy to install applications and files during the next HotSync operation. You can even install compatible files directly from a Zip file. Depending on the file type, Palm Quick Install determines whether to install the files on your handheld or on an expansion card.

You can use any of the following methods to install applications and files with Palm Quick Install:

- Drag and drop files onto the Palm Quick Install icon on the Windows desktop.

- Drag and drop files onto the Palm Quick Install window.

- Use the commands or buttons in the Palm Quick Install window.

- Right-click a file and send it to Palm Quick Install.

The procedures that follow explain how to install applications and files using each of these methods.

To drag and drop applications or files onto the Palm Quick Install icon:

1. Copy or download the application(s) or file(s) you want to install onto your computer.

2. From My Computer or Windows Explorer, select the file(s) or folder that you want to install.

3. Drag and drop the file(s) or folder onto the Palm Quick Install icon on the Windows desktop.

Palm Quick Install displays a confirmation dialog box that shows whether the files will be installed on your handheld or on an expansion card, and you can choose the user name to which the files will be installed.
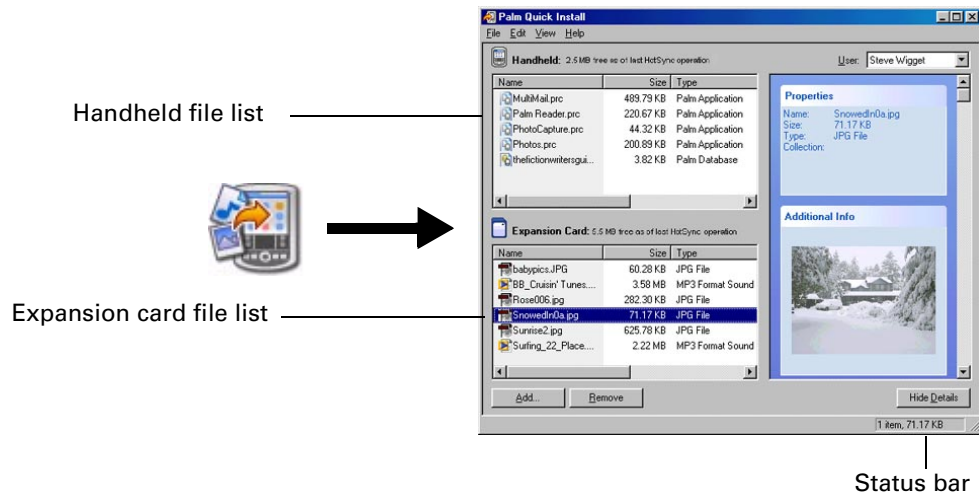
4. Click OK.

The selected files are placed in the Handheld or Expansion Card file list, based on the file extension.

5. Perform a HotSync operation to install the files. See "Conducting cradle/cable HotSync operations" in Chapter 15 for details.

NOTE Files that remain in the list after you perform a HotSync operation were not installed. This can happen if your handheld is too full to install the file or if the file type was not recognized during the HotSync operation. If files are unrecognized, try launching the associated application from your handheld and then performing another HotSync operation. If the files still remain in the list, they are not associated with an application on your handheld and cannot be installed. Expansion cards may also hold files that are not Palm application files.

To drag and drop applications or files onto the Palm Quick Install window:

1. Copy or download the application(s) or file(s) you want to install onto your computer.

2. Double-click the Palm Quick Install icon on the Windows desktop.

Handheld file list

Expansion card file list

Status bar

3. From My Computer or Windows Explorer, select the file(s) or folder that you want to install.

4. Drag and drop the file(s) or folder onto the handheld or expansion card file list.

If a No symbol appears when you attempt to drag a file onto a file list, that file is not supported on that destination.
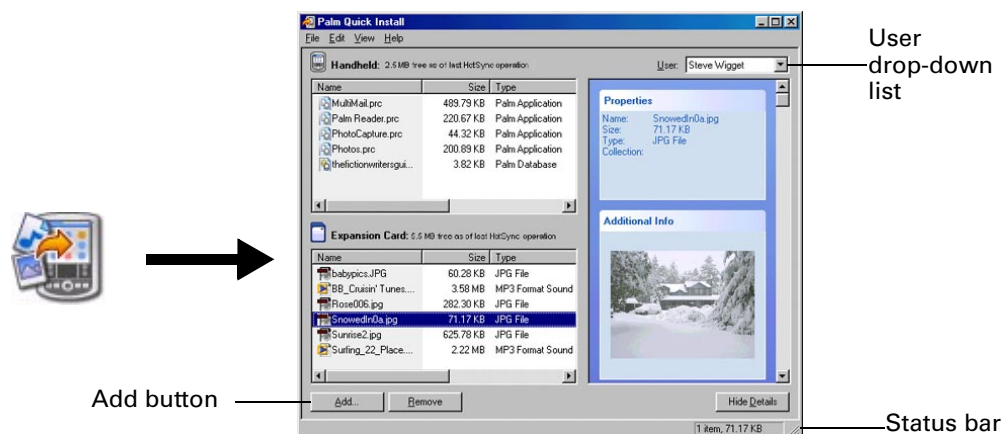
The status bar shows the number of files selected and their total size. However since some file types are compressed during synchronization they may actually require less space then the amount shown in the file size column or status bar.

5. Perform a HotSync operation to install the files. See "Conducting cradle/cable HotSync operations" in Chapter 15 for details.

NOTE   Files that remain in the list after you perform a HotSync operation were not installed. This can happen if your handheld is too full to install the file or if the file type was not recognized during the HotSync operation. If files are unrecognized, try launching the associated application from your handheld and then performing another HotSync operation. If the files still remain in the list, they are not associated with an application on your handheld and cannot be installed. Expansion cards may also hold files that are not Palm application files.

To use the command buttons in the Palm Quick Install window:

1. Copy or download the application(s) or file(s) you want to install onto your computer.

2. Double-click the Palm Quick Install icon on the Windows desktop.

User drop-down list

Add button

Status bar

3. In the User drop-down list, select the name that corresponds to your handheld.

4. Click Add.

TIP   To install a folder, open the File menu and select Add Folder.

5. Select the application(s) or file(s) that you want to install.

If you do not see the application(s) or file(s) in the default folder, navigate to the folder that contains the application(s) or file(s) that you want to install.

6. Click OK.

7. If you need to change the destination of the application you are installing, drag the files to move applications between the handheld and expansion card file list.

The status bar shows the number of files selected and their total size. However since some file types are compressed during synchronization they may actually require less space then the amount shown in the file size column or status bar.

8. Perform a HotSync operation to install the selected application(s). See "Conducting cradle/cable HotSync operations" in Chapter 15 for details.

NOTE Files that remain in the list after you perform a HotSync operation were not installed. This can happen if your handheld is too full to install the file or if the file type was not recognized during the HotSync operation. If files are unrecognized, try launching the associated application from your handheld and then performing another HotSync operation. If the files still remain in the list, they are not associated with an application on your handheld and cannot be installed. Expansion cards may also hold files that are not Palm application files.

To use the right-click menu to send the file to Palm Quick Install:

1. Copy or download the application(s) or file(s) you want to install onto your computer.

2. From My Computer or Windows Explorer, right-click the file(s) or folder that you want to install.

3. Select Send To and then select Palm Quick Install.

Palm Quick Install displays a confirmation dialog box that shows whether the files will be installed on your handheld or on an expansion card.

4. Click OK.

The selected files are placed in the Handheld or Expansion Card file list, based on the file extension.

5. Perform a HotSync operation to install the files. See "Conducting cradle/cable HotSync operations" in Chapter 15 for details.

Any unrecognized files are not installed.

Palm Quick Install tips

The following tips can help you use Palm Quick Install most effectively:

■ Audio files are automatically placed in the expansion card file list. If you attempt to place audio files in the handheld file list, a No symbol appears.

■ By default video files are placed in the expansion card file list. If you prefer to store these files on your handheld you can move them to the handheld file list.

■ When you drag and drop a folder, Palm Quick Install looks at files in the first level of subfolders only; it does not look at folders nested inside the subfolders.

■ To install files in a different location, start Palm Quick Install and drag the files to a different file list.

■ You can also access the Palm Quick Install window by clicking Quick Install on the Palm Desktop Launch bar.

## Installing applications and files on a Mac computer

The Install Tool makes it easy to install applications and files during a HotSync operation. You can specify whether to install the files on your handheld or on an expansion card.

To install add-on software on your handheld using a Mac computer:

1. On your Mac computer, copy or download the application you want to install into the Add-on folder in your Palm folder.

2. Double-click the HotSync Manager icon in the Palm folder.

3. From the HotSync menu, select Install Handheld Files.

4. From the User pop-up menu, select the name that corresponds to your handheld.
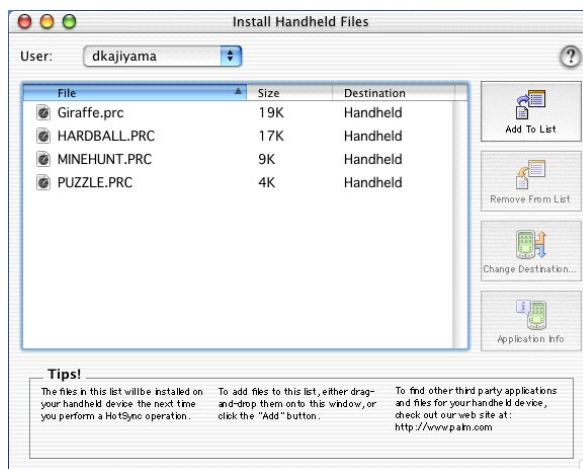
5. Click Add To List.
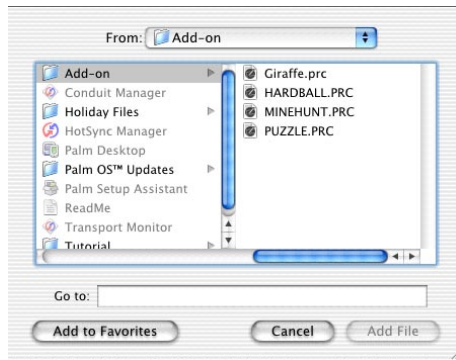
If the file you want to install is not listed in the dialog box, go to the folder to which you copied the file. Most handheld application files have the extension PRC or PDB.

6. Select the application(s) you want to install.

7. Click Add File to add the selected application to the Install Handheld Files list.

TIP You can also drag files, or folders of files, to the list in the Install Handheld Files dialog box. The files are copied to the Files To Install folder.

8. If you need to change the destination of the application you are installing, click Change Destination in the Install Handheld Files window, and then use the arrows to move applications between your handheld and an expansion card.

9. Click OK to close the Change Destination window.

10. Close the Install Handheld Files window.

11. Perform a HotSync operation to install the selected application(s) on your handheld. See "Conducting cradle/cable HotSync operations" in Chapter 15 for details.

NOTE Files that remain in the list after you perform a HotSync operation were not installed. This can happen if the file type was not recognized during the HotSync operation. Expansion cards may hold applications that use files other than the Palm application files. For your handheld to recognize such a file, you must first launch the associated application at least once.

Removing applications

If you run out of memory or decide that you no longer need an application you installed, you can remove applications from your handheld or from an expansion card. From your handheld, you can remove only add-on applications, patches, and extensions that you install; you cannot remove the applications that reside in the ROM portion of your handheld.

To remove an add-on application:

1. Tap the Home icon ⬙.

2. Tap the Menu icon 🗎.

3. Select Delete on the App menu.

4. Tap the Delete From pick list and select either Handheld or Card. If you want to delete applications from a card, the card must be seated in the expansion card slot.

5. Tap the application that you want to remove.

6. Tap Delete.

7. Tap Yes.

8. Tap Done.

Removing Palm Desktop software

If you no longer want to use Palm Desktop software, you can remove it from your computer.

This process removes only the application files. The data in your Users folder remains untouched.

IMPORTANT   If you remove Palm Desktop software, you also remove the HotSync Manager synchronization software and can no longer synchronize with your computer. If you want to synchronize data with another personal information manager (PIM), you need to install HotSync Manager from the Desktop Software CD-ROM after you remove Palm Desktop software. During the installation select the Custom option and then choose to install only HotSync Manager.

NOTE   You may need to modify the steps shown here to accommodate the version of the operating system installed on your computer.

To remove Palm Desktop software from a Windows computer:

1. From the Windows Start menu, select Settings and then click Control Panel.

2. Double-click the Add/Remove Programs icon.

3. Click the Change or Remove Programs button.

4. Select Palm Desktop.

5. Click Change/Remove.

   This process removes only the application files. The data in your Users folder remains untouched.

6. Click Yes in the Confirm File Deletion box.

7. Click OK.

8. Click Close.

To remove Palm Desktop software from a Mac computer:

1. Insert the Desktop Software CD-ROM into the CD-ROM drive on your computer.

2. Double-click the Desktop Software CD-ROM icon on your desktop.

3. Double-click the Palm Desktop Installer icon.

4. From the Easy Install screen, select Uninstall from the pop-up menu.

5. Select the software you want to remove.

6. Click Uninstall.

7. Select the folder that contains your Palm Desktop software files.

8. Click Remove.

9. Restart your computer.
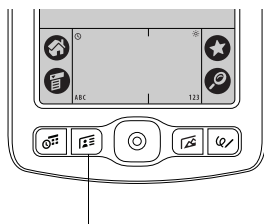
Using Address Book

Address Book enables you to keep names, addresses, phone numbers, and other information about your personal or business contacts. Use Address Book to do the following:

■ Quickly look up or enter names, addresses, phone numbers, and other information. See "Finding information" in Chapter 4 for details.

■ Enter up to five phone numbers (home, work, mobile, fax, and so on) or e-mail addresses for each name.

■ Define which phone number appears in the Address list for each Address Book entry.

■ Attach a note to each Address Book entry, in which you can enter additional information about the entry.

■ Assign Address Book entries to categories so that you can organize and view entries in logical groups.

■ Create your own digital business card that you can beam to other devices with an infrared (IR) port and an application that can read the data.

To open Address Book:

■ Press the Address Book application button on the front panel of your handheld. Address Book opens to display the list of all your records.

Address Book button

TIP Press the Address Book application button repeatedly to cycle through the categories in which you have records. You can also press and hold the Address Book application button to instantly beam your business card to another device with an IR port. The receiving device must also have an application that can read the Address Book data.

Creating an Address Book entry

A record in Address Book is called an *entry*. You can create entries on your handheld, or you can use Palm™ Desktop software to create entries on your computer and then transfer the entries to your handheld with your next HotSync® operation.

Palm Desktop software also has data import capabilities so that you can load database files into Address Book on your handheld.

See "Importing data" in Chapter 3 and the Palm Desktop online Help for more information.

To create a new Address Book entry:

1. Press the Address Book application button ⟦▪≡⟧ on the front of your handheld to display the Address list.

2. Tap New.

Cursor at Last name

Tap New
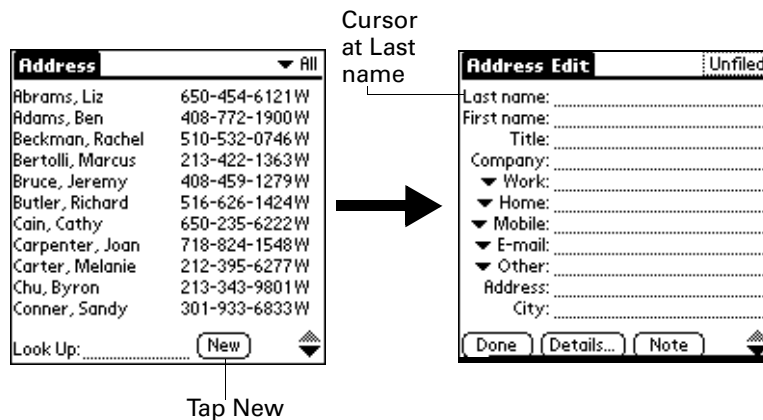
3. Enter the last name of the person you want to add to your Address Book.

   The handheld automatically capitalizes the first letter of each field (except numeric and e-mail fields). You do not have to use the Graffiti® 2 capital stroke to capitalize the first letter of the name.

4. Tap the First Name field.

5. Enter the first name of the person in the First Name field.

6. Enter the other information that you want to include in this entry.

   As you enter letters in the Title, Company, City, and State fields, text appears for the first logical match that exists in your Address Book. As you enter more letters, a closer match appears. For example, you may already have Sacramento and San Francisco in your Address Book. As you enter *S*, Sacramento appears, and as you continue entering *a* and *n*, San Francisco replaces Sacramento. As soon as the word you want appears, tap the next field to accept the word.

7. Tap the scroll arrows ⬍ to move to the next page of information.

8. After you finish entering information, tap Done.

Tap Done

TIP To create an entry that always appears at the top of the Address list, begin the Last name or Company field with a symbol, as in *If Found Call*. This entry can contain contact information in case you lose your handheld.

Selecting types of phone numbers

You can select the types of phone numbers or e-mail addresses that you associate with an Address Book entry. Any changes you make apply only to the current entry.

To select other types of phone numbers in an entry:

1. Tap the entry that you want to change.

2. Tap Edit.

3. Tap the pick list next to the label you want to change.

Tap triangle

4. Select a new label.

Changing Address Entry details

The Address Entry Details dialog box provides a variety of options that you can associate with an entry.

To open the Address Entry Details dialog box:

1. Tap the entry whose details you want to change.

TIP   You can also use the 5-way navigator to open an Address entry. See "Using the navigator" in Chapter 2 for instructions.

2. Tap Edit.

3. Tap Details.

```
┌────────────────────────────────┐
│ Address Entry Details    ⓘ    │
│ Show in List: ▾ Work           │
│   Category: ▾ Unfiled          │
│     Private: ☐                 │
│ (OK) (Cancel) (Delete...) (Note)│
└────────────────────────────────┘
```

4. Select any of the following settings:

Show in List	Select which type of phone or other information appears in the Address list screen. Your options are Work, Home, Fax, Other, E-mail, Main, Pager, and Mobile. The identifying letters *W, H, F, O, M,* or *P* appear next to the record in the Address list, depending on which information is displayed. If you select E-mail, no identifying letter is displayed.
Category	Assign the entry to a category.
Private	Hide this entry when Security is turned on.

Making connections from Address Book

You can use the entries in your Address Book to launch applications that perform tasks such as dialing a phone number or creating an e-mail or SMS message. Some of the applications you can launch are included on the Software Essentials CD-ROM that comes with your handheld, and others may be available from third-party developers and are sold separately. Most of these applications require a GSM mobile phone or an optional modem accessory that is compatible with your handheld (mobile phone and modem accessory sold separately).
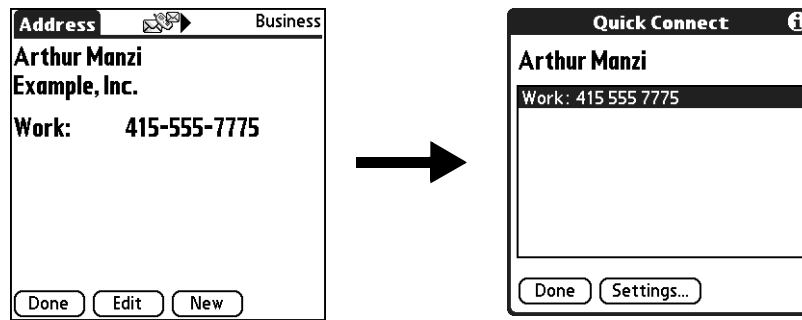
Quick Connect

If you have a compatible GSM mobile phone (sold separately) and you install the Telephony/SMS applications from the Software Essentials CD-ROM, you can use Quick Connect to select an entry and initiate a related task with one hand, using the navigator. You can also configure which application opens when you choose a specific Address record field, and whether to add a prefix to all phone numbers.

To use Quick Connect from an Address entry:

1. Open the Address entry to which you want to connect.

2. Press Right on the navigator to open the Quick Connect dialog box.

   TIP You can also tap the Quick Connect icon in the title bar of the Address record.

3. Select the method you want to use to connect.

   Quick Connect initiates the related task. For example, if you tap a phone number, Quick Connect sends the selected phone number to your mobile phone.

To use Quick Connect from the Address list:

1. Highlight the Address entry to which you want to connect.

2. Tap the Menu icon ▤.

3. Select Connect on the Record menu.

4. Select the method you want to use to connect.

   Quick Connect initiates the related task. For example, if you tap a phone number, Quick Connect sends the selected phone number to your mobile phone.

To configure Quick Connect settings:

**1.** From the Quick Connect dialog box, tap Settings.
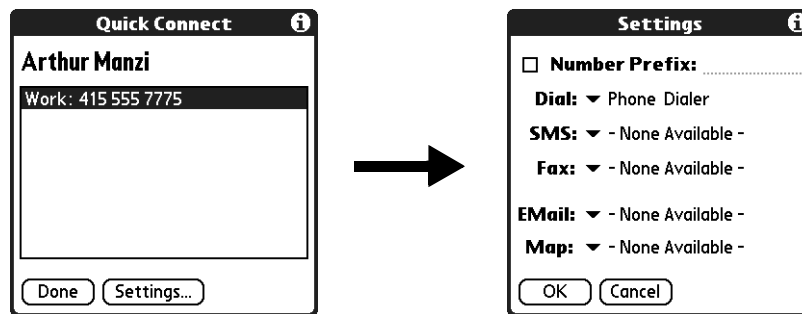
2. (Optional) Tap the Number Prefix check box and enter a prefix.

For example, to dial 1 before all phone numbers, select this check box and enter a "1" in this field. The prefix is not added to a number that begins with the "+" character.

3. Tap each of the pick lists and select the application you want to associate with that task.

4. Tap OK.

Tap-to-Connect

With Tap-to-Connect you can select an entry and initiate a related task by tapping it with the stylus. By default, Tap-to-Connect is not enabled. You must install the Telephony/SMS application from the Software Essentials CD-ROM to access and use this feature.

To enable Tap-to-Connect:

1. From the Address list, tap the Menu icon 📇 .

2. Select Option, and then select Preferences.

3. Tap Enable Tap-to-Connect.

4. Tap OK.

TIP   You can also configure which application opens when you tap a specific Address record field, and whether to add a prefix to all phone numbers. See "Quick Connect" earlier in this chapter to learn how to configure these settings.

To make a connection with Tap-to-Connect:

1. Open the Address entry to which you want to connect.

2. Tap an item.

   For example, to dial a phone number, tap the number you want to dial. To address an e-mail message, tap an e-mail address.

3. (Optional) Tap the number to edit it.
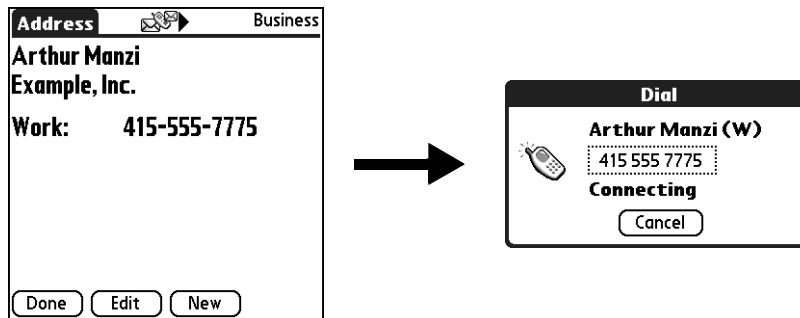
   For example, you might want to add an area code, a "1," or a country code before a phone number.

Using Address Book menus

Address Book menus are shown here for your reference, and Address Book features that are not explained elsewhere in this book are described here.

See "Using menus" in Chapter 4 for information about selecting menu commands.

The Record and Options menus differ depending on whether you're displaying the Address list screen or the Address view screen.

Record menus

Record Edit Options
Duplicate Address   /T
Connect   /I

Beam Category
Send Category
Beam Business Card

Address list

Record Options
Delete Address   /D
Duplicate Address   /T
Beam Address   /B
Send Address
Connect   /I

Attach Note   /A
Delete Note   /O

Select Business Card
Beam Business Card

Address view

| **Duplicate Address**	Makes a copy of the current record and displays the copy in Address Edit so you can make changes to the copied record. The copy has the same category and attached notes as the original record.
Connect	Opens the Quick Connect dialog box, where you can choose which application you want to use to make the connection. This command appears only after you install the Telephony/SMS application from the Software Essentials CD-ROM, and the options that are available depend on the software installed on your handheld.
Send Category	Opens a dialog box where you can choose how you want to send all records in the selected category to another device. This command appears only after you install the e-mail or SMS application from the Software Essentials CD-ROM, and the options that are available depend on the software installed on your handheld.
Send Address	Opens a dialog box where you can choose how you want to send the selected entry to another device. This command appears only after you install the e-mail or SMS application from the Software Essentials CD-ROM, and the options that are available depend on the software installed on your handheld.

Options menus

Address list

Address Edit view

Preferences   Opens a dialog box where you can choose Address Book display options.
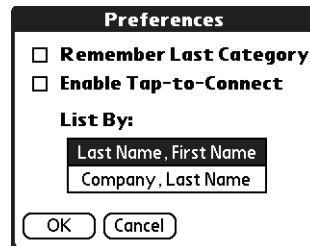
Remember last category. Determines how Address Book appears when you return to it from another application. If you select this check box, Address Book shows the last category you selected. If you deselect it, Address Book displays the All category.

Rename Custom Fields   These custom fields appear at the end of the Address Edit screen. Rename them to identify the kind of information you enter in them. The names you give the custom fields appear in all entries.

You can use these custom fields to track additional information in your Address records, such as names of spouses, children, or any other details.

About Address Book   Shows version information for Address Book.

Using Calculator

Calculator enables you to perform basic calculations. Use Calculator to do the following:

- Perform addition, subtraction, multiplication, division, and square root operations.

- Store and retrieve values.

- Display the last series of calculations, which is useful for confirming a series of "chain" calculations.

To open Calculator:

1. Tap the Home icon ⊘.

2. Tap the Calculator icon.

TIP By default tapping the Favorite icon ★ also opens Calculator.

Performing calculations

The Calculator includes several buttons to help you perform calculations.
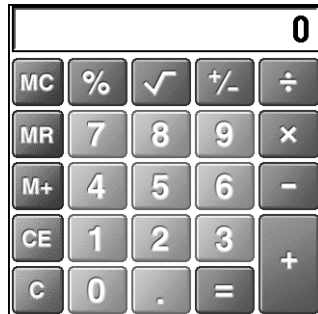
	Clears the entire calculation so that you can begin a fresh calculation.
	Clears the last number you entered. If you make a mistake while entering a number in the middle of a calculation, you can use this button to reenter the number without starting the calculation over.
	Toggles the current number between a negative and positive value. If you want to enter a negative number, enter the number first *and then* press the +/- button.
	Places the current number into memory. Each new number you enter with the M+ button is *added to the total* already stored in memory. The number that you add can be either a calculated value or any number you enter by pressing the number buttons. Pressing this button has no effect on the current calculation (or series of calculations); it merely places the value into memory until it is recalled.
	Recalls the stored value from memory and inserts it into the current calculation.
	Clears any value that is stored in the Calculator memory.
	Calculates the square root of a number. Enter the number, and then tap the square root button.

Viewing Recent Calculations

The Recent Calculations command enables you to review the last series of calculations and is particularly useful for confirming a series of "chain" calculations.

To display recent calculations:
1. Tap the Menu icon 📖.

2. Select Options, and then select Recent Calculations.
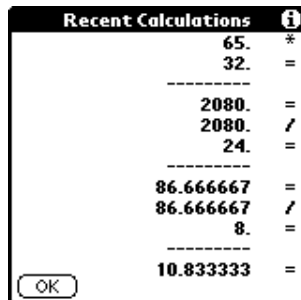
3. After you finish reviewing the calculations, tap OK.

Using Calculator menus

The Calculator menu is shown here for your reference, and Calculator features that are not explained elsewhere in this book are described here.

See "Using menus" in Chapter 4 for information about choosing menu commands.

Options menu
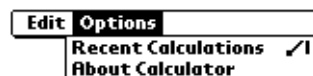
About Calculator   Shows version information for Calculator.

Using Card Info

Card Info enables you to review general information about an expansion card. Use Card Info to do the following:

- Review card contents.

- Rename a card.

- Format a card.

Reviewing Card Information

You can view the card name, type, available storage space, and a summary of its contents.

To review Card Information:

1. Tap the Home icon ⊘.

2. Tap the Card Info icon ⬛.

3. Review Card name, Type, and Size.

4. Review card contents summarized by directory.

Review card information

Review summarized card contents
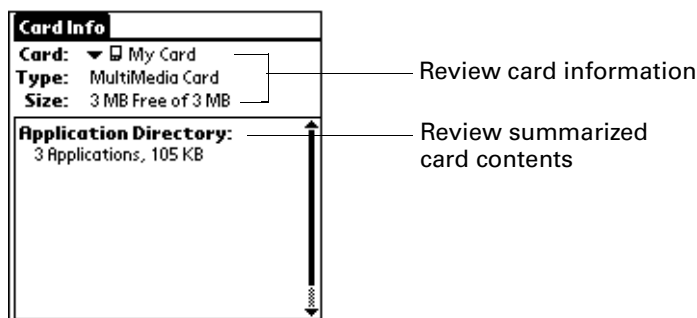
Renaming a card

The expansion card name appears in the Category pick list and in other lists that enable you to choose where to store information on your handheld. You can assign a name to each expansion card that indicates its contents.

To rename a card:

1. Tap the Home icon ⊘.

2. Tap the Card Info icon 📲.

3. Tap the Menu icon 📖.

4. Select Rename Card from the Card menu.

5. Enter the new name for the card.

Rename Card

New Card Name:

My Games Card

(Rename) (Cancel)
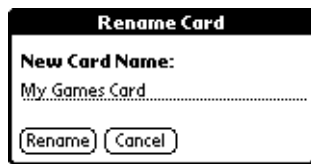
6. Tap Rename.

Formatting a card

Formatting a card destroys all its data and prepares it to accept new applications and data.

To format a card:

1. Tap the Home icon ⊘.

2. Tap the Card Info icon 📲.

3. Tap the Menu icon 📖.

4. Select Format Card from the Card menu.

5. Tap OK.

Managing expansion cards

■ When writing data to an expansion card, wait for your handheld to complete the operation before removing the card from the slot. This prevents data corruption or accidental damage to the expansion card.

■ You can install applications to an expansion card after performing an initial HotSync® operation. See "Installing files and add-on applications" in Chapter 4 for information. For optimal performance, we recommend that you do not install more than 50 applications to a single expansion card.

■ Reading and writing information on an expansion card uses more battery power than performing the same task on your handheld. If you have ample storage space on your handheld, consider copying the information to your handheld.

■ When your handheld's battery level becomes very low, access to the expansion card may be disabled to protect your data. If this occurs, recharge your handheld as soon as possible.

Using Card Info menus

The Card Info menu is shown here for your reference, and Card Info features that are not explained elsewhere in this book are described here.

See "Using menus" in Chapter 4 for information about selecting menu commands.

Card menu

Card
Rename Card /R
Format Card /F
Help /H
About Card Info
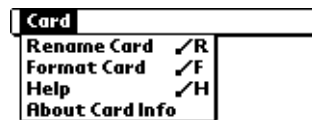
Help   Provides help text.

**About Card Info**   Shows version information for Card Info.

Using Date Book

Date Book enables you to quickly and easily schedule appointments or any kind of activity associated with a time and date. Use Date Book to do the following:

- Enter a description of your appointment, and assign it to a specific time and date.

- Display a chart of your appointments for an entire week. The Week View makes it easy to spot available times and potential scheduling overlaps or conflicts.

- Display a monthly calendar to quickly spot days where you have morning, lunch, or afternoon appointments.

- Display an agenda showing appointments, untimed events, and your To Do items for the day.

- Set an alarm to notify you of the scheduled activity.

- Create reminders for events that are based on a particular date, rather than on time of day. Birthdays and anniversaries are easy to track with your handheld.

- Attach notes to individual events for a description or clarification of the entry in your Date Book.

To open Date Book:

- Press the Date Book application button on the front panel of your handheld. Date Book opens to today's schedule.
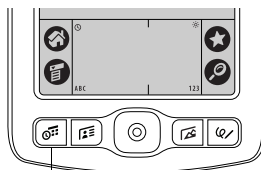
Date Book button

TIP Press the Date Book application button repeatedly to cycle through the Day, Week, Month, and Agenda views.

When you open Date Book, the screen shows the current date and a list of times for a normal business day.

Scheduling an event

A record in Date Book is called an *event*. An event can be any kind of activity that you associate with a day. You can enter a new event on any of the available time lines.

When you schedule an event, its description appears on the time line, and its duration is automatically set to one hour. You can easily change the start time and duration for any event.

It's possible to schedule events that overlap, but Date Book makes it easy to find such conflicts. See "Spotting event conflicts" later in this chapter.

You can also schedule events in your Date Book that occur on a particular date but have no specific start or end times, such as birthdays, holidays, and anniversaries. These are referred to as "untimed events." Untimed events appear at the top of the list of times, marked with a diamond. You can have more than one untimed event on a particular date.

You can also schedule a repeating event, such as a weekly meeting, and continuous events, such as a three-day conference or a vacation.

To schedule an event for the current day:

1. Tap the time line that corresponds to the beginning of the event.

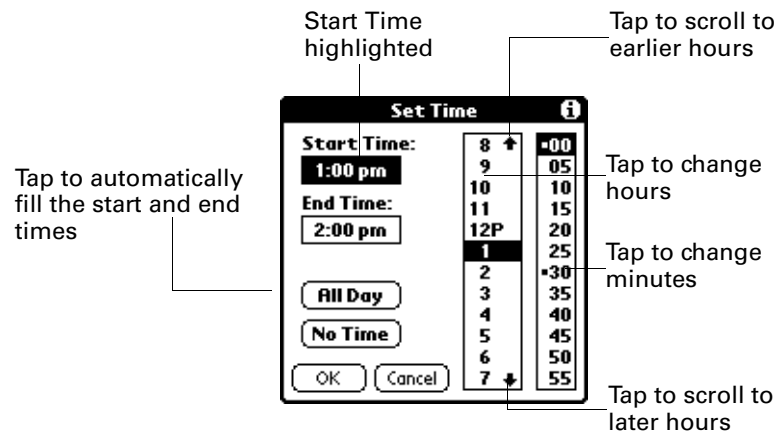Tap a time line

Time bar shows duration

Enter event
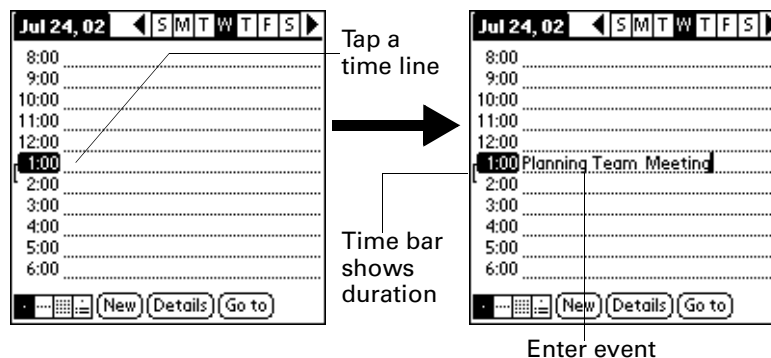
2. Enter a description of the event. You can enter up to 255 characters.

3. If the event is one hour long, skip to step 5. If the event is longer or shorter than an hour, tap the time of the event to open the Set Time dialog box.

Tap the time of an event
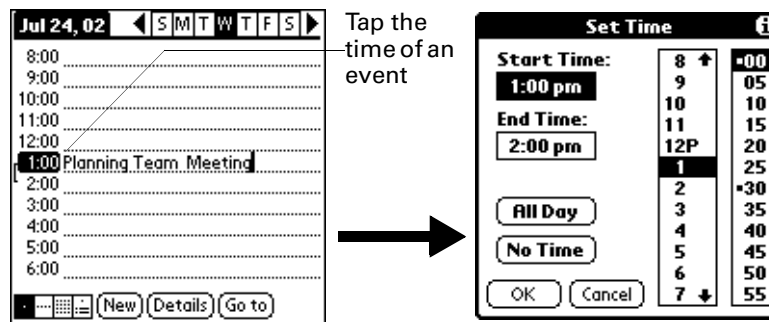
TIP You can also use the Graffiti® 2 writing area to open the Set Time dialog box. Make sure that no event is selected, and then on the number side of the Graffiti 2 writing area, write a number for the start time of the event.

4. Do one of the following:

– Tap the time columns on the right side of the Set Time dialog box to set the start time, and then tap the End Time box and tap the time columns to set the end time.

– Tap All Day to automatically insert the start and end time of the event as defined in your Date Book preferences.
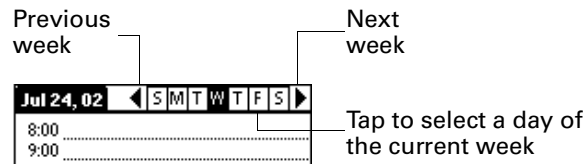
Start Time highlighted

Tap to scroll to earlier hours

Tap to automatically fill the start and end times

Tap to change hours

Tap to change minutes

Tap to scroll to later hours

5. Tap OK.

6. Tap a blank area of the screen to deselect the event. A vertical line appears next to the time, indicating the duration of the event.
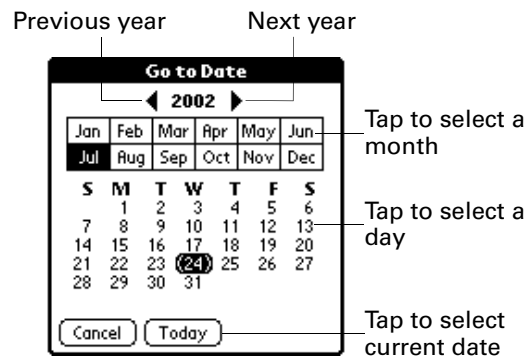
If two or more events have the same start and end time, the time appears only once.

To schedule an event for another day:

1. Select the date you want for the event by doing one of the following:

– Tap the day of the week that you want in the date bar at the top of the screen. If necessary, tap the Previous week or Next week scroll arrows to move to another week.

Previous
week

Next
week

| Jul 24, 02 | ◀ | S | M | T | W | T | F | S | ▶ |

8:00 ⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯
9:00 ⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯⋯

Tap to select a day of
the current week

– Press Right or Left on the 5-way navigator to scroll to the next or previous day.

– Press Up or Down on the navigator to scroll within the current day.

– Tap Go To at the bottom of the screen to open the Go to Date dialog box. Select a date by tapping a year, month, and day in the calendar.

Previous year   Next year

Go to Date

◀ **2002** ▶

| Jan | Feb | Mar | Apr | May | Jun |
| Jul | Aug | Sep | Oct | Nov | Dec |

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	(24)	25	26	27
28	29	30	31			

(Cancel) (Today)

Tap to select a
month

Tap to select a
day

Tap to select
current date

2. After you locate the date, follow the steps for scheduling an event for the current day.
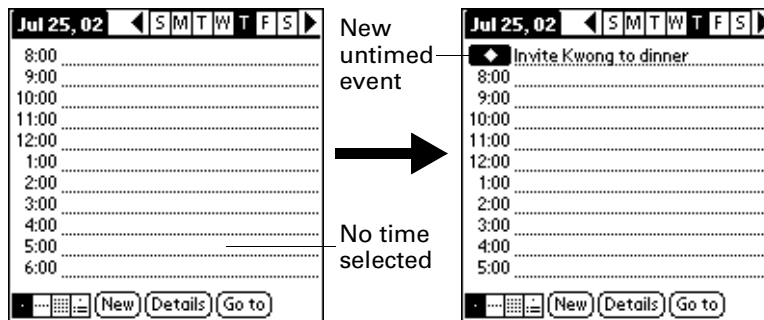
To schedule an untimed event:

1. Select the date that you want for the event.

2. Tap New.

3. Tap No Time, so that no start or end times are defined for the new event.
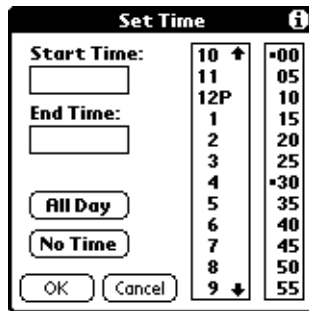
TIP You can also create a new untimed event by making sure no event is selected and then writing letters in the Graffiti 2 writing area.

4. Enter a description of the event.

5. Tap a blank area on the screen to deselect the untimed event.

If you create an event and decide later that there is no particular start or end time, you can easily change it to an untimed event. Tap the time of the event in the Date Book screen, tap No Time, and then tap OK.

Selecting an event

After you create an event, you can select an event to view its contents, reschedule it, make it a repeating event, and add alarms or notes.

To select an event:

1. Go to the day on which the event is scheduled.

2. Tap the event.

TIP You can also press Select on the navigator to insert the highlight on the next event in the current day or on the first event of another day. To scroll through the events in the selected day, press Up and Down on the navigator.

Rescheduling an event

You can easily make changes to your schedule with your handheld.

To reschedule an event:

1. Select the event you want to reschedule.

2. Tap Details.

3. To change the time, tap the Time box and tap a new time.

4. To change the date, tap the Date box and tap a new date.
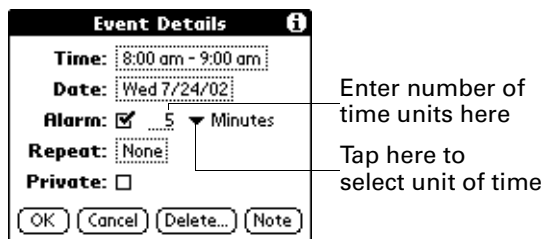
5. Tap OK.

Setting an alarm for an event

The Alarm setting enables you to set an alarm for events in your Date Book. You can set an alarm to notify you minutes, hours, or days before an event. The default Alarm setting is 5 minutes before the time of the event, but you can change this to any number of minutes, hours, or days.

When you set an alarm, the Alarm icon appears at the far right of the event. When the alarm is triggered, a reminder message also appears onscreen.

To set an alarm for an event:

1. Select the event to which you want to assign an alarm.

2. Tap Details.

3. Tap the Alarm check box to select it.

    The default setting, 5 Minutes, appears.

4. Tap the pick list to select Minutes, Hours, or Days.

5. Select the 5 and enter any number from 0 to 99 (inclusive) as the number of time units.

Enter number of time units here

Tap here to select unit of time

6. Tap OK.

7. When the reminder message appears onscreen, do one of the following:

– Tap OK to permanently dismiss the reminder and return to the current screen.

– Tap Snooze to dismiss the reminder and return to the current screen. An attention indicator blinks in the upper-left corner of the screen to remind you of the pending alarm, and the reminder message appears again five minutes later.

– Tap Go To to open Date Book. Date Book will open and display the event associated with the alarm.

7:55 am	Reminder

Saturday, 12/30/06
8:00 am - 9:00 am

Bike ride with Lorri

OK	Snooze	Go To
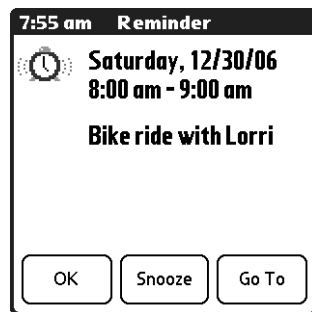
Alarm for untimed events: You can set a silent alarm for an untimed event. In this case the alarm is triggered at the specified period of minutes, hours, or days before midnight (beginning) of the day of the untimed event. When the alarm is triggered, the reminder list displays the alarm message until you clear it. See "Receiving alerts" in Chapter 4 for details.

For example, you set an alarm for an untimed event that occurs on February 4. If the alarm is set for 5 minutes, the reminder message appears at 11:55 PM on February 3. The reminder remains in the reminder list until you turn on your handheld and dismiss it.

Scheduling repeating or continuous events

The Repeat function enables you to schedule events that recur at regular intervals or that extend over a period of consecutive days.

A birthday is a good example of an event that repeats annually. Another example is a weekly guitar lesson that falls on the same day of the week and the same time of day.

A business trip or a vacation is an example of a continuous event.

To schedule a repeating or continuous event:

1. Select the event.

2. Tap Details.

3. Tap the Repeat box to open the Change Repeat dialog box.

Tap the
Repeat
box
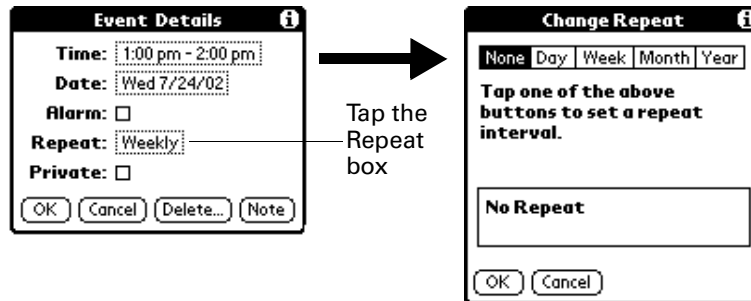
4. Tap Day, Week, Month, or Year to set how often the event repeats.

For a continuous event, tap Day.

5. On the Every line, enter a number that corresponds to how often you want the event to repeat.

For example, if you select Month and enter the number 2, the event repeats every other month.

6. To specify an end date for the repeating or continuous event, tap the End on pick list and tap Choose Date. Use the date picker to select an end date.

7. Tap OK.

After you schedule a repeating or continuous event, the Repeat icon 🔁 appears at the far right of the event.

Changing repeating or continuous events

When you make changes to a repeating or continuous event, such as deleting or adding notes or changing the time of an event, you can decide which of the events you want to change—all events in the series, just the current event, or the current and future events.

To delete repeating events:

1. Select the record you want to delete.

2. Tap the Menu icon 📖 .

3. Select Delete Event from the Record menu.

4. Do one of the following:

– Tap Current to delete only the current event item.

– Tap Future to delete the current and all future event items and reset the end date of the repeating event to the last shown date.

– Tap All to delete all occurrences of the repeating event.

5. Tap OK.

Considerations for repeating or continuous events

Keep the following points in mind:

■ If you change the start date of a repeating event, your handheld calculates the number of days you moved the event. Your handheld then automatically changes the end date to maintain the duration of the repeating event.

■ If you change the repeat interval of a repeating event (such as from daily to weekly), previous occurrences of that event are not changed, and your handheld creates a new repeating event.

■ If you change the date of an occurrence of a repeating event (such as from January 14 to January 15) and apply the change to all occurrences, the new date becomes the start date of the repeating event. Your handheld adjusts the end date to maintain the duration of the event. If you apply the change to current and future occurrences, past occurrences are not changed.

■ If you change other settings of a repeating event (such as time, alarm, private) and apply the change to all occurrences, your handheld creates a new event. The start date of this new event is the day on which the setting is changed.

■ If you apply a change to a single occurrence of a repeating event (such as time), that occurrence no longer shows the Repeat icon ⟳.

Changing the Date Book view

In addition to displaying the time list for a specific day, you can also display a whole week, a month, or an agenda.

### To cycle through Day, Week, Month, and Agenda views:

■ Press the Date Book application button repeatedly to display the next view.

■ Tap the appropriate view icon in the lower-left corner of Date Book.

Working in Week View

Week View shows the calendar of your events for an entire week. You can use this view to quickly review your appointments and available time slots. In addition, the graphical display helps you spot overlaps and conflicts in your schedule.
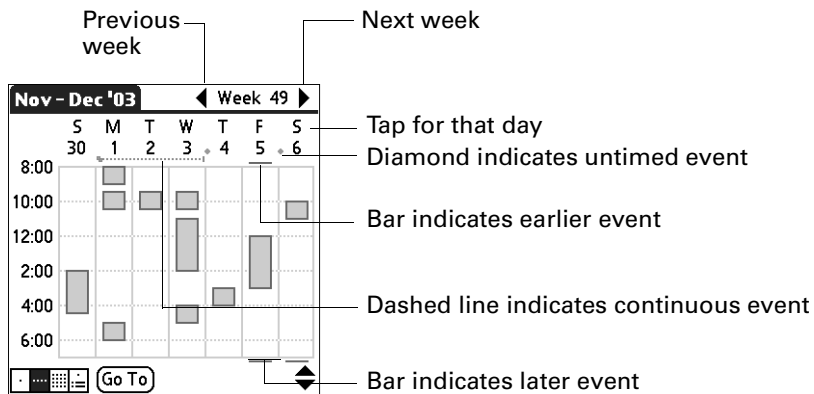
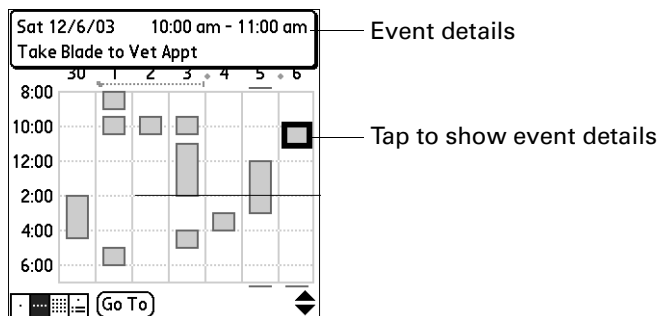### To display the Week View:

1. Tap the Week View icon.
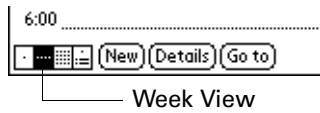
Week View

2. Tap the navigation controls to move forward or backward a week at a time, or tap on a column to display details of an event.

The Week View also shows untimed events and events that are before and after the range of times shown. Continuous events appear in green with the Repeat icon ⊡.

Previous week — Next week

Tap for that day
Diamond indicates untimed event

Bar indicates earlier event

Dashed line indicates continuous event

Bar indicates later event

3. Tap an event to show a description of the event.
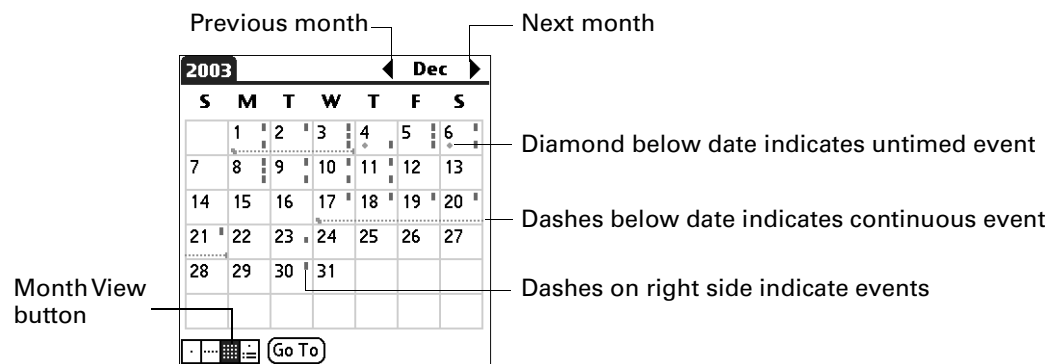

Event details

Tap to show event details

Keep the following points in mind:

■ To reschedule an event, tap and drag the event to a different time or day.

■ Tap a blank time on any day to move to that day and select that time for a new event.

■ Tap any day or date that appears at the top of the Week View to move directly to that day without selecting an event.

■ Press Right and Left on the navigator to scroll to the next or previous week.

■ Press Select on the navigator to insert the highlight, and then press Right and Left to select a day within the selected week. To view the events on the selected day, press Select on the navigator again.

■ The Week View shows the time span defined by the Start Time and End Time in the Date Book Preferences settings. If you have an event before or after this time span, a bar appears at the top or bottom of that day's column. Use the onscreen scroll arrows ⬍ to scroll to the event, or press Up and Down on the navigator to scroll to earlier and later time slots within the selected week.

Working in Month View

The Month View screen shows which days have events scheduled. Lines in the Month View indicate events and repeating events. Diamonds indicate untimed events, and green dashed lines with a Repeat icon ⬛ indicate continuous events.

Previous month — — Next month

Diamond below date indicates untimed event

Dashes below date indicates continuous event

Month View button

Dashes on right side indicate events

You can control the types of events that appear in the Month View. See "Display Options" later in this chapter.

Keep the following points in mind:

■ Tap a day in the Month View to display that day in the Day View.

■ Tap the scroll arrows in the upper-right corner, or press Left or Right on the navigator to move forward or backward a month.

■ Press Select on the navigator to insert the highlight, and then press Left or Right on the navigator to scroll to a specific day. Press Select on the navigator to display that day in the Day View.

Working in Agenda View

The Agenda View shows you your untimed events, appointments, and To Do items on one screen. When you tap an untimed event or appointment in the Agenda View, the Day View appears so that you can see more detailed information about the event. You can tap the check box next to a To Do item to mark it as completed. When you tap a To Do item, your To Do list appears.

NOTE   Which To Do items appear and how you can change them depend on the settings in your To Do preferences. See "Setting To Do Preferences" in Chapter 13 for more information.

To display the Agenda View:

1. Tap the Agenda View icon.

Agenda View
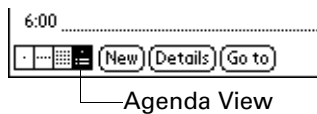
2. Tap the navigation controls to move forward or backward a day at a time, or to display more events and To Do items.

TIP   You can also press Up and Down on the navigator to scroll through the events on the selected day, or press Right or Left on the navigator to scroll to the next or previous day.
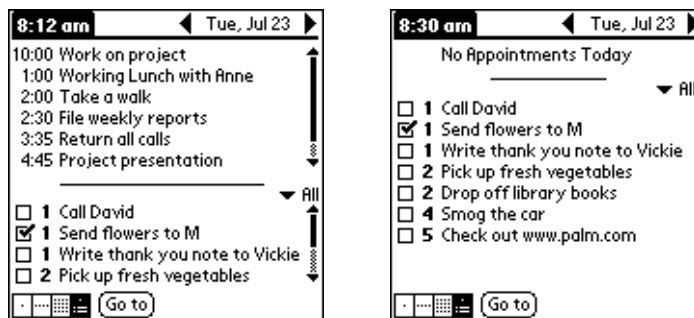

NOTE   You can also change the category of To Do items shown. Tap the pick list to select another category. See Chapter 13 for more information on working with To Do items.

Spotting event conflicts

With the ability to define specific start and end times for any event, it's possible to schedule events that overlap (an event that starts before a previous event finishes).

An event conflict (time overlap) appears in the Week View as overlapping bars. The first event created appears as a gray bar, and any subsequent conflicting events appear as a single red bar. The Day View displays overlapping red brackets to the left of the conflicting times. The Month View displays conflicting appointments in red.
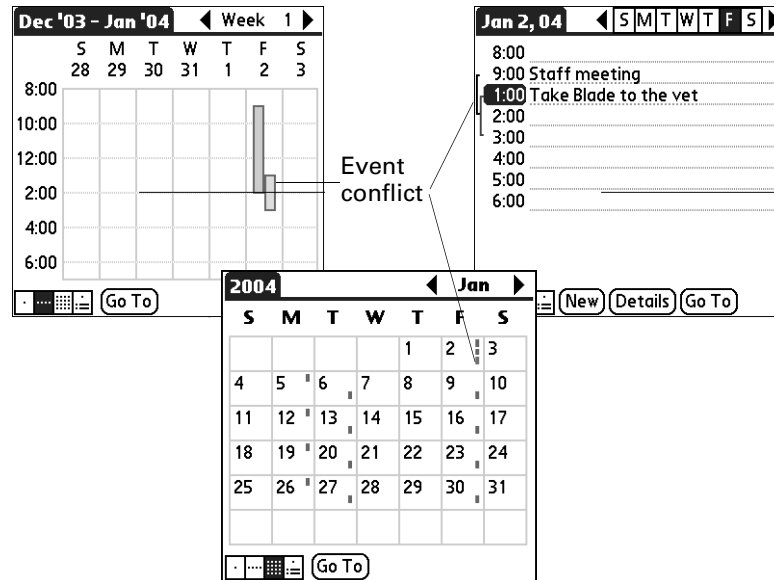
Using Date Book menus

Date Book menus are shown here for your reference, and Date Book features that are not explained elsewhere in this book are described here.

See "Using menus" in Chapter 4 for information about choosing menu commands.

Record menu
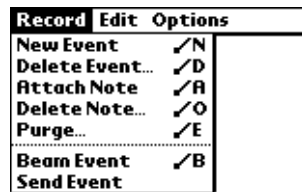
| Send Event | Opens a dialog box where you can choose how you want to send the selected event to another device. This command appears only after you install the e-mail or SMS application from the Software Essentials CD-ROM, and the options available depend on the software installed on your handheld. |

Options menu

Display Options

Opens the Display Options dialog box, where you can change the appearance of Date Book's Day View and control which type of events appear in Month View.

Show Time Bars	Activates the time bars that appear in the Day View. The time bars show the duration of an event and illustrate event conflicts.
Compress Day View	Controls how times appear in the Day View. When Compress Day View is off, all time slots appear. When it is on, start and end times appear for each event, but blank time slots toward the bottom of the screen disappear to minimize scrolling.
Month View settings	Applies to the Month View of Date Book. You can deselect any or all of these check boxes to hide Timed, Untimed, or Daily Repeating events in the Month View *only*.

Preferences

Opens the Preferences dialog box, where you can customize Date Book's default time display and alarm settings.

Start/End Time	Defines the start and end times for Date Book screens. If the time slots you select do not fit on one screen, you can tap the scroll arrows ♦ to scroll up and down.
Alarm Preset	Automatically sets an alarm for each new event. The silent alarm for untimed events is defined by minutes, days, or hours before midnight at the beginning of the date of the event.
Alarm Sound	Sets the tone of the alarm.
Remind Me	Defines how many times the alarm will occur after the initial occurrence. The choices are Once, Twice, 3 Times, 5 Times, and 10 Times.
Play Every	Defines how often the alarm sounds. The choices are Minute, 5 minutes, 10 minutes, and 30 minutes.

About Date Book

Shows version information for Date Book.

Using Expense

Expense enables you to keep track of your expenses and then transfer the information to a spreadsheet on your computer. In Expense you can do the following:

■ Record dates, types of expenses, amount spent, payment method, and other details associated with any money that you spend.

■ Assign expense items to categories so that you can organize and view them in logical groups.

■ Keep track of vendors (companies) and people involved with each expense.

■ Log miles traveled for a particular date or expense category.

■ Sort your expenses by date or expense type.

■ Send or export your expense information to popular computer applications, such as Microsoft Excel or Microsoft Word, using Palm™ Desktop software and HotSync® technology on a Windows computer.

To open Expense:

1. Tap the Home icon .

2. Select the Expense icon .

Expense		▼ All
4/4 Breakfast	$	23.00
4/4 Dinner	$	65.00
4/4 Hotel	$	88.33
4/4 Mileage	mi	366
4/4 Taxi	$	23.00
4/5 Business Meals	$	269.00

New Details... Show...

Adding expense items

A record in Expense is called an *item*. You can sort your Expense items into categories or add other information that you want to associate with the item.

To add an expense item:

**1.** Tap New.

Cursor of new item

Tap New
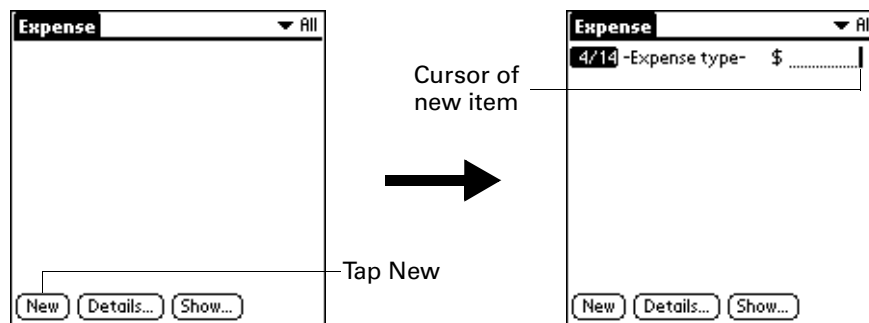
TIP   You can also create a new Expense item by writing on the number side of the Graffiti 2 writing area while in the Expense list screen. The first number you write begins the amount of your new Expense item.

2. Enter the amount of the expense.

3. Tap the Expense type pick list and select a type from the list.

As soon as you select an expense type, your handheld saves your entry. If you do not select an expense type, it does not save the entry.

Tap here
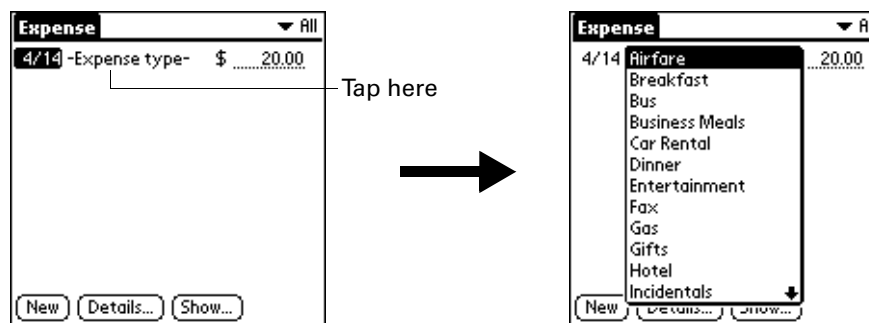
TIP   Another quick way to create a new Expense item is to make sure that no Expense item is selected in the Expense list, write the first letter(s) of the expense type, and then write the numerical amount of the Expense item. This technique takes advantage of the automatic fill feature. See "Options menu" later in this chapter for details.

Changing the date of an Expense item

Initially, Expense items appear with the date on which you enter them. You can change the date associated with any Expense item.

To change the date of an Expense item:

1. Tap the Expense item you want to change.

2. Tap the date of the selected item.

Tap date
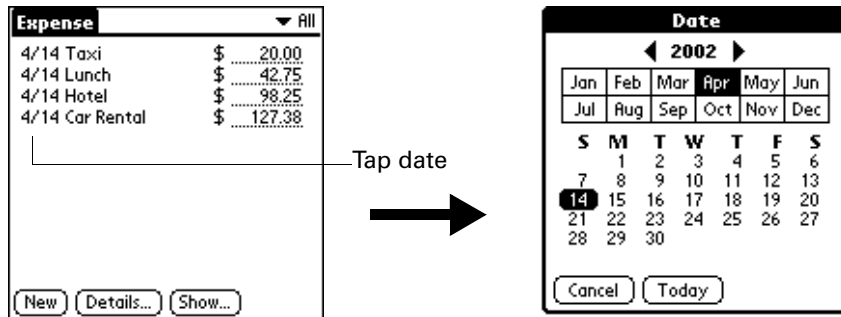
3. Tap the new date.

Entering receipt details

Expense provides a variety of options that you can associate with an item. These options appear in the Receipt Details dialog box.

To open the Receipt Details dialog box:

1. Tap the Expense item to which you want to assign details.

2. Tap Details.

3. Select any of the following options:

|	
Category	Opens a pick list of system and user-defined categories. See "Categorizing records" in Chapter 4 for more information.
Type	Opens a pick list of expense types.
Payment	Enables you to choose the payment method for the Expense item. If the item is prepaid (such as airline tickets supplied by your company), you can choose Prepaid to place your expense in the appropriate company-paid cell of your printed expense report.
Currency	Enables you to choose the type of currency used to pay the Expense item. The default currency unit is defined in the Preferences dialog box. You can also display up to four other common types of currency. See "Customizing the Currency pick list" later in this chapter for more information.
Vendor and City	Enables you to record the name of the vendor (usually a company) associated with the expense and the city where the expense was incurred. For example, a business lunch might be at Rosie's Cafe in San Francisco.
Attendees	See "Looking up names to add to Expense records" in Chapter 4 for more information.

4. Tap OK.

Customizing the Currency pick list

You can select the currencies and symbols that appear in the Currency pick list.

To customize the Currency pick list:

1. Tap the Currency pick list in the Receipt Details dialog box, and then select Edit currencies.


Tap Edit currencies
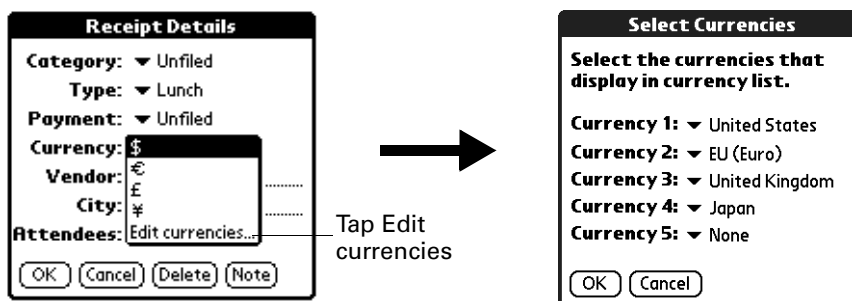
2. Tap each Currency pick list and select the country whose currency you want to display on that line.

3. Tap OK to close the Select Currencies dialog box.

4. Tap OK.

Changing the default currency

You can select which currency appears by default when you're entering Expense items. You can override this setting when entering individual expense items.

To change your default currency:

1. Open Expense.

2. Tap the Menu icon ▤.

3. Select Options, and then select Preferences.

4. Tap the Default Currency pick list.

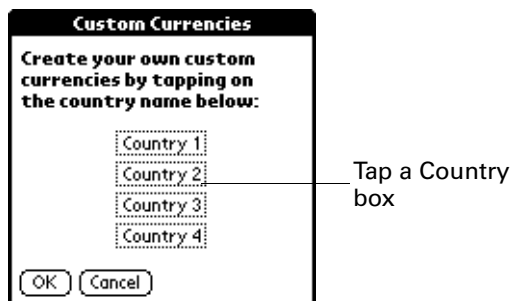5. Tap the currency symbol you want to appear in Expense.
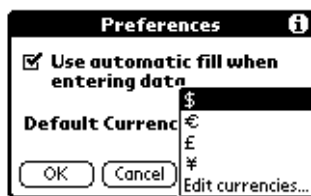
6. Tap OK.

Defining a custom currency symbol

If the currency you want to use is not in the list of countries, you can create your own custom country and currency symbol.

To define a custom currency symbol:

1. Tap the Menu icon ▤.

2. Select Options, and then select Custom Currencies.

3. Tap one of the four Country boxes.

Tap a Country box

4. Enter the name of the country and the symbol that you want to appear in Expense.

**5.** Tap OK to close the Currency Properties dialog box.

6. Tap OK.

NOTE   If you want to use your custom currency symbol as the default for all Expense items, select the symbol in the Preferences dialog box. If you want to use your custom currency symbol only for a particular Expense item, select the symbol in the Receipt Details dialog box associated with that item.

Setting Show Options

Show Options defines the sort order and other settings that relate to your Expense items.

To open the Show Options dialog box:

1. In the Expense list, tap Show.

2. Select any of the options.

Tap Show
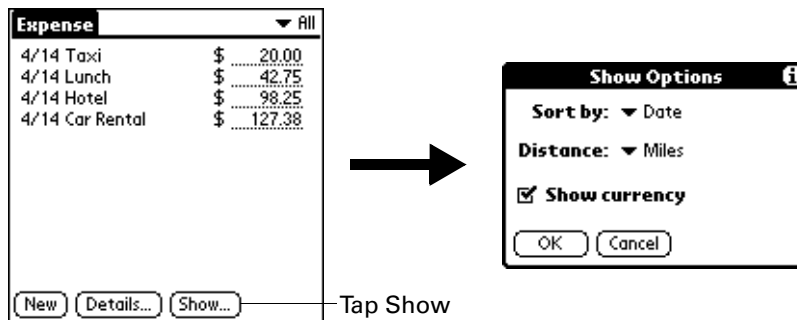
Sort by	Enables you to sort expense items by date or type.
Distance	Enables you to display Mileage entries in miles or kilometers.
Show currency	Shows or hides the currency symbol in the Expense list.

3. Tap OK.

Working with Expense data on your computer

After you enter your expenses into the Expense application on your handheld and perform a HotSync operation, Palm Desktop software enables you to do any of the following on your Windows computer. See the Palm Desktop software online Help for details. This feature is not available on Mac computers.

■ Add, modify, and delete your Expense data.

■ Organize your Expense data by category, amount, date, type, or notes.

■ View Expense data in various formats: List, Large Icons, or Small Icons.

■ Record individual expenses in various currencies and display the total in one selected currency type.

■ Print Expense reports.

■ Transfer Expense data to other applications, such as Microsoft Excel, using the Send command or Export command, and import data in popular file formats.

Displaying the euro on your computer

When you perform a HotSync operation, the euro symbol is transferred to Palm Desktop software like any other piece of data on your handheld. The symbol appears in Palm Desktop software, however, only if you are using fonts that support the euro symbol.

These fonts are part of the operating system on your computer. They do not reside with your Desktop application, and they are not produced by Palm, Inc. For more information, refer to the documentation that accompanies your desktop computer's operating system.

Printing the euro

Even with operating system support, problems may arise when you print documents that contain the euro. When a font is present on both the printer and the computer, the printer font is used by default to increase printing speed. If the printer font does not include the euro, a box is printed instead of the euro symbol.

You can work around this problem by transferring the expense data to another application and inserting a bitmap image of the euro into the document in the appropriate places, or by not using the printer's built-in fonts (if allowed).

Using Expense menus

Expense menus are shown here for your reference, and Expense features that are not explained elsewhere in this book are described here.

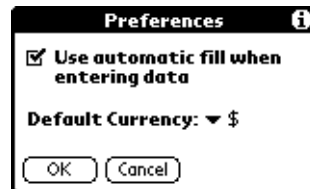See "Using menus" in Chapter 4 for information about selecting menu commands.

Record menu
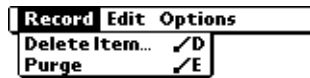
Options menu

Preferences   Opens the Preferences dialog box, where you can select automatic fill and default currency options.

Use automatic fill. Enables you to select an expense type by writing the first letter of an expense type in the Graffiti 2 writing area. For example, if you write the letter *T*, it enters the "Taxi" expense type. Writing *T* and then *E* enters "Telephone," which is the first expense type beginning with the letters *TE*.

About Expense   Shows version information for Expense.

Using Memo Pad

Memo Pad provides you with a place to take notes that are not associated with records in Date Book, Address Book, or To Do List. The number of memos you can store depends only on the memory available on your handheld. Use Memo Pad to do the following:

- Use Graffiti® 2 characters to store memos, lists, or any other text message on your handheld.

- Send memos to popular computer applications like Microsoft Word when you synchronize using Palm™ Desktop software and HotSync® technology.

- Assign memos to categories so that you can organize and view them in logical groups.

- Write down phone numbers and other types of information that you can later copy and paste into other applications.

To open Memo Pad:

1. Tap the Home icon .

2. Select the Memo Pad icon .

Creating memos

A record in Memo Pad is called a *memo*. You can assign memos to categories and mark them private, as described in Chapter 4. This section covers how to create a memo.

To create a new memo:

1. Open Memo Pad.

2. Tap New.

Tap New
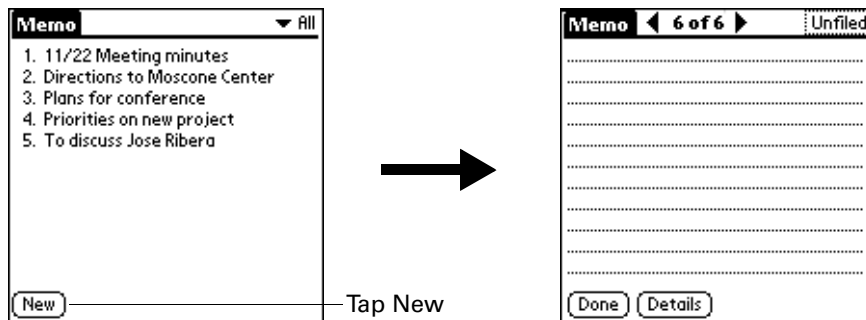
TIP   In the Memo list screen, you can also begin writing in the Graffiti 2 writing area to create a new memo. The first letter is automatically capitalized and begins your new memo.

3. Enter the text you want to appear in the memo. Use the carriage return stroke to move down to new lines in the memo.

4. Tap Done.

Reviewing memos

The first line of a memo appears in the Memo list. This makes it easy to locate and review your memos.

To review a memo:

1. From the Memo list, select the text of the memo.

TIP You can also select, review, and move between memos with the 5-way navigator. See "Using the navigator" in Chapter 2 for details.

Select a memo to review
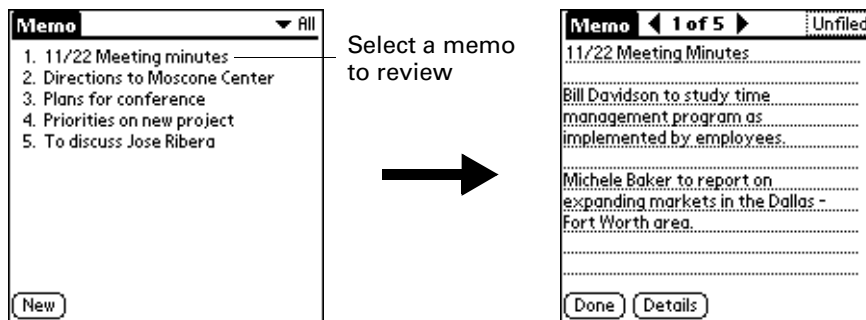
2. Review or edit the text in the memo.

3. Tap Done.

Using Memo Pad menus

Memo Pad menus are shown here for your reference, and Memo Pad features that are not explained elsewhere in this book are described here.

See "Using menus" in Chapter 4 for information about selecting menu commands.

The Record and Options menus differ depending on whether you're displaying the Memo list or an individual memo.

Record menus
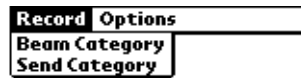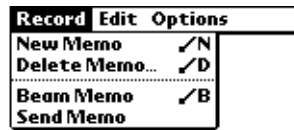
Record **Options** Beam Category Send Category Memo list	**Record** Edit Options New Memo ✓N Delete Memo... ✓D ———————— Beam Memo ✓B Send Memo Memo screen

Send Category   Opens a dialog box where you can choose how you want to send all records in the selected category to another device. This command appears only after you install the e-mail or SMS application from the Software Essentials CD-ROM, and the options available depend on the software installed on your handheld.

Send Memo   Opens a dialog box where you can choose how you want to send the selected memo to another device. This command appears only after you install the e-mail or SMS application from the Software Essentials CD-ROM, and the options available depend on the software installed on your handheld.

Options menus

Record **Options** Font... ✓F Preferences... ✓R Security... ✓H About Memo Pad Memo list	Record Edit **Options** Font... ✓F Phone Lookup ✓L About Memo Pad Memo screen

Preferences   Displays the Memo Preferences dialog box, where you define the sort order for memos.

About Memo Pad   Shows version information for Memo Pad.

Using Note Pad

Note Pad provides a place for you to take notes in your own handwriting. You can use Note Pad to do everything you might do with a piece of paper and a pencil. Use Note Pad to do the following:

■ Take notes, draw a sketch, or write any kind of message directly on your handheld screen. Later, you can enter this information into other applications.

■ Set an alarm to use your notes as reminder messages.

■ Assign notes to categories so that you can organize and view them in logical groups.

■ Exchange notes with other devices that have Note Pad 2.x installed and that use infrared communication.

■ Use Palm™ Desktop software and HotSync® technology to copy and paste notes into popular computer applications like Microsoft Word, or to send notes as e-mail attachments.

To open Note Pad:

■ Press the Note Pad application button on the front panel of your handheld. Note Pad opens to display the list of all your records.
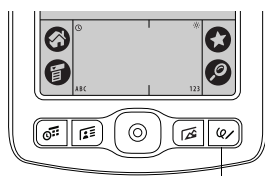
Note Pad button

TIP   Press the Note Pad application button repeatedly to cycle through the categories in which you have records.

Creating a note

A record in Note Pad is called a *note*. You can assign notes to categories and mark them private, as described in Chapter 4. This section covers how to create a note.

To create a new note:

1. Tap New.

Enter title here

Write information here

Pen selector
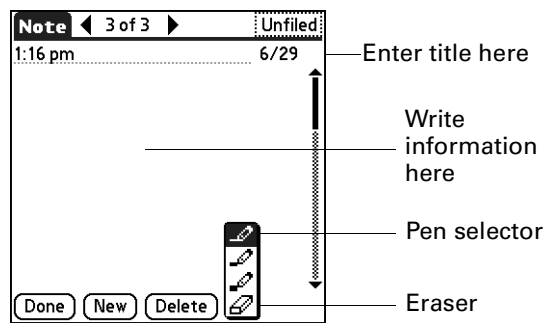
Eraser

2. Write the information directly on the handheld screen.

Tap the pen selector to select a different pen width, or select the eraser to remove unwanted strokes.

3. (Optional) Select the time at the top of the screen, and then enter a title using Graffiti® 2 writing.

4. Tap Done.

To clear the screen:

1. Tap the Menu icon 📖.

2. Select Edit, and then select Clear Note.

Reviewing notes

The note title and the date you created the note appear in the Note Pad list. If you did not assign a title to your note, the time you created the note appears as the note title. This makes it easy to locate and review your notes.

To review a note:

1. In the Note Pad list, select the note title.

TIP You can also select, review, and move between notes with the 5-way navigator. See "Using the navigator" in Chapter 2 for details.

Tap arrows to scroll to
next and previous notes

Select a
note to view
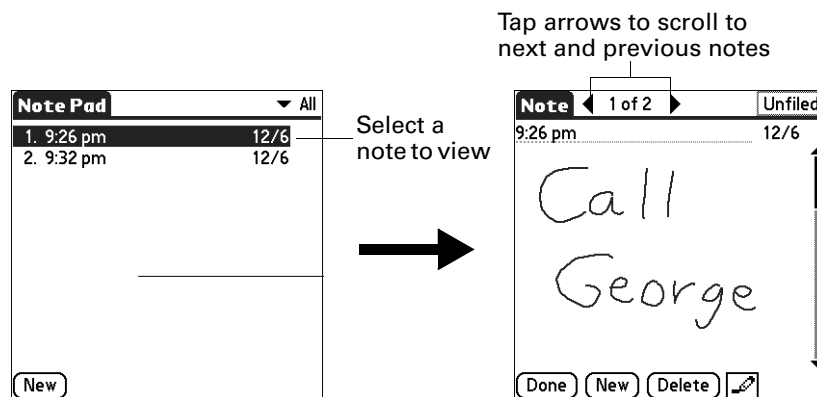
2. Review or edit the contents of the note.

3. Tap Done.

Changing Note Pad color settings

By default, your notes appear with a white "paper" background, and the ink from the pen is blue. You can change the color of both the paper and the ink from the pen. Your color selections apply to all your notes. You cannot change the color settings for individual notes.

To set the colors:

1. In the Note Pad list, tap the Menu icon 📖.

**2.** Select Options, and then select Preferences.

3. Tap Color.
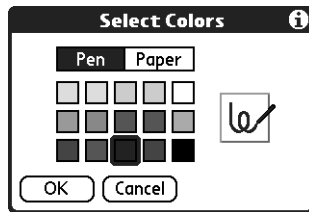
4. Tap Pen, and then tap the color of ink you want to use.

5. Tap Paper, and then tap the color of paper you want to use.

6. Tap OK.

Setting an alarm for a note

You can set an alarm for a specific time and date to remind you to follow up on a note.

To set an alarm for a note:

1. Tap the note to which you want to assign an alarm.

2. Tap the Menu icon 📖.

3. Select Options, and then select Alarm.

4. Tap the Date box.

Tap here to select year

Tap here to select month

Tap here to select date
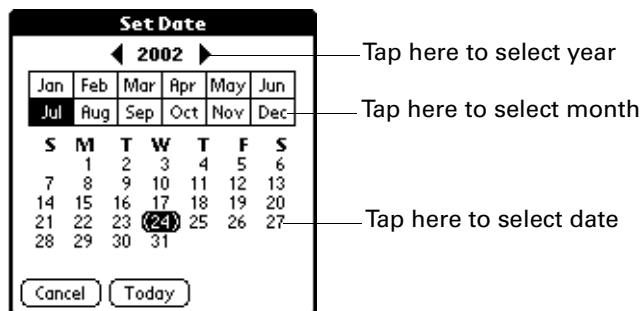
5. Tap the year, month, and date you want the alarm to sound.

   After you tap the date, the Set Alarm dialog box reappears.

6. Tap the Time box.

7. Tap the hour and minute columns to select the time you want the alarm to occur.

Tap here to
select minutes

Tap here to
select hour
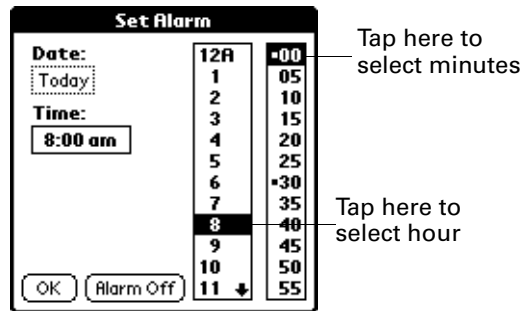
8. Tap OK.

9. When the alarm goes off and the reminder message appears onscreen, do one of the following:

– Tap OK to permanently dismiss the reminder and return to the current screen.

– Tap Snooze to dismiss the reminder and return to the current screen. An attention indicator blinks in the upper-left corner of the screen to remind you of the pending alarm, and the reminder message appears again in five minutes. When the reminder message reappears, the current time appears in the Reminder bar and the note title appears on the screen.

– If you did not title the note, the time the note was created appears on the screen.

– Tap Go To to open Note Pad. Note Pad will open and display the note associated with the alarm.
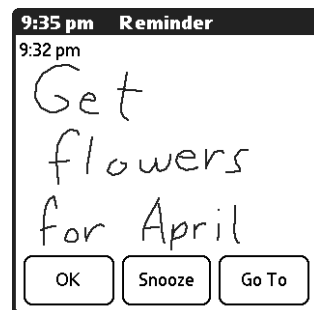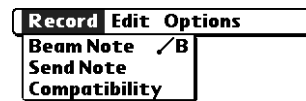
Using Note Pad menus

Note Pad menus are shown here for your reference, and Note Pad features that are not explained elsewhere in this book are described here.

The Record menu is the same when you're viewing the Note Pad list and an individual note. The Options menu differs depending on whether you're viewing the Note Pad list or an individual note.

Record menu
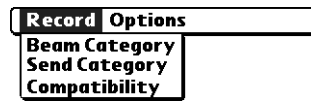
Note Pad list   Note screen

Send Category   Opens a dialog box where you can choose how you want to
                       send all records in the selected category to another device. This
                       command appears only after you install the e-mail or SMS
                       application from the Software Essentials CD-ROM, and the
                       options available depend on the software installed on your
                       handheld.

Send Note   Opens a dialog box where you can choose how you want to
                       send the selected note to another device. This command
                       appears only after you install the e-mail or SMS application
                       from the Software Essentials CD-ROM, and the options
                       available depend on the software installed on your handheld.

Compatibility   Displays the Compatibility dialog box, where you can choose to
                       beam notes to a previous version of Note Pad.

Options menus

Note Pad list   Note screen

Preferences   Displays the Note Pad Preferences dialog box, where you
                       define the pen and paper color, the sort order for notes, and the
                       alarm sound.

Details   Displays the Note Details dialog box, where you assign a
                       category and privacy option for a note.

About Note Pad   Shows version information for Note Pad.
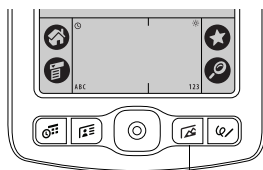
Using Palm™ Photos

Palm™ Photos enables you to capture, view, and manage photos on your handheld or on an expansion card. Use Palm Photos to do the following:

- Take photos directly on your handheld.

- Locate photos quickly with the Thumbnail and List views.

- Organize photos into albums.

- Play a slide show of your photos.

- Sort photos by name or date.

- View details for each photo.

- Keep track of your thoughts about a photo by entering notes.

- Exchange photos with other devices that use infrared or e-mail communication. (The e-mail application from the Software Essentials CD-ROM and an e-mail account are required for e-mail communication.)

- Use Palm™ Desktop software and HotSync® technology to transfer photos to your handheld, to copy and paste photos into popular computer applications, and to send photos as e-mail attachments or to other applications.

To open Palm Photos:

- Press the Palm Photos application button on the front panel of your handheld. Palm Photos opens to display the most recently viewed screen.

Palm Photos button

TIP Press the Palm Photos application button repeatedly to cycle through your photo albums.

Using the camera

You can use your handheld's built-in camera to take photographs while you're on the go.

Opening and closing the camera

When the camera is open, you can take photos, review the photos captured during the current session, delete photos from the current session, and change options for the current session. All other applications on your handheld, alert messages, and Palm Photos features are temporarily disabled until you close the camera.
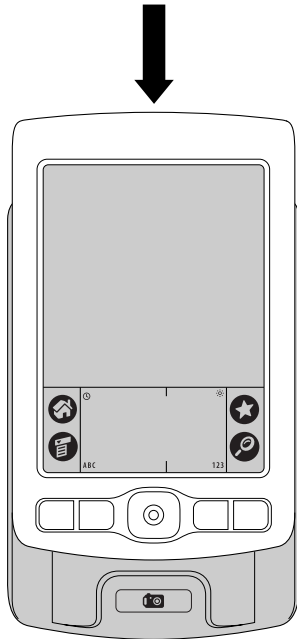
To open the camera:

■ Slide the bottom portion of your handheld upward to reveal the shutter button and camera lens.

The viewfinder appears on the screen.

Shutter button
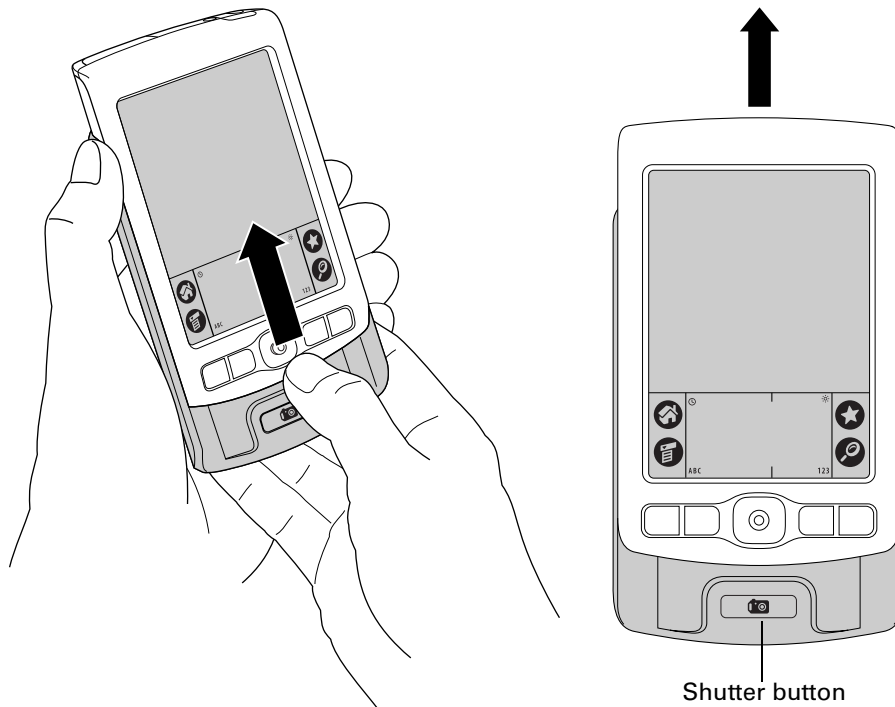
To close the camera:

■ Slide the top portion of the camera downward until it is flush with the top of your handheld.

Setting camera options

The Options dialog box enables you to customize the camera settings. You can change the camera options at any time, but the new settings apply only to photos you take after changing the settings.

To set camera options:

1. Open the camera.
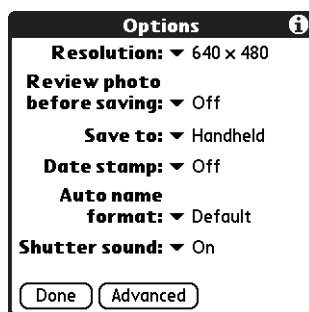
2. Tap Options.

3. Adjust any of the following settings:

Resolution	Specifies the quality of the photos you take. The higher the resolution, the higher the quality, and the more memory each photo will require. You can select from the following options: 640 x 480 (high), 320 x 240 (medium), and 160 x 120 (low). The default setting is 640 x 480.
Review Photo Before Saving	Determines whether you need to approve each photo before taking another photo. The Off setting enables you to quickly take photos without approving the previous photo. The default setting is Off.
Save To	Indicates whether photos will be saved on your handheld or on an expansion card seated in the expansion slot. The default setting is Handheld.
Date Stamp	Indicates whether the date appears on your photos. The default setting is Off.
Auto Name Format	Specifies the prefix that appears in front of the automatically assigned photo name. The Default setting assigns *set* followed by the session and photo number. The Custom setting enables you to replace *set* and the session number with the text you specify.
Shutter Sound	Determines whether a tone sounds when you press the shutter button. The default setting is On.

Advanced	Opens the Advanced Controls dialog box where you can preview and select the following settings:
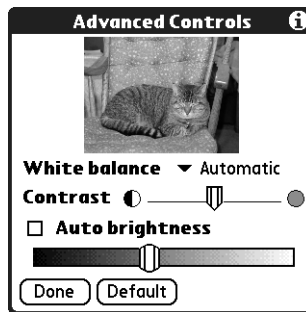
White balance. Changes the exposure settings based on the lighting conditions. You can select from the following options: Automatic, Fluorescent, Indoors, and Sunlight. The default setting is Automatic.

Contrast. Adjusts the ratio between light and dark colors.

Auto brightness. Toggles the display of the brightness slider on and off. When the slider is visible, you can adjust the brightness of camera images without affecting your other handheld screens.

4. Tap Done.

To customize the automatic photo name:

1. Tap Options.

2. Tap the Auto Name Format pick list.

3. Select Custom.
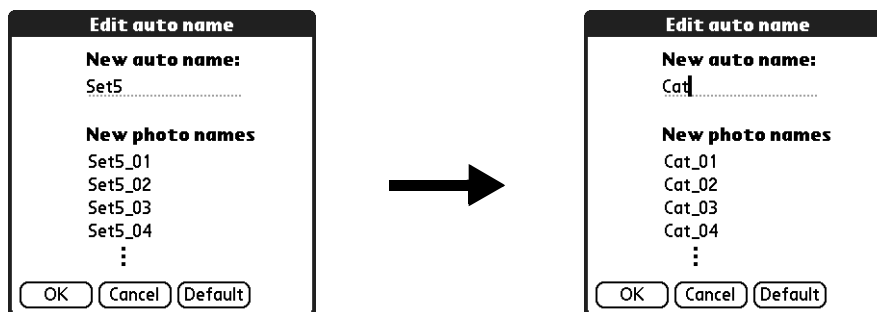
4. Enter the name you want to use as a prefix for the photos in the current session.

5. Tap OK.

Taking photos

Each time you open the camera and take photos, you initiate a new photo *session*. When you close the camera, you end the current photo session.

To take photos:

1. Open the camera.

2. Position your handheld so that the photo you want to photograph appears in the viewfinder on the handheld screen.

   If you see thumbnail images instead of the image you want to photograph, tap the Viewfinder button.

   Viewfinder button ——

   640 × 480
   318 Left
   Options
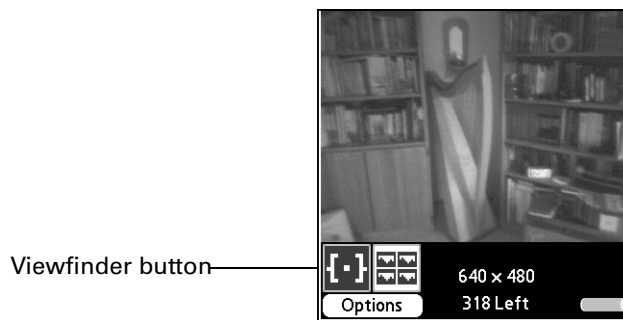
3. Press the shutter button to take the photo.
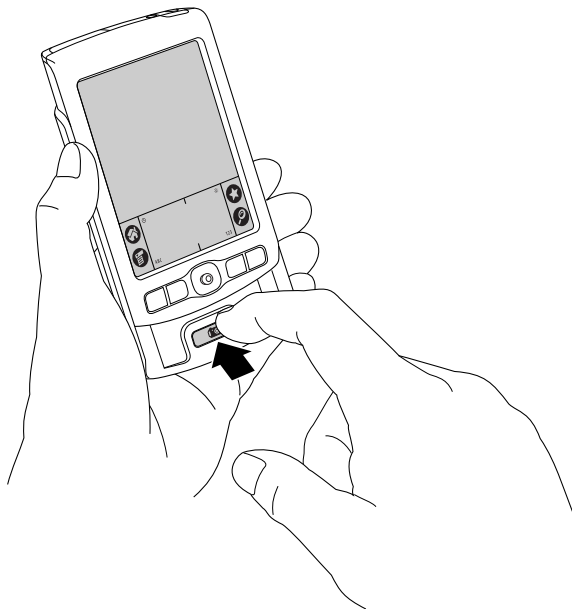
   If you enabled the Review photo before saving option, the photo appears on your handheld screen for a brief period. If you are not satisfied with the photo, tap the trash button to delete the photo. If you do not delete the photo, it is

automatically saved in JPEG format in the designated location (your handheld or an expansion card) and the viewfinder reappears.

4. Repeat steps 1 through 4 to take more photos.

Managing memory space for photos

The viewfinder displays the number of photos you have room to store in the selected location. The selected location is based on the Save to setting in the Options dialog box.

If you fill the available memory, an Out of memory screen appears, where you can select photos to delete or access the Options screen to select a lower resolution setting for new photos. Alternatively you can close the camera and move photos between your handheld and an expansion card (sold separately) and you can change the destination for new photos to your handheld or an expansion card based on available space.

To make room for more photos:

1. From the Out of memory screen, tap the Thumbnail button.

Trash button

Thumbnail button
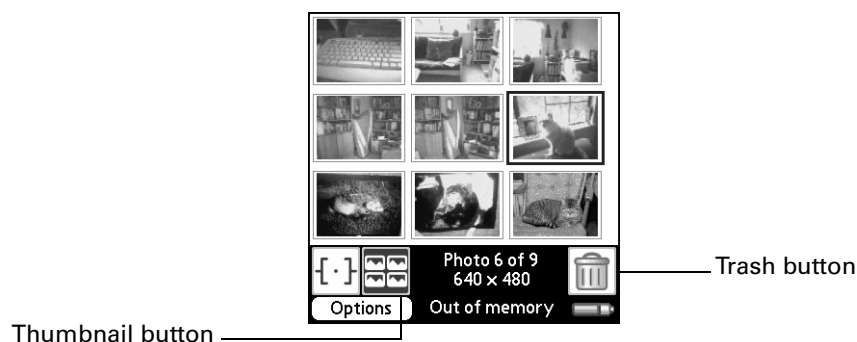
2. Select any photos you want to delete.

3. Tap the Trash button.

4. Tap Done.

TIP You can also tap Options to select a lower resolution setting for any photos you take during the rest of the current session.

Approving photos

You can review the photos you took during the current session and delete any unwanted photos prior to ending the session.

To approve photos taken in the current session:

1. After taking a series of photos, tap the Thumbnail button.
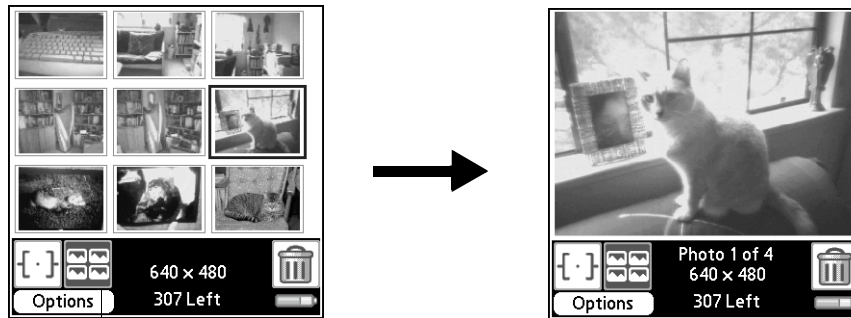
Thumbnail button

**2.** Tap any photo you want to view.

TIP   You can also select a photo with the 5-way navigator. Press Select on the navigator to insert the highlight, press Up, Down, Right, or Left to highlight a specific photo, and then press Select to view the photo.

3. If you are not satisfied with a photo, tap the trash button.

4. Close the camera to end the current photo session.

After you close the camera Palm Photos appears on the screen and displays the Camera album. The Camera album contains all the photos from your most current session that were stored on your handheld as well as any photos taken with your camera that have not been filed in another album.

Viewing photos

A record in Palm Photos is called a photo. Photos can be captured directly on your handheld with the built-in camera, or a file that you transfer from your computer, store on an expansion card, or receive from another device.

This section covers how to view, manage, and exchange photos that are stored on your handheld or on an expansion card that is seated in the expansion slot. For information on transferring photos from your computer, see "Installing files and add-on applications" in Chapter 4 and the online Help in Palm Desktop software.

You can use Palm Photos to view the following types of photos:

- Photos that you capture directly on your handheld with the built-in camera
- JPG files
- BMP files

Viewing photos in Thumbnail view

Thumbnail view displays miniature versions of your photos so that you can see several photos on the screen at the same time. Use this view to browse through photos or to locate a photo when you don't know the name of the photo.

To view photos in Thumbnail view:

1. Tap the Thumbnail icon ⊞.

Album pick list

Select a photo to view
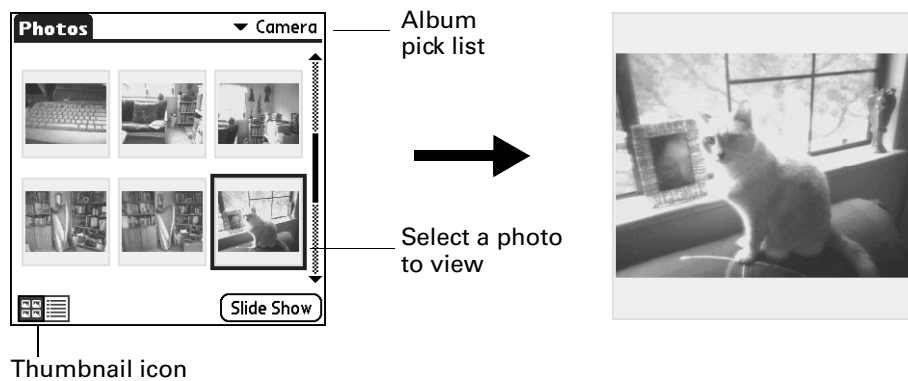
Thumbnail icon

2. Tap the Album pick list in the upper-right corner and select the album you want to view.

3. Tap the thumbnail of the photo you want to view.

TIP You can also select a photo with the navigator. Press Select on the navigator to insert the highlight, press Up, Down, Right, or Left to highlight a specific photo, and then press Select to view the photo.

4. Tap anywhere on the screen to return to Thumbnail view.

Viewing photos in List view

List view displays a list of your photos so that you can see the names and dates associated with your photos. Use this view to locate a photo when you know the name or the date the photo was created.

To view photos in List view:

1. Tap the List icon ▤.

2. Tap the Album pick list in the upper-right corner and select the album you want to view.

Tap and drag divider
to resize columns

Album
pick list

Select a photo
to view

List icon
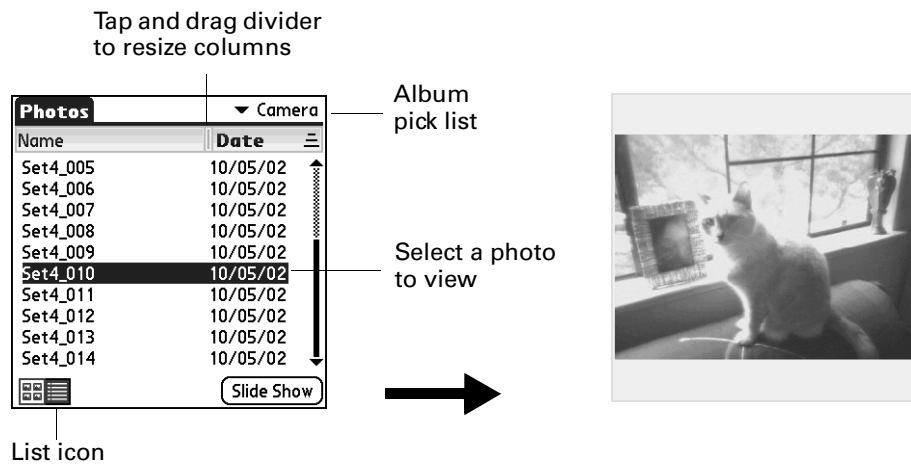
3. Tap the name of the photo you want to view.

TIP   You can also browse and select a photo with the navigator. See "Using the navigator" in Chapter 2 for details.

4. Tap anywhere on the screen to return to List view.

Viewing a slide show

A slide show is a sequential presentation of each of the photos in the current album. You can set the length of time each photo remains on the screen in the Preferences dialog box.

To view a slide show:

1. Tap the Album pick list in the upper-right corner and select the album you want to view.

2. Tap Slide Show.

Album pick list   Album pick list

Tap Slide Show   Tap Slide Show
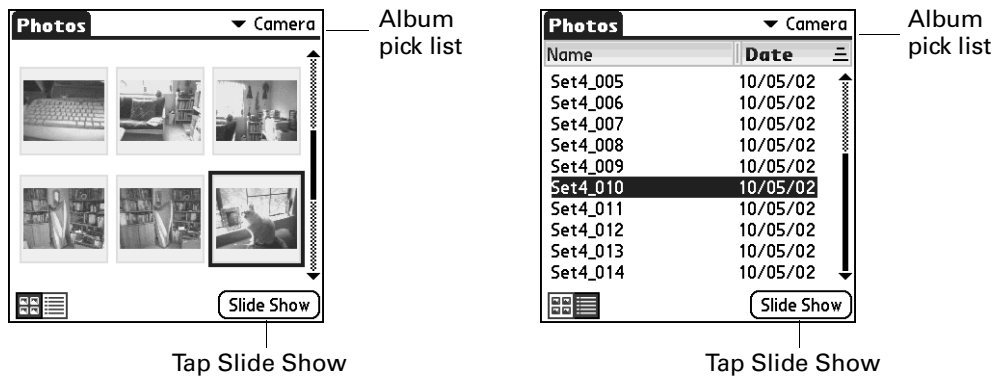
To adjust the delay between photos during a slide show:

1. Tap the Menu icon 📖.

2. Select Options, and then select Preferences.

3. Tap the pick list and select the delay interval: 1 second, 2 seconds, 3 seconds, 5 seconds, or 1 minute.

4. Tap OK.

Rotating photos

If a photo appears in the wrong orientation, you can rotate the photo.

To rotate and photo:

1. Tap the Menu icon ▣.

2. Select Photo, and then select Rotate.
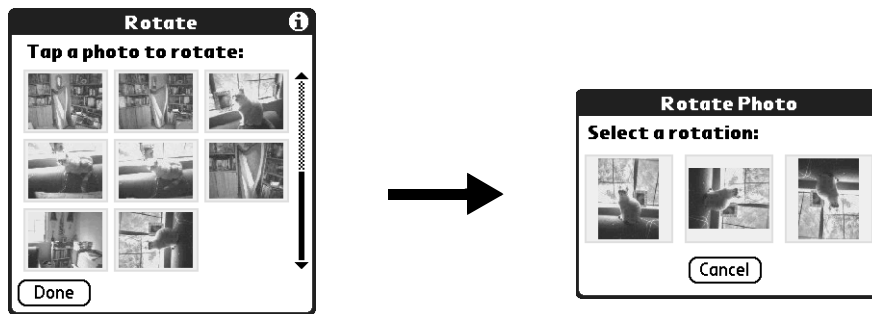
3. Tap the photo you want to rotate.

TIP   You can also select a photo with the navigator. Press Select on the navigator to insert the highlight, press Up, Down, Right, or Left to highlight a specific photo, and then press Select to view the photo.

4. Select the new orientation.

5. Tap Done.

Viewing photo information

The Photo Details dialog box enables you to view information about a photo and to change the photo name, assign it to an album, add a note about the photo, and delete a photo.

To review photo information:

1. Tap the Menu icon ▣.

2. Select Photo, and then select Details.
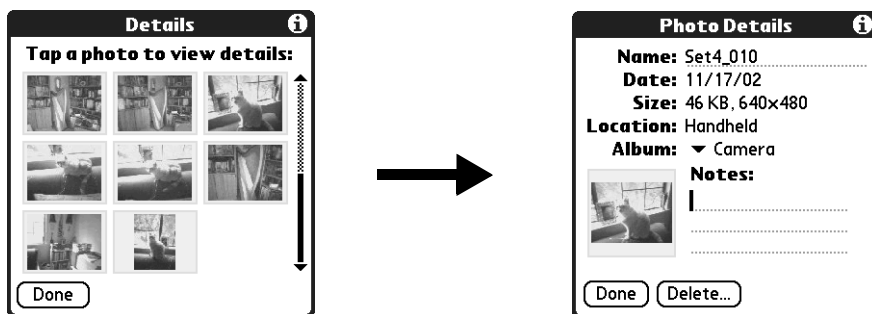
3. Tap the photo for which you want to view information.

TIP You can also select a photo with the navigator. Press Select on the navigator to insert the highlight, press Up, Down, Right, or Left to highlight a specific photo, and then press Select to view the photo.

4. Review or edit the information.

5. Tap Done twice.

Organizing photos

There are several ways you can organize your photos. You can sort photos in the List view, file photos in albums, and copy photos to an expansion card.

Sorting photos in List view

In List view you can sort photos in ascending or descending order by name or date.

To sort photos in List view:

1. Tap a column heading to sort the photos based on that item.

Tap here to sort by name   Tap here to sort by date
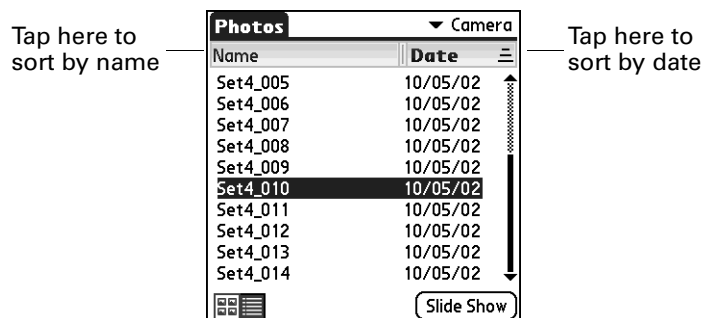
2. Tap the column heading to sort the photos in reverse order.

Creating an album

The process for creating a new photo album is identical to creating a new category in your other handheld applications.

To create an album:

1. Tap the Album pick list in the upper-right corner.

2. Select Edit Albums.
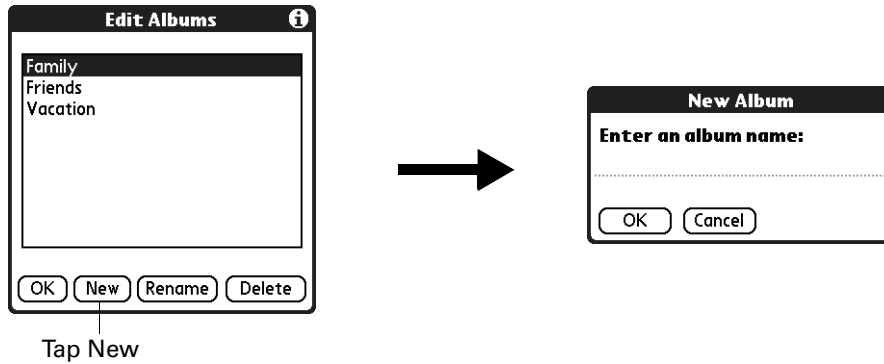
Tap New

3. Tap New.

4. Enter a title for the album.

5. Tap OK.

6. Tap Done.

Filing photos in albums

You can organize the photos on your handheld by filing them into different albums. Since each expansion card is viewed as its own album, you cannot file photos stored on an expansion card in albums.

To file photos in albums:

1. Tap the Album pick list in the upper-right corner and select the album to which you want to add photos.
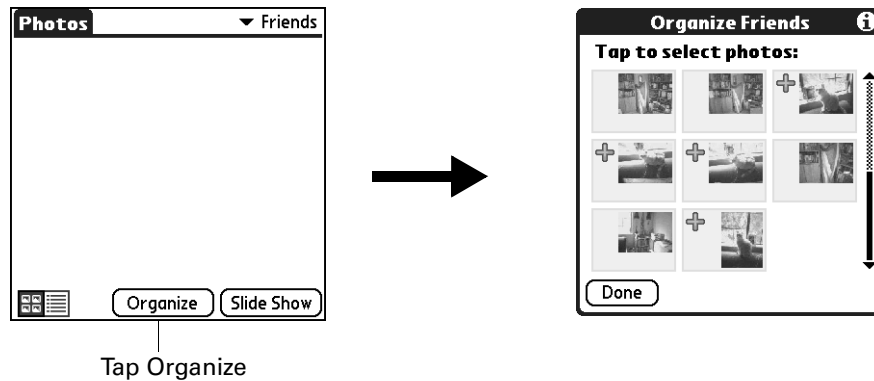
Tap Organize

2. Tap Organize.

   Plus signs appear next to the photos that are part of the selected album.

3. Tap any photos you want to add to the current album.

   A plus sign appears next to each photo you select.

4. Tap any photos you want to remove from the current album.

   The plus signs next to the selected photos disappear.

5. Tap Done.

Copying photos

The Copy command enables you to make a copy of a photo on your handheld or on an expansion card. If the photo is currently located on your handheld it is copied to an expansion card, and vice versa.

When you copy a photo from an expansion card to your handheld a number is appended to the photo name. If a photo was originally larger than 320 x 320 pixels, then the photo is scaled to a maximum of 320 x 320 pixels and the aspect ratio is maintained.

To copy photos:

1. Tap the Menu icon 📖.

2. Select Photo, and then select Copy.
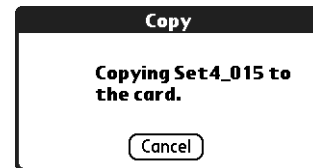
3. Tap the photo(s) you want to copy.

A plus sign appears next to the photo(s) you select.

TIP   You can also select a photo with the navigator. Press Select on the navigator to insert the highlight, press Up, Down, Right, or Left to highlight a specific photo, and then press Select to view the photo.

Tap Copy

4. Tap Copy.

Renaming or deleting an album

You can rename or delete any of the albums that you create. You cannot rename or delete the Camera album or the Unfiled album. For information about renaming an expansion card, see "Renaming a card" in Chapter 7.

When you delete an album all the photos in that album are reassigned to the Unfiled album.

To rename an album:

1. Tap the Album pick list in the upper-right corner.

2. Select Edit Albums.
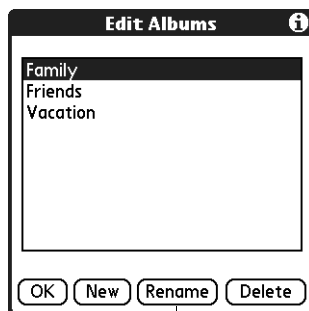
Tap Rename

3. Select the album you want to rename.

4. Tap Rename.

5. Enter the new name.

6. Tap OK.

7. Tap Done.

To delete an album:

1. Tap the Album pick list in the upper-right corner.

2. Select Edit Albums.
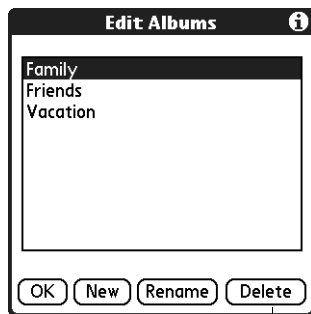
Tap Delete

3. Select the album you want to delete.

4. When the confirmation dialog box appears, tap Delete.

5. Tap Done.

Beaming photos

The Beam command enables you to beam photos to other devices that are enabled with infrared technology. The receiving device must have an application that can display photos. For instructions on beaming a single photo, see "Beaming data" in Chapter 3. Follow the steps below to beam multiple photos.

To beam photos:

1. Tap the Menu icon ⬚.

2. Select Photo, and then select Beam.

Tap Beam
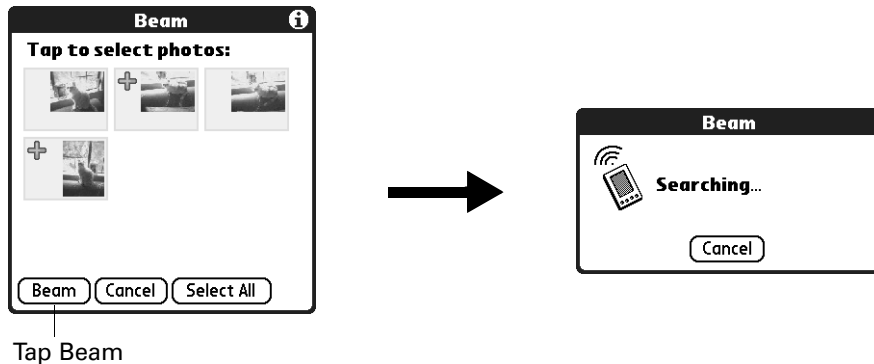
3. Tap the photos you want to beam.

   A plus sign appears next to the photos you select.

   TIP   You can also select a photo with the navigator. Press Select on the navigator to insert the highlight, press Up, Down, Right, or Left to highlight a specific photo, and then press Select to select the photo.

4. Tap Beam.

5. Point the IR port on your handheld at the IR port on the receiving device. See "Beaming tips" in Chapter 3 for additional information on beaming data.

Deleting photos

If you no longer want a photo on your handheld or expansion card, you can delete the photo. Photos that were stored on your handheld and were synchronized with the Desktop software will be removed from Palm Photos on your computer the next time you perform a HotSync operation.

If you want to keep a copy of a photo that you captured with your handheld's camera on your computer, make a copy of the photo in another folder on your computer before you perform the next HotSync operation. Photos that you took with the built-in camera and that were originally stored on your handheld can be found in the Mydocuments\My pictures\Palm Photos\Username\Handheld folder on your Windows computer. For information on working with photos on your Mac computer, open the Palm folder, open the Documentation folder, and double-click the Photo and Audio Readme file.

NOTE When you take photos with your handheld's camera and store them on an expansion card, and you have the card seated in the expansion slot during a HotSync operation with a Windows computer, the photos are copied to the Mydocuments\My pictures\Palm Photos\Username\Expansion Card folder on your computer. If you later delete these photos from the expansion card, they remain on your computer unless you manually delete them.

To delete photos:

1. Tap the Menu icon 📕.

2. Select Photo, and then select Delete.

Tap Delete
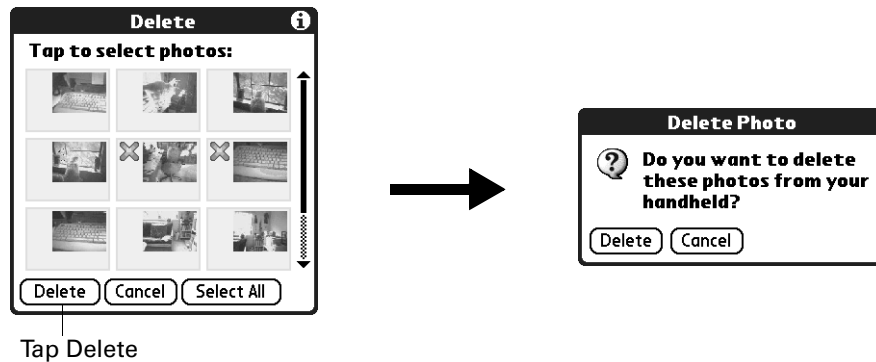
3. Tap the photo(s) you want to delete.

   An X sign appears next to the photo(s) you select.

   TIP You can also select a photo with the navigator. Press Select on the navigator to insert the highlight, press Up, Down, Right, or Left to highlight a specific photo, and then press Select to view the photo.

4. Tap Delete.

5. When the confirmation dialog box appears, tap Delete.

Working with photos on your computer

After you take and manage photos on your handheld and perform a HotSync operation, Palm Desktop software enables you to do any of the following on your Windows computer. See the Palm Desktop software online Help for details.

■   View photos in various formats: List, Thumbnails, Details, and Editor with a Handheld preview.

■   Drag photos onto the Palm Quick Install icon or the Palm Photos desktop window to install them on your handheld or on an expansion card during the next HotSync operation.

■   Modify and delete your photos.

■   Organize your photos and add notes.

■   Transfer photos to other applications using the Send command or Export command, and import data in popular file formats.

For information on working with photos on your Mac computer, open the Palm folder, open the Documentation folder, and double-click the Photo and Audio Readme file.

Using Palm Photos menus

Palm Photos menus are shown here for your reference, and Palm Photos features that are not explained elsewhere in this book are described here.

The Photo menu varies slightly when you're viewing the Palm Photos list or thumbnails and an individual photo.

Photo menu
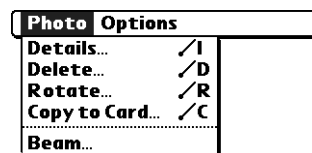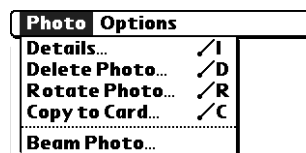
Thumbnail and List view   Photo view

Options menus

**About Photos**   Shows version information for Palm Photos.

Using To Do List

To Do List is a convenient place to create reminders and prioritize the things you need to do. Use To Do List for the following:

- Make a quick and convenient list of things to do.

- Assign a priority level to each task.

- Assign a due date for any or all of your To Do List items.

- Assign To Do List items to categories so that you can organize and view them in logical groups.

- Sort your To Do List items by due date, priority level, or category.

- Attach a note to an individual To Do List item for a description or clarification of the task.

To open To Do List:

1. Tap the Home icon ⊘.

2. Select the To Do List icon ✍.

    To Do List opens to display the list of your To Do items.
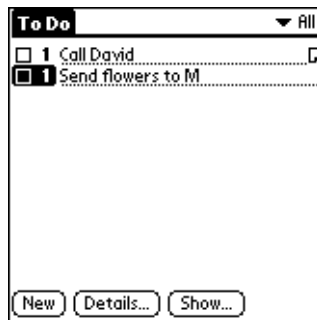
Creating list items

A To Do List item is a reminder of a task that you must complete. A record in To Do List is called an *item*.

To create a To Do List item:

1. Tap New.

New To Do item

Tap New
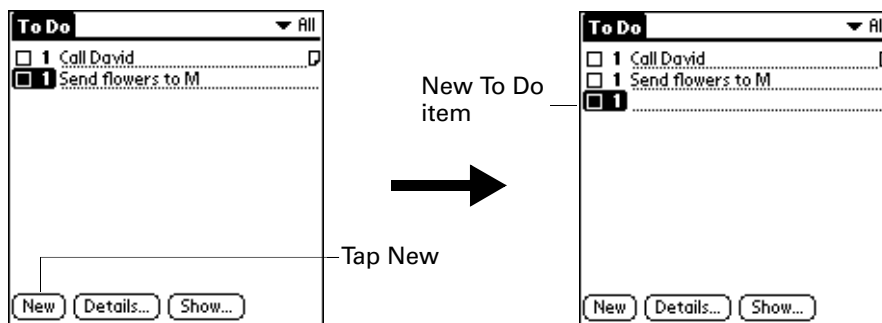
2. Enter the text of the To Do List item. The text can be longer than one line.

3. Tap anywhere onscreen to deselect the To Do List item.

> **TIP**   If no To Do List item is currently selected, writing in the Graffiti® 2 writing area automatically creates a new item.

Setting priority

You can use the priority setting for items to arrange the tasks in your To Do List according to their importance or urgency. The default setting for the To Do List is to arrange items by priority and due date, with priority 1 items at the top. If you have a number of items in your list, changing an item's priority setting may move its position in the list.

When you create a new To Do List item, its priority is automatically set to level 1, the highest (most important) level. If you select another item first, however, the item you create appears beneath the selected item and is given the same priority as the selected item.

To set the priority of a To Do List item:

1. Tap the Priority number on the left side of the To Do List item.

Tap here
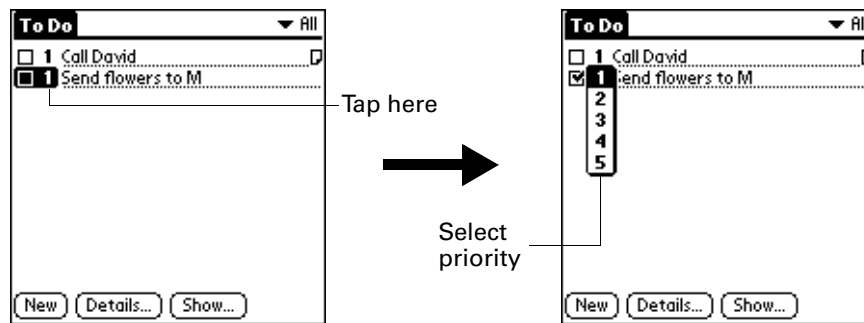
Select
priority

2. Select the Priority number that you want to set (1 is most important).

# Checking off a To Do List item

You can check off a To Do List item to indicate that you've completed it. You can set the To Do List to record the date that you complete the To Do item, and you can show or hide completed items. See "Setting To Do Preferences" later in this chapter.

To check off a To Do List item:

■ Tap the check box on the left side of the item.

TIP You can also highlight the item you want to check off, and then press Select on the 5-way navigator.

Completed
To Do item
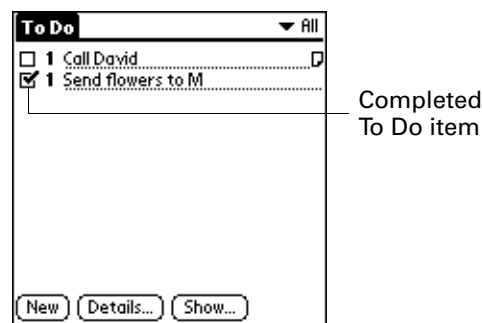
Changing To Do List item details

The To Do Item Details dialog box enables you to change settings for individual items.

To display the To Do Item Details dialog box:

1. Tap the text of the item whose details you want to change.

TIP   You can also select an item with the navigator. See "Using the navigator" in Chapter 2 for details.
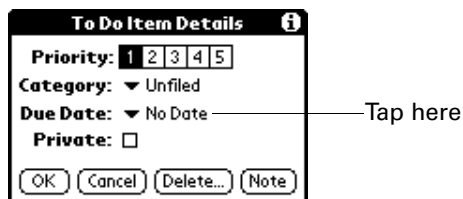
2. Tap Details.

Setting a due date

You can associate a due date with any To Do List item. You can also sort the items based on their due dates.

To set a due date for a To Do List item:

1. In the Details dialog box, tap No Date to open the Due Date pick list.

Tap here

2. Tap the date that you want to assign the item:

Today	Assigns the current date.
Tomorrow	Assigns tomorrow's date.
One week later	Assigns the date exactly one week from the current date.
No Date	Removes the due date from the item.
Choose date	Opens the date selector, where you can choose any date that you want for the item.

3. Tap OK.

TIP If you turn on the Show Due Dates option in the To Do Preferences dialog box, you can tap directly on the due date in the To Do List to open the pick list shown in step 2.

Setting To Do Preferences

The To Do Preferences dialog box enables you to control the appearance of To Do List, and To Do items in Date Book Agenda view.

To change the Preferences settings:

1. In To Do List, tap Show.

2. Select any of the following settings:

Show Completed Items	Displays your completed items in the To Do List. If you turn off this setting, your To Do items disappear from the list when you complete (check) them.
	Items that no longer appear in the list because you turn off this setting have not been deleted. They are still in the memory of your handheld. You can purge completed items to remove them from memory.
Show Only Due Items	Shows only the items that are currently due, past due, or have no due date specified. When this setting is active, items that are not yet due do not appear in the list until their due date.
Record Completion Date	Replaces the due date with the actual date when you complete (check) the item. If you do not assign a due date to an item, the completion date still records when you complete the item.
Show Due Dates	Displays the due dates associated with items in the To Do List and displays an exclamation mark next to items that remain incomplete after the due date passes.

> **Show Priorities**   Shows the priority setting for each item.
>
> **Show Categories**   Shows the category for each item.
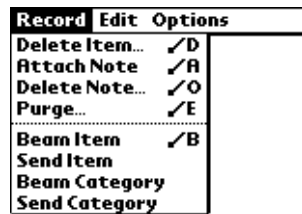
3. Tap OK.

Using To Do List menus

To Do List menus are shown here for your reference, and To Do List features that are not explained elsewhere in this book are described here.

See "Using menus" in Chapter 4 for information about selecting menu commands.

Record menu

Send Item   Opens a dialog box where you can choose how you want to send the selected item to another device. This command appears only after you install the e-mail or SMS application from the Software Essentials CD-ROM, and the options available depend on the software installed on your handheld.

Send Category   Opens a dialog box where you can choose how you want to send all records in the selected category to another device. This command appears only after you install the e-mail or SMS application from the Software Essentials CD-ROM, and the options available depend on the software installed on your handheld.

Options menu

About To Do List   Shows version information for To Do List.

Using World Clock

World Clock enables you to view the current time and date in multiple locations and to set an alarm. Use World Clock to do the following:

■ View the current time and date in three locations.

■ Open a preferences screen where you can set the time and date for all the applications on your handheld.

■ Set an alarm.

■ Set Daylight Saving options.

To open World Clock:

1. Tap the Home icon ⊘.

2. Select the World Clock icon 🜨.

TIP You can also open World Clock by tapping the Clock icon ⊕ in the upper-left corner of the Graffiti® 2 writing area and then tapping Go to Clock, or when your handheld is off, you can press Select on the 5-way navigator and then tap Go to Clock.

Viewing the time

There are several ways for you to easily check the current time and date.

To view the time:

Do one of the following:

■ When your handheld is on, tap the Clock icon ⊕ in the upper-left corner of the Graffiti 2 writing area.

Your handheld displays the time for two seconds and then returns to the previous application.

■ When your handheld is off, press Select on the navigator.

Your handheld turns on, displays the time, and then turns off after a few seconds.

■ Tap the Home icon ⊘, and then select the World Clock icon ⬤.

Setting the primary location

You can use World Clock to select the location, date, and time for the primary location. Keep in mind that the primary location settings are also your system date and time and that these settings are used by all the applications on your handheld. The primary Location settings also appear in the Date & Time Preferences screen. Similarly, if you change the settings in the Date & Time Preferences screen, those settings become your system date and time and also appear under the primary location in World Clock. The primary Location settings also serve as a point of reference for the secondary locations.

The following steps show you how to set the location, date, and time from within World Clock. See "Date & Time Preferences" in Chapter 16 for details on changing these settings from the Preference screen.

To set the primary location:

1. Tap the primary location pick list.

Primary location
pick list

2. Tap the location you want to use as the primary location.

The location you select is typically a large city in the same time zone as the one where you live. If an appropriate choice does not appear in the list, see "Adding a location" later in this chapter to create a new location.
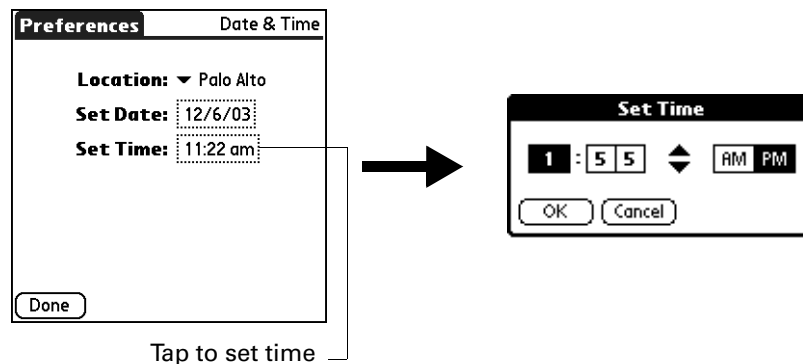
3. Tap OK.

To set the date:

1. Tap Set Date & Time.

2. Tap the Set Date box.

3. Tap the arrows to select the current year.

Tap arrows to select year

Tap to select month

Tap to set date

Tap to select date
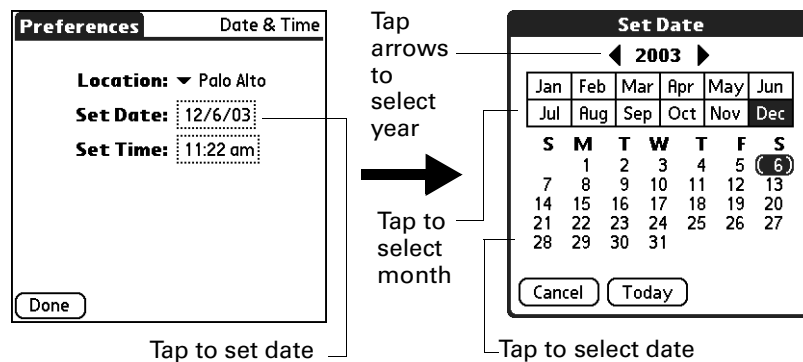
4. Tap the current month.

5. Tap the current date.

6. Tap Done.

To set the time:

1. Tap Set Date & Time.

2. Tap the Set Time box.

Tap to set time

3. Tap the up or down arrows to change the hour.

4. Tap each number of the minute, and then tap the arrows to change the minutes.

5. Tap OK.

6. Tap Done.

Choosing a different primary location

If you travel to another location and you want alerts to appear based on local time, you need to change the primary location to update the system time. You may prefer, however, to use the secondary locations to view the local date and time, and to leave the primary location unchanged.

To change the primary location:

1. Tap the pick list next to the current primary location.

Primary location pick list

World Clock

▼ **Palo Alto**   Off

10:31 pm

Sat, Dec 6, 2003

▼ **Tokyo**   ▼ **London**

3:31 pm   **6:31 am**

Sun, Dec 7   Sun, Dec 7

Set Date & Time...

2. Tap the location you want to use as the new primary location.

If the new location is in another time zone, World Clock automatically updates the date and time in all the applications on your handheld.

Setting the secondary locations

The secondary locations display the date and time in two locations other than the primary location. You can use the secondary locations to view the time in places to which you travel or need to contact people.

The date and time in the secondary locations are based on the date and time settings in the primary location.

To select the secondary locations:

1. Tap the pick list next to the secondary location.

Secondary location pick list
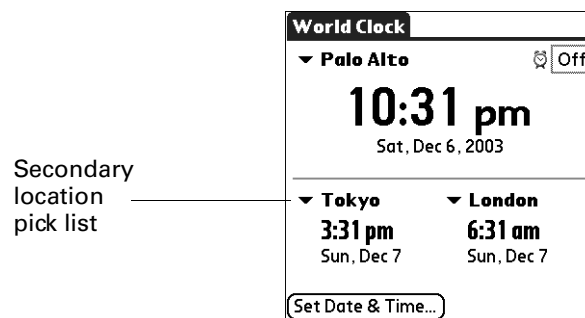
2. Tap the location you want to use as the new secondary location.

If an appropriate location does not appear in the list, see the next section, "Adding a location."

Adding a location

If an appropriate location does not appear in the Location pick list, you can add a new location to the list. When you add a location, the default Time Zone and Daylight Saving settings are usually correct. However, you can adjust these settings if necessary. When the Daylight Saving options are active, the time change automatically occurs at 1:00 AM on the selected start and end dates.

To add a location:

1. Tap a Location pick list.

2. Select Edit List.

3. Tap Add.

4. Select a location that is in the same time zone as the city you want to add.

5. Tap OK.

6. (Optional) Tap the Name field and modify the location name.

7. (Optional) Tap the Time Zone box and select a time zone.

8. Tap OK.

9. Tap Done.

To set Daylight Saving options:

1. From the Edit Location dialog box, tap the This location observes Daylight Saving Time check box to select it.

2. Tap the Start box.

3. Tap the month when daylight saving begins.

4. Tap the Week pick list.

5. Select the week when daylight saving begins within the selected month.

6. Tap the Day pick list.

7. Select the day of the week when daylight saving begins within the selected week.

8. Tap OK.

9. Tap the End box and repeat steps 3 through 8 to select when daylight saving ends.

10. Tap OK.

Modifying a location

If you add a location and later realize you did not use the correct settings, you can modify the location.

To modify a location:

1. Tap a Location pick list.

2. Select Edit List.

3. Select the location you want to modify.

4. Tap Edit.

5. Adjust the settings. See "Adding a location" earlier in this chapter for details.

6. Tap OK.

7. Tap Done.

Removing a location

If you no longer need a location that appears in the Location list, you can remove it. However, you cannot remove a location that is currently assigned to the primary location.

To remove a location:

1. Tap a Location pick list.

2. Select Edit List.

3. Select the location you want to remove.

4. Tap Remove.

5. Tap OK to confirm the deletion.

6. Tap Done.

Setting an alarm

In addition to setting and displaying the date and time, World Clock also provides a convenient travel alarm feature. You can set an alarm to sound during the next 24-hour period.

To set an alarm:

1. Tap the box next to the Alarm ⏰ icon to open the Set Alarm dialog box.
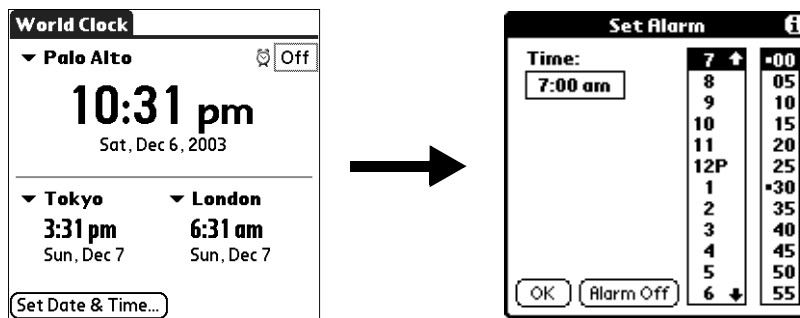
2. Tap the time columns to set the hour and minute.

3. Tap OK.

4. When the alarm reminder message appears, do one of the following:

   Tap OK to permanently dismiss the reminder and return to the current screen.

   Tap Snooze to dismiss the reminder and return to the current screen. An attention indicator blinks in the upper-left corner of the screen to remind you of the pending alarm, and the reminder message appears again in five minutes. When the reminder message reappears, the current time appears in the Reminder bar and the alarm time appears on the screen.

   Tap Go To to open World Clock and to dismiss the alarm.
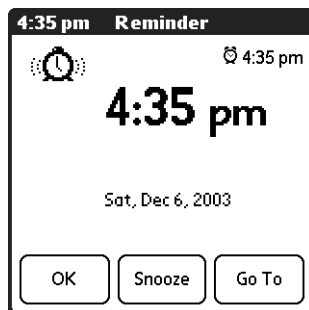
Using World Clock menus

World Clock menus are shown here for your reference, and World Clock features that are not explained elsewhere in this book are described here.

See "Using menus" in Chapter 4 for information about choosing menu commands.

Options menu

Display Options	Opens a dialog box where you can choose which information appears on the World Clock screen.
	Show Multiple Locations: Activates the secondary location displays. When it is selected, the secondary locations appear below the primary location.
	Date: Activates the date display. When it is selected, the date appears below the time for each location.
Alarm Preferences	**Sound:** Sets the sound of the alarm. The choices are Alarm, Bumble Bee, Reveille, Sonata, Wake Up, and Warbler.
	Volume: Defines how loud the alarm sounds. The choices are Low, Medium, and High.
About World Clock	Shows version information for World Clock.

Performing HotSync® Operations

HotSync® technology enables you to install add-on applications and to synchronize data between one or more Palm OS® handhelds and Palm™ Desktop software or another personal information manager (PIM) such as Microsoft Outlook. To synchronize data, you must connect your handheld and your computer either directly or indirectly. Direct methods include placing your handheld in the cradle/cable attached to your computer, or using infrared communications. Indirect methods include using an optional modem accessory or network HotSync technology.

Selecting HotSync setup options

You can choose when HotSync Manager will run. If necessary, you can adjust the local and modem HotSync settings as well.

To set the HotSync options on a Windows computer:

1. Click the HotSync icon ⊛ in the Windows system tray (lower-right corner of the taskbar).

   If you do not see the HotSync icon, you need to start HotSync Manager: On the Windows desktop, click Start, and then select Programs. Navigate to the Palm Desktop software program group, and select HotSync Manager. Alternatively, you can start the Palm Desktop software, which automatically opens the HotSync Manager.

2. Select Setup.
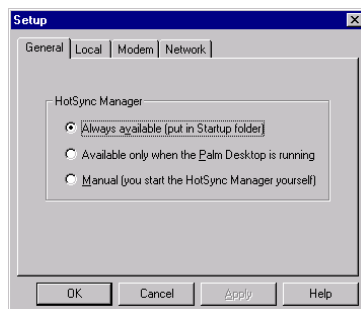
3. Click the General tab, and select one of the following options:

Always available	Adds HotSync Manager to the Startup folder and constantly monitors the communication port for synchronization requests from your handheld. With this option the HotSync Manager synchronizes data even when Palm Desktop software is not running.
Available only when the Palm Desktop software is running	Starts HotSync Manager and monitors requests automatically when you open Palm Desktop software.
Manual	Monitors requests only when you select HotSync Manager from the Start menu.

If you're not sure which option to use, keep the default setting: Always available.

4. If you are using a serial cradle/cable, click the Local tab to display the settings for the connection between your computer and the handheld cradle/cable, and adjust the following options as needed.

If you are using the USB cradle/cable, you do not need to use the settings on the Local tab for a direct HotSync operation.
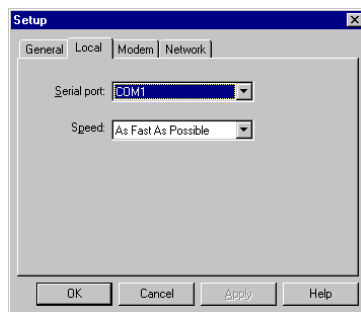
Serial Port	Identifies the port that HotSync Manager uses to communicate with the cradle/cable. If necessary, you can change the port selection.
	Your handheld cannot share this port with an internal modem or other device.
Speed	Determines the speed at which data is transferred between your handheld and Palm Desktop software. Try the As Fast As Possible rate first, and adjust downward if you experience problems.

5. Click the Modem tab to display the modem settings and adjust the options as needed. For more information, see "Conducting modem HotSync operations" later in this chapter.

6. If you are attached to a network, click the Network tab to display the network settings and adjust the options as needed. For more information, see "Conducting network HotSync operations" later in this chapter.

7. Click OK.

To set the HotSync options on a Mac computer:

1. Double-click the HotSync Manager icon in the Palm folder.

2. Click the HotSync Controls tab, and select any of the following options.
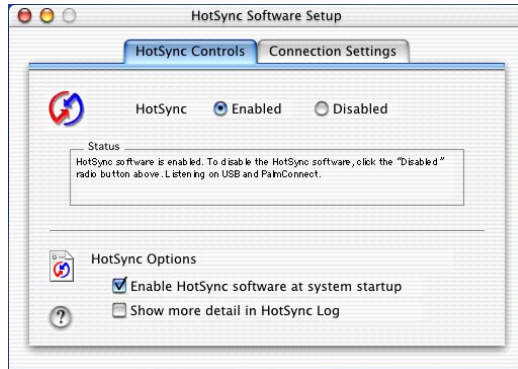
Shown with
Mac OS X

HotSync Enabled/Disabled	Activates the transport monitor and prepares your Mac computer to synchronize with your handheld. By default, the transport monitor is enabled to listen on USB and PalmConnect whenever you start your computer.
	If you use an optional serial HotSync cradle/cable and you use the same serial port for other devices besides the HotSync cradle/cable, disable the transport monitor and then enable it manually only when you connect the cradle/cable to perform a HotSync operation.
Enable HotSync software at system startup	Activates the transport monitor automatically each time you start your computer. If this option is not selected, you must open HotSync Manager and select the Enabled option before you can perform a HotSync operation.
Show more detail in HotSync Log	Includes more troubleshooting information in the log that is generated when you perform a HotSync operation.

3. If you are using the USB cradle/cable, you do not need to adjust the settings on the Connection Settings tab for a direct HotSync operation; they are set automatically when you perform the first HotSync operation.

If you are using Mac OS 9.1 and the optional serial cradle/cable, click the Connection Settings tab and select the port where you attached the cradle/cable.
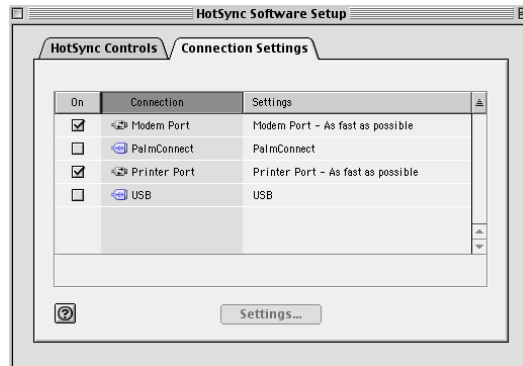
Shown with Mac OS 9.1

You can set both Modem and Printer port settings and prepare your computer to synchronize with your handheld using the HotSync cradle/cable or a modem. However, choosing both setups prevents you from using either port for other operations such as printing, faxing, or AppleTalk networking.

4. Close the HotSync Software Setup window.

Customizing HotSync application settings

For each application, you can define a set of options that determines how records are handled during synchronization. These options are called a *conduit*. By default, a HotSync operation synchronizes all files between the handheld and Palm Desktop software.

In general, you should leave the settings to synchronize all files. The only reason you might want to change these settings is to overwrite data on either your handheld or Palm Desktop software, or to avoid synchronizing a particular type of file because you don't use it.

In addition to the conduits for Date Book, Address Book, Palm™ Photos, Note Pad, To Do List, and Memo Pad, Palm Desktop software includes System and Install conduits. The System conduit backs up the system information stored on your handheld, including Graffiti® 2 ShortCuts. The Install conduit installs add-on applications on your handheld.

To customize HotSync application settings on a Windows computer:

1. Click the HotSync icon ⊛ in the Windows system tray (lower-right corner of the taskbar).

   You can also click the HotSync command on the Palm Desktop software menu bar.

2. From the HotSync Manager menu, select Custom.

3. Select the appropriate user name from the list.

4. Select an application in the Conduit list.

5. Click Change.

6. For each application, click the direction in which you want to write data, or click Do Nothing to skip data transfer for an application.

   Changing the HotSync setting from the default affects only the *next* HotSync operation. Thereafter, the HotSync Actions revert to their default settings. To use a new setting on an ongoing basis, select the Set As Default box. Thereafter, whatever you selected as the default setting is used when you click the Default button in the Custom dialog box.
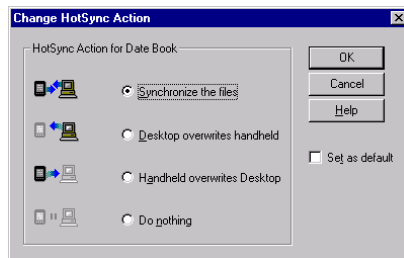
7. Click OK.

8. Click Done to activate your settings.

To customize HotSync application settings on a Mac computer:

1. Double-click the Palm Desktop icon in the Palm folder.

2. From the HotSync menu, select Conduit Settings.

3. From the User pop-up menu, select the appropriate user name.

4. Select an application in the Conduit list.

5. Click Conduit Settings.
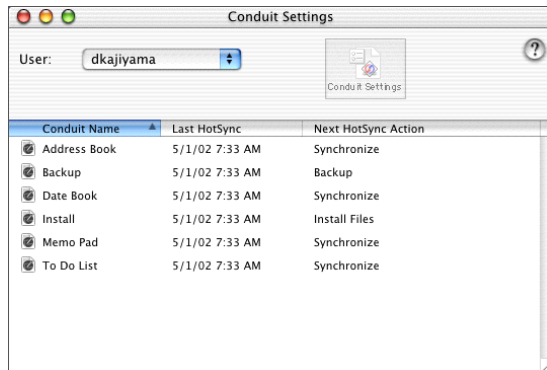
Shown with
Mac OS X

6. For each application, click the direction in which you want to write data, or click Do Nothing to skip data transfer for an application.

   Changing the HotSync setting from the default affects only the *next* HotSync operation. Thereafter, the HotSync Actions revert to their default settings. To use a new setting on an ongoing basis, click Make Default. Thereafter, whatever you selected as the default setting is used for HotSync operations.
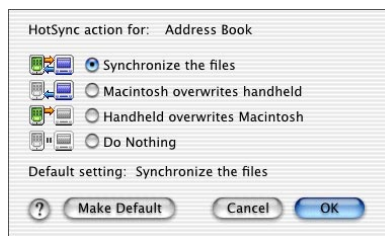
Shown with
Mac OS X

7. Click OK.

8. Close the Conduit Settings window.

Conducting cradle/cable HotSync operations

The simplest way to synchronize data is to perform a direct HotSync operation by seating your handheld in the cradle/cable and pressing the HotSync button.

Performing a cradle/cable HotSync operation: Windows computers

The first time you synchronize your data, you need to enter user information on Palm Desktop software. After you enter this information and synchronize with your handheld, the HotSync Manager recognizes your handheld and doesn't ask for this information again.

If you are a system administrator preparing several handhelds for a group of users, you may want to create a user profile. See "Creating a user profile" later in this chapter before performing the following steps.

IMPORTANT   You must perform your *first* HotSync operation with a local, direct connection or with infrared communication, rather than with a modem or network.


The following steps assume that you have already installed Palm Desktop software. If you have not installed this software, see "Step 4: Install software" in Chapter 1 for instructions.

To perform a local HotSync operation on a Windows computer:

1. Place your handheld in the cradle/cable.
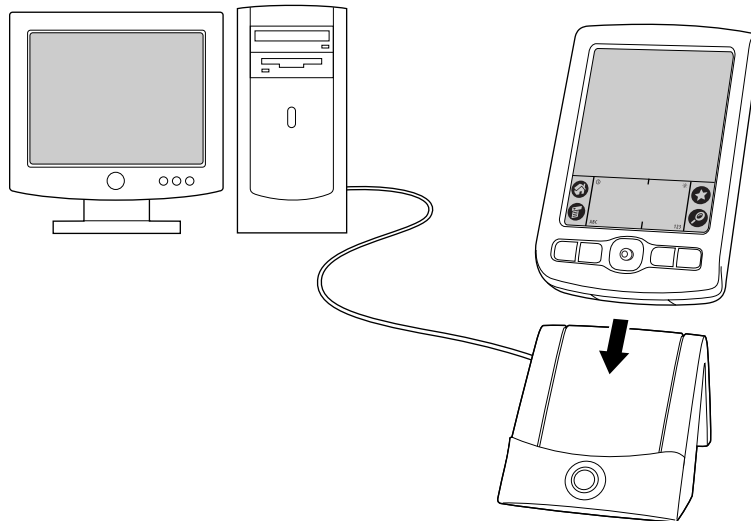
2. If the HotSync Manager is not running, start it: On the Windows desktop, click Start, and then select Programs. Navigate to the Palm Desktop software program group, and select HotSync Manager. Alternatively, you can start the Palm Desktop software, which automatically opens the HotSync Manager.

3. Press the HotSync button $\circledast$ on the cradle/cable.
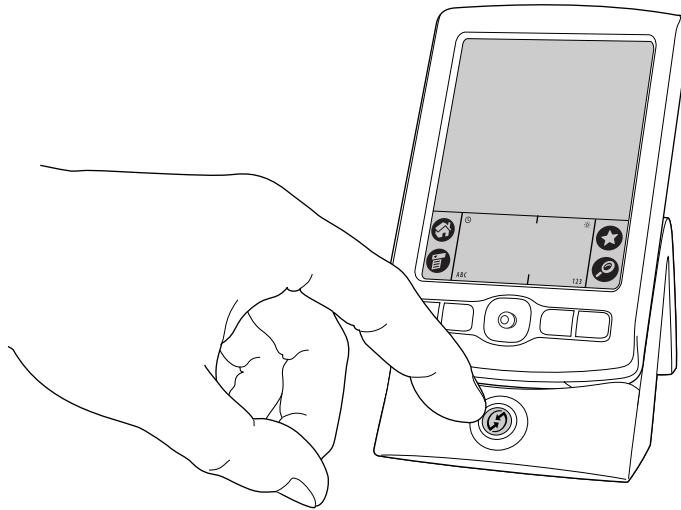
IMPORTANT   The first time you perform a HotSync operation, you must enter a user name in the New User dialog box and click OK. Every handheld should have a unique name. To prevent loss of a user's records, never try to synchronize more than one handheld to the same user name.

The HotSync Progress dialog box appears, and synchronization begins.
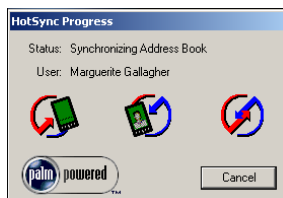
4. Wait for a message on your handheld indicating that the process is complete.

After the HotSync process is complete, you can remove your handheld from the cradle/cable. Gently tilt your handheld forward in the cradle/cable, and then lift it up to remove it.

Performing a direct HotSync operation: Mac computers

When you installed Palm Desktop software, you entered a user name. This user name is the connection between your handheld and your computer.

The first time you perform a HotSync operation the Palm Desktop software does the following:

■ Adds a user name to your handheld.

■ Creates a folder for the user name in the Users folder inside the Palm folder. For example, if you entered Jane Garcia as your user name, a folder named Jane Garcia is created in the Users folder.
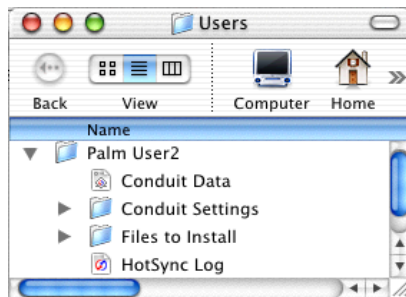
Shown with Mac OS X

■ Creates a file named User Data in your user name folder.

User names appear in the User pop-up menu on the right side of the toolbar. You can change users by selecting a new name in the pop-up menu.

Each subsequent time you perform a HotSync operation, HotSync Manager reads the user name from your handheld and synchronizes the data in the folder of the same name.

Be sure you select the correct user name from the User pop-up menu before entering data on Palm Desktop or performing a HotSync operation.

If you are a system administrator preparing several handhelds for a group of users, you may want to create a user profile. See "Creating a user profile" later in this chapter before performing the following steps.

IMPORTANT You must perform your *first* HotSync operation with a local, direct connection or with infrared communication, rather than with a modem.

The following steps assume that you have already installed Palm Desktop software. See "Step 4: Install software" in Chapter 1 if you have not installed this software.

To perform a local HotSync operation on a Mac computer:

1. Place your handheld in the HotSync cradle/cable.
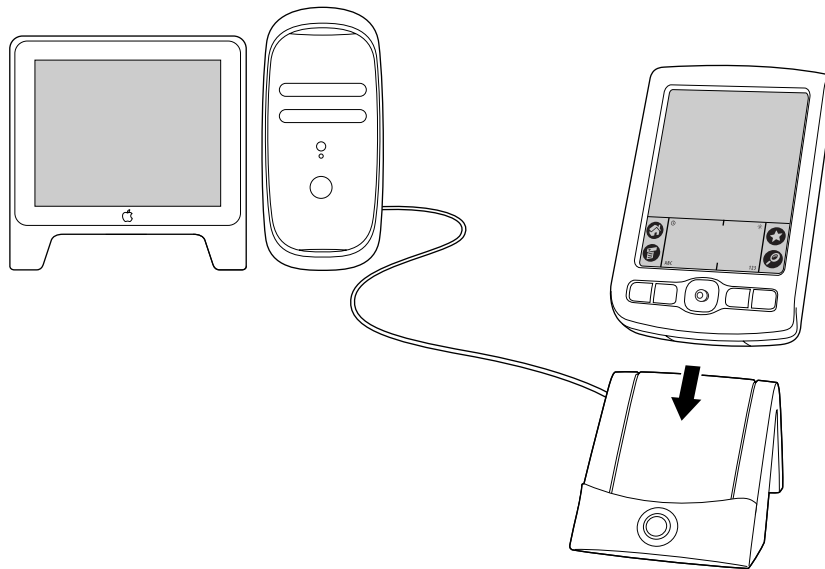
2. Make sure that HotSync Manager is enabled: Double-click the HotSync Manager icon in the Palm folder. Click the HotSync Controls tab, and make sure the Enabled option is selected.

3. Press the HotSync button ✪ on the cradle/cable.
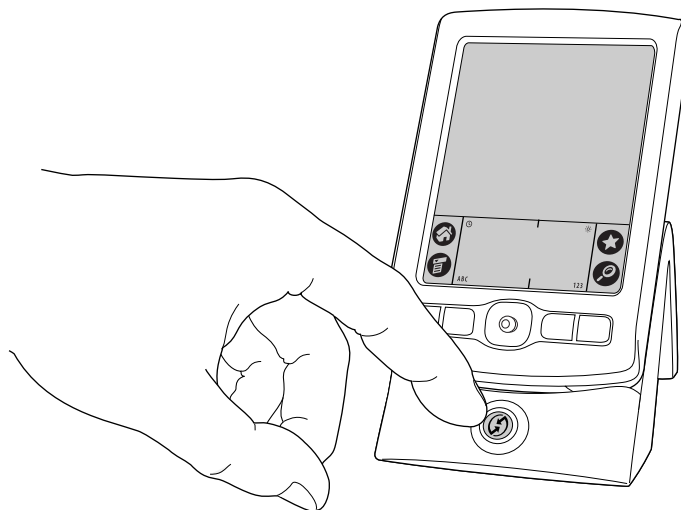
    The HotSync Progress dialog box appears, followed by the Select User dialog box.

4. In the Select User dialog box, select the user name you entered when you installed the Palm Desktop software, and click OK.
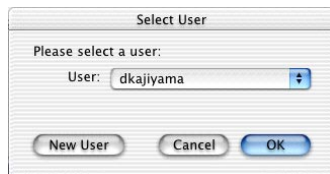
Shown with
Mac OS X

The HotSync Progress dialog box reappears, and synchronization begins.
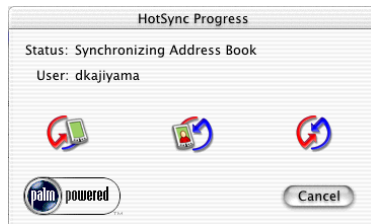
Shown with
Mac OS X

5. Wait for a message on your handheld indicating that the process is complete.

After the HotSync process is complete, you can remove your handheld from the cradle/cable. Gently tilt your handheld forward in the cradle/cable, and then lift it up to remove it.

Conducting IR HotSync operations

You can use the infrared (IR) port on your handheld to perform HotSync operations. When you perform an IR HotSync operation, you don't need your cradle/cable. However, you must have a computer that's equipped with an IR port and that supports the IrCOMM implementation of the Infrared Data Association (IrDA) standards. This is especially useful if you travel with an infrared-enabled laptop. You simply enable infrared communication on your laptop and handheld and follow the steps in "Performing an IR HotSync operation" later in this section.

Preparing your computer for infrared communication

Before you can perform a HotSync operation using the IR port, the computer with which you want to synchronize must fulfill these requirements:

■ Your computer must support the IrCOMM implementation of the IrDA standards.

■ Your computer must have an enabled infrared port that's built into the computer, or an enabled infrared device attached to the computer.

■ Some desktop computers may require an infrared device attached to a physical COM port. Laptops are likely to have a built-in IR port, so no external device is necessary.

■ Your computer must have an installed infrared driver.

■ If you have an external infrared device attached to your computer, a driver is probably included with the device. Consult the documentation included with the device for information on installing the required driver.

Check your computer's documentation to learn if the computer supports infrared communication.

To configure HotSync Manager for infrared communication on a Windows computer:

■ Click the HotSync Manager icon 🔄 in the Windows system tray, and make sure that Infrared is selected.

– If you have an Infrared option on the HotSync Manager menu, and that option is selected, skip to "Performing an IR HotSync operation."

– If you do not have an Infrared option on the HotSync Manager menu, complete the following steps:

a. Make sure that Local Serial is selected on the menu.

b. From the HotSync Manager menu, select Setup.

c. Click the Local tab.

d. In the Serial Port drop-down box, select the simulated port that your computer uses for infrared communication.
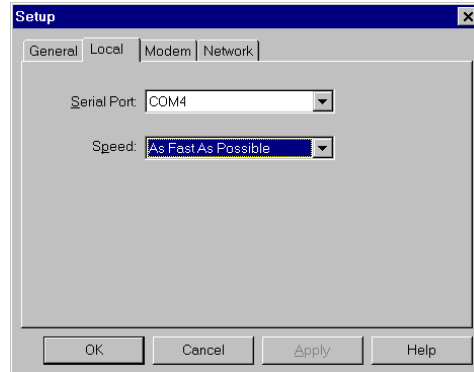
See the documentation for your operating system for instructions on finding the simulated port. This information is usually located in the Control Panel.

e. Click OK.

NOTE   If your cradle/cable is connected to a USB port, you can continue using the cradle/cable while HotSync Manager is configured for infrared communication. If your cradle/cable is connected to a serial port, you cannot use your HotSync cradle/cable again until you reconfigure the HotSync Manager to communicate with the port defined for cradle/cable synchronization.

To configure HotSync Manager for infrared communication on a Mac computer:

1. Double-click the HotSync Manager icon in the Palm folder.

2. In the HotSync Controls tab, select Enabled.

3. Click the Connection Settings tab.

4. Select the On check box next to IR port.
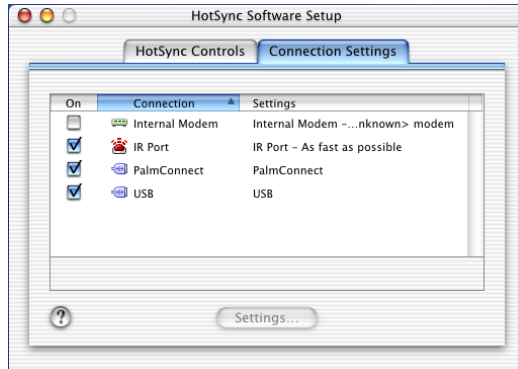
Shown with
Mac OS X

5. Close the HotSync Software Setup window.

Performing an IR HotSync operation

After you complete the steps to prepare for performing an IR HotSync operation, it's easy to perform the actual operation.

To perform an IR HotSync operation on your handheld:

1. Tap the Home icon ⌂.

2. Select the HotSync icon ⟳.

3. Tap Local.

4. Tap the pick list below the HotSync icon and select IR to a PC/Handheld.

5. Position the IR port of your handheld within a couple of inches of the infrared port of your computer.

6. Tap the HotSync icon to start the IR HotSync operation.

Tap here to start
IR HotSync
operation
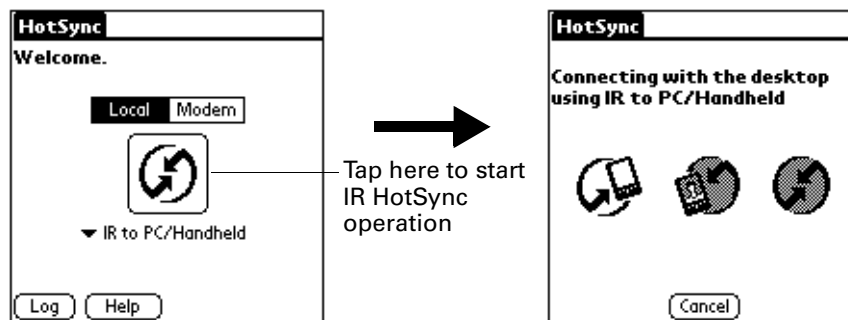
Returning to cradle/cable HotSync operations

It's easy to return to using the cradle/cable for HotSync operations.

If your cradle/cable is connected to a USB port, you can continue using it while HotSync Manager is configured for infrared communication. Use the following instructions to return to local USB cradle/cable HotSync operations only when necessary, such as when you have disconnected the cradle/cable from the USB port.

To return to local USB cradle/cable HotSync operations on a Windows computer:

1. If necessary, connect the cradle/cable to the USB port of the computer you use for HotSync operations.

2. Click the HotSync Manager icon ✪ in the Windows system tray, and select Local USB if it is not already selected.

To return to local Serial cradle/cable HotSync operations on a Windows computer:

1. If necessary, connect the cradle/cable to the port of the computer you use for HotSync operations.

2. Click the HotSync Manager icon ✪ in the Windows system tray.

3. Select Setup, and then click Local.

4. Select the COM port where your cradle/cable is connected.

5. Click OK.

On a Mac computer, the HotSync Manager software monitors all ports at the same time. However, you may want to turn off the IR port when you're not using it to improve performance of HotSync operations.

To return to local serial cradle/cable HotSync operations on a Mac computer:

1. If necessary, connect the cradle/cable to a serial port on your computer.

2. Double-click the HotSync Manager icon in the Palm folder.

3. In the HotSync Controls tab, select Enabled.

4. Click the Connection Settings tab, and select the correct connection.

5. Close the HotSync Software Setup window.

The next time you want to perform a HotSync operation, just press the HotSync button on the cradle/cable, as you always did before.

Conducting modem HotSync operations

You can use a modem to synchronize your handheld when you are away from your computer.

IMPORTANT You must perform the first HotSync operation by using a local, direct connection or infrared communication. After that, you can perform a modem HotSync operation.

To perform a modem HotSync operation you need the following:

- A modem connected to your computer.

- Palm Desktop software configured for use with the modem.

- A modem connected to your handheld.

- A configuration for the kind of modem connection you want to make. See "Connection Preferences" in Chapter 16 for more information.

Preparing your computer for a modem HotSync operation

There are a few steps you must perform to prepare your computer for a modem HotSync operation. Be sure to perform these steps before you leave your office so that your computer is ready to receive a call from your handheld.

To prepare a Windows computer for a modem HotSync operation:

1. Confirm that the computer modem is connected and turned on and that no communications applications, such as fax or telephony software, are running on a COM port.

   Make sure the computer is disconnected from all online services, such as America Online (AOL). This helps to avoid conflicts with the COM port.

2. Start HotSync Manager if it is not already running, and from the HotSync Manager menu, select Modem.

3. Adjust the following options as needed.
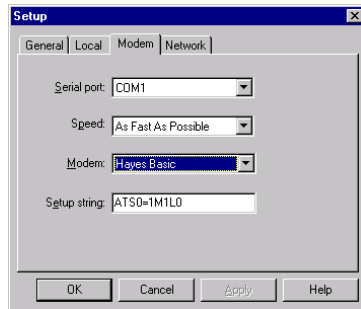
Serial Port	Identifies the port for the modem. If you are unsure of the port assignment, look at the Modem Properties in the Windows Control Panel.
Speed	Determines the speed at which data is transferred. Try the As Fast As Possible rate first, and adjust downward if you experience problems.
Modem	Identifies the modem type or manufacturer. Refer to your modem manual or faceplate for its type or settings. If you're not sure of your modem type or if your modem doesn't match any that appear in the list, select Hayes Basic.
Setup String	Identifies the setup string for your particular modem. Not all modems require a setup string. Refer to your modem manual, and enter the setup string if it is recommended by the manufacturer.

4. Click OK.

To prepare a Mac computer for a modem HotSync operation:

1. Confirm that the computer modem is connected and turned on, and that no communications applications, such as fax or telephony software, or AppleTalk networking are running on that serial port.

Make sure your computer is disconnected from all online services, such as CompuServe and America Online (AOL). This helps to avoid conflicts with the serial port. In addition, your computer must be on, and it should not be in sleep mode when receiving a call from a remote handheld.

2. Double-click the HotSync Manager icon in the Palm folder.

3. Click the HotSync Controls tab and enable the Transport Monitor, if it is not already enabled.

4. Click the Connection Settings tab.

5. Select the On check box for the modem connection you're using, and then click Settings.

6. In the Settings dialog box, select Modem as the connection type, if it is not already selected.

   NOTE   This step is not necessary for internal modems.

7. Adjust the following options as needed.
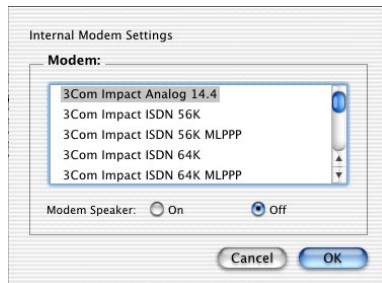
Shown with
Mac OS X

Modem   Identifies the type of modem connected to your computer. If your modem does not appear in the list, use the Hayes Basic setting, or select Custom to enter a command string. Refer to the manual that came with your modem to find the appropriate command string.

Modem Speaker Activates the modem's speaker. If you are having trouble connecting, turn on this option to make sure that the modem connected to your computer is responding to incoming calls.

8. Click OK.

9. Close the HotSync Software Setup window.

Preparing your handheld for a modem HotSync operation

There are a few steps you must perform to prepare your handheld for a modem HotSync operation.

To prepare your handheld for a modem HotSync operation:

1. Tap the Home icon 🏠.

2. Select the HotSync icon 🔄.

3. Tap Modem.

4. Tap the pick list below the icon and select a modem configuration.

Select a modem
configuration
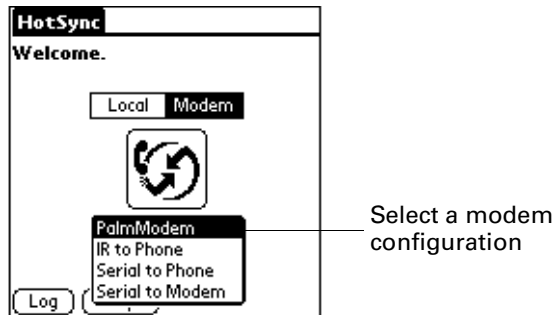
If you need to create a configuration, tap the Menu icon 🐝 and then select
Connection Setup from the Options menu. See "Connection Preferences" in
Chapter 16 for more information.

5. Tap the Enter phone # field.

Tap here
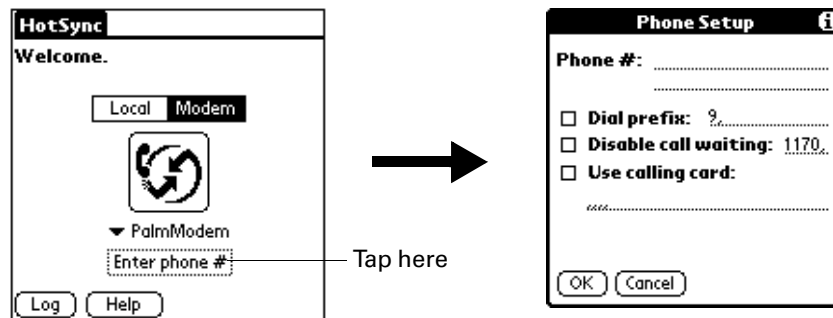
If you plan to connect to your company's dial-in server (network modem)
instead of connecting to a computer modem, see "Conducting network
HotSync operations" later in this chapter.

6. Enter the telephone number to access the modem connected to your computer.

7. If necessary, enter a dial prefix (such as "9") to access an outside line, and then
tap the Dial Prefix check box.

TIP   You can enter a comma in the field to introduce a "pause" in the dialing
sequence. Each comma equals a two-second pause.

8. If the phone line you're using for the handheld has Call Waiting, select the
Disable call waiting check box to avoid an interruption during the modem
HotSync operation.

9. If you want to use a calling card to place the call, select the check box and enter
the calling card number.

10. Tap OK.

Selecting the conduits for a modem HotSync operation

The Conduit Setup dialog box on your handheld enables you to define which files and/or applications synchronize during a modem HotSync operation. You can use these settings to minimize the time required to synchronize data with a modem.

To change the Conduit Setup for a modem HotSync operation:

1. Tap the Home icon ⊘.

2. Select the HotSync icon ⑤.

3. Tap the Menu icon ⊟.

4. Select Conduit Setup from the Options menu.

5. Tap the check boxes to deselect the files and applications that you do *not* want to synchronize during a modem HotSync operation. The default setting is to synchronize all files.

Conduit Setup ⓘ

Select the conduits to run during Modem HotSync.

☑ Address
☑ Applications
☑ Calc
☑ Card Info
☑ Date Book
☑ Dial
☑ Expense

(OK) (Cancel)
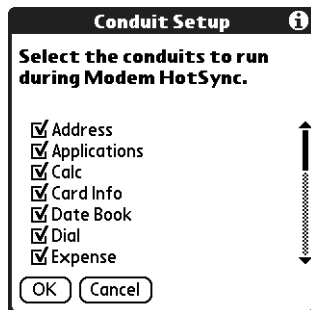
Applications that do not have a database (such as games) do not synchronize, even if you select the item in the Conduit Setup dialog box.

6. Tap OK.

Performing a modem HotSync operation

After you prepare your computer and your handheld and select your Conduit Setup options, you are ready to perform a modem HotSync operation.

To perform a modem HotSync operation:

1. Tap the Home icon ⊘.

2. Select the HotSync icon ⑤.

3. Tap the Modem icon ⑤ to dial the Palm Desktop modem and synchronize the applications.

4. Wait for the HotSync operation to complete. If you have any problems conducting a successful HotSync operation, see "HotSync problems" in Appendix B.

Conducting network HotSync operations

When you use the network HotSync technology, you can take advantage of the LAN and WAN connectivity available in many office environments. Network HotSync technology enables you to perform a HotSync operation by using an accessory to make a wireless connection to a network, by dialing in to a network, or by using a cradle/cable that is connected to any computer on your LAN or WAN (provided that the computer connected to the cradle/cable also has the network HotSync technology installed, your computer is on, and the HotSync Manager is running).

IMPORTANT   Network HotSync technology is available only on Windows computers. You must perform the first HotSync operation by using a local, direct connection or infrared communication. After that, you can perform a network HotSync operation.

Connecting to your company's dial-in server

A network HotSync operation requires the following (consult your system administrator for assistance):

■   Your computer has TCP/IP support installed.

■   Both your company's network system and its remote access server support TCP/IP.

■   You have a remote access account.

Everything you need for connecting to your company's dial-in server (network modem) is included with Palm Desktop software and handheld software. You need to activate the feature, however, on both Palm Desktop software and your handheld.

To prepare your Windows computer for a network HotSync operation:

1.   Click the HotSync Manager icon 🔄 in the Windows system tray.

2.   From the HotSync Manager menu, select Network.
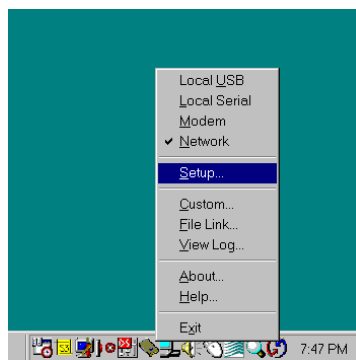
3. From the HotSync Manager menu, select Setup.

4. Click the Network tab and make sure your user name has a checkmark next to it. If the checkmark is not there, click the check box next to your user name.
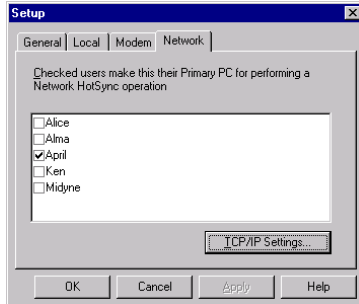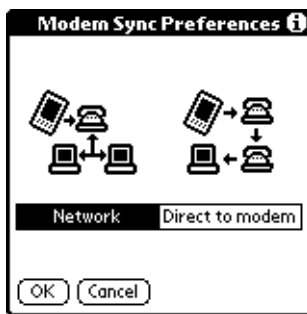

5. Click OK.

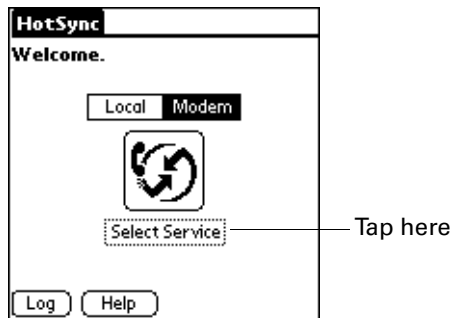6. Put your handheld in the cradle/cable, and perform a HotSync operation.

   The HotSync operation records network information about your computer on your handheld. With this information, your handheld can locate your computer when you perform a HotSync operation over the network.

To prepare your handheld for a network HotSync operation:

1. Tap the Home icon ⊘.

2. Select the HotSync icon ⊛.

3. Tap the Menu icon ▤.

4. Select Modem Sync Prefs from the Options menu.

5. Tap Network.

6. Tap OK.

7. Tap Select Service.

HotSync

Welcome.

Local Modem

Select Service ———— Tap here

Log   Help

8. Tap Service and select a service.

Preferences   Network

Tap here ——————— ▼ **Service:** CorpConnection

User Name: NLane

Password: -Prompt-

Connection: ▼ PalmModem

Phone: 1 800 555 7634

Done Details... Connect
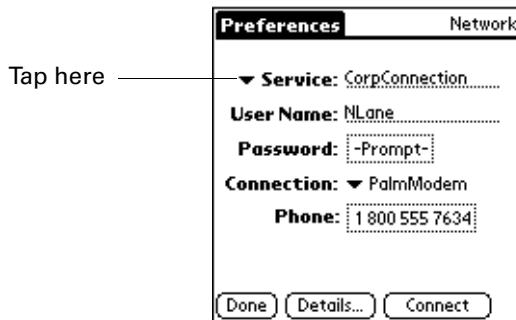
9. Tap Done.

10. Tap the Menu icon ✎.

11. Select Conduit Setup from the Options menu.

For instructions, see “Selecting the conduits for a modem HotSync operation” earlier in this chapter.

Performing a network HotSync operation

After you prepare your computer and your handheld and select your Conduit Setup options, you are ready to perform a network HotSync operation.

To perform a network HotSync operation:

■ Tap the modem HotSync icon to begin the operation.
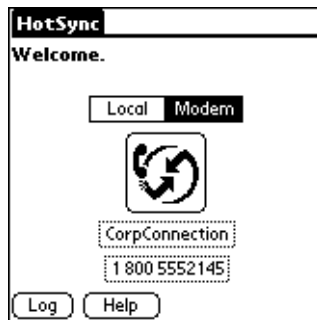
Using File Link

The File Link feature enables you to import Address Book and Memo Pad information onto your handheld from a separate external file such as a company phone list. HotSync Manager stores the data in a separate category on your Palm Desktop software and your handheld. You can configure the File Link feature to check for changes to the external file when you perform a HotSync operation.

With File Link you can import data stored in any of the following formats:

■ Comma-separated (*.csv)

■ Memo Pad archive (*.mpa)

■ Address Book archive (*.aba)

■ Text (*.txt)

For information on how to set up a file link, see the Palm Desktop online Help.

NOTE The File Link feature is not available in Palm Desktop software for Mac.

Creating a user profile

A user profile enables you to install the same set of data onto multiple Palm OS handhelds before each handheld is individualized with a specific user name and data file.

A handheld that is preconfigured with a user profile can be given to anyone because the handheld is not yet identified by a unique user name. The handheld acquires a unique user name when the new user performs his or her first local HotSync operation.

For example, suppose a sales organization wants to distribute two dozen handhelds that all have a common company phone list, a set of memos, and several key applications. A user profile can be created to install the common data before the handhelds are distributed to the employees who will use them. Then when the employees perform their first HotSync operation, the common data becomes part of their individual data file.

NOTE   The handhelds that are synchronized with a user profile must be either new ones that have never been synchronized or handhelds that have had their user names and data removed by a hard reset.

To create a user profile on a Windows computer:

1. Open Palm Desktop software.

2. From the Tools menu, select Users.

3. Click Profiles.

4. Click New.
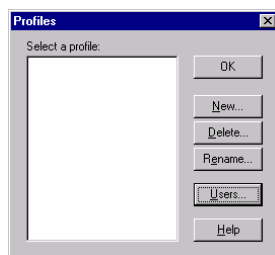
5. Enter a unique name for the profile, and click OK.

6. Repeat steps 3 through 5 for each profile that you want to create, and then click OK to return to Palm Desktop software.

7. Select the profile from the User list, and create the data for the profile (such as a company phone list, and so on).
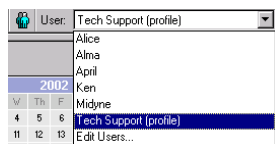
To create a user profile on a Mac computer:

1. Open Palm Desktop software.

2. From the User pop-up menu, select Edit Users.

3. Click New Profile.
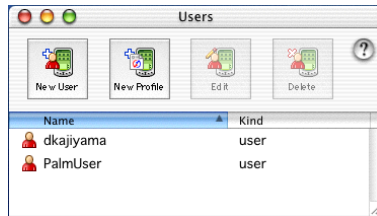
Shown with
Mac OS X

4. Enter a unique name for the profile, and click OK.
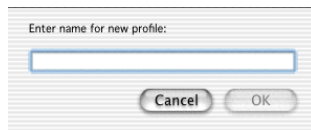
Shown with
Mac OS X

5. Close the Users window.

6. From the User pop-up menu, select the new profile.

7. Create the data for the profile (such as a company phone list).

8. From the HotSync menu, select Conduit Settings.

9. Select the conduit settings for the profile. For details, see "Customizing HotSync application settings" earlier in this chapter.

Performing the first HotSync operation with a user profile

After you create a user profile, you are ready to transfer the information to the new handheld during the first HotSync operation.

To use a profile for a first-time HotSync operation on a Windows computer:

1. Place the new handheld in the cradle/cable.

2. Press the HotSync button ⊕ on the cradle/cable.

3. Click Profiles.

4. Select the profile you want to load on the handheld, and click OK.

5. Click Yes to transfer all the profile data to the handheld.

The next time you perform a HotSync operation, Palm Desktop software prompts you to assign a user name to the handheld.

To use a profile for a first-time HotSync operation on a Mac computer:

1. Connect the new handheld to the HotSync cradle/cable.

2. Press the HotSync button ⟳ on the cradle/cable.

3. Select the profile you want to load onto the handheld, and click OK to transfer all the profile data to the handheld.
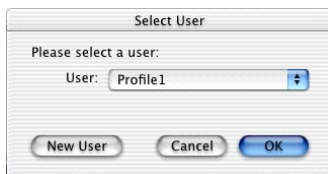
Shown with
Mac OS X

The next time you perform a HotSync operation, Palm Desktop software prompts you to assign a user name to the handheld.

Setting Preferences for Your Handheld

Preferences enable you to customize the configuration options on your handheld. The options are grouped into three categories: General, Communication, and Personal. Each category provides access to a group of relevant Preferences screens. Use Preferences to do the following:

- Access the General Preferences screens to customize any of the following settings:

Date & Time	Set the location, date, and time.
Digitizer	Calibrate the screen on your handheld.
Formats	Set the country default and the formats for times, dates, calendar, and numbers.
Graffiti 2	Select alternate strokes for selected Graffiti® 2 characters.
Power	Set these features: auto-shutoff interval, Stay on in cradle, and Beam receive.
Security	Set a password, privacy options, and locking options.
Sounds & Alerts	Select system, game, and alarm options from two profiles: Custom and Silent.
Writing Area	Enable and disable Writing Area Preferences and show or hide penstrokes while writing Graffiti 2 characters.

- Access the Communication Preferences screens to customize any of the following settings:

Connection	Configure communication settings.
Network	Configure your handheld for use with a network.

■ Access the Personal Preferences screens to customize any of the following settings:

Buttons	Assign an application to the Favorites icon. Reassign various applications to the following: the application buttons on the front and side panels of your handheld, the HotSync® button on the cradle/cable, and the full-screen pen stroke command.
Color Theme	Select a color theme to change the appearance of your handheld screen.
Owner	Enter your name, phone number, and other owner information to your handheld.
ShortCuts	Define a list of Graffiti 2 abbreviations.

Setting General Preferences

The General Preferences category enables you to access screens where you can modify Date & Time, Digitizer, Formats, Power, Security, Sounds & Alerts, and Writing Area settings. This section provides details about each of these screens.

To open the General Preferences screens:

1. Tap the Home icon ⊘.

2. Tap the Prefs icon 🖥.

3. From the General Preferences list, select the name of the Preferences screen you want to view.

TIP   You can also press Left, Right, Up, and Down on the navigator to highlight a Preferences screen name and then press Select on the navigator to open that Preferences screen.

Date & Time Preferences

The Date & Time Preferences screen enables you to choose a primary location and to set the date, time, and time zone for that location. You can also indicate whether this location observes daylight saving time and the dates daylight saving time starts and ends. All of these settings also appear as the primary location in the World Clock application and are used by all the applications on your handheld.

Although you can change the primary location settings from the Date & Time Preferences screen, we recommend that you use the World Clock application to change these settings. See "Setting the primary location" in Chapter 14 for details.

To set the location:

1. From the General Preferences list, select Date & Time.

2. Tap the Location pick list and select the location you want to use as your primary location.

   The location you select should be a large city in the same time zone as the one where you live. If an appropriate choice does not appear in the list, see "Adding a location" in Chapter 14 to create a new location.

3. Tap Done.

   When you travel, changing the primary Location setting automatically resets the date and time on your handheld based on the local time zone, but it does not change the time of appointments set in Date Book.

To set the date:

1. From the General Preferences list, select Date & Time.

2. Tap the Set Date box.

3. Tap the arrows to select the current year.

Tap arrows to select year

Tap to select month

Tap to set date
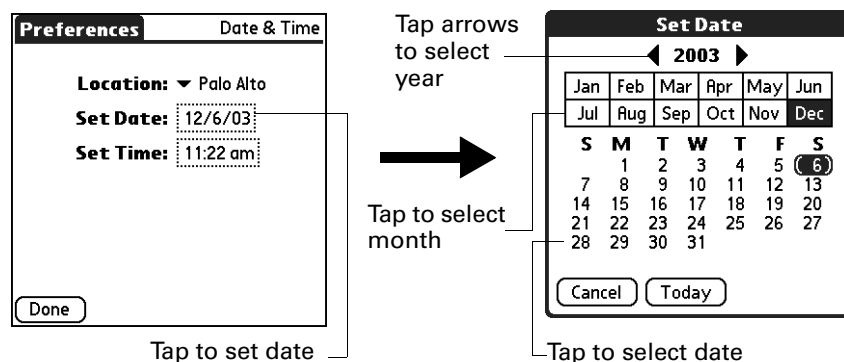
Tap to select date

4. Tap the current month.

5. Tap the current date.

6. Tap Done.

To set the time:
1. From the General Preferences list, select Date & Time.

2. Tap the Set Time box.

Set Time

1 : 5 5 ⬍ AM PM

OK Cancel
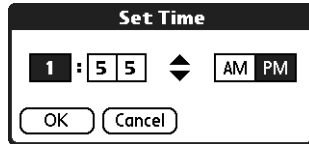
3. Tap the up or down arrows to change the hour.

4. Tap each minute number, and then tap the arrows to change them.

5. Tap OK.

6. Tap Done.

To set the time zone and daylight saving time:
1. From the General Preferences list, select Date & Time.

2. Tap the Location pick list.

3. Select Edit List.

4. Select the location where you want to set the time zone.

5. Tap Edit to open the Edit Location dialog box.

6. Follow the steps under "Adding a location" in Chapter 14 to select the time zone and daylight saving time settings.

7. Tap Done.

Digitizer Preferences

The Digitizer Preferences screen opens the digitizer calibration screen. This is the same screen that appears when you start your handheld for the first time.

You can recalibrate your screen after a hard reset or if your digitizer drifts. You may need to repeat this process a few times until the calibration registers.

To calibrate your handheld screen:
1. From the General Preferences list, select Digitizer.

2. Tap the targets as indicated on the screen as precisely as possible.

TIP You can also press Left, Right, Up, and Down on the navigator to highlight a Preferences screen name and then press Select on the navigator to open that Preferences screen.

Formats Preferences

Use the Formats Preferences screen to set the country default and the display format of the dates, times, and numbers on your handheld.

Country default

The country default sets date, time, week start day, and number conventions based on geographic regions where you might use your handheld. For example, in the United Kingdom, time often is expressed using a 24-hour clock. In the United States, however, time is expressed using a 12-hour clock with an AM or PM suffix.

All your handheld applications use the Country default settings. You can, however, customize your own preferences as described in "Time, date, week start, and numbers formats" later in this chapter.

To set the country default:

1. From the General Preferences list, select Formats.

2. Tap the country name pick list.
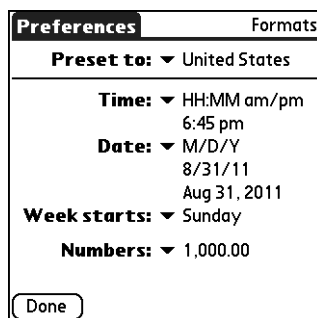
3. Select the setting you want to use.

4. Tap Done.

Time, date, week start, and numbers formats

The Time setting defines the format for the time of day. The time format that you select appears in all applications on your handheld.

To select the time, date, week start, and numbers format:

1. From the General Preferences list, select Formats.

2. Tap the Time pick list and select a format.

3. Tap the Date pick list and select a format.

4. Tap the Week starts pick list, and select whether you want the first day of the week to be Sunday or Monday.

   This setting controls the Day, Week, and Month views in Date Book and all other aspects of your handheld that display a calendar.

5. Tap the Numbers pick list, and select formats for the decimal point and thousands separator.

6. Tap Done.

Graffiti 2 Preferences

The Graffiti 2 Preferences screen enables you select an alternate stroke shape for specific characters.

To select alternate strokes:

1. From the General Preferences list, select Graffiti 2.

2. Tap the letter you want to change.
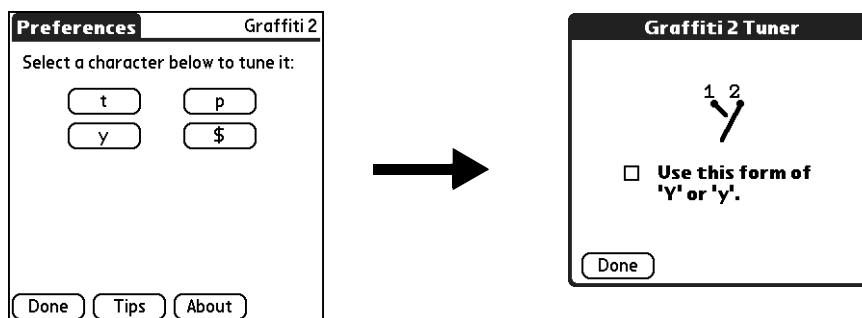
3. Tap the check box to activate the alternate stroke.

4. Tap Done.

5. Repeat steps 2 through 4 for other letters.

6. Tap Done.

Power Preferences

The Power Preferences screen enables you to set power consumption options. You can control when your handheld turns off and whether to receive beamed information.
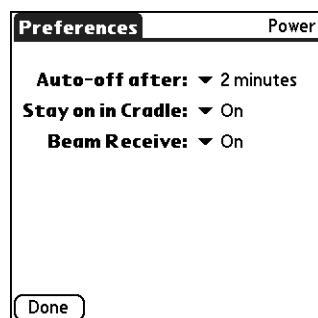
Auto-off after

Your handheld has an automatic shutoff feature that turns off the power after a period of inactivity. This feature helps conserve battery power in case you forget to turn off your handheld.

If you find that your handheld shuts itself off before you finish reviewing the information on the screen, you can increase the time setting of the automatic shutoff feature.

To set the Auto-off after interval:

1. From the General Preferences list, select Power.

2. Tap the Auto-off after pick list.

3. Select the setting you want to use for the automatic shutoff feature: 30 seconds, 1 minute, 2 minutes, or 3 minutes.

4. Tap Done.

Stay on in Cradle

You can choose to leave your handheld on when it is in the cradle/cable, so that you can continue to view your data. By default, your handheld remains on when it is in the cradle/cable and is connected to a power source.

To change the cradle/cable setting:

1. From the General Preferences list, select Power.

2. Tap the Stay on in Cradle pick list.

3. Select Off to turn off your handheld when it is in the cradle/cable.

4. Tap Done.

Beam Receive

You can choose to turn off the Beam Receive feature. This prohibits anyone from beaming information to your handheld. It also results in a slight saving of battery power. By default, Beam Receive is enabled.

To turn off the Beam Receive feature:

1. From the General Preferences list, select Power.

2. Tap the Beam Receive pick list.

3. Select Off to disable receiving beamed information.

4. Tap Done.

Security Preferences

The Security Preferences help you prevent unauthorized users from viewing entries that you want to protect. Use the Security Preferences to do the following:

- Lock and turn off your handheld so that it does not operate until you enter the correct password.

- Mask all records that you mark as private so that the information appears as gray bars.

- Hide all records that you mark as private so that they do not appear on any screen.

You can mask and hide private records with or without a password. Without a password, private records are hidden or masked until you set the Security Preferences to show them. With a password, you must enter the password to view the private entries.

Assigning a password

You can assign a password to protect your private records and to lock your handheld.

To assign a password:

1. From the General Preferences list, select Security.

2. Tap the Password box.

3. Enter a password.

4. Enter a hint to help you remember your password if you forget it. This is optional.
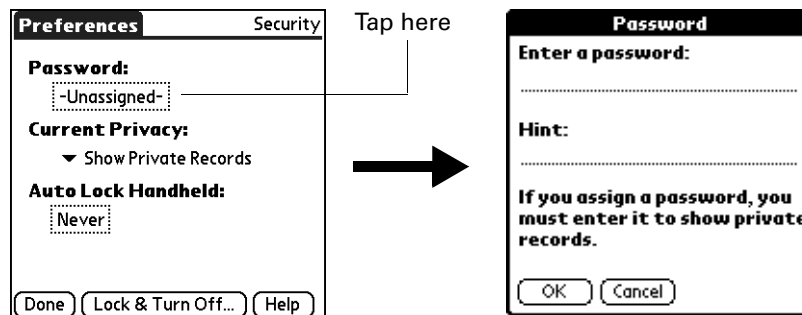
5. Tap OK.

6. Enter the *same* password a second time, and tap OK.

7. Tap Done.

Changing or deleting a password

Once you define a password for your handheld, you can change or delete it at any time. You must enter the current password before you can change or delete it.

To change or delete your password:

1. From the General Preferences list, select Security.

2. Tap the Password box.

3. Enter the current password.

Tap here
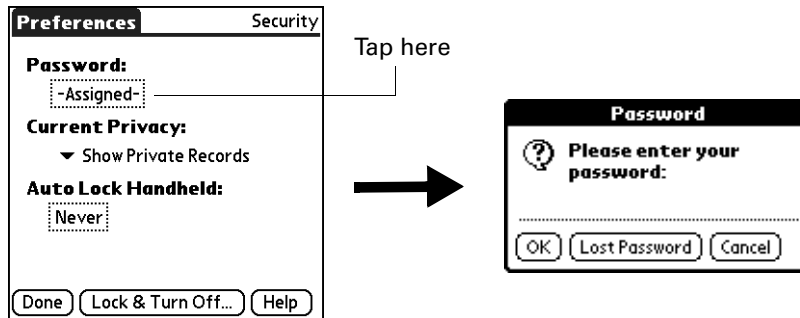
4. Tap OK.

5. Do one of the following:

   – To change the password and hint, enter the new password and hint, and tap OK.

   – To remove the password, tap Unassign.

6. Tap Done.

Locking your handheld

You can lock your handheld so that it cannot be operated until your password is entered. In the event that your handheld is lost or stolen, this helps protect your data from unauthorized use. You can set your handheld to lock automatically, or you can lock it manually.

You can set your handheld to lock automatically when any one of the following occurs:

■   When you turn off the power

■   At a time you specify

■   After a period of inactivity you specify

To set your handheld to lock when you turn it off:

1. From the General Preferences list, select Security.

2. Tap the Auto Lock Handheld box, and then enter your password.

Lock Handheld

Automatically lock handheld:

Never
On power off
At a preset time
After a preset delay

Your handheld will lock when it is turned off.

(OK) (Cancel)

3. Select On power off.

4. Tap OK.

5. Tap Done.

To set your handheld to lock at a preset time:

1. From the General Preferences list, select Security.

2. Tap the Auto Lock Handheld box, and then enter your password.

3. Select At a preset time, and then use the arrows to set the time.

Lock Handheld

Automatically lock handheld:

Never
On power off
At a preset time
After a preset delay

Your handheld will lock at:

8:00 pm

(OK) (Cancel)

Set Time

8 : 0 0   ▲▼   AM PM

(OK) (Cancel)
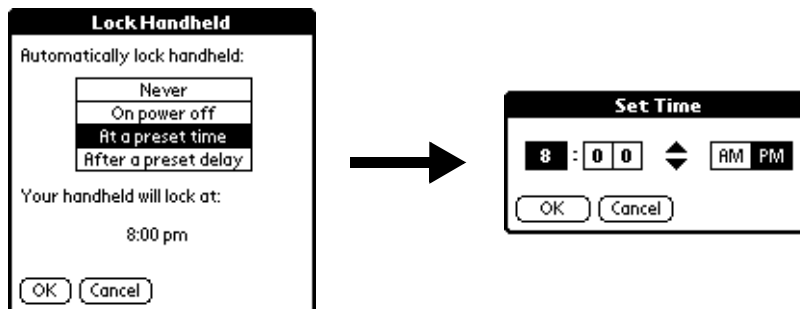
4. Tap OK.

5. Tap Done.

To set your handheld to lock after a period of inactivity:

1. From the General Preferences list, select Security.

2. Tap the Auto Lock Handheld box, and then enter your password.

3. Select After a preset delay.

Lock Handheld
Automatically lock handheld:

| Never |
| On power off |
| At a preset time |
| **After a preset delay** |

Your handheld will lock if inactive for:

..15.. ▼ Minute(s) ——— Tap to select Minutes or Hours
——— Enter the amount of time

(OK) (Cancel)
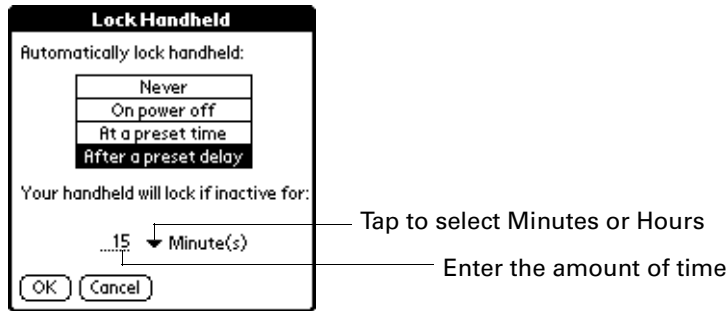
4. Enter the inactive period, and then select Minute(s) or Hour(s) from the pick list.

5. Tap OK.

6. Tap Done.

CAUTION If you lock your handheld, you must enter the exact password to reactivate your handheld. If you forget the password, your handheld will present the hint you have entered to help you remember the password. If you still cannot remember the password, you must perform a hard reset to resume using your handheld. Performing a hard reset deletes all the records in your handheld; however, you can restore all synchronized data at the next HotSync operation. See "Performing a hard reset" in Appendix A for more information.

To lock and turn off your handheld manually:

1. From the General Preferences list, select Security.

2. Tap Lock & Turn Off.

Preferences   Security

Password:
  -Assigned-
Current Privacy:
  ▼ Show Private Records
Auto Lock Handheld:
  After 15 minute(s)

(Done) (Lock & Turn Off...) (Help)

Tap Lock and
Turn Off

System Lockout

ⓘ This feature turns off your handheld and prevents others from using it without the password.

Entering the password the next time you turn on your handheld will unlock it.

(Off & Lock) (Cancel)
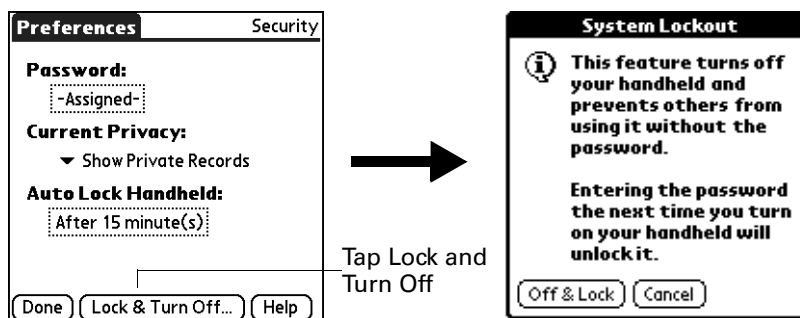
3. Tap Off & Lock.

4. To start your handheld, turn it on and then enter the password.

5. Tap Done.

Recovering from a forgotten password

If you forget your password, your handheld will display the password hint, if you entered one, to help you remember the password. If you are still unable to remember the password, you can delete it from your handheld. Deleting a forgotten password also deletes all entries and files marked Private.

IMPORTANT If you synchronize with your computer before deleting a forgotten password, your handheld restores your private entries the next time you perform a HotSync operation, but it does not restore the password.

To delete a forgotten password:

1. From the General Preferences list, select Security.

2. Tap the Password box.

3. Tap Lost Password.

4. Tap Yes.

Making records private

In many applications, you can make individual records private. Private records remain visible and accessible, however, until you select the Security setting to hide or mask all private records. Masked records appear as gray placeholders in the same position in which they would appear if they were not masked, and are marked with a lock icon. Hidden records disappear completely from the screen. If you define a password for your handheld, you must enter it to display private records.
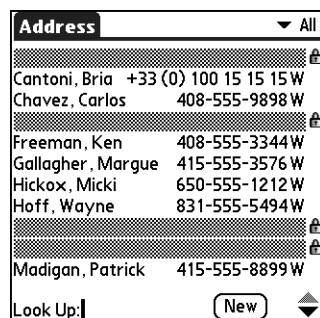
To hide all private records:

1. From the General Preferences list, select Security.

2. Tap the Current Privacy pick list and select Hide Private Records.

Tap Hide Private Records
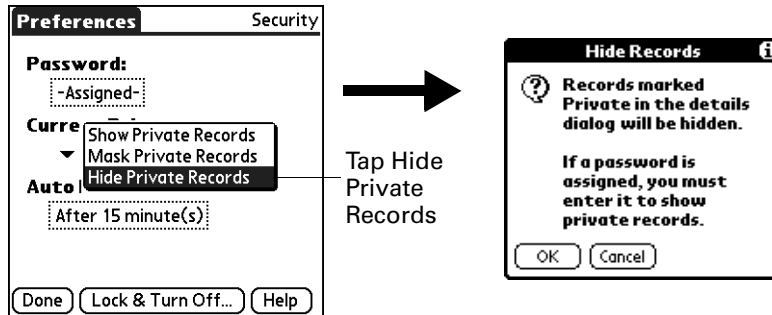
3. Tap OK to confirm that you want to hide private records.

4. Tap Done.

To mask all private records:

1. From the General Preferences list, select Security.

2. Tap the Current Privacy pick list and select Mask Private Records.

Tap Mask Private Records
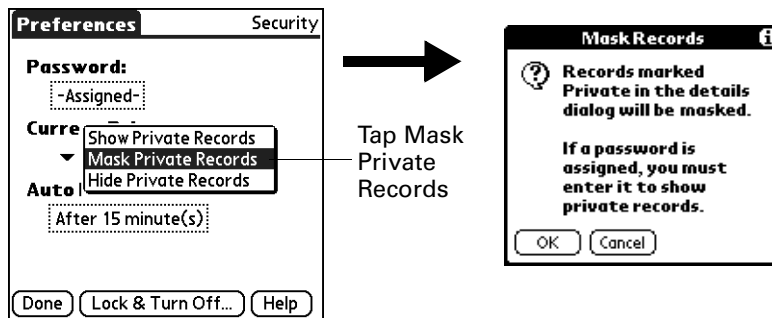
3. Tap OK to confirm that you want to mask private records.

4. Tap Done.

To display all private records:

1. From the General Preferences list, select Security.

2. Tap the Current Privacy pick list and select Show Private Records.

If you do not have a password, hidden and masked records become visible. If you have a password, the Show Private Records dialog box appears. Go to step 3.
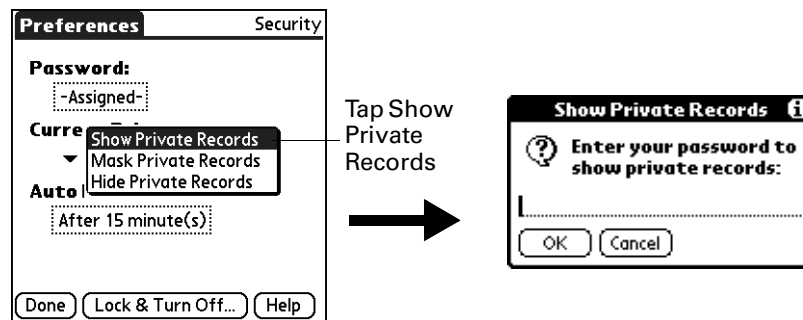
3. Enter your password, and then tap OK.

4. Tap Done.

To unmask individual records:

1. Select a masked record.

If you do not have a password, a masked record becomes visible. If you have a password, the Show Private Records dialog box appears. Go to step 2.

2. Enter your password, and then tap OK.

To make a record private:

1. Display the entry that you want to make private.

2. Tap Details.

3. Tap the Private check box to select it.

4. Tap OK.

Sounds & Alerts Preferences

You can choose from two Sound & Alert profiles:

Custom   Configure this profile with your own personal settings.

Silent   Select this profile to use alerts without sound.

TIP   When you connect a headset to your handheld, the external speaker is automatically silenced, the Sounds & Alerts settings are maintained, and all volume levels are automatically adjusted for use with a headset.

To select a profile:

1. From the General Preferences list, select Sound & Alerts.

2. Tap the Custom or Silent profile box.

TIP You can also press Right or Left on the navigator to select a profile box.

Preferences   Sounds & Alerts

———— Profile boxes

Custom   Silent

System Sound: ▼ Medium
Game Sound: ▼ High
Alarm Sound: ▼ Medium
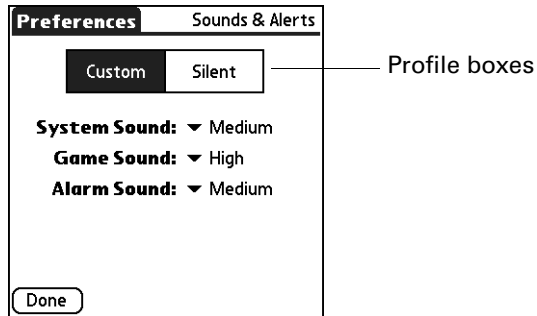
Done

3. Tap Done.

System Sound, Game Sound, and Alarm Sound settings

Your handheld uses a variety of sounds. The System Sound, Game Sound, and Alarm Sound settings enable you to turn the sounds on or off and to adjust the volume level.

To set the sound settings:

1. From the General Preferences list, select Sound & Alerts.

2. Tap Custom.

3. Tap the System Sound pick list and select the sound level.

IMPORTANT When you turn off the System Sounds, you also turn off the "chime" tones associated with the HotSync operation.

Preferences   Sounds & Alerts

Custom   Silent

System Sound: ▼ Medium
Game Sound: ▼ High
Alarm Sound: ▼ Medium
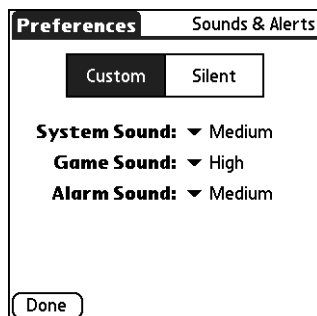
Done

4. Tap the Game Sound pick list and select the sound level.

5. Tap the Alarm Sound pick list and select the sound level.

6. Tap Done.

    The Game Sound setting works only with games that are programmed to respond to this setting. Older games typically do not respond to this setting.

Writing Area Preferences

Writing Area Preferences offer you the option of using the full screen to enter Graffiti 2 characters. When Writing Area Preferences are turned on and active, you can write letters anywhere on the left side of the screen, write numbers anywhere on the right side of the screen, and write capital letters across the imaginary division line in the middle of the screen. You access buttons and other controls that appear on the screen by tapping and holding the control until it activates.

To turn Writing Area Preferences on and off:

1. From the General Preferences list, select Writing Area.

Preferences	Writing Area

    Write anywhere on-screen:

    | On | Off |

    ☑ **Show pen strokes**

    Write Graffiti 2 letters on the left side of the screen, and numbers on the right.

    (Done) (Help)
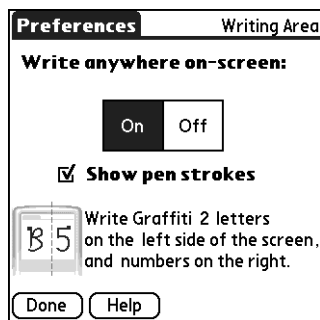
2. Tap On or Off.

3. If you selected On in the previous step, select the Show penstrokes check box to display penstrokes while writing, or deselect this check box to hide penstrokes.

4. Tap Done.

    See "Full-screen writing area" in Chapter 3 for details on using full-screen writing to enter data.

Setting Communication Preferences

The Communication Preferences category enables you to access screens where you can modify Connection and Network settings. This section provides details about each of these screens.

To open the Communication Preferences screens:

1. Tap the Home icon ⌂ .

2. Tap the Prefs icon ⬚ .

3. From the Communication Preferences list, select the name of the Preferences screen you want to view.

TIP   You can also press Left, Right, Up, and Down on the navigator to highlight a Preferences screen name and then press Select on the navigator to open that Preferences screen.

```
Preferences
General
 • Date & Time   • Digitizer
 • Formats        • Graffiti 2
 • Power          • Security
 • Sounds & Alerts • Writing Area
Communication
 • Connection     • Network
Personal
 • Buttons        • Color Theme
 • Owner          • ShortCuts
```
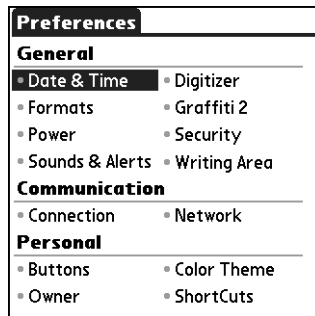
Connection Preferences

The Connection Preferences screen enables you to define the settings used to connect your handheld to other devices. The screen displays a list of available configurations that are ready to be further defined; the list varies depending on the kind of software you've added to your handheld.

For example, a modem connection appears in the list. If you have this modem, you need only to specify the phone setup (and network connection, if required) to complete the configuration.

You can also create custom configurations, which include the following:
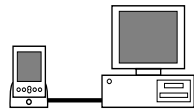
PC to Cradle/Cable: A local HotSync connection—the direct connection between your handheld and your desktop computer. Your handheld is connected by its universal connector to the cradle/cable, and the cradle/cable is attached to a USB port of your desktop computer. (If you are using the optional serial cradle/cable, the cradle/cable attaches to a serial [COM] port of your computer.)
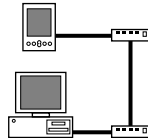
Modem to Universal connector: A cable connection between your handheld's universal connector and a modem for dialing in to a modem that is part of your computer or laptop.

PC to Infrared: A connection between the IR port of your handheld and the infrared device of your computer or laptop.

Modem to Infrared: A connection between the IR port of your handheld and a modem. The modem can be attached to or within a mobile phone or other device containing an IR port. (Some IR phones contain modems.)

Editing connections

The following example shows you how to edit the IR to GSM Phone connection to adjust the communication speed; you can similarly edit other connections or settings or create a custom connection. You can use the IR to GSM Phone connection to perform a remote IR HotSync operation. To accomplish the HotSync operation, your handheld sends data through its IR port to a modem within your mobile phone, which then dials a modem attached to or within your desktop computer, to synchronize with your Desktop application.

To edit the IR to Phone connection:

1. From the Communications Preferences list, select Connection.

2. Select the IR to GSM Phone connection.
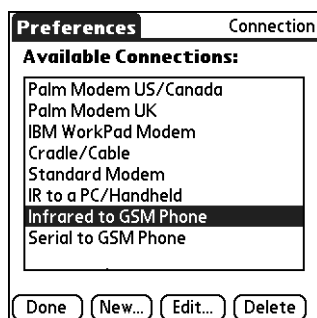
3. Tap Edit.

4. Tap Details.

Tap here
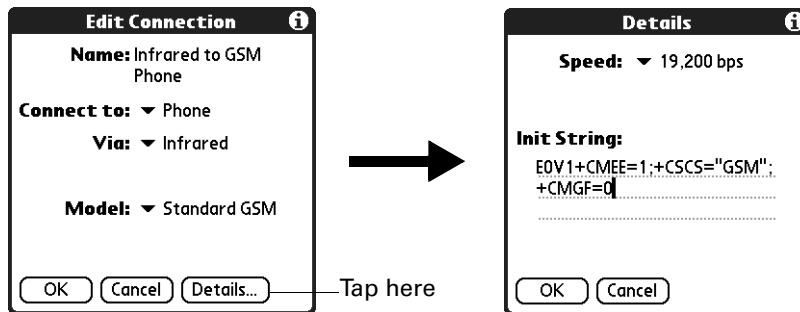
5. Tap the Speed pick list and select the appropriate speed.

6. Enter the initialization string supplied by the documentation for the modem in your mobile phone, if necessary.

7. Tap OK.

8. Tap OK again to save the configuration.

After you create the configuration, you need to set up the HotSync Manager of your Desktop application and the HotSync application of your handheld to perform a modem HotSync operation.

Network Preferences

You can use the software that is included in the handheld operating system to connect with Internet service providers (ISPs) or dial-in (remote access) servers, using a mobile phone or optional modem accessory. Your mobile phone must be equipped with either an IR port or a serial cable that connects to your handheld's universal connector. You also need an ISP account or corporate remote access account and a mobile phone carrier account that supports dial-up connections, or a mobile phone carrier account with high-speed wireless data network services.

To use the e-mail software included with your handheld, you must create a configuration in Connection Preferences and then create Network Preferences settings. See *"Connection Preferences"* earlier in this chapter for a complete explanation of how to define Connection configurations that enable your handheld to communicate with remote devices.

After you configure both the Connection and Network Preferences, you can establish a PPP (Point-to-Point Protocol) connection with your ISP or dial-in server. You can do this either by using menu commands from the Network Preferences screen or by using a third-party application.

NOTE   The Network Preferences settings enable to connect to your ISP or dial-in server with applications that support viewing the transmitted data. Visit the web site www.palm.com for information on third-party applications that take advantage of TCP/IP.

Creating and selecting network service profiles

Use network service profiles to store the configuration settings for your ISP or for a dial-in server. You can create, save, and reuse network service profiles. You can create additional network service profiles from scratch or by duplicating existing profiles and editing information. After you create a new or duplicate profile, you can add and edit settings.

To add a new network service profile:

1. From the Communications Preferences list, select Network.

2. Tap New.

   An Untitled network service profile appears in the Service pick list.

3. Tap Done.

To select a network service profile:

1. From the Communications Preferences list, select Network.

2. Tap the Service pick list.

Tap here to display a list of network service profiles
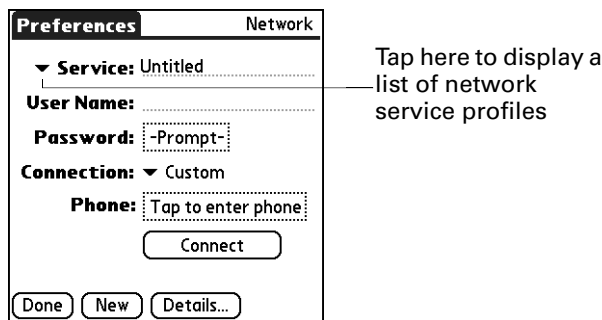
3. Select the network service profile you want to use.

4. Tap Done.

To duplicate an existing network service profile:

1. From the Communications Preferences list, select Network.

2. Tap the Service pick list.

3. Select the predefined network service profile you want to duplicate.

4. Tap the Menu icon 📖.

5. Select Service, and then select Duplicate.

   A copy of the network service profile is added to the Service pick list.

Entering a user name

The User Name setting identifies the name you use when you log in to your ISP or your dial-in server. Although this field can contain multiple lines of text, only two lines appear onscreen.

To enter a user name:

1. From the Communications Preferences list, select Network.

2. Tap the User Name field.

3. Enter your user name.

```
┌─────────────────────────────────┐
│ Preferences          Network    │
│                                 │
│   ▼ Service: My ISP             │
│                                 │
│  User Name: [_____]   │
│                                 │
│   Password: -Prompt-            │
│                                 │
│ Connection: ▼ Custom            │
│                                 │
│      Phone: Tap to enter phone  │
│                                 │
│           ( Connect )           │
│                                 │
│ (Done) (New) (Details...)       │
└─────────────────────────────────┘
```

Enter your user name here
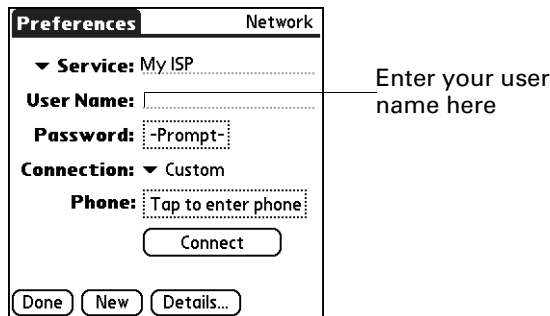
NOTE   Most dial-in servers do not accept spaces in the user name.

4. Tap Done.

Entering a password

The Password box identifies the password you use to log in to your server or ISP. Your entry in this field determines whether your handheld prompts you to enter a password each time you log in to your network.

■ If you do not enter a password, your handheld displays the word "Prompt" in this field and asks you to enter a password during the login procedure. If you are concerned about security, select the Prompt option.

■ If you enter a password, your handheld displays the word "Assigned" in this field and does not prompt you to enter a password during the login procedure.

To enter a password:

1. From the Communications Preferences list, select Network.

2. Tap the Password field.

3. Enter the password you use to log in to your server.

Tap here

Enter password here
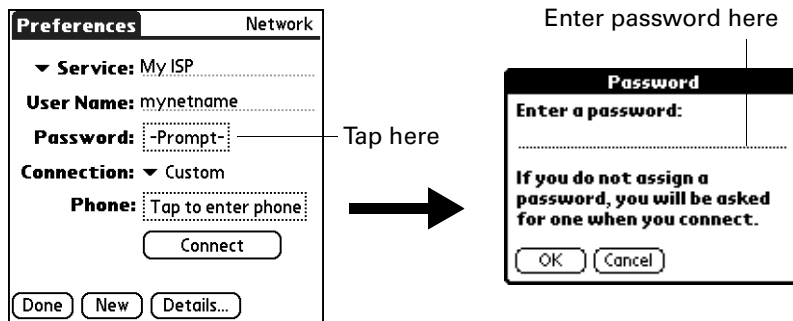
4. Tap OK.

The word "Assigned" appears in the Password field.

5. Tap Done.

Selecting a connection

Use the Connection setting to select the method you want to use to connect to your ISP or to a dial-in server. See "Connection Preferences" earlier in this chapter for information about creating and configuring connection settings.

To select a connection:

1. From the Communications Preferences list, select Network.

2. Tap the Connection pick list.

Tap here to display a list of available connections
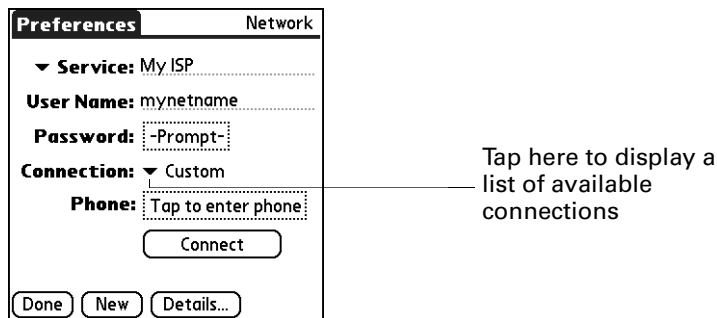
3. Select the connection you want to use.

4. Tap Done.

Adding telephone settings

The Phone field enables you to store the telephone number you use to connect with your ISP or dial-in server. You can also define a prefix, disable Call Waiting, and give special instructions for using a calling card.

To enter your server phone number:

1. From the Communications Preferences list, select Network.

2. Tap the Phone box.

3. Enter the phone number for your ISP or dial-in server.

Enter your ISP phone number here
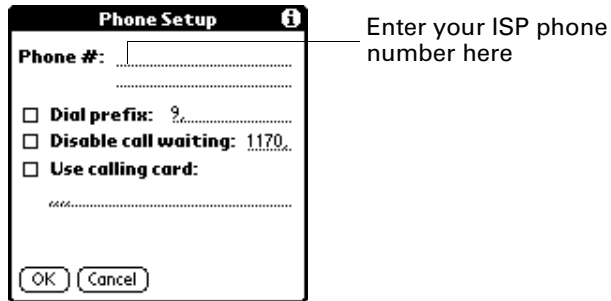
4. If you need to enter a prefix or to disable Call Waiting, skip to those procedures. Otherwise, tap OK.

5. Tap Done.

Entering a prefix

A prefix is a number that you dial before the telephone number to access an outside line. For example, many offices require that you first dial "9" to dial a number outside the building.

To enter a prefix:

1. From the Communications Preferences list, select Network.

2. Tap the Phone box.

3. Tap the Dial Prefix check box to select it.

Select this box if you need to use a prefix

Enter your prefix here
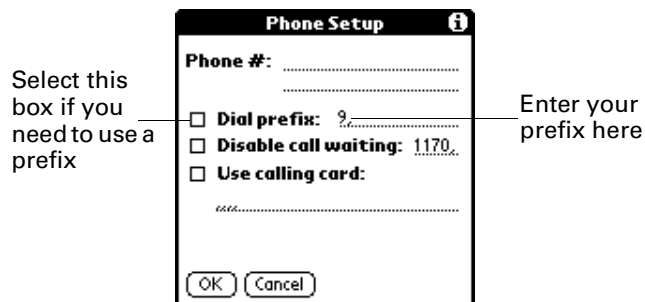
4. Enter the prefix.

5. Tap OK.

6. Tap Done.

Disabling Call Waiting

Call Waiting can cause your session to terminate if you receive a call while you are connected. If your telephone has Call Waiting, you need to disable this feature before logging in to your ISP or dial-in server.

To disable Call Waiting:

1. From the Communications Preferences list, select Network.

2. Tap the Phone box.

3. Tap the Disable call waiting check box to select it.

Select this box if you need to disable Call Waiting

Enter your disable code here
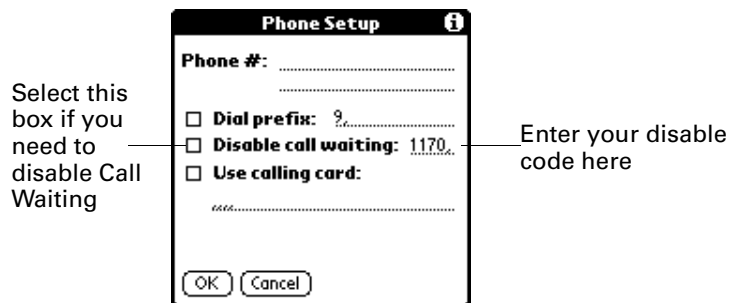
4. Enter the code to disable Call Waiting on the Disable call waiting line.

    Each telephone company assigns a code to disable Call Waiting. Contact your local telephone company for the code that is appropriate for you.

5. Tap OK.

6. Tap Done.

Using a calling card

The Use calling card field enables you to use your calling card when dialing your ISP or Intranet server. Keep in mind that there is usually a delay before you enter your calling card number. When you define your calling card number, you need to add commas at the beginning to compensate for this delay. Each comma delays transmission of your calling card number for two seconds.

To use a calling card:

1. From the Communications Preferences list, select Network.

2. Tap the Phone box.

3. Tap the Use calling card check box to select it.

Select this box to use a calling card

Phone Setup

Phone #:

☐ **Dial prefix:** 9.
☐ **Disable call waiting:** 1170.
☐ **Use calling card:**

Enter your calling card number here

(OK) (Cancel)

4. Enter your calling card number on the Use calling card line.

NOTE The Phone Setup dialog box works correctly for AT&T and Sprint long-distance services. However, because MCI works differently, MCI customers need to enter the calling card number in the Phone # field and the phone number in the Use calling card field.

TIP It's a good idea to add at least three commas before your calling card number to compensate for the cue delay.

5. Tap OK.

6. Tap Done.

Connecting to your service

After you set your Connection and Network Preferences, establishing a connection to your ISP or your company's network (dial-in server) is easy.

NOTE If you are connecting to an ISP, you need a third-party application, such as a web browser or news reader, to take advantage of this connection. For information about third-party applications that support TCP/IP, check the web site www.palm.com.

To establish a connection:

1. From the Communications Preferences list, select Network.

2. Tap Connect to dial the current service and display the Service Connection Progress messages.

3. (Optional) From the Service Connection Progress dialog box, tap the box that displays the service name, select another service, and then tap Done.

To see expanded Service Connection Progress messages, press Down on the navigator.

4. Tap Done.

To close a connection:

1. From the Communications Preferences list, select Network.

2. Tap Disconnect to terminate the connection between your handheld and your service.

3. Tap Done.

Adding detailed information to a network service profile

If you are using one of the predefined network service profiles, you probably need to enter only your user name, password, and telephone number. If you are creating a new network service profile, you may need to provide additional information to your ISP or dial-in server. You use the Details dialog box to add more information to a selected network service profile.

To add connection details:

1. From the Communications Preferences list, select Network.

2. Tap the service field.

3. Tap Details.

```
                    Details          ⓘ
        Connection type: PPP
            Idle timeout: ▼ 1 Minute
              Query DNS: ☑


            IP Address: ☑ Automatic

        ( OK )  ( Cancel )  ( Script... )
```

Idle timeout

The Idle timeout setting defines how long your handheld waits before dropping the connection with your ISP or dial-in server when you switch out of a TCP/IP application.

To set the Idle timeout:

1. Tap the Idle timeout pick list and select one of the following options:

1 minute	Waits one minute for you to open another application before it drops the connection.
2 minutes	Waits two minutes.
3 minutes	Waits three minutes.
Never	Keeps your PPP or SLIP connection until you turn off your handheld (or until it times out).

2. Tap OK.

Defining primary and secondary DNS

The domain name system (DNS) is a mechanism in the Internet for translating the names of host computers into IP addresses. When you enter a DNS number (or IP address), you are identifying a specific server that handles the translation services.

Each IP address has four sections, separated by periods. In the Details dialog box, you enter each section separately. Each section of an IP address is made up of a number from 0 to 255; numbers are the only allowable characters in this field.

Ask your ISP or system administrator for the correct primary or secondary DNS IP address.

Many systems do not require that you enter a DNS IP address. If you are not sure, leave the DNS field blank.

To enter a primary and secondary DNS:

1. Tap the Query DNS check box to deselect it.

2. Tap the space to the left of the first period in the Primary DNS field, and then enter the first section of the IP address.

   Each section must be a number from 0 to 255.

3. Repeat step 2 for the second, third, and last sections of the Primary DNS field.

4. Repeat steps 2 and 3 for the Secondary DNS field.

5. Tap OK.

IP address

Everyone who logs in to the Internet needs to have a unique identifier (an IP address), whether permanent or temporary. Some networks dynamically assign a temporary IP address when clients log in. You can use the IP Address field to indicate whether your network provides automatic (dynamic) temporary IP addressing.

If your IP address is permanently assigned, you need to get that information from your system administrator. If you are not sure, select Automatic.

To identify dynamic IP addressing:

■ Tap the IP Address check box to select it.

Tap to select automatic IP address
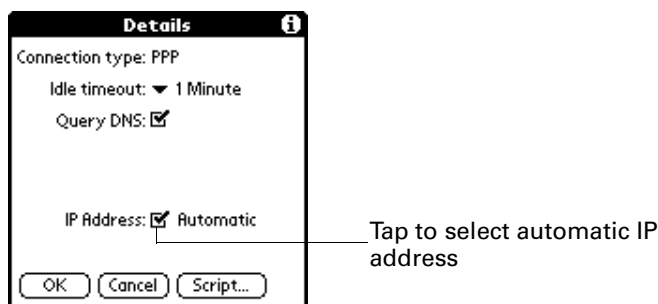
To enter a permanent IP address:

1. Tap the IP Address check box to deselect it and to display a permanent IP address field below the check box.

2. Tap the space to the left of the first period, and then enter the first section of the IP address.

    Each section must be a number from 0 to 255.

3. Tap and enter the remaining sections of the IP address.

4. Tap OK.

Login scripts

A login script is a series of commands that automates logging in to a network server—for example, your corporate network or your ISP. A login script is associated with a specific network service profile created in Network Preferences.

A login script is something that you are likely to receive from your system administrator if your company has a system in which you log in to the corporate servers from your handheld using a modem or network connection. The script is generally prepared by the system administrator and distributed to users who need it. It automates the events that must take place to establish a connection between your handheld and the corporate servers.

You can create login scripts in two ways:

- In a text editor on your desktop computer, in which you create a file with the extension PNC, which you then install on your handheld by using Palm™ Quick Install. (This method is not available to Mac computer users.)

- In the Login Script dialog box on your handheld, accessed from the Details dialog box in Network Preferences.

Tap here to see the list of available commands
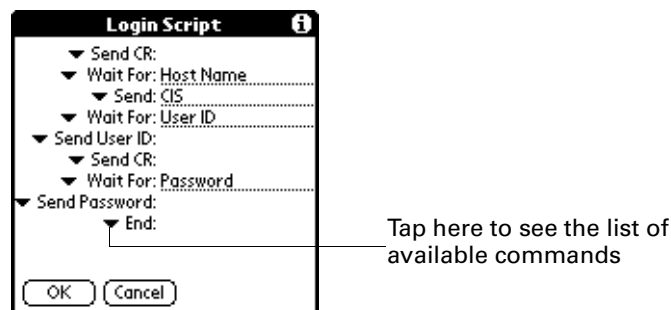
NOTE   You can also use non-ASCII and literal characters in your login script.

Creating a login script on your handheld

You can create login scripts by selecting commands from the Command pick list in the Login Script dialog box. Some commands, such as Send, require you to supply additional information. Those commands have a parameter field so that you can add the necessary data.

To create a login script:

1. Tap Script.

2. Tap the End pick list.

Tap here
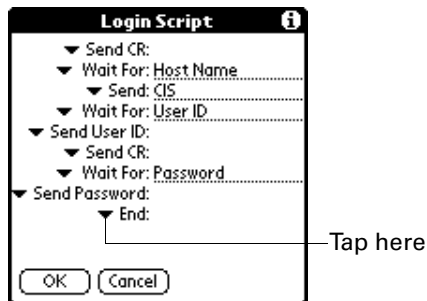
3. Select the command you want from the Command list. If the command requires additional information, a field appears to the right of it for you to enter the information. The following commands are available:

Wait For	Tells your handheld to wait for specific characters from the TCP/IP server before executing the next command.
Wait For Prompt	Detects a challenge-response prompt coming from the server and then displays the dynamically generated challenge value. You then enter the challenge value into your token card, which in turn generates a response value for you to enter on your handheld. This command takes two arguments, separated by a vertical bar (	) on the input line.
Send	Transmits specific characters to the TCP/IP server to which you are connecting.
Send CR	Transmits a carriage return or line feed (LF) character to the TCP/IP server to which you are connecting.
Send User ID	Transmits the user ID information entered in the User ID field of the Network Preferences screen.
Send Password	Transmits the password entered in the Password field of the Network Preferences screen. If you did not enter a password, this command prompts you to enter one. The Password command is usually followed by a Send CR command.
Delay	Tells your handheld to wait a specific number of seconds before executing the next command in the login script.

Get IP	Reads an IP address and uses it as the IP address for your handheld. This command is used with SLIP connections.
Prompt	Opens a dialog box and prompts you to enter certain text (for example, a password or a security code).
End	Identifies the last line in the login script.

4. Repeat steps 2 and 3 until the login script is complete.

5. Tap OK.

Plug-in applications

You can create plug-in applications containing script commands that extend the functionality of the built-in script commands. A plug-in application is a standard PRC application that you install on your handheld just like any other application. After you install the plug-in application, you can use the new script commands in a login script.

Plug-in applications have the following characteristics:

■ Written in C language

■ Compiled into a device executable

■ Called properly from a login script

■ Able to return control to a login script after it terminates

■ Created using a development environment that supports Palm OS® software, such as Metrowerks CodeWarrior for Palm™ Platform.

For additional information on creating plug-in applications, send e-mail to Palm Developer Support at devsupp@palmsource.com.

Deleting a network service profile

There is only one way to delete a network service profile: Use the Delete command from the Service menu.

To delete a network service profile:

1. From the Communications Preferences list, select Network.

2. Tap the Service pick list.

3. Select the network service profile you want to delete.

4. Tap the Menu icon 🗒.

5. Select Delete from the Service menu.

6. Tap OK.

7. Tap Done.

Network Preferences menu commands

The Network Preferences screen includes menu commands to make it fast and easy to create and edit network service profiles. TCP/IP application menus are shown here for your reference. See "Using menus" in Chapter 4 for more information about choosing menu commands.

Service menu

```
Service Edit Options
Delete...    /D
Duplicate    /L
```

Options menu

```
Service Edit Options
            View Log  /V
```
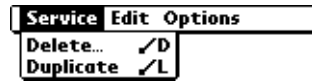
TCP/IP troubleshooting

If you have problems establishing a network connection using TCP/IP, check the troubleshooting tips in this section and try the suggestions listed.

Displaying expanded Service Connection Progress messages

It's helpful to identify at what point in the login procedure the connection fails. An easy way to do this is to display the expanded Service Connection Progress messages. These messages describe the current stage of the login procedure. Press Down on the navigator at any point during login to display these messages.

Viewing the Network Log

If viewing the expanded Service Connection Progress messages does not give you enough information to find out why you cannot connect to your ISP or dial-in server, take a look at the Network Log. The Network Log lists all of the communication that occurs between your modem and your dial-in server during the login procedure. The information in the Network Log can help your ISP or your system administrator pinpoint where the login procedure communication fails and why.

To view the Network Log:

1. From the Network Preferences screen, tap the Menu icon 🗐.

2. Select Options, and then select View Log.

3. Tap the up and down arrows of the scroll bar to see the entire Network Log.

4. Tap Done.

Adding a DNS number

If your ISP or dial-in server requires a DNS number and you did not enter that information in the Network Preferences screen, it will appear that you successfully logged in to your network. When you try to use an application or look up information, however, the connection fails. If this occurs, try adding a DNS IP address. Ask your ISP or your system administrator for the correct primary and secondary DNS IP address.

Setting Personal Preferences

The Personal Preferences category enables you to access screens where you can customize the buttons, colors, owner information, and Graffiti 2 ShortCuts on your handheld. This section provides details about each of these screens.

To open the Personal Preferences screens:

1. Tap the Home icon ⊘.

2. Tap the Prefs icon ✎.

3. From the Personal Preferences list, select the name of the Preferences screen you want to view.

> **TIP**   You can also press Left, Right, Up, and Down on the navigator to highlight a Preferences screen name and then press Select on the navigator to open that Preferences screen.
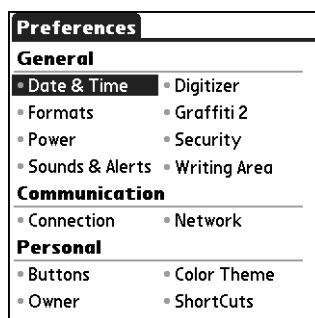
Buttons Preferences

The Buttons Preferences screen enables you to assign a frequently used application to the Favorite icon, and to associate various applications with the buttons on the front and side of the handheld.

Calculator is assigned to the Favorite icon by default. But if you use Memo Pad more frequently, you can assign Memo Pad to the icon so that you don't have to scroll through the Applications Launcher whenever you want to use Memo Pad.

Any changes you make in the Buttons Preferences screen become effective immediately; you do not have to change to a different screen or application.

If you assign a different application to a button, you can still access the original application using the Applications Launcher.

To change the Buttons Preferences:

1. From the Personal Preferences list, select Buttons.

2. Tap the pick list next to the button you want to reassign.

Tap arrow to show pick list
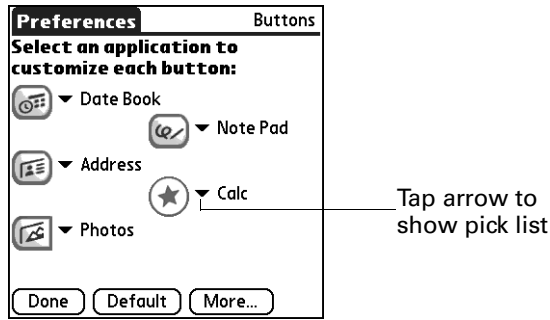
3. Select the application that you want to assign to the button.

   To restore all the buttons to their factory settings, tap Default.

4. Tap Done.

Pen Preferences

The Buttons Preferences screen enables you to change the assignment of the full-screen pen stroke. By default, the full-screen pen stroke activates Graffiti 2 Help.

Drag to top of screen
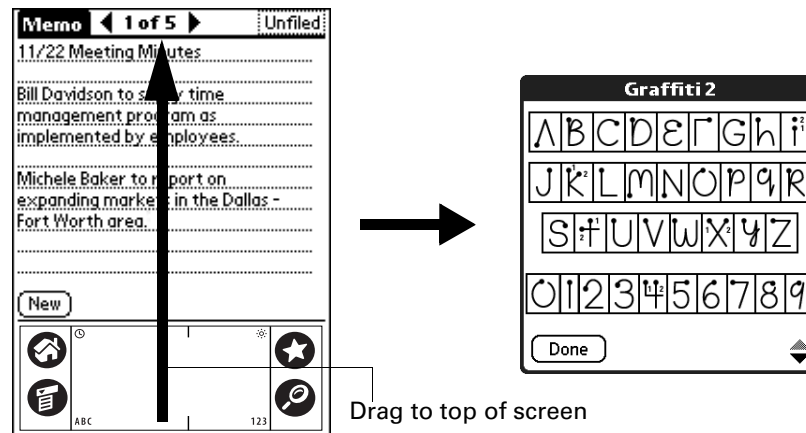
To change the Pen Preferences:

1. From the Personal Preferences list, select Buttons.

2. Tap More.
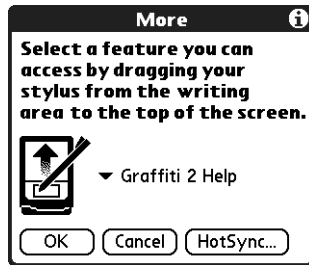
3. Tap the pick list and select one of the following settings for the full-screen pen stroke:

Brightness	Opens the brightness control dialog box.
Keyboard	Opens the onscreen keyboard for entering text characters.
Graffiti 2 Help	Opens a series of screens that show the Graffiti 2 character set.
Turn Off & Lock	Turns off and locks the handheld. You must assign a password to lock the handheld. When it is locked, you need to enter the password to use your handheld.
Beam Data	Beams the current record to another device with an IR port.

4. Tap OK.

5. Tap Done.

HotSync Buttons Preferences

The Buttons Preferences screen also enables you to associate various applications with the HotSync button on the cradle/cable and the HotSync button on an optional modem accessory. Any changes that you make in the HotSync Buttons dialog box become effective immediately; you do not have to change to a different screen or application.

To change the HotSync Buttons Preferences:

1. From the Personal Preferences list, select Buttons.

2. Tap More.

3. Tap HotSync.

4. Tap the pick list next to the button you want to assign.

Tap arrow to show pick list
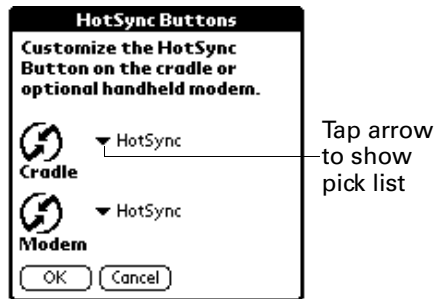
5. Select the application that you want to assign to each button.

   The default setting for each button is the HotSync setting, which means that the cradle/cable and optional modem accessories perform their normal HotSync functions.

6. Tap OK twice to return to the Buttons Preferences screen.

7. Tap Done.

Color Theme Preferences

The Color Theme Preferences screen enables you to select a different set of pre-defined colors for your handheld screen.

To select a color theme:

1. From the Personal Preferences list, select Color Theme.

2. Select a theme.

   The new colors immediately appear on the screen. You can scroll through the various color selections until you find the one you want to use.

3. Tap Done.

Owner Preferences

The Owner Preferences screen enables you to update the name, company name, phone number, or any other information that you want to associate with your handheld. This information could help someone contact you if you ever lose your handheld and there is sufficient battery power to turn it on.

By default the Owner Preferences screen contains the information that you supplied when you installed the Palm Desktop software and set up your handheld.

If you use the Security Preferences screen to turn off and lock your handheld with a password, information that you entered in the Owner Preferences screen appears the next time you turn on your handheld. See "Security Preferences" earlier in this chapter for additional information.

To customize the Owner Preferences:

1. From the Personal Preferences list, select Owner.

2. Modify or enter the text that you want to associate with your handheld.

   If you enter more text than can fit on one screen, a scroll bar automatically appears on the right side of the screen.

   If you assign a password with the Security Preferences, the information on the Owner Preferences screen cannot be changed. In this case an Unlock button appears at the bottom of the screen.

3. Tap Done.

To unlock the Owner Preferences screen:

1. From the Personal Preferences list, select Owner.

2. Tap Unlock.

3. Enter the password that you defined in the Security Preferences.

4. Tap OK.

5. Tap Done.

Setting Personal Preferences

ShortCuts Preferences

The ShortCuts Preferences screen enables you to define abbreviations for entering text with Graffiti 2 strokes. This section describes how to create, edit, and delete a ShortCut.

Creating a ShortCut

You can create a ShortCut for any words, letters, or numbers. All ShortCuts you create appear in the list in the ShortCut Preferences screen. All the ShortCuts are available in any of your handheld applications and are backed up on your computer when you perform a HotSync operation.

To create a ShortCut:

1. From the Personal Preferences list, select Shortcuts.

2. Tap New.

3. On the ShortCut name line, enter the letters you want to use to activate the ShortCut.

Tap New
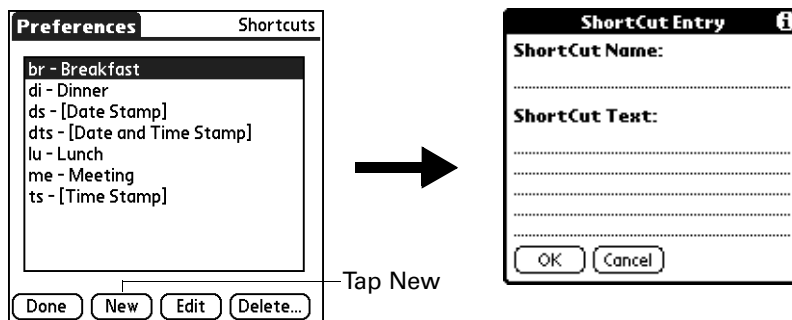
4. Tap the ShortCut Text area, and enter the text that you want to appear when you write the ShortCut characters.

   TIP   You may want to add a space character after the last word in your ShortCut text. This way, a space automatically follows the ShortCut text.

5. Tap OK.

   To use a ShortCut, draw the ShortCut stroke followed by the ShortCut characters. When you draw the ShortCut stroke, the ShortCut symbol appears at the insertion point to show that you are in ShortCut mode.

6. Tap Done.

225
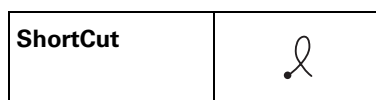
Editing a ShortCut

After you create a ShortCut, you can modify it at any time.

To edit a ShortCut:

1. From the Personal Preferences list, select Shortcuts.

2. Select the ShortCut you want to edit.

3. Tap Edit.

4. Make the changes you want.

5. Tap OK.

6. Tap Done.

Deleting a ShortCut

If you no longer need a ShortCut, you can delete it from the list of ShortCuts.

To delete a ShortCut:

1. From the Personal Preferences list, select Shortcuts.

2. Select the ShortCut you want to delete.

3. Tap Delete.

4. Tap Yes.

5. Tap Done.

Maintaining Your Handheld

This chapter provides information on the following:

- Caring for your handheld
- Prolonging battery life
- Resetting your handheld

Caring for your handheld

Your handheld is designed to be rugged and reliable and to provide years of trouble-free service. Observe the following general tips when using your handheld:

- Take care not to scratch the screen of your handheld. Keep the screen clean. When working with your handheld, use the supplied stylus or a plastic-tipped pen intended for use with a touch-sensitive screen. Never use an actual pen or pencil or other sharp object on the surface of the handheld screen.

- Your handheld is not waterproof and should not be exposed to rain or moisture. Under extreme conditions, water may enter the circuitry through the front panel buttons. In general, treat your handheld as you would a pocket calculator or other small electronic instrument.

- Take care not to drop your handheld or subject it to any strong impact. Do not carry your handheld in your back pocket; if you sit on it, you may damage it.

- Protect your handheld from temperature extremes. For example, do not leave your handheld on the dashboard of a car on a hot day or on a day when temperatures are below freezing, and keep it away from heaters and other heat sources.

- Do not store or use your handheld in any location that is damp, wet, or extremely dusty.

- Use a soft, damp cloth to clean your handheld. If the surface of the handheld screen becomes soiled, clean it with a soft cloth moistened with a diluted window-cleaning solution.

- To clean the camera lens surface, gently wipe it with a soft dry cloth. Avoid touching the lens with your fingers and using alcohol or solvents to clean the surface. If the lens comes in contact with abrasive substances such as sand, gently blow away the loose particles so that wiping does not scratch the lens.

Prolonging battery life

Note the following considerations for the battery in your handheld:

■ Under normal conditions your handheld battery should remain charged when you place it in the cradle/cable for just a few minutes each day. You can conserve battery life by doing any of the following:

– Reduce the brightness of the backlight feature. See "Using the backlight" in Chapter 2 for more information.

– Change the Auto-off setting that automatically turns the handheld off after a period of inactivity. See "Auto-off after" in Chapter 16 for more information.

– Minimize accessing the expansion card slot.

■ If the battery becomes low in the course of normal use, an alert appears on the handheld screen, describing the low battery condition. If this alert appears, perform a HotSync® operation to back up your data; then leave your handheld in the cradle/cable to recharge the unit. This helps prevent accidental data loss.

■ If the battery drains to the point that your handheld does not operate, it stores your data safely for about a week. In this case there is enough residual energy in the battery to store the data, but not enough to turn on your handheld. If your handheld does not turn on when you press the power button, you should recharge the unit immediately.

■ If your battery drains and you have the unit in an uncharged state for an extended period of time, you can lose all your stored data.

■ There are no serviceable parts inside your handheld, so do not attempt to open the unit.

■ If you ever dispose of your handheld, please dispose of it without damaging the environment. Take your handheld to your nearest environmental recycling center.

Resetting your handheld

Under normal circumstances you will not have to use the reset button. On rare occasions, however, your handheld may no longer respond to buttons or to the screen. In this case you need to perform a reset to get your handheld running again.

Performing a soft reset

A soft reset tells your handheld to stop what it's doing and start over again. All records and entries stored in your handheld are retained with a soft reset. After a soft reset, the Preferences screen appears and the Date and Time option is highlighted so you can reset the date and time if needed.

To perform a soft reset:

1. Open your handheld. See "Opening the camera" in Chapter 2 for details.

2. Use the tip of an unfolded paper clip (or similar object *without* a sharp tip), to gently press the reset button inside the hole on the back panel of your handheld.

Reset button
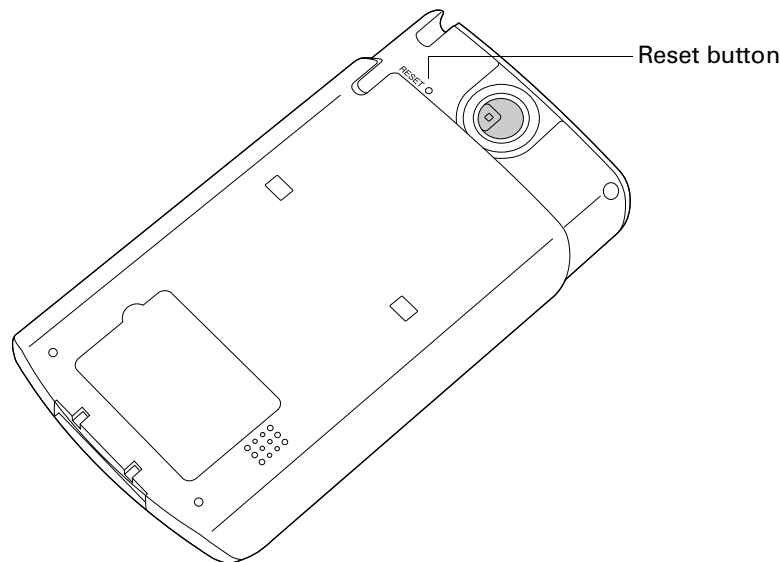
Performing a hard reset

With a hard reset, all records and entries stored in your handheld are erased. Never perform a hard reset unless a soft reset does not solve your problem.

NOTE You can restore any data previously synchronized with your computer during the next HotSync operation.

To perform a hard reset:

1. Open your handheld. See "Opening the camera" in Chapter 2 for details.

2. Press and hold the power button on the top panel of the handheld.

3. While holding the power button, use the tip of an unfolded paper clip (or similar object *without* a sharp tip) to gently press and release the reset button.

4. Wait for the Palm Powered™ logo to appear; then release the power button.

5. When a message appears on the handheld screen, warning that you are about to erase all the data stored on your handheld, do one of the following:

– Press Up on the 5-way navigator to complete the hard reset and display the Digitizer screen.

– Press any other button to perform a soft reset.

NOTE   With a hard reset, the current date and time are retained. Formats Preferences and other settings are restored to their factory default settings.

To restore your data from a Windows computer after a hard reset:

1. Click the HotSync icon Ⓢ in the Windows system tray (lower-right corner of the taskbar).

You can also click the HotSync command on the Palm™ Desktop software menu bar.

2. From the HotSync Manager menu, select Custom.

3. Select the appropriate user name from the list.

4. Select an application in the Conduit list.

5. Click Change.

6. Select Desktop overwrites handheld for each conduit.

Changing the HotSync setting from the default affects only the *next* HotSync operation. Thereafter, the HotSync Actions revert to their default settings. To use a new setting on an ongoing basis, select the Set as default box. Thereafter, whatever you selected as the default setting is used when you click the Default button in the Custom dialog box.
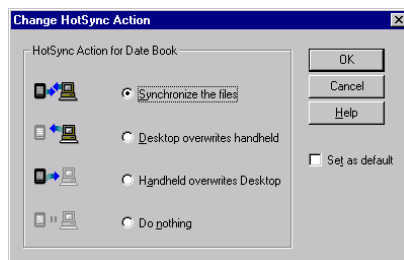
7. Click OK.

8. Repeat steps 4 through 6 to change conduit settings for other applications.

9. Click Done to activate your settings.

10. Perform a HotSync operation.

To restore your data from a Mac computer after a hard reset:

1. Double-click the HotSync Manager in the Palm folder.

2. From the HotSync menu, select Conduit Settings.

3. From the Users pop-up menu, select the appropriate user name.

4. Select an application from the list.

5. Click Conduit Settings.

6. Click Macintosh overwrites handheld for each conduit.

   Changing the HotSync setting from the default affects only the *next* HotSync operation. Thereafter, the HotSync Actions revert to their default settings. To use a new setting on an ongoing basis, click Make Default. Thereafter, whatever you selected as the default setting is used for HotSync operations.
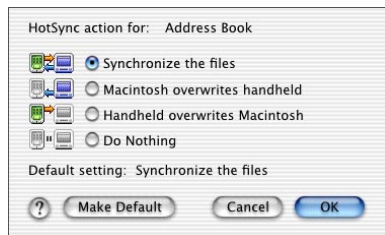
7. Click OK.

8. Repeat steps 4 through 6 to change conduit settings for other applications.

9. Close the Conduit Settings window.

10. Perform a HotSync operation.

Frequently Asked Questions

If you encounter a problem with your handheld, do not call Technical Support until you have reviewed the frequently asked questions in this appendix and you have also reviewed the following:

- The readme file located in the folder where you installed the Palm™ Desktop software on your Windows computer or on your installation CD for Mac users

- The Palm Desktop online Help

- The *Palm Desktop Software for the Macintosh User's Guide*, located in the Documentation folder on your installation CD

- The *Palm Knowledge Library*, accessible at www.palm.com in the Support section

- The most recent Palm™ Zire™ 71 handheld HelpNotes on your regional web site

If you are still having problems, contact Technical Support or go to www.palm.com/support/zire71.

NOTE Palm works with developers of third-party add-on applications to ensure the compatibility of these applications with your new Palm™ handheld. Some third-party applications, however, may not have been upgraded to be compatible with your new Palm handheld. If you suspect that a third-party application is adversely affecting the operation of your handheld, contact the developer of the application.

Software installation problems

Problem	Solution
The installation menu did not appear when I inserted the Desktop Software CD-ROM (or the Software Essentials CD-ROM) into my Windows computer.	Try the following: 1. From the Windows desktop, click Start. 2. Select Run. 3. Click Browse. 4. Locate your CD-ROM drive and select the Autorun file. 5. Click Open. 6. Click OK.
I cannot install Palm Desktop software on my Windows computer.	Try the following: 1. Disable any virus-scanning software on your computer. 2. Close any open applications. 3. Make sure your computer has at least 50MB of disk space available. 4. Delete all temporary files. 5. Run ScanDisk (or another disk verification tool) on your computer. 6. Uninstall and then reinstall Palm Desktop software.
I cannot install Palm Desktop software on my Mac computer.	Try the following: 1. Disable any virus-scanning software on your computer. 2. Quit any open applications. 3. Make sure your computer has at least 50MB of disk space available. 4. Uninstall and then reinstall Palm Desktop software.
My files didn't install during a HotSync® operation.	If files do not install after you perform a HotSync operation the file type was not recognized. Try launching the associated application from your handheld and then performing another HotSync operation. If the files still remain in the list, they are not associated with an application on your handheld and cannot be installed.
I can't add more files to the Palm™ Quick Install list.	Make sure the dialog box that confirms where the files will be installed is closed. You cannot add more files to the list when the confirmation dialog box is open. For details, see "Installing applications and files on a Windows computer" in Chapter 4.

Operating problems

Problem

Solution

I don't see anything on my handheld's screen.

Try each of these in turn:

■ Press an application button to ensure that your handheld is turned on.

■ Tap the Brightness icon ☼ in the upper-right corner of the Graffiti® 2 writing area. If the Brightness dialog box appears, adjust the brightness by pressing and holding Up on the 5-way navigator for a few seconds. If this doesn't work, press and hold Down on the navigator for a few seconds.

■ If your handheld was exposed to cold, make sure it is at room temperature.

■ Charge your handheld.

■ Perform a soft reset. If your handheld still doesn't turn on, perform a hard reset. See "Resetting your handheld" in Appendix A.

> **IMPORTANT** With a hard reset, all records and entries stored in your handheld are erased. Never perform a hard reset unless a soft reset does not solve your problem. You can restore any data previously synchronized with your computer during the next HotSync operation.

I get a warning message telling me my handheld memory is full.

Try each of these in turn:

■ Purge records from Date Book and To Do List. This deletes To Do List items and past Date Book events from the memory of your handheld. See "Purging records" in Chapter 4. You must perform a HotSync operation to recover the memory.

■ Delete unused memos and records. If necessary, you can save these records. See "Deleting records" in Chapter 4. You must perform a HotSync operation to recover the memory.

■ If you have installed additional applications on your handheld, remove them to recover memory. See "Removing applications" in Chapter 4.

My handheld keeps turning itself off.	Your handheld is designed to turn itself off after a period of inactivity. This period can be set at 30 seconds or at one, two, or three minutes. Check the Auto-off after setting on the Power Preferences screen. See "Power Preferences" in Chapter 16.
My handheld is not making any sounds.	Check the System, Alarm, and Game Sound settings. See "Sounds & Alerts Preferences" in Chapter 16.
My handheld has frozen.	■ If a network connection was improperly terminated, your handheld may appear to be frozen for up to 30 seconds. If it is still frozen after 30 seconds, perform a soft reset. See "Resetting your handheld" in Appendix A.
	■ If the camera is open, you cannot use any of the other applications or features on your handheld. So it may appear that your handheld has frozen. Close the camera to resume using your handheld's other applications and features.

Tapping and writing problems

Problem	Solution
When I tap the buttons or screen icons, my handheld activates the wrong feature.	Calibrate the screen. See "Digitizer Preferences" in Chapter 16.
When I tap the Menu icon 🗐, nothing happens.	Not all applications or screens have menus. Try changing to a different application.
I can't get my handheld to recognize my handwriting.	Try each of these in turn:
	■ For your handheld to recognize handwriting input with the stylus, you need to use Graffiti 2 writing. See "Using Graffiti 2 writing to enter data" in Chapter 3.
	■ Make the Graffiti 2 character strokes in the Graffiti 2 writing area, not on the display part of the screen. If you want to write on the display part of the screen you must turn on and activate Writing Area Preferences. See "Full-screen writing area" in Chapter 3.
	■ Write Graffiti 2 strokes for lowercase letters in the left side, strokes for capital letters in the middle, and strokes for numbers in the right side of the Graffiti 2 writing area.
	■ Make sure that Graffiti 2 is not in shift mode. See "Symbols and other special characters" in Chapter 3.
	■ See "Graffiti 2 tips" in Chapter 3 for tips on increasing your accuracy when you write Graffiti 2 characters.

Application problems

Problem	Solution
I tapped the Today button, but it does not show the correct date.	Your handheld is not set to the current date. Make sure the Set Date box on the Date and Time Preferences screen displays the current date. See "Date & Time Preferences" in Chapter 16 for more information.
I know I entered some records, but they do not appear in the application.	Try each of these in turn:

■ Check the Categories pick list (upper-right corner). Select All to display all the records for the application.

■ Check Security and confirm that Private Records is set to Show private records.

■ In To Do List, tap Show and see if Show Only Due Items is selected.

| I'm having problems listing memos or notes the way I want to see them. | Try each of these in turn: |

■ If you cannot manually arrange the order of memos or notes in the list screen, select Preferences from the Options menu and make sure that Sort by is set to Manual.

■ If you choose to view your memos or notes alphabetically on Palm Desktop software and then perform a HotSync operation, the memos on your handheld still appear in the order defined in the Preferences setting. In other words, the sort settings you use with Palm Desktop software *are not* transferred to your handheld.

| I created an event in Date Book, but it doesn't appear in the Week View. | If you have two or more events with the same start time, the first event created appears as a gray bar, and any subsequent conflicting events appear as a single red bar. To see the overlapping events select the Day View. |
| My vCard or vCal e-mail attachment isn't forwarding correctly. | Palm Desktop software provides several features that interact with e-mail client software on a Windows computer. For these features to work correctly, the e-mail client software must be properly configured. Follow these steps to check the configuration: |

1. Click the Windows Start menu, and then select Settings.

2. Select Control Panel.

3. Select Internet Options, and then click the Programs tab.

4. Make sure that the E-mail field is set to the correct e-mail client software.

My vCard or vCal e-mail attachment isn't forwarding correctly (continued).

5. Click OK.

6. Start the e-mail client software and make sure it is configured as the default MAPI client. Consult the documentation for your desktop e-mail application for more information.

The current date and time are incorrect.

The current date and time are tied to the Location setting. If you change the date and time without changing the Location setting, the current date and time may appear incorrect. See "Date & Time Preferences" in Chapter 16 for information on setting the current location, date, and time.

HotSync problems

Problem

Solution

I cannot perform a HotSync operation. What should I check to make sure I'm doing it correctly?

■ Make sure the HotSync cradle/cable is connected securely.

On a Windows computer try these steps:

1. Check the Windows system tray to make sure the HotSync Manager is running. If it is not, click Start on the Windows taskbar, and then select Programs. Navigate to the Palm Desktop software program group, and select HotSync Manager. You should also see "Selecting HotSync setup options" in Chapter 15 for instructions on selecting the correct HotSync Manager settings.

2. Make sure you selected Local USB or Local Serial, as appropriate, from the HotSync Manager menu.

3. If you are using the serial cradle/cable, make sure you selected the correct serial port on the Local tab in the Setup dialog box. It should be set to the port where you connected the HotSync cradle/cable.

I cannot perform a HotSync operation. What should I check to make sure I'm doing it correctly (continued)?	On a Mac computer try these steps:
	1. Make sure HotSync Manager is enabled. If it is not, double-click the HotSync Manager icon in the Palm folder and enable HotSync Manager on the HotSync Controls tab.
	2. If you are using a USB cradle/cable, disconnect the cradle/cable from your computer, and then reconnect the cradle/cable and restart your computer.
	3. If you are using the optional serial cradle/cable, double-click the HotSync Manager icon in the Palm folder and then click the Connection Settings tab. Make sure the port selection matches the port where your HotSync cradle/cable is attached.
I did a HotSync operation, but one of my applications did not synchronize.	■ On a Windows computer, click the HotSync Manager and select Custom. Check that the correct conduit is active.
	■ On a Mac computer, double-click the HotSync Manager icon. From the HotSync menu, select Conduit Settings. Select your user name from the User pop-up menu, and check that the correct conduit is active.
I am using Outlook as my PIM, but I cannot do a HotSync operation.	Try each of these in turn:
	■ Click the HotSync Manager and select Custom. Check that the correct conduit is active.
	■ Check that the correct conduit is installed. Reinstall the HotSync Manager and make sure that the correct conduit is selected.
	■ Reinstall Palm Desktop software and select the option to synchronize with Microsoft Outlook.
I cannot launch the HotSync Manager.	Try each of these in turn:
	■ If you are using the optional serial cradle/cable, or if you are performing a HotSync operation using a modem, make sure you are not running another program, such as America Online, that uses the serial port you selected in the Setup dialog box.
	■ Make a backup copy of your Palm Desktop data, and then reinstall Palm Desktop software.

I tried to do a local HotSync operation, but it did not complete successfully.

Try each of these in turn:

■ Make sure your handheld is seated in the cradle/cable correctly.

■ Check the connection between the HotSync cradle/cable and the USB or serial port on your computer.

■ Make sure the user name you selected in Palm Desktop software matches the user name assigned to your handheld.

■ Make sure the date on your computer matches the date on your handheld.

■ Read the HotSync Log for the user account for which you are performing a HotSync operation

On a Windows computer, try each step in turn:

■ Make sure that HotSync Manager is running. If it is running, close it and restart it.

■ Make sure you selected Local USB or Local Serial, as appropriate, from the HotSync Manager menu.

■ If you are using the serial cradle/cable, make sure you selected the correct serial port on the Local tab in the Setup dialog box. It should be set to the port where you connected the HotSync cradle/cable.

■ If you are using the serial cradle/cable, try a lower baud rate setting on the Local tab in the Setup dialog box.

■ If you are using the serial cradle/cable, make sure you aren't running a program, such as America Online, that uses the serial port you selected in the Setup dialog box.

I tried to do a local HotSync operation, but it did not complete successfully (continued).

On a Mac computer, try each step in turn:

■ Make sure HotSync Manager is enabled on the HotSync Controls tab in the HotSync Software Setup window.

■ If you are using the optional serial cradle/cable, double-click the HotSync Manager icon in the Palm folder and then click the Connection Settings tab. Make sure the port selection matches the port where your HotSync cradle/cable is attached.

■ If you are using the optional serial cradle/cable, try a lower Speed setting on the Connection Settings tab.

■ If you are using the optional serial cradle/cable, make sure you aren't running a program, such as America Online, fax or telephony software, or AppleTalk networking, that uses the serial port you selected in the Connection Settings tab.

I tried to do a modem HotSync operation, but it did not complete successfully.

Check the following on your computer:

■ Make sure your computer is turned on and that it does not shut down automatically as part of an energy-saving feature.

■ Make sure the modem connected to your computer is turned on and is connected to the outgoing phone line.

■ Make sure the modem you are using with your handheld has an on-off switch. Your handheld cannot "wake up" a modem that has an auto-off feature.

■ Make sure the modem is connected properly to your computer and is connected to the incoming phone line.

On a Windows computer, check the following:

■ Make sure that Modem is selected in the HotSync Manager menu.

■ Confirm that the Setup String in the Setup dialog box configures your modem correctly. You may need to select a different Modem Type or enter a custom setup string. Most modems have a setup string that causes them to send initial connection sounds to a speaker. You can use these sounds to check the modem connection.

I tried to do a modem HotSync operation, but it did not complete successfully (continued).

- Confirm that the Speed setting in the Setup dialog box works for your modem. If you have problems using the As Fast As Possible option or a specific speed, try using a slower speed.

- Make sure you are not running another program, such as WinFax, CompuServe, or America Online, that uses the serial port you selected in the Setup dialog box.

- Make sure your modem resets before you try again. (Turn off your modem, wait a minute, and then turn it back on.)

On a Mac computer, check the following:

- Make sure that Internal Modem is selected on the Connection Settings tab in the HotSync Software Setup window.

- You may need to select a different modem type or enter a custom setup string from the Connection Settings tab. Most modems have a setup string that causes them to send initial connection sounds to a speaker. You can turn on the Modem Speaker option and use these sounds to check the modem connection.

- Make sure you are not running another program, such as America Online, fax or telephony software, or AppleTalk networking, that uses the serial port you selected in the Connection Settings tab.

- Make sure your modem resets before you try again. (Turn off your modem, wait a minute, and then turn it back on.)

Check the following on your handheld:

- Confirm that the telephone cable is securely attached to your modem.

- Make sure the dialing instruction specifies the correct phone number.

- If you need to dial an outside line prefix, make sure you selected the Dial Prefix option on your handheld and entered the correct code.

I tried to do a modem HotSync operation, but it did not complete successfully (continued).

- If the telephone line you are using has Call Waiting, make sure you selected the Disable call waiting option under Modem Sync Phone Setup on your handheld and entered the correct code.

- Make sure the telephone line you are using is not noisy, which can interrupt communications.

- Check the batteries in your modem, and replace them if necessary.

I can't perform an IR HotSync operation.

Try each of these in turn:

- On a computer running Windows 98, be sure that the HotSync Manager is running, that Infrared is selected on the HotSync Manager menu, and that the Serial Port for local operations is set to the simulated port for infrared communication. See "Conducting IR HotSync operations" in Chapter 15 for details.

- On a computer running Windows 2000/ME/XP, select IR in the HotSync Manager. See "Preparing your computer for infrared communication" in Chapter 15 for details.

- On a Mac computer, make sure the infrared communications extensions have been installed in the Extensions folder inside the System folder. Next, open the HotSync Software Setup window, and be sure that HotSync Manager is enabled and that the Local Setup Port is set to Infrared Port. See "Conducting IR HotSync operations" in Chapter 15 for more information.

- On your handheld, be sure the HotSync application is set to Local, with the option IR to PC/Handheld.

- Be sure the IR port of your handheld is aligned directly opposite to, and within a few inches of, the infrared device of your computer.

- IR HotSync operations do not work after you receive a low battery warning. Check the battery power of your handheld. Recharge the internal battery.

My handheld appears to freeze when I place it near my computer.

Move your handheld away from the computer's infrared port.

When I press the HotSync button on the cradle/cable, nothing happens on Palm Desktop software, and my handheld times out.

Try each of these in turn:

■ Make a copy of your Palm folder. Uninstall and then reinstall Palm Desktop software.

■ Turn on your handheld, and tap the Home icon ⌾. Select the HotSync icon ⌀, and then tap Local.

When I perform a HotSync operation, my information does not transfer to Palm Desktop software.

Try each of these in turn:

■ If you have performed a HotSync operation successfully but you cannot find the data from your handheld on Palm Desktop software, check to see that you have the correct user name selected for viewing data.

■ On a Windows computer, click the HotSync Manager and select Custom. Check that all conduits are set to synchronize files.

■ On a Mac computer, double-click the HotSync Manager icon. From the HotSync menu, select Conduit Settings. Select your user name from the User pop-up menu, and check that the correct conduit is active.

My handheld displays the message "Waiting for sender" when it's near my computer's infrared port.

Try each of these in turn:

■ Your computer's infrared port may be set to search automatically for the presence of other infrared devices. Consult the documentation for your operating system for information about turning off this option.

■ In some cases simply moving your handheld away from the computer's infrared port solves the problem.

I want to synchronize my computer with more than one handheld.

Try each of these in turn:

■ If the computer running Palm Desktop software synchronizes with more than one handheld, each handheld must have a unique name. Assign a user name to your handheld the first time you perform a HotSync operation.

■ Be aware that synchronizing more than one handheld with the same user name causes unpredictable results and, potentially, loss of your personal information.

Beaming problems

Problem	Solution
I cannot beam data to another device with an IR port.	Try each of these in turn: ■ If you are beaming to another Palm handheld, confirm that your handheld and the other handheld are between ten centimeters (approximately 4") and one meter (approximately 39") apart and that the path between the two handhelds is clear of obstacles. Beaming distance to other devices with an IR port may be different. ■ Move your handheld closer to the receiving device. ■ Make sure the receiving device has enabled beam receive.
When someone beams data to my handheld, I get a message telling me it is out of memory.	Try each of these in turn: ■ Your handheld requires at least twice the amount of memory available as the data you are receiving. For example, if you are receiving a 30KB application, you must have at least 60KB free. ■ Perform a soft reset. See "Performing a soft reset" in Appendix A for more information.

Recharging problems

Problem	Solution
When I connect my handheld to the cradle/cable, it does not charge.	Try each of these in turn: ■ Confirm that your handheld is firmly connected to the cradle/cable. ■ Confirm that your recharger cable is properly connected to the cradle/cable. On some cradles/cables the recharger cable connects to the back of the USB or serial port connector that plugs into your computer, and on other cradles/cables the recharger cable connects to the back of the cradle/cable. ■ Confirm that your recharger is plugged into an AC outlet that has power. ■ With your handheld seated in the cradle/cable. Press the power button and tap the Home icon ⊘. Confirm that there is a lightening bolt on the battery icon at the top of the screen. ■ Charge your handheld for *at least* two full hours.

Password problems

Problem	Solution

I forgot the password, and my handheld is not locked.

■ First, use the password hint to try to remember the password. If this doesn't help or if you do not have a password hint, you can use Security to delete the password, but your handheld deletes all entries marked as private. However, if you perform a HotSync operation *before* you delete the password, the HotSync process backs up all entries, whether or not they are marked private. Then you can follow these steps to restore your private entries:

 a. Use the Palm Desktop software and the cradle/cable or infrared communication to synchronize your data.

 b. Tap Forgotten Password in Security to remove the password and delete all private records.

 c. Perform a HotSync operation to synchronize your data and restore the private records by transferring them from your computer to your handheld.

I forgot the password, and my handheld is locked.

■ First, use the password hint to try to remember the password. If this doesn't help or if you do not have a password hint, you must perform a hard reset to continue using your handheld. See "Performing a hard reset" in Appendix A for more information.

Technical support

If, after reviewing the sources listed at the beginning of this appendix, you cannot solve your problem, go to www.palm.com/support/zire71 or send an e-mail to your regional Technical Support office.

Before requesting support, please experiment a bit to reproduce and isolate the problem. When you do contact support, please provide the following information:

■ The name and version of the operating system you are using

■ The actual error message or state you are experiencing

■ The steps you take to reproduce the problem

■ The version of handheld software you are using and available memory

To find version and memory information:

1. Tap the Home icon ⊘ .

2. Tap the Menu icon 🗐 .

3. Select Info from the App menu.

   NOTE   Palm works with developers of third-party add-on applications to ensure the compatibility of these applications with your new Palm handheld. Some third-party applications, however, may not have been upgraded to be compatible with your new Palm handheld. If you suspect that a third-party application is adversely affecting the operation of your handheld, contact the developer of the application.

4. Tap Version to see version numbers, and tap Size to see the amount of free memory in kilobytes.

Product Regulatory Information

FCC Statement

This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

NOTE   This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

The use of shielded I/O cables is required when connecting this equipment to any and all optional peripheral or host devices. Failure to do so may violate FCC rules.

CAUTION   Changes or modifications not covered in this manual must be approved in writing by the manufacturer's Regulatory Engineering Department. Changes or modifications made without written approval may void the user's authority to operate this equipment.

Responsible Party:

Palm Solutions Group
400 N. McCarthy Boulevard
Milpitas, California 95035
United States of America
(408) 503-7500

Zire™ Product Family

FCC   Tested to Comply
With FCC Standards

FOR HOME OR OFFICE USE

Canadian ICES-003 Statement

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du Réglement sur le matériel brouilleur du Canada.

Battery Warning

Do not mutilate, puncture, or dispose of batteries in fire. The batteries can burst or explode, releasing hazardous chemicals. Discard used batteries according to the manufacturer's instructions and in accordance with your local regulations.

Varning

Eksplosionsfara vid felaktigt batteribyte. Använd samma batterityp eller en ekvivalent typ som rekommenderas av apparattillverkaren. Kassera använt batteri enligt fabrikantens instruktion.

Advarsel!

Lithiumbatteri—Eksplosionsfare ved fejlagtig håndtering. Udskiftning må kun ske med batteri af samme fabrikat og type. Levér det brugte batteri tilbage tilleverandøren.

Varoitus

Paristo voi räjähtää, jos se on virheellisesti asennettu. Vaihda paristo ainoastaan valmistajan suosittelemaan tyyppiin. Hävitä käytetty paristo valmistajan ohjeiden mukaisesti.

Advarsel

Eksplosjonsfare ved feilaktig skifte av batteri. Benytt samme batteritype eller en tilsvarende type anbefait av apparatfabrikanten. Brukte batterier kasseres i henhold til fabrikantens instruksjoner.

Waarschuwing!

Bij dit produkt zijn batterijen geleverd. Wanneer deze leeg zijn, moet u ze niet weggooien maar inleveren als KCA.

Uwaga

Nie kroić lub przekluwać baterii, ani nie wrzucać ich do ognia. Mogą się rozerwać lub wybuchnąć wydzielając trujące środki chemiczne. Zużytych baterii należy pozbywać sie w sposób opisany przez producenta i zgodnie z miejscowymi przepisami.

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אזהרה
יש סכנת התפוצצות אם מחליפים את הסוללה בצורה לא נכונה.
יש להחליף את הסוללה בסוללה זהה או דומה, בהתאם להמלצת היצרן.
יש להשליך סוללות משומשות בהתאם להוראות היצרן

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Intrinsic Safety Warnings

Warning – Explosion Hazard – Substitution of components may impair suitability for class I, division 2;

Warning – Explosion Hazard – When in hazardous location, turn off power before replacing or wiring modules, and,

Warning – Explosion Hazard – Do not disconnect equipment unless power has been switched off or the area is known to be non-hazardous.

Index