palm

T|X
HANDHELD

User Guide

Copyright and Trademark

© 2005 Palm, Inc. All rights reserved.

Palm, Addit, Blazer, Graffiti, HotSync, Palm Powered, Palm OS, the Palm logo, and VersaMail are among the trademarks or registered trademarks owned by or licensed to Palm, Inc. All other brand and product names are or may be trademarks of, and are used to identify products or services of, their respective owners.

This product contains ACCESS Co., Ltd.'s NetFront 3.0 Internet browser software. Copyright © 1996-2003 ACCESS Co., Ltd. and ACCESS Systems America, Inc. NetFront is the trademark or registered trademark of ACCESS Co., Ltd. in Japan and in other countries except the United States of America. NetFront is a registered trademark of NetFront Communications, Inc. in the United States of America and is used under a license. A portion of this software includes software modules developed by the Independent JPEG Group. RealNetworks is the owner of all right, title, and interest in the RealNetworks Marks and RealNetworks logos. No person or entity may reproduce or use (or authorize the reproduction or use of) the RealNetworks Marks or RealNetworks logos in any manner other than expressly authorized by RealNetworks. Unauthorized use of RealNetworks Marks or RealNetworks logos is strictly prohibited. Adobe and Adobe Reader are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries. Documents To Go is a trademark or registered trademark of DataViz, Inc. MPEG Layer-3 audio decoding technology is licensed from Faunhofer IIS and Thomson.

Disclaimer and Limitation of Liability

Palm, Inc. assumes no responsibility for any damage or loss resulting from the use of this guide.

Palm, Inc. assumes no responsibility for any loss or claims by third parties which may arise through the use of this software. Palm, Inc. assumes no responsibility for any damage or loss caused by deletion of data as a result of malfunction, dead battery, or repairs. Be sure to make backup copies of all important data on other media to protect against data loss.

[!] IMPORTANT Please read the End User Software License Agreement with this product before using the accompanying software program(s). Using any part of the software indicates that you accept the terms of the End User Software License Agreement.

Software Download Available

Palm® Desktop software is supplied on a CD. If you do not have access to a CD drive for your computer, you can download Palm Desktop software from **www.palm.com/support/**

Table of Contents

About This Guide xx

Tips for viewing this guide xx
What's in this guide? xxi
- Step-by-step instructions xxi
- Links xxi
- Sidebars xxii

Chapter 1: Setting Up Your Handheld and Your Computer 1

What's in the box? 2
System requirements 2
Step 1: Connecting and charging your handheld 4
- What you should know about your handheld's battery 5

Step 2: Setting up your handheld for the first time 6
Step 3: Installing your software 7
Synchronizing your handheld and your computer 8
Switching to another desktop software application 10
Using user profiles 11
- Creating a user profile 12
- Synchronizing with a user profile 14

Related topics 17

Chapter 2: Getting to Know Your Handheld 18

What's on my handheld? 19
- Front 19
- Top 21
- Back 22

What software do I have? 23
- Personal information 23
- Productivity 24
- Multimedia and entertainment 24

Connectivity 25
Customization 26
Desktop 27
Using the status bar 29
Rotating the screen 30
Do's and don'ts 31
Do's 31
Don'ts 31
Conserving battery power 32
Related topics 33

Chapter 3: Moving Around in Applications 34
Opening applications 35
Using Favorites View 35
Using Applications View 36
Switching between applications 36
Using the 5-way navigator 37
Moving around with the 5-way 37
Moving around in Favorites View 39
Moving around in Applications View 39
Moving around in list screens and entry screens 40
Moving around in dialog boxes 40
Moving around in menus 41
Using menus 42
Using the Command stroke 43
Using the Command toolbar 43
Finding information 44
Related topics 45

Chapter 4: Entering Information on Your Handheld 47
How can I enter information on my handheld? 48
Entering information with Graffiti® 2 writing 48
Writing in the input area 48
Using full-screen writing 49
Learning Graffiti 2 writing 51
Writing Graffiti 2 characters 51

Graffiti 2 alphabet 54
Graffiti 2 numbers 55
Graffiti 2 gestures 59
Writing Graffiti 2 symbols and other special characters 60
Graffiti 2 symbols and special characters 61
Writing a Graffiti 2 ShortCut 62
Graffiti 2 ShortCuts 63
Using the onscreen keyboard 64
Entering info from Contacts into another application 66
Editing information 68
Selecting information 68
Copying and pasting information 69
Deleting information 70
Related topics 71

Chapter 5: Moving Info Between Your Handheld and Your Computer 72

Why synchronize information? 73
What information is synchronized? 74
How to synchronize 75
When would I use each method? 76
Synchronizing with a cable or IR port 78
Synchronizing with a cable 78
Synchronizing using the IR port 80
Synchronizing using wireless technology 84
Synchronizing using Wi-Fi wireless technology 84
Setting up a connection for Bluetooth® synchronization 89
Synchronizing using Bluetooth Wireless Technology 94
Synchronizing by dialing in to a network 95
Synchronizing by connecting to a computer on the network 99
Customizing your synchronization settings 102
Choosing how your computer responds to synch requests 102
Setting synchronization options 104
Choosing whether application information is updated 106
Installing applications to your handheld 111
Using Quick Install 111

Using the Send To Handheld droplet 112
Entering information with your computer 112
Importing information from other applications 117
Installing the additional software from the CD 120
Checking space and version numbers 122
Removing an application 124
Removing an application from your handheld 124
Removing Palm® Desktop software from your computer 125
Restoring archived items on your computer 127
Related topics 128

Chapter 6: Managing Your Contacts 129

Adding a contact 130
Entering additional contact information 133
Selecting a contact field type 134
Defining a custom field 135
Selecting a contact as your business card 136
Copying contact information into multiple contacts 137
Locating a contact on your list 138
Deleting a contact 139
Customizing the Contacts list 140
Making a connection from a contact 142
Using Quick Connect 142
Customizing Quick Connect settings 144
Using Tap-to-Connect 145
Working with Contacts on your computer 147
Related topics 148

Chapter 7: Managing Your Calendar 149

Scheduling an event 150
Scheduling an appointment 150
Scheduling an event without a start time 152
Scheduling a repeating event—standard interval 154
Scheduling a repeating event—unusual interval 155
Scheduling an event that is longer than a day 157

Entering a location or a note for an event 158
Scheduling an event with a time zone 160
Color-coding your schedule 161
Managing your color-codes 162
Assigning a color code to an event 164
Setting an alarm 165
Rescheduling an event 166
Deleting events 168
Deleting a specific event 168
Deleting all your old events 170
Checking your schedule 171
Viewing your appointments and tasks together 171
Viewing your daily schedule 173
Viewing your weekly schedule 175
Viewing your monthly schedule 176
Viewing a yearly calendar 177
Finding events that overlap 178
Customizing your calendar 178
Customizing display options for your calendar 179
Setting alarm and time options 182
Working with Calendar on your computer 184
Related topics 185

Chapter 8: Your Microsoft Office Manager 186
Creating and managing Office files 187
Opening a file from within Documents 188
Related topics 189

Chapter 9: Your Photo and Video Organizer 190
Copying a photo or video 191
Viewing a photo or video 192
Viewing a slide show 195
Rotating a photo 197
Viewing and editing photo or video details 198
Organizing photos and videos 201
Organizing photos and videos into albums 201

Moving a photo or video within and between albums 203
Sorting photos and videos 205
Personalizing a photo 206
Drawing on a photo 206
Copying a photo or video 208
Deleting a photo or video 209
Sharing a photo or a video 210
Sending a photo or video using Bluetooth wireless technology ..211
Related topics 212

Chapter 10: Listening to Music.....213

Benefits 213
Using Rhapsody as your desktop music application 214
Transferring music from a CD to your handheld 221
Managing playlists 224
Creating a playlist 224
Playing songs from a playlist 226
Editing a playlist 227
Deleting a playlist 229
Customizing your player 230
Turning off the screen 230
Setting background preferences 231
Working with Rhapsody on your computer 232
Related topics 233

Chapter 11: Managing Your Tasks.....234

Creating a task 235
Setting an alarm 236
Scheduling a repeating task—standard interval 237
Scheduling a repeating task—unusual interval 239
Organizing your tasks 241
Marking a task as complete 242
Deleting a task 243
Deleting a specific task 243
Deleting all your completed tasks 244
Customizing your Tasks list 245

Working with Tasks on your computer 247
Related topics 248

Chapter 12: Writing Memos.....249
Creating a memo 250
Viewing and editing a memo 251
Moving a memo in your Memo list 252
Deleting a memo 253
Working with Memos on your computer 254
Related topics 255

Chapter 13: Writing Notes in Note Pad.....256
Creating a note 257
    Choosing the pen and paper (background) colors 258
    Setting an alarm 259
Viewing and editing a note 261
Deleting a note 262
Working with Note Pad on your computer 263
Related topics 264

Chapter 14: Making Wi-Fi Wireless Connections.....265
What can I do with the built-in Wi-Fi wireless technology? 266
What types of connections can I make? 266
When would I use Wi-Fi or Bluetooth technology? 267
Wi-Fi signal-strength indicator 269
Setting up a Wi-Fi network connection 270
Accessing email and the web with Wi-Fi technology 277
Setting up a device-to-device Wi-Fi network 278
Conserving battery power when using Wi-Fi technology 284
    Selecting Wi-Fi power-saving settings 284
Related topics 286

Chapter 15: Making Bluetooth® Wireless Connections ...287
What can I do with the built-in Bluetooth wireless technology? 288
    What types of connections can I make? 288
    What is device discovery? 289

Entering basic Bluetooth settings 290
Setting up a Bluetooth phone connection 291
Accessing email and the web with Bluetooth wireless technology 296
Setting up a connection to a Bluetooth network 298
Creating partnership with other devices 300
Setting advanced Bluetooth features 303
Storing recently found device names 303
Allowing your handheld to wake up when it is turned off 304
Related topics 305

Chapter 16: Sending and Receiving Email Messages 306

Upgrading an existing email account 307
About email accounts 308
Using an email provider 308
Using a corporate email account 309
VPNs 310
Connecting to a VPN 311
Setting up an account 312
Transferring settings from an existing account 313
Setting up an account on your computer: Common providers 315
Setting up an account on your computer: Other providers 318
Entering advanced account settings on your computer 321
Setting up an account on your handheld 326
Setting advanced mail options on your handheld 329
Testing your new account 330
Editing an account 331
Editing an account on your computer 331
Editing an account on your handheld 332
Deleting an account 333
Adding ESMTP to an account 334
Getting and reading messages 335
Auto Sync with notification 337
Scheduling Auto Sync 337
Auto Sync notifications 339
Setting alert options 340
Viewing and using the Reminders screen 341

Auto Sync retries 342
Resource issues with Auto Sync 342
Inbox icons in the VersaMail® application 343
Setting preferences for getting messages 343
Reading email messages 346
Adding or updating a contact directly from a message 347
Sending an email message 348
Entering an address using Smart Addressing 350
Entering an address directly in the To field 351
Entering an address using Contacts 352
Attaching a personal signature 353
Send retry 354
Send retry notifications 354
Modifying messages in the Outbox 355
Outbox icons in the VersaMail applications 355
Working with email folders 356
Viewing another folder 356
Customizing the appearance of the message list 357
Moving messages between folders 359
Creating and editing a mail folder 361
Working with email messages 362
Forwarding an email message 362
Replying to an email message 363
Setting reply preferences 364
Working with URLs, email addresses, and phone numbers in a message 366
Deleting a message 366
Deleting old messages 367
Emptying the trash 369
Setting the trash to be emptied automatically 370
Marking messages as read or unread 371
Working with attachments 372
Working with a downloaded attachment 373
Downloading large attachments 375
Attaching files to outgoing messages 377
Attaching photos and videos 379

Advanced VersaMail application features 381
Creating and using filters 382
Turning a filter on and off 384
Editing or deleting a filter 386
Setting connection preferences 387
Setting server preferences 388
Changing email header details 390
Synchronizing IMAP mail folders wirelessly 391
Prerequisites for wireless IMAP folder synchronization 392
Turning IMAP folder synchronization on or off 392
Synchronizing handheld and mail server IMAP folders from the Options menu 393
Working with root folders 393
Using Secure Sockets Layer (SSL) 393
Working with Microsoft Exchange ActiveSync 394
What do I need to use Microsoft Exchange ActiveSync? 394
How does a Microsoft Exchange ActiveSync email account differ from other accounts? 395
Setting up a Microsoft Exchange ActiveSync account 396
Setting up a Microsoft Exchange ActiveSync account on your computer 396
Setting up an account on your handheld 399
Setting advanced mail options on your handheld 402
Getting email messages 403
Sending messages 405
Previewing attachments 405
Working with meeting invitations 406
Working with Calendar events 408
Synchronizing Calendar events using Microsoft Exchange ActiveSync 409
Updating Calendar events when you delete a Microsoft Exchange ActiveSync account 409
Related topics 410

Chapter 17: Sending and Receiving Text Messages 411

Creating and sending a text message 412

Receiving and viewing a text message 415
Editing a draft text message 417
Setting advanced messaging features 418
Related Topics 420

Chapter 18: Browsing the Web.....421
Accessing a web page 422
Accessing a web page using the action bar 422
Accessing a web page using the address field 423
Using a password to access a web page 424
Finding information on a web page 425
Quickly jumping to a page 426
Following a link 426
Returning to your home page or a page you recently visited 426
Changing how you view a page 427
Bookmarking your favorite pages 429
Adding a bookmark 429
Viewing a bookmarked or saved page 430
Editing information about a bookmark or saved page 431
Arranging the bookmark list 432
Downloading files and pages 434
Downloading a file 434
Saving a web page 435
Viewing a saved file 436
Sending email by means of an Internet email account 437
Changing your home and start pages 438
Changing your home page 438
Changing your start page 440
Setting advanced browser options 441
Speeding up web downloads 441
Setting whether to automatically complete web addresses and form fields 443
Setting tap and drag behavior 444
Allowing websites to remember personal information 446
Clearing Cookies and cache memory 447

Setting preferences for using a proxy server 449
Setting the JavaScript preference 451
Related topics 452

Chapter 19: Dialing Phone Numbers from Your Handheld 453

Dialing a number 454
Entering a number 454
Redialing the most recently used number 455
Dialing a number from the Call History List 456
Using speed dial 457
Adding a speed-dial entry 457
Dialing a number using speed dial 458
Editing a speed-dial entry 459
Related topics 460

Chapter 20: Sharing Information 461

Using the Send command 462
Sending information from within an application using Bluetooth technology 462
Sending a category using Bluetooth technology 464
Sending an application using Bluetooth technology 465
Using the Send command with the VersaMail® application 466
Using the Send command with SMS 466
Beaming 466
Beaming information from within an application 467
Beaming a category 468
Beaming an application 469
Other ways of sharing information 470
Related topics 471

Chapter 21: Managing Your Expenses 472

Adding an expense 473
Choosing currency options 475
Customizing the currency pick list 475

Presetting the currency symbol 476
Creating a currency symbol 477
Deleting expenses 478
Deleting an individual expense 478
Deleting an entire category of expenses 480
Customizing the expense list 481
Working with Expense on your computer 482
Related topics 483

Chapter 22: Performing Calculations 484
Calculator buttons 485
Viewing recent calculations 486
Accessing a different calculator 487
Related topics 488

Chapter 23: Keeping Your Information Private 489
Choosing a security level 490
Marking information as private 491
Setting the level of privacy 492
Hiding or masking private entries 492
Viewing an entry that is masked 493
Using a password 493
Creating a password 494
Changing a password 495
Deleting a password 497
Deleting a forgotten password 498
Locking your handheld 499
Locking your handheld automatically 500
Locking your handheld manually 502
Using Quick Unlock 503
Creating a Quick Unlock combination 503
Deleting your Quick Unlock combination 505
Encrypting your information 506
Limiting the number of password attempts 508
Related topics 511

Chapter 24: Using Categories to Organize Information ...512
Adding a category 513
Renaming a category 514
Deleting a category 515
Placing information in a category 516
Placing an entry in a category 516
Placing an application in a category 518
Viewing information by category 519
Related topics 520

Chapter 25: Managing Clock Settings 521
Checking the current date and time 522
Setting the primary location 522
Setting the date and time for the primary location 523
Choosing secondary locations for other time zones 525
Modifying the locations list 526
Adding new locations 526
Deleting a location 528
Setting the alarm clock 529
Responding to the alarm clock 530
Changing the clock display 531
Related topics 532

Chapter 26: Customizing Your Handheld 533
Customizing Favorites View 534
Changing the background photo in Favorites View 534
Changing entries in Favorites 535
Customizing Applications View 537
Making the screen easier to read 539
Changing the screen fonts 539
Adjusting the brightness 541
Changing screen colors 542
Changing handedness orientation of the screen 543
Assigning a button to your frequently used applications 544
Setting the date and time 546
Selecting a location 546

Resetting the date and time 548
Selecting formats for dates, times, and numbers 550
Customizing the way you enter information 552
Customizing the input area 552
Customizing Graffiti® 2 strokes 553
Setting up a ShortCut 555
Changing a ShortCut 556
Correcting problems with tapping 557
Selecting sound settings 558
Entering your owner information 559
Conserving battery power 560
Preventing your handheld from turning on by accident 560
Selecting power-saving settings 561
Connecting your handheld to other handhelds 562
Changing the preset connection settings 563
Creating your own connection settings 565
Connecting your handheld to a mobile phone 569
Customizing network settings 570
Setting up a service profile 570
Connecting to your service 573
Adding details to a service profile 574
Deleting a service profile 576
Creating a login script 577
Adding plug-in applications 580
Setting up a VPN 581
Setting up a VPN account on your handheld 582
Establishing a VPN connection 583
Ending a VPN connection 584
Related topics 585

Chapter 27: Expanding Your Handheld 586

What type of expansion cards can I use? 587
How can expansion cards help me? 587
Removing an expansion card 588
Inserting an expansion card 589
Opening an application on an expansion card 590

Opening files on an expansion card 591
Viewing card information 592
Renaming a card 593
Copying applications to an expansion card 594
Removing all information from a card 595
Related topics 596

Chapter 28: Maintaining Your Handheld 597

Handheld do's and don'ts 597
Handheld do's 597
Handheld don'ts 598
Resetting your handheld 598
Doing a soft reset 598
Doing a hard reset 600
Restoring your information after a hard reset 602
Related topics 604

Chapter 29: Common Questions 605

Setup 605
Handheld 607
Moving around 610
Entering information 611
Synchronizing 613
Calendar 619
Memos 620
Note Pad 620
Media 620
Pocket Tunes™ 621
Tasks 622
Connecting wirelessly 622
The VersaMail® application 624
Privacy 626
Sharing 627
Problems with incompatible applications 629

Chapter 30: Getting Help 632
Self-help resources 632
Technical support 633

Product Regulatory Information 634
FCC Statement 634
Industry Canada 636
Canadian Wireless Regulatory Notice 636
CE Declaration of Conformity 637
Battery Warning 638
Intrinsic Safety Warning 639
Wireless Notices—Usage Cautions 639
Static Electricity, ESD, and Your Palm® Handheld 639

Index 641

About This Guide

This guide tells you everything you need to know to start using your handheld—from the things you'll do every day, to the things that make your handheld not only useful, but fun.

Tips for viewing this guide

Here are some helpful tips for making it easier to read and find information in this guide as you view it in Adobe® Reader®:

- To magnify the page, click the magnifying glass , move the cursor (which is now a magnifying glass) over the page, and click repeatedly. Click Previous View (or depending on your version of Reader) to return to the original view.
- Click an entry in the Table of Contents or Index to go directly to that section of the guide.
- If you click a link and go to a page in the guide, to return to the page you were on before you clicked the link, click Previous View (or depending on your version of Reader).
- When selecting the page(s) to print, be sure to use the file page number shown at the bottom of your computer screen, not the printed page number. For example, to print the first page of Chapter 2, "Getting to Know Your Handheld," select page 40 (the file page), not page 18 (the printed page).

What's in this guide?

The info in this guide includes step-by-step instructions, links to cross-references, and sidebars.

Step-by-step instructions

Here you'll find how-to information. Look for these cues in instructions:

Continued	Cue that means the procedure continues on the next page.
Done	Cue that signals the end of the procedure. You're done.
[!] IMPORTANT	A step that you must follow; otherwise, you could experience an error or even lose information.
[&] OPTIONAL	A step you might find useful.
NOTE	Information that applies only in certain cases or that tells more about a procedure step.
WINDOWS ONLY **MAC ONLY**	A procedure or text that applies to one platform only. In most cases, if you see one heading, check the following or preceding sections for the other. Sometimes there is no Mac counterpart for a Windows procedure or text; this feature is not available to Mac users.

Links

Links appear as underlined words throughout this guide. Links in body text or sidebars take you to other sections of this guide. The **In this chapter** list on the first page of each chapter contains links that send you to a specific section.

Sidebars

[!] Before You Begin

Things you must complete before you can do the steps described in a procedure or group of procedures.

✱ Tip

A suggestion on how to use a feature more fully; a shortcut; a pointer to a related feature.

+ Did You Know?

An interesting fact about the topic being described; may include a link to more information.

» Key Term

A technical term related to the topic being described. The term may appear in this guide or only on your handheld.

User Guide

A pointer to the *User Guide* on the web where you can learn about more things you can do with an application or feature.

Tips & Tricks

A pointer to a website where you can share info with other handheld users and learn the latest tips, tricks, and more.

Support

A pointer to the web where you can find help if you experience problems with the features discussed in the chapter or with your handheld.

Setting Up Your Handheld and Your Computer

In this chapter

What's in the box?

System requirements

Step 1: Connecting and charging your handheld

Step 2: Setting up your handheld for the first time

Step 3: Installing your software

Synchronizing your handheld and your computer

Switching to another desktop software application

Using user profiles

Related topics

Congratulations on the purchase of your new Palm® T|X handheld. You're about to discover so many things about your handheld that will help you better manage your life and have fun, too. As you become more familiar with your handheld, you'll probably personalize the settings and add applications to make it uniquely yours.

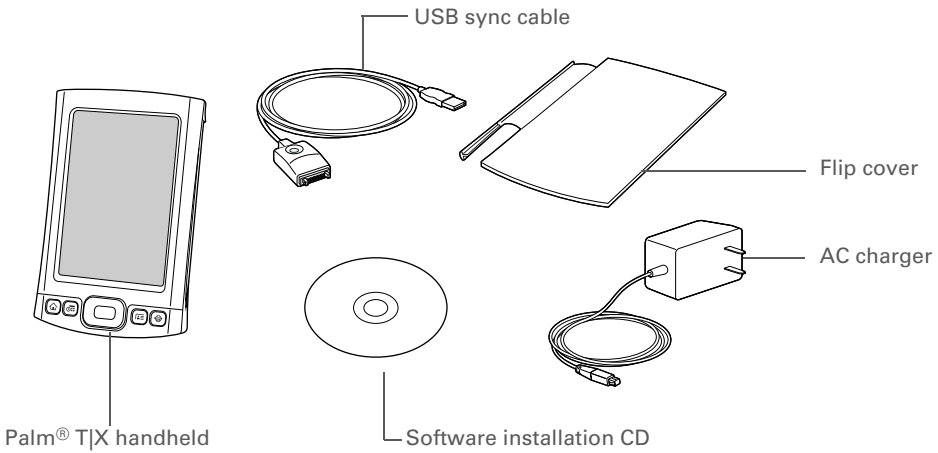
While you're likely to get years of enjoyment from your handheld, it takes only four easy steps to get up and running.

Benefits

- Start using your handheld right away
- Establish a link between your handheld and your computer
- Set up your handheld for optimal use

» Key Term
Palm® Desktop software The software that lets you enter, update, review, and synchronize information on your computer.

What's in the box?



System requirements

The installation CD contains Palm® Desktop software and other applications you need to set up and use your handheld. To use Palm Desktop software, your desktop computer must meet these requirements:

WINDOWS ONLY

- A PC with a Pentium II processor or later, and one of the following operating systems:
  - Windows 2000 (requires administrator rights to install Palm Desktop software)
  - Windows XP (requires administrator rights to install Palm Desktop software)
- Internet Explorer 5.0 or later
- 32 megabyte (MB) available RAM (64MB recommended)

- 170MB available hard disk space
- One available USB port
- USB sync cable (included with your handheld)
- CD or DVD drive for installing Palm Desktop software from the CD that came with your handheld

MAC ONLY

- Mac computer or compatible with a PowerPC processor
- Mac OS X, version 10.2.8 or 10.4 (requires administrator rights to install Palm Desktop software)
- 128MB total RAM
- 190MB available hard disk space
- Monitor that supports screen resolution of 800 X 600 or better
- One available USB port
- USB sync cable (included with your handheld)
- CD or DVD drive for installing Palm Desktop software from the CD that came with your handheld

[!] Before You Begin

If you're upgrading from another Palm Powered™ device, synchronize your old handheld with your old desktop software.

Tip

On a laptop computer, the USB port may be located on the side.

Tip

After the initial charge, charge your handheld at least half an hour every day.

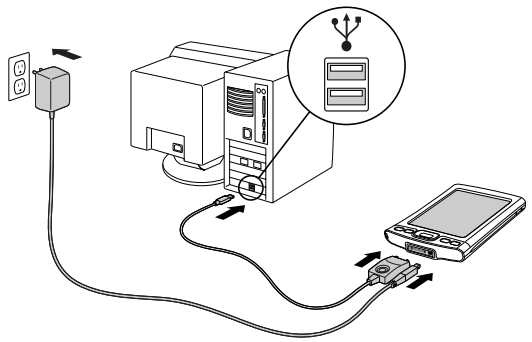
Step 1: Connecting and charging your handheld

1

Connect your handheld:

a. Plug the USB sync cable into your handheld and into a USB port on the back of your computer.

b. Plug the AC charger into the Multi-connector on the sync cable and into an outlet.



2

Charge your handheld for three hours. Be sure your handheld is fully charged before going on to Step 2.

Done

What you should know about your handheld's battery

While your handheld is charging, take a minute to learn about the battery:

Whenever you see an alert on the screen warning you that the battery is low, recharge your handheld. Also recharge your handheld if it doesn't turn on when you press the power button. So that your battery doesn't drain completely, your handheld's Wi-Fi functionality and expansion card slot functionality are automatically turned off when you see a "Low battery" warning message, and the Bluetooth® wireless technology and infrared (IR) functionality are turned off when you see a "Critically low battery" warning message.

NOTE The memory on your handheld is designed to store your information even if the battery becomes drained to the point that you cannot turn on your handheld. When you recharge your handheld, all your existing information should appear.

Conserve battery life by doing any of the following:

- **Adjust the screen brightness.**
- **Reduce the Auto-off setting**.
- **Use Keylock to prevent your handheld from turning on by accident**.
- Stop **music** or **video** playback when not in use.
- **Respond to or cancel alerts** promptly.
- **Turn off Bluetooth wireless technology** and **Wi-Fi functionality** when not in use.
- If using **Auto Sync** to automatically retrieve email messages, set the time interval to one hour or less often.
- **Minimize use of the expansion card slot**.

[!] Before You Begin

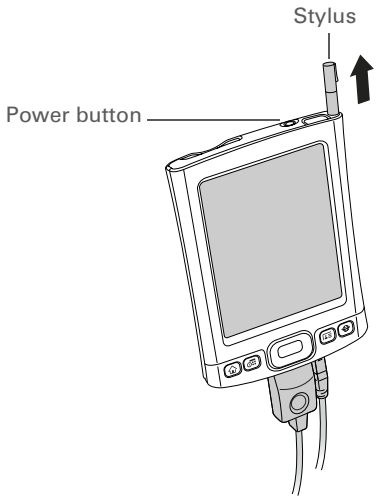
Be sure to fully charge your handheld, as described in the preceding procedure.

*** Tip**

After you set up your handheld, review the Quick Tour on your handheld and take the tutorial on the CD to learn the basics.

Step 2: Setting up your handheld for the first time

1 Press the power button.



2 Slide the stylus out of the slot.

3 Hold the stylus as you would hold a pen, and follow the onscreen instructions to set up your handheld.

Done

Did You Know?
When you upgrade, there's no need to delete the old desktop software first. When you install the new Palm Desktop software, all of your information transfers automatically to the new software.

Did You Know?
IT managers can set up a **profile** if they want to install the same set of information on several handhelds.

Step 3: Installing your software

1

Insert the CD into your computer.

NOTE You need administrator rights to install Palm Desktop software on a computer.

2

WINDOWS ONLY

Follow the onscreen instructions. If you're upgrading, select the username that you assigned to your old handheld.

MAC ONLY

Double-click the CD icon, and then double-click palmDesktop.pkg.

Done

During installation, you're asked to connect your computer to your handheld if it is not already connected. See next page.

Tip
If the Select User dialog box appears during synchronization, select the username of the handheld you want to synchronize, and click OK.

Key Term
Third-party application
A software program that runs on a Palm Powered device, but is not created or supported by Palm, Inc.

Tip
If you have problems with your new handheld after you synchronize, you may need to **update your third-party applications**.

Synchronizing your handheld and your computer

During installation, you connect your handheld to your computer if it is not already connected, and you **synchronize** for the first time. Synchronizing simply means that any information you enter in one place (your handheld or computer) is automatically updated in the other.

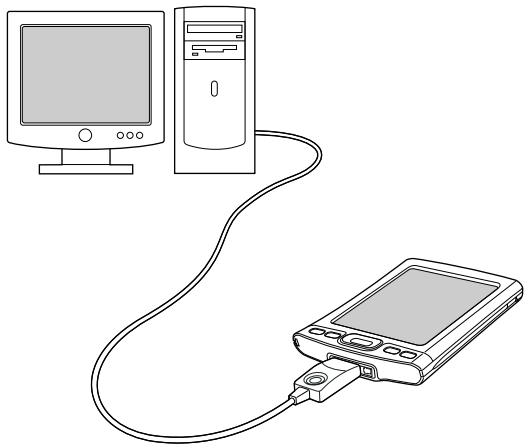
[!] IMPORTANT Be sure to synchronize the info in your handheld's program memory at least once a day so that you always have an up-to-date backup copy of this info on your computer.

1

[&] OPTIONAL Connect your handheld to your computer:

a. Plug the USB sync cable into a USB port on the back of your computer.

b. Plug the cable into your handheld.



Continued

Did You Know?
You can charge your handheld using your USB cable. The USB cable must be directly connected to your computer or an externally-powered (not bus-powered) USB hub.

2 **[&] OPTIONAL** Press the power button to turn on your handheld if it is not already on.

3 Continue with the onscreen instructions. **Synchronize your handheld with your computer** by pressing the sync button on the USB sync cable.

Done

[!] Before You Begin

You must have completed CD installation and chosen Palm Desktop software as your desktop application for synchronization in order to switch to Outlook. Note that you can choose Outlook as your synchronization software for Contacts, Calendar, Tasks, and Memos during CD installation.

Switching to another desktop software application

WINDOWS ONLY

During installation, you chose a desktop software application to synchronize with your handheld. You may have chosen Palm Desktop software at that time. But if Microsoft Outlook already contains all of your contacts, appointments, tasks, and notes, you can change your synchronization method so that your handheld synchronizes with Outlook instead. You can also change from Outlook to Palm Desktop software.

NOTE If you choose to synchronize the info on your handheld with Outlook, info in Contacts, Calendar, Tasks, and Memos is synchronized with info in Contacts, Calendar, Tasks, and Notes in Outlook. You can also set up the VersaMail® application to synchronize with Outlook. Other info, such as photos and notes, is synchronized with Palm Desktop software.

1. Insert the CD into your computer.
2. Select Change your synchronization method.
3. Follow the onscreen instructions for the desktop software you want to use.

Done

Using user profiles

[!] IMPORTANT Only IT managers may need to use user profiles for their company. If you are not an IT manager, you can skip this section.

Suppose your sales organization wants to distribute two dozen handhelds and you want the handhelds to have a common company phone list, set of memos, and set of key applications. You can create a user profile that contains this information, and then install the user profile onto the handhelds before distributing the handhelds to your employees.

A user profile does not individualize a handheld with a unique username and user-specific information. When the new user synchronizes for the first time, he or she gives the handheld a unique username.

NOTE Handhelds that are synchronized with a user profile must be either new handhelds that have never been synchronized or handhelds that have had their usernames and information removed by a **hard reset**.

Tip
Save time by **importing** to quickly add information to a profile.

Creating a user profile

WINDOWS ONLY

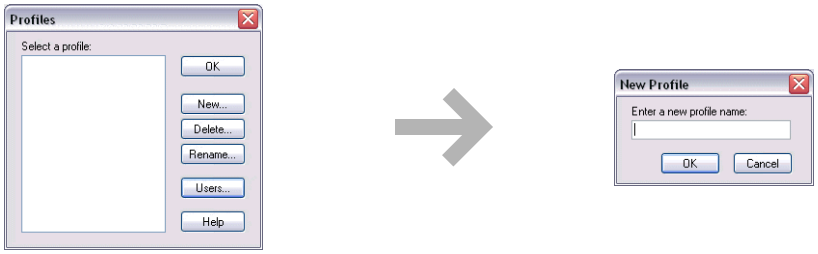
1

Open the New Profile screen:

a. Open Palm Desktop software.

b. From the Tools menu, select Users.

c. Click Profiles, and then click New.

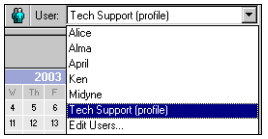


2

Enter a unique name for the profile, and click OK twice.

3

Select the profile from the User list, and create the info in Palm Desktop software for the profile.



Done

MAC ONLY

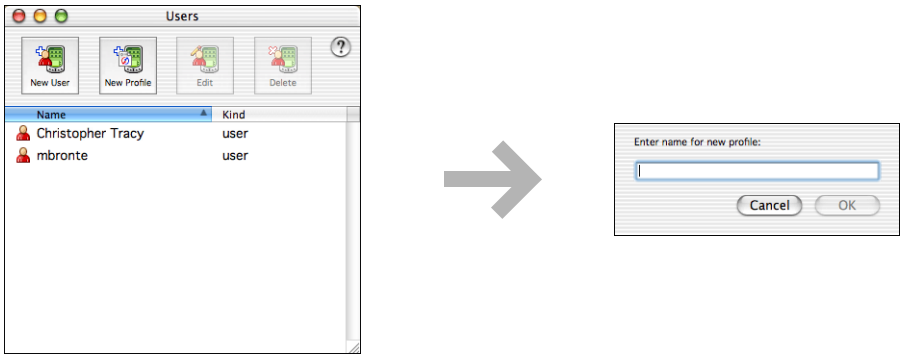
1

Open the New Profile screen:

a. Open Palm Desktop software.

b. From the User pop-up menu, select Edit Users.

c. Click New Profile.



2

Create the profile:

a. Enter a unique name for the profile, and click OK.

b. Close the Users window.

↘ Continued

3 Select the profile from the User pop-up menu, and create the info in Palm Desktop software for the profile.

4 Set the profile's conduit settings:

a. From the HotSync® menu, select Conduit Settings.

b. **Select the conduit settings** for the profile.

Done

Synchronizing with a user profile

WINDOWS ONLY

1 Begin synchronization:

a. Connect the USB sync cable to the USB port on the back of your computer, and then insert the other end into the Multi-connector on your handheld.

b. Press the sync button on the USB sync cable.

Continued

2 Transfer the profile information:

a. Click Profiles.

b. Select the profile you want to load on the handheld, and click OK.

c. Click Yes.

Done **The next time you synchronize that handheld, Palm Desktop software prompts you to assign a username to the handheld.**

MAC ONLY

1

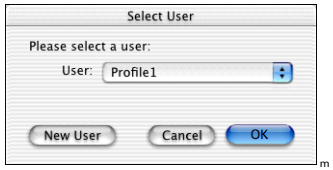
Begin synchronization:

a. Connect the USB sync cable to the USB port on the back of your computer, and then insert the other end into the Multi-connector on your handheld.

b. Press the sync button on the USB sync cable.

2

Select the profile you want to load on the handheld, and click OK.



Done **The next time you synchronize that handheld, Palm Desktop software prompts you to assign a username to the handheld.**

Tips & Tricks
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palm.com/myT|X**.

Support
If you're having problems with setup or anything else on your handheld, go to **www.palm.com/support**.

Related topics

Click a link below to learn about these related topics:

Moving Info	• Synchronizing your handheld with Palm Desktop software or Microsoft Outlook on your computer
	• Synchronizing wirelessly using Bluetooth technology on your handheld
	• Using your company's network to synchronize information
	• Choosing whether or not to synchronize information for a specific application
	• Adding applications to your handheld
	• Installing additional software from the CD
	• Deleting applications from your handheld
	• Viewing application information
Customizing	• Adjusting the screen display
	• Reducing the Auto-off setting
	• Keeping your handheld from turning on accidentally
Common Questions	Answers to frequently asked questions about setup

Getting to Know Your Handheld

In this chapter

What's on my handheld?

What software do I have?

Using the status bar

Rotating the screen

Do's and don'ts

Related topics

Like a good personal assistant, your handheld helps you keep track of your schedule, your business and personal contacts, your to-do list, even your Microsoft Office and multimedia files.

Stay productive by carrying more of your important files and documents. Get connected with wireless access to email, text messages, and the web. View digital photo and video albums and listen to your favorite music (expansion card, sold separately, required for Mac users to listen to music on their handheld.) And don't worry about losing your information—even if the battery drains completely, the information stays in your handheld's memory. Simply recharge to access it again.

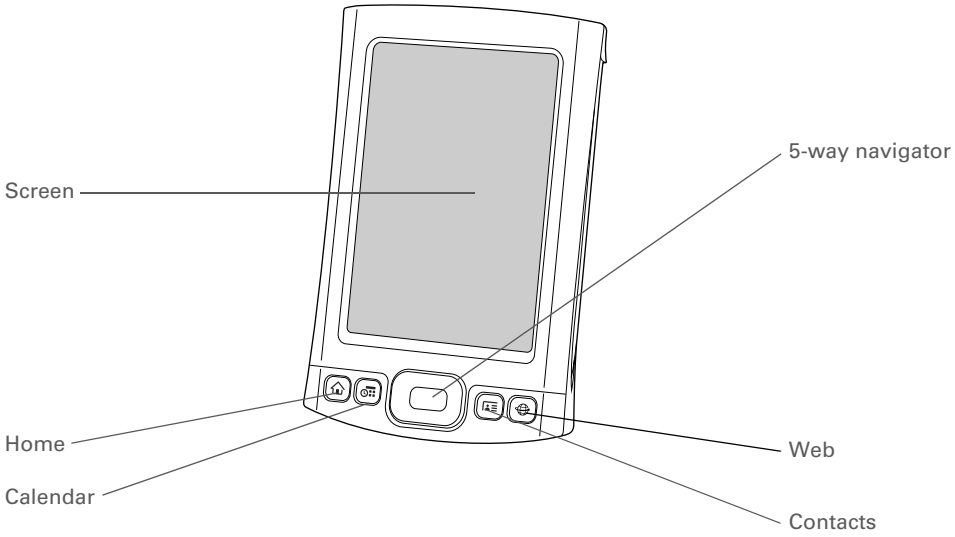
Benefits

- Carry more of your important information, and work with it on the go
- Save time and stay organized
- Travel light
- Never lose important information
- Stay in touch with wireless connectivity

Tip
The Favorites application offers multiple pages of favorites. Pressing Home once opens the first page of Favorites; use the buttons in the upper-right corner of the Favorites screen to go to the other pages.

What's on my handheld?

Front



Screen — Displays the applications and information on your handheld. The screen is touch-sensitive.

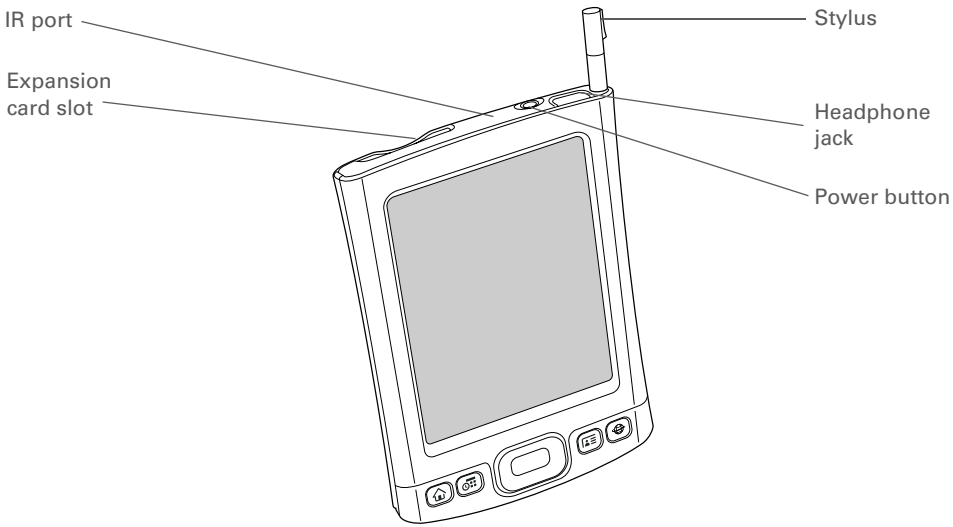
Display the Graffiti® 2 input area by tapping the Input icon on the **status bar**. Use the input area to enter info with **Graffiti 2 writing** or the **onscreen keyboard**.

Home quick button — Press once to open Favorites View, which lets you create a list of the items you want to quickly access. Favorites View can include applications and links to the web. Press twice to open Applications View, where you can see all of the applications on your handheld.

Calendar quick button	Press to turn on your handheld and jump to today's schedule.
Contacts quick button	Press to turn on your handheld and jump to your contacts list.
Web quick button	Press to turn on your handheld and jump to your home page in the web browser.
5-way navigator	Lets you move around and display info on the screen. Press Up, Down, Left, or Right to highlight different items, and press Center to select the highlighted item.

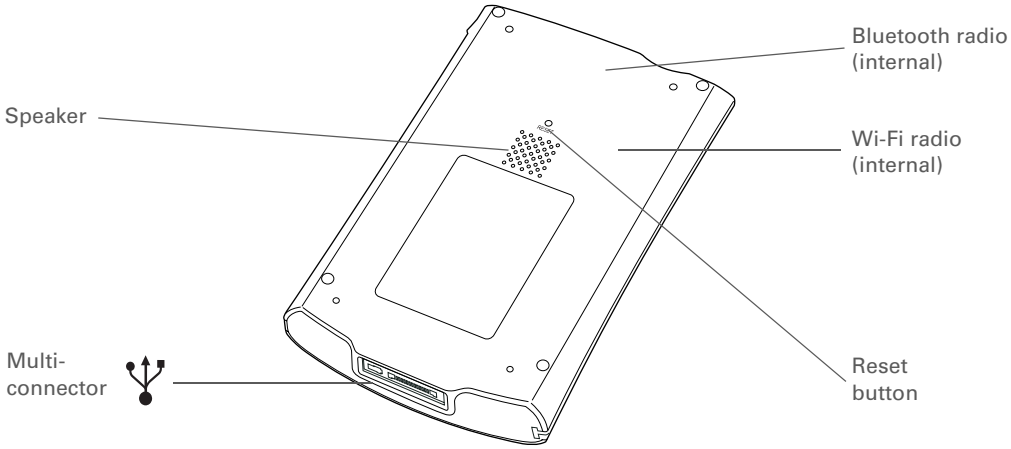
Did You Know?
Beaming lets you quickly share appointments, addresses, phone numbers, files, photos, and more.

Top



Expansion card slot	Lets you insert an expansion card (sold separately) to back up info and add memory, applications, and accessories to your handheld.
IR port	Short for *infrared port*. Beams information between handhelds and other devices that have an IR port. Beaming uses infrared technology to send information between two IR ports that are within a few feet of each other.
Stylus	Lets you enter information on your handheld. To use the stylus, slide it out of the slot and hold it as you would a pen or pencil.
Headphone jack	Lets you connect standard 3.5 mm headphones (sold separately) to your handheld so you can listen to music and other audio applications.
Power button	Turns your handheld on or off and lets you turn **Keylock** on (if active). When Keylock is on, your handheld does not respond when you press the quick buttons or tap any icons.

Back



Multi-connector	Lets you connect the sync cable (included) or a cradle (sold separately) to your computer or connect the AC charger to an electric outlet. Connect the sync cable when you want to synchronize, or exchange, information. Connect the AC charger to keep your handheld's battery charged.
Speaker	Lets you listen to alarms, game and system sounds, and music.
Bluetooth® radio (internal)	Enables your handheld to connect with other devices (sold separately) that use **Bluetooth wireless technology**. so you can dial phone numbers directly from Contacts, send and receive email and text messages, browse the web, and more.
Wi-Fi radio (internal)	Enables your handheld to connect to a **Wi-Fi network** to wirelessly access email, browse the web, and synchronize.
Reset button	Resets your handheld if it freezes (stops responding). To do a soft reset, use the tip of the stylus to gently press the reset button inside the hole on the back panel of your handheld.

Tip
Check the ***User Guide*** on the web for complete instructions on how to use many of the applications included with your handheld.

What software do I have?

Your handheld comes with many applications preinstalled and ready to use. In addition, the software installation CD that came with your handheld includes desktop software for your computer and additional software for your handheld. When you set up your handheld you can install some (or all) of these applications. You can install any of the applications at any time after you set up your handheld, as well.

Personal information

These applications let you organize your contacts, calendar events, and more, as well as keep information updated between your handheld and your computer. They are already installed on your handheld.

Calendar Manage your schedule from single entries, like lunch with a friend, to repeating and extended events, like weekly meetings and holidays. Even color-code your schedule by category.

Contacts Store names and addresses, phone numbers, email and website addresses—even add a birthday alarm or a contact's photo.

Tasks Stay on top of your to-do list. Enter things you need to do, prioritize them, set alarms, and then monitor your deadlines.

Memos Capture information such as meeting notes, lists of books to read, movies to see, recipes, and anything else you need to write down.

Note Pad Write on the screen in your own handwriting or draw a quick sketch.

Expense Track business or travel expenses and print expense reports after you synchronize your handheld with your computer.

HotSync® Synchronize info on your handheld with the info on your computer.

Tip

Can't find an application on your handheld? First tap the Home icon in the **input area** and select All from the category pick list in the upper-right corner to view all applications on your handheld (except the wireless applications, Wi-Fi and Bluetooth, which you need to access from the status bar). If you don't see the application there, you may need to install it from the CD.

Productivity

These applications let you carry your office with you, so you can work with crucial information on the go. They may already be installed on your handheld, or you may need to install them from the CD.

Documents	View and edit Microsoft Word and Excel files, and create compatible files that you can save in Word or Excel format. View and manage PowerPoint files.
Calculator	Do basic math calculations such as splitting restaurant bills and figuring tips.
Adobe® Reader® for Palm OS	View PDF-compatible files that are tailored to fit your handheld's screen.

Multimedia and entertainment

Here is the software that lets you relax and have fun. These applications may already be installed on your handheld, or you may need to install them from the CD.

Media	View and organize photos and videos.
Pocket Tunes™	Carry music, create playlists, and listen to music on your handheld. This application works with the Rhapsody desktop application that you can install from the CD.(Windows only; download required forRhapsody). Both Mac and Windows users can use Pocket Tunes on the handheld. (Expansion card, sold separately, required for Mac users to listen to music on their handheld.)
Handmark Solitaire	Enjoy hours of entertainment with this solitaire game.
Power by Hand eReader	Purchase and download eBooks from the web so you can read them when you want, where you want.

Tip
To install extra software from the CD, insert the CD into your CD drive, and then do one of the following:

Windows On the Discover your device screen, click Add software to your device.

Mac Double-click the Essential Software folder icon.

AudiblePlayer Listen to newspapers, audio books, public radio, and more. (Windows only; download requires Internet connection; additional fees may apply.)

Connectivity

These applications let you stay connected by browsing the web, checking your email, and more. They may already be installed on your handheld, or you may need to install them from the CD.

Wi-Fi controls Set up wireless connections to a Wi-Fi network for sending and receiving information. Access these controls from the **status bar**.

Bluetooth controls Set up wireless connections to a mobile phone, network, or computer for sending and receiving information. Access these controls from the **status bar**.

VersaMail® Send, receive, and manage email messages wirelessly using your handheld's wireless capabilities or by synchronizing with your Windows computer.

Web Browse your favorite websites using your handheld's wireless capabilities.

SMS Send and receive short text (SMS) messages using your handheld's Bluetooth wireless capabilities to connect to a compatible mobile phone.

WiFile™ Access your wireless network so that you can download pictures, documents, and more that are located in shared folders on a networked computer.

Dialer Dial phone numbers directly from your handheld.

Tip
After you install an application and discover how valuable it is, be sure to add it to Favorites.

Tip
Use the Enterprise Software link to check for new software available from the Palm enterprise website.

Customization

These applications let you customize your handheld to make it uniquely yours. They may already be installed on your handheld, or you may need to install them from the CD.

Favorites	Customize a list of your favorite applications and web pages so that you can locate and open them quickly.
Prefs	Customize your handheld's sound levels, colors, security, and more.
Addit™	Receive notifications of upgrades and patches and then install them onto your handheld; obtain personalized news and other information as well as user tips at a glance; preview, try, and buy software for your handheld. (Windows only for downloads using the sync cable; both Windows and Mac users can download software using your handheld's wireless capabilities. Internet connection required.)
Handmark Express	Download current news as well as information on the weather, stocks, sports, movies, and more. (Download requires Internet connection and subscription to service with Handmark.)
Enterprise Software link	Access the Palm enterprise website, where you can purchase corporate software such as a VPN client; software that provides robust security for Wi-Fi authentication and connection to a network; and Java Virtual Machine (JVM) software for running Java applications on your device. (Download requires Internet connection; additional fees may apply.)
World Clock	Set the time in your home city and two other locations, and set an alarm to wake you up.
Card Info	View information about an expansion card seated in the expansion card slot.

Did You Know?
During CD installation, you can choose to synchronize the info in Contacts, Calendar, Tasks, and Memos on your handheld with info in Contacts, Calendar, Tasks, and Notes in Microsoft Outlook on your computer (Windows only). Other applications are still synchronized with Palm Desktop software.

Key Term
HotSync® Technology that allows you to synchronize the information on your handheld with the information on your computer.

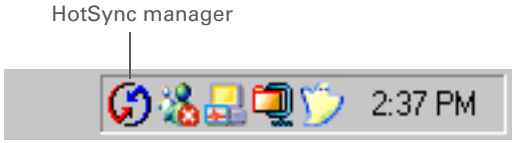
Desktop

The desktop software lets you use your computer to create and manage info for applications on your handheld. Install this software from the CD.

Palm® Desktop software

View, enter, manage, and back up info for Calendar, Contacts, Tasks, Media, Memos, and Expense on your computer. (Expense and Media are Windows only.) You can also view, manage, and back up info for Note Pad. When you synchronize your handheld with your computer, this info is updated in both places. Palm Desktop software is installed automatically during the initial CD installation process.

Palm Desktop includes HotSync® manager software, which allows you to customize the settings for synchronization. You can access HotSync manager by selecting its icon in the task bar at the bottom of your computer screen.



Quick Install (Windows only)

Install applications and transfer files from your Windows computer to your handheld or to an expansion card (sold separately) that is seated in the expansion card slot. Quick Install is installed automatically during the initial CD installation process.

Send To Handheld droplet (Mac only)

Install applications and transfer files from your Mac computer to your handheld or to an expansion card (sold separately) that is seated in the expansion card slot. The Send To Handheld droplet is installed automatically during the initial CD installation process.

Documents To Go®

Companion desktop software for the Documents application on your handheld. Lets you transfer Microsoft Word, Excel, and PowerPoint files to your handheld, as well as create and edit files.

Did You Know?
Some applications are automatically assigned to a category when you install them. Assign any application to a category in **Applications** by selecting Category in the App menu. Select the pick list next to the application's name, and then select a category.

Rhapsody (Windows only)

Transfer MP3 music files from your computer to your handheld or to an expansion card (sold separately), and copy music from your CDs to your computer. This is the desktop companion for the Pocket Tunes application on your handheld. (Download requires Internet connection.)

Windows Media Player link/Direct X link (Windows only)

Work with the Media desktop application. These applications are required for Media to prepare videos for playback on your handheld. (Download requires Internet connection.)

NOTE We recommend that you use the links to download the current versions of Windows Media Player and Direct X, even if you already have Windows Media Player on your computer. These versions contain all of the components needed to prepare videos for playback on your handheld.

Pocket Tunes plug-in (Windows only)

Works with Rhapsody to convert music files to a format that you can carry on your handheld so that you can play them using the Pocket Tunes application on your handheld. (Rhapsody download requires Internet connection.)

The plug-in installs automatically during the initial CD installation process. It is included on the CD in case you should ever need to manually reinstall it.

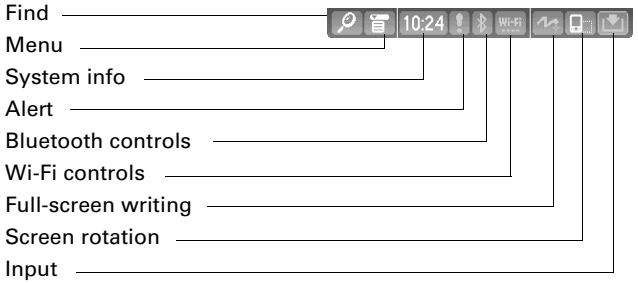
Tip
Use the Find dialog box to locate specific items of information on your handheld—for example, a name or a phone number.

Did You Know?
The System info icon shows the current time on the status bar.

Tip
The Wi-Fi controls signal-strength bars show an exclamation point (!) if Wi-Fi functionality is turned on but you are not connected to a network.

Using the status bar

The status bar at the bottom of the handheld screen gives you access to valuable tools and is accessible in all views.



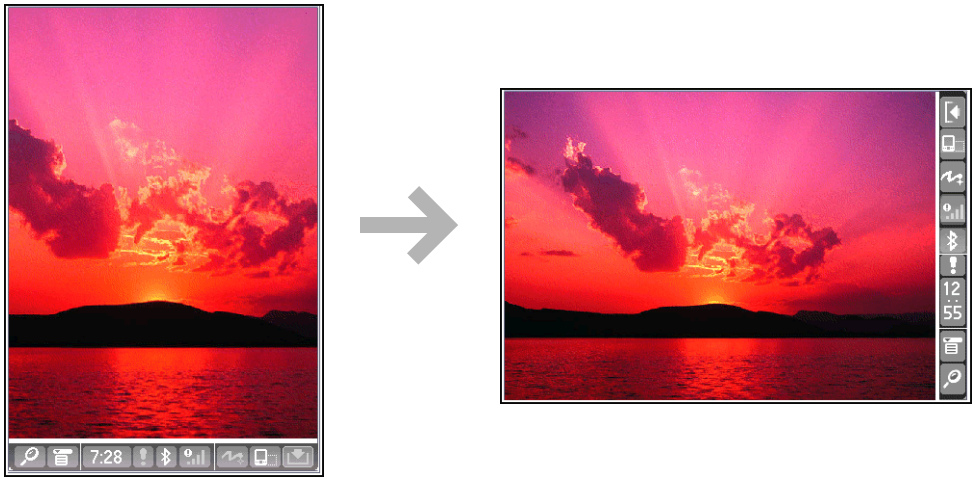
Find	Tap to open the **Find dialog box**.
Menu	Tap to **open the menus** for the current screen.
System info	Tap to open the system information dialog box. The dialog box shows the date and time, available memory, and battery level, and allows you to turn system sounds on and off and to adjust screen brightness.
Alert	Tap to display the **Reminders screen**.
Bluetooth controls	Tap to display the **Bluetooth** dialog box, where Bluetooth functionality can be turned on and off and you can connect to another Bluetooth device. The icon changes from gray to white when Bluetooth functionality is turned on.
Wi-Fi controls	Tap to display the **Wi-Fi** dialog box, where you can make a wireless connection to a Wi-Fi network. The icon displays "Wi-Fi" if Wi-Fi functionality is turned off and signal-strength bars if it is turned on.
Full-screen writing	Tap to turn **full-screen writing** on and off. When on, you can write Graffiti® 2 characters anywhere onscreen.

Did You Know?
You can customize which way the screen rotates in landscape mode by **choosing right- or left-handed rotation**.

Screen rotation	Tap to switch between **landscape and portrait view**.
Input	Tap to switch between showing and hiding the **input area**. Tap and hold to display the input area selection menu.

Rotating the screen

You can switch between landscape and portrait views by tapping Screen rotation on the status bar. Landscape view is useful for viewing spreadsheets, email, web pages, and photos.



Do's and don'ts

To protect your handheld from damage and ensure reliable performance, follow these guidelines.

Do's

- Use only the stylus to tap the screen—no pens, pencils, paper clips, or other sharp objects.
- Use only the supplied AC charger to charge your handheld.
- **Keep the battery charged**.
- Keep the screen free of dust (or anything else that could make it dirty).
- For general cleaning, use a soft, damp cloth. If the screen becomes dirty, use a soft cloth moistened with a diluted window-cleaning solution.
- Use only 3.5mm stereo headphones (sold separately) in your handheld's headphone jack.
- Be sure to **get rid of any static electricity buildup** before you connect your handheld to any cable or accessory.
- **Synchronize** often to maintain a backup copy of your important information on your computer.

Don'ts

[!] IMPORTANT Do not open your handheld for any reason. There are no user-serviceable parts inside.

- Do not drop, bang, or otherwise cause a strong impact to your handheld.
- Do not carry your handheld in your back pocket; you might sit on it by mistake.
- Do not let your handheld get wet; don't leave it in a damp location.

Tip
Be sure to charge your handheld for a full three hours if it does not turn on when you press the power button.

- Do not expose your handheld to very hot or cold temperatures, including placing it near a heater, leaving it in the trunk of a car, or setting it by a window in direct sunlight.
- Do not carry or use your handheld at extremely high altitudes, unless you're in an airplane.

Conserving battery power

If you see an alert on the screen warning you that the battery is low, recharge your handheld. Also recharge your handheld if it doesn't turn on when you press the power button.

NOTE The memory on your handheld is designed to store your information even if the battery becomes drained to the point that you cannot turn on your handheld. When you recharge your handheld, all of your existing information reappears.

Conserve battery life by doing any of the following:

- **Adjust the screen brightness**
- **Reduce the Auto-off setting**
- **Use Keylock to prevent your handheld from turning on by accident**
- Stop **music** or **video** playback when not in use
- **Respond to or cancel alerts** promptly
- **Turn off Bluetooth wireless technology** and **Wi-Fi functionality** when not in use
- **Minimize use of the expansion slot**

Tips & Tricks
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palm.com/myT|X**.

Support
If you're having problems with your handheld, go to **www.palm.com/support**.

Related topics

Click a link below to learn about these related topics:

Setup	Installing the desktop software from the CD
Entering Information	• Entering information with Graffiti 2 characters and shortcuts
	• Entering information with the onscreen letter and number keyboards
Moving Around	• Opening applications and using menus
	• Finding information
Managing Info	• Synchronizing your handheld with your computer
	• Installing additional software from the CD
Sharing	• Beaming information and applications to other Palm Powered™ handhelds
	• Sending information and applications to other Bluetooth handhelds by using Bluetooth technology on your handheld
World Clock	Viewing the current date and time
Customizing	• Setting the current date and time
	• Adjusting the brightness of the display
Maintaining	• Caring for your handheld
	• Resetting your handheld
Common Questions	Answers to frequently asked questions about your handheld

Moving Around in Applications

In this chapter

Opening applications

Using the 5-way navigator

Using menus

Finding information

Related topics

Have you ever been to a new city and felt a bit lost until you figured out that the numbered streets run north/south and the avenues run east/west? Learning to move around on your handheld is similar. Most Palm OS® applications use the same set of application controls. So once you learn how to use these standard controls, you'll be driving all over town and you won't even need a map.

Benefits

- Find and open applications quickly
- Access extra features with menus
- Move around in applications with one hand, using the 5-way navigator
- Locate information in any application with the Find feature

Tip
Press Home once to open Favorites; press Home twice to open Applications. Switch between Favorites and Applications by pressing Home.

Did You Know?
You can **use a favorite photo as the background** for Favorites or Applications View.

Tip
Press and hold the Home button to see a list of recently used applications.

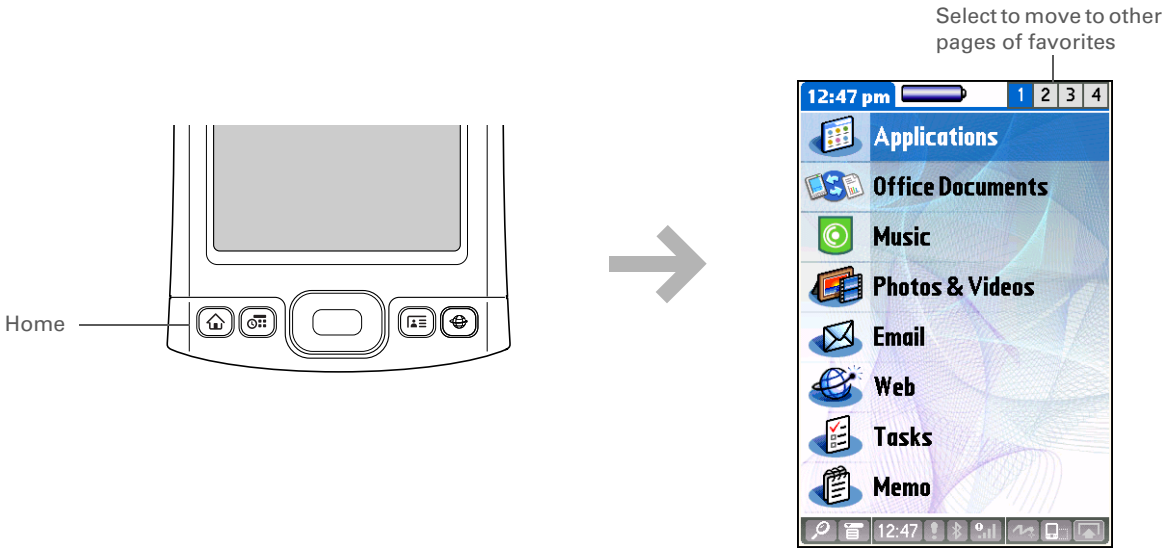
Opening applications

Your handheld lets you display two views to quickly see and open the applications you use most. Favorites lets you create a list of the items you want to quickly access, while Applications lets you access all of the applications on your handheld—except the wireless applications, Wi-Fi and Bluetooth®, which you need to access from the status bar.

Using Favorites View

Favorites View can include applications and links to the web. Certain items are included in Favorites by default, but you can **customize the list** to contain any items you want.

To access an item from Favorites, press Home and select an item from the list. Use the 5-way navigator or select the numbers in the upper-right corner of the screen to move to another page of favorites.



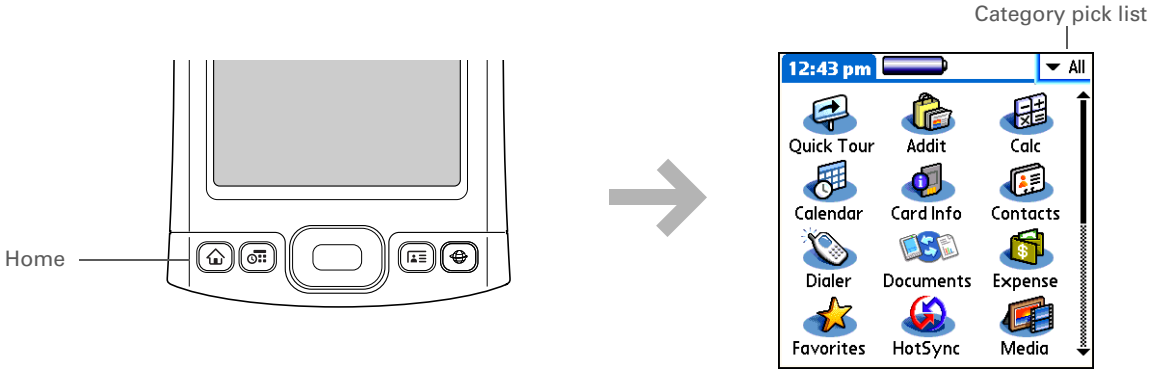
Tip
You can open individual applications by pressing the **quick buttons** on the front of your handheld or tapping the icons in the **input area**.

Tip
Press Center on the 5-way to scroll through application categories.

Using Applications View

The Applications View lets you access all of the applications on your handheld, except the wireless applications, Wi-Fi and Bluetooth, which you access from the **status bar** and are available on any screen. Use the category pick list in the upper-right corner of the screen to view applications by category or to view all applications.

To access an item from Applications, press Home twice and select an icon.



Switching between applications

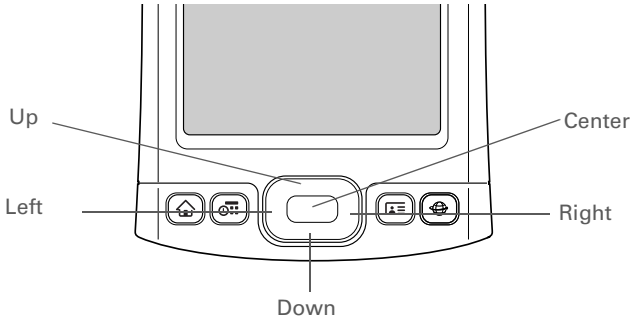
You can switch between applications at any time. Just press Home and select an icon from **Favorites** or Applications, or press a quick button. Your handheld automatically saves your work in the current application and switches to the other application.

Tip
In landscape view, not only does screen orientation change, but so does the orientation of the 5-way. For example, in right-handed landscape view, what was Up in portrait view becomes Right in landscape view.

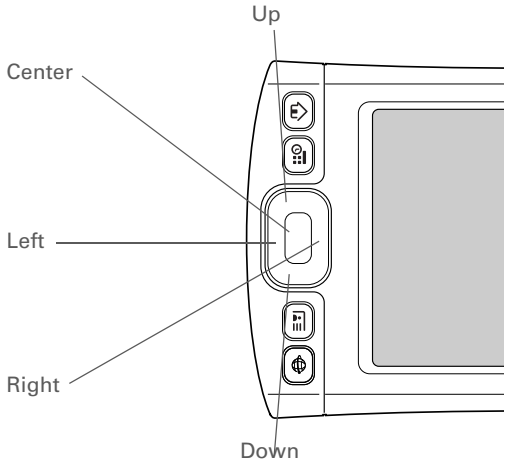
Tip
A few onscreen elements of your handheld can only be activated by tapping them with your stylus, for example, icons in the input area and on the status bar.

Using the 5-way navigator

The 5-way navigator lets you access information quickly with one hand and without the stylus. The 5-way does various things based on which type of screen you're viewing, and which item on the screen is highlighted. To use the 5-way, press Up, Down, Left, Right, or Center.



Portrait view



Right-handed landscape view

On most screens, one item—a button, a list entry, or an entire screen—is highlighted by default. The highlight identifies what element will be affected by your next action. Use the 5-way to move the highlight from one item to another onscreen.

Moving around with the 5-way

On most screens, one item—a button, a list entry, or an entire screen—is highlighted by default. The highlight identifies what element will be affected by your next action. On any screen, only one item can be highlighted at a time. Use the 5-way to move the highlight from one item to another onscreen.

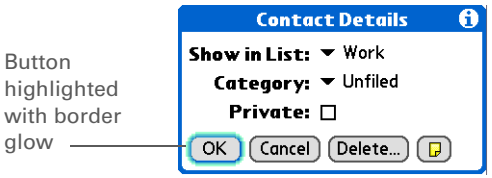
Tip
When an entire screen is highlighted, only the top and bottom borders acquire the glow; the right and left borders do not show the highlight.

Tip
A few onscreen elements of your handheld can only be activated by tapping them with your stylus, for example, icons in the **input area** and the view icons in the lower-left corner of the Calendar screen.

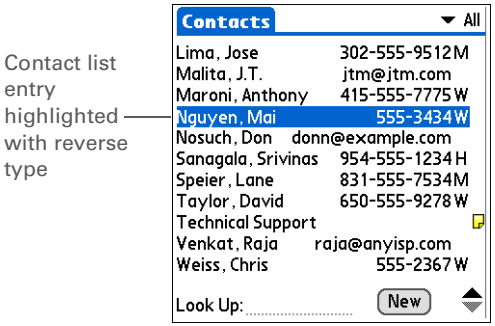
The highlight can take one of three forms, depending on what is highlighted:

NOTE Individual applications may contain application-specific elements that can also be highlighted by the 5-way, for example, the Quick Connect icon in a contact.

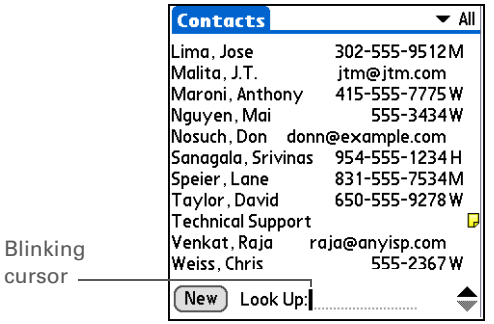
Border glow This highlights elements of the user interface like command buttons, pick lists, and arrows.



Reverse type (white text on a dark background) This highlights an entry on a list screen or a phone number, email address, or web link on a web page or in a message.



Blinking cursor The blinking cursor tells you that you can enter text at that point.

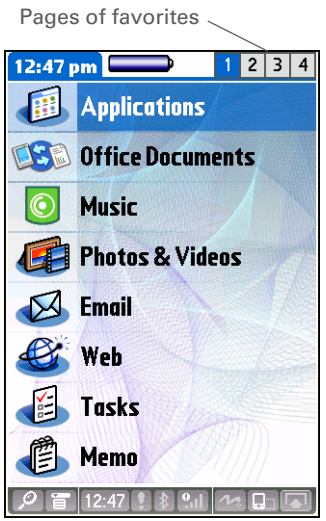


Tip

In Applications View, to remove the selection highlight without making a selection, scroll to the first icon (in the upper-left corner) and then press Left on the 5-way, or enter the Backspace character using **Graffiti® 2 writing**.

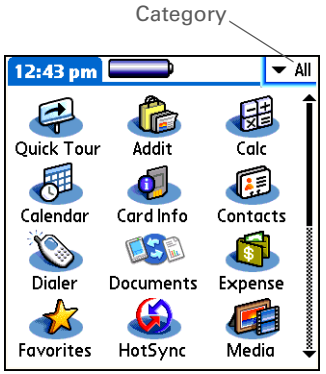
Moving around in Favorites View

Up or Down	Scrolls to the next favorite in the corresponding direction.
Right or Left	Displays the next or previous page of favorites.
Center	Opens the selected item.



Moving around in Applications View

Up or Down	Scrolls up or down in Applications View.
Right or Left	Scrolls to the next or previous application category.
Center	Inserts the highlight. When the selection highlight is present: **Up, Down, Right, or Left** Scrolls to the next item in the corresponding direction. **Center** Opens the selected item.



Moving around in list screens and entry screens

In list screens, use the 5-way to select and move between entries such as notes, memos, contacts, or photos. In individual entry screens—such as a single photo or email message—use the 5-way to move among the items on the screen or to move to another entry.

The behavior of the 5-way for list screens and entry screens varies according to application. Follow the guidelines for **moving around with the 5-way** for general tips; as you become familiar with each application, learning the specific behavior of the 5-way is easy.

Moving around in dialog boxes

Dialog boxes appear when you select a button or option that requires you to provide additional information. In dialog boxes, use the 5-way to select a button or to make a selection from items such as boxes and pick lists.

Up, Down, Right, or Left Highlights the next item in the dialog box (pick list, box, button) in the corresponding direction.

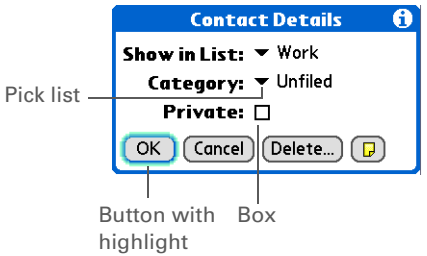
Center

- If highlight is on a box: Checks or unchecks the box.
- If highlight is on a pick list: Opens the pick list. When a pick list is open:

  Up or Down Scrolls to the previous or next entry.

  Center Selects the highlighted entry.

- If highlight is on a button: Activates the button, and then closes the dialog box.



[!] IMPORTANT Read dialog boxes carefully. Selecting a button such as OK or Yes may cancel an action or delete information.

Moving around in menus

After you **open the menus** you can use the 5-way to move between menus and to select menu items:

Up or Down	Scrolls within the current menu list.
Right or Left	Scrolls to the next or previous menu on the menu bar.
Center	Selects the highlighted menu item.

Tip
You can also open the handheld menus by tapping the application title in the upper-left corner of the screen.

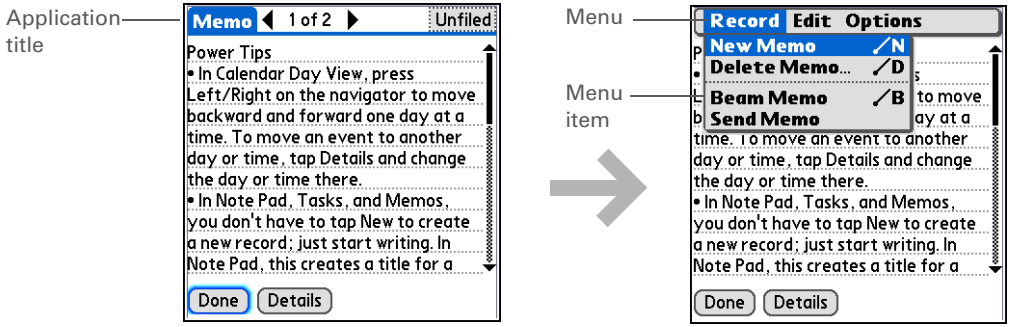
Tip
When the menus are open, you can **use the 5-way** to select menus and menu items.

Using menus

Menus let you access additional features and settings. They are easy to use, and once you master them in one application, you know how to use them in all your applications.

1 **Open an application**.

2 Tap Menu on the status bar.



3 Select an item from the leftmost menu, or use the 5-way to highlight and select a different menu, and then select a menu item.

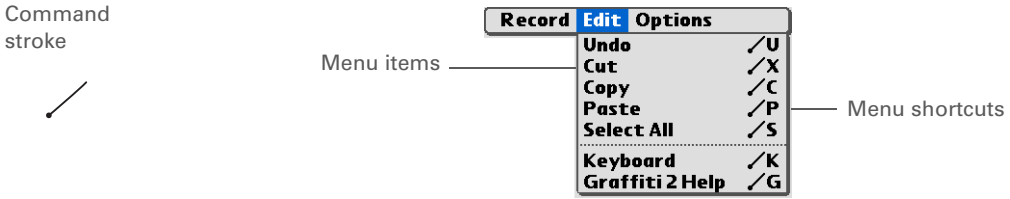
Done

Tip
Command mode is active for just a few seconds, so write the menu shortcut or tap an icon on the Command toolbar quickly.

Using the Command stroke

Most menu items also have a menu shortcut, which is similar to the keyboard shortcuts used on computers. The menu shortcut appears to the right of the menu item.

To use a menu shortcut, first write the Graffiti® 2 Command stroke on the left side of the **input area** or the **full screen**, and then write the shortcut letter. For example, to select Paste from the Edit menu, write the Command stroke, followed by the letter *p*. You do not have to open a menu to use the Command stroke.

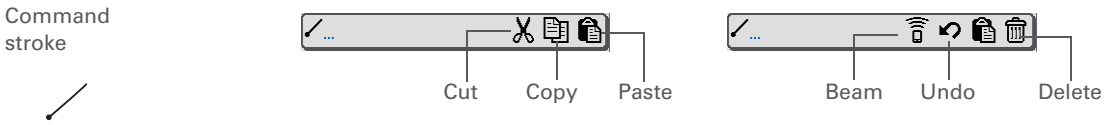


NOTE When you write the Command stroke, the Command toolbar appears. See the next section for info on using the Command toolbar.

Using the Command toolbar

The Command toolbar displays different icons based on the active screen. For example, if you have text selected, the icons might be Cut, Copy, and Paste. If no text is selected, the icons might be Beam, Undo, and Delete.

To use the Command toolbar, write the Command stroke to display the Command toolbar, and then tap an icon to select its command.



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

Tip
Open an application before you tap Find to display results from that application at the top of the results list.

Tip
Want to stop searching? Select Stop at any time during a search. To continue the search, select Find More.

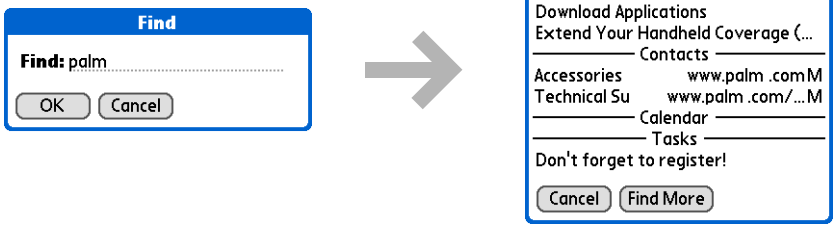
Finding information

You can use Find to locate any word or phrase in applications, such as Media, SMS, Contacts, Documents, or Calendar.

Find locates any words that begin with the text you enter and is not case-sensitive. For example, searching for "plane" finds "planet" but not "airplane." Searching for "bell" also finds "Bell."

1 Tap Find on the status bar.

2 Enter the text that you want to find, and then select OK.



3 Select the text that you want to review.

Done

Tips & Tricks
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palm.com/myT|X**.

Support
If you're having problems with your handheld, go to **www.palm.com/support**.

Related topics

Click a link below to learn about these related topics:

Your Handheld	• Locating the controls on your handheld • Discovering the built-in software on your handheld and the additional software on the CD • Getting familiar with the input area and onscreen application controls
Entering Information	• Entering information with Graffiti 2 characters and shortcuts • Entering contact information in other applications
Sharing	• Beaming information and applications to other Palm Powered™ handhelds • Sending information and applications to other Bluetooth® handhelds by using Bluetooth technology on your handheld
Privacy	Keeping information private by turning on security options
Categories	Creating categories and organizing your applications and information
Managing Info	• Adding and deleting applications on your handheld • Viewing application information

Customizing	• Using a photo as the background for Applications and Favorites views • Displaying Applications View in list format
Maintaining	Caring for your handheld
Common Questions	Answers to frequently asked questions about using your handheld and its applications

Entering Information on Your Handheld

In this chapter

How can I enter information on my handheld?

Entering information with Graffiti® 2 writing

Using the onscreen keyboard

Entering info from Contacts into another application

Editing information

Related topics

Whether you're scheduling a meeting with your daughter's teacher or adding a new restaurant to your Contacts list, you need to get that information into your handheld. There are several ways to do this.

You may find that you prefer one method if you're entering a small amount of information, while another works best for large amounts. Choose the one that fits your situation.

Benefits

- Quickly enter important information
- Choose the method that works best for your situation

Tip
A blinking cursor on your handheld screen indicates where the information you enter will appear. Tap or use the 5-way to move the cursor to the location you want. In most cases, if you do not see a blinking cursor, you cannot enter information on that screen.

How can I enter information on my handheld?

There are several ways to enter information directly on your handheld. The most popular methods are using Graffiti 2 writing or using the onscreen keyboard. The following are some of the ways to enter information:

- **Graffiti® 2 writing**
- **The onscreen keyboard**
- **Phone Lookup**
- **Note Pad**
- An accessory keyboard (sold separately; visit **www.palm.com/myT|X** and click the Accessories link)

NOTE You can also enter information on your computer and **move and work with the information between your handheld and your computer**. Or you can send and receive information from other handhelds, using **beaming** or your handheld's built-in **Bluetooth® wireless technology** or **Wi-Fi capabilities**.

Entering information with Graffiti® 2 writing

You can enter info directly on your handheld with Graffiti 2 writing. Graffiti 2 writing includes any character you can type on a standard keyboard. Entering these characters on your handheld is very similar to the way you naturally write letters, numbers, and symbols. But instead of using a pen and paper, you use the stylus and the input area on your handheld. With only a few minutes of practice, you can learn to use Graffiti 2 writing.

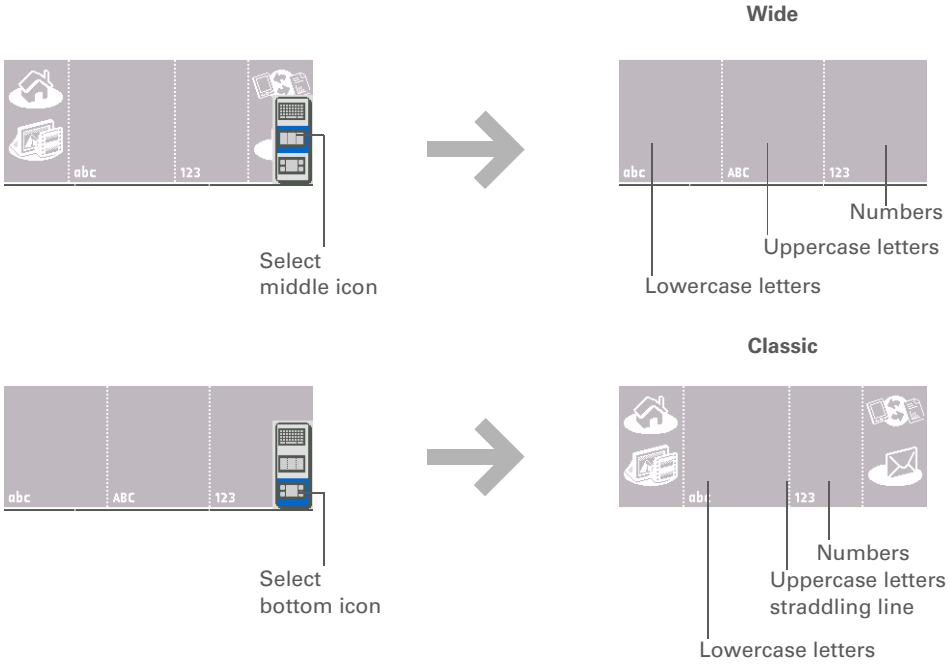
Writing in the input area

You can write Graffiti 2 characters in the input area, or you can turn on full-screen writing and use the entire screen to enter characters.

Tip
Select the top icon to open the **onscreen keyboard**.

Tip
You can choose whether the Graffiti 2 strokes you enter appear as white characters **in the input area**.

Your handheld has two different layouts—classic and wide—for the input area that you can use to enter Graffiti 2 characters. To open them, tap and hold Input on the status bar, and then select the icon of the input area you want.



In either layout, write lowercase letters, uppercase letters, and numbers in the sections shown. If you write characters in the wrong area, they are not recognized correctly and an incorrect character is written.

Using full-screen writing

When full-screen writing is turned on, you can write anywhere on the screen. When full-screen writing is turned off, you must write character strokes in the Graffiti 2 input area for your handheld to recognize them.

You can write letters or characters in the following areas:

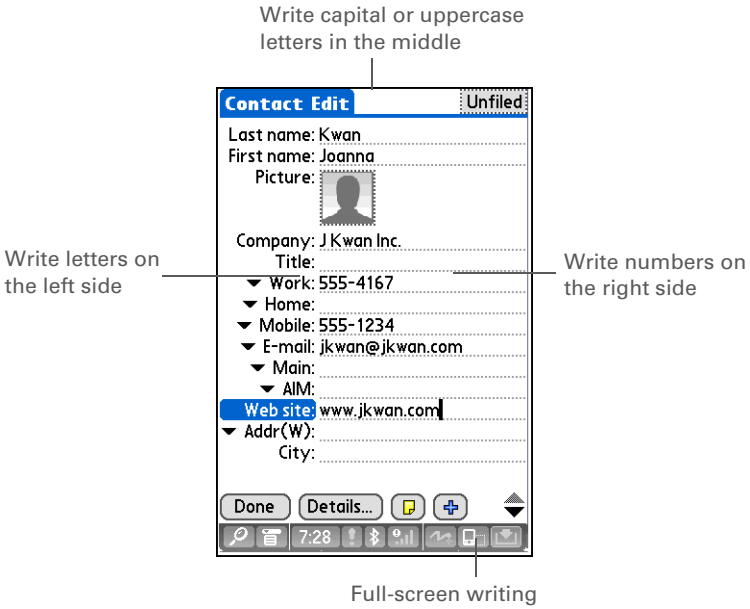
Left side of the screen Write letters or characters that are assigned to the abc input area.

Right side of the screen Write numbers or characters that are assigned to the 123 input area.

Middle of the screen straddling the imaginary dividing line between the left and right sides Write uppercase letters.

NOTE For a brief period of time after writing a character, a quick tap on the screen is interpreted as a period character. Wait a second to tap buttons or place the cursor so that the action is not interpreted as a period character.

Turn full-screen writing on and off by tapping full-screen writing on the status bar. When full-screen writing is on, the icon turns from gray to white.



Did You Know?
Graffiti 2 writing automatically capitalizes the first letter of a sentence or a new entry.

Tip
Display the Graffiti 2 help screens at any time. Just draw a single stroke from the bottom of the input area to the top of your handheld's screen.

Learning Graffiti 2 writing

Graffiti 2 writing is a special set of letters, numbers, and symbols that you can use to write directly on the screen. With only a few minutes of practice, you can learn to use Graffiti 2 writing—and help is always only a tap away.

1. **Go to Applications** and select Quick Tour .
2. Select Using Your Handheld, and then select Graffiti 2. Navigate through the screens to learn Graffiti 2 writing.

Done

Writing Graffiti 2 characters

1. **Open an application** you use to enter information, like Calendar.
2. Tap the screen where you want your character to appear.
3. Position the stylus in the correct part of the input area, if selected, or in the correct part of the screen if full-screen writing is on.

Continued

4	Write the characters exactly as shown in the tables that follow these steps. Be sure to start each stroke at the heavy dot.
5	Lift the stylus at the end of the stroke.
Done	**When you lift the stylus from the screen, your handheld recognizes the stroke and prints the character at the insertion point on the screen.**

Did You Know?
Graffiti 2 characters made with two strokes are recognized after the second stroke. Make the second stroke quickly after the first so that the correct character is recognized.

Did You Know?
Write uppercase letters the same way you write lowercase ones. The only difference is where you write them.

Tip
Your handheld has tables displaying all of the Graffiti 2 characters, short cuts, and commands. **Customize your handheld** so you can display these tables by drawing a line from the bottom of the screen to the top.

Keys to success with Graffiti 2 writing

Keep these guidelines in mind when using Graffiti 2 writing:

- Write the characters exactly as shown in the following tables. Don't write the dot. It's only there to show you where to begin writing the character.
- The Graffiti 2 writing area, whether the input area or the full screen, has two sections. Write lowercase letters on the left, numbers on the right, and capital letters across the middle.
- Write at a natural speed, and do not write on a slant.
- Press firmly.
- Write large characters.

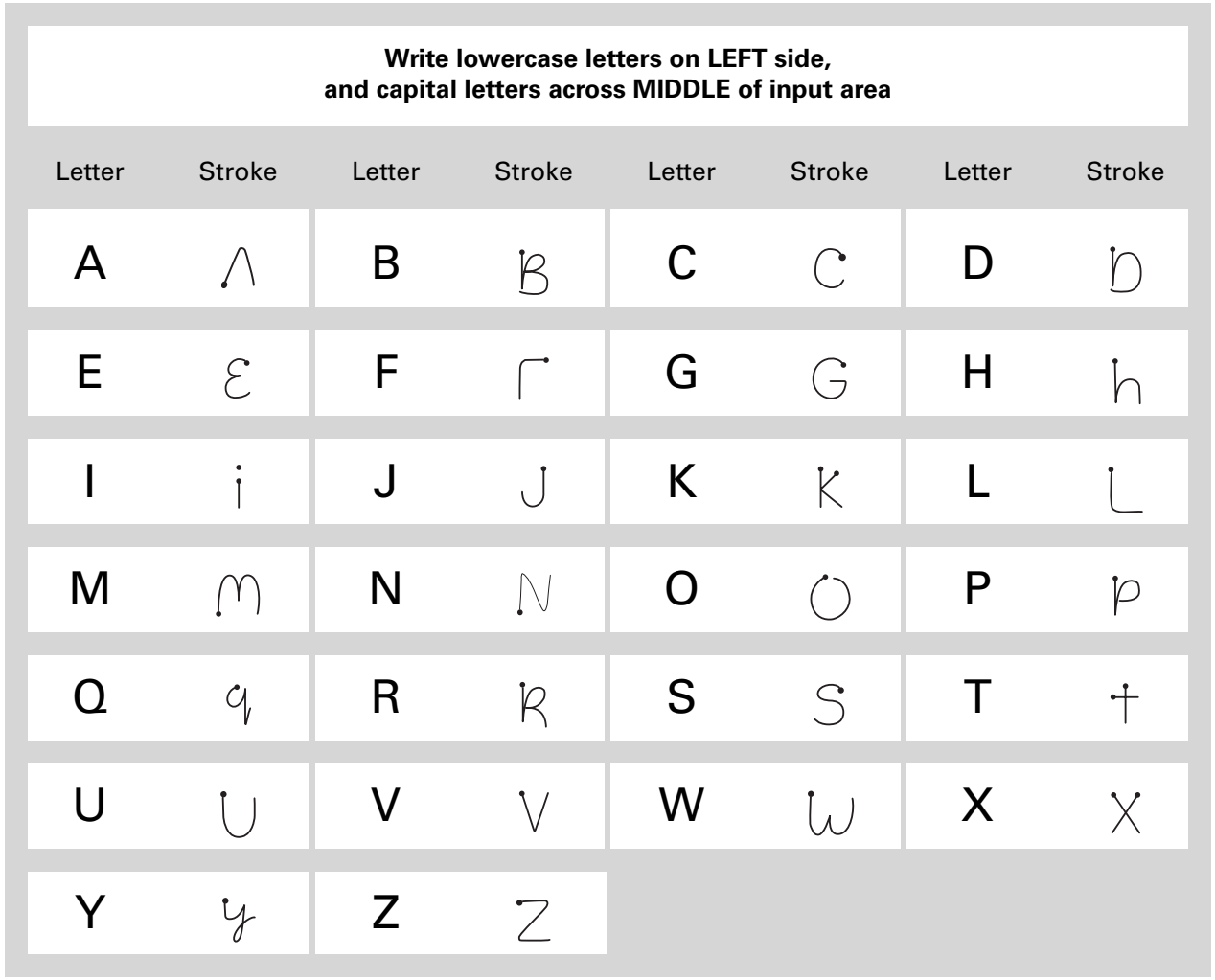
If you're already familiar with Graffiti writing from an older Palm Powered™ handheld, Graffiti 2 writing will be easy to master. Characters are entered in exactly the same way, except for *i*, *t*, *k*, and the number *4*. These letters are now made with two strokes, just the way you would write them if you were using a pen and paper.

Also, you no longer have to use the Punctuation Shift stroke for common punctuation like periods and commas or for @. Just write these characters on the correct side of the input area and your handheld immediately recognizes them.

Tip

You can **select alternate ways to write some Graffiti 2 characters**. Choose the method that's most natural for you.

Graffiti 2 alphabet



Graffiti 2 numbers

Write numbers on RIGHT side of input area			
Number	Stroke	Number	Stroke
0		1	
2		3	
4		5	
6		7	
8		9	

Graffiti 2 punctuation marks

Write these marks on LEFT side of input area			
Mark	Stroke	Mark	Stroke
Period .		Ampersand &	
Comma ,		Carriage return	
Apostrophe '		At @	
Space		Quotation mark "	
Question mark ?		Tab	
Exclamation point !			

Tip
Having trouble with the plus sign or asterisk symbol? Use the Punctuation Shift stroke first and then make the character.

Write these marks on RIGHT side of input area

Mark	Stroke	Mark	Stroke
Period .		Backslash \	
Comma ,		Slash /	
Tilde ñ		Left parenthesis (	
Dash –		Right parenthesis)	
Plus +		Equal sign =	
Asterisk *			

Tip
Having trouble accenting characters? You can always open the **onscreen keyboard**, tap int., and then tap the character you need.

Tip
Get help writing any of the Graffiti 2 characters in most applications. **Open the Edit menu** and select Graffiti 2 Help.

Graffiti 2 accented characters

For accented characters, write the letter on the left side of the input area, and then write the accent on the right side of the input area.

Write these marks on RIGHT side of input area			
Accent	Stroke	Accent	Stroke
Acute á		Dieresis ä	
Grave à		Circumflex â	
Tilde ã		Ring å	

Graffiti 2 gestures

Write gestures on LEFT side, or across the middle of input area

Gesture	Stroke	Gesture	Stroke
Cut		Paste	
Copy		Undo	

Tip
If you accidentally enter the Punctuation Shift stroke, enter it again to cancel it, or wait a moment and it automatically disappears.

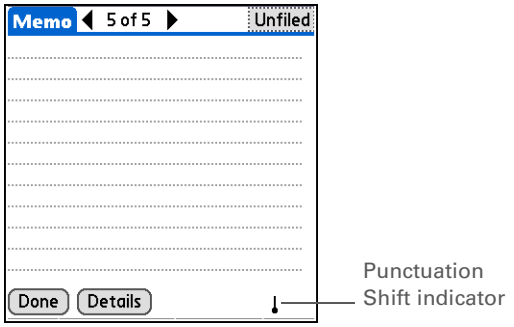
Did You Know?
Writing two Punctuation Shift strokes cancels the automatic capitalization of the first letter of a new entry or sentence.

Writing Graffiti 2 symbols and other special characters

Symbols and other special characters can be written on either side of the input area, using the Punctuation Shift stroke.

1 Enter the Punctuation Shift stroke.

When Punctuation Shift is active, an indicator appears in the lower-right corner of the screen.



2 Write the symbol or other special character shown in the following table.

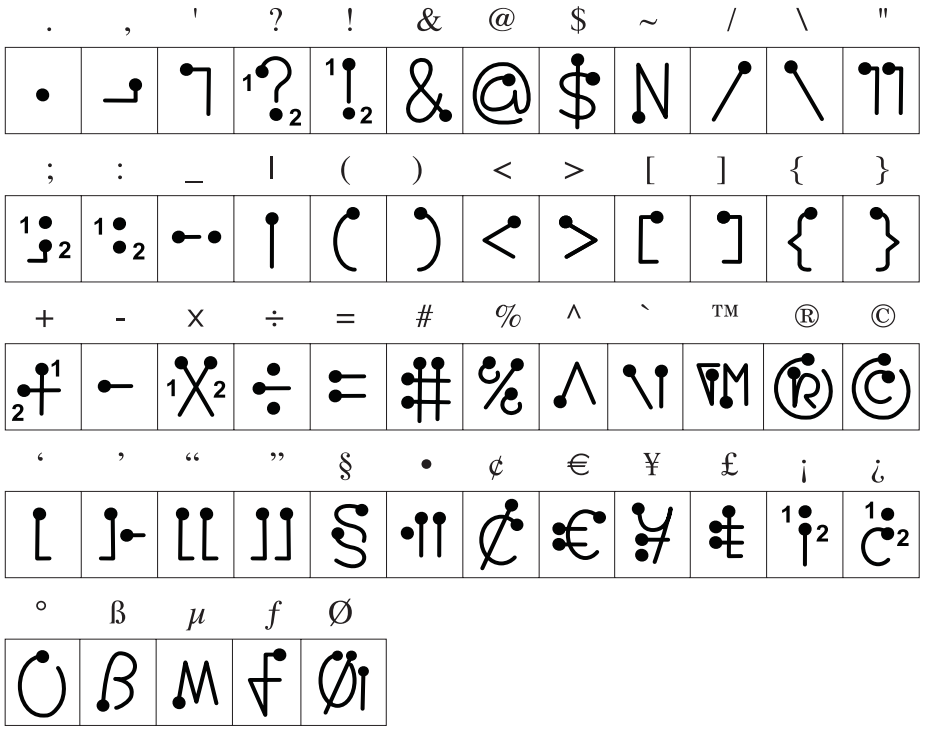
You can write a symbol or special character anywhere in the input area.

3 Enter another Punctuation Shift stroke to finish the character and to make it appear more quickly.

Done **Once the Punctuation Shift indicator disappears, you see the character.**

Graffiti 2 symbols and special characters

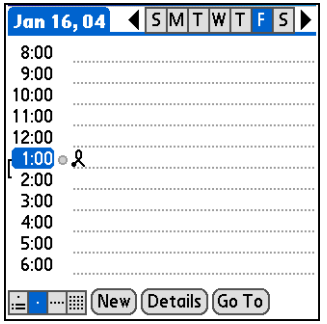
Write symbols on EITHER side of input area



Writing a Graffiti 2 ShortCut

Graffiti 2 contains several ShortCuts to make entering common information easier. For example, when you write the ShortCut stroke followed by *dts*, you automatically enter the current date and time. You can also **create your own ShortCuts**.

1 Write the ShortCut stroke . This stroke appears at the insertion point.



2 Write the ShortCut character from the following table.

You can write ShortCuts on the left side of the input area, or across the middle.

Done **The ShortCut stroke is replaced by the text the character represents.**

Graffiti 2 ShortCuts

Write ShortCuts on LEFT side, or across MIDDLE of input area

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

» **Key Term**

Entry A piece of information entered in an application such as a contact in Contacts or an appointment in Calendar.

✱ **Tip**

You can enter text whenever you see a blinking cursor on the screen.

Using the onscreen keyboard

You can use the onscreen keyboard in any application where you need to enter text, numbers, or symbols on your handheld.

1 Open an entry:

a. **Open an application**.

b. Select an entry or tap New.

2 If the input area is hidden, select Input on the status bar to open it.

3 Tap abc or 123 to open the alphabetic or numeric keyboard, respectively.

↘ **Continued**

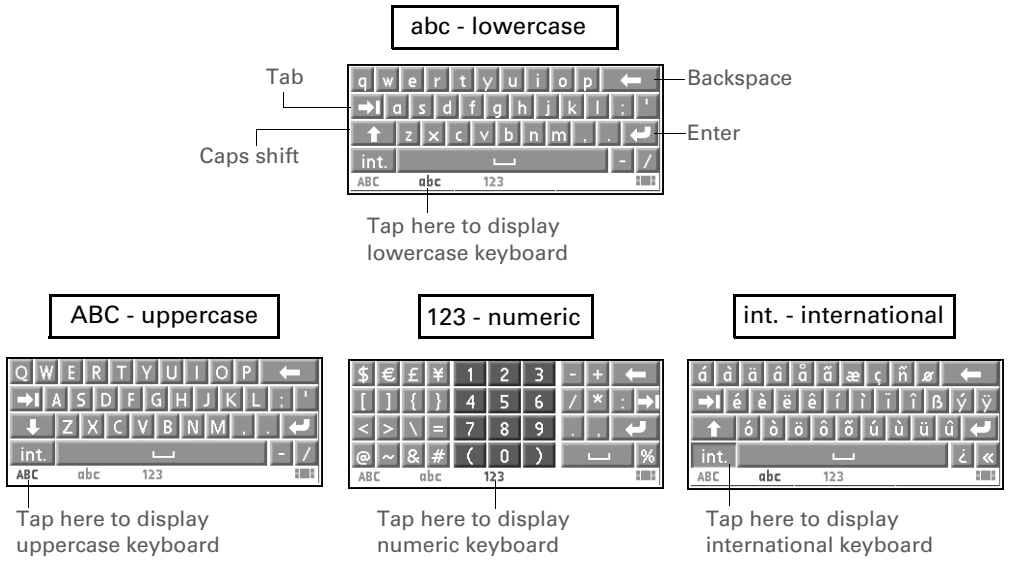
Tap to open keyboards

Tip

If you have a lot of information to enter, a portable wireless keyboard accessory makes data entry fast and easy. Visit **www.palm.com/myT|X** and click the Accessories link.

4

[&] OPTIONAL Select from among four separate keyboards.



Done

Entering info from Contacts into another application

Having lunch with someone whose info you have in Contacts? Use Phone Lookup to quickly enter the person's name and primary contact info into the appointment you create in Calendar. This feature is available in Calendar, Memos, Tasks, and Expense.

1

Open an entry:

a. **Open an application**.

b. Select an entry or select New.
In Expense only: Select Details, and then select Attendees.

2

Add the contact from Phone Lookup:

a. Tap where you want to enter the contact.

b. **Open the menus**.

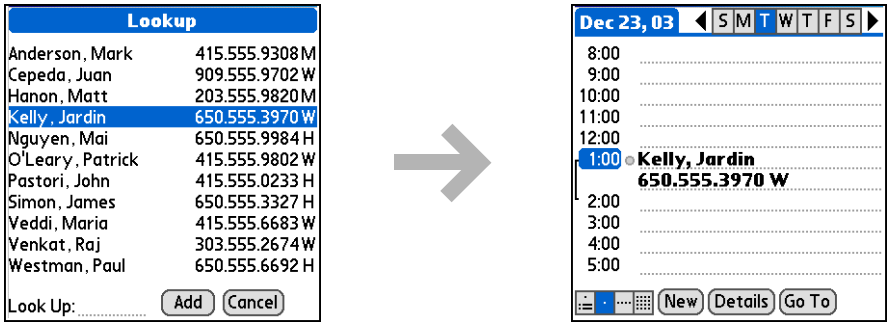
c. Select Options, and then select Phone Lookup.

↘ Continued

Tip
You can also enter the first few letters of the contact's name, and the open Phone Lookup. The first contact name matching the letters you entered is highlighted.

Cont'd.

d. Select the contact, and then select Add.



3 **[&] OPTIONAL** To add another contact, repeat step 2.

Done **The name and phone number of the contact are automatically entered.**

Editing information

Editing information on your handheld is similar to editing with word-processing applications on your computer. Select the information, and then apply the correct command.

Selecting information

There are several ways to select information that you want to edit or delete.

Selecting text	Place the cursor before or after the text you want to select, and drag the cursor over all the text you want to select.
Selecting a word	Tap twice on a word to select it.
Selecting a line	Tap three times anywhere in a line to select it. This selects the final return character or space as well as any text.

Tip

There are even faster ways to copy and paste information:

- Use **Graffiti 2 gestures**.
- Use the **Graffiti 2 Command stroke** and the menu shortcut for cut, copy, or paste (/*X*, /*C*, /*P*).
- Select the text, write the command stroke, and then tap the icon for cut or copy from the command toolbar that appears.

Copying and pasting information

Copying and pasting information on your handheld is similar to editing with word-processing applications on your computer.

1. **Select the information** you want to copy.
2. Copy the information:
   a. **Open the menus**.
   b. Select Edit, and then select Copy.
3. Tap where you want to paste the information.
4. Select Edit, and then select Paste.

Done

Tip
Delete information with **Graffiti 2 writing**. Select the information, and then draw a line from right to left in the input area.

Deleting information

Delete all or part of an entry with the Cut command.

1. **Select the information** you want to delete.

2. Delete the information:

   a. **Open the menus**.

   b. Select Edit, and then select Cut.

   Done

Tips & Tricks
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palm.com/myT|X**.

Support
If you're having problems with setup or anything else on your handheld, go to **www.palm.com/support**.

Related topics

Click a link below to learn about these related topics:

Moving Around	• Opening applications • Using menus
Sharing	Beaming or sending information to another Palm Powered handheld
Customizing	• Selecting alternate ways to write some Graffiti 2 characters • Creating your own Graffiti 2 ShortCuts
Common Questions	Answers to frequently asked questions about entering information

Moving Info Between Your Handheld and Your Computer

In this chapter

Why synchronize information?

Synchronizing with a cable or IR port

Synchronizing using wireless technology

Synchronizing by connecting to a computer on the network

Customizing your synchronization settings

Installing applications to your handheld

Entering information with your computer

Importing information from other applications

Installing the additional software from the CD

If you regularly synchronize your handheld with your computer, you know what a powerful tool synchronization is for transferring, updating, and backing up large amounts of information on your handheld.

Synchronizing simply means that information that has been entered or updated in one place (your handheld or your computer) is automatically updated in the other. There's no need to enter information twice.

Benefits

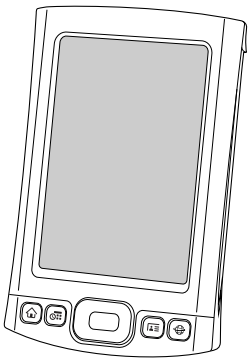
- Quickly enter and update information on your computer and your handheld
- Install applications
- Protect your information
- Send photos and videos to your handheld from your desktop computer

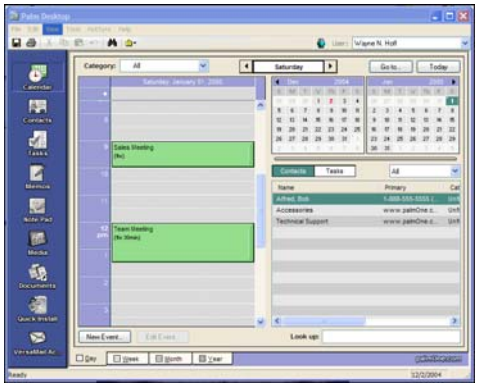
Tip
Synchronize Microsoft Word, PowerPoint, or Excel files from your computer and open them in the **Documents** application on your handheld to view and edit them at your convenience.

Why synchronize information?

Quickly enter and update information on your computer and handheld. Synchronizing updates information both on your handheld and in **Palm® Desktop software** on your computer. For example, you can quickly enter a contact list on your computer and then send it to your handheld instead of reentering the information.

NOTE During CD installation, you can choose to **synchronize your handheld with Microsoft Outlook** on your computer (Windows only).





Install applications. With just a few clicks, you can use **Palm® Quick Install** to add files to certain applications on your handheld or to install additional software.

Protect your information. Nothing is worse than losing important information. When you synchronize information, you create a backup copy. If something happens to your handheld or your computer, the information is not lost; one tap restores it in both places.

[!] IMPORTANT Be sure to synchronize information at least once a day so that you always have an up-to-date backup copy of important information.

[!] Before You Begin

Complete the following:

- Perform **initial handheld setup**.
- Install **Palm® Desktop software** and additional software from the CD.

» **Key Term**

Conduit The synchronization software that links an application on your computer with the same application on your handheld.

✱ **Tip**

You can **synchronize your handheld with your computer wirelessly** using the built-in Wi-Fi and Bluetooth® wireless technologies on your handheld.

What information is synchronized?

When you install Palm Desktop software from the software installation CD, a conduit is installed to your computer for each of the following applications:

The conduits allow you to transfer information between the application on your handheld and the corresponding application in Palm Desktop software when you synchronize.

NOTE Information from Expense and Media is synchronized on Windows computers only.

During CD installation, you can synchronize your handheld with Microsoft Outlook on your computer (Windows only). If you do, info from Contacts, Calendar, Tasks, and Memos is synchronized with info in the same application in Outlook (Memos is called Notes in Outlook). Information for Expense, Note Pad, and Media is still synchronized with the same application in Palm Desktop software. You can insert the CD at any time to choose synchronization with Outlook if you did not do so during the initial installation.

NOTE You can also set up the VersaMail® application to synchronize it with Outlook.

You can synchronize more than one handheld with your computer. For example, family members can all synchronize their handhelds with the same copy of Palm Desktop software, or some can choose to synchronize with Palm Desktop software, while others synchronize with Outlook. Just make sure that each handheld has its own username; the desktop software reads the username and recognizes the handheld during synchronization. Loss of info may occur from sharing the same username.

» **Key Term**
HotSync® Technology that allows you to synchronize the information on your handheld with the information on your computer.

✱ **Tip**
If the Select User dialog box appears during synchronization, select the username whose information you want to synchronize, and then click OK.

✱ **Tip**
If you need help with synchronizing, see **I can't synchronize my handheld with my computer.**

How to synchronize

You can synchronize your handheld with your computer in the following ways:

- Wirelessly using **Wi-Fi®** (Windows only) or **Bluetooth®** wireless technology on your handheld
- Using the sync cable attached to your handheld and your computer
- Using your handheld's **infrared** (IR) port
- Using another computer on a **network to synchronize** with your computer on the same network
- (Windows only) Using a phone or modem to dial into your company network (phone and modem sold separately)

[!] **IMPORTANT** **The first time you synchronize, you must use the sync cable or your handheld's IR port. If you followed the instructions to synchronize during initial setup, you've already covered this requirement.**

To synchronize, HotSync® manager must be active. HotSync manager was installed when you installed **Palm® Desktop software**; if you didn't install Palm Desktop software, you don't have HotSync manager on your computer.

On a Windows computer, you know HotSync manager is active when its icon appears in the lower-right corner of your screen. If the icon is not there, turn it on by clicking Start, and then selecting Programs. Navigate to the Palm folder, and select HotSync manager.

On a Windows computer, Palm Desktop software includes both Palm® Media, which you can use to transfer photos and videos to your handheld, and Palm Quick Install, which installs applications (PRC or PDB) for use on your handheld when you synchronize.

NOTE On a Mac computer, use the Send To Handheld droplet to transfer photos and videos and install applications on your handheld when you synchronize.

When you transfer a file to your handheld through synchronization, the file, such as a video, may be converted for best use on (optimized for) your handheld.

When would I use each method?

The method you use to move info onto your handheld depends on the type of info it is. Here are the methods to use with the most common information types.

Information in Contacts, Calendar, Tasks, Memos, Note Pad (Windows only: Expense, VersaMail) Use Palm Desktop or Outlook (Windows) to enter information on your computer. Synchronize to transfer the new or updated information on your computer to your handheld.

Applications (PRC or PDB file) Use Quick Install from within Palm Desktop (Windows) or drag the application to the Send To Handheld droplet icon on your desktop (Mac), and then synchronize to install the application on your handheld.

Did You Know?
When you transfer photos and videos using the desktop Media application, the files may be converted for viewing on your handheld.

Word documents, Excel spreadsheets, PowerPoint presentations Use the Documents To Go® application on your computer or the Documents application in Palm Desktop software (Windows only). Synchronize to transfer the files from your computer to your handheld.

Photos and videos Use the desktop Media application from within Palm Desktop (Windows) or drag the files to the Send To Handheld droplet icon on your desktop (Mac). Synchronize to transfer the files from your computer to your handheld.

Music (MP3) files In Windows, use your **music desktop application** to transfer the files to your handheld or the Audio folder on your handheld's expansion card. In Mac, drag the file to the Send To Handheld droplet icon on your desktop, and then synchronize to transfer the files from your Mac to your expansion card.

[!] Before You Begin

To synchronize, HotSync manager must be active.

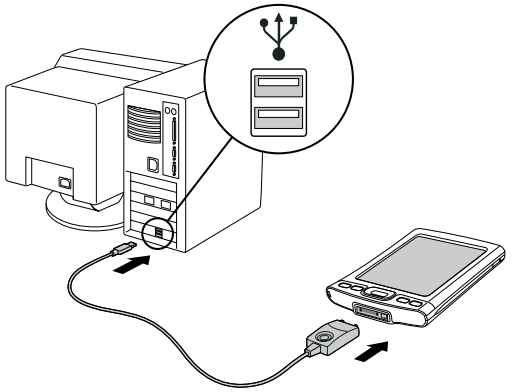
- HotSync manager was installed when you installed **Palm Desktop software**; if you didn't install Palm Desktop software, you don't have HotSync manager on your computer.
- On a Windows computer, you know HotSync manager is active when its icon appears in the lower-right corner of your screen. If the icon is not there, turn it on by clicking Start, and then selecting Programs. Navigate to the Palm folder, and select HotSync manager.

Synchronizing with a cable or IR port

You can synchronize using a cable, IR port, Wi-Fi or Bluetooth wireless technology, or a modem.

Synchronizing with a cable

1 Connect the USB sync cable to the USB port on your computer, and then insert the other end into your handheld.



↘ Continued

Tip
If you need help with synchronizing, see **I can't synchronize my handheld with my computer.**

Tip
If the Select User dialog box appears during synchronization, select the username whose information you want to synchronize, and then click OK.

Tip
If any problems occurred during synchronization, a message appears on your computer screen asking if you want to view the log. View the HotSync® log to see what applications successfully synched and whether any problems occurred. Go to Applications on your handheld and select HotSync, and then select Log; or click the HotSync manager icon on your computer and then click View Log.

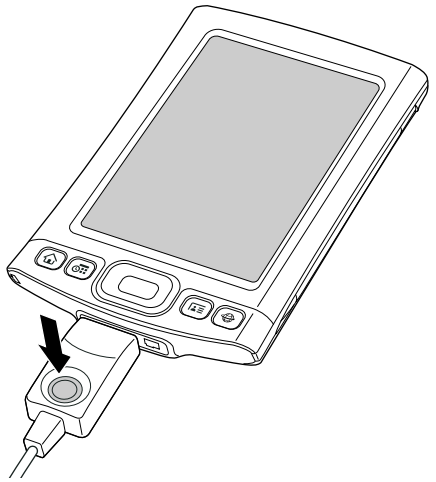
2

Synchronize your handheld with your computer:

a. Press the sync button on the USB sync cable.

b. When synchronization is complete, a message appears at the top of your handheld screen, and you can disconnect your handheld from the connector.

Done



[!] Before You Begin

Your computer must have the following:

- An enabled IR port and driver or have an IR device attached to it. Check your computer's documentation to see if it supports IR communication.
- HotSync manager must be active. On a Windows computer, you know HotSync manager is active when its icon appears in the lower-right corner of your screen.

+ Did You Know?

You can also use your IR phone with **Bluetooth wireless technology** to synchronize.

Synchronizing using the IR port

When you synchronize using your handheld's IR port, you don't need your cable. This is especially useful if you travel with an IR-enabled laptop.

WINDOWS ONLY

1

Prepare your computer for IR synchronization:

a. Click the HotSync manager icon in the taskbar in the lower-right corner of your screen.

b. Make sure that Infrared is selected.

↘ Continued

Tip
You can continue to use the sync cable even if your computer is set up for IR synchronization. If you disconnect the cable after selecting Infrared on a Windows computer, be sure to click the HotSync manager icon and select Local USB before reconnecting the cable.

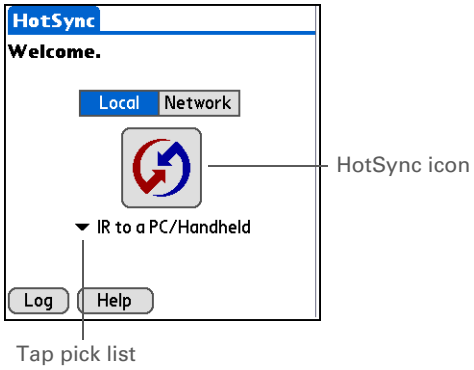
2

Synchronize your handheld with your computer:

a. **Go to Applications** and then select HotSync .

b. Tap Local.

c. Tap the pick list below the HotSync icon and select IR to a PC/Handheld.



d. Position the IR port of your handheld within a few inches of the IR port of your computer.

e. Tap the HotSync icon on your handheld.

Done When synchronization is complete, a message appears at the top of your handheld screen. Be patient; synchronization may take up to a few minutes.

MAC ONLY

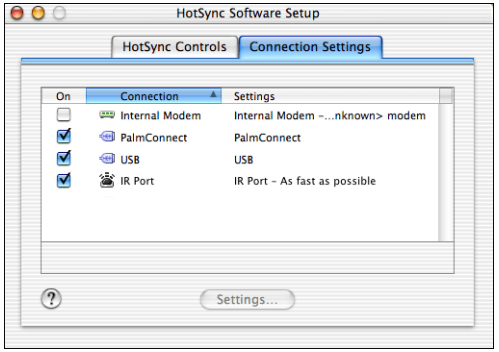
1

Prepare your computer for IR synchronization:

a. Double-click the HotSync manager icon in the Palm folder.

b. In the HotSync Controls tab, select Enabled.

c. Click the Connection Settings tab.



d. Select the On check box next to IR port.

e. Close the HotSync Software Setup window.

↘ Continued

Did You Know?
You can continue to use the sync cable even if your computer is set up for IR synchronization.

Tip
Mac To increase the speed of cable synchronization, turn off the IR port when you're not using it to increase the speed of cable synchronization.

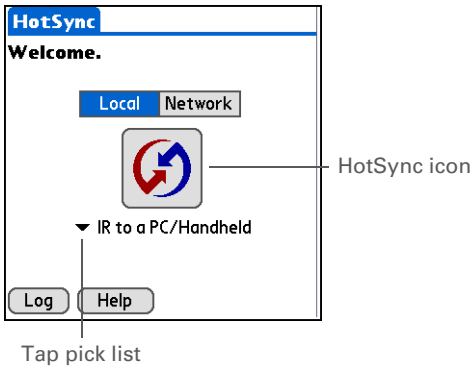
2

Synchronize your handheld with your computer:

a. **Go to Applications** and select HotSync .

b. Select Local.

c. Tap the pick list below the HotSync icon and select IR to a PC/Handheld.



d. Position the IR port of your handheld within a few inches of the IR port of your computer.

e. Tap the HotSync icon on your handheld.

Done **When synchronization is complete, a message appears at the top of your handheld screen. Be patient; synchronization may take up to a few minutes.**

[!] Before You Begin

You need to perform the following:

- You must set up a **Wi-Fi network connection**.
- You must turn on the Wi-Fi application on your handheld and connect to a Wi-Fi network.
- If your computer is behind your company's Internet firewall, you may need to set up a virtual private network (VPN). Check with your system administrator for information.

Synchronizing using wireless technology

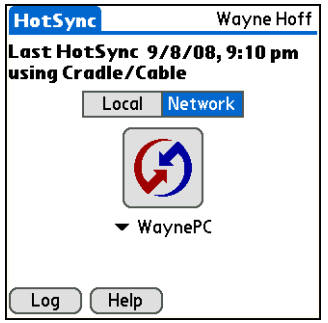
Wi-Fi and **Bluetooth** wireless technology provide a easy way to connect to your computer without cables.

Synchronizing using Wi-Fi wireless technology

WINDOWS ONLY

1 **Go to Applications** and select HotSync .

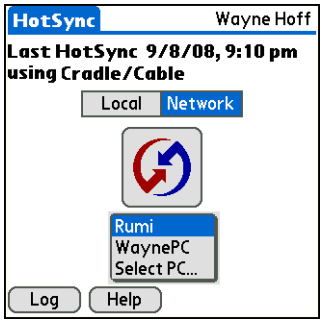
2 Select Network.



↘ Continued

3 Tap the Service pick list and select your PC. If you have **synchronized with your computer using a cable**, your PC is listed.

If your PC is not listed, select Select PC and follow the Network HotSync Setup wizard to add your PC.



4 Tap the HotSync icon on your handheld to synchronize your handheld with your computer. You are finished with this procedure.

If your handheld does not synchronize with your computer, go to step 5.

↘ Continued

Tip
If your Wi-Fi network is unavailable, you can still **synchronize wirelessly using Bluetooth wireless technology**.

Did You Know?
If you use **Microsoft Exchange ActiveSync** your email and calendar information synchronize directly with your info on your company's Exchange server.

Did You Know?
You can change the conduits that are run during Wi-Fi synchronization by **opening the menu**, selecting Conduit Setup from the Options menu, and then checking or unchecking the conduit boxes.

5

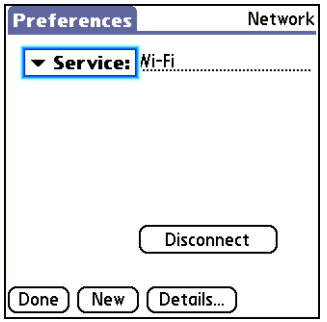
On your handheld, make sure the network service box is set to Wi-Fi.

If your network service is not set to Wi-Fi, change the network service to Wi-Fi:

a. **Open the menus** from the HotSync screen.

b. Select Network Setup from the Options menu.

c. Select Wi-Fi from the Service pick list, and then select Done.



6

On your computer, set your HotSync manager for Network synchronization:

a. Click the HotSync manager icon on the taskbar in the lower-right corner of your computer screen.

b. Select Network.

Continued

7 Tap the HotSync icon on your handheld to synchronize your handheld with your computer.

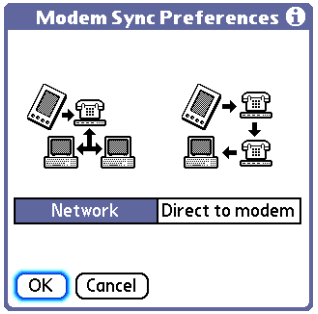
If your handheld does not synchronize with your computer, go to step 8.

8 On your handheld, set the ModemSync preference:

a. **Open the menus**.

b. Select ModemSync Prefs on the Options menu, and then select Network.

c. Select OK.



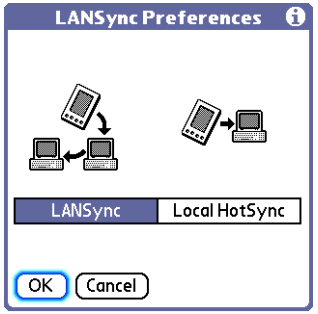
9 Set the LANSync preferences:

a. **Open the menus**.

b. Select LANSync Prefs on the Options menu, and then select LANSync.

c. Select OK.

↘ Continued



10 Tap the HotSync icon on your handheld to synchronize your handheld with your computer.

If you still can't synchronize your handheld with your computer, contact your Wi-Fi system administrator for assistance. You can also check the support website at **www.palm.com/support**.

Done

[!] Before You Begin

Your computer must have the following:

- A Bluetooth antenna and software must be installed on your computer.
- HotSync manager must be active. On a Windows computer, you know HotSync manager is active when its icon appears in the lower-right corner of your screen.

Setting up a connection for Bluetooth® synchronization

WINDOWS ONLY

1 Tap Bluetooth controls on the status bar.

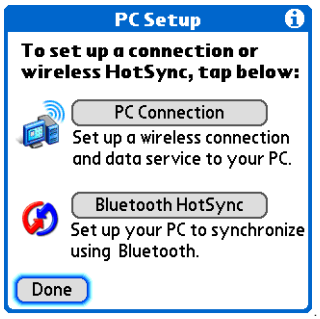
2 Open the PC Setup wizard:

a. Select Prefs.

b. Select Setup Devices.

c. Select PC Setup.

d. Select Bluetooth HotSync, and then select Next.



↘ Continued

Tip
To open HotSync® manager on your computer in step 2 of the onscreen instructions (see procedure step 4b, on this page), click the HotSync manager icon on the taskbar in the lower-right corner of your computer screen.

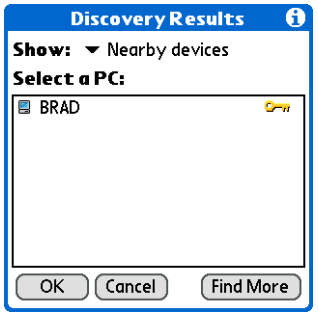
Tip
Remember that Bluetooth devices generally must be within 30 feet of each other to communicate.

3

Select a computer and select OK.

The Discovery icon appears to indicate that the discovery process is active.

If your computer did not show up on the discovery results, select Find More to search again.



4

Set up a connection for wireless synchronization:

a. Follow the onscreen instructions for steps 1–3, selecting Next after each step.

b. Select Launch HotSync in step 4.

c. Tap the HotSync icon to synchronize wirelessly synchronize.

Done **Now you can easily synchronize with your computer wirelessly.**

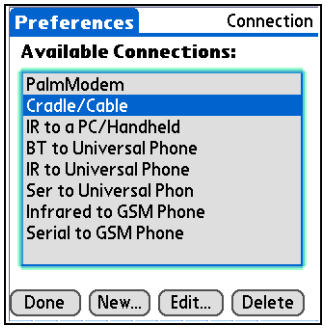
MAC ONLY

1 **Go to Applications** and select Prefs .

2 Open the Edit Connection screen:

a. From the Communications Preferences list, select Connection.

b. Select New.



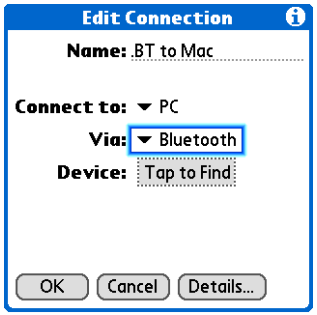
3 Set up the connection to your computer:

a. Enter a name for the connection, such as BT to Mac.

b. Select the Connect to pick list and select PC.

c. Select the Via pick list and select Bluetooth.

↘ Continued



Tip
Just as it is safer to use different personal identification numbers (PINs) for different bank accounts, your passkeys are more secure if you use a different passkey for each device with which you want to connect—one passkey for a connection to a phone, a different one for a connection to a computer, and so on. Just remember that you must enter the same passkey on your handheld and on the device with which you want to connect.

Cont'd.

d. Make sure the computer is ready to accept a Bluetooth connection.

NOTE See the documentation included with the computer for information on how to prepare it to accept a Bluetooth connection. The documentation might refer to a Bluetooth connection as a Bluetooth pairing or a Bluetooth link.

e. Select the Device box.

4

Select the computer:

a. When the Discovery Results screen appears, select your computer. If your computer does not appear on the list, select Find More.

b. Select OK.

5

[&] OPTIONAL If prompted, enter a passkey:

a. Enter a passkey number. This can be any number you choose; it does not have to be, for example, a password you use to access a network or an email account.

[!] IMPORTANT You must enter the same passkey on your handheld and your computer in order to wirelessly synchronize with your computer. We recommend that you use a passkey of 16 digits where possible to improve the security of your handheld. The longer the passkey, the more difficult it is for the passkey to be deciphered.

b. Select OK.

Continued

6

Synchronize your handheld with your computer:

a. **Go to Applications** and select HotSync .

b. Make sure that Local is selected, and then select the connection you created in step 3 from the pick list.

c. Tap the HotSync icon onscreen.

Done **Now you can easily synchronize with your computer wirelessly.**

[!] Before You Begin

You must create a **Bluetooth connection** on your handheld and your computer must have the following:

- A Bluetooth antenna and software must be installed on your computer.
- HotSync manager must be active on your computer. On a Windows computer, you know HotSync manager is active when its icon appears in the lower-right corner of your screen.

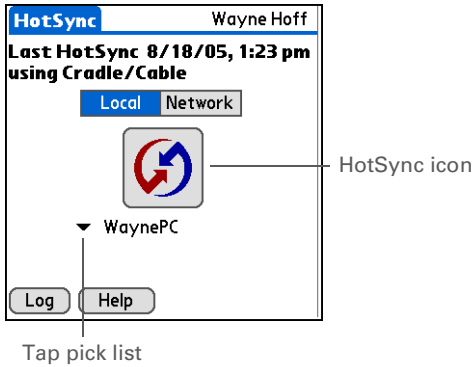
Synchronizing using Bluetooth Wireless Technology

1 **Go to Applications** and select HotSync .

2 Setup up your Bluetooth synchronization:

a. Select Local.

b. Tap the pick list below the HotSync icon and select a Bluetooth connection.



3 Tap the HotSync icon on your handheld.

Done When synchronization is complete, a message appears at the top of your handheld screen. Be patient; synchronization may take up to a few minutes.

[!] Before You Begin

The following setup must be done before you can synchronize over a network:

- Your computer must have TCP/IP installed.
- Your company's network system and its remote access server must support TCP/IP.
- You must have a remote access account.

Check with your system administrator for assistance.

To synchronize by dialing in to a network, you must also have a mobile phone (sold separately) that you can use as a modem to dial in to the network, or an attachable modem accessory (sold separately).

Synchronizing by dialing in to a network

WINDOWS ONLY

[!] IMPORTANT The first time you synchronize, you must use the cable or infrared communication. After that, you can synchronize over a network.

1

Prepare your computer for network synchronization:

a. Turn on your computer.

b. Click the HotSync manager icon in the taskbar in the lower-right corner of your screen, and then select Network.

c. Click the HotSync manager icon again, and then select Setup.

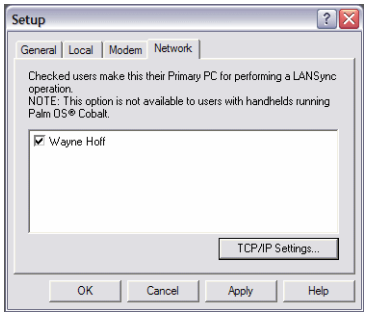
↘ Continued

Tip

Click TCP/IP Settings to display the primary settings for your computer. Check that these settings are correct on your handheld by selecting the HotSync icon on the Applications View, and then selecting Primary PC Setup from the Options menu. If the settings do not match, restart your computer and synchronize your handheld with your computer using the cable or IR port before synchronizing by dialing in to a network.

Cont'd.

d. Click the Network tab and make sure your username has a checkmark next to it. If the checkmark is not there, check the box next to your username.



e. Click OK.

Synchronize your handheld with your computer using a **cable** or **IR port**.

Continued

Tip

Use **Network Preferences** to set up a service if you have not done so already. Check with your system administrator to obtain network service information.

2

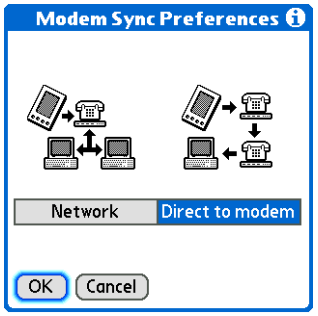
Prepare your handheld for network synchronization:

a. **Go to Applications** and select HotSync .

b. **Open the menus**.

c. Select Modem Sync Prefs in the Options menu.

d. Select Direct to modem, and then select OK.



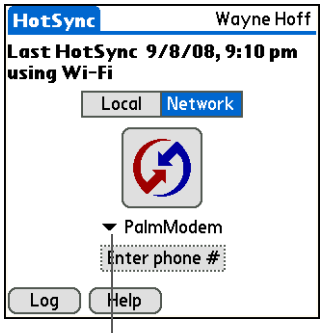
3

Select a service:

a. Tap Network.

b. Tap the Service pick list and select the service you use to connect to your corporate network. Check with your system administrator if you do not know which service to use.

↘ Continued



Tap Service pick list

Did You Know?
Only applications that have a **conduit** are included in synchronization. Other applications are not included, even if they appear on the Conduit Setup screen with a checkmark next to their name.

Tip
You can deselect applications, for example, to include a smaller number of applications during synchronization and thus make synchronization go faster. To synchronize the preset applications described in **What information is synchronized?**, skip step 4.

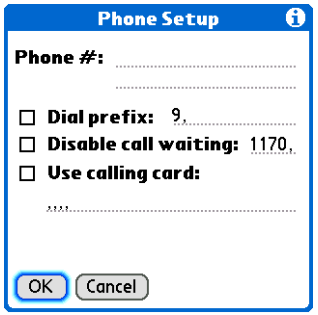
4

Enter the phone number:

a. Tap the Enter phone # box.

b. Enter the phone number and dialing preferences.

c. Select OK.



5

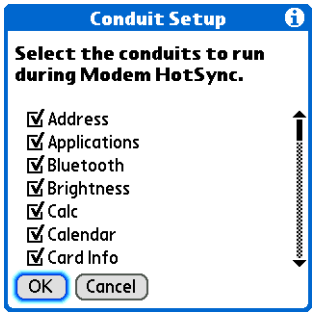
[&] OPTIONAL Select which applications to include during synchronization:

a. **Open the menus**.

b. Select Options, and then select Conduit Setup.

c. Uncheck the boxes for the files and applications that you do *not* want to synchronize during a modem HotSync operation.

d. Select OK.



↘ Continued

6

Tap the HotSync icon to synchronize your handheld with your computer.

↓ Done

[!] **Before You Begin**

In addition to the **general requirements for network synchronization**, you must meet the following requirements in order to synchronize by connecting with a computer on the network:

- To connect using your handheld's IR port, the computer to which you are connecting must be IR-compatible.
- The computer to which you are connecting must have a version of Palm Desktop software that is compatible with your handheld.
- The computer with which you want to synchronize (your own computer) must be turned on.

Synchronizing by connecting to a computer on the network

WINDOWS ONLY

1

Prepare the computers for network synchronization:

a. Turn on your computer.

b. Click the HotSync manager icon in the taskbar in the lower-right corner of the screen.

c. Select Network.

NOTE You must select Network on both the computer to which you are connecting and the computer with which you want to synchronize your handheld.

Continued

Tip

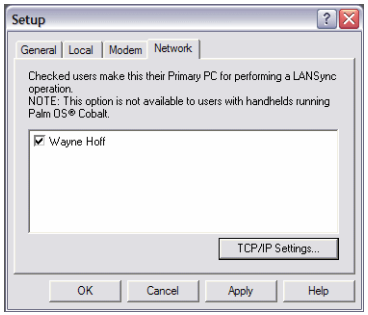
Click TCP/IP Settings to display the primary settings for your computer. Check that these settings are correct on your handheld by selecting the HotSync icon on the Applications View, and then selecting Primary PC Setup from the Options menu. If the settings do not match, restart your computer and synchronize using the cable or IR port before synchronizing by connecting to a computer on the network.

2

On the computer with which you want to synchronize (your own computer) *only*, do the following:

a. Select Setup from the HotSync manager menu.

b. Click the Network tab and make sure your username has a checkmark next to it. If the checkmark is not there, check the box next to your username.



c. Click OK.

d. Tap the HotSync icon on your handheld to record your computer's network information on your handheld. You must use the cable or the IR port for this synchronization.

Continued

3

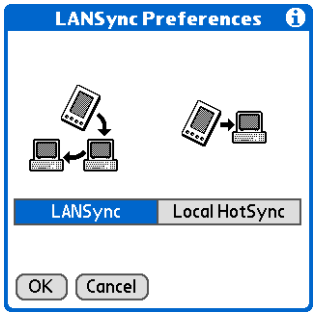
Prepare your handheld for network synchronization:

a. **Go to Applications** and select HotSync .

b. **Open the menus**.

c. Select Options, and then select LANSync Prefs.

d. Select LANSync, and then select OK.



4

Synchronize over the network:

a. On the HotSync screen, select Local.

b. Tap the HotSync icon to synchronize your handheld with your computer.

Done

Customizing your synchronization settings

You can set the following options for synchronization:

- Choosing how your computer responds when you initiate synchronization on your handheld (Windows only)
- Enabling or disabling synchronization on your computer, setting whether synchronization is enabled automatically when you start your computer, and choosing how much information to include in the synchronization troubleshooting log (Mac only)
- Choosing how application information is updated during synchronization

Choosing how your computer responds to synch requests

WINDOWS ONLY

In order for your computer to respond when you initiate synchronization on your handheld, HotSync manager must be running. You can choose whether HotSync manager always runs automatically, or whether you must perform some action to start HotSync manager.

1 Open the synchronization options screen:

a. Click the HotSync manager icon in the taskbar in the lower-right corner of your screen.

b. Select Setup.

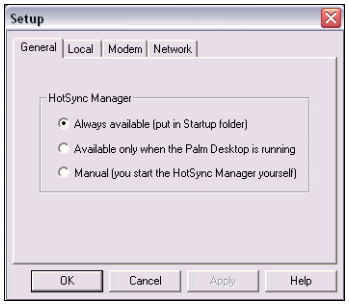
↘ Continued

Tip
Use the default setting Always available if you're not sure which option you want.

Tip
If you select Manual, you must turn off HotSync manager, which is always on by default. Click the HotSync manager icon in the taskbar in the lower-right corner of your screen, and then click Exit. To start HotSync manager when you want to synchronize, click Start, and then select Programs. Navigate to the Palm program group, and select HotSync manager.

Note that if you turn HotSync manager on, it stays on until you turn off your computer.

2 Select how your computer responds when you initiate synchronization on your handheld:



Always available HotSync manager runs automatically every time you initiate synchronization on your handheld.

Available only when the Palm Desktop software is running You must open Palm Desktop software in order for HotSync manager to run.

Manual You must manually turn HotSync manager on each time you want your computer to respond to a synchronization request.

3 Click OK.

Done

Setting synchronization options

MAC ONLY

1

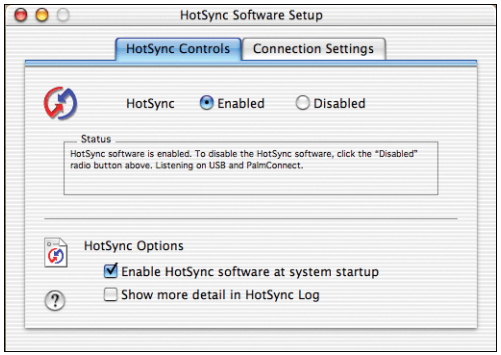
Open the synchronization options screen:

a. Double-click the HotSync manager icon in the Palm folder.

b. Click the HotSync Controls tab.

2

Select the synchronization options you want:



↘ Continued

Cont'd.

HotSync Enabled/Disabled Sets your computer to respond to synchronization requests from your handheld.

Enable HotSync software at system startup Sets your computer to automatically respond to synchronization requests 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 synchronize.

Show more detail in HotSync Log Includes more troubleshooting information in the log that is generated when you synchronize.

3 Close the HotSync Software Setup window.

Done

» Key Term

Conduit The synchronization software that transfers information between an application on your computer and the same application on your handheld.

✱ Tip

Windows For information on choosing whether application information is updated if you are synchronizing your handheld with Outlook, see the online Outlook synchronization Help. Click the HotSync manager icon in the taskbar in the lower-right corner of your screen, select Custom, and then view the applications that are syncing with Outlook from the list.

Choosing whether application information is updated

By default, when information in each application is updated in one place (your handheld or your computer), it is updated in the other. However, for **an application included during synchronization**, you can choose whether information that has been updated in one place is updated in the other during the next synchronization.

WINDOWS ONLY

1 Select the application you want to customize:

a. Click the HotSync manager icon in the taskbar in the lower-right corner of your screen.

b. Select Custom.

c. Select the appropriate username from the drop-down list at the top of the screen.

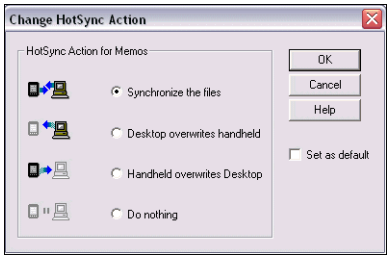
d. Select the application you want, and then click Change.

↘ Continued

Tip
You should generally keep the default setting (Synchronize the files) for all applications. Choose an overwrite option only if you have a specific reason for sending updates only one way. Choose Do Nothing if you never use an application.

2

Choose how information is updated during the next synchronization:



Synchronize the files Information that is changed in one place (your handheld or computer) is updated in the other during synchronization.

Desktop overwrites handheld Information that has been changed on your computer is updated on your handheld during synchronization. If information has been changed on your handheld, it will be replaced by the information from your computer, and you will lose the changes you made on your handheld.

Handheld overwrites Desktop Information that has been changed on your handheld is updated on your computer during synchronization. If information has been changed on your computer, it will be replaced by the information from your handheld, and you will lose the changes you made on your computer.

Do Nothing No synchronization occurs, so any changes made on either your handheld or your computer are not updated in the other location.

↘ **Continued**

3 To use the option you select on an ongoing basis, check the Set as default box. If you do not check this box, the option you select applies only the next time you synchronize. Thereafter, information is updated according to the default setting (Synchronize the files).

4 Click OK, and then click Done.

Done

MAC ONLY

1 Select the application you want to customize:

a. Double-click the Palm Desktop icon in the Palm folder.

b. From the HotSync menu, select Conduit Settings.

c. From the User pop-up menu, select the appropriate username.

d. Select an application.

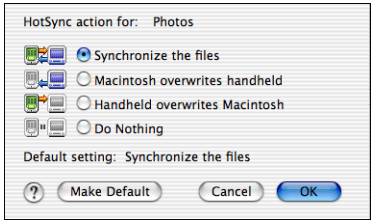
e. Click Conduit Settings.

Continued

Tip
You should generally keep the default setting (Synchronize the files) for all applications. Choose an overwrite option only if you have a specific reason for sending updates only one way. Choose Do Nothing if you never use an application.

2

Choose how information is updated during the next synchronization:



Synchronize the files Information that is changed in one place (your handheld or computer) is updated in the other during synchronization.

Desktop overwrites handheld Information that has been changed on your computer is updated on your handheld during synchronization. If information has been changed on your handheld, it will be replaced by the information from your computer, and you will lose the changes you made on your handheld.

Handheld overwrites Desktop Information that has been changed on your handheld is updated on your computer during synchronization. If information has been changed on your computer, it will be replaced by the information from your handheld, and you will lose the changes you made on your computer.

Do Nothing No synchronization occurs, so any changes made on either your handheld or your computer are not updated in the other location.

↘ **Continued**

3 To use the option you select on an ongoing basis, click Make Default. If you do not check this box, the option you select applies only the next time you synchronize. Thereafter, information is updated according to the default setting (Synchronize the files).

4 Click OK, and then close the Conduit Settings window.

Done

Did You Know?
You can move multiple applications into the Quick Install window to have them ready for installation the next time you synchronize.

Installing applications to your handheld

Use Quick Install (Windows) or the Send To Handheld droplet (Mac) to install applications on your handheld.

Using Quick Install

WINDOWS ONLY

1 Open your Palm Desktop software and click the Quick Install icon.

2 Copy the application:

a. You can choose which handheld will receive the items by selecting the username in the User drop-down box in the upper-right corner.

b. Drag and drop the application onto the Quick Install window. Which window you choose determines whether the application is installed on your handheld or on an expansion card (if present).

3 **Synchronize to install the file to your handheld**.

Done

Tip
In Mac OS X, you can make the Send To Handheld droplet a permanent part of your desktop by dragging the droplet to the Dock. Then simply drag photos, and other files you want to transfer to your handheld, onto the Dock.

Using the Send To Handheld droplet

MAC ONLY

1 Select the applications or files you want to install:

a. Drag and drop the applications or files onto the Send To Handheld droplet in the Palm folder.

b. In the Send To Handheld dialog box, select your username and click OK.

2 **Synchronize your computer with your handheld**.

Done

Entering information with your computer

Do you have a lot of information to enter on your handheld? Consider entering it in Palm Desktop software or Microsoft Outlook (Windows only) on your computer. When you **synchronize your handheld with your computer**, the information on your handheld is updated with the info you entered on your computer.

NOTE If you choose to **synchronize your handheld with Microsoft Outlook** (Windows only), info from Contacts, Calendar, Tasks, and Memos on your handheld is synchronized with info in Outlook. Other info on your handheld, such as photos and notes, is synchronized with info on Palm Desktop software.

Tip

The Palm Desktop online Help has lots of info about how to use Palm Desktop software. Open the Help menu and select Palm Desktop Help.

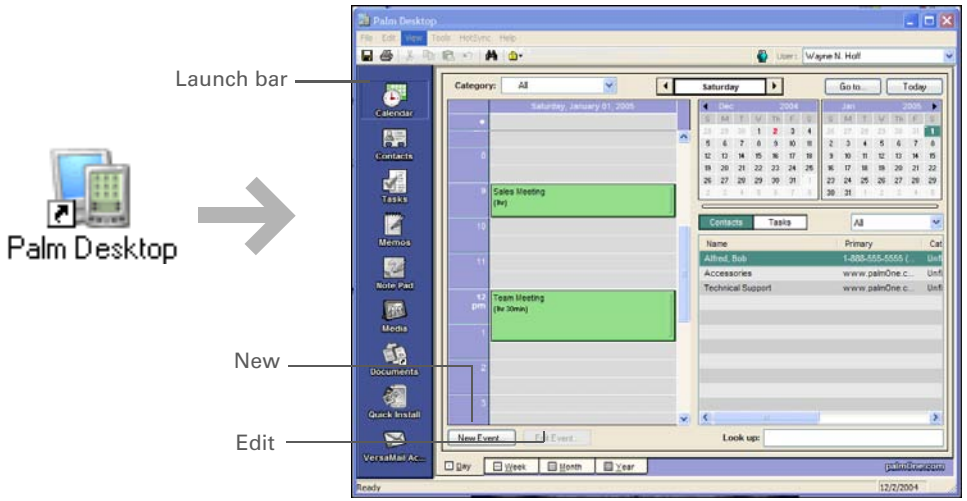
WINDOWS ONLY

1

Open an application in Palm Desktop software:

a. Double-click the Palm Desktop icon on your computer desktop.

b. Click the icon in the launch bar to open the application.



↘ Continued

2	Do one of the following: • Click New in the lower-left corner of the screen to create a new entry. • Click an existing entry, and then click Edit in the lower-left corner of the screen.
3	Enter the information, and then click OK.
4	**Synchronize your handheld with your computer.** **Done**

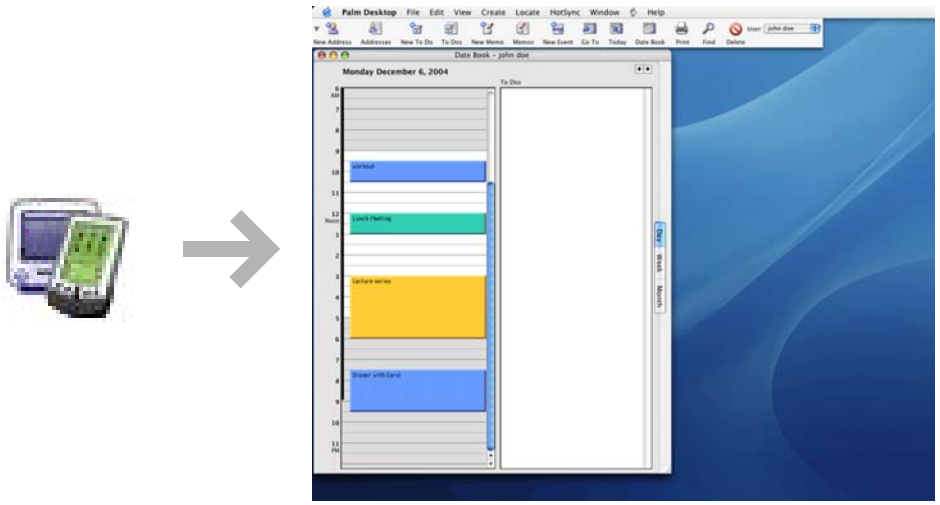
MAC ONLY

1

Open an application:

a. Double-click the Palm Desktop icon in the Palm folder on your computer.

b. Click the icon in the toolbar to open the application.



↘ Continued

2 Do one of the following:

- Click New in the upper-left corner of the screen to create a new entry.
- Click an existing entry, and then click Edit in the upper-left corner of the screen.

3 Enter the information, and then click OK.

4 **Synchronize your handheld with your computer.**

Done

Tip
Palm Desktop Help has lots of information about importing from other applications, including step-by-step instructions. Open the Help menu in Palm Desktop software and select Palm Desktop Help for more details.

Importing information from other applications

Do you have information on your computer in spreadsheets or databases and want to transfer it to your handheld? Don't spend time retyping it. Instead, import the info into Palm Desktop software.

Palm Desktop software can import the following types of files:

Calendar vCal/iCal (VCS/ICS) and Calendar archive (DBA)

Contacts vCard (VCF), Contacts archive (ABA)

Memos Memos archive (MPA), Text (TXT)

Tasks Tasks archive (TDA)

WINDOWS ONLY

1 Save the file on your computer in one of the accepted formats.

2 Import the file into Palm Desktop software:

a. Double-click the Palm Desktop icon on your computer desktop.

b. Click the icon in the launch bar for the application you want to import the information into.

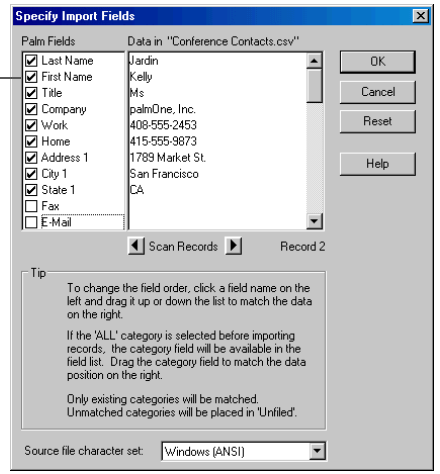
↘ Continued

Cont'd.

c. Click File, and then click Import.

d. Follow the onscreen instructions to map the fields in your file to the fields in Palm Desktop software, and import the file.

Imported fields



3

Synchronize your handheld with your computer.

Done

MAC ONLY

1 Save the file on your computer in one of the accepted formats described in the introduction to this section.

2 Import the file into Palm Desktop software:

a. Double-click the Palm Desktop icon in the Palm folder on your computer.

b. Click the icon on the toolbar for the application into which you want to import information.

c. Click File, and then click Import.

d. Follow the onscreen instructions to import the file.

3 **Synchronize your handheld with your computer.**

Done

Installing the additional software from the CD

Your handheld comes with many applications that are already installed and ready to use. The CD that came with your handheld includes lots of other applications to make your handheld even more useful and more fun. You can install these applications at any time.

WINDOWS ONLY

1	Insert the CD into your computer.
2	On the Discover your device screen, click Add software to your device.
3	Follow the onscreen instructions to install the applications you want to install.
4	**Synchronize your handheld with your computer.** **Done**

MAC ONLY

1	Insert the CD into your computer.
2	Double-click the Essential Software folder.
3	Install the applications you want to install.
4	**Synchronize your handheld with your computer.** **Done**

Checking space and version numbers

Before you install a file or an application, it's important to make sure you have enough space for it. You may also want to check the version number of applications that are already on your handheld or expansion card, in case you're interested in upgrading them.

1

Open the Info dialog box:

a. **Go to Applications**.

b. **Open the menus**.

c. Select Info on the App menu.

2

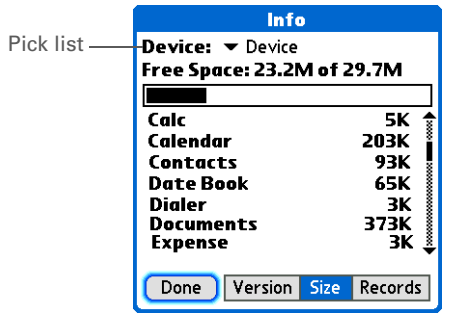
View space info and version numbers:

a. Select the Device pick list and select one of these options:

Device Get information about applications stored on your handheld.

Expansion card name Get information about applications stored on your expansion card.

↘ Continued



Cont'd.

b. Select one of the following options, and then select Done:

Version Displays the version numbers of all of your applications and of the operating system of your handheld.

Size Shows how much space each application occupies. The bar at the top shows the total space currently in use on your handheld or expansion card.

Records Shows the number of records in an application.

Done

[!] Before You Begin

Verify that the application, extension, or patch that you are removing is not used by another application. If you delete a file that is shared by another application, the other application may not work.

Removing an application

You can remove applications from your handheld, and remove Palm Desktop software from your computer.

Removing an application from your handheld

If you run out of memory or decide that you no longer want some applications you installed, you can remove applications from your handheld or from an expansion card.

NOTE You can remove only add-on applications, patches, and extensions that you install. You cannot remove the applications that are part of the operating system of your handheld.

1	**Go to Applications**.
2	Open the Delete dialog box: a. **Open the menus**. b. Select Delete from the App menu. **Continued**

3 Delete the application:

a. Select the Delete From pick list, and then select Device or an expansion card.

b. Select the application that you want to remove, and then select Delete.

c. Select Yes, and then select Done.

Done

Removing Palm® Desktop software from your computer

WINDOWS ONLY

[!] IMPORTANT If you remove Palm Desktop software, you also remove the synchronization software and can no longer synchronize your information. Even if you want to synchronize your handheld with another personal information manager, like Microsoft Outlook, you must leave Palm Desktop software installed on your computer.

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

NOTE Mac computers do not provide an option for uninstalling Palm Desktop software.

You may have to modify these steps to correspond with the operating system on your computer.

1

Open Add/Remove Programs:

a. From the Start menu, select Settings, and then select Control Panel.

b. Double-click the Add/Remove programs icon.

2

Remove Palm Desktop software:

a. Click Change or Remove Programs.

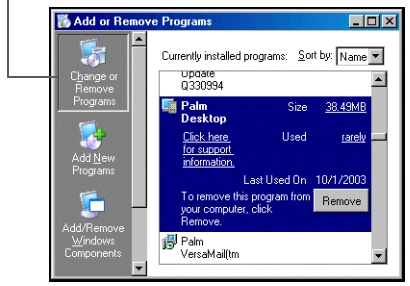
b. Select Palm Desktop software, and then click Remove.

c. Click Yes in the Confirm File Deletion box.

d. Click OK, and then click Close.

Done

Change or Remove Programs



Restoring archived items on your computer

In many applications, you can save a copy of an item that you deleted from your handheld or desktop software to an archive folder on your computer. This frees up space on your handheld, while ensuring that the information is available if you need it in the future.

You can restore individual entries or an entire archive file to the related application in your desktop software. The Palm Desktop online Help and the Microsoft Outlook online Help have lots of info about how to restore archived files. Refer to these Help files for details.

Tips & Tricks
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palm.com/myT|X**.

Support
If you're having problems with synchronization or with anything else on your handheld, go to **www.palm.com/support**.

Related topics

Click a link below to learn about these related topics:

Connecting	Synchronizing using Bluetooth wireless technology on your handheld
Bluetooth®	Using Bluetooth wireless technology on your handheld
Wi-Fi	Using Wi-Fi wireless technology on your handheld
Common Questions	Answers to frequently asked questions about synchronization

Managing Your Contacts

In this chapter

Adding a contact

Copying contact information into multiple contacts

Locating a contact on your list

Deleting a contact

Customizing the Contacts list

Making a connection from a contact

Working with Contacts on your computer

Related topics

Say good-bye to a paper address book that you need to update manually every time someone moves, changes their email address, or gets a new work extension. With Contacts, not only is it easy to enter information such as names, addresses, and phone numbers, but it is just as quick to view, update, and organize contact information.

You can easily share info with other handhelds and dial phone numbers or send messages directly from a contact by using your handheld's built-in Bluetooth® wireless technology and a compatible mobile phone or by beaming. You can even add photos of your loved ones directly to their contact information.

Benefits of Contacts

- Carry all your business and personal contact information in your hand
- Keep track of who's who
- Keep in touch

Tip

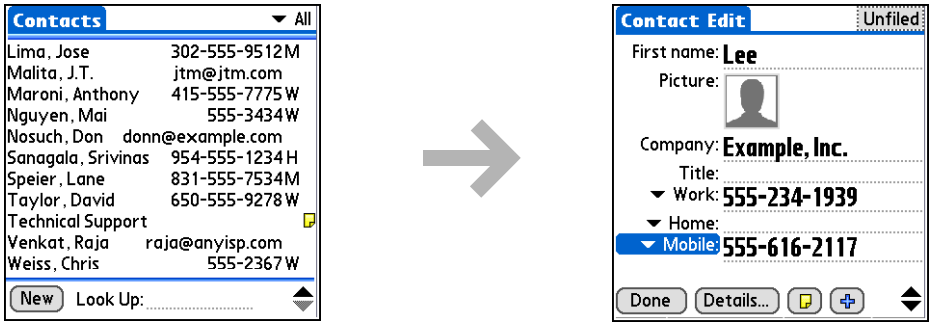
If the first character you enter in the Last Name or Company field is an asterisk (*) or another symbol, that record always appears at the top of the Contacts list. That's useful for an entry like "If Found Call [your phone number]."

Adding a contact

1 Press Contacts.

2 Add your contact information:

a. Select New.



b. Select each field where you want to enter information, and enter it. Select the scroll arrows to view more fields.

Continued

Tip
If multiple contacts share information, such as a company name and address, you can enter the first contact, and then **copy the information into other contacts**.

Did You Know?
You can also enter one or more contacts on your desktop computer, and then copy them to your handheld by **synchronizing**.

Cont'd.

The following fields contain features to help you enter information quickly:

All fields except numeric and email fields The first letter is automatically capitalized.

Title, Company, City, and State As you enter letters, a match appears if you have one on your Contacts list. For example, if you enter S, Sacramento might appear, and if you then enter a and n, San Francisco might replace Sacramento. When the word you want appears, select the next field.

Address You can enter up to three addresses, each containing five fields: Addr, City, State, Zip Code, and Country. You can designate an address as work (W), home (H), or other (O). By default, the first address is designated as work.

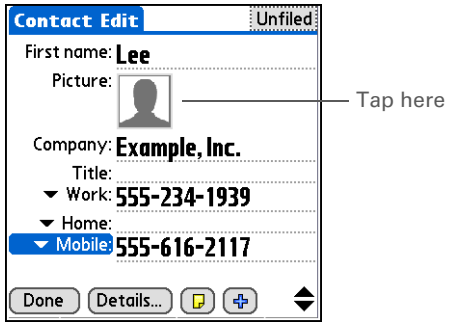
3

[&] OPTIONAL Add a photo:

a. Tap the Picture box.

b. Select and add a photo from Palm™ Media.

↘ Continued



Tip
If you want a reminder about a birthday, check the Reminder box, enter the number of days before the birthday that you want to see the reminder, and then select OK.

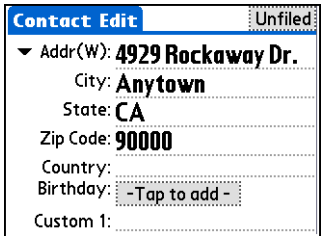
Did You Know?
Birthdays you enter in Contacts appear as untimed events in Calendar. If you update the birthday in Contacts, it automatically updates in Calendar as well.

4 **[&] OPTIONAL** Add a birthday:

a. Select the Birthday box.

b. Use the left and right arrows to move to and select the birth year. Hold down either arrow to scroll quickly through the years.

c. Select the month and date.



5 After you finish entering all the information you want, select Done.

Done **That's it. Your handheld automatically saves the contact. Make sure you have a current backup. Synchronize often.**

Tip
Additional fields appear in a contact only if you enter info into them. If you leave a field blank, it does not appear the next time you open the Contact Edit screen. Also, additional fields apply only to the current contact; you can **duplicate contact information** if you need to apply the same fields to multiple contacts.

Did You Know?
Each field type can be displayed a certain number of times, up to a preset maximum. Once you reach this maximum, the field type no longer appears on the pop-up list. For example, you can display up to seven Phone/Email fields.

Tip
Select the Note icon next to the plus button to add a note to the contact.

Entering additional contact information

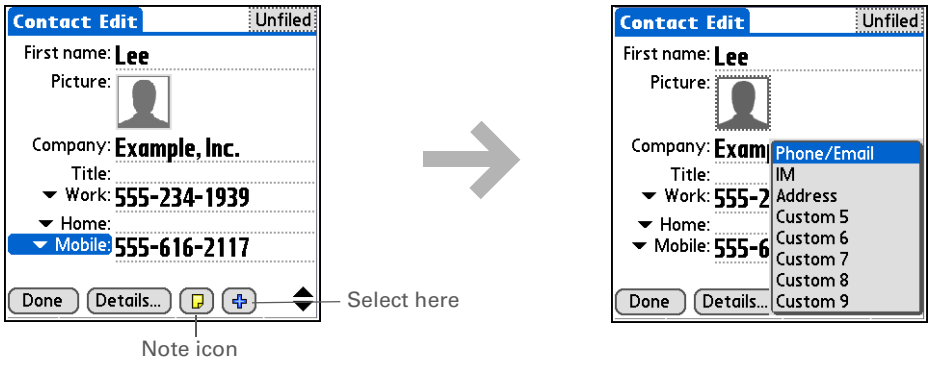
The Contact Edit screen displays certain fields by default. You can customize the Contact Edit screen to display additional fields.

1 Press Contacts.

2 Display additional contact fields:

a. Select the contact you want, and then select Edit.

b. Select the plus button in the lower-right corner of the Contact Edit screen.



c. Select the field you want displayed from the list. The field appears in a preset location on the Contact Edit screen.

Done

Tip

Any changes you make to field types apply only to the current contact. You can **duplicate contact information** if you need to apply the same contact fields to multiple contacts.

Did You Know?

The email address field type is located on the same pick list as the phone number fields. IM field types are located on a separate pick list.

Selecting a contact field type

You can select the types of phone numbers (work, home, mobile, pager, and so on), as well as specify the instant messenger (IM) account, that you associate with a contact.

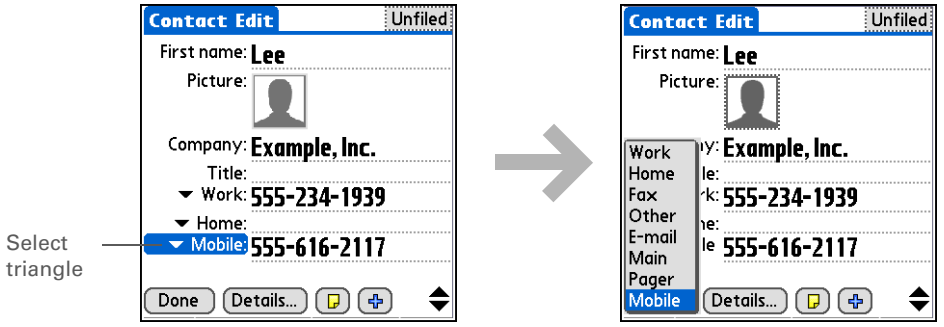
1 Press Contacts.

2 Customize the contact field type:

a. Select the contact you want, and then select Edit.

b. Select the pick list next to the field you want to change, and select the new field type you want. Available fields include phone number, email address, and instant messenger (IM) fields.

NOTE You must set up an instant messenger account with a service provider and download instant messaging software to use instant messaging on your handheld.



Done

Defining a custom field

You can define the custom fields that appear at the end of the Contact Edit screen to display any additional contact information you want, such as spouse's or children's names, favorite color, or any other information. The new field is defined in all contacts, not just the current contact.

1 Press Contacts.

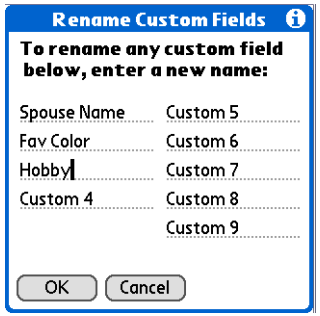
2 Define the custom fields:

a. Select the contact you want, and then select Edit.

b. **Open the menus**.

c. Select Options, and then select Rename Custom Fields.

d. Enter names for up to nine custom fields, and then select OK.



Done

Selecting a contact as your business card

You can create a contact with your own information and select it as your business card by opening the Record Menu and selecting Business Card. You can then **beam** or **send** your business card to other handhelds. To beam your business card quickly, press and hold the Contacts application button for approximately two seconds.

1 Press Contacts.

2 Create a business card:

a. Select the contact you want, or **create a new contact** with your own contact information.

b. **Open the menus**.

c. Select Business Card on the Record menu.

Done

Did You Know?
If you duplicate a contact and do not edit the name, the contact appears in the Contacts list as "<Last name>, <First name> Copy."

Copying contact information into multiple contacts

You can quickly make a copy of a contact so that you can edit only the fields you need to change. For example, if two of your contacts have the same work address or phone number, duplicating the first contact simplifies entering information in the second.

1 Tap Press Contacts.

2 Duplicate a contact:

a. Select the contact you want, and then select Edit.

b. **Open the menus**.

c. Select Record, and then select Duplicate Contact.

Done

Tip

You can also press Right on the 5-way navigator (or select the Quick Look Up icon at the top of the screen) to open the Quick Look Up line. Press Up and Down to select the letter of the name you want in each box, and press Right to move to the next box.

Did You Know?

The **Phone Lookup** feature lets you add contact information directly into certain other applications on your handheld. For example, you can add a name and phone number to a memo or task.

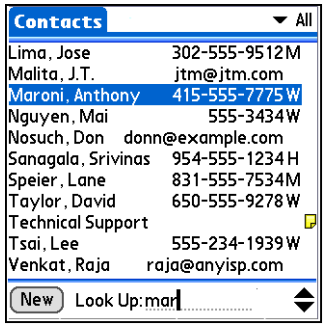
Locating a contact on your list

1 Press Contacts.

2 Search for the contact:

a. Select the Look Up line at the bottom of the screen and enter the first letter of the name you want to find.

b. Enter the second letter of the name, and so on, until you can easily scroll to the contact you want.



3 Select the contact to open it.

Done

Tip
You never know when you're going to need to look up an old business associate. If you save an archive copy of your deleted contacts, you can **refer to them later by importing them**.

Deleting a contact

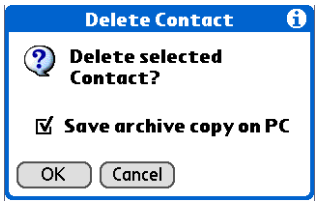
1 Press Contacts.

2 Open the Delete Contact dialog box:

a. Select the contact you want.

b. **Open the menus**.

c. Select Delete Contact on the Record menu.



3 **[&] OPTIONAL** Check the box to save an archive copy of the contact on your computer.

4 Select OK.

Done

Did You Know?
If you select Work, Home, Fax, Other, Main, Pager, or Mobile from the pick list, the first letter of your selection appears next to the contact in the Contacts list—for example, W for Work. If you select email, no letter appears next to the contact.

Tip
You can also use the Contact Details dialog box to **assign a contact to a category** or to **mark a contact as private**.

Customizing the Contacts list

By default, the Contacts list displays the work phone number for a contact; if no work phone number is entered, another entry is displayed. You can customize a contact's settings to display different information on the Contacts list. You can also customize the appearance of the list.

1 Press Contacts.

2 Open the Contact Details dialog box:

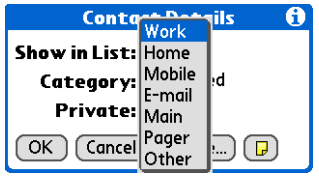
a. Select the contact you want.

b. Select Edit, and then select Details.

3 Specify the information displayed with a contact:

a. Select the Show in List pick list, and select the information that you want to appear in the Contacts list for this contact.

b. Select OK.



Continued

4

Customize the appearance of the Contacts list:

a. From the Contacts list, **open the menus**.

b. Select Options, and then select Preferences.

c. Select the display options you want:

Remember last category Check the box if you want Contacts to display the last category shown when you return to it from another application. If the box is unchecked, Contacts opens to the All category.

List by Select whether to sort the Contacts list by last name and first name or by company and last name.

Done

[!] Before You Begin

You must complete all the **prerequisites for the email** and **messaging** applications.

To use Quick Connect with your handheld's built-in Bluetooth® wireless technology, you must **set up a phone connection**. To use it with your handheld's IR port, run **Phone Link Updater**, and then use the Phone Link application to set up a phone connection.

Making a connection from a contact

You can set up your contacts so that you can do tasks like dialing a phone number, creating an email or text message, accessing the web, or sending an instant message (requires additional software, sold separately) directly from a contact screen. Contacts gives you two tools to perform these tasks:

Quick Connect Lets you select a connection type and opens the application for making that type of connection directly from a contact's information screen.

Tap-to-Connect Opens the application to perform a connection task directly by selecting the appropriate entry (phone number, email address, and so on) from a contact's information screen.

Using Quick Connect

If you have a compatible mobile phone (sold separately) that includes Bluetooth wireless technology, you can use Quick Connect to dial a phone number, address an email or a text message, go to a website, or send an instant message (requires additional software, sold separately) directly from a contact.

1 Press Contacts.

↘ Continued

Tip
You can also open Quick Connect from the Contact List view by highlighting the contact you want and then pressing right on the 5-way navigator.

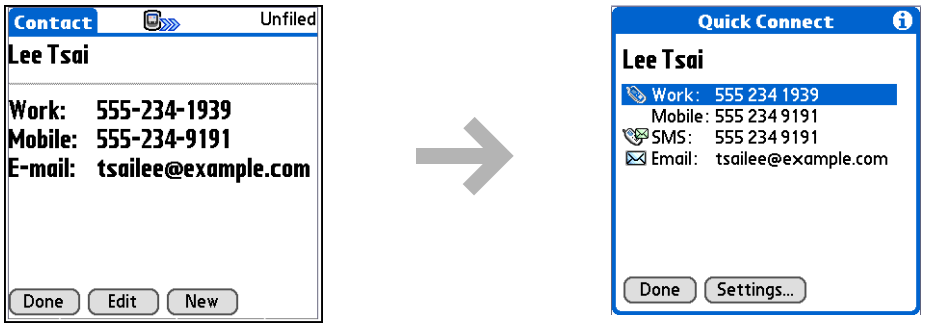
Tip
If you want to close the Quick Connect dialog box without making a connection, press Left on the 5-way.

2

Make a connection using Quick Connect:

a. Select the contact you want.

b. In the Contact view, select the Quick Connect icon at the top of the screen to open the Quick Connect dialog box.



c. Select the type of connection you want. For example, select a phone number to dial the number on your mobile phone, or select an email address to open the email application to a new message containing that address in the To field.

Done

Customizing Quick Connect settings

You can specify which application opens when you choose a Contacts record field, and whether to add a prefix to each phone number.

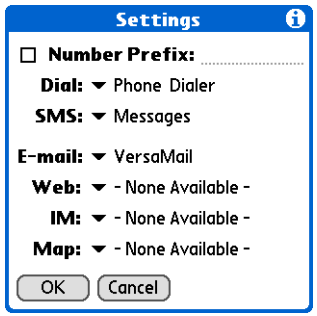
1 Press Contacts.

2 Customize Quick Connect settings:

a. Select the contact you want.

b. Select the Quick Connect icon at the top of the screen to open the Quick Connect dialog box.

c. Select Settings and enter the settings you want:



Number prefix Check the box and enter a prefix to add a prefix to all dialed phone numbers.

NOTE A prefix is not added to any number that begins with a "+" character.

All other fields Select each pick list and select the application you want to use to connect by that method.

d. Select OK.

Done

[!] Before You Begin

You must have a compatible mobile phone (sold separately) that includes Bluetooth wireless technology, and you must complete all the **prerequisites for the email** and **messaging** applications.

To use Tap-to-Connect with your handheld's built-in Bluetooth wireless technology, you must **set up a phone connection**. To use it with your handheld's IR port, run **Phone Link Updater** and then use the Phone Link application to set up a phone connection.

Using Tap-to-Connect

With Tap-to-Connect, you can select a contact and dial a phone number or address an email or text message by selecting the appropriate entry on the contact screen. By default, Tap-to-Connect is not enabled.

1 Press Contacts.

2 Enable Tap-to-Connect:

a. From the Contacts list, **open the menus**.

b. Select Options, and then select Preferences.

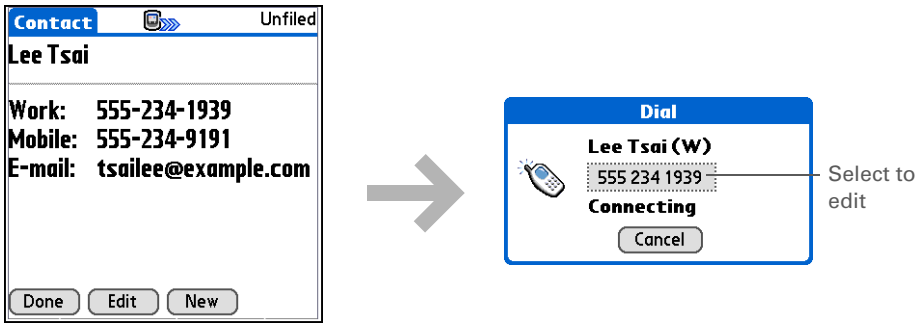
c. Select Enable Tap-to-Connect, and then select OK.

↘ Continued

3

Make a connection with Tap-to-Connect:

a. Select the contact you want.



b. Select the entry you want to use to connect. For example, to dial a phone number, select the number you want to dial. To address an email message, select an email address.

c. Select the entry to edit it if necessary. For example, you might need to add an area code or country code to a phone number.

Done

Tip
(Windows) If you chose to **synchronize with Microsoft Outlook**, check out the online Help in Outlook to learn how to use Contacts on your computer.

Working with Contacts on your computer

Use Contacts on your computer to view and manage the contacts you create on your handheld. Check out the online Help in Palm® Desktop software to learn how to use Contacts on your computer. The online Help includes info about the following topics:

- Viewing, copying, and deleting contacts
- Editing contact details
- Marking contacts private
- Showing, masking, and hiding private contacts
- Printing contacts
- Changing between the list, contact info, and Contact Edit views
- Adding notes to a contact
- Adding a date and time stamp to a contact
- Organizing contacts into categories
- Sharing contacts

WINDOWS ONLY

To open Contacts on your computer, double-click the Palm Desktop icon on the Windows desktop, and then click Contacts on the launch bar.

MAC ONLY

To open Contacts on your computer, launch Palm Desktop software from the Palm folder, and then click Addresses.

Tips & Tricks
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palm.com/myT|X**.

Support
If you're having problems with Contacts or with anything else on your handheld, go to **www.palm.com/support**.

Related topics

Click a link below to learn about these related topics:

Moving Around	• Opening applications • Using menus • Synchronizing with Palm Desktop software and Outlook
Categories	Organizing contacts by type and sorting them
Entering Information	Transferring contact information from other applications such as databases, spreadsheets, and other organizer software
Privacy	Keeping contacts private by turning on security options
Sharing	Sending contacts to other Bluetooth handhelds by using Bluetooth wireless technology on your handheld
VersaMail®	Sending contacts as attachments to email messages
SMS	Sending contacts as part of a text message

Managing Your Calendar

In this chapter

Scheduling an event

Color-coding your schedule

Setting an alarm

Rescheduling an event

Deleting events

Checking your schedule

Customizing your calendar

Working with Calendar on your computer

Related topics

Stay on top of your schedule by creating appointments, setting alarms, and spotting conflicts in Calendar. You can view your calendar by day, week, or month, or as an agenda list that combines your list of tasks and email notifications with your appointments. Schedule repeating meetings or block out a vacation by creating one event set to repeat at an interval you specify. Color-code your appointments by category and add notes with helpful information.

You can synchronize your calendar with Palm® Desktop software, **Outlook**, or your corporate email system using **Microsoft Exchange ActiveSync®**.

Benefits of Calendar

- Track current, future, and past appointments
- Stay on top of deadlines
- Set reminders for appointments
- Spot schedule conflicts

» **Key Term**

Event The name for an entry in the Calendar application, including appointments, birthdays, reminders, recurring meetings, and so on.

✱ **Tip**

You can also scroll to a date by pressing Left or Right on the 5-way navigator or by tapping the arrows at the top of the Day View.

+ **Did You Know?**

You can use more than one line to describe an appointment.

Scheduling an event

Use Calendar to manage your schedule. You can enter appointments, events without a start time, events that repeat at regular intervals, and events that span a period of time.

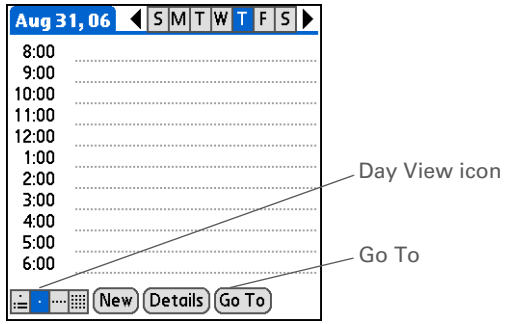
Scheduling an appointment

1

Open Day View:

a. Press Calendar.

b. Select the Day View icon.



2

[&] OPTIONAL If the appointment is not for today, select the date of the appointment:

a. Tap Go To.

b. Select the year, month, and date.

↘ Continued

Did You Know?

You can **color-code your calendar** to file events in categories. Each category has its own color. You can also **mark events as private** to hide them from prying eyes.

Did You Know?

If you are synchronizing with **Outlook** on your Windows computer, and you created appointments in Outlook that include more than one person, these person's names appear in the With field of the event Details screen when you synchronize with your handheld. You can send email to one or more of the participants directly from the Details screen. You cannot edit these names on your handheld.

3 Tap the line next to the time the appointment begins, and enter a description.

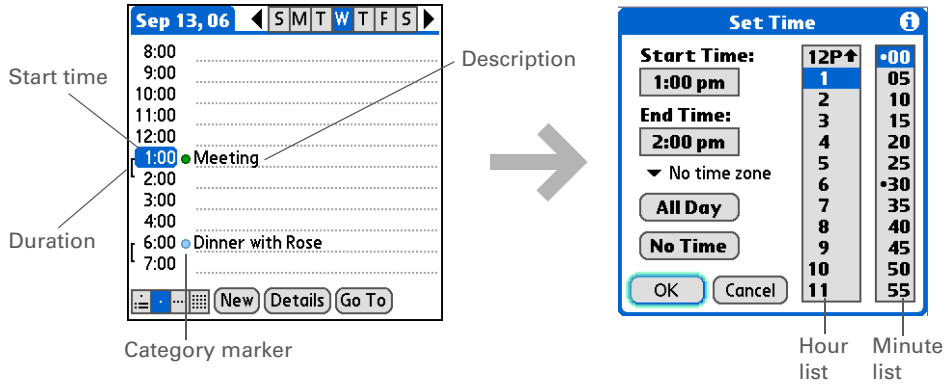
4 If the appointment is longer or shorter than an hour, set the duration:

a. In Day View, tap the start time.

b. In the Set Time dialog box, tap End Time.

c. Tap the hour and minute lists to select the time the appointment ends.

d. Select OK.



Done That's it. Your handheld automatically saves the appointment. Make sure you have a current backup. Synchronize often.

Did You Know?

If you need to reserve a date before you know the details of the appointment, you can schedule an event without a start time.

Scheduling an event without a start time

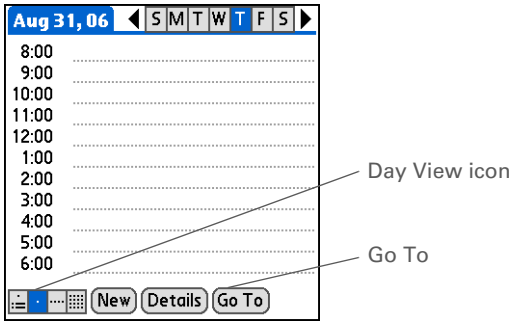
Keep track of events that take place on a particular date but not at a particular time. For example, you may want to enter holidays, anniversaries, and deadlines.

1

Open Day View:

a. Press Calendar.

b. Select the Day View icon.



2

Select the date of the event:

a. Select Go To.

b. Select the arrows to select the year.

c. Select the month.

d. Select the date.

Continued

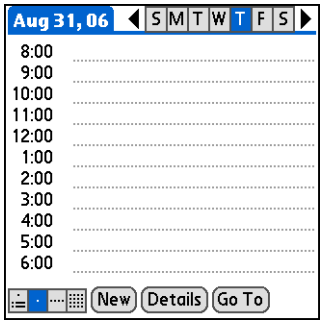
Tip
You can change an event without a time to a scheduled appointment. Select the event description, select Details, select the Time box, and select the start and end times.

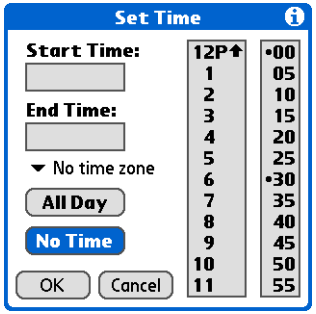
3

Add an unscheduled event line:

a. Select New.

b. Select No Time.



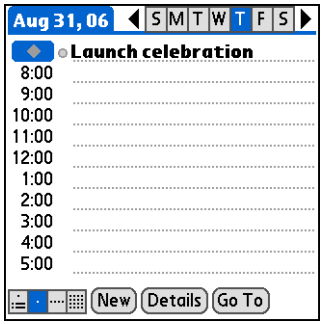


4

Enter a description on the line that appears at the top of the screen.

NOTE A diamond appears in the time column to show that the event doesn't start at a specific time.

Done



Tip
To select intervals such as the 2nd Tuesday of every month or the 3rd Thursday in November of every year, see **Scheduling a repeating event—unusual interval**.

Scheduling a repeating event—standard interval

There's no need to re-enter events that take place on a regular basis. Just set up a repeating event. This is a great way to block out time for things like a daily walk with the dog, a weekly team meeting, a monthly game night with friends, and annual events like anniversaries and holidays.

1 Press Calendar.

2 **Enter the event** you want to repeat, and then select the event description.

3 Set the repeat interval:

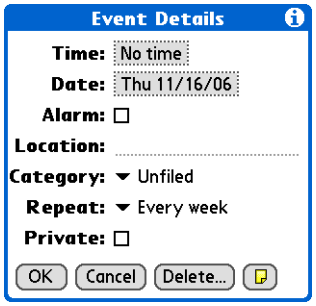
a. Select Details.

b. Select the Repeat pick list and select how often the event repeats: Daily until, Every week, Every other week, Every month, or Every year.

NOTE If you select Daily, a dialog box appears for you to select the end date.

c. Select OK.

Done



Scheduling a repeating event—unusual interval

Some events don't fit neatly into the preset repeat intervals, so you need to set up your own repeat intervals. For example, set aside time for a trip to the gym every other day, schedule a class that meets on the 1st Wednesday of each month, or enter annual holidays that occur during a particular time of month such as the 1st Monday in September or the 3rd week of November.

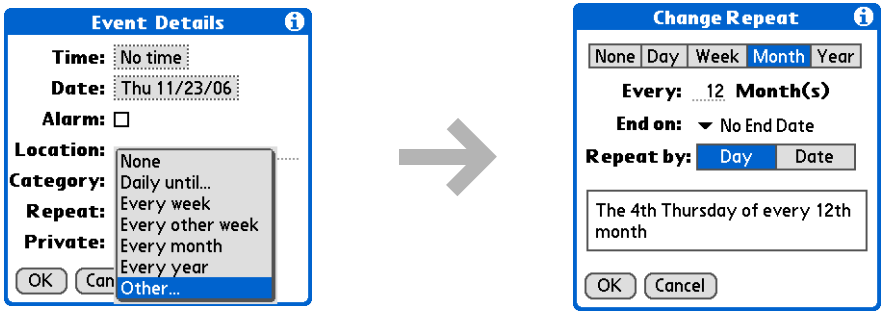
1 Press Calendar.

2 **Enter the event** you want to repeat, and then select the event description.

3 Open the Change Repeat dialog box:

a. Select Details.

b. Select the Repeat pick list and select Other.



Continued

Tip
To enter holidays such as Labor Day, select Month, enter 12 on the Every line, and then select Day as the Repeat By setting.

4

Set the repeat interval:

a. Select Day, Week, Month, or Year as the repeat unit.

b. Select the Every line and enter the frequency at which the event repeats.

c. Select the End on pick list and select an end date, if needed.

d. If you selected Week in step c, select the day of the week the event repeats. If you selected Month in step c, select Day to select the week within the month, such as the 4th Thursday, or select Date to select the same date within the month, such as the 15th.

e. Select OK.

Done

Did You Know?
You can reserve a specific block of time during the day or use events without times to flag a series of dates. For example, you can reserve vacation time from 6/23–6/30 using a repeating event without a time, and then schedule a specific excursion from 9:00 to 3:00 on 6/24 and dinner with a friend at 6:00 on 6/25.

Tip
Need to enter an event that extends beyond midnight? Enter an end time that is earlier than the start time.

Scheduling an event that is longer than a day

Reserve a block of time for events that span several days, such as a vacation, conference, training class, or an extended project.

1 Press Calendar.

2 **Enter the event**, and then select the event description.

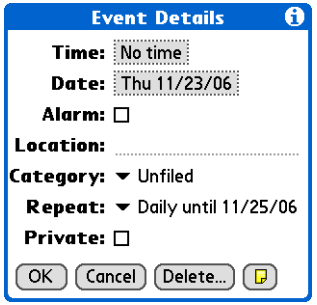
3 Set the repeat interval:

a. Select Details.

b. Select the Repeat pick list and select Daily until.

c. Select the year, month, and date when the event ends.

d. Select OK.



Done

Entering a location or a note for an event

Enter a description of the event's location such as a restaurant, a conference room, or your friend's house. Enter a note such as dial-in info for a conference call or directions to a location.

1 Press Calendar.

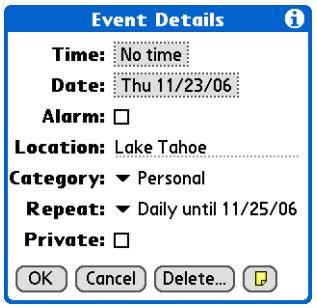
2 **Enter the event**, and then select the event description.

3 **[&] OPTIONAL** Enter the location:

a. Select Details.

b. Select the Location field and enter a description of the location.

↘ Continued



4 **[&] OPTIONAL** Enter the note:

a. Select Note .

b. Enter the note text.

c. Select Done.

5 Select OK.

Done **The location name and a note icon appear next to the event description in Agenda View and in Day View.**

Did You Know?
You can also set a preference to automatically include a time zone whenever you create a new event. **Open the Options menu** and select Preferences. Select New events use time zones. Only new events created after the preference is set are affected.

Scheduling an event with a time zone

[!] IMPORTANT Do not use times zones if you are synchronizing with Palm Desktop software. Time zones work only if you are synchronizing with Outlook or Exchange ActiveSync. Palm Desktop software does not recognize time zones.

Selecting a time zone when creating a new event allows you to travel and have your events automatically adjust to the time zone in your new location. When you schedule an event, set the time zone and the time the event occurs in the location of the event. The event automatically adjusts on your schedule based on **the primary location** you have set on your handheld.

When you travel, you can **change the primary location** on your handheld and the event automatically adjusts on your schedule to the correct time according to the time zone of the new primary location.

NOTE Only events that have a time zone setting adjust when you change the primary time zone on your handheld. Events that do not have a time zone setting remain at their set time.

1 Press Calendar .

Continued

2

Set the time and the time zone:

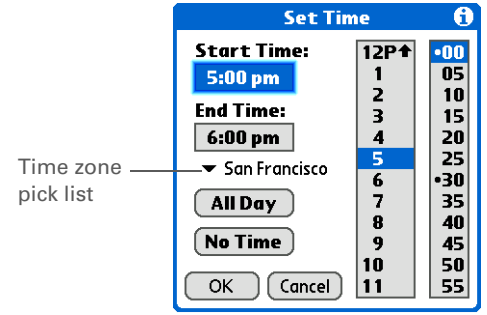
a. **Enter the event**.

b. Set the time for the event as it is scheduled at the location where it occurs.

c. Select the time zone pick list and select a city within the time zone where the event is located.

d. Select OK.

Done



Color-coding your schedule

Use color-coding to quickly spot different types of events. For example, make all your family appointments green, your work appointments blue, and your appointments with friends yellow.

Managing your color-codes

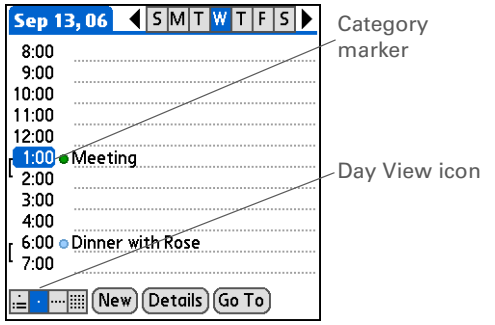
Each color code represents a category of events. You can assign each category a name and select which color you want to assign to it.

1

Open Day View:

a. Press Calendar .

b. Select the Day View icon .



2

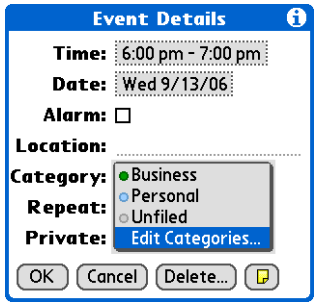
Open the Edit Categories dialog box:

a. From Day View, select the event description.

b. Select Details.

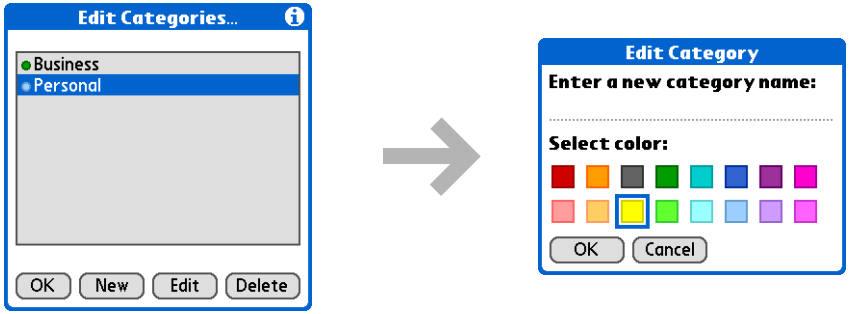
c. Select the Category pick list and select Edit Categories.

↘ Continued



3 Select the color code for the category:

a. Select New, or select a category, and then select Edit.



b. Enter or edit the category name.

c. Select the color you want to give this category.

d. Select OK, and then select OK two more times.

Done **The category name and its color-coded marker appear on the category list.**

Did You Know?

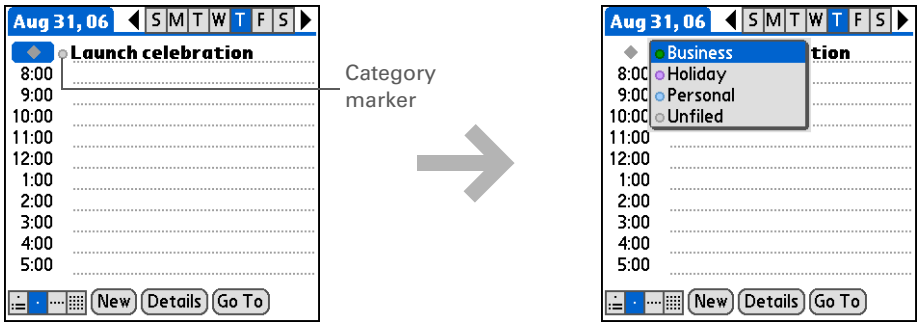
In Day View and Month View you can **set the Display Options** to show the category list so that you can view all your events or just the events for a single color-code.

Assigning a color code to an event

1 Press Calendar.

2 **Enter the event** you want to color-code.

3 Select the category marker next to the description, and then select a category from the list.



Done In Agenda View and Day View the category marker next to the event is color-coded. In Week View and Month View the symbol for the event is color-coded.

Tip
You can **customize your alarm settings** in the Calendar Preferences dialog box.

Did You Know?
If you **set your alarms in World Clock** instead of Calendar, you have different alarm sound choices. Keep in mind that since World Clock alarms aren't tied to a specific event, you won't see an event description when a World Clock alarm sounds.

Did You Know?
When you set an alarm, a little alarm clock appears to the right of the event description.

Setting an alarm

1 Press Calendar.

2 **Enter the event** you want to assign an alarm to, and then select the event description.

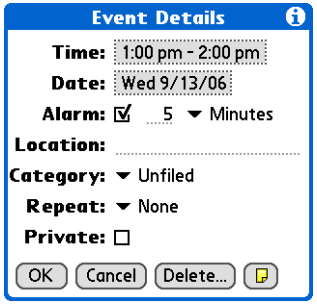
3 Set the alarm:

a. Select Details.

b. Check the Alarm box.

c. Select the pick list and select Minutes, Hours, or Days.

d. Enter how many minutes, hours, or days before the event you want the alarm to sound, and then select OK.



Done

Tip
You can also use the Event Details dialog box to change the alarm, location, category, repeat, and privacy settings.

Rescheduling an event

1 Press Calendar.

2 Go to the event you want to reschedule:

a. From Day View, select Go To.

b. Select the year, month, and date of the event.

c. Select the event description, and edit it if necessary.

[!] IMPORTANT If you edit the description of a repeating event, the new description appears in all instances of the event.

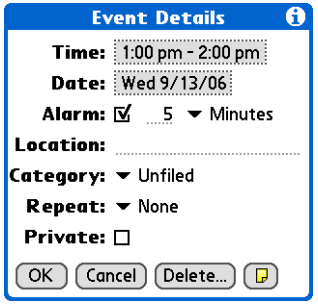
3 Change the date and time:

a. Select Details.

b. Select the Time box and select the new start and end times.

c. Select the Date box and select the new date.

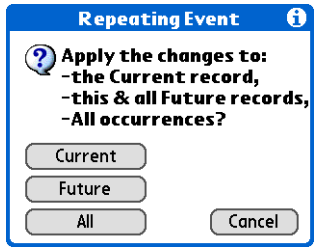
d. Select OK.



↘ Continued

4

If you're changing a repeating event, select one of the following to select the event(s) you want to apply the changes to:



Current Apply your changes to only the selected instance of the repeating event.

Future Apply your changes to the selected event and all instances of the repeating event that occur at a later date.

All Apply your changes to the selected event and all past and future instances of the repeating event.

Done

✱ **Tip**
You can also delete a specific event by selecting the event, selecting Details, and then selecting Delete.

✱ **Tip**
Many people find it useful to refer to old events for tax purposes. If you save an archive copy of your deleted events, you can **refer to them later by importing them**.

Deleting events

If an appointment is canceled, you can delete it from your schedule. When deleting a repeating event, you can indicate you want to delete just the selected event, or to also delete other instances of the event. You can also delete all your old events that are before a selected time frame.

Deleting a specific event

1 Press Calendar.

2 Go to the event you want to delete:

a. From Day View, select Go To.

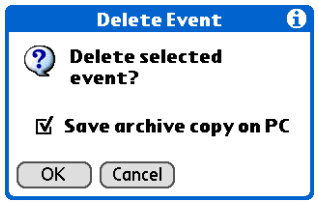
b. Select the year, month, and date of the event.

c. Select the event description.

3 Open the Delete Event dialog box:

a. **Open the menus**.

b. Select Delete Event on the Record menu.

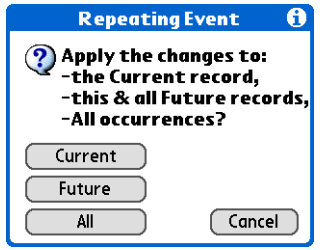


↘ Continued

4 **[&] OPTIONAL** Check the box to save an archive copy of the event on your computer.

5 Select OK.

6 If you're deleting a repeating event, select one of the following to select the event(s) you want to delete:



Current Delete only the selected instance of the repeating event.

Future Delete the selected event and all instances of the repeating event that occur at a later date.

All Delete the selected event and all past and future instances of the repeating event.

Done

Deleting all your old events

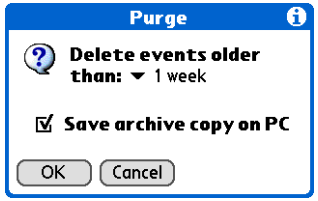
When you need more space on your handheld, or you just want to do some housekeeping, you can delete all your old events.

1 Press Calendar.

2 Open the Purge dialog box:

a. **Open the menus**.

b. Select Purge on the Record menu.



3 Select the events to purge:

a. Select the Delete events older than pick list and select a time frame.

b. Check the Save archive copy on PC box if you want to place a copy of the deleted events in an archive file on your computer the next time you synchronize.

c. Select OK.

Done

Tip
Press the Calendar button repeatedly to cycle through the four different views.

Did You Know?
Agenda View shows how many unread messages you have in the VersaMail® application.

Did You Know?
You can **use a favorite photo as the background** for your Agenda View.

Tip
Calendar opens to Agenda View by default, but you **can change that to another view**.

Checking your schedule

Sometimes you want to look at your schedule for a particular date, while other times you want to see an overview of a week or month.

Viewing your appointments and tasks together

Agenda View shows your daily schedule and any items on your Tasks list that are overdue or due today. If there's room on the screen, Agenda View also shows your schedule for the next dates that have events scheduled on them.

1 Press Calendar.

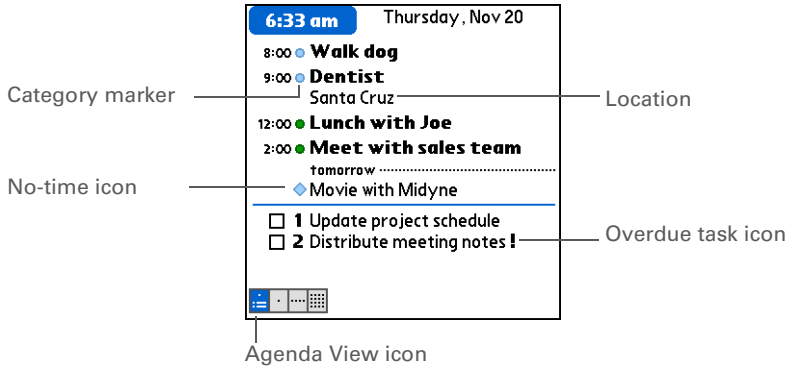
NOTE If Calendar is already open, select the Agenda View icon instead.

Continued

2

Do one of the following to view your schedule:

- Select an appointment to go to it in Day View.
- Select a task to go to it in Tasks.



Done

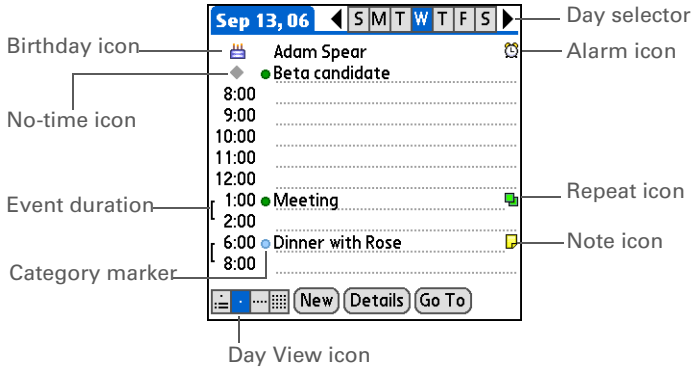
Viewing your daily schedule

Day View shows your daily schedule one day at a time. You can scroll between days in the current week or jump to any other date.

1 Open Day View:

a. Press Calendar.

b. Select the Day View icon.



Continued

2

Do any of the following to view your daily schedule:

- Select the day selector to view another day in the same week, select the arrows to scroll to the previous or next week, or select Go To to choose a specific date.
- Select the Repeat icon, the Alarm icon, or Details to open the Details dialog box.
- Select the Note icon to view the note text.
- Select the Birthday icon to view the birthday entry.
- Select the category marker to assign the event to a color-code.

Done

Tip

You can also press Right and Left on the 5-way to scroll to the next or previous week. To go to Day View for a particular day, press Center on the 5-way to insert a highlight, press Right or Left to select a day, and then press Center on the 5-way again.

Viewing your weekly schedule

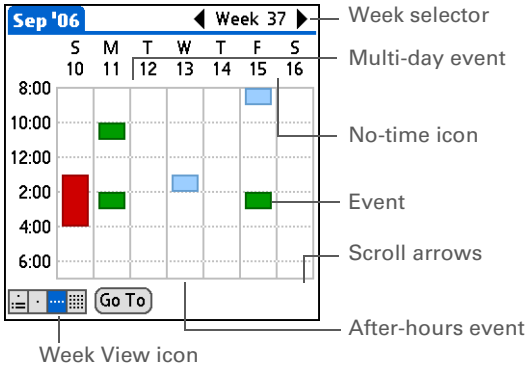
Week View shows your schedule for an entire week. The time frames that appear on the screen are based on the Start Time and End Time settings in Calendar Preferences.

1

Open Week View:

a. Press Calendar .

b. Select the Week View icon .



2

Do any of the following to view your weekly schedule:

- Select the week selector to scroll between weeks, or select Go To to choose a week.
- Select a date to go to that day in Day View.
- Select an event to view the event description and location.
- Select the scroll arrows to view events scheduled earlier or later in the day during the selected week.

Done

Tip

You can also press Right and Left on the 5-way to scroll to the next or previous month. To go to Day View for a particular date, press Center on the 5-way to insert a highlight, press Right or Left to select a date, and then press Center on the 5-way again.

Viewing your monthly schedule

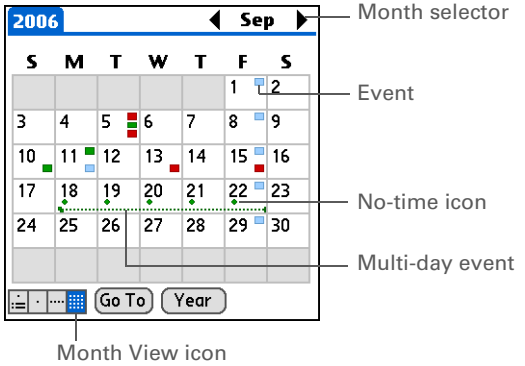
Month View shows your schedule for a whole month. You can scroll between months or jump to any other month.

1

Open Month View:

a. Press Calendar.

b. Select the Month View icon.



2

Do any of the following to view your monthly schedule:

- Select the month selector to scroll to the previous or next month, or select Go To to choose a specific month.
- Select a date to go to that day in Day View.

Done

Tip

You can also press Right and Left on the 5-way to scroll to the next or previous month. To go to Day View for a particular date, press Center on the 5-way to insert a highlight, press Right or Left to select a date, and then press Center on the 5-way again.

Viewing a yearly calendar

Year View shows a calendar for an entire year. You can scroll between years or jump to any other year.

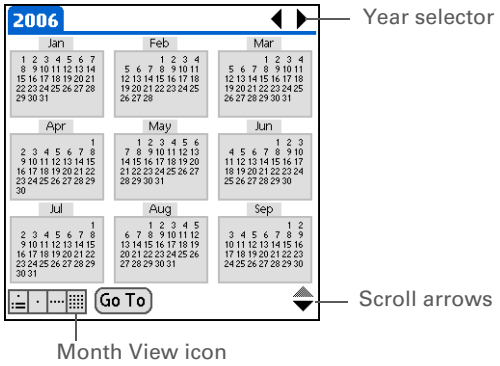
1

Open Year View:

a. Press Calendar .

b. Select the Month View icon .

c. Select Year.



2

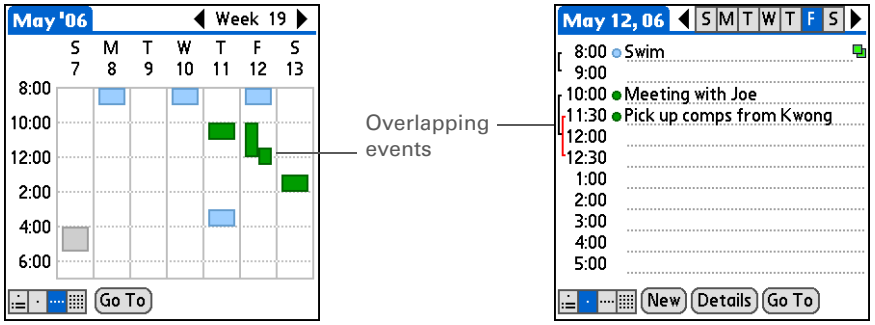
Do any of the following to view a yearly calendar:

- Select the year selector to scroll to the previous or next year, or select Go To to choose a specific year.
- Select the scroll arrows to see months that don't fit on the screen.
- Select a month to go to that month in Month View.

Done

Finding events that overlap

When an event starts before a previous event finishes, the events overlap. You can spot events that overlap in Week View and in Day View.



Customizing your calendar

Control the appearance of your Calendar screens. Select display options for the Agenda View, Day View, and Month View. The options you select for each view apply only to that view. You can also choose alarm and start and end time settings.

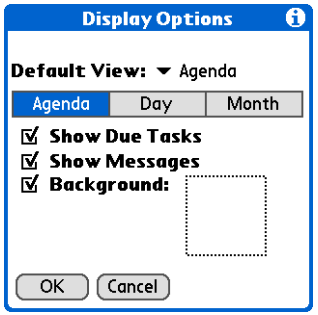
Customizing display options for your calendar

1 Press Calendar.

2 Open the Display Options dialog box:

a. **Open the menus**.

b. Select Options, and then select Display Options.



3 Select the Default View pick list and select the view you want to see when you open Calendar.

Continued

Tip
If the text is difficult to see against your new background, **select a different Color Theme** to change the text color.

Tip
If you want to see the hours when you have nothing scheduled, as well as your appointments, deselect Compress Day View. But don't forget to scroll down to see the events at the end of your day, or hide the input area and display as much of Day View as possible.

4

Set any of the following Agenda View display options:

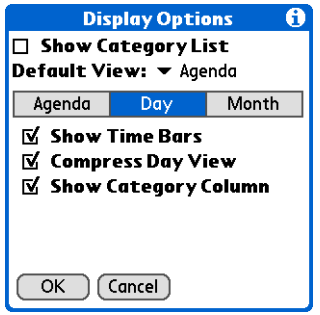
Show Due Tasks Display tasks that are due today and tasks that are overdue.

Show Messages Display the number of read and unread email messages.

Background Use your favorite photo as the Agenda View background. Check the Background box, select the photo thumbnail, and then select a photo. Adjust the fade setting so that the text is easy to read against the photo.

5

Select Day and set any of the following Day View options:



Show Category List Display the category pick list. By default, the Category pick list doesn't appear.

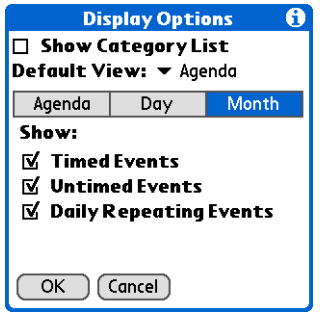
Show Time Bars Display the bars that show the duration of an event and event conflicts.

Compress Day View Avoid scrolling and display only the time period with scheduled events.

Show Category Column Display the category marker between the time and description. The color of the category marker indicates which category the event is filed under.

Continued

6 Select Month and set any of the following Month View options:



Show Category List Display the category pick list. By default, the Category pick list doesn't appear.

Timed Events Show events that are scheduled for a specific time.

Untimed Events Show events that are scheduled for a specific date, but not a specific time.

Daily Repeating Events Show events that repeat every day.

7 Select OK.

Done

Tip
You can view and schedule events in time slots that are before or after the start or end time. You just need to scroll to those time slots.

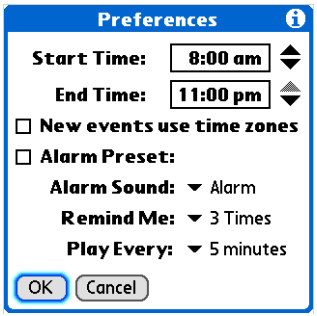
Setting alarm and time options

1 Press Calendar.

2 Open the Preferences dialog box:

a. **Open the menus**.

b. Select Options, and then select Preferences.



3 Select the start and end times of your typical day. This time frame appears in your Day View and Week View.

↘ Continued

4 Set any of the following alarm settings:

Alarm Preset Set an alarm for each new event. When you check this box, you also need to enter the default number of minutes, days, or hours before the event that the alarm sounds. For events without a time, the alarm settings are based on midnight of the date of the event. The Alarm Preset settings appear as defaults for each new event, but you can change these settings in the Details dialog box for individual events. If you don't want to use alarms for most of your events, don't check this box.

Alarm Sound Select the sound the alarm makes when it goes off.

Remind Me Select how many times the alarm sounds after the first time it goes off: Once, Twice, 3 Times, 5 Times, and 10 Times.

Play Every Select how often the alarm sounds: Minute, 5 minutes, 10 minutes, and 30 minutes.

5 Select OK.

Done

Tip
(Windows) If you chose to **synchronize with Microsoft Outlook**, check out the online Help in Outlook to learn how to use Calendar on your computer.

Did You Know?
Mac Check out the Holiday Files folder in the Palm folder. It contains various holidays that you can import into Palm Desktop software on your computer.

Working with Calendar on your computer

[!] IMPORTANT If you use Microsoft Exchange ActiveSync your email and calendar information synchronize directly with your info on your company's Exchange server. You must retrieve email and calendar updates from the VersaMail® application; they do not update when you synchronize your handheld with your computer.

- Scheduling events
- Rescheduling events
- Setting alarms
- Deleting events
- Marking events as private and hiding them
- Printing your schedule
- Working with Day View, Week View, Month View, and Year View

WINDOWS ONLY

To open Calendar on your computer, double-click the Palm Desktop icon on the Windows desktop, and then click Calendar on the launch bar.

MAC ONLY

To open Calendar on your computer, double-click the Palm Desktop icon in the Palm folder, and then click Date Book.

Tips & Tricks
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palm.com/myT|X**.

Support
If you're having problems with Calendar or with anything else on your handheld, go to **www.palm.com/support**.

Related topics

Click a link below to learn about these related topics:

Sharing	• Beaming events to other Palm Powered™ handhelds • Sending events to other Bluetooth® handhelds by using Bluetooth wireless technology on your handheld • Synchronizing with Palm Desktop software and Outlook
VersaMail	Sending events as attachments to email messages
Privacy	Keeping events private by turning on security options
Categories	• Editing and deleting categories • Viewing events by category
Common Questions	Answers to frequently asked questions about Calendar

Your Microsoft Office Manager

In this chapter

Creating and managing Office files

Opening a file from within Documents

Related topics

With its ability to store large amounts of important information, your handheld lets you take your office with you—including your Microsoft Office files. With the Documents application, you can carry, create, view, and edit Microsoft Word and Excel files directly on your handheld. You can also view, carry, and manage PowerPoint files on your handheld.

You can keep updated copies of the files on both your handheld and your computer so that you can work on them in the most convenient location any time.

Benefits

- Manage Word, Excel, and PowerPoint files on your handheld
- Improve productivity by taking important docs, spreadsheets, and presentations with you on the go

Tip
For complete information on the Documents To Go® application, click the application icon on your computer and then click Help, or go to **www.dataviz.com**.

Creating and managing Office files

The Documents application provides powerful editing and file management features for Office files on your handheld. What's more, Documents makes it easy for you to share files between your computer and your handheld.

The Documents application has a companion application on your computer called Documents To Go. Use Documents To Go to transfer files to your handheld when you synchronize.

Here are some of the capabilities of Documents:

NOTE The Documents application does not support some editing functionality, such as multiple font sizes and spell check.

- View Word, Excel, and PowerPoint files (DOC, XLS, or PPT).
- Create or edit a Word-compatible document or Excel-compatible spreadsheet on your handheld, and then save it in the native DOC or XLS format.
- Create a PowerPoint presentation on your computer, use the Documents To Go desktop application to convert it to a format that is optimized for viewing on your handheld, and then synchronize to transfer the file to your handheld. View or edit the file on your handheld, and then synchronize again to transfer the changes to the original PowerPoint file on your computer.
- Open Office files received as attachments to incoming **email messages**, and attach files to outgoing messages.

Tip

When you are working on a file, save it to your handheld or your expansion card by selecting Menu, selecting Save As from the File menu, and then selecting the location where you want to save the file.

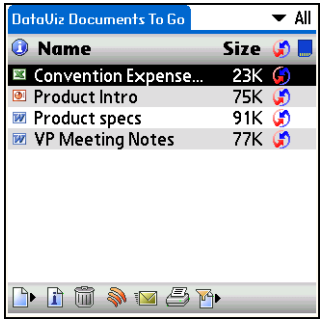
Opening a file from within Documents

In the Documents application, you can view and open any Word, Excel, or PowerPoint file on your handheld.

1 Tap Documents in the input area.

2 Select the file you want from the list.

Done



Tips & Tricks
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palm.com/myT|X**.

Support
If you're having problems with Documents, click the Documents To Go icon on your computer, and then click Help, or go to **www.dataviz.com**.

Related topics

Click the link below to learn about these related topics:

VersaMail®	Sending and receiving Office files as attachments to email messages

Your Photo and Video Organizer

In this chapter

Copying a photo or video

Viewing a photo or video

Organizing photos and videos

Personalizing a photo

Sharing a photo or a video

Related topics

A picture may be worth a thousand words, but what happens when you have lots of pictures—or videos—that you are trying to keep organized? Or maybe just a few that are so meaningful that you want to have instant access to them at any time?

Solve both problems with the Media application. Media features easy viewing and organization of still photos and videos. You can keep your favorite photos right on your handheld; **select photos as the background** for your Favorites and Applications views and for Agenda View in Calendar; even **add a photo to a Contacts entry**.

Benefits

- Never be far from your favorite people or places
- Simplify photo and video organization
- Store multiple videos and hundreds of photos

[!] Before You Begin

You must **synchronize** your handheld with your computer once before you can copy photos and videos to your handheld.

Tip

You can also copy photos and videos to an expansion card, and then view them by inserting the card into your handheld's expansion card slot.

Copying a photo or video

You can copy photos and videos to your handheld in the following ways:

- On a Windows computer, open the Media application from within Palm® Desktop software, drag the photos or videos into the Media window, and then synchronize.
- On a Mac computer, drag the photos or videos onto the **Send To Handheld droplet** icon, and then synchronize.

On a Windows computer, when you copy a photo in a popular format—such as JPG, BMP, TIFF (uncompressed), and GIF—to your handheld, the photo is saved on your handheld in its original format. If you copy a photo in a different format, it is saved on your handheld in JPG format.

On a Mac computer, all photos you copy using the Send To Handheld droplet icon are saved on your handheld in JPG format.

When you copy a video from your Windows or Mac computer, the video is converted to a format your handheld can play and is optimized for viewing on the handheld. Note, however, that there are numerous video formats, and not all types can be converted to a format that's viewable on your handheld. To test a video on your Windows computer, try to open and view the video in the desktop Media application; if you can't view the video on your computer, you won't be able to view the video on your handheld.

Tip
Select Slide Show to display all photos and videos in an album, automatically one after another. Tap a photo or video to stop the slide show.

Viewing a photo or video

1 Tap Media in the input area.

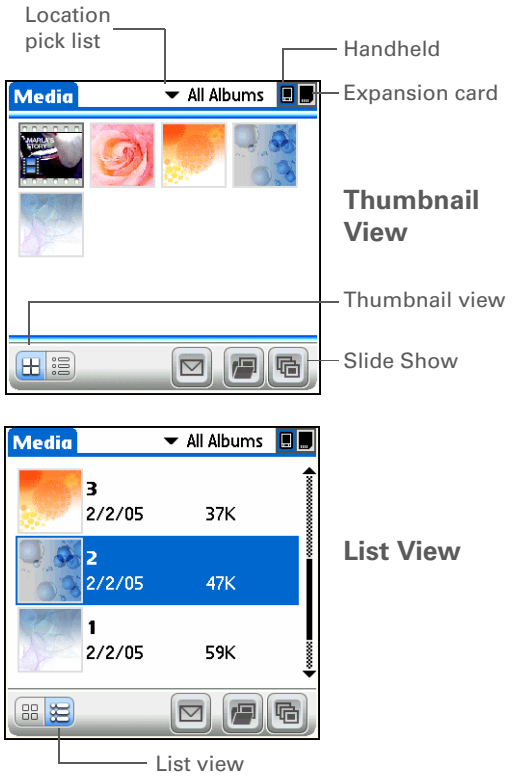
2 Go to the album where the photo or video is located:

a. Select either Handheld or Expansion card.

NOTE The Handheld and Expansion card icons appear only if an expansion card is inserted into your handheld's expansion card slot.

b. Select the location pick list at the top of the screen, and then select the location of the photo or video you want to view. Select All Albums to view all photos and videos on your handheld or on the expansion card.

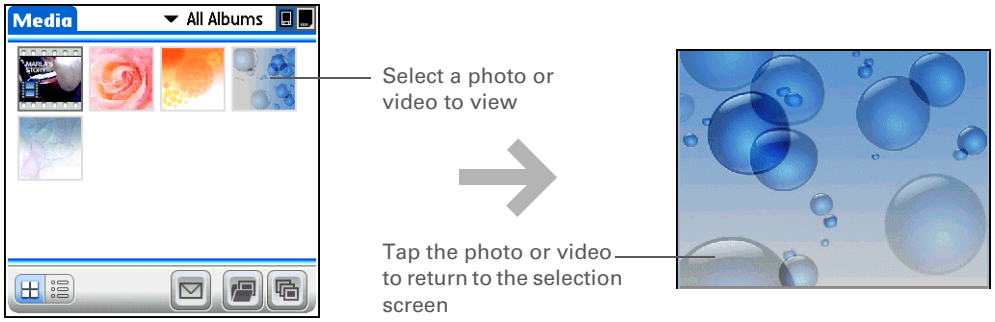
Continued



Tip

If you are viewing a photo, you can also press Center to return to the selection screen.

3 Select the photo or video you want to view. Tap anywhere in the photo or video to return to the selection screen.



Continued

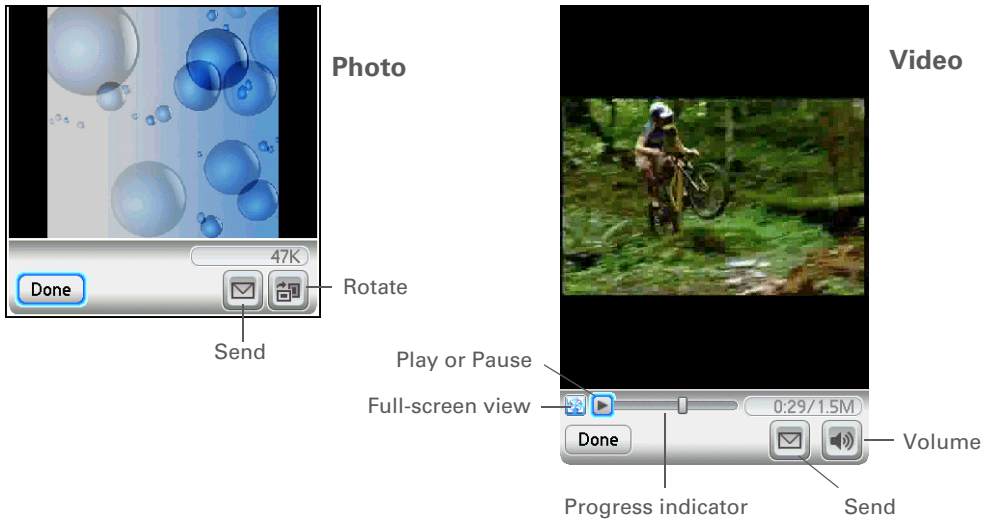
Tip
If a video appears cropped in portrait view, tap the video to return to the selection screen, **rotate the screen** to landscape view, and then select the video again to get a full-screen view.

Did You Know?
The input area is automatically hidden when you view a video.

4

[&] OPTIONAL Access controls:

- For photos, press Up on the 5-way navigator to zoom in. Press Down to access the photo controls.
- For videos, press Center to access video controls.



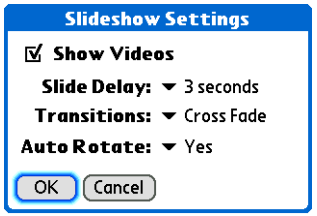
Done

Viewing a slide show

By default, both photos and videos in an album are displayed during a slide show.

1 Tap Media in the input area.

2 **[&] OPTIONAL** Set the slide show settings:



a. **Open the menus**.

b. Select Options and then select Slideshow.

c. Adjust the settings:

Show Videos Show videos during the slide show.

Slide Delay Select the time each photo displays.

Transitions Select the type of transition between slides.

Auto Rotate Automatically rotate the photo or video for optimal viewing.

↘ Continued

Did You Know?
When viewing a slide show, you can use your **5-way controls**. Press Up and Down to control the volume. Press Left and Right to move to the previous or next media file. When viewing a video, press and hold Left and Right to move the video forward and backward in 5-second increments.

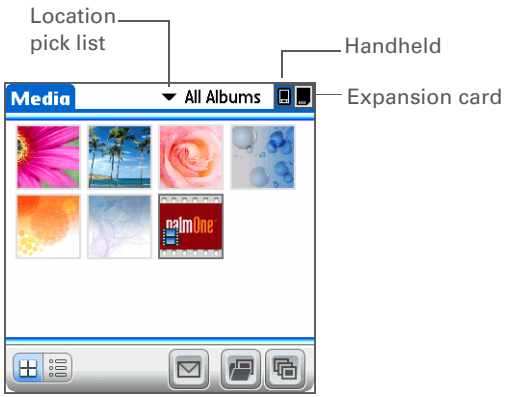
Did You Know?
Once you have **positioned a photo**, that position is shown in the slide show. This allows you to focus on sections of the photo you would like to highlight. This feature does not save the zoom setting.

3

Go to the folder or album where the photos or videos are located:

a. Select Handheld or Expansion Card.

b. Select the Location pick list in the upper-right corner and select the location of the photos or videos you want to view.



4

In the Thumbnail or List View, select Slide Show.

5

Press Center or tap a photo or video to stop the slide show and return to the Thumbnail or List View.

Done

Tip
You can also rotate a photo by pressing Down on the 5-way to zoom the photo out and then selecting Rotate at the bottom of the screen.

Rotating a photo

1 Tap Media in the input area.

2 Go to the folder or album where the photo is located:

a. Select Handheld or Expansion Card.

b. Select the Location pick list in the upper-right corner and select the location of the photo or video you want to view.

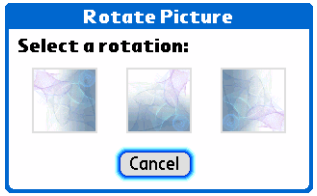
3 Rotate the photo:

a. Select the photo you want in the Thumbnail or List View.

b. **Open the menus**.

c. Select Rotate Picture from the Media menu.

d. Select the rotation you want.



4 Tap anywhere in the photo to return to the Thumbnail or List View.

Done

Tip
You can also view details for an entire album—including last date changed, number of items in the album, and size—by **opening the Album menu** and selecting Album Details.

Viewing and editing photo or video details

1 Tap Media in the input area.

2 Go to the folder or album where the photo or video is located:

a. Select Handheld or Expansion Card.

b. Select the Location pick list in the upper-right corner and select the location of the photo or video you want to view:

3 Select the photo or video whose details you want to view.

↘ Continued

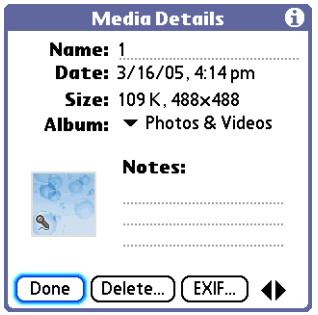
Tip
Select the scroll arrows at the bottom of the Media Details screen to view other photos in the album.

4 View photo or video details:

a. **Open the menus**.

b. Select Edit Details from the Media menu.

c. In addition to viewing photo or video details, you can do the following:



Change name Select the photo or video name and enter a new name.

Move to different album Select the Album pick list and select a new album location for the photo or video.

Add notes Select the Notes field and enter a note for the photo or video.

↘ Continued

» Key Term

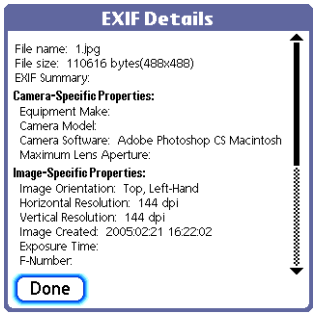
EXIF Exchangeable Image File Format is a standard for storing interchange information in image files. Most digital cameras use the EXIF format.

5

[&] OPTIONAL If the photo was taken from a digital camera that uses the EXIF format, you can view the EXIF information about the photo:

a. Select EXIF.

b. Select Done when finished viewing the EXIF details.



6

When finished editing and viewing details, select Done.

Done

Tip
If a photo is stored on your handheld, you can add it only to an album located on the handheld. Likewise, if a photo is stored on an expansion card, you can add it only to an album that is on the same card.

Organizing photos and videos

You can organize your photos and videos in the following ways:

- Create albums and place your photos and videos in those albums.
- Move photos and videos within or between albums.
- Sort photos and videos in the List View.

Organizing photos and videos into albums

1 Tap Media in the input area.

2 Select Manage Albums.

↘ Continued

Tip
If you want to add or remove photos or videos in any album, select Manage Albums from Thumbnail or List view, select the album you want, and then select OK. Follow the directions in step 4 for adding or removing items in an album.

Tip
Drag the stylus across multiple photos and/or videos to add or remove them all at once.

Did You Know?
If you remove a photo or video from an album, it is moved to Photos and Videos. The photo or video is not deleted from your handheld or the expansion card.

3

Create an album:

a. Select whether to create the album on your handheld (Device) or on an expansion card inserted into the expansion card slot (Card).

b. Select New, enter the name of the new album, and then select OK.

c. Select OK on the Manage Albums screen.

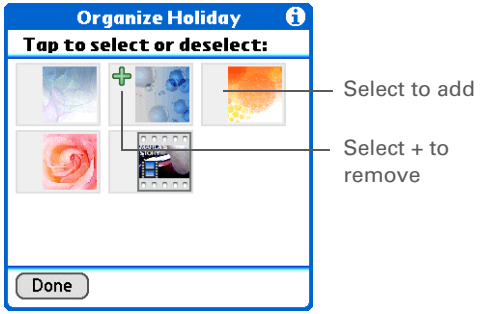
4

Add photos or videos to the album you just created:

a. Select each photo or video you want to add to the album. A plus sign appears to the left of selected items. To remove a photo or video from the album, select it again; the plus sign disappears.

b. Select Done.

Continued



Tip
Move photos within albums to easily put the slide show of your child's birthday party in the sequence you want.

5 Move photos or videos within albums:

a. Select the location pick list at the top of the screen, and then select the album in which you want to move photos or videos.

b. Select the photo you want to move, and then tap and drag with the stylus to move the photo or video to the desired location.

NOTE You cannot move photos or videos in All Albums view.

Done

Moving a photo or video within and between albums

1 Tap Media in the input area.

2 Move a photo or video within an album:

a. Select the pick list in the upper-right corner and select the album containing the photo or video you want to move.

b. Use the stylus to drag the photo or video you want to its new position.

Continued

Tip

You can also move a photo or video by **adding it to a different album**. The item is removed from the original album.

3

Move a photo or video between albums:

a. Select the pick list in the upper-right corner and select the album containing the photo or video you want to move.

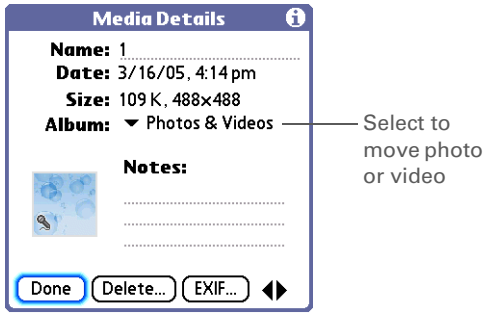
b. **Open the menus**.

c. Select Edit Details from the Media menu, and then select the photo or video you want to move.

d. Select the Album pick list, and then select the new album for the photo.

e. Select Done.

Done



[!] Before You Begin

You must be in an album to sort manually. You cannot sort when All Albums is selected from the pick list.

Sorting photos and videos

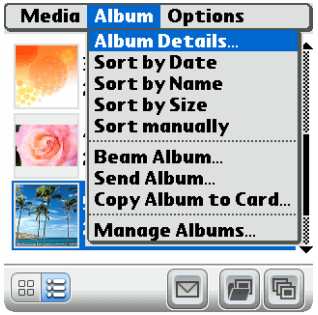
1 Tap Media in the input area.

2 Sort photos and videos:

a. Select the pick list in the upper-right corner and select the album containing the photos and/or videos you want to sort.

b. **Open the menus**.

c. Select Album, and then select one of the following:



Sort by Date Lists photos and videos from the earliest to the most recent date. Select Sort by Date again to list items from the most recent to the earliest date.

Sort by Name Lists photos and videos by name in ascending (A–Z) order. Select Sort by Name again to list items by name in descending (Z–A) order.

Sort by Size Lists photos and videos from smallest to largest file size. Select Sort by Size again to list items from largest to smallest file size.

Sort manually Lets you tap a photo or video and drag the stylus to where you want the item to appear. A dotted black line indicates the position of the item.

Done

Did You Know?
Create multicolored art: Select a color and draw on a photo, and then select a different color and draw some more. Each drawing keeps its original color.

Tip
Select the drawing tool button to change line size. Select the text tool button to change font size.

Tip
Use the eraser selection on the drawing tool to erase drawings only; select Undo to delete text. You can use Undo only once to delete text for a given photo. If you need to delete text after using Undo, select Done and do not save the photo, and then open the photo and try again.

Personalizing a photo

To add a personal touch to a photo, use the drawing tool or add a voice clip.

Drawing on a photo

1 Tap Media in the input area.

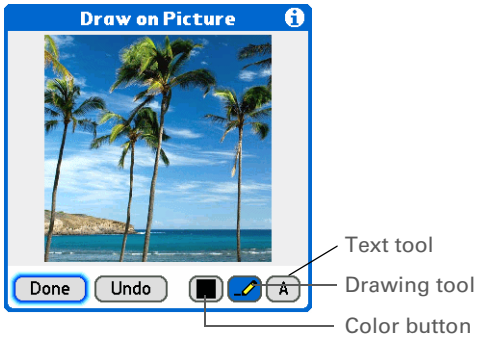
2 Draw on a photo:

a. In the Thumbnail or List View, select the photo you want.

b. **Open the menus**.

c. Select Draw on Picture from the Media menu.

d. Draw on the photo using the following tools:



Drawing tool Draw anywhere on the photo using the stylus.

Text tool Enter text in the field. Tap anywhere on the screen to open a text field in a new location.

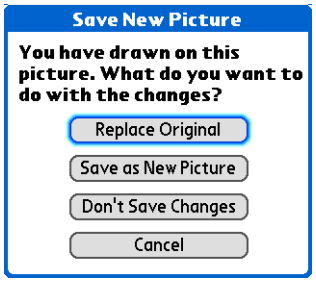
Color button Select a drawing color.

e. Select Done.

Continued

3

Select one of the following to save or reject changes:



Replace Original Saves the photo with the drawing in place of the original photo with no drawing; the original photo is lost.

Save as New Picture Saves both the photo with the drawing and the original photo with no drawing. You can enter a name for the new photo. You can also select the pick list to save the updated photo to a different album.

Don't Save Changes Saves only the original photo with no drawing.

Cancel Returns to the Draw on Photo screen.

Done

Tip
Copy an entire album by **opening the Album menu**, selecting Album, and then selecting Copy Album to Card or Copy Album to Handheld. Select the album you want, and then select Done when copying is complete.

Copying a photo or video

You can copy photos and videos from your handheld to an expansion card, and vice versa.

1 Tap Media in the input area.

2 Select a photo or video to copy:

a. Select Handheld or Expansion Card.

b. Select the Location pick list in the upper-right corner and select the location of the photos or videos you want to copy.

c. Select the photo or video.

3 Copy the photo:

a. **Open the menus**.

b. Select Copy to Card (for photos or videos on your handheld) or Copy to Handheld (for photos or videos on an expansion card) from the Media menu.

Done

Tip
Delete an entire album by **opening the Album menu** and selecting Album Details. Select the album you want, and then select Delete on the Album Details screen.

Tip
You can also delete a photo or video from the Media Details screen by selecting Delete on that screen.

Deleting a photo or video

1 Tap Media in the input area.

2 Go to the folder or album where the photos or videos are located:

a. Select Handheld or Expansion Card.

b. Tap Location pick list in the upper-right corner and select the location of the photos or videos you want to delete.

3 Delete the photo or video:

a. **Open the menus**.

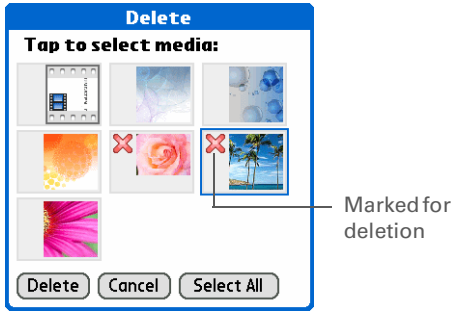
b. Select Delete from the Media menu.

c. Select the photos or videos you want to delete.

d. Select Delete.

e. Select Delete in the Delete Media dialog box.

Done



Tip
You can also beam or send an entire album by **opening the Album menu** and selecting Beam Album or Send Album.

Sharing a photo or a video

You can easily share photos and videos with family and friends. Use your handheld's built-in **Bluetooth**® wireless technology to wirelessly send photos and videos to other Bluetooth handhelds within range.

You can also share photos and videos using any of the following methods:

- **Attach a photo or video** to an email message.
- **Beam a photo or video** to other Palm Powered™ handhelds.
- Copy a photo or video from your handheld to your desktop computer, or from computer to handheld, by using Media application from within Palm Desktop (Windows). You can also copy a photo or video from your Mac to your handheld using the **Send To Handheld droplet**. **Synchronize** to transfer the files from your computer to your handheld.

NOTE Sending a large number of photos or videos using Bluetooth technology or beaming can take a long time.

[!] Before You Begin

Set up a Bluetooth® connection on your handheld.

+ Did You Know?

There are other ways to send photos and videos wirelessly. Attach the items to an email message. Beam the items to other Palm Powered™ devices. Copy the items to an expansion card and then insert the card into another device.

✱ Tip

To send a photo to a device with which you have formed a partnership, select the Show pick list and then select Trusted devices on the Discovery Results screen.

Sending a photo or video using Bluetooth wireless technology

You can easily share photos with family and friends. Use your handheld's built-in Bluetooth wireless technology to send photos and videos to other wireless devices within range. Sending a file using wireless technology can take some time, so be patient.

1 Tap Media in the input area.

2 Send a photo or video:

a. Select the pick list at the top of the screen, and then select the album containing the photos and/or videos you want to send.

b. Highlight the photo or video you want to send.

c. Select Send .

d. Select Bluetooth, and then select OK.

e. Select the device to which you want to send the photo or video, and then select OK. The file is sent automatically.

Done

Tips & Tricks
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palm.com/myT|X**.

Support
If you're having problems with Media or with anything else on your handheld, go to **www.palm.com/support**.

Related topics

Click a link below to learn about these related topics:

Sharing	Sending information using wireless technology on your handheld
VersaMail	Sending photos and videos as attachments to email messages

Listening to Music

In this chapter

Transferring music from a CD to your handheld

Playing music on your handheld

Managing playlists

Customizing your player

Working with Rhapsody on your computer

Related topics

Are you tired of listening to small talk during that long commute on the bus or train? Do you need something smaller than a CD player when you're out for a walk or at the gym? There is no need to buy an expensive MP3 player. Pocket Tunes™ lets you play the music on your handheld. Simply transfer songs onto your handheld or an expansion card and then listen through the built-in speaker or stereo headphones (sold separately).

NOTE Mac users cannot transfer music files directly to your handheld. You must insert an expansion card into your handheld's expansion card slot, transfer the music files to the card, and then listen to the files from the card.

Benefits

- Carry and listen to songs in the popular MP3 format
- No separate MP3, CD, or mini-disc player required
- Arrange your favorite songs into playlists on your handheld

Tip
If you do not have Internet access to install Rhapsody or to download MP3 files, you can still enjoy music on your handheld. You can use the MP3 files that you have stored on your computer. Use **Quick Install** to copy MP3 files from your computer to an expansion card.Then insert the card into your handheld's expansion card slot, and use the Pocket Tunes application to listen to the songs on the card.

Using Rhapsody as your desktop music application

The Pocket Tunes software that comes with your handheld is compatible with the popular MP3 audio file format. If your MP3 files are already on your computer's hard drive, you need to transfer them to your handheld to listen to them. You can use Rhapsody as your desktop music application to transfer files to your handheld.

NOTE An Internet connection is required to download Rhapsody and install it on your computer desktop.

Rhapsody has many advanced features that make it the recommended desktop music application:

- Rip CDs into MP3 format.
- Easily manage your music library on your desktop computer.
- Create playlists.
- Transfer music from your computer to your handheld.

[!] Before You Begin

(Windows only) Perform the following:

- Install the Rhapsody desktop application on your computer. Insert the software installation CD and follow the onscreen instructions for installing extra software. We recommend that you install this software even if you already have a version of Rhapsody installed on your computer. An Internet connection is required to download the software.
- After you install the software, **synchronize** your handheld with your computer so that Rhapsody can recognize your handheld.

Setting up Rhapsody for MP3

WINDOWS ONLY

To be compatible with Pocket Tunes, Rhapsody settings must be changed to support MP3.

NOTE The following procedure works with the version of Rhapsody you can download from the software installation CD. We recommend that you install this version even if you already have Rhapsody on your computer because it contains all of the components needed to transfer music files to your handheld. If you choose to use a different version, the procedure steps may be different.

1 Prepare your computer and your handheld:

a. **Connect your handheld and your computer to the USB sync cable**.

b. On your handheld, **go to Favorites** and select Music .

↘ Continued

2

Set Rhapsody format setting on your computer:

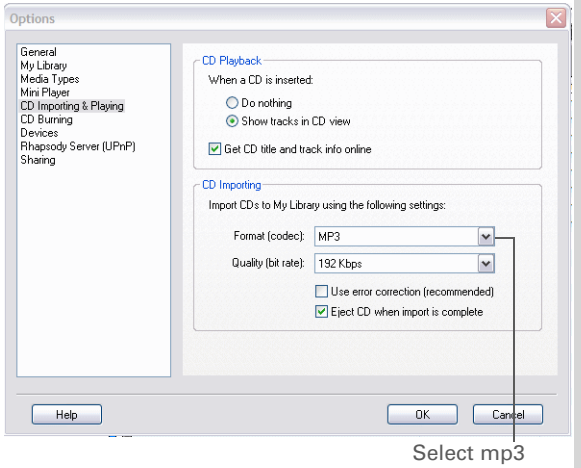
a. Open the Rhapsody application on your computer.

b. Click Tools, and then click Preferences.

c. Click CD Importing & Playing.

d. Click the Format (codec) pick list, and then select MP3.

e. Click OK.



Done **You now have set up Rhapsody to import and play MP3 files.**

[!] **Before You Begin**
(Windows only) You must set up **Rhapsody to support MP3 files**.

Transferring MP3 files to your handheld

You can easily transfer MP3 files from your computer's hard drive to your handheld to listen to them on your handheld.

WINDOWS ONLY

1 Prepare your computer and your handheld:

a. **Connect your handheld and your computer to the USB sync cable**.

b. On your handheld, **go to Favorites** and select Music .

↘ Continued

Tip

If your handheld does not appear in the drop-down list in step 2, close Rhapsody, **install the Pocket Tunes plug-in** from the CD, and then open Rhapsody again.

2

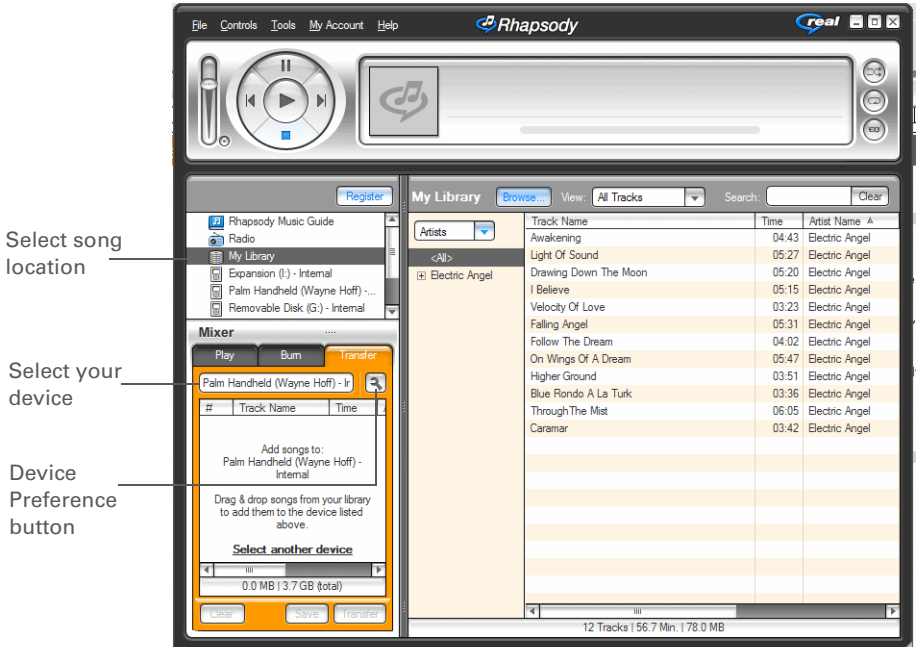
Prepare Rhapsody on your computer:

a. Open the Rhapsody application.

b. Click the Transfer tab in the Mixer window.

c. Click the Device Preferences button and select your handheld from the pick list.

d. Click the location, such as My Library, where the songs are stored on your computer.



↘ Continued

3

Transfer the files to your handheld:

a. Drag the song files you want from the song location window into the Transfer window.

b. Click Transfer. The files are transferred to your handheld.

[!] IMPORTANT Do not press the sync button on your cable. Rhapsody is transferring the files, so there's no need to do anything.

Done

Tip
You can also use a card reader accessory (sold separately) to transfer MP3 files from your computer to an expansion card.

MAC ONLY

Mac users must transfer music files to an expansion card inserted into your handheld's expansion card slot.

1 **Connect your handheld and your computer to the USB sync cable**.

2 Insert an **expansion card** into your handheld's expansion card slot.

3 Select the MP3 files you want to transfer:

a. Drag and drop the MP3 files onto the Send To Handheld droplet in the Palm folder.

b. In the Send To Handheld dialog box, select your username and click OK.

4 **Synchronize your handheld with your computer**.

NOTE Be patient; transferring music to an expansion card can take several minutes.

Done

[!] Before You Begin
(Windows only) You must set up **Rhapsody to support MP3 files**.

Transferring music from a CD to your handheld

If your songs are on a CD and you want to listen to them on your handheld, use the Rhapsody desktop application on your computer to convert and transfer the files.

NOTE Mac users can use iTunes, included with OS X, to transfer music from a CD to their handheld. Music files should be imported in MP3 format.

WINDOWS ONLY

1

Access the music CD from Rhapsody on your computer:

a. Open the Rhapsody application.

b. Insert the CD into your computer's CD drive.

↘ Continued

Did You Know?
An interactive tutorial on the software installation CD guides you through adding music. Insert the CD, go to the My Music section of the tutorial, and then select Add music from a CD.

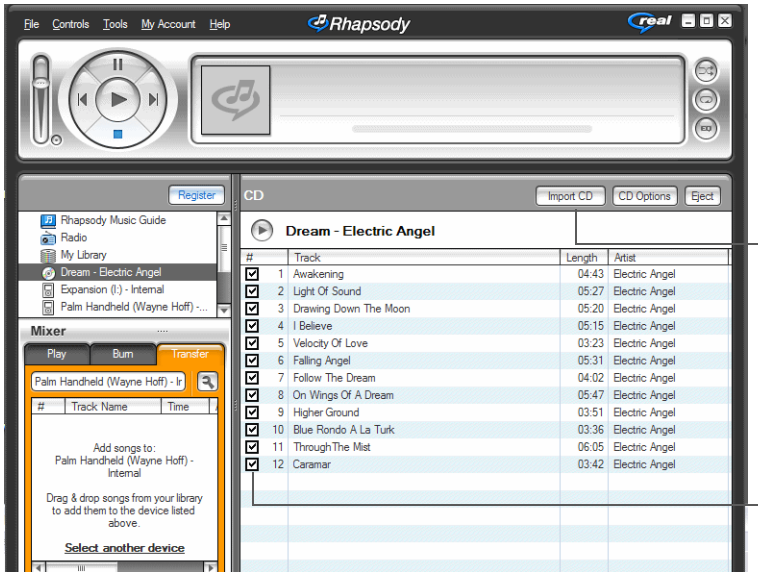
Did You Know?
For tips on using Real Rhapsody on your computer, go to the Help menu in Real Rhapsody™ or visit www.real.com.

2

Transfer the songs you want to add to your library:

a. Select the titles you want to transfer from the CD.

b. Click Import CD.



3

Transfer the MP3 files to your handheld.

Done

Tip
For tips on using Pocket Tunes, **open the Options menu** and select Help.

Did You Know?
Pocket Tunes continues playing the songs in your list until it reaches the end of your list or until you tap Stop, even if your handheld screen is off.

Tip
You can upgrade Pocket Tunes to a version that supports additional music file formats, such as WMA, supports streaming MP3, subscription music, and includes additional features such as graphic equalizers and bookmarks. For more information, visit **www.pocket-tunes.com**.

Playing music on your handheld

1 **Go to Favorites** and select Music.

2 Select a song to play:

- To play the current song, tap the Play button.
- To play a different song, tap Choose Song and select a song from the list.

3 When you've finished listening, tap Stop.

Done

Managing playlists

You can create dozens of playlists with your favorite songs.

Creating a playlist

1 **Go to Favorites** and select Music

2 Open the Edit Playlist screen:

a. **Open the menus**.

b. Select Actions menu, and then select Manage Playlists.

c. Select New.

↘ Continued

Did You Know?
The Add Songs to Playlist screen displays all songs on your handheld and on your expansion card.

Tip
To add all the songs in an album to your playlist, select Add Song, select an album, and then select Select All.

3

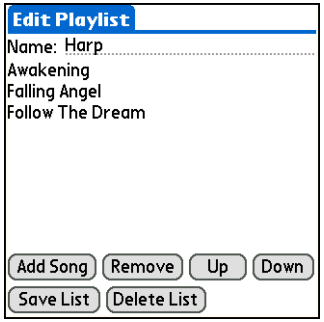
Create a playlist:

a. Enter a name for the playlist.

b. Select Add Song.

c. Select the songs you want to include on the playlist.

d. Select OK.



4

Put the songs in the order you want to hear them:

a. Select a song you want to move.

b. Select Up or Down to move the song up or down one slot.

c. Repeat this process until the songs are in the right order.

d. Select Save List.

Done

Tip
To quickly select all the songs in the list, select Select All. To quickly deselect all the songs, select Select None.

Playing songs from a playlist

1 **Go to Favorites** and select Music

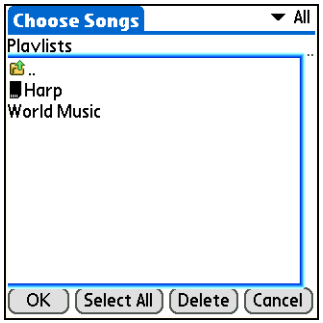
2 Select a song from a playlist:

a. Select Choose Songs button.

b. Select Playlists.

c. Select the playlist you want to play.

d. Select All.



Done Your handheld plays the songs in the playlist beginning with the first song in the list. After it plays the last song in the list, it stops.

Editing a playlist

1 **Go to Favorites** and select Music

2 Open the playlist you want to edit:

a. **Open the menus**.

b. Select Actions, and then select Manage Playlists.

c. Highlight a playlist.

d. Select Edit.

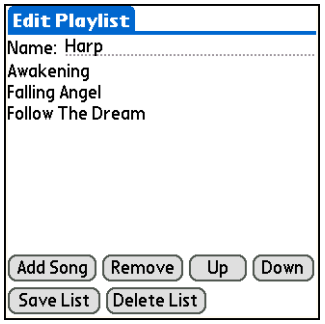
↘ Continued

3 Do any of the following:

Remove Select a song and select Remove to delete the song from the playlist.

Add Song Tap Add, check a song's box, and then tap Done.

Up or Down Select a song and select Up or Down to move the song up or down one slot.



4 Select Save List.

Done

Deleting a playlist

1. **Go to Favorites** and select Music

2. Go to Manage Playlists:
   a. **Open the menus**.
   b. Select Actions, and then select Manage Playlists.

3. Delete the playlist:
   a. Select the playlist.
   b. Select Delete
   c. Select Yes in the confirmation dialog box.
   d. Select Done.

Done

Customizing your player

You can customize your MP3 player by setting preferences.

Turning off the screen

Turning off the screen while playing music saves battery power.

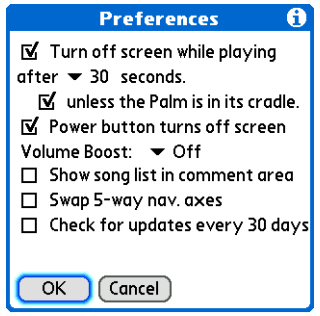
1 Go to Favorites and select Music

2 Open the menus.

3 Select General Preferences and set screen preferences:

Turn off screen while playing after *x* seconds When you are playing music and not using any of the other handheld applications, you can set the time period after which the screen turns off.

Unless the Palm is in its cradle The screen always remains on when your handheld power cable is plugged in.



Power button turns off screen Pushing the power button turns off the screen but the music keeps playing.

4 Select OK.

Done

Setting background preferences

1. **Go to Favorites** and select Music

2. Open the menus.

3. Select Background Prefs and set screen preferences:

   Enable background play When you are playing music, you can continue using any of the other handheld applications. This feature is not available when viewing a **slide show** in the Media application.

   Bring up console with pen swipe A pen swipe between the selected icons in the input area brings up the pTunes console.

4. Select OK.

   Done

Working with Rhapsody on your computer

WINDOWS ONLY

Use Rhapsody on your computer to play and manage your songs. Learn how to use Rhaspody on your computer by using the online Help in Rhapsody. The online Help includes info about the following topics:

- Learning about the parts of the Rhapsody window
- Finding media
- Playing media
- Saving and burning media
- Rhapsody premium services
- Preferences
- Troubleshooting

Tips & Tricks
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palm.com/myT|X**.

Support
If you're having problems with Pocket Tunes, go to **www.pocket-tunes.com**.

Related topics

Click the link below to learn about these related topics:

Expansion Cards	• Inserting and removing expansion cards • Naming expansion cards • Viewing the contents of a card
Managing Info	• Installing the Rhapsody software and plug-in on your handheld and computer • Using Quick Install and the Send To Handheld droplet
Common Questions	Answers to frequently asked questions about Rhapsody

Managing Your Tasks

In this chapter

Creating a task

Organizing your tasks

Marking a task as complete

Deleting a task

Customizing your Tasks list

Working with Tasks on your computer

Related topics

Some of the most successful people in the world are also the busiest. When asked how they manage to do it all, busy people usually say, "I make lists." The Tasks application on your handheld is the perfect place to make a list of the things you need to do.

Benefits of Tasks

- Set priorities
- Track deadlines
- Stay focused

Tip
If no task is currently selected, you can create a new task simply by starting to write in the input area.

Tip
Add a note to a task. Select the Note button, enter the note text, and then select Done.

Did You Know?
You can **organize your tasks** by filing them into categories. You can also **mark tasks as private** to hide them from prying eyes.

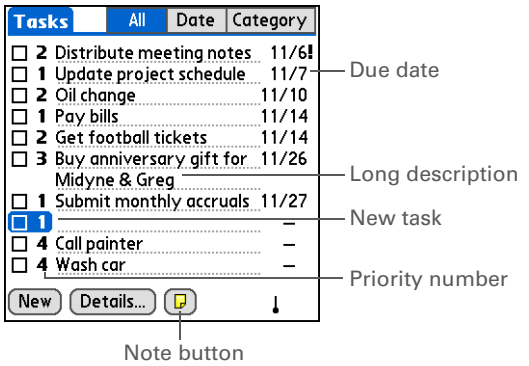
Creating a task

1 **Go to Favorites** and select Tasks .

2 Create a task:

a. Select New.

b. Enter a description of the task.



3 **[&] OPTIONAL** Assign a priority and due date:

a. Tap the priority number and select a number (1 is the most important).

b. Tap the due date and select a date from the list, or select Choose Date to select a date from the calendar.

Done **That's it. Your handheld automatically saves the task. Make sure you have a current backup. Synchronize often.**

[!] Before You Begin

Create a task and assign it a due date. A task must have a due date before you can set an alarm.

Tip

You can **customize the alarm sound for your tasks** in the Tasks Preferences dialog box.

Did You Know?

When you set an alarm, a little alarm clock appears to the right of the task description.

Setting an alarm

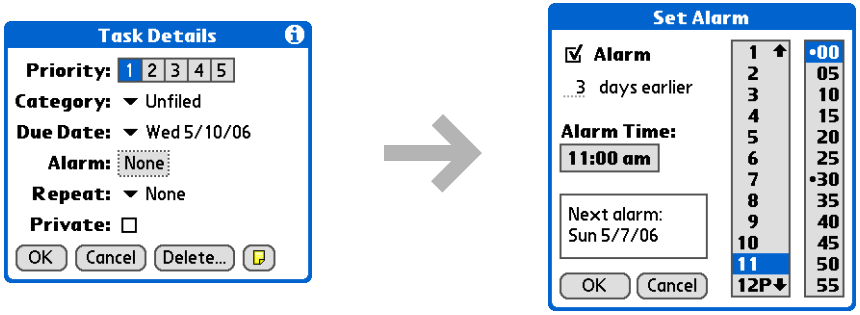
1 **Go to Favorites** and select Tasks .

2 Open the Set Alarm dialog box:

a. Select the task you want to assign an alarm to.

b. Select Details.

c. Select the Alarm box.



Continued

Tip
To select intervals such as the 2nd Tuesday of every month or the 3rd Thursday in November of every year, see **Scheduling a repeating task—unusual interval**.

3 Set the alarm:

a. Check the Alarm box.

b. Enter how many days before the due date you want the alarm to sound.

c. Select the time columns to set the time the alarm sounds.

d. Select OK, and then select OK again.

Done

Scheduling a repeating task—standard interval

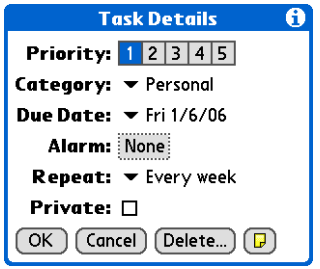
Repeating tasks are a great way to add tasks that happen over and over again, like taking out the trash every Thursday night or making monthly mortgage or rent payments.

1 **Go to Favorites** and select Tasks .

2 Enter the task you want to repeat, and assign it a due date.

Continued

3 Set the repeat interval:



a. Select the task description, and then select Details.

b. Select the Repeat pick list and select how often the task repeats: Daily until, Every week, Every other week, Every month, or Every year.

NOTE If you select Daily, a dialog box appears for you to select the end date.

c. Select OK.

Done

Scheduling a repeating task—unusual interval

For tasks that don't fit neatly into the preset repeat intervals, you can set up your own repeat intervals. For example, enter tasks for paying a quarterly insurance bill or a credit card bill that is due every 28 days, or changing your smoke detector battery every six months.

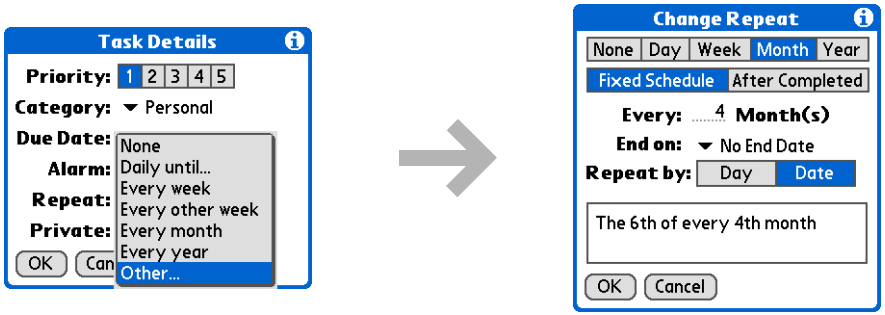
1 Go to Favorites and select Tasks.

2 Enter the task you want to repeat, and assign it a due date.

3 Open the Change Repeat dialog box:

a. Select Details.

b. Select the Repeat pick list and select Other.



Continued

Tip
To schedule an annual task, such as decorating for a holiday on the first Sunday of a particular month, select Month as the repeat unit, enter 12 on the Every line, and then select Day as the Repeat By setting.

4

Set the repeat interval:

a. Select Day, Week, Month, or Year as the repeat unit.

b. Select Fixed Schedule to base the due date on the due date of the current task, or select After Completed to base the due date on the date you complete this task. With this option if you complete this task early or late, the due date for the next task adjusts accordingly.

c. Select the Every line and enter the frequency at which the task repeats.

d. Select the End on pick list and select an end date, if needed.

e. If you selected Fixed Schedule in step b and Week in step a, select the day of the week the task repeats. If you selected Fixed Schedule in step b and Month in step a, select Day to select the week within the month, such as the 4th Thursday, or select Date to select the same date within the month, such as the 15th.

f. Select OK.

Done

Did You Know?
Overdue tasks have an exclamation point (**!**) next to the due date.

Tip
Your Tasks Preferences settings control which tasks appear in the Tasks list, such as completed or due tasks. To change these settings, **open the Options menu** and select Preferences.

Tip
Create a new category for tasks by selecting Edit Categories in the Category pick list.

Organizing your tasks

Sometimes you want to look at all the things you need to do, while at other times you want to see only certain types of tasks.

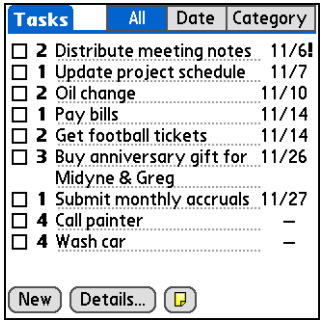
1 **Go to Favorites** and select Tasks .

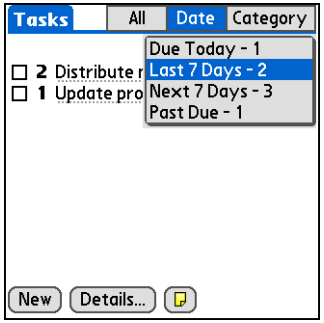
2 In the Tasks list, select one of these options:

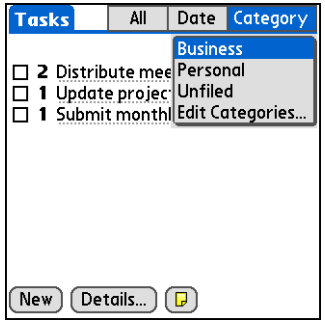
All Displays all your tasks.

Date Displays tasks that are due in a specific time frame. Select the pick list in the upper-right corner of the screen to select Due Today, Last 7 Days, Next 7 Days, or Past Due.

Category Displays tasks that are assigned to the selected category: Business, Personal, and so on. Select the pick list in the upper-right to select a different category.







Done

Tip
You can set Tasks Preferences to record the date that you finish your tasks, and you can show or hide finished tasks. To change these settings, **open the Options menu** and select Preferences.

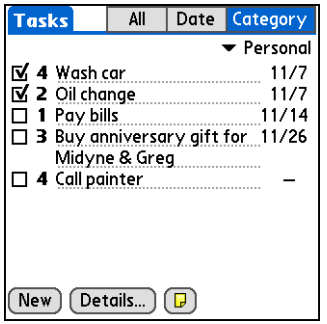
Marking a task as complete

You can check off a task to indicate that you've completed it.

1 **Go to Favorites** and select Tasks .

2 Check the box on the left side of the task.

Done



NOTE Palm® Desktop software and Microsoft Outlook handle completed repeating tasks differently. Palm Desktop software checks off all overdue instances of the task, and Microsoft Outlook checks off only the oldest instance of the task.

Tip
You can also delete a specific task by selecting the task, selecting Details, and then selecting Delete.

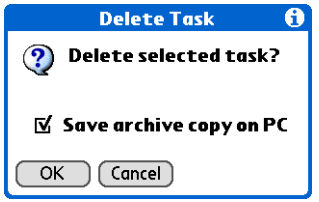
Tip
If you save an archive copy of your deleted tasks, you can refer to them later by importing them.

Deleting a task

If a task is canceled, you can delete it from your Tasks list. When you delete a repeating task, you delete all instances of the task. You can also delete all your completed tasks.

Deleting a specific task

1. Go to Favorites and select Tasks.
2. Select the task you want to delete.
3. Open the Delete Task dialog box:
   a. Open the menus.
   b. Select Delete Task on the Record menu.



4. [&] OPTIONAL Check the box to save an archive copy of the task on your computer.
5. Select OK.

Done

Tip

Many people find it useful to refer to old tasks for tax purposes. If you save an archive copy of your deleted tasks, you can **refer to them later by importing them**.

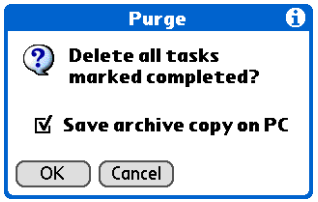
Deleting all your completed tasks

1 **Go to Favorites** and select Tasks .

2 Open the Purge dialog box:

a. **Open the menus**.

b. Select Purge on the Record menu.



3 **[&] OPTIONAL** Check the box to save an archive copy of your completed tasks on your computer.

4 Select OK.

Done

Did You Know?
Calendar's Agenda View also displays your tasks.

Customizing your Tasks list

Control which tasks show up in the Tasks list and how they are sorted. These settings also affect tasks in Calendar's Agenda View. You can also choose the alarm sound for your tasks.

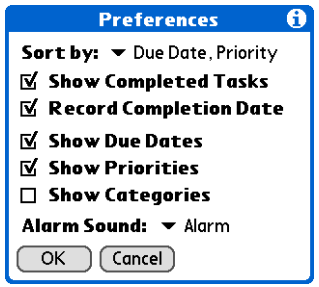
1 **Go to Favorites** and select Tasks .

2 Open the Preferences dialog box:

a. **Open the menus**.

b. Select Options, and then select Preferences.

↘ Continued



3

Change any of the following settings, and then select OK:

Sort by Select the order in which the tasks appear in the Tasks list.

Show Completed Tasks Display your finished tasks in the Tasks list. If you turn off this setting, your finished tasks disappear from the list when you check them off, but they stay in your handheld's memory until you purge them.

Record Completion Date Replace the due date you assign to a task with the date you really complete and check off the task. If you don't assign a due date to a task, the completion date still records when you complete the task.

Show Due Dates Display each task's due date in the list (if you assigned one), and display an exclamation point next to each task that is overdue.

Show Priorities Show the priority setting for each task in the list.

Show Categories Show the category for each task in the list.

Alarm Sound Select a sound for the alarms you assign to your tasks.

Done

Tip
(Windows) If you chose to **synchronize with Microsoft Outlook**, check out the online Help in Outlook to learn how to use Tasks on your computer.

Working with Tasks on your computer

Use Tasks on your computer to view and manage your tasks. Check out the online Help in Palm Desktop software to learn how to use Tasks on your computer. The online Help includes info about the following topics:

- Learning about the parts of the Tasks window
- Entering, editing, and deleting tasks
- Creating repeating tasks
- Marking tasks as private
- Showing, masking, and hiding private tasks
- Assigning tasks to categories
- Printing your task list
- Selecting how to view tasks
- Sorting tasks by due date, priority level, or categories

WINDOWS ONLY

To open Tasks on your computer, double-click the Palm Desktop icon on the Windows desktop, and then click Tasks on the launch bar.

MAC ONLY

To open Tasks on your computer, double-click the Palm Desktop icon in the Palm folder, and then click To Dos.

Tips & Tricks
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palm.com/myT|X**.

Support
If you're having problems with Tasks or with anything else on your handheld, go to **www.palm.com/support**.

Related topics

Click a link below to learn about these related topics:

VersaMail®	Sending tasks as attachments to email messages
Sharing	• Beaming tasks to other Palm Powered™ handhelds • Sending tasks to other Bluetooth® handhelds by using Bluetooth wireless technology on your handheld • Synchronizing with Palm Desktop software and Outlook
Privacy	Keeping task private by turning on security options
Categories	Organizing tasks by type
Common Questions	Answers to frequently asked questions about Tasks

Writing Memos

In this chapter

Creating a memo

Viewing and editing a memo

Moving a memo in your Memo list

Deleting a memo

Working with Memos on your computer

Related topics

Your handheld contains applications for storing the most common types of information: contact names and numbers, appointments, and so on. Memos is the tool to use for capturing information that is meaningful to you but does not fall into one of these categories. From meeting notes to recipes and favorite quotations, Memos provides a quick and easy way to enter, store, and share your important information.

Benefits of Memos

- Store essential but hard-to-remember information
- Send memos to colleagues wirelessly
- Synchronize your information to back it up on your computer

✱ **Tip**
In the Memos list, you can also just start writing to create a new memo. The first letter is automatically capitalized.

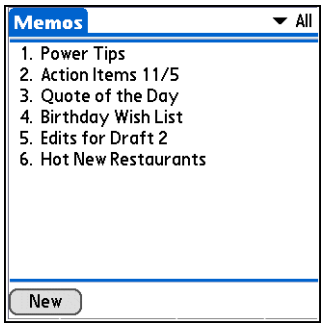
✱ **Tip**
Use **Phone Lookup** to quickly add a name and phone number to a memo.

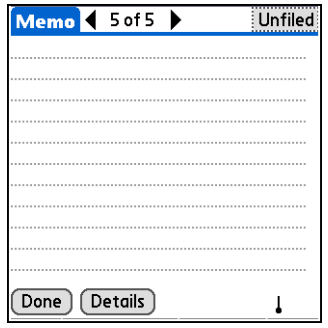
Creating a memo

1 **Go to Favorites** and select Memo .

2 Create a memo:

a. Select New.





b. Enter your memo. Tap Enter on the onscreen keyboard or draw the **Graffiti® 2 writing** Return stroke ↵ to move to a new line in the memo.

c. Select Done.

Done That's it. Your handheld automatically saves the memo. Make sure you have a current backup. Synchronize often.

Tip
The Memos list shows the first line of each memo, so make sure that first line is something you will recognize.

Did You Know?
You can connect your handheld to a portable keyboard and type your memos on the go without carrying around a heavy laptop. You can purchase a variety of portable keyboards. Visit **www.palm.com/myT|X** and click the Accessories link.

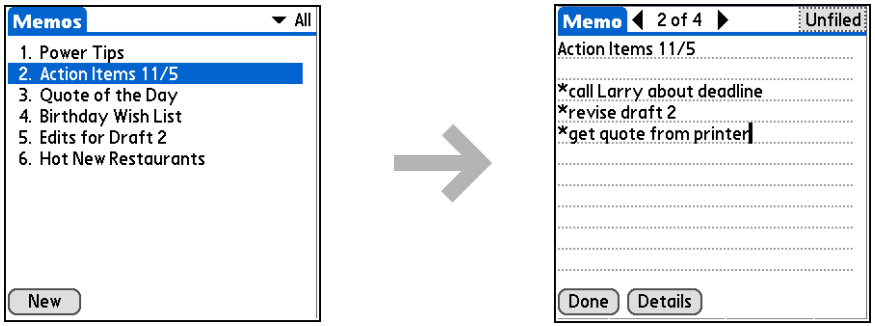
Tip
You can **change the size of the text** in Memos to enhance readability.

Viewing and editing a memo

1 **Go to Favorites** and select Memo .

2 View or edit the memo:

a. In the Memos list, select the memo you want.



b. Read or edit the memo, and then select Done.

Done

Did You Know?

If you use Palm® Desktop software for synchronizing, you can send a memo to your computer by **synchronizing**, and then open the memo on your computer in an application such as Microsoft Word for further editing, formatting, and so on. Right-click the memo on your computer, click Send To, and then select the application to which you want to send the memo.

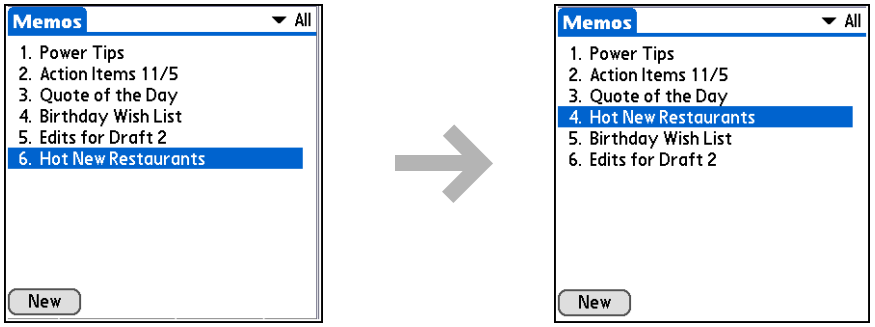
Moving a memo in your Memo list

You can move memos up or down in your memos list. For example, you might want to keep all memos on a certain topic grouped together.

1 **Go to Favorites** and select Memo .

2 Move a memo:

a. Locate the memo you want.



b. Move the memo up or down by dragging the stylus across the screen. A black dotted line appears to represent the memo you are moving.

c. When the line is in the location you want for your memo, lift the stylus.

Done

Tip
Need to retrieve that holiday recipe you stored? If you save an archive copy of your deleted memos, you can **refer to them later by importing them**.

Deleting a memo

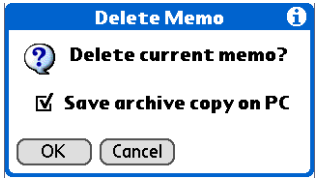
1 **Go to Favorites** and select Memo .

2 Open the Delete Memo dialog box:

a. Locate the memo you want.

b. **Open the menus**.

c. Select Delete Memo on the Record menu.



3 **[&] OPTIONAL** Check the box to save an archive copy of the memo on your computer.

4 Select OK.

Done

Tip
(Windows) If you chose to **synchronize with Microsoft Outlook**, check out the online Help in Outlook to learn how to use Notes on your computer.

Tip
You can copy the text of a memo and paste it into a new Word file in **Documents** on your handheld. Edit the text in Documents, save it as a Microsoft Word file, and then send the file to your computer by **synchronizing** so you can view and edit it in Word.

Working with Memos on your computer

Use Memos on your computer to view and manage the memos you create on your handheld. Check out the online Help in Palm® Desktop software to learn how to use Memos on your computer. The online Help includes info about the following topics:

- Viewing, copying, and deleting memos
- Editing memo details
- Marking memos as private
- Showing, masking, and hiding private memos
- Printing memos
- Changing between the list and single memo views
- Adding a date and time stamp to a memo
- Organizing memos into categories
- Sorting memos
- Sharing memos

WINDOWS ONLY

To open Memos on your computer, double-click the Palm Desktop icon on the Windows desktop, and then click Memos on the launch bar.

MAC ONLY

To open Memos on your computer, launch Palm Desktop software from the Palm folder, and then select Memos.

Tips & Tricks
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palm.com/myT|X**.

Support
If you're having problems with Memos or with anything else on your handheld, go to **www.palm.com/support**.

Related topics

Click a link below to learn about these related topics:

Moving Around	• Opening applications • Using menus
Entering Information	Adding a phone number or other contact information to a memo using Phone Lookup
Categories	Organizing memos by arranging them into categories and sorting them
Privacy	Keeping memos private by turning on security options
Sharing	• Beaming memos to other Palm Powered™ handhelds • Sending memos to other Bluetooth® handhelds using the Bluetooth wireless technology on your handheld • Synchronizing with Palm Desktop software and Outlook
VersaMail®	Sending memos as attachments to email messages
SMS	Sending memos as part of a text message
Common Questions	Answers to frequently asked questions about Memos

Writing Notes in Note Pad

In this chapter

Creating a note

Viewing and editing a note

Deleting a note

Working with Note Pad on your computer

Related topics

Need to jot down a phone number or a reminder to yourself? Avoid fumbling for scraps of paper, and write important reminders in Note Pad. You can use Note Pad to do everything you might do with a piece of paper and a pencil, such as drawing a quick sketch. Note Pad gives you a place to draw freehand and take notes in your personal handwriting, which is even faster and more flexible than creating a memo on your handheld.

Benefits of Note Pad

- Capture information in the moment
- A picture is worth a thousand words
- See reminders when you set alarms
- Send notes to colleagues wirelessly

[!] Before You Begin

Make sure **full-screen writing is turned off**. You cannot create or edit notes in Note Pad when full-screen writing is on.

Tip

Select the pen selector to change the pen width or to select the eraser. To clear the screen completely, select the note (anywhere but the title), **open the Edit menu**, and select Clear Note.

Did You Know?

Prevent others from viewing your notes by **marking them as private.**

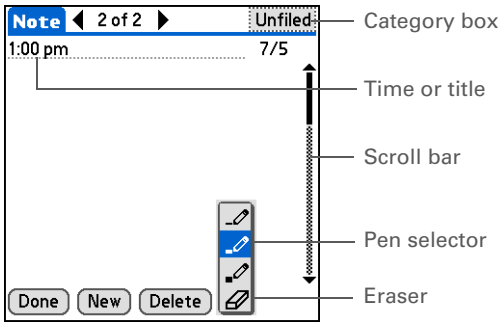
Creating a note

1 **Go to Applications** and select Note Pad .

2 Create a note:

a. Use the stylus to write your note directly on the handheld screen.

b. Select the time at the top of the screen and enter a title using **Graffiti® 2 writing** or the **onscreen keyboard**.



3 **[&] OPTIONAL** Assign the note to a category by selecting the Category box in the upper-right corner, and then selecting a category.

4 Select Done.

Done That's it. Your handheld automatically saves the note. Make sure you have a current backup. Synchronize often.

Choosing the pen and paper (background) colors

1 **Go to Applications** and select Note Pad .

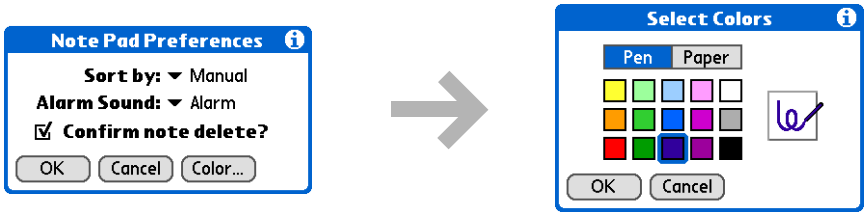
2 Open the Select Colors dialog box:

a. Select Done to display the Note Pad list.

b. **Open the menus**.

c. Select Options, and then select Preferences.

d. Select Color.



3 Select the pen and paper colors:

a. Select Pen, and then select the ink color you want to use.

b. Select Paper, and then select the background color you want to use.

c. Select OK, and then select OK again.

Done

Tip
Change the alarm sound by **opening the Options menu**, selecting Preferences, and then selecting a sound from the Alarm Sound pick list.

Setting an alarm

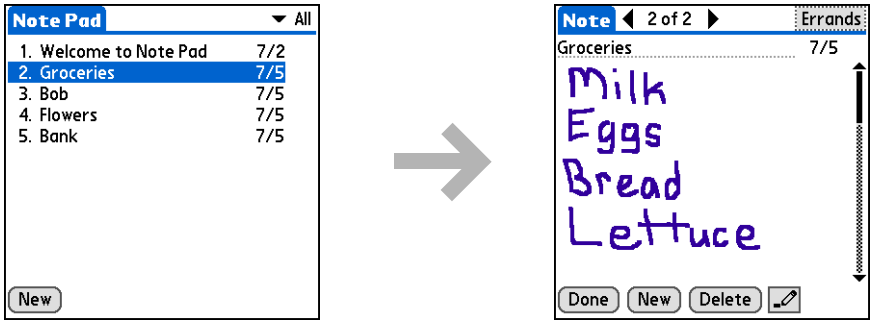
To use a note as a reminder, set an alarm for that note.

1 **Go to Applications** and select Note Pad.

2 Open the note:

a. Select Done to display the Note Pad list.

b. Select the note you want to set an alarm for.



↘ Continued

Tip
You can also open the Set Alarm dialog box by selecting a note and tapping the right edge of the screen next to the note title.

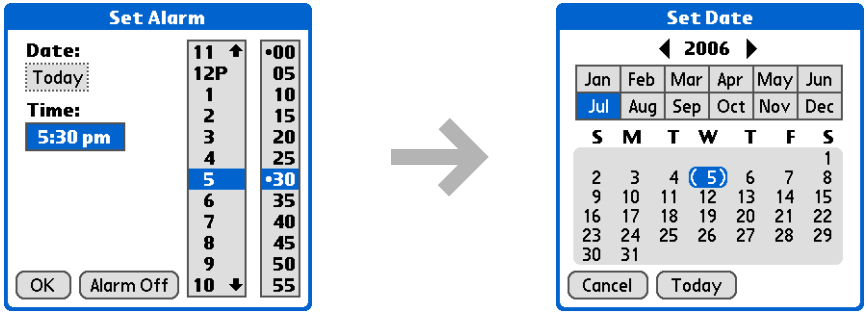
3

Set the alarm:

a. **Open the menus**.

b. Select Options, and then select Alarm.

c. Select the Date box, and then select the year, month, and date you want the alarm to sound.



d. Select the time you want the alarm to sound.

e. Select OK.

Done

Tip

Sort the Note Pad list alphabetically, by date, or manually. **Open the Options menu,** select Preferences, and then select the Sort by pick list.

If you sort manually, you can rearrange the list by dragging notes to another position in the list.

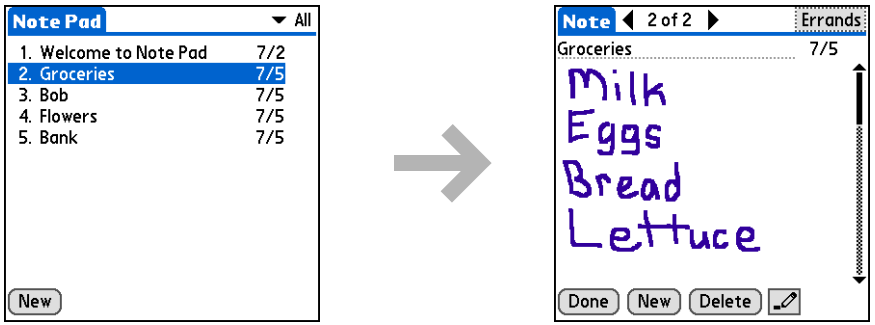
Viewing and editing a note

1 **Go to Applications** and select Note Pad.

2 Open the note:

a. Select Done to display the Note Pad list.

b. Select the note you want to view or edit.



3 Read or edit the note, and then select Done.

Done

Tip
You can also delete a note by **opening the Record menu** and selecting Delete Note.

Tip
Want to get rid of those deletion confirmation messages? **Open the Options menu,** select Preferences, and then uncheck the Confirm note delete box.

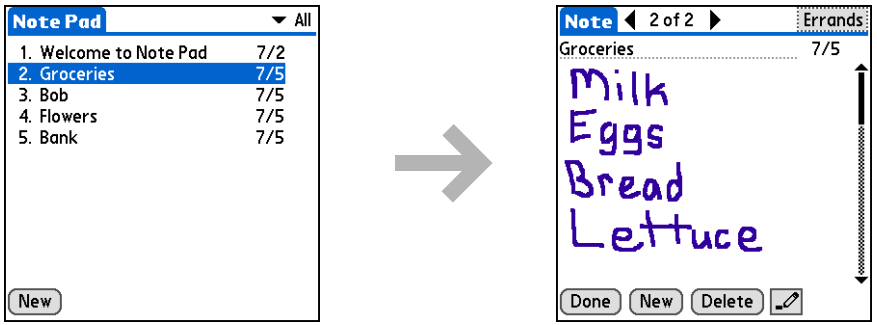
Deleting a note

1 **Go to Applications** and select Note Pad.

2 Open the note:

a. Select Done to display the Note Pad list.

b. Select the note you want to delete.



3 Select Delete, and then select OK to confirm deletion.

Done

Working with Note Pad on your computer

Use Note Pad on your computer to view and manage the handwritten notes you create on your handheld. Check out the online Help in Palm® Desktop software to learn how to use Note Pad on your computer. The online Help includes info about the following topics:

- Learning about the parts of the Note Pad window
- Viewing, copying, and deleting notes
- Editing note details and titles
- Setting an alarm for a note
- Marking notes as private
- Showing, masking, and hiding private notes
- Printing notes
- Changing between the List and Preview views
- Sorting notes
- Sharing notes

WINDOWS ONLY

To open Note Pad on your computer, double-click the Palm Desktop icon on the Windows desktop, and then click Note Pad on the launch bar.

MAC ONLY

To open Note Pad on your computer, double-click the Note Pad icon in the Palm folder.

Tips & Tricks
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palm.com/myT|X**.

Support
If you're having problems with Note Pad or with anything else on your handheld, go to **www.palm.com/support**.

Related topics

Click a link below to learn about these related topics:

Moving Around	• Opening applications • Using menus
Sharing	• Beaming notes to other Palm Powered™ handhelds • Sending notes to other Bluetooth® handhelds by using Bluetooth wireless technology on your handheld
VersaMail®	Sending notes as attachments to email messages
Privacy	Keeping notes private by turning on security options
Categories	Creating categories so you can organize notes
Common Questions	Answers to frequently asked questions about Note Pad

Making Wi-Fi Wireless Connections

In this chapter

What can I do with the built-in Wi-Fi wireless technology?

What types of connections can I make?

When would I use Wi-Fi or Bluetooth technology?

Setting up a Wi-Fi network connection

Accessing email and the web with Wi-Fi technology

Setting up a device-to-device Wi-Fi network

Related topics

Staying connected means you have the latest wireless technology at your fingertips at all times. Now your handheld can actually connect you to the wireless world using either Wi-Fi or Bluetooth® wireless technology.

During the day, you need the Wi-Fi application to access your corporate network. During the evening, connect to the Wi-Fi wireless network at your home or the local coffee shop to access your personal email and browse the Internet.

Benefits

- Connect to your corporate network wirelessly
- Stay up-to-date by connecting wirelessly anywhere
- Transfer documents wirelessly

» **Key Term**

Wi-Fi Wireless technology that enables networks with access points to allow devices such as handhelds, computers, and printers to connect wirelessly to the Internet and corporate networks. This handheld complies with Wi-Fi 802.11b specifications. To learn more about Wi-Fi technology, go to **www.wi-fi.org**.

+ **Did You Know?**

If you are out of range of a Wi-Fi access point, you can remain connected using **Bluetooth wireless technology**.

What can I do with the built-in Wi-Fi wireless technology?

Access your corporate network. Whether you are attending a meeting or roaming the hallway, you can stay connected to the information you need.

Send email messages. Whether you send email messages once a week or constantly throughout the day, wireless connectivity means that you can share information.

Access the web. Connect to the Internet for news and information in a café or in a meeting.

Reduce cable clutter by synchronizing wirelessly. Imagine your desk and workstation without cable clutter. Wireless technology on your handheld replaces many of the connecting cables with a wireless connection for tasks such as **synchronizing**.

Connect to other handhelds to share files wirelessly. Transfer a document wirelessly from your desktop computer to your handheld for review when you are away from your desk.

What types of connections can I make?

With built-in Wi-Fi wireless technology, you can make connections at the following times:

- When you are in range of Wi-Fi access points for networks in a corporation or home. If these networks are secure, you must have the necessary keys to access the network. Once you are on the network, you can browse the Internet, send and receive email, or even access network devices such as your computer.
- When you are in range of Wi-Fi access points for public networks, such as wireless cafés and city networks, you can use the networks to browse the Internet or to send and receive email. Some public networks require a subscription fee. Check with the public network provider for details.
- When you are in range of other Wi-Fi devices, such as printers or projectors, create a device-to-device network (also called ad-hoc Wi-Fi network) between your handheld and the other device. Also, check the user guide for the other Wi-Fi device to enable device-to-device networking.

When would I use Wi-Fi or Bluetooth technology?

You can make many of the same types of connections—browsing the web, checking email, synchronizing wirelessly—using either the Wi-Fi or Bluetooth technology on your handheld. Which one you use depends mainly on your location and circumstances.

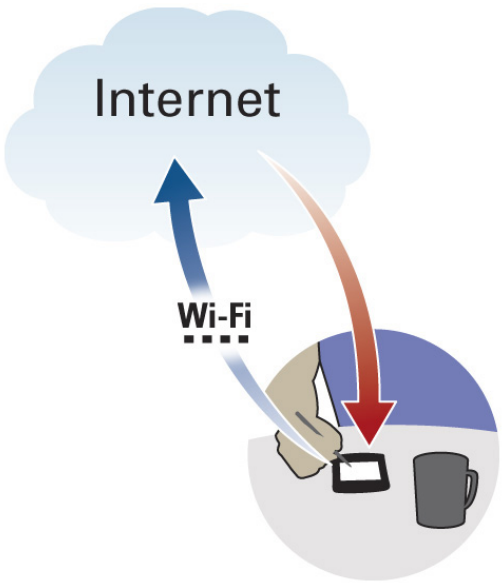
Wi-Fi Use Wi-Fi technology when you are in range of a Wi-Fi network access point, often called a "hotspot." This can be in a public location such as a cafe, hotel, or airport; at your job over your company's network; or at home if you have a wireless network set up.

Bluetooth Use Bluetooth technology when you are not in range of a Wi-Fi network but are able to make a connection to your mobile phone that is also enabled with Bluetooth technology. This could be at home, on the road, or anywhere else you are in range of your wireless provider's data network.

Also use your handheld's Bluetooth technology to connect directly to other Bluetooth devices, such as computers or handhelds, to send and receive information. Check the documentation included with the other device for instructions on how to set up the device's Bluetooth capabilities.

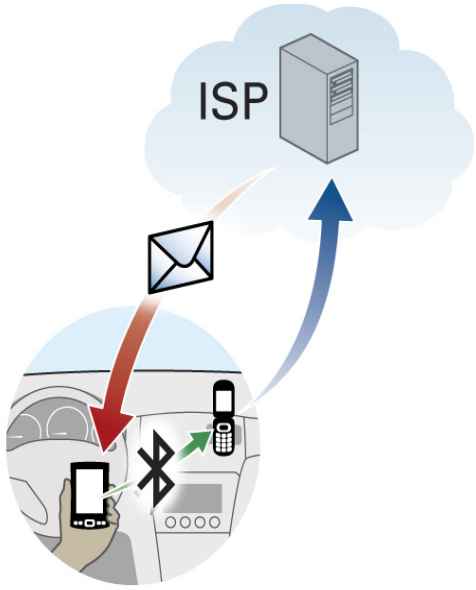
It is possible to have both Bluetooth and Wi-Fi turned on at the same time. Even if both are turned on, you can only access the Internet using one wireless technology at a time. For example, if you are connected to the Internet using Wi-Fi, and then you connect to the Internet using Bluetooth, the Wi-Fi connection is automatically disconnected before the Bluetooth connection is made. If you encounter interference, it is recommended that you turn one off while using the other.

Wi-Fi



Example: You are at an Internet cafe and want to browse the web. Use your handheld's Wi-Fi technology to wirelessly access the Internet by connecting to the hotspot at the cafe.

Bluetooth



Example: You are out making sales calls and arrive early for an appointment. Use your handheld's Bluetooth technology to connect to your mobile phone and check your email from the car in the parking lot before you go into the appointment.

Wi-Fi signal-strength indicator

You can easily check Wi-Fi status and signal strength anytime by viewing the Wi-Fi icon on the status bar. You can tap the Wi-Fi icon to also view status, signal strength, and other Wi-Fi information.

Wi-Fi controls

Status	Icons
Wi-Fi off	
Wi-Fi on Connected to a network Signal strength: Full strength decreasing to no signal	
Wi-Fi on Not connected to a network	

[!] Before You Begin

Contact the network administrator to get the name of the network, also known as an SSID, and the security information, such as WEP or WPA-PSK keys. If your computer is behind an Internet firewall, you may need VPN access information to connect.

✱ Tip

Once you have set up a connection to a network, connect to it at any time by opening Wi-Fi controls, selecting the network from the Network pick list, and then selecting Connect.

Setting up a Wi-Fi network connection

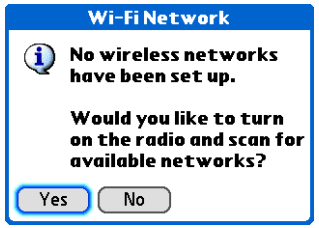
1 Tap **Wi-Fi** controls on the status bar.

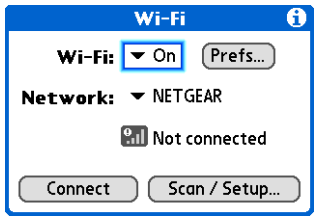
2 Do one of the following:

- If this is the first time you are setting up a Wi-Fi network connection, select Yes.
- If you have previously set up a Wi-Fi network, the Wi-Fi dialog box displays. Make sure that Wi-Fi is set to On, and then select Scan/Setup.

Your handheld scans for available networks.

↘ Continued





» Key Term

Encryption key A series of letters and numbers that enables data to be encrypted and then decrypted so it can be safely shared within a network. Your handheld supports two encryption systems: WEP and WPA-PSK.

+ Did You Know?

A network that does not appear on the list may be hidden for security purposes.

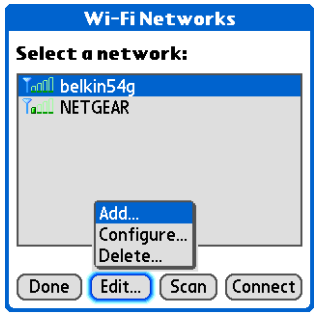
3

Do one of the following:

The network you want is listed Select the network, and then select Connect. If the network does not require an encryption key, the connection process begins. When the process is completed, you are returned to the application you were in when you opened the Wi-Fi controls. You are finished with this procedure.

If the network requires an encryption key, select Yes when asked if you want to enter security settings. Continue with step 5.

The network you want is not listed Select Edit, and then select Add. Continue with step 4.

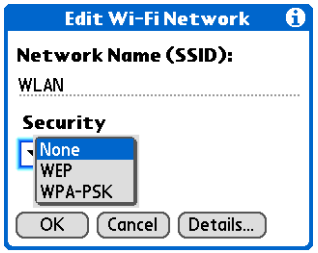


↘ Continued

4 Add the network name. An SSID is required for hidden networks.

5 Select a security option:

- If your network does not require any encryption settings, select None and go to step 8.
- If your network requires WEP encryption, select WEP and go to step 6.
- If your network requires WPA-PSK encryption, select WPA-PSK and go to step 7.



↘ Continued

Tip
Check with your system administrator for WEP encryption information.

Did You Know?
64-bit WEP keys are commonly called 40-bit keys and 128-bit keys are commonly called 104-bit keys because the other 24 bits are automatically assigned.

Tip
You can use a passphrase to generate the keys. If you have problems, ask your network administrator for the hex equivalent, and use that instead.

6

If you selected WEP in step 5, enter the WEP encryption information:

a. Select the Key box.

b. Select the Key Type pick list and select a key type:

40-bit hex Creates a 10-digit hexadecimal number.

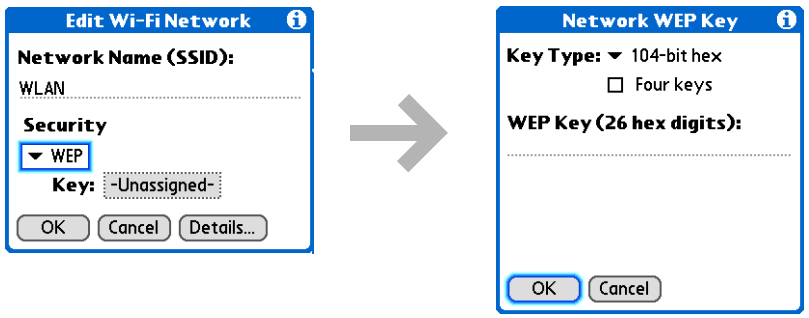
40-bit ASCII Creates a five-character string.

40-bit passphase Creates a variable-length string.

104-bit hex Creates a 26-digit hexadecimal number.

104-bit ASCII Creates a 13-character string.

104-bit passphrase Creates a variable-length string.



Continued

» Key Term

Key index

Specifies which of the four keys to use at a given time. Some access points automatically broadcast their key index.

✱ Tip

Check with your system administrator for the WPA-PSK passphrase.

Cont'd

c. If you want to enter more than one WEP key, or you want to generate four WEP keys from a passphrase, check the Four keys box.

d. Enter the WEP key(s).

e. If you checked the Four keys box, select an index number from the Key Index pick list.

f. Select OK and go to step 8.

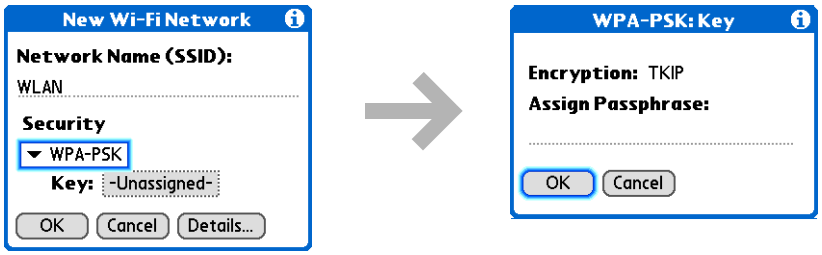
7

If you selected WPA-PSK in step 5:

a. Select the Key box.

b. Assign a passphrase.

c. Select OK.



↘ Continued

8

[&] OPTIONAL Manually set your IP or DNS addresses:

a. Select Details.

b. Select the Connect to pick list, and then select Access Point (infrastructure).

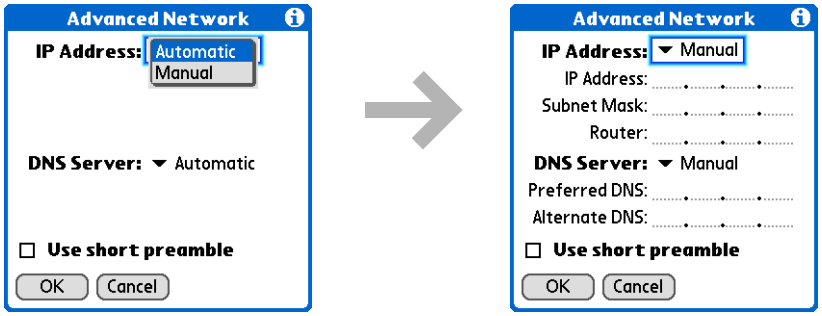
c. Select Advanced.

d. Select the IP Address or DNS Server pick list, and then select Manual.

e. Enter the IP address or DNS server information.

f. If you want to use a preamble, check the Use short preamble box.

g. Select OK.



↘ Continued

Did You Know?
If your computer is located on a Wi-Fi network, once you have set up a Wi-Fi network connection with that network, you can **synchronize wirelessly** with your computer.

9 Select OK in the Edit Wi-Fi Network or New Wi-Fi Network dialog box, and then select Yes when asked if you want to connect to the network. When the connection completes, you are returned to the application you were in when you opened the Wi-Fi controls.

Done You can now connect to the network any time you are within range of an access point.

[!] Before You Begin

You need to perform the following:

- You must set up a **Wi-Fi network connection**.
- You must **set up an email account** on your handheld before you can send or receive email messages.

Tip

If the Wi-Fi application is already on, you can change to another network by tapping the Wi-Fi controls on the status bar, and then selecting Scan. Your handheld scans for available networks. Select the network you want to from the available networks list.

Accessing email and the web with Wi-Fi technology

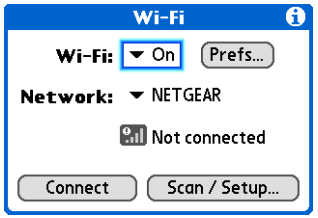
After you set up a connection with a Wi-Fi network, you can send and receive email or browse the web wirelessly using this connection.

NOTE Wi-Fi functionality must be on before you can use it to make wireless connections.

1 Open the **email application** or the **web browser**.

2 Tap **Wi-Fi controls** on the status bar.

3 Make sure that Wi-Fi is set to On.



4 Connect to the Wi-Fi network:

a. Select the Network pick list, and then select the network you want.

b. Select Connect. When the connection is completed, you are returned to the application you were in when you opened the Wi-Fi controls.

Continued

Tip
When you **enter a URL** in the web browser or select **Get and Send** in the VersaMail® application, a connection is automatically initiate with the last-used service

Did You Know?
When Wi-Fi functionality is on, the Wi-Fi icon on the status bar displays signal-strength bars showing the strength of your network connection.

[!] Before You Begin
You need to know the following information:

- Name of the network, also known as an SSID
- Security information, such as WEP keys
- Channel number

You may also need to know the IP address and DNS server information.

Done You are now ready to send and receive email messages or to browse the web.

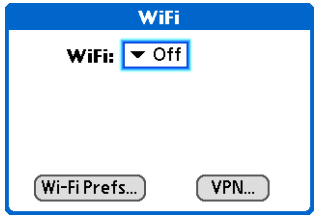
Setting up a device-to-device Wi-Fi network

1 Tap **Wi-Fi controls** on the status bar.

2 Scan for available networks:

a. Select the Wi-Fi pick list, and then select On.

b. Select Scan/Setup.



Continued

» **Key Term**

Encryption key A series of letters and numbers that enables data to be encrypted and then decrypted so it can be safely shared within a network. Your handheld supports two encryption systems: WEP and WPA-PSK.

+ **Did You Know?**

A network that does not appear on the list may be hidden for security purposes.

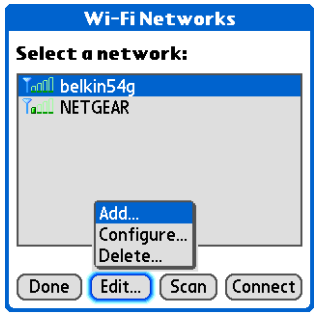
3

Do one of the following:

The network you want is listed Select the network, and then select Connect. If the network does not require an encryption key, the connection process begins. When the process is completed, you are returned to the application you were in when you opened the Wi-Fi controls. You are finished with this procedure.

If the network requires an encryption key, select Yes when asked if you want to enter security settings. Continue with step 4.

The network you want is not listed Select Edit, and then select Add. Continue with step 4.



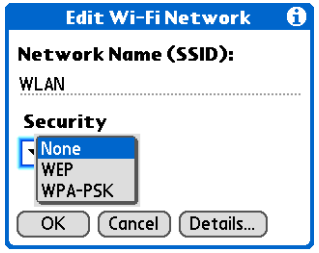
↘ Continued

4 Add the network name or SSID.

5 Select a security option:

- If your network does not require any encryption settings, select None and go to step 8.
- If your network requires WEP encryption, select WEP and go to step 6.
- If your network requires WPA-PSK encryption, select WPA-PSK and go to step 7.

↘ Continued



Did You Know?
64-bit WEP keys are commonly called 40-bit keys and 128-bit keys are commonly called 104-bit keys because the other 24 bits are automatically assigned.

Tip
You can use a passphrase to generate the keys. If you have problems, ask your network administrator for the hex equivalent, and use that instead.

6

If you selected WEP in step 6, enter the WEP encryption information:

a. Select the Key box.

b. Select the Key Type pick list and select a key type:

40-bit hex Creates a 10-digit hexadecimal number.

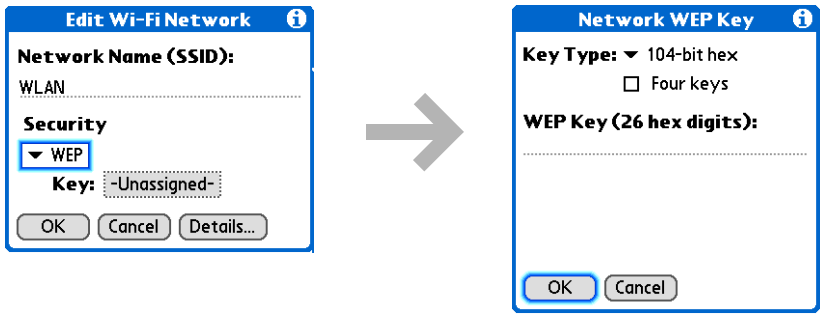
40-bit ASCII Creates a five-character string.

40-bit passphase Creates a variable-length string.

104-bit hex Creates a 26-digit hexadecimal number.

104-bit ASCII Creates a 13-character string.

104-bit passphrase Creates a variable-length string.



Continued

» Key Term

Key index

Specifies which of the four keys to use at a given time. Some access points automatically broadcast their key index.

Cont'd

c. If you want to enter more than one WEP key, or you want to generate four WEP keys from a passphrase, check the Four keys box.

d. Enter the WEP key(s).

e. If you checked the Four keys box, select an index number from the Key Index pick list.

f. Select OK and go to step 9.

7

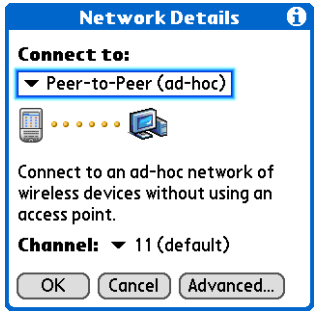
Set the connection:

a. Select Details.

b. Select Peer-to-Peer (ad hoc) from the Connect to pick list.

c. Select the channel number from the Channel pick list.

↘ Continued



8

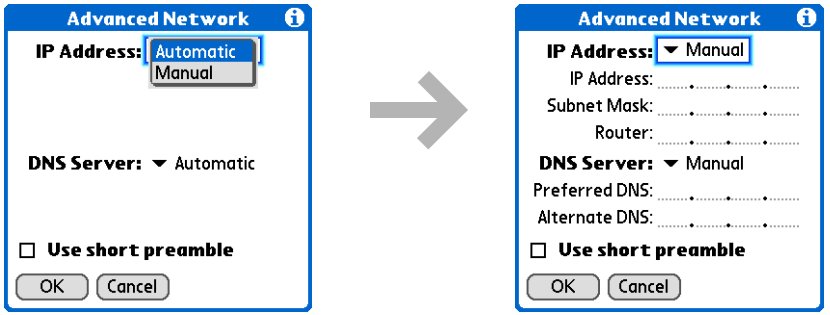
[&] OPTIONAL Manually set your IP or DNS address:

a. Select the IP Address or DNS Server pick list, and then select Manual.

b. Enter the IP address or DNS server information.

c. If you want to use a preamble, check the Use short preamble box.

d. Select OK.



9

Select OK three times and then select Done.

Done **You can now connect to the handheld any time you are within range.**

Conserving battery power when using Wi-Fi technology

The Wi-Fi radio uses battery power that can shorten the length of time you can operate your handheld before you need to recharge. The Wi-Fi Preferences screen enables you to set power consumption options that can lower the strength of the radio signal and set a time interval of inactivity before the radio is automatically turned off.

Selecting Wi-Fi power-saving settings

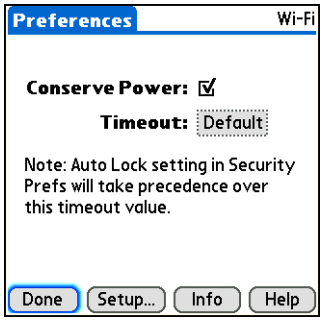
1 Open Wi-Fi Preferences:

a. Tap **Wi-Fi controls** on the status bar.

b. Select Prefs.

↘ Continued

2 Select the following settings, and then select Done.



Conserve Power Normally this box is checked to conserve power. If you uncheck the box, the Wi-Fi radio runs at full power. This improves your reception, but drains your battery quicker.

Timeout Select the box, and then select a timeout period to automatically turn off the Wi-Fi radio. Note that whatever value is selected, the handheld display remains on while Wi-Fi is connected. The **Auto Lock** setting takes precedence over this timeout setting.

Done

Tips & Tricks
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palm.com/myT|X**.

Support
If you're having problems with your handheld's wireless capabilities or with anything else on your handheld, go to **www.palm.com/support**.

Related topics

Click a link below to learn about these related topics:

Moving Around	• Opening applications • Using menus
Synchronizing	Synchronizing your handheld with your desktop computer using Wi-Fi wireless technology
Contacts	Connecting to telephone numbers in your list of contacts
VersaMail	Sending and receiving email messages wirelessly using your handheld's Wi-Fi technology
Bluetooth	Using your handheld's Bluetooth wireless technology
Common Questions	Answers to frequently asked questions about Wi-Fi wireless technology

Making Bluetooth® Wireless Connections

In this chapter

What can I do with the built-in Bluetooth wireless technology?

Entering basic Bluetooth settings

Setting up a Bluetooth phone connection

Accessing email and the web with Bluetooth wireless technology

Setting up a connection to a Bluetooth network

Creating partnership with other devices

Setting advanced Bluetooth features

Related topics

Staying connected in the world means you have the latest wireless technology at your fingertips at all times. Now your handheld can connect you to the wireless world using either Wi-Fi or Bluetooth® wireless technology. Your handheld's built-in Bluetooth functionality helps you easily set up wireless connections to a number of devices so you can enjoy the convenience of cable-free connectivity.

With Bluetooth connections, you can share contacts or your favorite photos with other people. You choose who you share with by managing your wireless privacy through trusted connections to other devices, and setting levels of visibility.

Benefits of your handheld's Bluetooth wireless technology

- Connect to your Bluetooth phone to send text or email messages or to access the web
- Reduce cable clutter by synchronizing wirelessly
- Connect to other devices to share files wirelessly

» **Key Term**

Bluetooth Technology that enables devices such as handhelds, mobile phones, and computers to connect wirelessly to each other. This handheld complies with Bluetooth 1.1.

[!] **Before You Begin**

Any device you connect to must also be a Bluetooth device with Bluetooth features enabled. Check the user guide that came with the device for information on how to enable the Bluetooth features.

+ **Did You Know?**

You have two ways to connect wirelessly, Wi-Fi and Bluetooth wireless technology. **Having two ways to connect** means you have a better chance of connecting wherever you are at.

What can I do with the built-in Bluetooth wireless technology?

Connect to your Bluetooth phone to send text or email messages or to access the web. Whether you access the Internet or send text or email messages once a week or constantly throughout the day, wireless connectivity means that you can go online anytime by connecting by means of your mobile phone or your laptop connected to the Internet. For a list of compatible phones, go to **http://www.palm.com/us/support/downloads/phonelink.html**.

Reduce cable clutter by synchronizing wirelessly. Imagine your desk and workstation without cable clutter. Bluetooth wireless technology on your handheld replaces many of the connecting cables with a wireless connection for tasks such as **synchronizing**.

Connect to other devices to share files wirelessly. Wouldn't it be great if you could **send files such as photos wirelessly** or print wirelessly on a Bluetooth printer? You can also find your way using a Bluetooth GPS navigator. Use the built-in Bluetooth wireless technology to set up connections to devices within approximately thirty feet of your handheld.

What types of connections can I make?

With Bluetooth wireless technology, you can make connections using the following types of devices:

- To browse the Internet or access your email account, link through your desktop computer's network connection or establish a connection to a Bluetooth LAN Access Point.
- To access the Internet or an email account, connect to your mobile phone. To use a mobile phone, you must dial your ISP or sign up for an account with a high-speed wireless carrier.
- To send and receive text messages, connect to your mobile phone.
- To **synchronize** your handheld with your computer wirelessly, connect to your computer.
- To share files with another Bluetooth device such as a handheld or printer, form a partnership with that device using a trusted connection.

What is device discovery?

Discovery is the process in which your handheld searches for other Bluetooth devices within its range (approximately thirty feet). As each device is discovered, it shows up in your discovery results. After you find the devices you are looking for, you can select the devices with which you want to connect.

The Bluetooth application on your handheld can be turned on and off, and the application has a Discoverable setting that can also be turned on and off. The following is a description of setting combinations and the resulting discovery states:

Bluetooth Off: When the Bluetooth setting is off, other users cannot discover your handheld. This is similar to locking your door with a dead bolt and a security chain, and disabling the doorbell. When Bluetooth application is off, you cannot access the Discoverable setting.

Bluetooth On and Discoverable No: When your handheld and Bluetooth application are on and the Discoverable setting is set to No, you can receive connections only from devices with which you have previously formed a partnership with a trusted connection. This is similar to locking your door with a dead bolt and disabling the doorbell, but any friends who already have the key can enter. By default, the Discoverable setting is enabled when the Bluetooth application is on.

Bluetooth On and Discoverable Yes: When your handheld is on, Bluetooth application is on, and the Discoverable setting is set to Yes, you can receive connections from *any* Bluetooth device. You are automatically connected with devices with which you have previously communicated, but you can refuse invitations to connect with unrecognized devices. This is similar to locking your front door with a dead bolt and enabling the doorbell. Friends who already have the key can enter freely, and if someone without a key rings the bell to request a connection, you can choose to open the door or ignore the request.

» **Key Term**

Discoverable Setting that allows other devices to find and connect with your handheld using Bluetooth wireless technology. If your handheld is not discoverable, other devices cannot find it to make a connection.

+ **Did You Know?**

When the Bluetooth icon on the status bar is dimmed, **the Bluetooth application is off** and your handheld is not discoverable.

+ **Did You Know?**

You can synchronize with your computer using **Bluetooth wireless technology**.

Entering basic Bluetooth settings

1 Tap Bluetooth controls on the status bar.

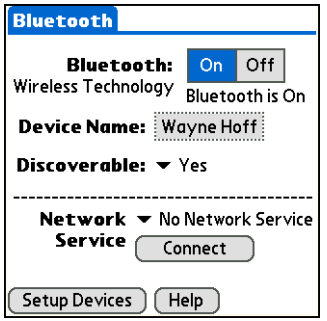
2 Enter the basic Bluetooth settings:

a. Select Prefs.

b. Select ON.

c. Tap the Device Name field and enter a name for your handheld. This is the name that other Bluetooth devices see when they connect to your handheld. By default it is the username you use during synchronization, but you can change it.

d. Select the Discoverable pick list and select Yes or No.



Done

[!] Before You Begin
If you have an IR phone, you must download the Phone Link application from the web. Go to **http://www.palm.com/us/support/downloads/phonelink.html** to download the software.

» Key Term
Partnership Two devices—for example, your handheld and your mobile phone—that can connect to each other because each device can find the same passkey on the other device. Once you form a partnership with a device, you do not need to enter a passkey to connect with that device again. Partnership is also know as paired relationship, pairing, Trusted Device, and Trusted Pair on some devices.

Setting up a Bluetooth phone connection

[!] IMPORTANT To set up a phone connection, you must have a GSM or GPRS mobile phone enabled with data services.

You can form a partnership between your handheld and your mobile phone. Once you have set up the trusted devices connection, you automatically connect to your phone when you want a Bluetooth connection.

1 Tap Bluetooth controls on the status bar.

2 Open the Phone Setup dialog box.

a. Select Prefs.

b. Select Setup Devices.

c. Select Phone Setup.

d. Select Phone Connection.

e. Select Next.

↘ Continued

Tip
If you receive a message that your phone is not ready to accept a connection, check to make sure that your phone is prepared to make a Bluetooth connection. See the instructions included with your phone.

3

Select the phone you want to connect to:

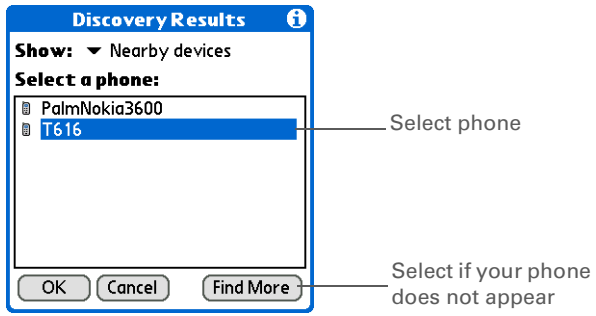
a. Select the Manufacturer and Model pick lists, select the correct entries for your phone, and then select Next.

   If the phone does not appear on the list, check for phone compatibility at http://www.palm.com/us/support/downloads/phonelink.html.

b. The Discovery Results displays all Bluetooth devices within range. Select the phone you want, select OK, and then select Next.

   If your phone is not listed in the discovery results, check whether your phone is **discoverable** using Bluetooth wireless technology. Select Find More to search again.

NOTE Not all features are available if your specific phone model is not in the pick list.



Continued

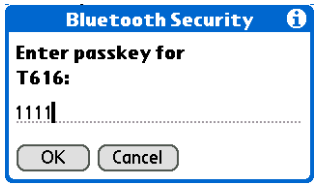
» Key Term

Passkey Like a password, the passkey is a security measure. Connections can happen only between your handheld and a device that has the same passkey. For example, to connect to your mobile phone, you need to enter the same passkey on your handheld and on your phone. Passkey is also known as PIN number on some devices.

4

Enter a passkey:

a. Enter a passkey number. This can be any number you choose; it does not have to be, for example, a password you use to access a network or an email account. Entering a passkey creates a partnership between your handheld and your phone.



[!] IMPORTANT **You must enter the same passkey on your handheld and your mobile phone in order to connect to your phone. We recommend that you use a passkey of 16 digits where possible to improve the security of your handheld. The longer the passkey, the more difficult it is for the passkey to be deciphered.**

b. Select OK.

↘ Continued

5

Do one of the following:

- Select Done, and then select Yes to begin network setup. Go to step 6.
- Select Done, and then select No to use your phone connection only to **dial phone numbers from your handheld** or **send text messages**. You cannot use the phone connection to access the Internet or send email. You are finished with setup.

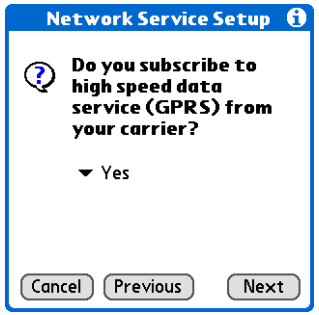
6

Select the pick list, select Yes or No, and then select Next.

a. If you select Yes, go to step 7.

b. If you select No, go to step 8.

↘ Continued



Tip
Contact your ISP (for example, AOL or Earthlink) if you are not sure about one or more of the items to enter in step 7.

7

If you selected Yes in step 6:

a. Select the pick lists, and then select the correct information for your wireless service provider.

b. Select Next, and then select Done.

8

If you selected No in step 6:

a. Select Next.

b. Enter the phone number you use to dial in to your Internet service provider, and then enter the username for your dial-up account.

c. Select the Password box, enter your account password, and select OK. This is the password you use to access your dial-up account; it is not your passkey.

d. Select Next, and then select Done.

Done **See the next procedure for steps on using your phone connection to browse the web or to send and receive email messages.**

[!] **Before You Begin**
You must **set up an email account** on your handheld before you can send or receive email messages.

✱ **Tip**
You can select Bluetooth controls on the status bar to quickly check Bluetooth status and make a connection from any application on your handheld.

Accessing email and the web with Bluetooth wireless technology

After you set up a connection with a mobile phone, you can send and receive email or browse the web wirelessly using this connection.

NOTE Bluetooth functionality must be on before you can use it to make wireless connections.

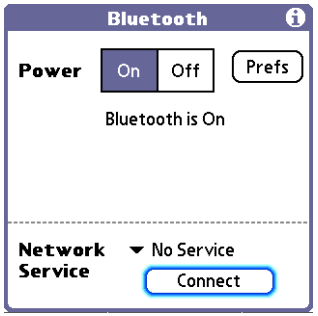
1 Open the **email application** or the **web browser**.

2 Verify Bluetooth status:

a. Tap Bluetooth controls on the status bar.

b. Make sure On is selected.

Continued



» **Key Term**

Service Way of connecting to a mobile phone to send information wirelessly, for example, through a high-speed (GPRS) carrier or a dial-up account with an Internet service provider (ISP).

✱ **Tip**

When you **enter a URL** in the web browser or select Get & Send in the **VersaMail® application**, a connection is automatically attempted with the last used service.

3

Connect to your phone:

a. Select the Network Service pick list and select the service that you want to use to connect to the Internet. If you **set up a phone connection**, the name of the service you configured is listed.

b. Select Connect.

Done You are now ready to send and receive email messages or to browse the web.

[!] Before You Begin

You must get the passkey, username, and password for the LAN from the system administrator.

» **Key Term**

LAN Acronym for *local area network*. *LAN* refers to a local network that connects computers located in your home or business.

Setting up a connection to a Bluetooth network

1 Tap Bluetooth controls on the status bar.

2 Open the PC Setup wizard:

a. Select Prefs.

b. Select Setup Devices.

c. Select LAN Setup.

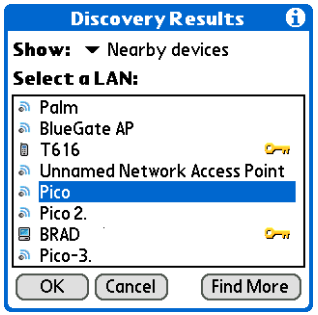
d. Select Next.

3 Select a LAN and select OK.

The Discovery icon appears to indicate that the discovery process is active.

If the LAN did not show up on the discovery results, select Find More to search again.

↘ Continued

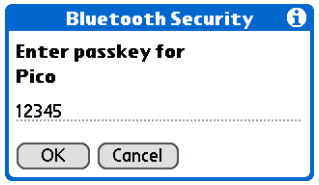


4 Create a trusted connection.

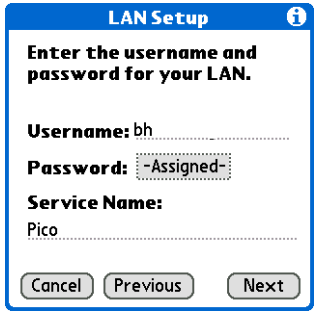
a. Select Yes to add the LAN as a trusted device.

b. Select Next.

c. Enter the passkey number for the LAN and select OK.



5 Enter the username and password for the LAN and select Next.



6 Select Done.

Done

Did You Know?
When your handheld and Bluetooth application are on and the Discoverable setting is set to No, you can receive connections only from devices with which you have previously communicated.

Creating partnership with other devices

After you have set up your **phone** and **computer** as trusted devices, you may want to set up **partnerships** with other devices, such as a friend's handheld. When your handheld recognizes a trusted device, your handheld automatically accepts communication, bypassing the discovery and authentication process.

1 Tap Bluetooth controls on the status bar.

2 Begin the discovery process:

a. Select Prefs.

b. Select Setup Devices.

c. Select Trusted Devices.

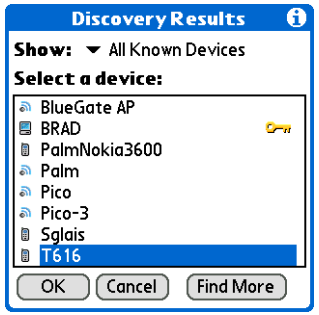
d. Select Add Device.

e. Select Trusted Devices to begin the discovery process. The Discovery icon appears to indicate that the discovery process is active.

Continued

3 Select the device you want to add as a trusted device, and then select OK.

If the device you want to add does not appear on the discovery results list, select Find More to search again.



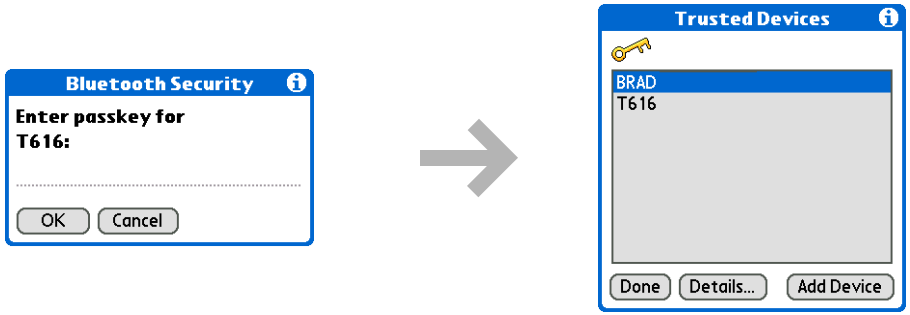
↘ Continued

Tip
You can delete a trusted device or view the details about a trusted device, such as the device address and your most recent connection. In Bluetooth Manager, select Setup Devices, and then select Trusted Devices. Select the appropriate device and select Details.

4 Enter the same **passkey** on your handheld and the other device and select OK.

[!] IMPORTANT **Some Bluetooth devices have a built-in passkey; others enable you to choose the passkey; see the documentation included with your Bluetooth device for information. In either case you must use the same passkey on both the device and your handheld.**

Many phones also require you to put the phone into a mode where it can accept a key exchange for bonding in a trusted pair. See the documentation included with your phone for information.



5 Select Done.

Done

Tip
If the remote device name has changed, disabling and then enabling the device name cache forces your handheld to retrieve the new device name.

Setting advanced Bluetooth features

These advanced settings are used in special circumstances.

Storing recently found device names

When you enable or disable the device name cache you control whether or not your handheld retrieves the names of remote devices each time the discovery process takes place. By default, the device name cache is enabled, which means the names of devices that are found are stored in cache. The next time the device is discovered, the name appears very quickly.

1. Tap Bluetooth controls on the status bar, and then select Prefs.
2. **Open the menus**.
3. Select Options, and then select Disable device name cache.

   The selection on the Options menu toggles to Enable device name cache. This indicates that the cache is disabled.

   Done

Allowing your handheld to wake up when it is turned off

You can set your handheld to receive information through Bluetooth connections when your handheld is turned off. The radio remains on, but your handheld is not discoverable. For another Bluetooth device or application to wake up your handheld, it must know your handheld name. This limits the connections to devices that are trusted or that have connected with you before.

1. Tap Bluetooth controls on the status bar, and then select Prefs.
2. **Open the menus**.
3. Select Options, and then select Allow wakeup.

   The selection on the Options menu toggles to Do not allow wakeup indicating that Allow Wakeup is enabled.

   [!] IMPORTANT Enabling the Allow Wakeup setting uses battery power even when your handheld is turned off. Be sure to monitor your battery level.

   Done

Tips & Tricks
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palm.com/myT|X**.

Support
If you're having problems with your handheld's wireless capabilities or with anything else on your handheld, go to **www.palm.com/support**

Related topics

Click a link below to learn about these related topics:

Moving Around	• Opening applications • Using menus
Synchronizing	Synchronizing your handheld with your desktop computer using Bluetooth wireless technology
Contacts	Connecting to telephone numbers in your list of contacts
VersaMail	Sending and receiving email messages wirelessly using your handheld's Bluetooth technology
SMS	Sending and receiving text messages wirelessly using your handheld's Bluetooth technology
Wi-Fi	Using your handheld's Wi-Fi wireless technology
Common Questions	Answers to frequently asked questions about Bluetooth wireless technology

Sending and Receiving Email Messages

In this chapter

Upgrading an existing email account

About email accounts

Setting up an account

Getting and reading messages

Sending an email message

Working with email folders

Working with email messages

Working with attachments

Advanced VersaMail application features

Working with Microsoft Exchange ActiveSync

Related topics

You already know how efficient email is for staying in touch with contacts. Now the VersaMail® application brings you a new level of convenience: email on the go. Enjoy the ease and speed of communicating with friends, family, and colleagues anywhere you can make an Internet connection.

You can email photos to your friends and family, or create Microsoft Word or Excel files and send them to your colleagues. You can also receive attachments to view and edit at your convenience. If your corporate mail system uses Microsoft Exchange Server 2003, you may be able to set up an account that uses Microsoft Exchange ActiveSync® on your handheld.

Benefits

- Access email on the go
- Send and receive photos, sound files, Word and Excel files, and more
- Save messages from your computer to view at a convenient time

Upgrading an existing email account

If you already use the VersaMail application on a different handheld and want to keep your username, you can upgrade your existing email account for use on your new handheld.

1 **Synchronize** your new handheld with your computer. When prompted, select the username associated with your old handheld; this contains your existing account information.

2 On your handheld, tap VersaMail in the input area.

3 Select Yes to accept the upgrade.

Done

Did You Know?
You can create up to eight email accounts.

Did You Know?
The VersaMail application provides strong 128-bit AES encryption for your password.

Tip
Go to your email provider's website or contact their customer support to obtain the setup information you need.

About email accounts

The VersaMail application is software that lets you use your handheld to access email from an account with an email provider (either an Internet service provider, or ISP, such as Earthlink or Yahoo!, or a wireless carrier) or from **your corporate email account**. For each email account you want to access, you must **set up an account** in the VersaMail application. For example, if you have an Earthlink account and a corporate account, set up one account for each in each VersaMail application.

After you set up an account, you can send and receive email directly to and from your handheld wirelessly. Or you can download new messages from your computer to your handheld—and upload messages from your handheld to be sent from your computer's email program—when you synchronize.

[!] IMPORTANT **You must have an account with an email provider or a corporate account. The VersaMail application works with these accounts to transfer messages to and from your handheld. The application is not an email service provider.**

Using an email provider

If you are setting up a new email account and have a well-known email provider (ISP or wireless carrier) such as Earthlink or Yahoo!, many of the settings you need during account setup are automatically filled in.

For other ISPs, you need the following information:

- Your email address and password
- The protocol used for incoming mail, such as Post Office Protocol (POP) or Internet Message Access Protocol (IMAP)

NOTE Some free web-based email providers such as Hotmail do not support either the POP or the IMAP protocol. You cannot use VersaMail to download messages to your handheld from an account with one of these providers.

» **Key Term**

Firewall A system set up to protect against unauthorized access into a private network.

+ **Did You Know?**

With a corporate email account, you may be able to access Microsoft Exchange, IBM Lotus Domino, or Sun iPlanet mail servers, among others.

- The name of the incoming mail server
- The name of the outgoing mail (Simple Mail Transfer Protocol, or SMTP) server
- Your account's security feature (if it has one), such as **Secure Sockets Layer** (SSL), **Authenticated Post Office Protocol (APOP)**, or **Extended Simple Mail Transfer Protocol** (ESMTP)

Using a corporate email account

If you want to access email on your handheld using your corporate email account, you create this account in exactly the same way that you would with any other account, with one exception: For a corporate email account, you may need to set up a **virtual private network** (VPN).

If your company has a Wi-Fi wireless technology network or a Bluetooth® wireless technology access point located behind the corporate firewall, you may not need to set up a VPN to access your corporate email account. See the next section for details.

To set up a corporate email account, you need certain information. Check with your company's server administrator to obtain the following:

Username and password This might be your Windows username and password, your Lotus Notes ID username and password, or something else.

Protocol Most corporate mail servers use the IMAP protocol for retrieving mail. In rare cases, your company server may use the POP protocol.

NOTE Some corporate mail servers do not use either protocol. In this case, you cannot send and receive email wirelessly using the VersaMail application. You can, however, synchronize email on your handheld with email in Outlook or Lotus Notes on your computer (Windows only).

Incoming and outgoing mail server settings Check with your company's server administrator to obtain these settings.

NOTE If your corporate mail system uses Microsoft Exchange Server 2003, you may be able to set up an account that uses Microsoft Exchange ActiveSync on your handheld. For more information, see **Working with Microsoft Exchange ActiveSync.**

VPNs

If you want to access email on your handheld using your corporate email account, you may need to set up a virtual private network (VPN) on your handheld. A VPN enables you to log in to your corporate mail server through the company's firewall (security layer). Without a VPN, you cannot pass through the firewall to gain access to the mail server.

You need to set up a VPN to access corporate email in either of the following situations:

- Your company's wireless local area network (LAN) is located outside the firewall.
- Your company's wireless LAN is located inside the firewall, but you are trying to access the network from outside the firewall (for example, from a public location or at home).

Check with your company's server administrator to see if a VPN is required for you to access the corporate network.

NOTE The **Auto Sync** feature in the VersaMail application may not work with a VPN connection. Also, you cannot use **scheduled sending retry** of email with accounts that use a VPN connection.

The **Enterprise Software link** on your handheld software installation CD contains a link to purchase and download VPN software for the handheld. Once you purchase and download the software, you **set up a VPN connection** in Preferences on your handheld. If you are using a VPN connection, make sure the connection is on in the VersaMail application. In the message list, open the Options menu, and then select Connect VPN.

NOTE If your corporate mail system uses Microsoft Exchange Server 2003, you may be able to set up an account that uses Microsoft Exchange ActiveSync® on your handheld. For more information, see **Working with Microsoft Exchange ActiveSync.**

Connecting to a VPN

After you set up a VPN, you need to connect to it in order to retrieve email messages from your corporate mail server. You may need to connect to the VPN each time you open the VersaMail application to retrieve messages from the server.

1 Tap VersaMail in the input area.

2 Connect to your VPN:

a. **Open the menus**.

b. Select Options, and then select Connect VPN.

c. Enter the username and password you use to log in to the VPN.

d. Select OK.

Done

Setting up an account

[!] IMPORTANT You must have an account with an email provider or a corporate account.The VersaMail application works with these accounts to transfer messages to and from your handheld. The application is not an email service provider.

Before you can use the VersaMail application with a given email account, you need to set up the account in VersaMail. You can do this in one of three ways:

- On a Windows computer, if the email account is already set up on your computer—for example, if you use Outlook Express on your computer to access your EarthLink account—you can transfer the account settings to your handheld in just a few steps.
- On a Windows computer, if this is a new account, you can quickly set up the account on your computer and **synchronize** the information to your handheld.
- If you are a Mac user, you can set up the account directly on your handheld. Windows users can also choose to set up either a new or existing account directly on the handheld.

NOTE Special setup considerations apply if you are setting up a **Microsoft Exchange ActiveSync® account** to synchronize email and Calendar information with Microsoft Exchange Server 2003.

You can open VersaMail account setup on a Windows computer in one of two ways:

- During software CD installation, select the option to set up your email software on the final installation screen.
- From the Start menu, select Programs, navigate to the Palm program group, and then select VersaMail Setup.

[!] IMPORTANT If you plan to synchronize your new handheld using an existing username from another handheld, you must do so before you enter your email account information in VersaMail. If you enter the email account information first and then synchronize your handheld with your computer using an existing username, the email account information you entered is overwritten.

Did You Know?

If you are transferring existing account settings, your username and email address are already entered based on the account settings that the VersaMail application finds on your computer.

Transferring settings from an existing account

WINDOWS ONLY

1 Open VersaMail account setup.

2 Select your username from the drop-down list at the top of the screen, and then select the option to create a new VersaMail email account. Click Next.

3 Select the option to synchronize with an email account detected on your PC, and then select the account from the list at the top of the screen. Click Next.

4 Enter the basic account information:

a. Enter a descriptive name for the account, or use the one shown.

b. Enter your account username and password. Your email address will be entered automatically based on the username you enter.

c. Click Next.

↘ Continued

5 Click Next on the mail servers screen. This information is already filled in based on the account whose settings you are transferring to your handheld.

6 Select whether to synchronize the information for this account to your handheld or to set up another account, and then click Next.

7 When you have finished setting up all accounts, click Finish.

↘ Continued

8 **Synchronize** to transfer all account information to your handheld.

Done

Setting up an account on your computer: Common providers

WINDOWS ONLY

The settings for many common providers are already included in the VersaMail application. If you have an account with one of these providers, you just need to enter your username and password during account setup.

1 **Open VersaMail account setup**.

2 Select your username from the drop-down list at the top of the screen, and then select the option to create a new VersaMail email account. Click Next.

3 Select the option to synchronize with a mail service from this list, and then select your mail service from the list. Click Next.

Continued

Did You Know?
Your incoming and outgoing server settings and whether the account needs ESMTP authentication are already entered based on the account type you select.

4 Enter the basic account information:

a. Enter a descriptive name for the account, or use the one shown.

b. Enter your account username and password. Your email address will be entered automatically based on the username you enter.

5 Click Next on the mail servers screen. This information is already filled in based on the mail service you selected.

6 **[&] OPTIONAL** Do one of the following:

- To enter **advanced settings** for this account, click Advanced Settings.
- To test the account settings you have entered, click Test My Settings. Click OK after settings have been tested.

7 Click Next.

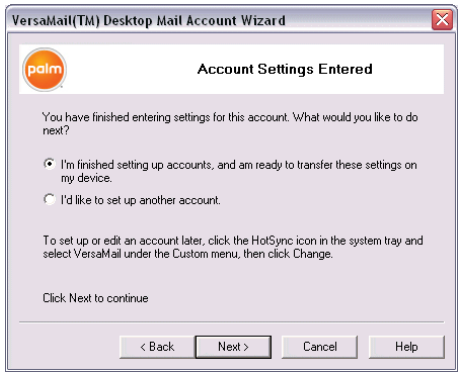
↘ Continued

8

[&] OPTIONAL Set up other accounts:

a. Select the option to set up another account, and then click Next.

b. Repeat steps 2 through 5 for each account you want to set up. When you have set up the last account, go to step 9.



9

Finish setting up accounts:

a. Select the option to synchronize information for this account, and then click Next.

b. Click Finish.

10

Synchronize to transfer all account information to your handheld.

Done

» Key Term

Protocol Settings your email provider uses to receive email messages. Most providers use the Post Office Protocol (POP); a few use the Internet Message Access Protocol (IMAP).

Setting up an account on your computer: Other providers

WINDOWS ONLY

1	**Open VersaMail account setup**.
2	Select your username from the drop-down list at the top of the screen, and then select the option to create a new VersaMail email account. Click Next.
3	Select the option to synchronize with a mail service from this list, and then select Other. Click Next.
4	Select the protocol for this account. Check with your system administrator if you do not know which protocol is used. ↘ Continued

Did You Know?
Your incoming mail server is also called your POP or IMAP server; your outgoing mail server is also called your SMTP server.

5 Enter the basic account information:

a. Enter a descriptive name for the account.

b. Enter your account username and password.

c. Enter your email address for this account.

d. Click Next.

6 Enter the names of the incoming and outgoing mail servers for this account, whether the account requires Extended Simple Mail Transfer Protocol (ESMTP), and, if so, the username and password required for ESMTP. Check with your email service provider for this information.

7 **[&] OPTIONAL** Do one of the following:

- To enter **advanced settings** for this account, click Advanced Settings.
- To test the account settings you have entered, click Test My Settings. Click OK after settings have been tested.

8 Click Next.

↘ Continued

9

[&] OPTIONAL Set up other accounts:

a. Select the option to set up another account, and then click Next.

b. Repeat steps 2 through 5 for each account you want to set up. When you have set up the last account, go to step 10.

10

Finish setting up accounts:

a. Select the option to synchronize information for this account, and then click Next.

b. Click Finish.

11

Synchronize to transfer all account information to your handheld.

Done

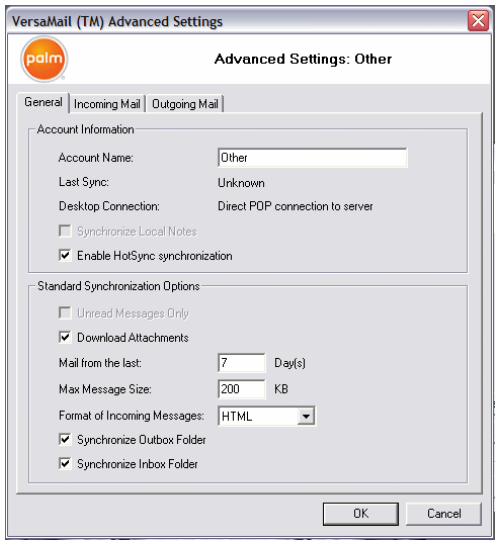
Did You Know?
The Desktop Connection field displays the mail client you use to download messages to your computer—for example, Microsoft Outlook or Lotus Notes—based on the settings the VersaMail application detects. If no client is detected, the VersaMail application displays Direct POP or Direct IMAP connection to server, depending on your account protocol.

Entering advanced account settings on your computer

When you set up an account, the VersaMail application automatically enters advanced settings such as incoming and outgoing server names, any authentication required, maximum message size, and so on. You can check the advanced settings either to verify that the VersaMailapplication entered the information you want or to change a default entry—for example, to change the maximum message size.

1 During **account setup on your computer**, click Advanced Settings on the Enter Account Settings screen.

2 Click the General tab and verify or edit any of the following settings:



Synchronize Local Notes (Lotus Notes accounts only) Check the box to synchronize email on your handheld with email in the local copy of Notes on your computer. You are prompted to enter your Lotus Notes ID and password. Click Browse if you need to locate your Notes ID.

Enable HotSync synchronization By default, this box is checked, meaning you can both send and receive email wirelessly and transfer messages to your handheld from your computer when you synchronize. If you uncheck the box, you can send and receive email wirelessly only.

↘ Continued

Did You Know?
The POP protocol does not support retrieval of unread mail only from the server. If you have a POP email account, the VersaMail application downloads all messages from the server regardless of whether you have read them (for example, on your desktop or on the web).

Did You Know?
The actual message size you can download may be smaller than 5000KB, because some message space is necessary for transferring the message over the Internet.

Cont'd

Unread Messages Only For IMAP accounts only, select whether to download all messages to your handheld, or unread messages only. By default, the box is unchecked, meaning that all messages are downloaded. For POP accounts, this box does not appear on the screen.

Download attachments Select whether to download attachments when you retrieve new messages. By default, the box is checked; if you uncheck it, only the body text of any message containing an attachment is downloaded to your handheld.

Mail from the last X Days Set how many days' worth of email should be downloaded.

Max Message Size (KB) Enter the maximum message size that can be downloaded to your handheld—from 1 to 5000KB. The smaller the maximum size, the faster the download, but you must use the **More button** to download any messages over that size. On the other hand, choosing a larger size means that more messages can be completely downloaded automatically, but downloading takes longer.

Format of Incoming Messages Select HTML or Plain Text. If you select HTML, any email messages sent as HTML are displayed on your handheld with basic HTML formatting intact. If you select plain text, all messages are received as plain text only, regardless of the format in which they were sent. The default is HTML.

Synchronize Outbox Folder Check the box to synchronize messages in your handheld's Outbox with messages on your computer during the next synchronization. If the box is unchecked, your Outbox is not included when you synchronize, so messages in your handheld's Outbox are not sent.

↘ **Continued**

Tip

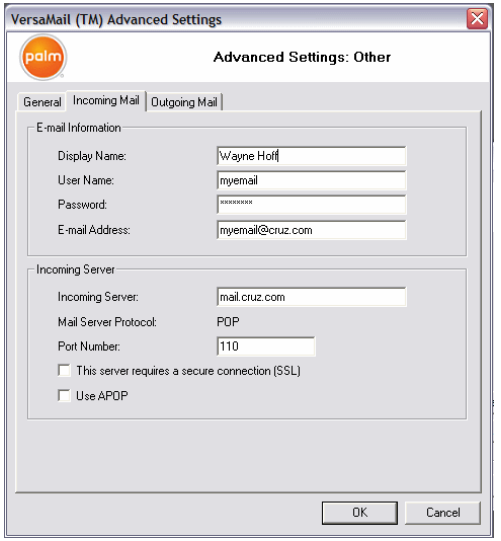
Check with your email provider or your system administrator for any incoming or outgoing mail settings you do not know. Also check to see if your account uses SSL, APOP, or ESMTP; or whether you need to change the default port number.

Cont'd

Synchronize Inbox Folder Check the box to synchronize messages in your handheld's Inbox with messages on your computer during the next synchronization. The box is checked by default; if unchecked, your Inbox is not included when you synchronize, so new messages in your computer's Inbox are not downloaded to your handheld.

3

Click the Incoming Mail tab and verify or edit any of the following settings:



Display Name Enter the name you want to appear on email messages.

User Name Enter the username you use to access email for this account.

Password Enter your email account password.

E-mail Enter the email address for this account.

Incoming Server Enter the address of your incoming mail server.

Mail Server Protocol Select the protocol for this account.

↘ Continued

Tip

Do not check the Secure connection box if the VersaMail application displays Direct POP or Direct IMAP connection to server in the **Desktop Connection** field. If you check the box, you cannot receive incoming messages correctly. To use SSL with your account, set up the account on your handheld and check the **Use Secure Connection** box on the appropriate screen.

Cont'd

Port Number By default, the port number setting is 110 for POP and 143 for IMAP servers. You may need to change the port number if you choose to retrieve incoming mail over a secure connection (see the next item).

Secure connection (SSL) To retrieve incoming mail over a secure (Secure Sockets Layer, or SSL) connection, check the box. The port number for incoming mail then changes to 995.

Use APOP (POP accounts only) To encrypt your username and password when they travel over the network, check this box. Some services work properly only if APOP is used, while others do not work properly if APOP is used.

4

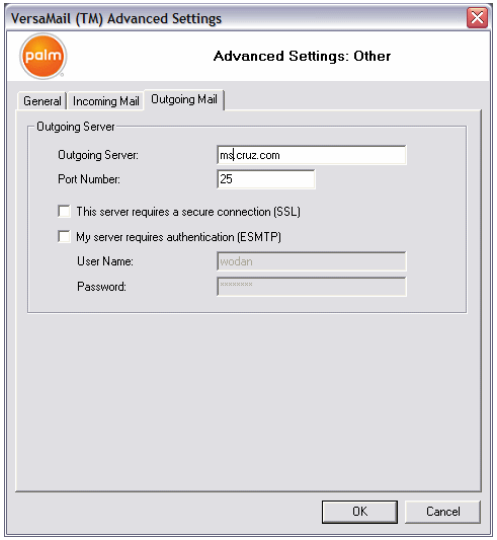
Click the Outgoing Mail tab and verify or edit any of the following settings:

Outgoing Server Enter the address of your outgoing mail server.

Port Number The default is 25, the port number most SMTP servers use.

Secure connection To send outgoing mail over a secure (**Secure Sockets Layer**, or SSL) connection, check the box. This server requires a secure connection (SSL).

↘ Continued



Did You Know?

If you synchronize a folder, any changes you make to a folder on your handheld—for example, moving or deleting messages—are automatically updated on the mail server, and vice versa.

Cont'd

Authentication Check the box if the outgoing server (SMTP) requires **ESMTP authentication**. If you select this option, username and password fields appear. These fields are already filled in based on the account information you entered. In most cases, the information displayed is correct; however, occasionally your authentication username and/or password is different from your account username or password.

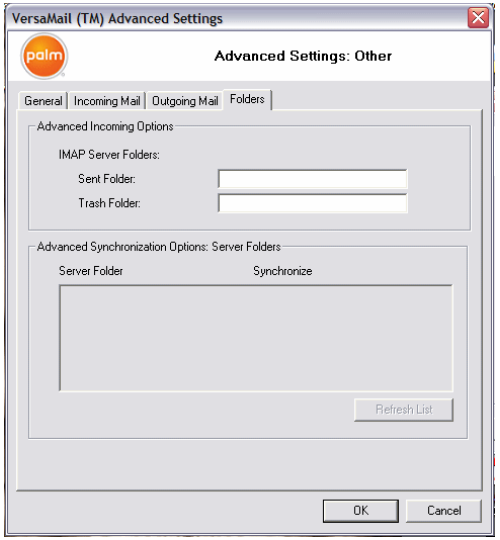
5

(IMAP accounts only) Click the Folders tab and verify or edit any of the following settings:

Sent Folder Shows the name of your Sent Mail folder on the server.

Trash Folder Stores deleted email in the folder you specify on the server.

Server Folder Synchronization To synchronize messages on your handheld with messages on a server folder, click in the Synchronize column to the right of the folder name to select Yes.



6

When you have finished entering or verifying advanced settings, click OK.

Done

Setting up an account on your handheld

Mac users must set up their VersaMail accounts on their handheld. Windows users can set up the account either on their handheld or on their computer. If you set up an account on your computer and synchronize the account information to your handheld, you do not need to set up the account on the handheld; it's already there.

NOTE Special setup considerations apply if you are setting up a **Microsoft Exchange ActiveSync® account** to synchronize email and Calendar information with Microsoft Exchange Server 2003.

1 Tap VersaMail in the input area.

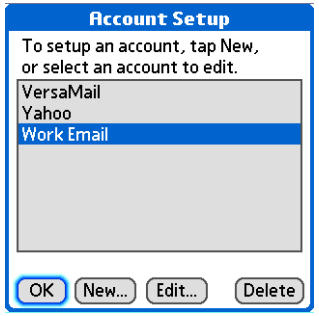
2 Open the Account Setup screen:

a. **Open the menus**.

b. Select Accounts, and then select Account Setup.

c. Select New.

Continued



» **Key Term**

Protocol Settings your email provider uses to receive email messages. Most providers use the Post Office Protocol (POP); a few use the Internet Message Access Protocol (IMAP).

✱ **Tip**

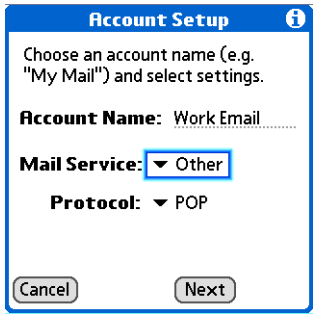
Your username is usually the part of your email address appearing before the @ symbol, not your entire email address. Check with your ISP if you are not sure what username to enter.

✚ **Did You Know?**

If your email provider appears on the Mail Service pick list, the Protocol pick list is not displayed.

3

Enter the basic account information:



a. In the Account Name field, enter a descriptive name.

b. Select the Mail Service pick list, and then select your email provider. Select Other if your provider is not listed.

c. If you chose Other, select the Protocol pick list, and then select POP or IMAP.

d. Select Next.

4

Enter the account username and password:

a. Enter the username you use to access your email.

b. Select the Password box, enter your email account password, and then select OK.

c. Select Next.

↘ Continued

Did You Know?
Your incoming mail server is also called your POP or IMAP server; your outgoing mail server is also called your Simple Mail Transfer Protocol (SMTP) server. Check with your email service provider if you need the names of these servers.

Did You Know?
Some service providers such as Yahoo! require you to pay for a POP account in order to download email messages from your account to your handheld.

5

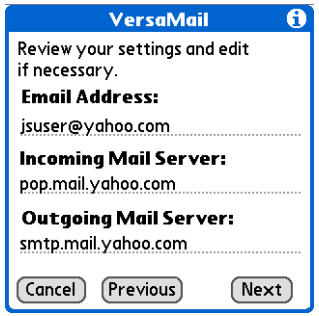
Enter your email address and mail server info:

NOTE If you chose a common email provider from the Mail Services pick list on the Account Setup screen, this screen is already filled in.

a. Enter your email address.

b. Enter the names of your mail servers.

c. Select Next.



6

Select Done.

Done

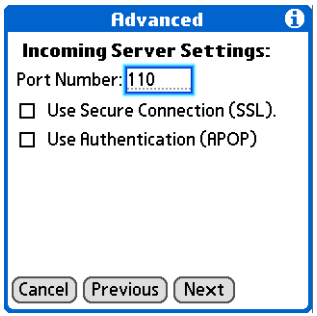
Tip

Check with your email provider or your system administrator for any incoming or outgoing mail settings you do not know. Also check to see if your account uses SSL, APOP, or ESMTP, or whether you need to change the default port number.

Setting advanced mail options on your handheld

1

Set incoming mail server options for the account:



a. Select any of the following:

Port Number By default, the port number setting is 110 for POP and 143 for IMAP servers. You may need to change the port number if you choose to retrieve incoming mail over a secure connection.

Use Secure Connection (SSL) To retrieve incoming mail over a secure (**Secure Sockets Layer**, or SSL) connection, check the Use Secure Connection box. If you check the box, the port number for incoming mail changes to 995.

Use Authentication (APOP) (POP accounts only) Encrypts your username and password when they travel over the network. Some services do not work properly without APOP, while others do not work properly if APOP is used.

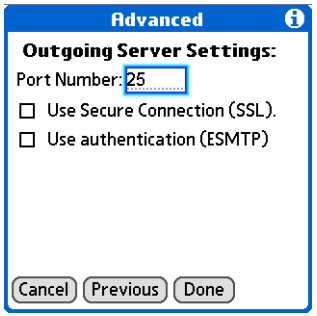
b. Select Next.

↘ Continued

Tip

If you need to enter new authentication information, enter your username, select the Password box, enter a password, and then select OK. Check with your email service provider for authentication username and password information.

2 Set outgoing mail options:



a. Select any of the following:

Port Number The default is 25, the port number most SMTP servers use.

Use Secure Connection (SSL) Check the box to send outgoing mail over a secure (**Secure Sockets Layer**, or SSL) connection.

Use authentication (ESMTP) Check the box if the outgoing server (SMTP) requires **ESMTP authentication**. If you select this option, username and password fields appear. These fields are already filled in based on the account information you entered. In most cases, the information displayed is correct; however, occasionally your authentication username and/or password is different from your account username or password.

b. Select Done.

Done

Testing your new account

After you finish setting up a new email account, the Inbox of the account you just created is displayed. You can test whether the email account is set up and working properly by **getting messages**.

Tip
You can also edit an account by selecting Start in the lower-left corner of your computer screen, selecting Programs, navigating to Palm, and then selecting VersaMail Setup. Select the username associated with the account, click the Edit an existing account button, and then click Next. Edit the information on the account information screens.

Editing an account

As with setup, you can edit an account either on your computer or on your handheld.

Editing an account on your computer

WINDOWS ONLY

1 Select the account to edit:

a. Select HotSync® manager in the taskbar in the lower-right corner of your computer screen.

b. Select Custom, and then select VersaMail.

c. Click Change, and then select the name of the account to edit in the pane on the left of the screen.

2 Select one of the following:

Delete Account Click the button and click to confirm the deletion.

Edit Account Click the button and edit the account settings on the following screens.

Advanced Click the button and edit the advanced account settings on the following screens.

Done

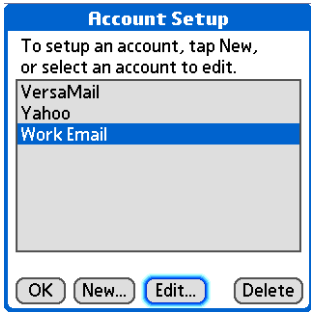
Editing an account on your handheld

1 Select the account you want to edit:

a. **Open the menus**.

b. Select Accounts, and then select Account Setup.

c. Select the name of the account to edit, and then select Edit.



2 The same series of screens appears for editing an account as for **creating an account**. Go through the screens by selecting Next, and change the entries you want to edit on the appropriate screens.

Done

Tip
On a Windows computer, **synchronize** to free up the memory associated with an account after you delete it.

Tip
You can also delete an account on a Windows computer by selecting HotSync manager in the taskbar in the lower-right corner of your computer screen, selecting Custom, selecting VersaMail, and then selecting Change. Select the account you want, and then click Delete Account.

Deleting an account

When you delete an account in the VersaMail application, the account is removed from your handheld. The account still exists on the server, however. For example, deleting your Yahoo! account from the VersaMail application deletes the account only from your handheld. Your email account still exists at Yahoo.com.

You can delete all but one of your email accounts; you must have at least one account.

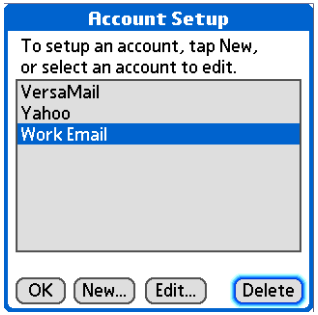
1

Select the account you want to delete:

a. **Open the menus.**

b. Select Accounts, and then select Account Setup.

c. Select the name of the account that you want to delete, and then select Delete.



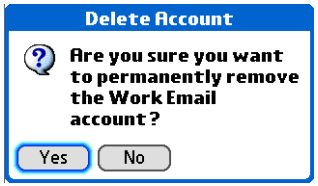
2

Delete the account:

a. Select Yes in the Delete Account dialog box to delete the account and all associated email messages.

b. Select OK.

Done



» **Key Term**

ESMTP Acronym for Extended Simple Mail Transfer Protocol. A method for authenticating outgoing email messages.

✱ **Tip**

If you need to enter new authentication information, enter your username, select the Password box, enter a password, and then select OK. Check with your email service provider for authentication username and password information.

Adding ESMTP to an account

Some services require ESMTP authentication to validate your username and password on an SMTP server. If you aren't sure if your ISP or web email provider supports ESMTP, check with your email provider.

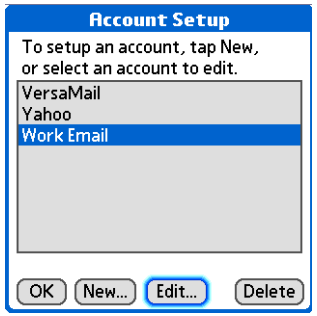
1

Select the account to which you want to add ESMTP:

a. **Open the menus.**

b. Select Accounts, and then select Account Setup.

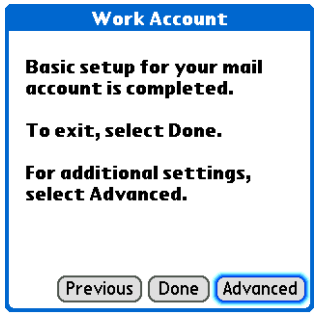
c. Select the name of the account, and then select Edit.



2

The same series of screens appears for editing an account as for **creating an account**. Go through the screens by selecting Next. When setup is completed, select Advanced.

↘ Continued



Tip
To get and view messages for a different account, open the Accounts menu and select the account you want. Select the folders pick list in the upper-right corner of the screen, and then select Inbox to display messages in the Inbox.

Tip
For IMAP accounts, you have the option of **wirelessly synchronizing mail folders** if the Get Mail Options dialog box is displayed.

Tip
The first 5KB of each message is downloaded. You can change the maximum size for downloaded messages in the VersaMail preferences.

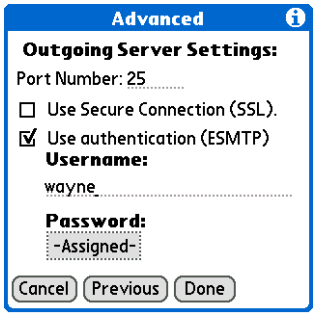
3

Set the ESMTP options:

a. Click Next.

b. Check the Use Authentication box on the advanced outgoing mail options screen.

c. Change the username and password if needed.



Done

Getting and reading messages

When you get messages, you can choose to see only the subjects of your email (which include message size, sender, and subject), so that you can decide if you want to download the entire message. Or you can choose to get the entire message for all of your incoming email.

NOTE See **Working with Microsoft Exchange ActiveSync** for special considerations when using a Microsoft Exchange ActiveSync account to synchronize email and Calendar information on your handheld with info in Microsoft Exchange Server 2003.

1

Tap VersaMail in the input area.

Continued

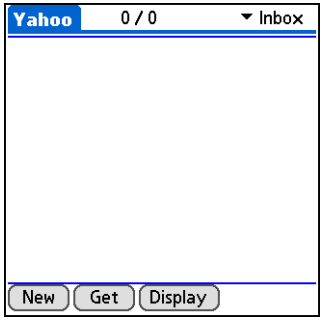
2 **[&] OPTIONAL** If you are using a VPN connection, **connect to your VPN**.

3 Choose whether to get message subjects only or full messages:

a. **Open the menus**.

b. Select Accounts, and then select the account you want.

c. Select Get or Get & Send.



4 **[&] OPTIONAL** If you have selected **Ask Every Time** in VersaMail Preferences, select whether to download subjects only or entire messages.

Done **A list of your messages appears in the Inbox.**

Did You Know?
If more than one scheduled Auto Sync happens at the same time (for example, for two separate email accounts), Auto Sync performs any past-due Auto Sync first, and then performs current Auto Sync retrievals according to the order of email accounts in the Accounts menu list.

Auto Sync with notification

NOTE Some email service providers, such as CompuServe and AOL, do not support the Auto Sync feature. Check with your provider to see if Auto Sync is supported.

You can set up the VersaMail application to automatically download new email messages to your handheld with the Auto Sync feature.

If Auto Sync downloads any new messages, your handheld lets you know with a sound or vibration. A list with the number of new messages retrieved appears on the Reminders screen.

The Auto Sync feature downloads only the first 3KB of each message. You can select the More button on the message screen to download the entire message.

Auto Sync recognizes any **filter criteria** you set up for downloading messages. Messages that don't meet these filter criteria are not downloaded during Auto Sync. You need to turn off all filters and manually retrieve these messages.

NOTE See **Working with Microsoft Exchange ActiveSync** for special considerations when using Auto Sync with a Microsoft Exchange ActiveSync account to synchronize email and Calendar information with info in Microsoft Exchange Server 2003.

Scheduling Auto Sync

You can set up different schedules for each of your email accounts, but you can set up only one schedule for each account. For example, if you set up a schedule to get mail on weekdays for your Yahoo! account, you can't set up a separate schedule for weekends for that account.

Auto Sync may not work with your specific **VPN connection**. It also doesn't work if your security preferences include encrypting databases on your handheld.

Tip
Be sure to manually retrieve any messages using Get or Get & Send after setting up a scheduled Auto Sync. Then only new messages are retrieved during Auto Sync.

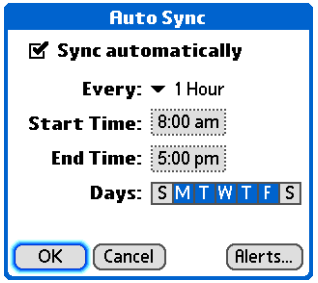
1

Select Auto Sync for a given account:

a. **Open the menus**.

b. Select Options, and then select Preferences.

c. Select Auto Sync, and then check the Sync automatically box.



2

Set schedule options:

Interval Select the Every pick list and select the time interval, from 5 minutes to 12 hours. Note that if you set a more frequent interval, you may need to recharge your handheld's battery more often.

Start/End Time Select the Start and End Time boxes, and then select the hour, the minute, and AM or PM to enter the time for the first and last Auto Sync to take place. Select OK.

Days Select the days you want the schedule to be active. You can choose any number of days, but you can set up only one schedule for each email account.

3

Select OK.

↘ Continued

Tip
You can also **adjust the volume** of the alert sound.

4 **[&] OPTIONAL** Select Get or Get & Send.

Done

Auto Sync notifications

The Auto Sync feature provides two types of notifications during and after it gets messages:

Alerts You can choose to **have your handheld alert you** with a beep or other sound when a new message arrives in your account.

Reminders screen If Auto Sync discovers and downloads new messages for an email account, a notification appears on the **Reminders screen**, telling you the account name and the number of new messages. If Auto Sync is scheduled for more than one account, a separate notification appears for each account.

Setting alert options

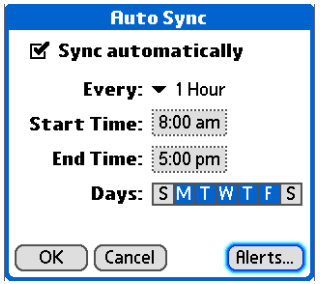
You can choose an alert—such as a bird, a phone, or an alarm—to let you know when new email arrives.

1 Open the Alerts screen:

a. From the Inbox or another folder, **open the menus**.

b. Select Options, and then select Preferences.

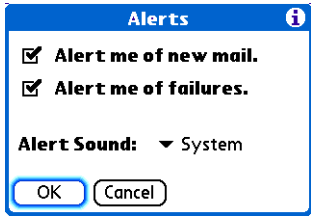
c. Select Auto Sync, and then select Alerts.



↘ Continued

Did You Know?
If you are viewing the Inbox and Auto Sync downloads new messages, those messages do not appear on the Reminders screen, because you can already view them in the Inbox.

2 Select alert options:



a. Check the Alert me of new mail box.

b. Select the Alert Sound pick list, and then select a sound. Your handheld plays a brief demo of the sound.

c. To receive alerts of successful Auto Sync retrievals only, uncheck the Alert me of failures box. Leave the box checked if you want to receive alerts for both successful and failed Auto Sync retrievals.

d. Select OK.

Done

Viewing and using the Reminders screen

The Reminders screen on your handheld shows info about new email messages. It also shows alerts from other applications, such as Calendar appointments.

To view the Reminders screen, tap Alert on the status bar when it is blinking.

You can do any of the following:

- Check the box to clear a reminder from the list.
- Select the reminder (either the mail icon or the text description) to go to the Inbox of that account or to read a detailed error message.

Tip
If the Reminders screen shows an Auto Sync error message for an account, select the message to view more detailed information about the error. You can choose to **disable notifications for Auto Sync failures**.

- Select Done to close the Reminders screen and return to whatever you were doing on your handheld before the Reminders screen appeared.
- Select Clear All to delete all reminders on the Reminders screen.

When a notification appears on the Reminders screen, select it to go to the Inbox of that account, or open the VersaMail application and go to that account. Once you open the Inbox, any new messages are removed from the Reminders screen, even if you don't open them. Auto Sync then starts at the next scheduled interval, with the Reminders screen counter reset to 1.

Auto Sync retries

If the interval for a scheduled Auto Sync is set at "Every 1 hour" or less frequently, and an Auto Sync fails for any reason, the VersaMail application tries to retrieve email every 30 minutes until either the next scheduled Auto Sync occurs or the end time for scheduled email retrieval is reached. If the interval is set for more frequently than "Every 1 hour," the VersaMail application waits until the next scheduled Auto Sync.

Resource issues with Auto Sync

The Auto Sync feature can cause the following resource constraints:

Decreased battery life If you set the Auto Sync interval for more often than once per hour, your handheld's battery charge may drain more quickly, and you may need to recharge the battery more frequently.

Increased monthly charges Some wireless providers charge a fee for data transactions. If you use one of these providers, using the Auto Sync feature can substantially add to your monthly charges. This is especially true for POP accounts, because POP messages take longer to download than IMAP messages.

Inbox icons in the VersaMail® application

The icons to the left of a message in the Inbox tell you the message's status.

Only the subject header information is downloaded.

Part or all of the message text is downloaded.

Part or all of the message text and attachment information is downloaded.

Downloaded message has been marked high priority by the sender.

Setting preferences for getting messages

1 Open the Delivery Options preferences:

a. In the Inbox or on another folder screen, **open the menus**.

b. Select Options, and then select Preferences.

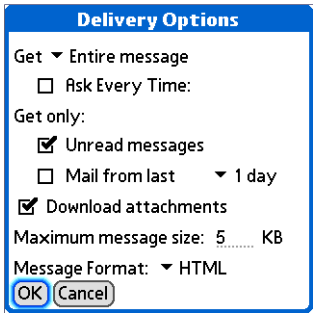
c. Select Delivery Options.

↘ Continued

Did You Know?
The POP protocol does not support retrieval of unread mail only from the server. If you have a POP email account, the VersaMail application downloads all messages from the server regardless of whether you have read them (for example, on your desktop or on the web).

2

Select preferences:



Get Select whether to get message subjects only or entire messages.

Ask Every Time Check to display a dialog box for choosing subjects only or entire messages each time you retrieve email. Leave unchecked to retrieve messages according to the option you select in the Get pick list.

Get only Unread messages (IMAP account only) Check the box to download only unread mail to your handheld. If you don't select this option and you select Get & Send, all of your messages on your provider's mail server are downloaded to your Inbox, including messages you have already read.

NOTE For POP accounts, the Unread messages box does not appear on the Delivery Options screen.

Mail from last *X* days Get messages sent within the number of days you specify (default is 7).

Download attachments Check the box to automatically download file attachments to email messages to your handheld. Attachments that exceed the maximum message size cannot be downloaded.

Continued

Did You Know?

Basic HTML includes bold, italics (small font only), colored words, bulleted and numbered lists, and so on.

In an HTML message, certain types of graphics (for example, JPEG or GIF files) may be displayed as a URL in the body of the email message. In some cases, you can **select the URL** to open the graphic.

Tip

Because downloading large messages can consume handheld resources, the VersaMail application displays the size of the message and asks if you want to continue downloading any message that exceeds your maximum message size, up to a total size of 5MB.

Cont'd

Maximum message size Enter the maximum size of an incoming email message in kilobytes (KB). The maximum size of an incoming message is 5KB by default, but you can enter any size up to 5000KB (approximately 5 megabytes, or 5MB), including attachments. The maximum message size that you can retrieve is 60KB for the body text and approximately 5MB of total data for any attachments.

Message Format Select to retrieve messages in HTML or plain text format. If you select HTML, any messages sent to you in HTML format are displayed with basic HTML formatting intact. Other messages are displayed as plain text. If you select Plain Text, all messages are displayed as plain text, regardless of the format in which they were sent. The default setting is HTML.

NOTE The VersaMail application sends all messages as plain text only, with all HTML tags stripped, even if you are forwarding or replying to a message that was originally received as HTML.

Done

Tip
If you use the 5-way navigator to select and open a message, press Center after reading the message to close it and return to the folder where you started.

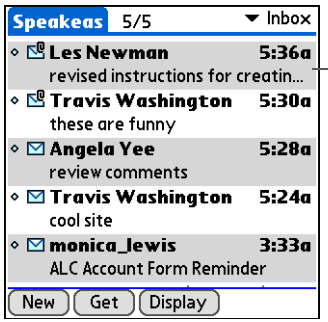
Tip
Highlight a message and press Right on the 5-way to open a menu of message commands such as Forward, Reply, and Delete.

Tip
Change the font size of a message you are reading by opening the Options menu and selecting Use smaller font or Use standard font.

Tip
Use **landscape mode** to see more of the message on a single screen.

Reading email messages

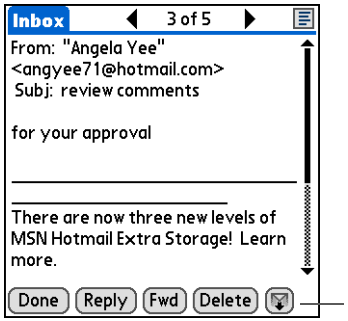
To read email, select the email message in the Inbox or the folder where the message is located.



Select to read

If you chose to **get messages by subjects only**, select the More button on the message screen to view the body of the email message, plus any attachments, up to the maximum message size you select. If the downloaded message exceeds your maximum message size, only a partial message is displayed. Select the More button to view the entire message.

If you chose to get entire messages, the body of the message is displayed. However, if the downloaded message exceeds your maximum message size, only part of the message is displayed. Select the More button to view the entire message.



Select More to view the entire message

Tip

You can also update an existing Contacts record with a new email address, or create a second Contacts record for a name that has an existing record. The procedure is the same as for adding a new Contacts record. If you select Add to Contacts from an email message and a record already exists for the recipient name, you are prompted either to update the email address for the recipient or to create a new record for the recipient.

Adding or updating a contact directly from a message

You can add an email address to Contacts directly from the body of a received email message.

1

Open the Add Contact dialog box:

a. Open the message you want.

b. On the message screen, **open the menus**.

c. Select Options, and then select Add to Contacts.

2

[&] OPTIONAL If a display name exists for this Contacts record, the dialog box displays the name in the Last name and First name fields.

If the Last name and First name fields are blank, enter the first and last name associated with the "From" email address.

3

Select OK to add the email address to Contacts, and then select OK in the confirmation dialog box.

Done

Tip
To mark an outgoing message as high priority, on the message screen, open the Options menu and select Set Priority To High.

Sending an email message

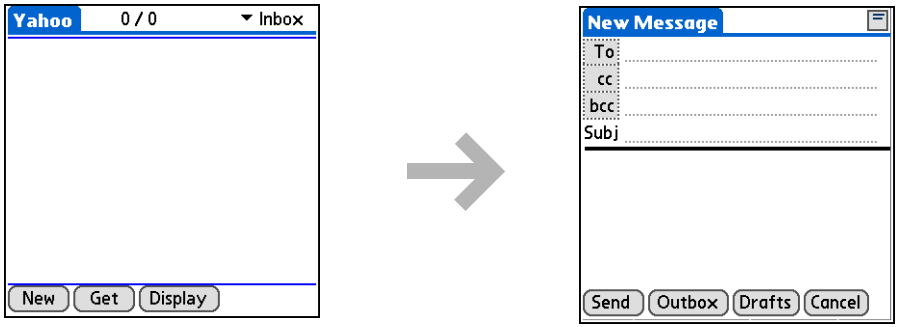
1 Tap VersaMail in the input area.

2 Open a new message:

a. **Open the menus**.

b. Select Accounts, and then select the account you want.

c. Select New.



Continued

Tip

You can't see the whole list of addresses in a field if the list is longer than two lines. To see the whole list, select the word To, cc, or bcc.

Did You Know?

When you put addresses in the copies (cc:) field, they are visible to all other recipients. Addresses in the blind copies (bcc:) field are hidden from all other recipients. Some account types do not support the bcc: field, so it may not appear.

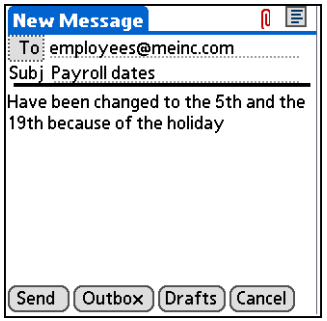
3

Address and compose your message:

a. **Enter the recipient's email address**.

b. In the Subject field, enter the subject of your email.

c. In the area below the Subject line, enter the text of your email.



4

[&] OPTIONAL **Attach one or more files** to send with your message.

5

Select one of the following options to send your message:

Send Sends the email immediately. If the message is not sent successfully on the first attempt, it is moved to the Outbox.

Outbox Stores email so you can compose email offline and then send it all during one connection with the server. To send your email, select Get & Send.

Drafts Saves your message so you can work on it at another time.

Done

Tip
You can also type the first initial and last name of the person you want. Smart Addressing displays any entries matching the initial and last name.

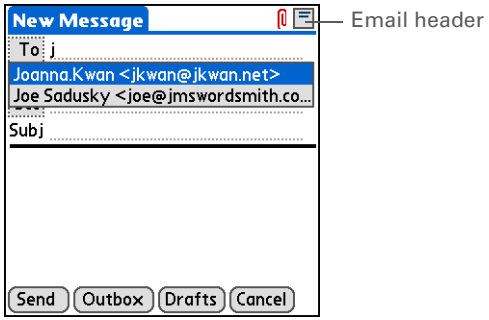
Tip
Tap the email header icon in the upper-right corner of the screen to display the cc: and bcc: fields.

Entering an address using Smart Addressing

Smart Addressing completes a recognized email address.

1 On the New Message screen, navigate to or tap in the To field.

2 Start entering the person's name. Smart Addressing displays matching names and email addresses from Contacts.



3 When the name you want appears, select it to enter it on the To line.

Done

Did You Know?

When you put addresses in the copies (cc:) field, they are visible to all other recipients. Addresses in the blind copies (bcc:) field are hidden from all other recipients.

Tip

As with Smart Addressing, when you begin to enter a name or address on the Recipient List screen, the VersaMail application displays any matching entries from Contacts. Select a match to automatically enter it in the Recipient List.

Tip

It's OK to enter commas instead of semicolons between addresses, because they're changed to semicolons. But you can't use other punctuation or no punctuation between addresses.

Entering an address directly in the To field

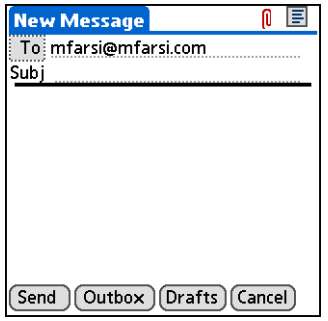
1 On the New Message screen, select or navigate to the To field.

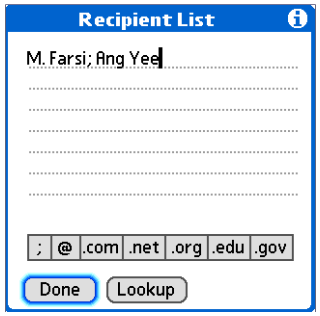
2 Enter an address using one of the following methods:

To field Enter the address, and then select Done. For multiple addresses, enter a semicolon (;) and then a space between recipient names.

Recipient List Select To and enter the name or address on the Recipient List screen, and then select Done. Use the shortcut buttons at the bottom of the screen for quick address entry. For multiple recipients, enter a semicolon (;) and then a space between recipient names.

Done





Entering an address using Contacts

You can enter a recipient's address by using the Lookup screen to select the address. The names and addresses on the Lookup screen come from Contacts.

1 Open the Lookup screen:

a. On the New Message screen, select the word To.

b. On the Recipient List screen, select Lookup.

2 Enter the address:

a. On the Address Lookup screen, select the address you want, and then select Add.

b. Select Lookup and repeat step "a" for each address you want to add.

Done

Attaching a personal signature

You can attach a personal signature, with info like your company's address and telephone number, to the bottom of all messages you send.

1

Open the VersaMail Preferences:

a. From the Inbox or on another folder screen, **open the menus**.

b. Select Options, and then select Preferences.

c. Select Signature.

2

Add a signature:

a. Check the Attach Signature box.

b. Enter your signature information, and then select OK.

Done

Did You Know?
Send retry doesn't work for **VPN** connections, or for accounts for which your ISP requires you to log in to the mail server before sending mail. It also doesn't work if you have **configured the security preferences** on your handheld to encrypt databases.

Tip
Select the notification to view a detailed error message. Viewing the error message deletes the notification from the Reminders screen.

Send retry

If a send attempt fails for any reason after you select Send (for example, your handheld is out of range, or the application cannot connect to the mail server), you can choose to have the application move the message to the Outbox and keep trying to send the message every 30 minutes, a maximum of three times.

If you put a message in the Outbox, you must select Send to send the message on the first try. The VersaMail application attempts automatic send retry only after the first send attempt fails. Keep in mind the following regarding automatic send retry:

- Automatic send retry occurs only if you select Send to send the message manually. It doesn't work if you select Get & Send.
- To select automatic send retry, select Yes in the dialog box notifying you that manual send failed.
- If automatic send retry succeeds, the message is moved to the Sent folder.
- If automatic send retry fails after the third try, you must send the message manually.

Send retry notifications

If automatic send retry fails after the third try, a notification appears on the **Reminders screen**. Send retry notification features include the following:

- A broken envelope icon shows that automatic send retry failed. A separate notification appears for each email account.
- You can choose to **disable notifications** for send retry failures.
- The Reminders screen shows only the most recent notification for an email account, no matter how many automatic send retries have been attempted for that account.

Tip
If you **perform a soft reset** or **synchronize** during a send retry, the retry is canceled. You must manually send any messages in the Outbox.

Modifying messages in the Outbox

A message in the Outbox waiting for the next automatic send retry can be edited, moved, or deleted. However, if you edit the message, you must manually send the message. If the manual send fails, you can choose to store the message in the Outbox to wait for the next automatic send retry.

During automatic send retry, any message that the VersaMail application is trying to send is in a locked state. You cannot edit, move, or delete these messages. If you try to modify a message in the locked state, an error message appears.

If a send retry fails after the third try, the message is stored in the Outbox in the error state. You can send the message again manually, or edit, move, or delete the message. However, if you edit the message, you must send the message manually. If the manual send fails, you can choose to store the message in the Outbox to wait for the next automatic send retry.

Outbox icons in the VersaMail applications

The icons to the left of a message in the Outbox show the message's status.

Message is waiting either to be manually sent or to be sent during the next send retry. You can edit, move, or delete a message in this state.

Send retry is currently in process; you cannot edit, move, or delete a message in this state.

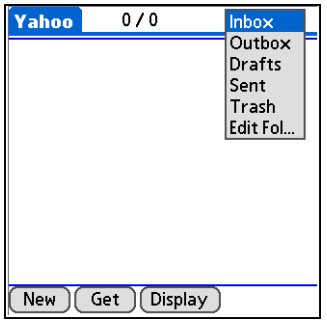
Third automatic send retry has failed. You must manually send a message in this state by selecting Get & Send.

Working with email folders

By default, the VersaMail application displays the messages in an account's Inbox folder. You can easily view the messages in a different folder. You can also customize the appearance of the message list in your email folders, move messages between folders, and create and edit folders.

Viewing another folder

1 On a folder screen, select the folders pick list in the upper-right corner of the screen.



2 Select the folder you want to view.

Done

Did You Know?
The customization options you choose apply to all email folders, not just the one you are in.

Tip
Select Sort on the message list to quickly sort the list by date, subject, or sender.

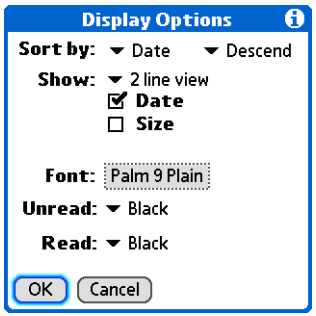
Customizing the appearance of the message list

You can change display options on the message list, as well as the size of columns in the list.

NOTE Changing column size is available for one-line message view only.

1 In the Inbox or on another folder screen, select Display.

2 Customize any of the following:



Sort by Select the Sort by pick list, and then select the column name. Default is Date.

Sort order Select Descend or Ascend. Default is Descend.

One- or two-line column view Select the Show pick list, and then select 1 line or 2 line view. Default is 2 line.

Columns shown Check the box under the Show pick list for each column you want to show. The column options change depending on whether you choose a one-line or a two-line view. Defaults are Date, Size, and Subject.

Font Select the Font field. Select each pick list in the Select Font dialog box (Font, Size, Style) and select the option you want. Default is Palm 9 Plain.

Unread and read message color Select the Read and Unread pick lists, and then select the color you want for each type of message. Default is black.

↘ Continued

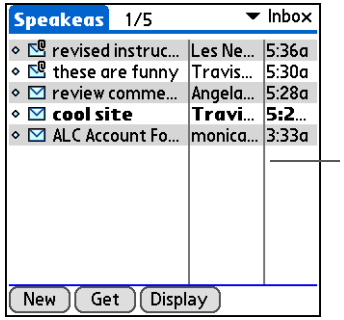
3 Select OK.

4 If you selected 1 line view in step 2, change the size of columns in the message list:

a. Tap on the column divider.

b. Drag the column divider to change the width of the column.

Done



Tip
You can use the 5-way to move a single message. Select the message you want to move, press Right to open the Message menu, and then select Move To. Then select the folder you want from the folders list.

Tip
You can also **open the menus**, select Message, and then select Move To.

Moving messages between folders

You can move one or more email messages between folders.

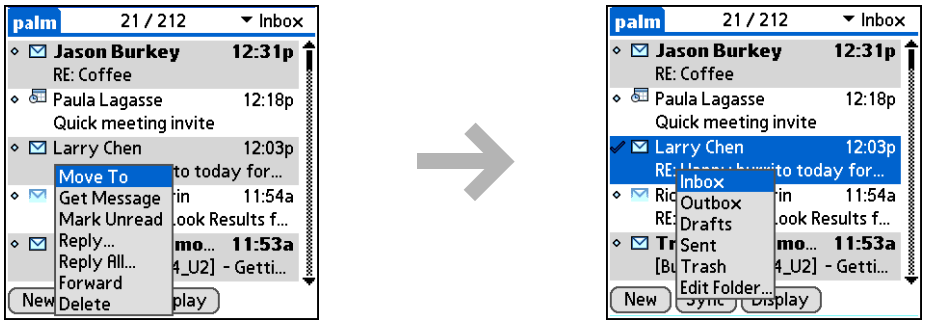
1 In the Inbox or on another folder screen, select the folder pick list in the upper-right corner and select the folder containing the message(s) you want to move.

Continued

Tip
To select a group of adjacent messages, drag the stylus to the left of the message icons.

2 Move a single message:

a. Tap the envelope icon to the left of the message you want to move, and then select Move To from the list.



b. From the folders list, select the destination folder you want.

3 Move multiple messages:

a. Tap to the left of the icon for each message you want to move. A checkmark appears next to each selected message.

b. Tap a message icon next to a selected message, and then select Move To from the list.

c. From the folders list, select the destination folder you want.

4 Select OK.

Done

Creating and editing a mail folder

The VersaMail application has certain preset folders, such as Inbox, Outbox, Sent, Drafts, and Trash. You can create new folders so that you can store email messages by subject, person, or project.

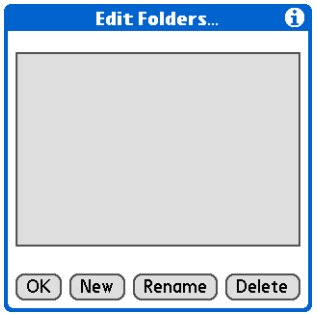
1 In the Inbox or on another folder screen, select the folder pick list in the upper-right corner, and then select Edit Folders.

2 Do one of the following:

Create a new folder Select New, and then enter the new folder name.

Rename a folder Select the folder name from the list on the screen, select Rename, and then enter the new folder name.

Delete a folder Select the folder name from the list on the screen, and then select Delete.



NOTE For IMAP accounts only, check the box if you want the change (create, rename, or delete) to take place on the server as well as on your handheld.

3 Select Done.

Done

Did You Know?
You can forward email messages from any folder other than the Outbox folder.

Did You Know?
Forwarded messages are always sent as text only, even if you received the original message in HTML format.

Working with email messages

When you receive an email message, you can reply to it or forward it to someone else. You can also open web addresses (URLs) within messages.

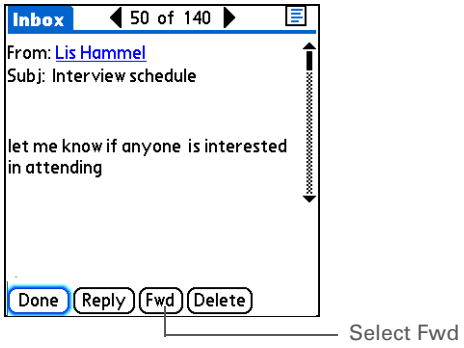
Forwarding an email message

1 On a folder screen, select the folder pick list in the upper-right corner, and then select the folder that contains the message you want to forward.

2 Select the message you want to forward:

a. Select the email message to open it.

b. Select Fwd (Forward).



3 **[&] OPTIONAL** Add any desired text to the message beneath the subject line.

4 **Address** and **send** the message.

Done

Did You Know?
Replies are always sent as text only, even if you received the original message in HTML format.

Tip
On the message screen, you can also select Reply from the Options menu.

Tip
To reply to a message from the message list, tap the envelope icon next to the message you want, and then select Reply from the list. Or open the Options menu and select Reply.

Replying to an email message

You can reply to an email message as you are reading it, or you can reply to messages in the message list.

1 Select the message you want to reply to.

2 Create the reply:

a. Select Reply.

b. Select whether to reply to the sender only or to all message recipients listed in the menu.

c. Enter a reply.

3 Select Send to send the reply now, Outbox to send it later, or Drafts to work on it later.

Done

Setting reply preferences

You can set reply preferences, including whether to include the original message text in a reply, as well as the name and email address to show on your reply. The preferences you set apply to all reply messages you send.

1 Open Reply Options preferences:

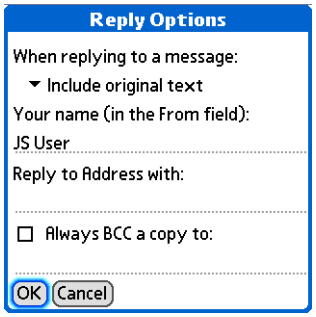
a. In the Inbox or on another folder screen, **open the menus**.

b. Select Options, and then select Preferences.

c. Select Reply Options.

↘ Continued

2 Set the preferences you want:



Message text Select whether to include original message text with a reply.

Your name Enter the name you want to appear on your outgoing messages, such as "Joe Smith."

Reply to Address with Enter the email address that you want recipients to see and reply to on your email messages, only if this is different from the email address from which you are sending the message. For example, if you are sending a message from me@yahoo.com but you want recipients to reply to me@earthlink.net, enter the reply-to address here. A reply-to address makes it look as though the email came from the address you entered.

BCC Check the BCC box to send a blind copy of any email message you send to another email address. The blind copy email address is not seen by the other recipients of the message. For example, if you want a copy of all messages you send from your handheld to be sent to your corporate email account, enter that email address.

Done

Tip
URLs, email addresses, and phone numbers in HTML messages appear as blue underlined text. In text messages, most URLs begin with "http://" or "www." To view a page or file associated with a URL that does not begin with "http://" or "www," select the URL, copy it, and paste it into the address bar in the web browser.

Tip
To receive an alert confirming that you want to delete a message, open the Preferences menu, select Deletion, and check the Confirm deletions box.

Working with URLs, email addresses, and phone numbers in a message

In email messages you receive, you can do the following:

- Select a URL to view the web page or file associated with the URL. Selecting the URL opens the web browser on your handheld so that you can view the page or file.
- Select an email address to open a new message screen with the address in the To field.
- Select a phone number to dial that number.

Deleting a message

You can delete email messages from any folder. For example, you can delete old messages in the Inbox or messages that you were working on in the Drafts folder. When you delete a message, it is placed in the **Trash** folder.

1. On a folder screen, select the folders pick list, and then select the folder that contains the message you want to delete.
2. Select the bullet next to the icon of each message that you want to delete. To select adjacent messages, drag the stylus across the bullet to the left of each message. Lift the stylus and drag again to select additional adjacent messages.

↘ Continued

Tip
You can also select the message icon next to a message and select Delete in the menu to delete a message.

Tip
To delete messages on the server when you empty the trash on your handheld, **select the Delete Msg on Server setting** in VersaMail Preferences. Many email providers have size restrictions for mail storage. If your mailbox on the server becomes full, messages are returned to the senders.

3

Delete the message or messages:

a. **Open the menus**.

b. Select Delete in the Message menu.

c. Select Also delete message(s) on server if you want to delete the messages from the server now.

[!] **IMPORTANT** **If you delete a message from the server, you cannot retrieve it and view it again later.**

d. Select OK.

Done

Deleting old messages

1

Open the Delete Old Messages dialog box:

a. On a folder screen, **open the menus**.

b. Select Delete Old on the Message menu.

Continued

Did You Know?
Messages you delete from a folder are moved to the Trash folder and remain there until you **empty the trash**.

2

Choose settings for deleting old messages:

a. Select the Folder pick list, and then select the folder that contains the messages you want to delete.

b. Select the Older than pick list, and then select One Week, One Month, or Choose Date. If you select Choose Date, select a date from the calendar.

3

Delete messages:

a. Select Delete.

b. Select Also delete message(s) on server if you want to delete the messages from the server now.

[!] IMPORTANT **If you delete a message from the server, you cannot retrieve it and view it again later.**

c. Select OK.

Done

Tip
You can set a preference to **automatically empty the trash**.

Did You Know?
Many email providers, such as Yahoo!, have size restrictions for mail storage. If your mailbox on the server becomes full, messages are returned to the senders.

Emptying the trash

When you delete a message, it is moved to the Trash folder. Deleted email accumulates in the Trash folder and takes up space on your handheld. To increase memory, you should empty the trash regularly.

1 Open the Empty Trash dialog box:

a. On a folder screen, **open the menus**.

b. Select Empty Trash on the Message menu.

NOTE If you select to **automatically empty the trash**, a message asks if you want to delete the trash.

2 **[&] OPTIONAL** Select Details to see how many messages are in the trash and whether the messages are set to be deleted from the server.

3 Select one of the following options for emptying the trash:

To delete messages from your handheld as well as from the server Select Both. Select Yes if you want to update the server now.

To delete the message from only your handheld now Select Handheld.

Done

Did You Know?
By default, trash is set to be emptied automatically, and the time interval is set at Older Than 1 Day.

Setting the trash to be emptied automatically

1

Open the Deletion preferences:

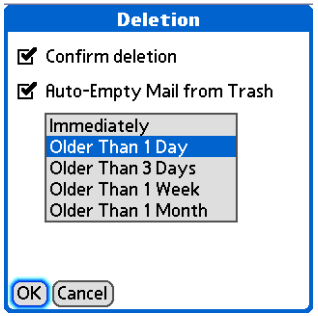
a. **Open the menus**.

b. Select Options, and then select Preferences.

c. Select Deletion.

2

Select the settings for automatically emptying the trash:



a. Check the Auto-Empty Mail from Trash box if it is not checked.

b. Select the pick list, and then select one of the following:

- Select Immediately if you want the trash emptied automatically each time you delete messages.
- Select a time period if you want messages emptied from the trash periodically.

c. Select OK.

Done

Did You Know?
In one-line view, read messages appear in plain text in the message list; unread messages appear in bold text.

Did You Know?
POP mail servers do not support the read or unread message feature. For POP accounts, messages that you mark appear in plain or bold text on your handheld, but the difference is not recognized on the server.

Marking messages as read or unread

When you select a message to read it, it is automatically marked as read. You can also manually mark messages as read or unread.

1

Select the message or messages to mark:

a. In the Inbox or on another folders screen, select the folders pick list, and then select the folder containing the message you want to mark.

b. Select the icon next to the message you want to mark. To mark multiple messages, select the bullets next to the messages you want to mark.

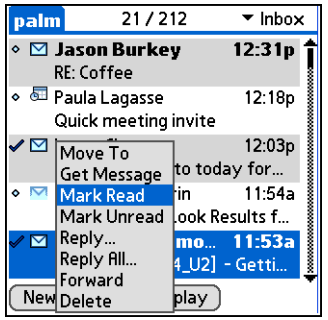
2

Do one of the following to mark the message or messages:

Single message Select Mark Read or Mark Unread from the list.

Multiple messages **Open the menus**, select Messages, and then select Mark Read or Mark Unread.

↘ Continued



Tip
Selecting Both and then OK also processes any other pending actions on the server, such as deleting messages in the Trash folder.

3

For IMAP accounts only, select one of the following:

To mark the messages as read or unread on your handheld only Select Handheld.

To mark the messages on both your handheld and the server and have the messages marked on the server immediately Select Both, and then select OK on the confirmation screen.

To mark the messages on both your handheld and the server and have the messages marked on the server the next time you synchronize or connect to the server Select Both, and then select Cancel on the confirmation screen.

Done

Working with attachments

Email may contain attached files, such as Microsoft Word documents, photos, or videos, that you want to save, view, or install on your handheld. When you receive a message that has an attachment, the VersaMail application scans your handheld to see if you have an application that can open the attachment.

Attachment file types you can download and open include photos and videos; Microsoft Word, Excel, and PowerPoint files; HTML pages; text files; and information from applications on your handheld such as Contacts, Calendar, and Tasks.

You can also work with attached Palm OS® applications and related files (PRC and PDB files), as well as compressed ZIP files that contain other files.

Tip
Because downloading large messages can consume handheld resources, the VersaMail application displays the size and asks if you want to continue downloading any message that exceeds your maximum message size of 60KB, or total message size with attachments of approximately 5MB.

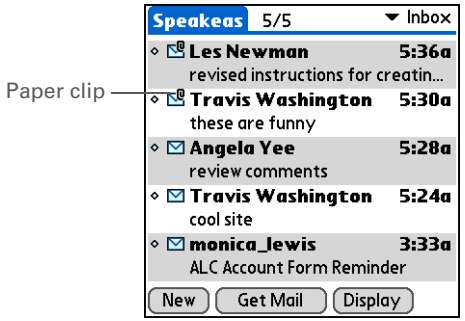
Did You Know?
You can download a maximum of 10 attachments for any received messages.

For other types of files, your handheld may contain a viewer that can open and view attachments for that file type. You can open the attachment only if your handheld has such a viewer. Among the file types that may be supported are MP3 and AAC files.

Working with a downloaded attachment

In the message list, a paper clip on a message's envelope icon indicates that the message has an attachment that was downloaded. You can save, view, edit, or install an attached file, depending on the file type.

1 In the Inbox, select the message with the attachment.



2 **[&] OPTIONAL** If you choose to get messages by subject only, select More for each downloaded message to view the body of the email message plus any attachments, up to the maximum message size.

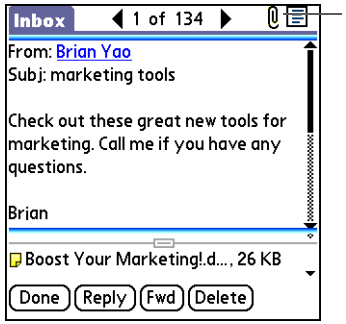
↘ Continued

Did You Know?

You can save any type of attached file, regardless of file type.

3

Select one of the following options for working with the downloaded attachment:



Attachment name Tap the attachment name at the bottom of the message screen to view it in the default viewer on your handheld.

Folder icon Tap the folder icon to the left of the attachment name to open a menu of tasks you can do with the attachment:

- View, Install, or Unzip, depending on the attachment file type
- Save to Card to save the attachment to an expansion card inserted in your handheld's expansion card slot
- Select Viewer to select the application you want to use to view the attachment

4

When you finish with the attachment, do one of the following:

Done button appears on screen Select Done. This returns you to the Attachments dialog box, where you can select another attachment.

No Done button appears Tap VersaMail in the input area to return to the Inbox of the account you were viewing.

Done

Downloading large attachments

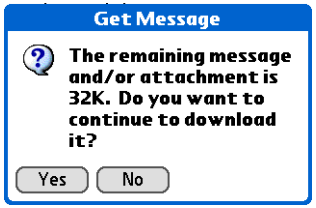
Downloading and viewing a message with a single attachment that exceeds your maximum message size, or a message with multiple attachments whose total size exceeds your **maximum message size**, requires some extra steps.

1

To download a single attachment that exceeds the maximum message size:

a. On the message screen, select More.

b. Select Yes to continue downloading the entire message with attachment.



c. When downloading is complete, the red paper clip icon appears and More is no longer displayed. **Save, view, or install the attachment**.

↘ Continued

2

To download multiple attachments whose total size exceeds the maximum message size:

a. On the message screen, tap the red paper clip icon.

b. Select one of the following:

To view any downloaded attachments without downloading additional attachments Select No. **Save, view, or install the downloaded attachments**.

To continue downloading all attachments Select Yes. When downloading is complete, the Attachments dialog box appears, showing all downloaded attachments. **Save, view, or install the downloaded attachments**.

Done

Tip
If you open a message from the Drafts folder, you must first select Edit before you can add an attachment.

Did You Know?
You can attach any file type from an expansion card.

Did You Know?
If you select Files on Card, the VersaMail application displays all file types on the card. You can select a particular file type, or select All Files to view all files on the card.

Tip
To remove an attachment from an email message, select the attached file in the Attachments box, and then select Delete.

Attaching files to outgoing messages

You can attach files on your handheld to email messages you send. For example, you can attach photos or videos; Word, Excel, and PowerPoint files; and entries from Contacts, Calendar, Memos, and Tasks.

You can also attach files from an expansion card inserted into your handheld's expansion card slot.

The maximum size message you can send is 60KB for the body text and approximately 5MB of total data for any attachments. The maximum number of attachments for any email message is ten, regardless of the attachments' total size.

You can attach a file to forwarded messages and replies as well as to messages you create.

NOTE The procedure for **attaching photos and videos** is slightly different from the procedure for attaching other types of files.

1 Open the Attachments screen:

a. Create the message to which you want to attach the file.

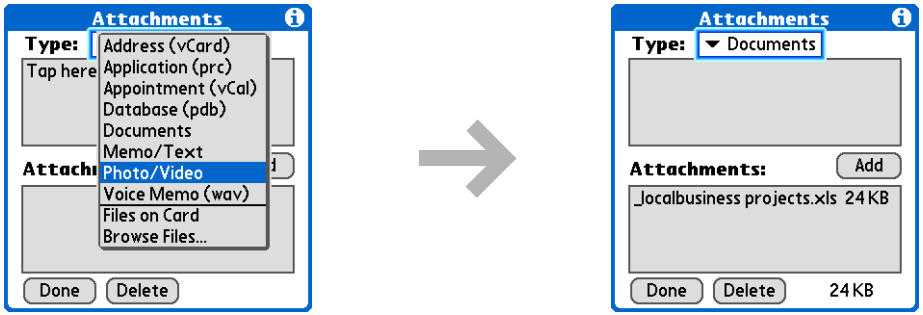
b. On the New Message screen, tap the red paper clip icon in the upper-right corner.

Continued

2

Attach the file:

a. Select the Type pick list, and then select the file type. The VersaMail application displays all file types on your handheld that you can attach to an email message. Or select to browse files on an expansion card.



NOTE The Files on Card option appears only if an expansion card is inserted into your handheld's expansion card slot. Select it to display all files on the card in the upper box of the Attachments dialog box.

b. Select the file that you want to attach, and then select Add or Attach. The selected file appears in the Attachments box.

NOTE For some file types—for example, addresses or memos—the files to attach appear in the box at the top of the Attachments screen. For others—for example, Excel or Word files—a new screen appears from which you can select the file to attach.

c. Repeat steps a and b for each attachment you want to add, and then select Done.

Done

Tip
To attach a photo or video from an expansion card, select the card name from the Album pick list.

Tip
To select adjacent items, drag the stylus across each item.

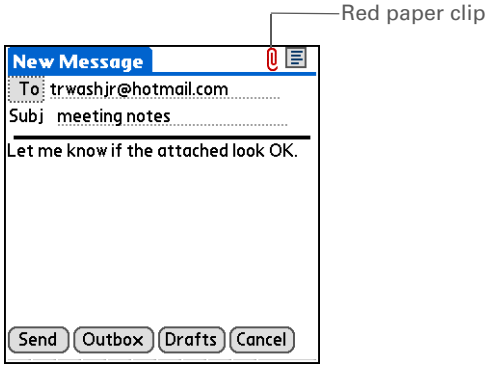
Attaching photos and videos

1 Open the Attachments screen:

a. Create the message to which you want to attach the file.

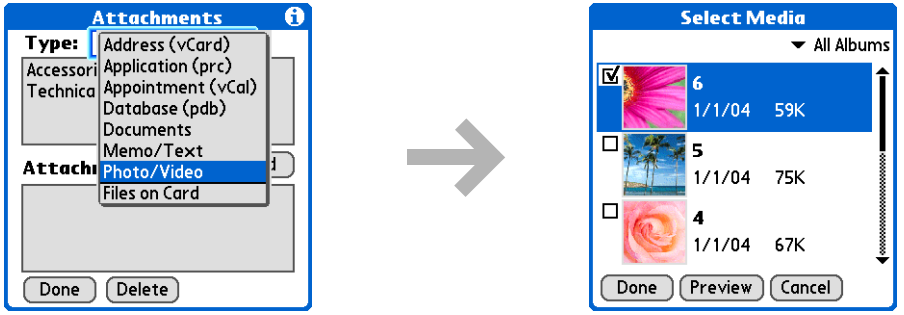
b. On the New Message screen, tap the red paper clip icon in the upper-right corner.

Continued



2 Attach the file:

a. Select the Type pick list, and then select the file type.



NOTE The Files on Card option appears only if an expansion card is inserted into your handheld's expansion card slot. Select it to display all files on the card in the upper box of the Attachments dialog box.

b. Check the box next to the items you want, and then select Done.

Done

Advanced VersaMail application features

You can customize and optimize your experience using the VersaMail application in any of the following ways:

- Creating and using filters to determine the types of email messages that are downloaded to your handheld
- Managing settings for incoming and outgoing mail
- Adding APOP to an account
- Setting advanced account preferences
- Changing email header details
- Backing up mail databases
- Synchronizing IMAP mail folders wirelessly
- Working with root folders
- Using Secure Sockets Layer (SSL)

✱ Tip
Use filters to organize your incoming messages. For example, create a filter so that whenever you receive email about sales meetings, it goes immediately into a folder you create called Sales. Or create a filter so that stock quotes sent to you by your online brokerage service go to a folder you create called Finance.

Creating and using filters

Filters provide efficient ways to manage email retrieval and storage. When you select Get or Get & Send, filters determine which email messages are downloaded to your handheld and in which folder the downloaded messages are stored.

[!] IMPORTANT If you create a filter, only messages that meet the filter criteria are downloaded to your handheld. You don't see any other messages that have been sent to you, even in your Inbox. To avoid this, you must set up two filters. For example, suppose you create a filter to have all messages with "onlinebroker" in the From field moved to your Finance folder. You must then create a second filter specifying that all mail *not* containing "onlinebroker" in the From field should be moved to the Inbox (or other folder you designate). If you don't create this second filter, only messages containing "onlinebroker" in the From field are downloaded to your handheld.

1 Tap VersaMail in the input area.

2 Open the Filters dialog box:

a. In the Inbox or on another folder screen, **open the menus**.

b. Select Options, and then select Preferences.

c. Select Filters.

d. Select New.

↘ Continued

Did You Know?
Filters you create on your handheld also apply when you synchronize email on your handheld with email on your computer.

3

Enter the filter information:

a. Enter a short description of the filter in the Name field.

b. Enter filter criteria:

To pick list Select the message header field with the information contained in the edit line: To, From, Subject, cc, Size. For example, you might select From to download only messages from a particular sender.

Contains pick list Select a filter action: Contains, Starts with, Does NOT Contain.

Edit line Enter the text that must be found in the header field. For example, if you want to sort email with the subject Sales, enter "Sales." If you enter more than one criteria, separate each with a comma—for example, Sales, New York.

Then get mail and move to pick list Select the folder or mailbox into which you want your filtered email to go. You can also create a new folder for storing the incoming email. Select Edit Folders, and then create a new folder or delete or rename existing ones.

c. Select OK. The filter appears in the Filters list.

Done

Tip

Filters that are turned on execute in the order in which they appear on the Filters list. To ensure that filters execute in the correct order, move them up and down the list by selecting the pick list to the left of the filter name.

Turning a filter on and off

A filter that is turned on applies to all subsequent downloads of email until you deselect it. More than one filter can be in effect at once. Before you download email, be sure to turn on the filters you want and turn off those you don't want.

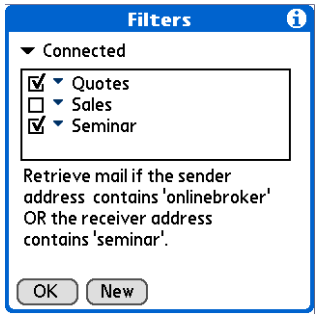
1

Open the Filters dialog box:

a. In the Inbox or on another folder screen, **open the menus**.

b. Select Options, and then select Preferences.

c. Select Filters. The Filters dialog box appears with the filters you created.



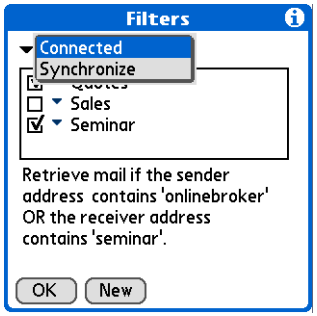
Continued

Tip
If you don't want a filter to apply to any downloads at all, be sure to deselect the filter under both Connected and Synchronize.

2

Turn filters on or off:

a. Select the pick list in the upper-left corner and select one of the following:



Connected Applies a filter to messages downloaded to your handheld over a network connection.

Synchronize Applies a filter to messages downloaded to your handheld when you synchronize.

b. Check or uncheck the filter boxes to select the filters you do and don't want to use for subsequent email transactions.

c. Select OK.

Done

Tip
Edit a filter to change either its name or any of its criteria.

Editing or deleting a filter

1 Select the filter to edit or delete:

a. In the Inbox or on another folder screen, **open the menus**.

b. Select Options, and then select Preferences.

c. Select Filters, and then select the name of the filter.

2 Do one of the following:

Edit Revise your entry in the Name field, your selections in the pick lists, or the text in the edit line. Select OK.

Delete Select Delete, select Yes to confirm the deletion, and then select OK.

3 Select OK.

Done

Tip
Any connection preferences you set are account-specific; they apply only to the account you are currently in.

Did You Know?
The default Timeout setting is 45 seconds. It can be any number greater than 0 seconds; however, if you set the number too low, your connection attempt may time out before you make a connection with the email service provider.

Setting connection preferences

1

Open the Connection Preferences screen:

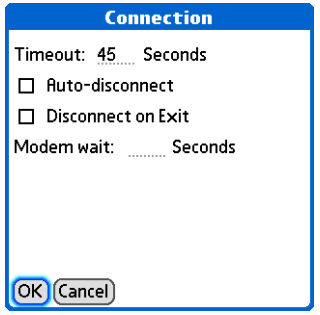
a. In the Inbox or on another folder screen, **open the menus**.

b. Select Options, and then select Preferences.

c. Select Connection.

2

Select any of the following preferences:



Timeout Sets the number of seconds to try to connect before timing out. To change the timeout period, select the Timeout field and enter a new value.

Auto-disconnect Automatically disconnects your remote connections after each command. Each command you perform initiates a new call to your ISP. This setting is not recommended if you plan to perform multiple email transactions in a short amount of time.

↘ Continued

Cont'd

Disconnect on Exit Disconnects from the network only after you leave VersaMail. This feature is an alternative to Auto-disconnect. This option keeps your connection active while you perform multiple transactions in the VersaMail application, but automatically disconnects when you move on to a different application on your handheld. If this option is not selected, you must manually disconnect from your ISP.

Modem wait Displays the number of seconds that the modem takes to initialize itself. If you have a modem, select and enter a number of seconds for the wait. The typical setting for a wireless modem is 3, and the typical setting for most normal modems is 0.

Done

Setting server preferences

Server preferences differ for POP and IMAP email accounts.

1

Open the Server Preferences screen:

a. In the Inbox or on another folder screen, **open the menus**.

b. Select Options, and then select Preferences.

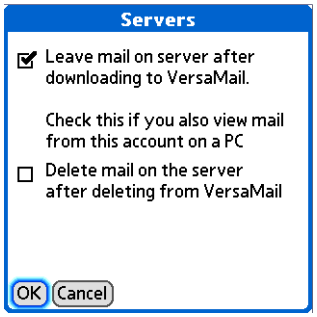
c. Select Server.

Continued

Tip
Any server preferences you set are account-specific; they apply only to the account you are currently viewing.

2

Select any of the following preferences:



Leave mail on server (POP accounts only) To get email on your handheld but leave it on the server so you can view it later on your computer, check the Leave mail on server box.

Root Folders (IMAP accounts only) Defines the **root folder** on your IMAP server.

Deleted Mail (IMAP accounts only) Stores deleted email in the folder you specify on the server.

Sent Mail (IMAP accounts only) Shows the name of your Sent Mail folder on the server.

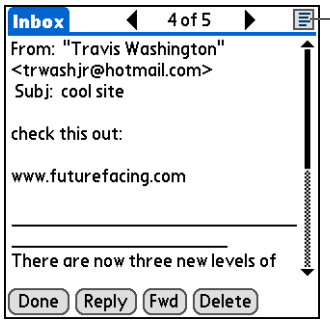
Delete mail on the server Check this box to delete messages on your provider's mail server when they are deleted in the VersaMail application.

Done

Changing email header details

When viewing a message in any folder, you can change the view of the message header. The email header options are as follows:

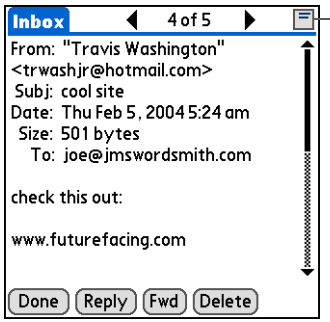
Short header Shows sender's name or address (From field) and subject line (Subj field).



Select icon to switch to full header

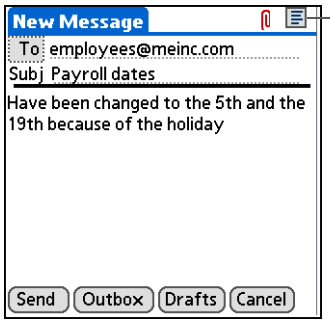
Full header Shows the following:

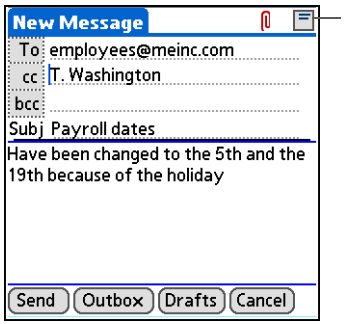
- Sender's name or email address (From field)
- Subject line (Subj field)
- Date message was composed, sent, or received (Date field)
- Size of message including any attachments (Size field)
- Recipient's name or email address (To field)



Select icon to switch to short header

You can also switch between a short header and a full header for a message you are composing. Short header shows the To and Subject fields only; full header shows the To, cc:, bcc:, and Subject fields.





To switch between short and full headers on either a folder screen or a message screen, select the header icon in the upper-right corner of the screen.

Synchronizing IMAP mail folders wirelessly

If you create an IMAP folder in an account on your handheld that matches a folder on the mail server, you can wirelessly synchronize email messages that you move into or out of the IMAP folder or that you delete in the folder with messages on your handheld.

When you synchronize a folder with your handheld, any email messages in the selected folder on the mail server are downloaded to the same folder on your handheld. Any messages moved out of the selected folder on your handheld or deleted on your handheld are moved or deleted in the folder on the mail server.

Did You Know?
You can synchronize folders whose names are up to 16 characters in length. You can synchronize up to 11 custom folders you create, in addition to the default folders Inbox, Outbox, Drafts, Sent, and Trash.

Tip
If you have a folder on your handheld that matches a folder on the mail server, you do not need to do anything before synchronizing wirelessly.

Prerequisites for wireless IMAP folder synchronization

Depending on how you have set up IMAP folders on your handheld and/or the mail server, you may need to do one of the following before you can wirelessly synchronize email messages on your handheld with messages on the server:

- If you need to create a folder on both your handheld and the server, **create the folder** on your handheld and check the Also create on server box.
- If there is a folder on the mail server but you need to **create it on your handheld**, you do not need to check the Also create on server box.

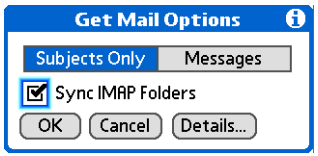
You can turn folder synchronization on or off when getting mail, or you can set synchronization options from a menu.

Turning IMAP folder synchronization on or off

If you choose to **display the Get Mail Options dialog box**, you can turn IMAP folder synchronization on or off in the box.

1. From within an IMAP email account, select Get or Get & Send.
2. Check or uncheck the Sync IMAP Folders box, and then select OK.

   Done



Did You Know?
After you select the folders to synchronize, a connection is made to your email service provider to update the server with changes from your handheld, and to update your handheld with changes from the server.

Synchronizing handheld and mail server IMAP folders from the Options menu

1 Open the Sync IMAP Folders screen:

a. In the Inbox or on another folder screen of an IMAP account, **open the menus**.

b. Select Options, and then select Sync IMAP Folders.

2 Select the folder or folders you want to synchronize from the pick list.

Done

Working with root folders

For IMAP accounts, if you want to synchronize email messages on your handheld with messages on the mail server folder, you need to **enter the root folder** for the account on your handheld.

Check with your email provider to find out the root folder for your IMAP account.

Using Secure Sockets Layer (SSL)

Secure Sockets Layer (SSL) is a protocol designed to ensure that data you send or receive over a network or the Internet is secure and authentic. The VersaMail application uses SSL to help guarantee the secure transmission of email messages that you send or receive. When you set up an account in the VersaMail application, you are given the option of selecting SSL for incoming and outgoing mail.

[!] **IMPORTANT** **For most email providers that support SSL, you must select SSL for both incoming and outgoing mail. If you select just one or the other, your messages cannot be sent or received successfully.**

If you set up an account that uses an SSL connection on Outlook, Outlook Express, or Eudora, then SSL is supported in the VersaMail **conduit** when you synchronize with that account as well.

Working with Microsoft Exchange ActiveSync

Microsoft Exchange ActiveSync works with the VersaMail and Calendar applications on your handheld to directly access corporate groupware information on a Microsoft Exchange 2003 server. You can access business email and calendar info on the Exchange 2003 server from your handheld without using a desktop computer.

When you create a Microsoft Exchange ActiveSync account in the VersaMail application, both the email and calendar info on your handheld synchronize directly with the Exchange server; email and calendar info on your handheld does not synchronize with the desktop software application on your computer, such as Microsoft Outlook or Palm® Desktop software. Other information on your handheld, such as contacts, tasks, and memos, continues to synchronize with your desktop software.

For most VersaMail features, using a Microsoft Exchange ActiveSync account works the same as using any other type of account. However, certain features—such as automatically retrieving and resending email messages and downloading attachments—work differently for Microsoft Exchange ActiveSync accounts. Also, the account setup procedure is slightly different for a Microsoft Exchange ActiveSync account. And, with a Microsoft Exchange ActiveSync account, you can receive and reply to meeting invitations directly from within the VersaMail application.

What do I need to use Microsoft Exchange ActiveSync?

To use Microsoft Exchange ActiveSync on your handheld, you must obtain the following information from your system administrator:

- Whether the corporate mail system uses a Microsoft Exchange 2003 mail server. If it does not, you cannot use Microsoft Exchange ActiveSync.

- The name of the mail server that provides wireless access to your mail system. Some companies do not give out this information because they do not want wireless access to the system. If you cannot obtain the server name, you cannot use Microsoft Exchange ActiveSync.
- Whether a proxy server is used, and, if so, the name of the server.
- Whether a **virtual private network (VPN)** is required to access the server.

How does a Microsoft Exchange ActiveSync email account differ from other accounts?

An email account that uses Microsoft Exchange ActiveSync differs from other accounts in the following areas:

- Setting up an account
- Getting messages
- Sending messages
- Downloading attachments
- Receiving and working with meeting invitations
- Receiving and working with Calendar events

These features are discussed in this chapter. Most other features of a Microsoft Exchange ActiveSync account, such as attaching files to messages, work like the features of any other account.

NOTE Email accounts that use Microsoft Exchange ActiveSync do not support **mail filters**. Also, you cannot set **server preferences** from the VersaMail Preferences screen for this type of account.

Did You Know?

If you set up a Microsoft Exchange ActiveSync account on your computer, you cannot synchronize email messages and Calendar events on your computer with messages and events on your handheld by **synchronizing**. You must **select Sync** within the VersaMail application to synchronize messages and events on your computer with messages and events on your handheld.

Setting up a Microsoft Exchange ActiveSync account

Although Microsoft Exchange ActiveSync works with both the VersaMail and Calendar applications, you must set up a Microsoft Exchange ActiveSync account in VersaMail.

On a Windows computer, you can quickly set up a Microsoft Exchange ActiveSync account on your computer and then synchronize the settings to your handheld. On a Mac computer, you must set up the account on your handheld. You can set up only one Microsoft Exchange ActiveSync account.

[!] IMPORTANT If you set up an email account to use Microsoft Exchange ActiveSync, Calendar events on your handheld automatically synchronize directly with info on the Exchange server, along with email messages. You cannot choose to synchronize Calendar events with info in Palm Desktop software or Outlook once you set up a Microsoft Exchange ActiveSync email account. If you do not want to synchronize Calendar events with info on the server, do not set up a Microsoft Exchange ActiveSync account in the VersaMail application.

Setting up a Microsoft Exchange ActiveSync account on your computer

WINDOWS ONLY

1. **Open VersaMail account setup**.

2. Select your username from the drop-down list at the top of the screen, and then select the option to create a new VersaMail email account. Click Next.

↘ Continued

Did You Know?

When you set up a Microsoft Exchange ActiveSync account, all existing Calendar events are purged from your handheld. Then, when you synchronize your handheld with your Exchange server, events from the past seven days are downloaded to your handheld so you don't end up with duplicate events.

Tip

Another way an account that uses Microsoft Exchange ActiveSync differs from other accounts is that there is no **bcc** option when you send a message.

3 Select the option to synchronize with a mail service from this list, and then select Exchange ActiveSync. Click Next.

4 Enter the basic account information:

a. Enter a descriptive name for the account.

b. Enter your account username and password.

c. Enter your email address for this account.

d. Click Next.

5 Enter the name of the Exchange server, the port number for the server, and the maximum message size you want to download. Check one or both boxes if the server requires authentication and/or if you are using a proxy server. Check with your system administrator to obtain this information.

6 **[&] OPTIONAL** If you are using a proxy server, enter the server name. Click Next.

7 **[&] OPTIONAL** To test the account settings you have entered, click Test My Settings. Click OK after settings have been tested.

↘ Continued

8 Click Finish.

9 Do one of the following:

a. To synchronize the account information to your handheld, click the top button.

b. To set up another email account, click the bottom button.

NOTE You can set up only one Microsoft Exchange ActiveSync account. If you choose to set up another email account, it must be a different type.

10 Click Next.

11 When you have finished setting up all accounts, click Finish on the Transfer Settings screen.

Done

Setting up an account on your handheld

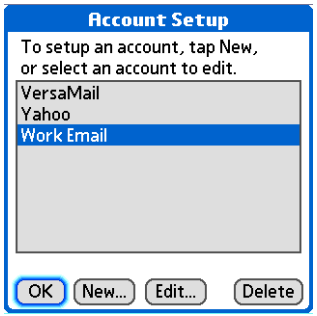
1 Tap VersaMail in the input area.

2 Open the Account Setup screen:

a. **Open the menus**.

b. Select Accounts, and then select Account Setup.

c. Select New.



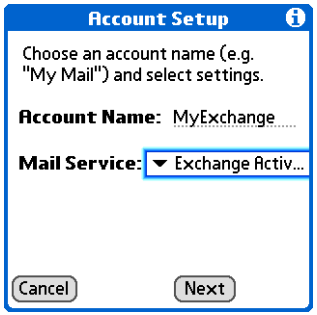
3 Enter the basic account information:

a. In the Account Name field, enter a descriptive name.

b. Select the Mail Service pick list, and then select Exchange ActiveSync.

c. Select Next.

↘ Continued



4 Enter the account username and password:

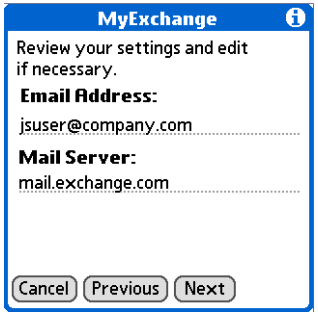
a. Enter the username you use to access your email.

b. Select the Password box, enter your email account password, and then select OK.

c. Select Next.

5 Enter your email address and Exchange mail server name. Select Next.

↘ Continued

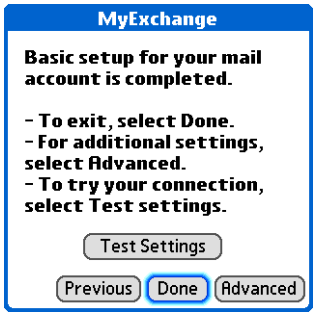


6 Do one of the following:

Finish setup Select Done to finish setup and go to the Inbox of the account you set up, where you can begin **getting** and **sending** email.

Set additional mail options Select Advanced to **set advanced mail options**.

Test settings Select Test My Settings to test settings for this account, and then select Done.



↓ **Done**

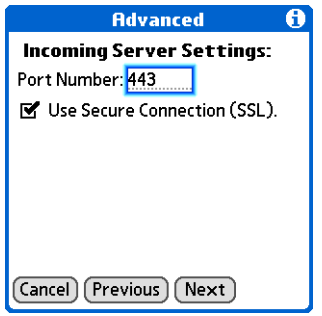
Tip

In most cases, you do not need to change the default advanced mail options. Check with your system administrator to see if you need to change the port number, uncheck the Use Secure Connection box, or enter proxy server information.

Setting advanced mail options on your handheld

1 Set incoming mail server options:

a. Select any of the following:

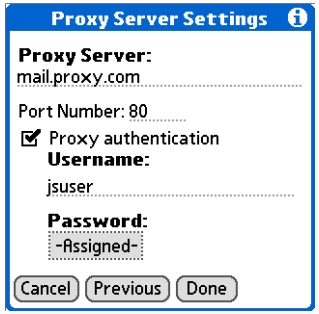


Port Number By default, the port number setting is 443. You may need to change the port number if you choose not to retrieve incoming mail over a secure connection.

Use Secure Connection (SSL) By default, this box is checked, meaning you can retrieve incoming mail over a secure (**Secure Sockets Layer**, or SSL) connection. Uncheck the box if you do not want to receive email over an SSL connection.

b. Select Next.

2 If you use a proxy server, enter the proxy server name and port number, and check the box if your server requires authentication. Check with your system administrator for this information. When you have finished, select Done.



Done

Tip

Increase the time interval for how many days' worth of email to retrieve so that recent messages are not removed from your handheld. Note that the interval for Calendar event retrieval is always seven days.

Did You Know?

When you set preferences for getting messages for a Microsoft Exchange ActiveSync account, the **Ask Every Time** option does not appear.

Getting email messages

The steps you take for manually getting messages in a Microsoft Exchange ActiveSync account are the same as for all other accounts, with one exception: You select Sync instead of Get or Get & Send.

However, what takes place during message retrieval for this type of account is different from that of other accounts. Here are the important differences:

NOTE These differences apply to an account that uses Microsoft Exchange AutoSync whether you manually retrieve messages or **set up an Auto Sync schedule**.

Message retrieval When you get messages manually or through Auto Sync, Microsoft Exchange ActiveSync not only retrieves email messages directly from the server for the time interval set on your handheld (default is seven days); it also retrieves *all Calendar events* directly from the server for the preceding seven days. The interval for Calendar event retrieval is always seven days, regardless of the interval you set on your handheld.

Wireless synchronization Microsoft Exchange ActiveSync supports wireless synchronization with the server only. To retrieve email messages and Calendar events, you must select Sync in the VersaMail application to make a wireless connection to the server. If you synchronize your handheld with your computer, info from other applications—Contacts, Memos, and so on—is synchronized, but email messages and Calendar events are not.

Message removal Microsoft Exchange ActiveSync removes any email messages from your handheld that fall outside the time interval set on the handheld. For example, if the time interval is set at seven days, any email messages that are eight days old are removed from your handheld. This info is not removed from the Exchange server.

Did You Know?
When you synchronize a Microsoft Exchange ActiveSync account, a copy of any messages sent from your handheld is placed in the Sent Items folder on the Exchange server. A copy of any messages deleted from your handheld is placed in the Deleted Items folder on the server.

Did You Know?
When you forward or reply to a message, the text is sent from the server copy of the message, not from the copy on your handheld. This is faster and may save on data charges.

1 Tap VersaMail in the input area.

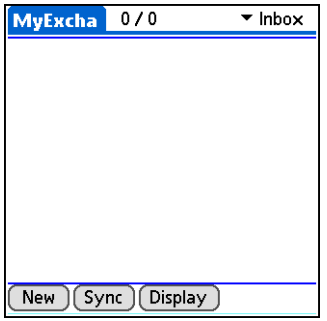
2 **[&] OPTIONAL** If you are using a VPN connection, **connect to your VPN**.

3 Get messages:

a. **Open the menus**.

b. Select Accounts, and then select your Microsoft Exchange ActiveSync account.

c. Select Sync. This updates your Calendar events also.



Done **A list of your messages appears in the Inbox. To see downloaded Calendar events, tap Calendar.**

Did You Know?
For Microsoft Exchange ActiveSync accounts, if you turn off your handheld or go outside a coverage area while a message is still in the Outbox, the VersaMail® application will try to send the message when you turn your handheld back on or re-enter a coverage area.

Tip
You can **add names and email addresses directly to Contacts** from the To field of an invitation.

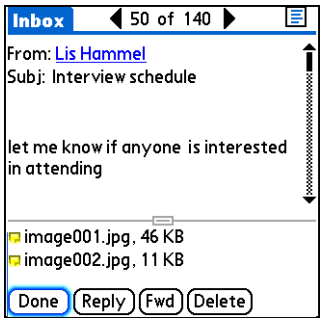
Did You Know?
If you receive meeting invitations, the **Reminders screen** displays both the number of new email messages and the number of new meeting invitations for that account—for example, 5 new messages/2 new meetings.

Sending messages

You manually send messages from a Microsoft Exchange ActiveSync account in the same way that you send messages from any other type of account. However, Microsoft Exchange ActiveSync accounts feature a "Live Outbox": If a message isn't sent successfully the first time, the message is stored in the Outbox and VersaMail keeps trying to send the message until it is successful. Because of the Live Outbox feature, you do not need to set up **scheduled sending retry** for a Microsoft Exchange ActiveSync account.

Previewing attachments

Microsoft Exchange ActiveSync accounts let you view a list of all attachments to a message, with approximate file size, so you can decide which ones you want to download. Unlike other accounts, you do not need to fully download a message to view the list of attachments; it appears dimmed at the bottom of the message screen whether or not the message is fully downloaded. Also unlike other accounts, a paper clip icon appears next to a message with an attachment in the Inbox whether or not the attachment is fully downloaded.



Select an attachment from the list to download it. Once the message is downloaded, you can work with it just like any you work with other attachment.

Tip
After opening an invitation, you can switch between full and concise meeting details by **switching between full header view and short header view**.

Did You Know?
You can forward meeting invitations in the same way that you forward email messages. The recipient receives the message as a meeting invitation.

Working with meeting invitations

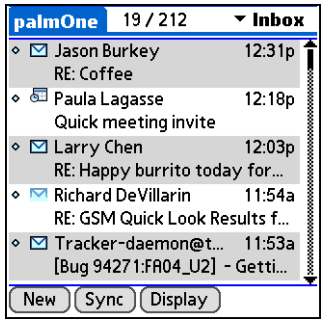
For Microsoft Exchange ActiveSync accounts only, each time you retrieve messages either manually or through **Auto Sync**, Exchange meeting invitations are downloaded to your Inbox.

NOTE You cannot create meeting invitations on your handheld. You can only receive meeting invitations sent to you.

1 Tap VersaMail in the input area.

2 **Get messages**.

3 Select a meeting invitation to open it. Meeting invitations are displayed with a unique icon.



4 **[&] OPTIONAL** If the invitation contains an attachment, **open the attachment and view or save it** before responding to the invitation. Once you respond to the invitation the attachment is removed.

↘ Continued

Did You Know?

When you send your response, the server is updated with the new meeting event and immediately synchronizes the event to the Calendar application on your handheld. If you select Accept, the event appears as a confirmed appointment.

Tip

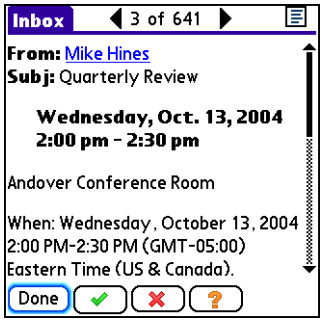
If you receive an updated meeting invitation, you can again choose to accept, decline, or tentatively accept. If you receive a meeting cancellation, you don't need to do anything.

5

Respond to the invitation:

a. After reading the invitation, select Accept, Decline, or Tentative (tentatively accept).

b. Select the response option you want from the dialog box:



Respond without comments
Sends an immediate email response to the meeting organizer by means of the Exchange server.

Respond with comments Opens an email response form to which you can add comments before sending your response. Select Send to send the response to the meeting organizer by means of the Exchange server.

Don't respond Updates the server with your reply, but does not send a response to the meeting organizer.

NOTE If you decline an invitation, the invitation is automatically put into the Trash folder.

Done

Working with Calendar events

When you set up an account in the VersaMail application that uses Microsoft Exchange ActiveSync, the Calendar application is synchronized directly with the info on the Exchange server as well. Any new Calendar events on the server for the preceding seven days are downloaded to your handheld. The interval for synchronizing Calendar events is always seven days, even if you set a different interval on your handheld for synchronizing email messages.

[!] IMPORTANT **You cannot choose to synchronize Calendar events with info in Palm Desktop software or Outlook once you set up a Microsoft Exchange ActiveSync email account. If you want to stop synchronizing Calendar events with the server, you must delete the Microsoft Exchange ActiveSync email account.**

Only Calendar and VersaMail information is synchronized directly with info on the Exchange server. Other information on your handheld, such as contacts, tasks, and memos, continues to be synchronized with information in your desktop software application—either Palm Desktop or Outlook.

When using Calendar with Microsoft Exchange ActiveSync, note the following important features:

Time zones Time zones are always included for Calendar events when you use Microsoft Exchange ActiveSync. When you synchronize your handheld with the Exchange server and download new events, the time zone information is included with each event. If you travel to a different time zone, the event times are automatically adjusted in Calendar on your handheld when you update your location on your handheld.

Attendees For meetings, you can see a full list of attendees to the meeting. From the Day View, select the event, and then select Details. Select the With field.

NOTE The Attendees field does not appear if the event is not a meeting. It is not available for events you create on your handheld.

Did You Know?
All Calendar events are also purged from your handheld when you change the time interval for retrieving email for a Microsoft Exchange ActiveSync account, or when you change the username, password, or server name for this type of account. The next time you synchronize your handheld with the Exchange server, all events are downloaded to your handheld, so you don't end up with duplicate events.

Synchronizing Calendar events using Microsoft Exchange ActiveSync

When you synchronize Calendar events with the info on Exchange server, all of the following take place:

- Any events you create on your handheld are synchronized with info on the server.

NOTE You cannot create meeting invitations on your handheld. You can only receive meeting invitations sent to you.

- Any events you create or change in Outlook on your computer that are on the Exchange server are synchronized to your handheld.

- Any meeting invitations are displayed in the Inbox of your Microsoft Exchange ActiveSync account in the VersaMail application. When you respond to an invitation, your handheld is synchronized with the server to transfer the response to the server, and then the server is synchronized with your handheld to transfer the response to Calendar on your handheld.

Updating Calendar events when you delete a Microsoft Exchange ActiveSync account

You cannot choose to synchronize Calendar events with info in Palm Desktop software or Outlook once you set up a Microsoft Exchange ActiveSync email account. If you want to stop synchronizing Calendar events with info on the server, you must **delete the Microsoft Exchange ActiveSync email account**.

When you delete a Microsoft Exchange ActiveSync account, all Calendar events are purged from your handheld. Then, when you synchronize Calendar with your desktop software application—Palm Desktop or Outlook—the events synchronize to your handheld, so you don't end up with duplicate events.

Tips & Tricks
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palm.com/myT|X**.

Support
If you're having problems with the VersaMail application or with anything else on your handheld, go to **www.palm.com/support**.

Related topics

Click a link below to learn about these related topics:

Moving Around	Using the Graffiti® 2 command stroke in email messages
Entering Info	Cutting, copying, and pasting text from an email message
Managing Info	Downloading email messages from your computer to your handheld
Bluetooth®	Setting up a phone connection using the Bluetooth wireless technology on your handheld
Wi-Fi	Setting up a network connection using Wi-Fi wireless technology on your handheld
Customizing	Setting preferences for connecting to a network
Common Questions	Answers to frequently asked questions about the VersaMail application

Sending and Receiving Text Messages

In this chapter

Creating and sending a text message

Receiving and viewing a text message

Editing a draft text message

Setting advanced messaging features

Related Topics

If you need to get a short message to a friend or co-worker fast, send a text message from your handheld by means of your mobile phone (GSM phone with IR or Bluetooth® wireless technology required; sold separately) to their mobile phone. Messaging is a popular way for people to stay connected using the text messaging features of their mobile phone.

Benefits

- Enjoy quick communication
- Use text messaging to chat with friends

[!] Before You Begin

Before you can send and receive text messages, you must **set up a phone connection** on your handheld to send and receive information wirelessly.

» **Key Term**

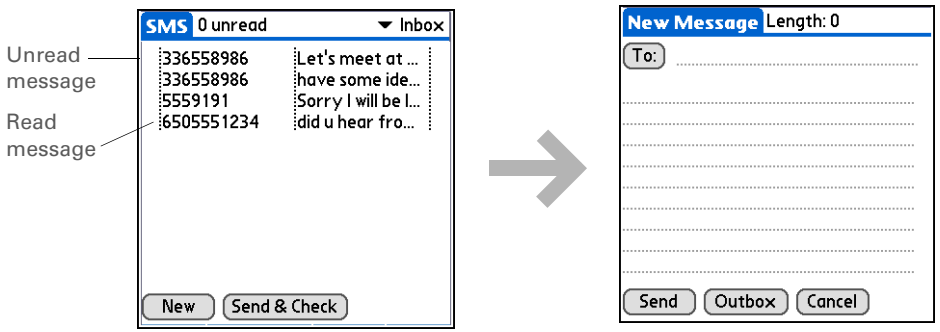
SMS More commonly known as text messages, Short Message Service messages can be received by most mobile phones.

Creating and sending a text message

[!] IMPORTANT **Many SMS service providers charge per text message or part of a text message. Each message or part is 160 characters. If you create a text message under 161 characters, you are charged for one message. If you create a message that is 161 to 320 characters, you may be charged for two messages, and so forth. A counter appears at the top of the page to indicate the number of characters. Even though a message has more than 160 characters, the message appears as one message to the person receiving the message.**

1 **Go to Applications** and select SMS .

2 Select New.



↘ Continued

Tip
If you are concerned about the length of your messages, you can have a warning appear when multipart messages exceed the specified number of parts. **Open the Options menu** and select Preferences. Select Details and then select the number of parts from the Warn over pick list.

Did You Know?
You can create a signature that you use to sign your messages by **opening the Options menu** and selecting Preferences. Enter a signature on the lines. You can add your signature to your message by **opening the Options menu** and selecting Add Signature.

3

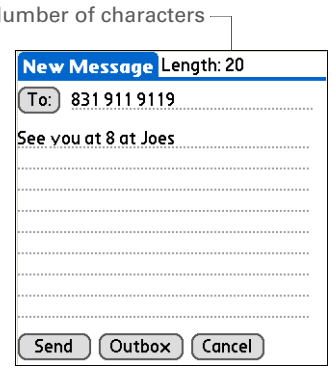
Enter the recipient's address using one of the following methods:

Select To Select the recipient's name on the Mobile Number Lookup list, and then select Add.

Enter directly Enter the recipient's mobile phone number on the To line.

4

In the area below the To line, enter the text of your message.



5

[&] OPTIONAL You can store your message in your Draft category and work on it later:

a. **Open the menus**.

b. Select Draft on the Message menu.

↘ Continued

6 Send your message:

Select Send Sends the current message now. Selecting Send does not send any of the other messages in your Outbox.

Select Outbox Sends your message to the Outbox to be sent later.

Done

Tip
If you want to check your messages but you don't want to send the messages stored in your Outbox, **open the Messages menu** and select Check.

Tip
You can also send all the messages in your Outbox by **opening the Messages menu** and selecting Send.

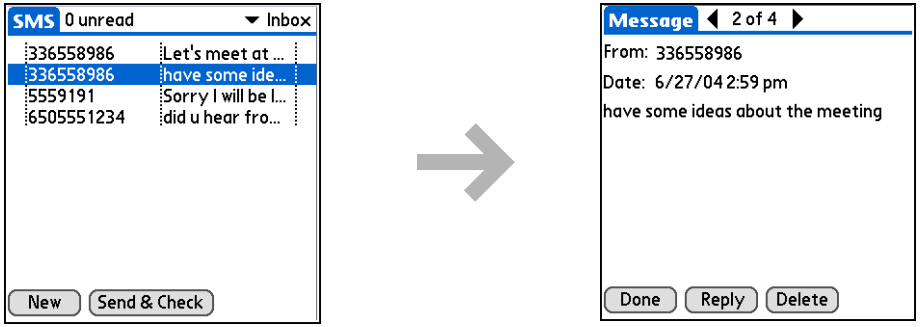
Did You Know?
You can set an alert that lets you know a new message has arrived. **Open the Preferences menu** and check the Alert sound box. Select the Alarm pick list to choose a sound.

Receiving and viewing a text message

1 **Go to Applications** and select SMS.

2 Select Send & Check.

3 Select the message to open and read it.



↘ Continued

Did You Know?
You can change how your messages are listed. You can sort the messages in order of one of the following: Alphabetic, Date, Phone Number, and Status. You can also choose to display the date the message was received. **Open the Options menu** and select Preferences. Select from the Sort by pick list and select Show date.

4

Store, delete, or reply to the message:

Select Done The message is kept in the Inbox.

Select Reply A new message is created with the sender's phone number in the To line. Any selected text is copied into the new message.

Select Delete The message is sent to the Trash category.

Archive the message You can store your message in the Archive category:

a. **Open the menus**.

b. Select Archive on the Message menu.

Done

Did You Know?
You can store your message in your Draft folder and work on it later by **opening the Message menu** and selecting Draft.

Editing a draft text message

1 **Go to Applications** and select SMS .

2 Edit the message:

a. Select Draft from the categories pick list.

b. Select the message you want to edit.

c. In the message view, select Edit and edit your message.

3 Send or store the draft message:

Select Send Sends the current message now. Selecting Send does not send any of the other messages in your Outbox.

Select Outbox Sends your message to the Outbox to be sent later.

Select Cancel Opens a dialog box that asks if you want to save the message in the Draft category. Select Yes to keep your changes and return the message to the Draft category. Select No to discard your changes and return the message to the Draft category.

Done

Setting advanced messaging features

1 **Go to Applications** and select SMS .

2 Go to the Preferences menu:

a. **Open the menus**.

b. Select Options, and then select Preferences.

3 **[&] OPTIONAL** Set the following parameters:

Confirm Deleted Message Indicates whether a confirmation message appears each time you delete a message or you select the Empty Trash option from the Message menu. To display confirmation messages, check this box.

Delete After Transfer Indicates whether data messages are deleted after you accept the data in the appropriate application. To keep data messages after you transfer them to the application, uncheck this box.

↘ Continued

Did You Know?
Outgoing SMS message settings may depend on the service offered by your SMS carrier.

4

[&] OPTIONAL Select Details and set the following parameters:

Leave Messages on Phone Indicates whether messages are deleted from your phone after you download them to your handheld. To keep messages on your phone after you transfer them to your handheld, select this box.

Return Receipt Determines whether you receive receipt confirmation notices. To receive receipt confirmation notices, select Requested.

Expires Indicates how long unsent messages remain in your Outbox. Select from the following options: 4 Hours, 1 Day, 1 Week, 2 Weeks, 1 Month, and Max. Time.

Message Center Indicates whether your handheld obtains your mobile phone service provider's Message Center number directly from the phone, or whether you need to enter the number manually. If your phone is already configured to use SMS, you do not need to change this setting.

5

Select OK twice.

Done

Tips & Tricks
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palm.com/myT|X**.

Support
If you're having problems with SMS or with anything else on your handheld, go to **www.palm.com/support**.

Related Topics

Click the link below to learn about these related topics:

Moving Around	• Opening applications • Using menus
Categories	Organizing messages by arranging them into categories and sorting them
Privacy	Keeping messages private by turning on security options
Sharing	• Exchanging messages with other Palm® handheld users by beaming them • Sending messages to other Bluetooth® handhelds by using Bluetooth wireless technology on your handheld
Bluetooth	Setting up a phone connection using the Bluetooth wireless technology on your handheld
Wi-Fi	Setting up a network connection using Wi-Fi wireless technology on your handheld
VersaMail®	Sending and receiving email messages wirelessly.

Browsing the Web

In this chapter

Accessing a web page

Quickly jumping to a page

Changing how you view a page

Bookmarking your favorite pages

Downloading files and pages

Sending email by means of an Internet email account

Changing your home and start pages

Setting advanced browser options

Related topics

You use the web for so many things: checking email, finding driving directions, getting news, buying gifts. Now you can take the web with you almost anywhere you go. Use your handheld to make a Wi-Fi or Bluetooth® wireless Internet connection through a network, computer, or even your mobile phone, and the web browser opens the entire web to you.

Benefits of the web browser

- Carry the web with you
- View web pages in handheld-friendly format
- Store pages for offline viewing

[!] Before You Begin

To browse the web, you must set up a connection to the Internet from your handheld using **Wi-Fi** or **Bluetooth**® wireless technology.

If you are accessing a VPN network, you need to **install VPN software and set up VPN access**. You can turn on VPN from the web browser by **opening the Options menu** and selecting Connect VPN.

» **Key Term**

URL Stands for *uniform resource locator*, the technical name for a web address. For example, the URL for Palm is http://www.palm.com.

Accessing a web page

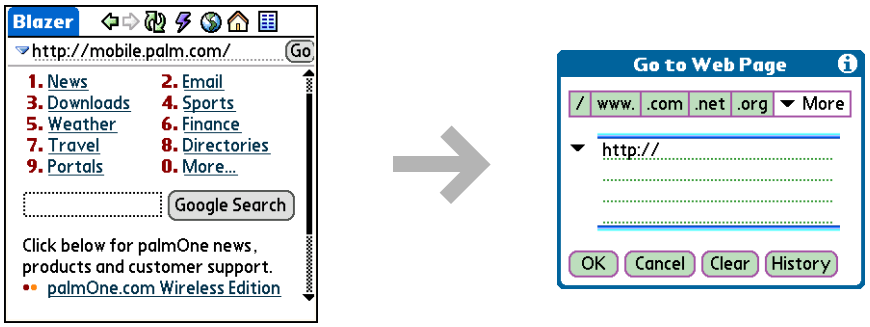
You can open web pages, navigate the pages, and do the same things you can do with a desktop browser.

Accessing a web page using the action bar

1 **Go to Favorites** and select Web.

2 Go to the web page you want to view:

a. Select Go to Web Page.



b. Enter the address of the web page you want to visit. Use the buttons in the Go to Web Page dialog box for quick entry of characters commonly used in web addresses. If the web browser recognizes the address that you are entering due to a previous entry and **autofill is enabled**, autofill automatically completes the address.

c. Select OK.

Done

Tip
You can also hide the address field to show more of the web page. **Open the Options menu** and select Preferences. Uncheck the Show Address Bar box.

Tip
Create a **bookmark** to save the location, or create a **saved page** to save the content of a web page indefinitely.

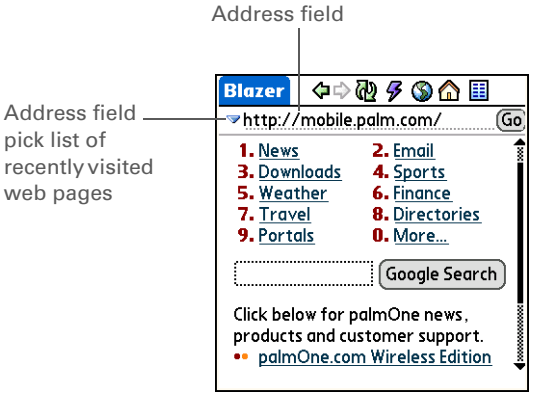
Accessing a web page using the address field

1 **Go to Favorites** and select Web.

2 Go to the web page you want to view:

- Enter the address of the web page in the address field, and then select Go.
- If you are going to a web page you recently visited, select the Address field pick list, and then select Go.

Done



Tip
Some websites allow you to check a box to have your sign-in name automatically entered each time you visit a particular web page.

Using a password to access a web page

Some websites require you to use a password to gain access to information.

1 **Go to Favorites** and select Web.

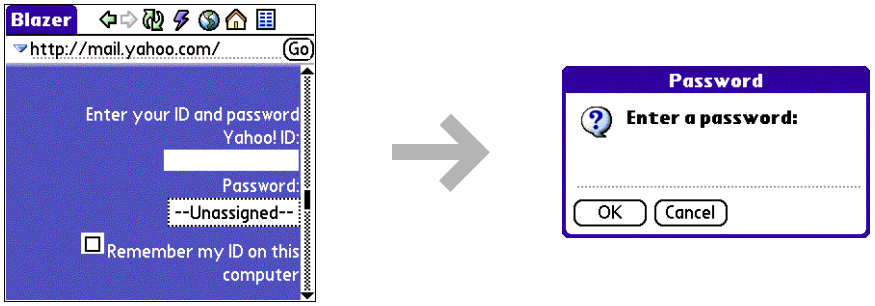
2 **Go to the web page** where you must enter the password.

3 Enter your password to access the web page:

a. Enter your sign-in name in the appropriate field.

b. Tap in the password box, enter your password, and then select OK.

c. Select the button that lets you view the page (Sign In, Enter, Go, or the like).



Done

Did You Know?
Find locates any text, whether it is letters or numbers. Find is not case-sensitive.

Tip
Because of the limited space on the handheld screen, sometimes the current web address (URL) is not fully visible. Use the Page Properties dialog box to view the full URL. **Open the Page menu**, select Page, and then select Page Info.

Finding information on a web page

1 **Go to Favorites** and select Web.

2 Open the Find field:

a. **Go to the web page** you want to search.

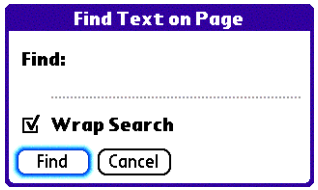
b. **Open the menus**.

c. Select Page, and then select Find Text on Page.

3 Search the web page:

a. Type the text you want to find.

b. Select Find.



Done

Quickly jumping to a page

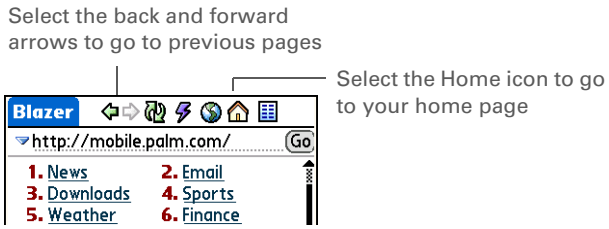
The action bar icons allow you to quickly move from page to page.

Following a link

Many web pages contain underlined links, which are text or pictures that, when selected, take you to another web page or to another part of the same page.

Returning to your home page or a page you recently visited

No matter where you navigate on the Internet, you can always return to your home page quickly or return to a page you recently visited.



Tip
You can **change your font size** for easier viewing.

Did You Know?
In the Optimized mode, use the navigator to browse the web page. Press Left or Right to jump to the previous or next link. When a link is highlighted, press Center to go to the link. Press Up and Down to scroll through the web page.

Changing how you view a page

You can change how you view web pages by selecting different display views and dragging the screen to view different parts.

1. **Go to Favorites** and select Web.

2. **Go to the web page** you want to view.

3. Go to the Options menu:

   a. **Open the menus**.

   b. Select Options.

4. Select from one of the following views:

   Optimized Mode Displays a modified version of the web page so that it is optimized for handheld viewing.

   Wide Page Mode Displays the web page as it would appear in a desktop computer web browser.

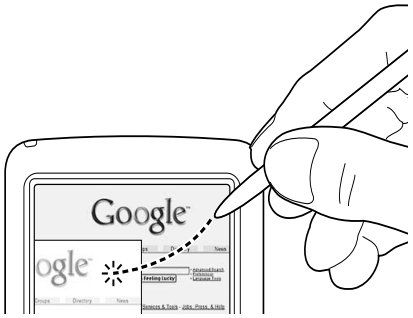
↘ Continued

5

[&] OPTIONAL If the web page is larger than your screen, you can tap and drag the stylus to move the web page in any direction to view different parts of the web page.

To activate the Tap and Drag scrolling, you must **set the Tap and Drag setting** in the General Preferences tab under the Options menu.

This feature is disabled when you turn on **Writing Area Preferences** and use the full screen for Graffiti® 2 writing.



Done

» Key Term
Bookmark A pointer to a web page. The actual page is not stored, only the URL. Also called a Favorite in some browsers.

✱ Tip
You can set your bookmark list as your **start page**.

Bookmarking your favorite pages

Bookmarking your favorite web pages allows you to quickly return to those pages.

Adding a bookmark

1 **Go to Favorites** and select Web.

2 **Go to the web page** that you want to bookmark.

3 Open the Bookmark Page dialog box:

a. **Open the menus**.

b. Select Page, and then select Add Bookmark.

4 **[&] OPTIONAL** Change the bookmark name, description, or URL.

↘ Continued

Tip
You can also view your list of bookmarks by selecting Bookmarks View from the Page menu.

Did You Know?
A saved page is displayed like a bookmarked page, except that at the top of the page appears the text "Page saved on *date* - *size* k."

5 Select OK.

Done

Viewing a bookmarked or saved page

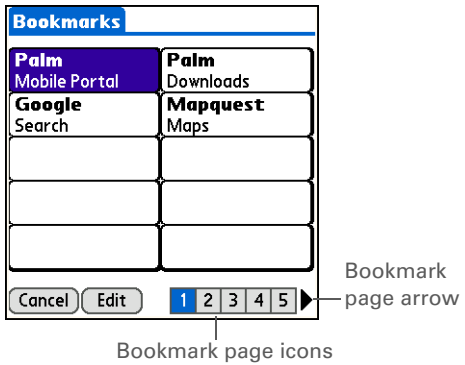
Bookmarks and saved pages both appear in the Bookmarks View. Saved pages are indicated by a small triangle in the upper-right corner of the bookmark.

1 **Go to Favorites** and select Web.

2 Select the Bookmark icon.

3 Select the name of the bookmarked or saved page you want to visit.

On the bottom-right of the screen are five icons representing the first five Bookmarks pages. Select a Bookmarks page icon to display the page. You can also tap the arrow to go to the next page.



Done

Tip
You can clean up your bookmark list by deleting old bookmarks or saved pages you no longer use. Select the bookmark, select Edit, and then select Delete.

Editing information about a bookmark or saved page

1. **Go to Favorites** and select Web.
2. Select the Bookmark icon.
3. Go to the Edit Bookmarks List dialog box:
   a. **Open the menus**.
   b. Select Bookmarks, and then select Edit Bookmarks.
4. Edit the bookmark information:
   a. Select the name of the bookmarked or saved page that you want to edit.
   b. Change the bookmark or saved page name, description, or address (URL) by selecting the appropriate option.
5. Select OK.

Done

Arranging the bookmark list

The web browser includes ten pages so that you can arrange bookmarks and saved pages in a logical fashion. For example, you can store travel links on one page, stock links on another, and business links on a third page.

1 **Go to Favorites** and select Web .

2 Go to the Edit Bookmarks List dialog box:

a. Select the Bookmark icon .

b. **Open the menus**.

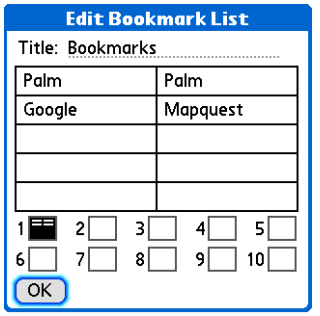
c. Select Edit Bookmarks in the Bookmarks menu.

↘ Continued

3 Arrange the bookmarks:

a. Use the stylus to drag and drop bookmarks into different slots on the current page to organize them.

b. Move a bookmark to a different page by dragging and dropping it onto the Page icon. Ten page icons at the bottom of the dialog box represent the pages on each of which you can add ten bookmarks.



4 Select OK.

Done

Tip
If you decide that the download process is taking too long, you can stop it. To stop a web page from downloading, select the Stop icon in the action bar. To stop a file from downloading, select Cancel in the Download dialog box.

Downloading files and pages

You can download files or save files for viewing when you are not connected to the Internet.

Downloading a file

1. **Go to Favorites** and select Web.
2. **Go to the web page** you want to view.
3. Select the link of the file you want to download.
4. Select a download option:

   Application name Downloads the file to an application. For example, if you are downloading a Word document, the file downloads into Documents To Go.

   Card If you have an expansion card installed, the file downloads onto the card.
5. Select Yes.

Done

Did You Know?
Saved pages are listed with the bookmarks in the **Bookmark List**. The saved pages have an orange corner.

Did You Know?
The web browser also functions as a viewer, enabling you to quickly view certain files while working in other applications. For example, if you read an email message that has a file attached in HTML format, select the file and the web browser opens so that you can view the file.

Tip
Saving a web page on your handheld allows you to view a web page without being online.

Saving a web page

If you want to save a web page (such as a travel itinerary or Internet order receipt) indefinitely, you can create a saved page. The copy is stored on the handheld until you delete it.

1 **Go to Favorites** and select Web.

2 **Go to the web page** you want to save.

3 Go to the Save Page dialog box:

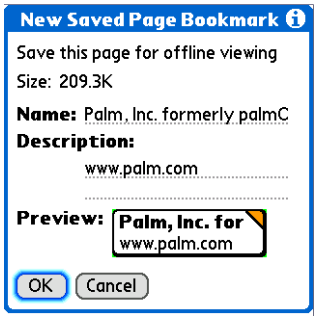
a. **Open the menus**.

b. Select Page, and then select Save Page.

4 Save the web page:

a. Change the page name or description if you want.

b. Select OK.



Done

Tip

Suppose you have an HTML file on your desktop computer that you want to carry with you or received as an **attachment to an email message**. Download the file onto the expansion card and use the web browser to view the page on your handheld.

Viewing a saved file

You can use the web browser to view web pages or image files that are on an expansion card. The types of files that can be viewed include HTML, HTM, GIF, and JPG.

1 **Go to Favorites** and select Web.

2 **Insert an expansion card** into your handheld.

3 Go to the file:

a. **Open the menus**.

b. Select Go, and then select Go to Web Page.

c. Enter the file name using the format file://<cardname>/<path>.

d. Select OK.

Done

Sending email by means of an Internet email account

You can use your Internet email account to send an email message and attachments.

1. **Go to Favorites** and select Web .
2. **Log in** to your Internet email account.
3. Compose your email message.
4. Send or save the email message.

   Done

Tip
If you want more a larger screen to view your pages, you can hide the address bar from the Page tab preferences by removing the check from the Show Address Bar box.

Changing your home and start pages

You can change the page that your **Home Page** icon goes to, or change the page that the web browser starts with when it is first opened.

Changing your home page

You can choose a home page from any web address.

1 **Go to Favorites** and select Web.

2 Open the Preferences Page dialog box:

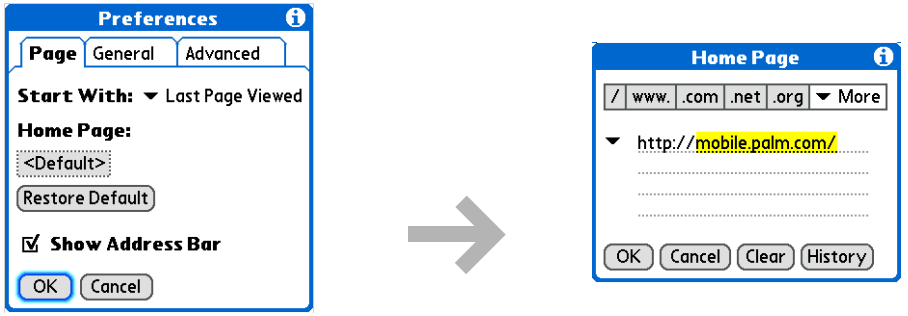
a. **Open the menus**.

b. Select Options, and then select Preferences.

c. Select the Page tab.

Continued

3 Select the Home Page box.



4 Enter a URL on the Address line.

5 Select OK twice.

Done

Changing your start page

You can select the start page you want your handheld to open to when you first open the web browser.

1 **Go to Favorites** and select Web .

2 Open the Preferences Page dialog box:

a. **Open the menus**.

b. Select Options, and then select Preferences.

c. Select Page tab.

3 Select the Start with pick list, and select the page you want to start with when you first open the web browser:

Last Page Viewed The last page you viewed before exiting the web browser.

Bookmarks The Bookmarks dialog box opens. The web browser does not connect to the Internet.

Home Page The page you have set as your home page.

Blank Page An empty page with no URL or dialog box

4 Select OK.

Done

Setting advanced browser options

You can change options on your handheld to improve the speed, ease of use, and security of your browsing experience.

Speeding up web downloads

You can improve the download speed by using the Fast Mode options. Images in web pages can be very large. You can set an option to make web pages download faster by removing images altogether.

1. **Go to Favorites** and select Web .

2. Open the General Preferences dialog box:

   a. **Open the menus**.

   b. Select Options, and then select Preferences.

   c. Select General tab.

3. Select Fast Mode.

↘ Continued

» **Key Term**

Cascading Style Sheets
A file that controls the fonts, colors, and other design elements of some web pages.

✱ **Tip**

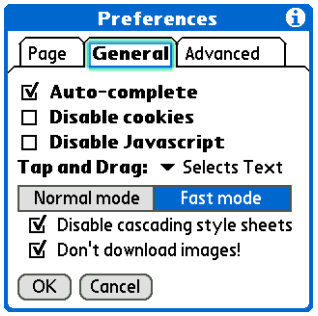
When you select the Fast Mode icon, you are shown a tip on Fast Mode. To bypass this tip in the future, check the box Don't show this tip again.

4

Set Fast Mode Options, and then select OK:

Disable cascading style sheets
Only the HTML file for the page is downloaded. This may leave some parts of a page unformatted.

Don't download images!
Removes images from downloads.



5

Select Fast Mode:

a. Select Fast Mode icon .

b. Select Fast Mode.

c. Select Done.

6

Done

Tip

Filling out an order form or application on the web usually requires entering several pieces of information: your name, address, phone number, and so on. When you enable autofill, your handheld stores the information you entered in these fields. The next time you use that order form and type the first few letters in a field, your handheld remembers the last item you entered in that field that started with those letters, and fills in the field.

Setting whether to automatically complete web addresses and form fields

Your handheld can store information such as web addresses and form fields. If autofill is enabled, when you enter the first few letters of a URL you've entered before in the URL Entry field, your handheld completes the URL for you. Also, when you are filling out forms and applications, your handheld can complete the information for you.

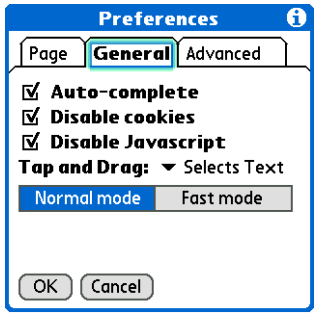
1 **Go to Favorites** and select Web.

2 Open the General Preferences dialog box:

a. **Open the menus**.

b. Select Options, and then select Preferences.

c. Select General tab.



3 Check or uncheck the Auto Complete box to enable or disable autofill.

4 Select OK.

Done

Setting tap and drag behavior

When you are in a web page, you can select how you want the browser to behave when you tap and drag the stylus.

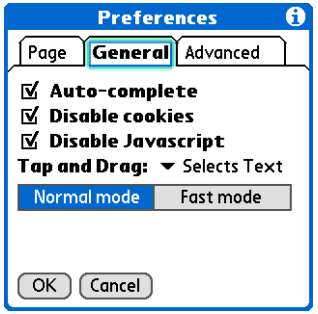
1 **Go to Favorites** and select Web .

2 Open the General Preferences dialog box:

a. **Open the menus**.

b. Select Options, and then select Preferences.

c. Select General tab.



↘ Continued

3 Select the Tap and Drag pick list and select an option:

Select Text Tap where you want to begin selecting text and **drag the stylus** to the end of the selection.

Scrolls page Tap and hold the web page and move the stylus in the direction you want to move the page.

4 Select OK.

Done

» Key Term

Cookie Some websites store information in a small text file, called a cookie, that is saved on your handheld. A cookie usually stores information about you and your preferences for that website. A site can use this information to customize the pages you see the next time you visit. Allowing a website to create a cookie does not give the site access to the rest of your handheld. A cookie stores only the information you provide while visiting the website.

Allowing websites to remember personal information

By default, your handheld saves the cookies it receives. If you want more privacy, you can tell your handheld not to accept cookies.

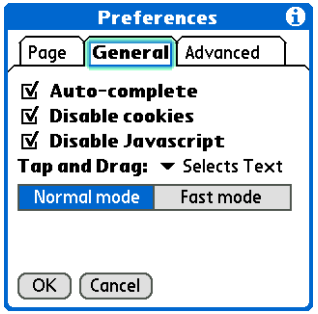
1 **Go to Favorites** and select Web.

2 Open the General Preferences dialog box:

a. **Open the menus**.

b. Select Options, and then select Preferences.

c. Select General tab.



3 Check or uncheck the Disable cookies box.

4 Select OK.

Done

Clearing Cookies and cache memory

1	**Go to Favorites** and select Web .
2	Open the Advanced Preferences dialog box: a. **Open the menus**. b. Select Options, and then select Preferences. c. Select Advanced tab. ↘ Continued

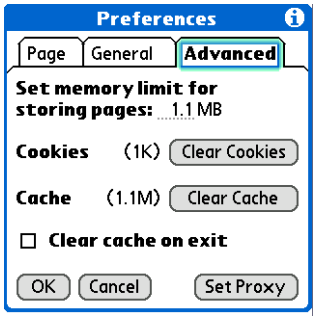
3

Clear Cookies and the cache by using the following options:

Clear Cookies Indicates how much memory is being used by cookies and allows you to clear Cookies and free the memory.

Clear Cache Indicates how much cache memory is being used and allows you to clear the cache immediately and free the memory.

Clear cache on exit Check the box to clear the cache each time you exit the web browser. Uncheck the box to keep the cache from session to session.



4

Select OK.

Done

» Key Term

Proxy server A server that provides access to files from other servers by retrieving them either from its local cache or from the remote server.

Setting preferences for using a proxy server

Your handheld comes with the proxy server turned off. You can turn the proxy server on and configure a proxy server.

1 **Go to Favorites** and select Web .

2 Open the Advanced Preferences dialog box:

a. **Open the menus**.

b. Select Options, and then select Preferences.

c. Select Advanced tab.

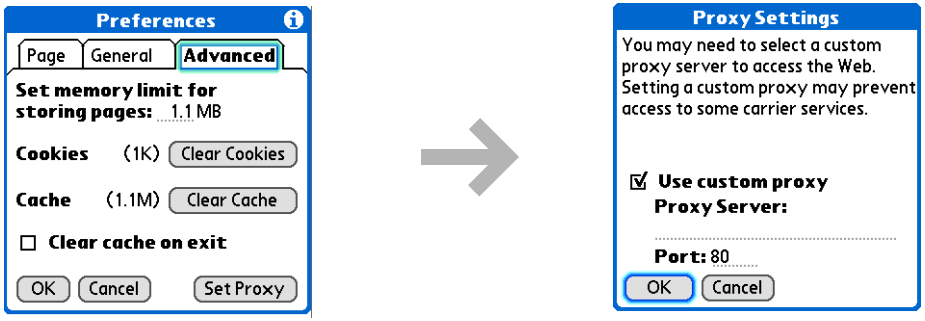
↘ Continued

3 Set your proxy server preferences:

a. Select Set Proxy.

b. Check or uncheck the Use custom proxy box to use or not use a proxy server.

c. If you want to use a proxy server, select the Use custom proxy box and enter the appropriate server address and port number.



d. Select OK.

4 Select OK.

Done

Setting the JavaScript preference

You can choose to bypass JavaScript elements on the web pages you view. JavaScript is often used on web pages for interactive content.

1. **Go to Favorites** and select Web.
2. Open the General Preferences dialog box:
   a. **Open the menus**.
   b. Select Options, and then select Preferences.
   c. Select General tab.
3. Check or uncheck the Disable JavaScript box to disable or enable JavaScript.
4. Select OK.

   Done

Tips & Tricks
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palm.com/myT|X**.

Support
If you're having problems with the web browser or with anything else on your handheld, go to **www.palm.com/support**.

Related topics

Click a link below to learn about these related topics:

Moving Around	• Opening applications • Using menus
Categories	Organizing messages by arranging them into categories and sorting them
Bluetooth®	Setting up a phone connection using the Bluetooth wireless technology on your handheld
Wi-Fi	Setting up a network connection using Wi-Fi wireless technology on your handheld
VersaMail®	Sending email messages.

Dialing Phone Numbers from Your Handheld

In this chapter

Dialing a number

Using speed dial

Related topics

Need to dial a number? You can dial phone numbers directly from a contact using **Quick Connect**. If you don't have the number listed as a contact, you can tap out the number on the Dialer keypad, and tap Dial. Your mobile phone begins dialing (a GSM phone with **Bluetooth**® wireless technology is required; sold separately). Your call history stays on your handheld for easy access later.

Benefits of Dialer

- Easily dial numbers that are not in Contacts by using the keypad on your handheld screen
- Keep your call history on your handheld
- Quickly dial numbers using speed dial

[!] Before You Begin

Before you can dial a number, you must **set up a phone connection** on your handheld.

Dialing a number

Tapping out a number on your handheld is sometimes easier than using your mobile phone.

Entering a number

1 **Go to Applications** and select Dialer .

2 Tap the telephone number on the keypad.

Digits appear in the numeric display

Enter phone number and tap Dial

Tap Clear to delete last digit from numeric display. Tap and hold to clear entire numeric display

Tap and hold the 0 key to add a + (plus) to the number sequence

3 Tap Dial.

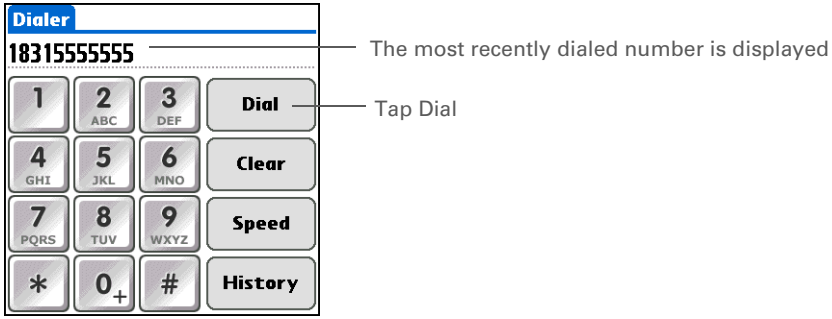
Done

Redialing the most recently used number

1 Go to Applications and select Dialer.

2 Dial the most recently used number:

a. Tap Dial to display the most recently used number.



b. Tap Dial again to dial the number.

Done

Did You Know?
Dialer keeps a list of 11 of the most recently dialed numbers.

Did You Know?
If the number is a speed-dial entry, the name from the speed-dial entry appears in the Call History list.

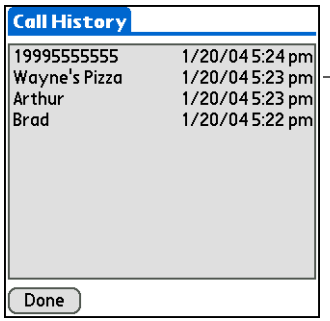
Dialing a number from the Call History List

1 **Go to Applications** and select Dialer .

2 Dial the number from the list:

a. Tap History.

b. Tap an entry from the History list.



c. Tap Dial.

Done

Using speed dial

Speed dial allows you to store ten of your most commonly used numbers and to dial one with a single tap.

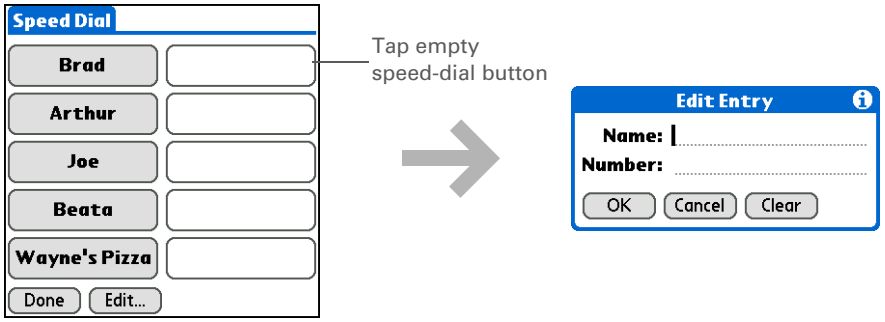
Adding a speed-dial entry

1 Go to Applications and select Dialer.

2 Add a speed-dial entry:

a. Tap Speed.

b. Tap an empty speed-dial button.



c. Enter a name and telephone number.

d. Tap OK.

Done

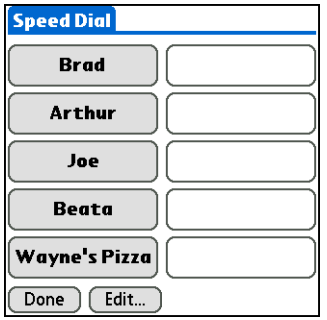
Dialing a number using speed dial

1 **Go to Applications** and select Dialer .

2 Dial the number:

a. Tap Speed.

b. Tap one of the named speed-dial buttons.



Done

Tip
You can go directly to the Edit Entry dialog box by tapping and holding a speed dial button.

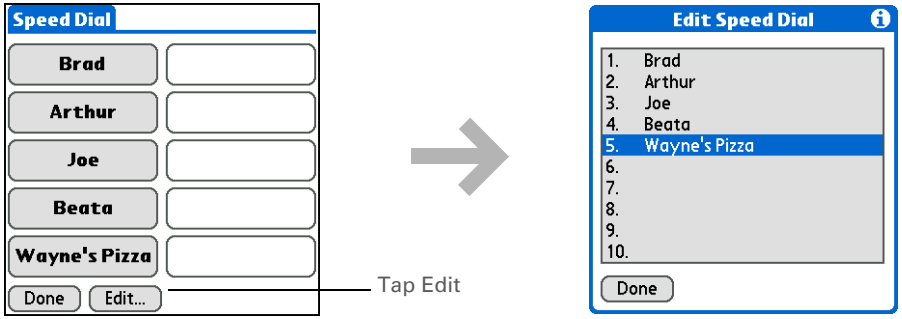
Editing a speed-dial entry

1 **Go to Applications** and select Dialer .

2 Edit an entry:

a. Tap Speed.

b. Tap Edit.



c. Tap an entry.

d. Edit the entry.

e. Tap OK, and then tap Done.

Done

Tips & Tricks
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palm.com/myT|X**.

Support
If you're having problems with Dialer or with anything else on your handheld, go to **www.palm.com/support**.

Related topics

Click a link below to learn about these related topics:

Moving Around	Opening applications
Bluetooth	Connecting your handheld to a mobile phone
Contacts	Using Quick Connect and Tap-to-Connect in Contacts to dial phone numbers

Sharing Information

In this chapter

Using the Send command

Beaming

Other ways of sharing information

Related topics

You have to get this memo to your boss—*now.* Or the photo of the grandkids in their Halloween costumes to your mom. After you've used your handheld to create or capture that important business and personal information, it's time to share it with others.

Your handheld comes equipped with a variety of options for sharing information, so that you can choose the quickest, most convenient way of sending your info.

Benefits of sharing

- Keep others up-to-date with meaningful business and personal information
- Choose the most convenient sharing method from a variety of options
- Create an informal backup copy of important info

[!] **Before You Begin**
You must complete all the prerequisites for the **messaging** application.

To use your handheld's built-in Bluetooth wireless technology, you must **set up a phone connection**. To use it with your handheld's IR port, run **Phone Link Updater**, and then use the Phone Link application to set up a phone connection.

Did You Know?
You can also easily send information from the desktop component of many applications. For example, you can send photos from the Media desktop application. See the online desktop help for information.

Tip
If you are unable to send information to another handheld, try moving closer to the receiving handheld.

Using the Send command

You can send information from within an application—such as a photo or video, a contact, or an appointment—to other Palm OS® handheld users. You can also send a category of information or even an entire application.

You can use the Send command in many applications to send information wirelessly using one of the following methods:

- Using the built-in Bluetooth® wireless technology on your handheld
- As an attachment to an **email message**
- As part of a **text message**

Sending information from within an application using Bluetooth technology

You can use your handheld's built-in Bluetooth technology to send information directly to another handheld that includes Bluetooth technology. You must be within range of the receiving handheld to send information using Bluetooth technology. The maximum range is approximately 25–30 feet (8–10 meters); however, the shorter the range, the more quickly and accurately you can send information.

Did You Know?
In most applications, the leftmost menu is named Record.

1

Select the information you want to send:

a. **Open an application**.

b. Select the entry you want.

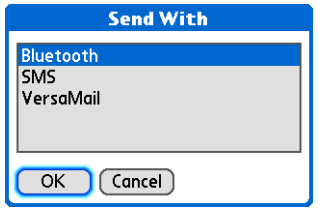
2

Select a sending method:

a. **Open the menus**.

b. Select the Send menu item in the leftmost menu. In most applications, the leftmost menu is named Record.

c. Select Bluetooth, and then select OK.



3

Select the receiving handheld on the Discovery Results screen, and then select OK.

Done The information is sent to the receiving handheld.

Tip
Create a category of Calendar events such as your child's soccer schedule, and then send the entire category to your spouse's handheld.

Tip
When you send a category, the individual entries within the category (contacts, memos, photos, and so on) appear as unfiled items on the receiving handheld.

Sending a category using Bluetooth technology

1 Select the category you want to send:

a. **Open an application**.

b. From the list view, select the pick list in the upper-right corner and select the category you want. This takes you to the list view within the selected category.

2 Send the category:

a. **Open the menus**.

b. Select the Send Category menu item in the leftmost menu.

c. Select Bluetooth, and then select OK.

3 Select the receiving handheld on the Discovery Results screen, and then select OK.

Done **The information is sent to the receiving handheld.**

Tip
Select the Send From pick list to send an application from an expansion card inserted into the expansion slot.

Sending an application using Bluetooth technology

1

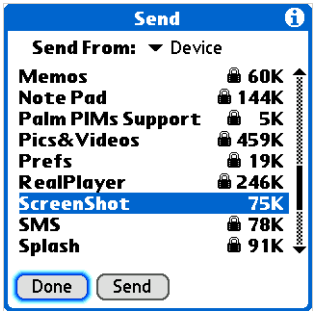
Select the application you want to send:

a. **Go to Applications**.

b. **Open the menus**.

c. Select Send on the App menu.

d. Select the application you want to send.



NOTE You cannot send an application that has a lock icon next to the application size.

2

Send the application:

a. Select Send.

b. Select Bluetooth, and then select OK.

3

Select the receiving handheld on the Discovery Results screen, and then select OK.

Done **The information is sent to the receiving handheld.**

Tip
For best results when beaming, the handhelds should be between 4 and 39 inches (10 centimeters and one meter) apart, and there should be a clear path between them.

Tip
Beaming works best for smaller items. If you have larger items, you can use **Bluetooth wireless technology**. **Expansion cards** are convenient for sharing very large items.

Using the Send command with the VersaMail® application

You can send information as an attachment to an email message using the Send command. Follow the procedures for sending **information**, a **category**, or an **application**. Select VersaMail in the Send With dialog box. The VersaMail® application opens, displaying a blank message with the information you want to send as an attachment. **Address the message**, enter a subject line, and then select Send or Get & Send.

Using the Send command with SMS

NOTE You cannot send a category or an application with SMS.

You can send information as part of a text message using the Send command. Follow the procedure for sending **information**. Select SMS in the Send With dialog box. The SMS application opens, displaying a new text message with the information you want to send as the body of the message. **Address the message**, and then select Send.

Beaming

Using the **IR port** on your handheld, you can beam information from within an application, such as a photo or video, a contact, an appointment, or a task, to other Palm Powered™ handhelds. You can also beam a category of information or even an entire application.

NOTE The receiving handheld must be turned on. Depending on the receiving handheld model, not all information may be sent correctly.

Tip
If you're beaming while using your handheld in landscape mode, remember to point the narrow end of your handheld toward the receiving handheld.

Tip
In Contacts, you can create a contact with your own information and select it as your business card by **opening the Record Menu** and selecting Business Card. Beam your business card to other handhelds by holding down the Contacts Quick button until the Beam dialog box appears.

Beaming information from within an application

1

Select the information you want to beam:

a. **Open an application**.

b. Select the entry you want.

2

Beam the information:

a. **Open the menus**.

b. Select the Beam menu item in the leftmost menu. The leftmost menu in most applications is named Record.

c. When the Beam dialog box appears, point your handheld's IR port directly at the IR port of the other handheld.

3

Wait for the Beam dialog box to indicate that beaming is complete.

Done

Tip
Create a category of Calendar events such as your meeting schedule, and then beam the entire category to your business partner's handheld.

Tip
When you receive a beamed item, you can file the item in a category using the Receive dialog box.

Beaming a category

1

Select the category you want to beam:

a. **Open an application**.

b. From the list view, select the pick list in the upper-right corner and select the category you want. This takes you to the list view within the selected category.

2

Beam the category:

a. **Open the menus**.

b. Select the Beam Category menu item in the leftmost menu.

c. When the Beam dialog box appears, point your handheld's IR port directly at the IR port of the other handheld.

3

Wait for the Beam dialog box to indicate that beaming is complete.

Done

Tip
Select the Beam From pick list to beam an application from an expansion card inserted into the expansion slot.

Beaming an application

1

Select the application you want to beam:

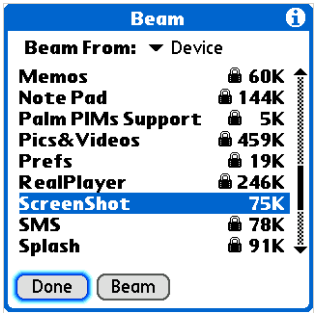
a. **Go to Applications**.

b. **Open the menus**.

c. Select Beam in the App menu.

d. Select the location of the app from the Beam From pick list.

e. Select the application you want to beam.



NOTE You cannot beam an application that has a lock icon next to the application size.

Continued

2 Beam the application:

a. Select Beam.

b. When the Beam dialog box appears, point your handheld's IR port directly at the IR port of the other handheld.

3 Wait for the Beam dialog box to indicate that beaming is complete.

Done

Other ways of sharing information

Here are some other ways of sharing information:

- Copy information or an application onto an **expansion card** inserted into the expansion slot, and view the information by inserting the card into the slot on another Palm Powered handheld.
- Copy information such as a photo or video from your handheld to your computer, or from your computer to your handheld by **synchronizing**.

Tips & Tricks
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palm.com/myT|X**.

Support
If you're having problems with sharing information or with anything else on your handheld, go to **www.palm.com/support**.

Related topics

Click a link below to learn about these related topics:

Moving Info	Sharing information by synchronizing your handheld with your computer
Expansion	Sharing information by saving it to an expansion card that can be viewed from another handheld
Bluetooth	Setting up a phone connection using the Bluetooth wireless technology on your handheld
Wi-Fi	Setting up a network connection using Wi-Fi wireless technology on your handheld
VersaMail	Sending information as an attachment to an email message
SMS	Sending information as part of a text message
Common Questions	Answers to frequently asked questions about sharing information

Managing Your Expenses

In this chapter

Adding an expense

Choosing currency options

Deleting expenses

Customizing the expense list

Working with Expense on your computer

Related topics

Tired of trying to re-create your business trip when you return? Expense makes it easy to keep track of what you paid for that dinner in New York with your new sales group.

You can track costs for meals, lodging, transportation, entertainment, and more, and save all of the information in one convenient place. You can even transfer the information to a spreadsheet on your computer.

Benefits of Expense

- Monitor your business and personal expenses
- Easily retrieve expense information
- Create expense reports faster

Did You Know?
Expense is not just for business. Use it to help plan your budget by figuring out how much you spend each month on things like entertainment and dining out.

Tip
Add an expense simply by entering the first letter of the expense type. For example, entering *D* opens a dinner item with today's date.

To enable this feature on your handheld, open the **Options menu** and select Preferences. Check the automatic fill box.

Tip
Change the date of an expense by selecting the date of the item.

Adding an expense

1 **Go to Applications** and select Expense .

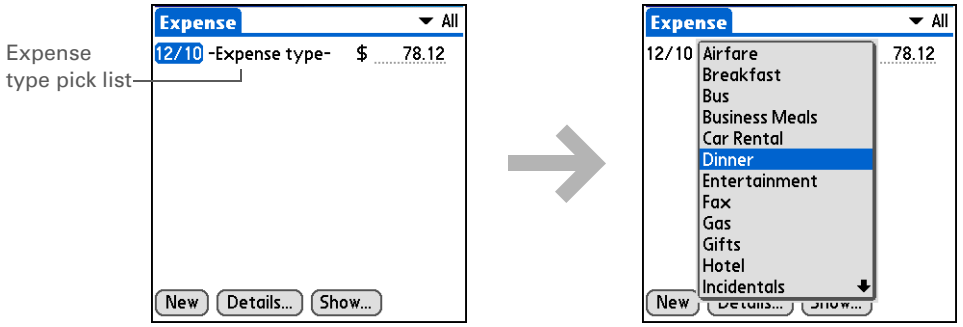
2 Enter the expense:

a. Tap New.

b. Enter the amount of the expense.

c. Tap the Expense type pick list and select a type.

NOTE You must select an Expense type if you want to save the item.



Continued

Tip
Add extra information to your expense items. Select the item and select Details. Then select Note and enter the information.

Tip
Select **Lookup** in the Attendees list to pull names from Contacts.

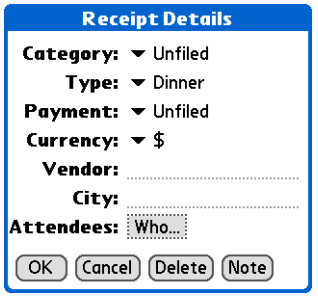
Did You Know?
After you synchronize, you can **send your expense information to a spreadsheet** on your computer.

3

Enter the details of the expense:

a. Tap Details.

b. Select each field where you want to enter information, and enter it.



Category Select a **category** to sort your expenses.

Type Enter the expense type.

Payment Select how you paid for the expense.

Currency Select the currency used to pay the expense. You can **preset this symbol**.

Vendor and City Enter the vendor and city associated with the expense. For example, a business lunch might be at Rosie's Cafe in San Francisco.

Attendees Enter the people associated with the expense.

c. Select OK.

Done **That's it. Your handheld automatically saves the expense. Make sure you have a current backup. Synchronize often.**

Tip
If you travel a lot, update the currency pick list, so that you can quickly get to the symbols you need.

Did You Know?
Use separate categories for related expenses. For example, create a London category for a trip to London. After you file your expense report for the London trip, you can easily delete the related expenses with the **Purge** command.

Choosing currency options

Expense is even easier to use when you customize the currency list. You can choose what currencies appear in the pick list, and what symbol automatically appears in new expenses, and you can even create your own currency symbol.

Customizing the currency pick list

Place the currency symbols that you use most often in the currency pick list.

1 **Go to Applications** and select Expense .

2 Open the Receipt Details dialog box:

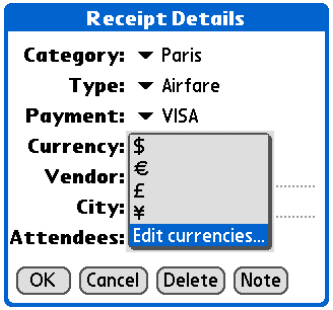
a. Tap an expense item.

b. Tap Details.

3 Select the currency symbol(s) that you want to see in the pick list:

a. Select the Currency pick list, and then select Edit currencies.

↘ Continued



Tip

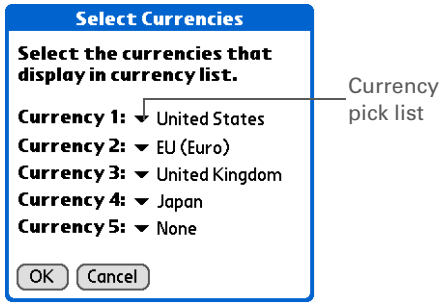
If you're entering several expenses that all use the same currency, change the preset currency to that symbol to save time.

When you're finished with those expenses, change it again to the next one you'll use.

Cont'd.

b. Select one of the Currency pick lists and select the name of the country whose currency symbol you want to display.

c. Select OK, and then select OK again.



Done The expense list now displays the currencies you selected.

Presetting the currency symbol

Choose which currency symbols appear when you add a new expense.

1 Go to Applications and select Expense.

2 Open Expense Preferences dialog box:

a. Open the menus.

b. Select Options, and then select Preferences.

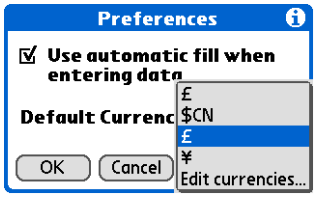
Continued

3 Choose the default currency:

a. Select the Default Currency pick list.

b. Select the symbol you want to appear when you add new expenses.

c. Select OK.



Done

Creating a currency symbol

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

1 Go to Applications and select Expense.

2 Open the Custom Currencies dialog box:

a. Open the menus.

b. Select Options, and then select Custom Currencies.

Continued

3 Create the custom symbol:

a. Select a Country box.

b. Enter the name of the country and the symbol that you want.

c. Select OK, and then select OK again.

Done

Deleting expenses

Delete individual expenses, or an entire category of expenses at once.

Deleting an individual expense

1 **Go to Applications** and select Expense .

2 Tap the expense you want to delete.

Continued

3 Delete the item:

a. **Open the menus**.

b. Select Delete Item in the Record menu.

4 **[&] OPTIONAL** Check the box to save an archive copy of the expense on your computer.

5 Select OK.

Done

Tip
To combine expenses from different categories, rename one category to match the other category's name.

Did You Know?
There is another way to delete a category in which the category is deleted but the entries are not. Select the Category pick list and select Edit Categories. Select the Delete command to delete the selected category and move all of its entries to the Unfiled category.

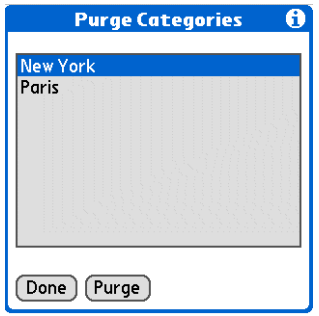
Deleting an entire category of expenses

1 **Go to Applications** and select Expense .

2 Open the Purge Categories dialog box:

a. **Open the menus**.

b. Select Purge on the Record menu.



3 Delete the category and all of its items:

a. Select the category you want to delete.

b. Select Purge.

c. Select Done.

Done

Did You Know?

Customizing the expense list makes it easy to see how much you spent on each type of expense. For example, to see how much you spent on taxis, sort your expenses by type so that all your taxi expenses appear together in the list.

Use **categories** to further refine your list.

Customizing the expense list

You can change the appearance of the expense list.

1 **Go to Applications** and select Expense .

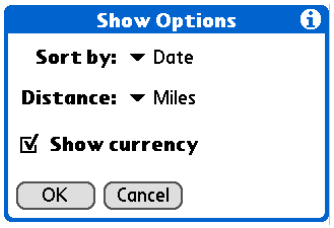
2 Select Show.

3 Select the pick lists to change any of the following items, and then select OK:

Sort by Sort expenses by date or type.

Distance Show distance in miles or kilometers.

Show currency Show or hide the currency symbol in the expense list.



Done

Working with Expense on your computer

WINDOWS ONLY

Use Expense on your computer to view and manage the expenses you create on your handheld. Check out the online Help in Palm® Desktop software to learn how to use Expense on your computer. The online Help includes info about the following topics:

- Adding, editing and deleting expense items
- Organizing your expenses by date, type, amount, notes, or category
- Viewing expense items as a list, large icons, or small icons
- Converting a list of expenses to a single currency
- Printing expense reports
- Transferring expense information to other applications, such as Microsoft Excel, using the Send or Export command in Palm Desktop software

To open Expense on your computer, double-click the Palm Desktop icon on the Windows desktop, and then click Expense on the Launch bar.

Tips & Tricks
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palm.com/myT|X**.

Support
If you're having problems with Expense or anything else on your handheld, go to **www.palm.com/support**.

Related topics

Click a link below to learn about these related topics:

Moving Around	• Opening applications
	• Using menus
Entering Information	• Adding contacts to the attendees list with Lookup
	• Entering information with Graffiti® 2 characters and ShortCuts
Calculator	Performing basic math calculations associated with your expenses
Categories	• Creating and editing categories
	• Organizing expenses by type and sorting them
Customizing	Setting number formats

Performing Calculations

In this chapter

Calculator buttons

Viewing recent calculations

Related topics

Whether you're figuring the tip on a restaurant bill or balancing your checkbook, it's always nice to have a calculator on hand. And because it's part of your handheld, there's no need to carry a separate calculator.

Benefits of Calculator

- Always have a calculator with you
- Store calculations for later use

Tip
Use the memory buttons to store and recall a number you enter in multiple calculations.

Tip
If you make a mistake entering a number in the middle of a calculation, use the CE button to re-enter the number without starting the calculation over.

Tip
Open the Options menu and select Advanced Mode to **display a scientific calculator**.

Did You Know?
When you **hide the input area**, your current calculation is shown below the calculator

Calculator buttons

Clear any value in the Calculator memory.

Recall the stored value from the memory and enter it into the current calculation.

Place the current number into memory. The current number is added to the total that is already in memory. Tapping this button does not affect the current calculation; it just places the value in memory.

Clear the last number you entered.

Clear the entire calculation so that you can start over.

Enter a number, and then select this button to change it to a percentage.

Enter a number, and then select this button to calculate the square root of the number.

Enter a number, and then select this button to make it negative.

Did You Know?
Viewing recent calculations is helpful when double-checking the math in your checkbook register.

Did You Know?
Calculator History also has these functions:

Clear Select to clear the calculator's history.

Copy Select to copy the history of calculations. Paste them into another application by opening the Edit menu and selecting Paste in the other application.

Viewing recent calculations

View recent calculations to confirm that you entered everything correctly.

1 **Go to Applications** and select Calculator.

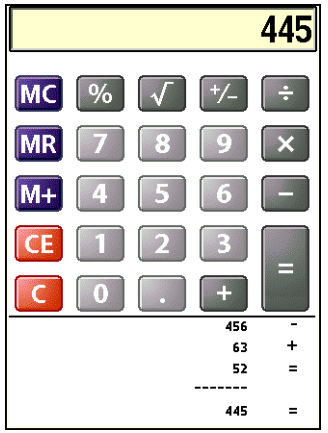
2 View recent calculations:

a. **Open the menus**.

b. Select Edit, and then select Show History.

c. Select OK.

Done



Accessing a different calculator

Do you need a scientific or financial calculator? Your calculator has a variety of modes that can help you calculate formulas in a number of different areas.

1. **Go to Applications** and select Calculator .

2. Access the advanced mode calculators:

   a. **Open the menus**.

   b. Select Options, and then select Advanced Mode. You can now use the scientific calculator.

   c. If you want to use other calculators, such as finance, logic, statistics, or area, **open the menus**, select Options, and then select a mode from the list.

   Done

Tips & Tricks
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palm.com/myT|X**.

Support
If you're having problems with Calculator or anything else on your handheld, go to **www.palm.com/support**.

Related topics

Click the links below to learn about these related topics:

Moving Around	• Opening applications • Using menus
Entering Information	Entering numbers with Graffiti® 2 characters
Expense	Keep track of your expenses.

Keeping Your Information Private

In this chapter

Choosing a security level

Marking information as private

Setting the level of privacy

Using a password

Locking your handheld

Using Quick Unlock

Encrypting your information

Limiting the number of password attempts

Related topics

You probably wouldn't leave your door unlocked at night, so why should it be any different with your handheld? When you think about the amount of personal and private information stored there, you'll definitely want to protect it.

Benefits of privacy

- Protect information if your handheld is misplaced
- Hide private information
- Unlock your handheld using only one hand

Choosing a security level

There are a variety of security levels available for your handheld. Choose the level that provides the best mix of security and convenience.

Activating no security features All entries are accessible to anyone who has your handheld. This includes entries that are marked **private** but are not masked or hidden.

Masking or hiding private entries without creating a password Masked entries are displayed when selected, and hidden entries are displayed when Show is selected in the Security Preferences. This provides some degree of privacy for private entries, but anyone with access to your handheld can view all your records.

Masking or hiding private entries and creating a password Private entries are protected by the password and can be displayed only when the password is entered. This is the basic level of security.

Locking your handheld A password is required to use your handheld. All entries are protected, whether marked as private or not.

Marking information as private

Marking an entry as private is the first step in protecting your info.

1 **Open an application**.

2 Create a new entry, or select the entry that you want to make private.

3 Mark it as private:

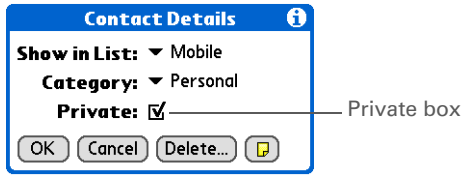
a. For existing Contacts, select Edit.

b. Select Details.

c. Check the Private box.

d. Select OK.

e. In Contacts and Memos, select Done.



Done

Tip
You can also set the level of privacy from within certain applications. **Open the Options menu**, select Security, and then select the level of privacy from the Privacy pick list.

Setting the level of privacy

Add further protection to your private entries by setting the privacy level (hidden/masked).

Hiding or masking private entries

1

Open Security:

a. **Go to Applications**, and then select Prefs .

b. Select Security.

2

Select the display option for private entries:

a. Select the Private Records pick list.

b. Select one of these options, and then select Done.

Show Display private entries.

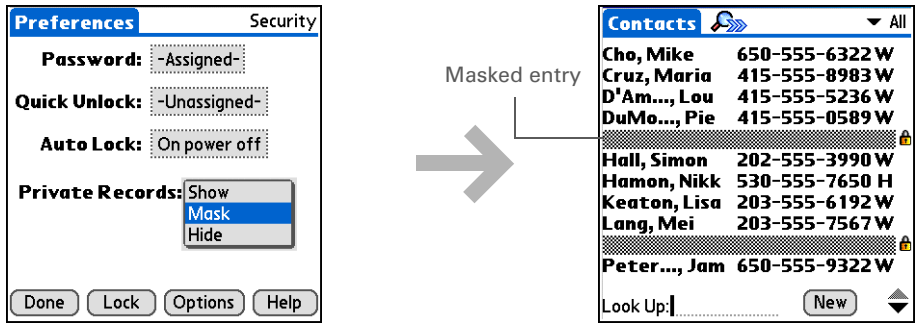
Mask Cover entries with a gray mask; you can see the mask onscreen, but you can't see the content of the entry.

Hide Make private entries invisible.

↘ **Continued**

Tip
Use a password to protect confidential work or personal information. If your handheld is lost or stolen, this information will be safe.

Cont'd.



Done

Viewing an entry that is masked

To open a masked entry, select the entry. If you have a **password**, enter it in the Show Private Records dialog box, and then select OK. When you close a masked entry, it remains masked.

Using a password

Further protect your hidden or masked entries by creating a password, which is needed to display the contents of hidden/masked entries.

Tip
The best passwords consist of a mix of letters, characters, and numbers. Longer passwords are better than short ones. Any password you create is case-sensitive.

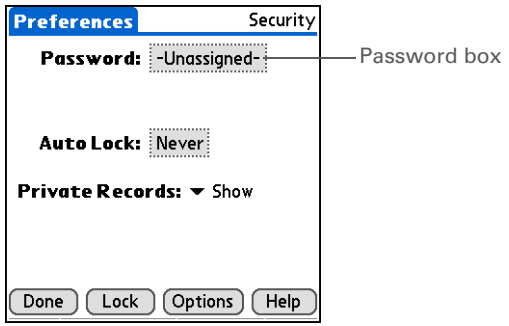
Creating a password

1

Open Security:

a. **Go to Applications**, and then select Prefs.

b. Select Security.



2

Create a password:

a. Select the Password box.

b. Enter a password with Graffiti® 2 writing, the numeric keypad, or the onscreen keyboard.

c. Select OK.

↘ Continued

Tip

In Palm® Desktop software, the security preferences are the same as the security preferences set on your handheld, including the password. You can also require a password be entered to open the Palm Desktop application. Open the Tools menu and click Options, and then click Security. Check the box Require password to access the Palm Desktop data. The password is the same one used by your handheld.

3 Confirm the password and enter a hint:

a. Enter the password again, and then select OK.

b. Enter a hint to help you remember the password if you forget it, and then select Done.

4 Select Done.

Done

Changing a password

You can change your password at any time. You must enter the current password before you can change it.

1 Open Security:

a. **Go to Applications**, and then select Prefs.

b. Select Security.

Continued

2 Enter your current password:

a. Select the Password box.

b. Enter the current password, and then select OK.

3 Change your password:

a. Select OK.

b. Enter a new password, and then select OK.

4 Confirm the password and enter a hint:

a. Enter the password again, and then select OK.

b. Enter a hint to help you remember the password if you forget it, and then select Done.

5 Select Done.

Done

Deleting a password

You can delete your password at any time. You must enter the current password before you can delete it.

1 Enter your password:

a. Select the Password box.

b. Enter the current password, and then select OK.

2 Delete your password:

a. Select Unassign.

b. Select Done.

Done

Deleting a forgotten password

If you forget your password, your handheld displays the password hint (if you entered one) to help you remember the password. If you still can't remember the password, you can delete it from your handheld. Deleting a forgotten password also deletes all entries marked as private.

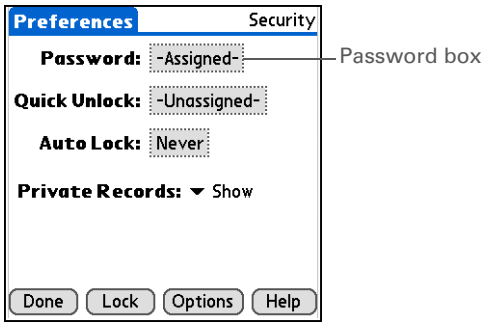
[!] IMPORTANT Be sure to synchronize your handheld with your computer before and after this procedure, so you can restore any private entries that were deleted along with the password.

1

Open Security:

a. **Go to Applications**, and then select Prefs.

b. Select Security.



2

Open the Incorrect Password dialog box:

a. Select the Password box.

b. Tap any number on the keypad, and then select OK.

↘ Continued

[!] Before You Begin

To use the locking feature, you must first **create a password** for your handheld.

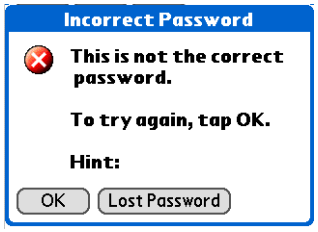
Tip

To start your handheld when it is locked, turn it on. Enter your password, and then select Done.

3 Delete the forgotten password:

a. Select Lost Password.

b. Select Delete Password.



4 **Synchronize your handheld with your computer** to restore any private entries that were deleted.

5 **[&] OPTIONAL** Create a new password.

Done

Locking your handheld

Protect the entire contents of your handheld, whether marked private or not, by using your password to lock your handheld. You can set your handheld to lock automatically, or you can lock it manually.

[!] IMPORTANT If you lock your handheld, you must enter the exact password to unlock it. If you forget the password, your handheld will show you the hint you entered to help you remember the password. If you still cannot remember the password, you must do a hard reset to resume using your handheld. A hard reset deletes all of the information on your handheld, including your password. You can restore the information by synchronizing your handheld with your computer.

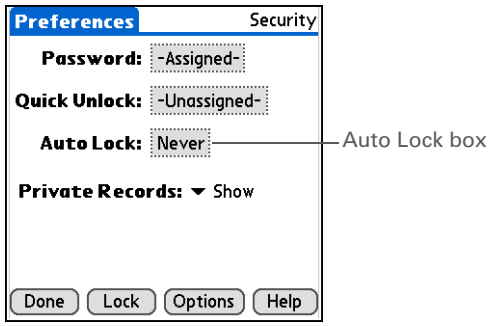
Locking your handheld automatically

1

Open Security:

a. **Go to Applications**, and then select Prefs .

b. Select Security.



2

Open the Lock Handheld dialog box:

a. Select the Auto Lock box.

b. If necessary, enter your password, and then select OK.

↘ Continued

3 Select one of these lock options:

Never Always leave your handheld unlocked.

When power is off Automatically lock your handheld whenever you turn it off.

At a preset time Set a time when your handheld automatically locks.

After a preset delay Set a period of inactivity after which your handheld will automatically lock.

4 Select OK, and then select Done.

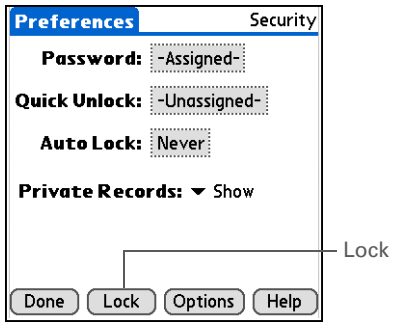
Done

Locking your handheld manually

1 Open Security:

a. **Go to Applications**, and then select Prefs .

b. Select Security.



2 Select Lock.

3 Select Lock Device.

Done

[!] Before You Begin

To use Quick Unlock, you must first **create a password** for your handheld.

Tip

You can change a Quick Unlock combination at any time. Follow the same steps you used to create the combination.

Using Quick Unlock

You can unlock your handheld by creating a special combination sequence with the 5-way navigator—similar to the combination you use to open a padlock. Use this sequence in place of your password to quickly unlock your handheld. Quick Unlock works only with your first three attempts to unlock your handheld. After three attempts, you must use your password to unlock your handheld.

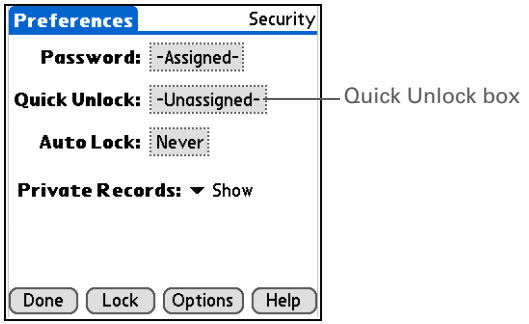
Creating a Quick Unlock combination

1

Open Security:

a. **Go to Applications**, and then select Prefs.

b. Select Security.



2

Open the Quick Unlock dialog box:

a. Select the Quick Unlock box.

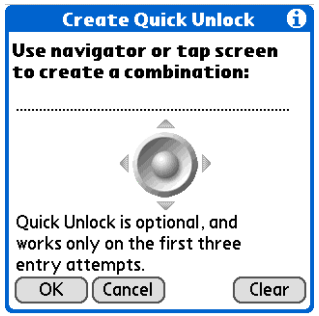
b. If necessary, enter your password, and then select OK.

Continued

3 Create a Quick Unlock combination sequence:

a. Use the 5-way or tap the onscreen navigator to create a combination.
For example, you might choose Left-Right-Left as a combination.

b. Select OK.



4 Select Done.

Done When your handheld is locked, you can now unlock it by using the Quick Unlock combination. If you forget your combination, you are asked to enter your password.

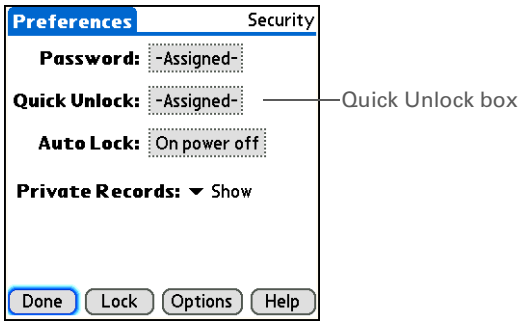
Deleting your Quick Unlock combination

1

Open Security:

a. **Go to Applications**, and then select Prefs .

b. Select Security.



2

Open the Quick Unlock dialog box:

a. Select the Quick Unlock box.

b. If necessary, enter your password, and then select OK.

3

Delete the Quick Unlock combination:

a. Select Unassign.

b. Select Done.

Done

[!] Before You Begin

To use encryption, you must first **create a password** for your handheld.

Encrypting your information

You can encrypt selected information whenever your handheld locks. This means that your information is scrambled so that it cannot be read. When you unlock your handheld and enter your password or Quick Unlock combination, the encrypted information is unscrambled.

The more information you select for encryption, the longer your handheld takes to scramble (and unscramble) the information. Also, applications that use large files, such as Palm® Media, take a long time to encrypt. In these cases, consider the trade-off between security and convenience.

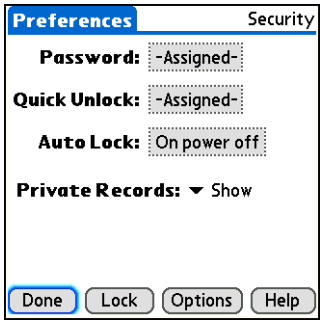
1

Open Security:

a. **Go to Applications**, and then select Prefs .

b. Select Security.

↘ Continued



2 Open the Encrypt Data dialog box:

a. Select Options.

b. If necessary, enter your password, and then select OK.

c. Check the Encrypt data when locked box.

d. Select Choose Applications.

3 Select the applications you want to encrypt, and then select OK.

↘ Continued

Tip
Synchronize your handheld with your computer frequently to prevent loss of information if intrusion protection is triggered.

Did You Know?
Incorrect Quick Unlock attempts are not included in the intrusion protection counter.

4 **[&] OPTIONAL** To encrypt only the **private entries** in the applications you selected, check the Encrypt private records only box.

5 Select OK, and then select Done.

Done

Limiting the number of password attempts

You can set the number of incorrect password attempts that are allowed before selected information is deleted from your handheld. This feature, called intrusion protection, protects sensitive information from an intruder who uses an automated means to try every possible combination until the password is found. Use intrusion protection if you keep highly confidential information on your handheld.

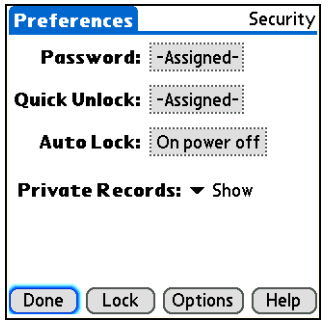
[!] IMPORTANT If you limit the number of password attempts, be sure to use Quick Unlock to prevent accidental password attempts while your handheld is in a purse or pocket.

1

Open Security:

a. **Go to Applications**, and then select Prefs.

b. Select Security.



2

Set the number of password attempts:

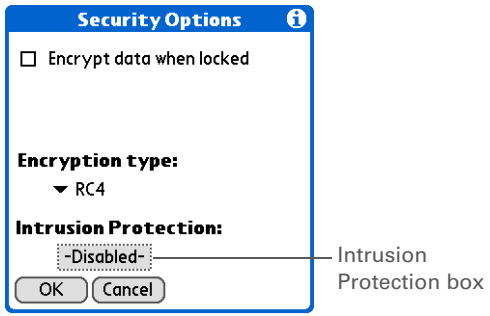
a. Select Options.

b. If necessary, enter your password, and then select OK.

c. Select the Intrusion Protection box.

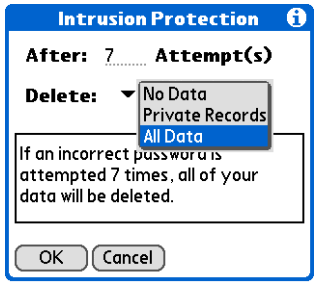
d. Enter the number of password attempts that are allowed before selected information on your handheld is deleted.

↘ Continued



Tip
The number of password attempts must be between 5 and 99.

3 Select the information that is deleted after the set number of failed attempts:



a. Select the Delete pick list and select one of these options:

No Data No information is deleted after the set number of failed attempts.

Private Records All entries **marked private** are deleted after the set number of failed attempts.

All Data All information you entered and all applications you installed on your handheld are deleted after the set number of failed attempts.

b. Select OK.

4 Select OK two more times, and then select Done.

Done

Tips & Tricks
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palm.com/myT|X**.

Support
If you're having problems with private entries or anything else on your handheld, go to **www.palm.com/support**.

Related topics

Click a link below to learn about these related topics:

Moving Around	• Opening applications • Using menus
Managing Info	Creating a backup of your information
Customizing	Entering your owner information in case your handheld is lost or stolen
Maintaining	Doing a hard reset
Common Questions	Answers to frequently asked questions about privacy

Using Categories to Organize Information

In this chapter

Adding a category

Renaming a category

Deleting a category

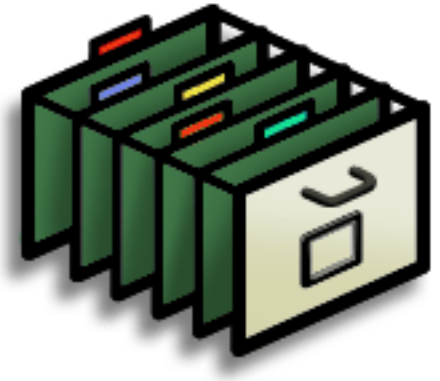
Placing information in a category

Viewing information by category

Related topics

If you're like most people, you use your handheld to manage your work life and your personal life. Yet these two areas contain so many details: your children's after-school activities, your conference schedule, your shopping list for the week, and entertainment.

Categories help you organize different aspects of your life, no matter how you choose to group them.



Benefits of categories

- Better organize your information
- Easily retrieve the information you need

Did You Know?
You can have up to 15 categories in an application.

Tip
Colors make it easy to find the info you need in Calendar.

Tip
Add a category in Contacts that contains all of your medical numbers for quick access.

Other useful categories in Contacts are Emergency, for fire, ambulance, and police; Children, for your children's school and friends; and Entertainment, for restaurants or theaters that you visit often.

Adding a category

You can add categories in many applications: Contacts, Expense, Memos, Note Pad, Tasks, and Media. (In Media, categories are called **albums**.) Place individual entries in these categories to easily get to a group of related items.

In addition to putting individual entries into a category, you can also put entire applications into categories. For instance, you may find it convenient to put Expense and Calculator into a category called Money.

1

Do one of the following:

- To add a category for individual entries in one of the applications above, **open that application**.
- To add a category for applications, **go to Applications**.

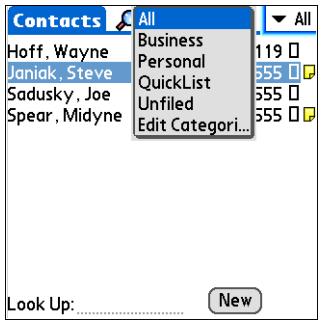
2

Add a new category:

a. Select the pick list in the upper-right corner, and then select Edit Categories.

b. Select New and enter the name of the new category.

c. Select OK, and then select OK again.



Done

Tip
If you want to combine items in different categories, rename one category to the other category name.

Did You Know?
Some categories, like All and Unfiled, come with your handheld and cannot be changed.

Renaming a category

1 Do one of the following:

- To rename a category within an application, **open that application**.
- To rename a category for applications, **go to Applications**.

2 Rename the category:

a. Select the pick list in the upper-right corner, and then select Edit Categories.

b. Select the name of the category you want to change, and then select Rename.

c. Enter a new category name, and then select OK.

d. Select OK again.

Done

Tip
In Expense, you can delete a category, including its contents, with the **Purge** command.

Tip
To display the category pick list in Calendar Day View, open the Options menu, select Display Options, tap Day, and then check the Show Category List box.

Deleting a category

If you delete a category, the items in that category will move to the Unfiled category.

1 Do one of the following:

- To delete a category within an application, **open that application**.
- To delete a category for applications, **go to Applications**.

2 Go to the Edit Categories dialog box:

Calendar Select an event, select Details, select the Category pick list, and then select Edit Categories.

All other applications Select the pick list in the upper-right corner, and then select Edit Categories.

3 Delete the category:

a. Select the name of the category you want to delete.

b. Select Delete.

c. Select Yes

d. Select OK.

Done

Tip
You can also enter new information into a category by opening the application, and then selecting the category from the upper-right corner. Select New and enter the information.

Placing information in a category

You can place individual entries into categories within an application. For example, you may want to place some of your contacts in a category called Medical.

You may also find it convenient to view applications in groups. You may want all of your games in one category and all of your multimedia applications in another. Then you can go right to the group of applications you need.

NOTE An entry or application cannot be placed in more than one category.

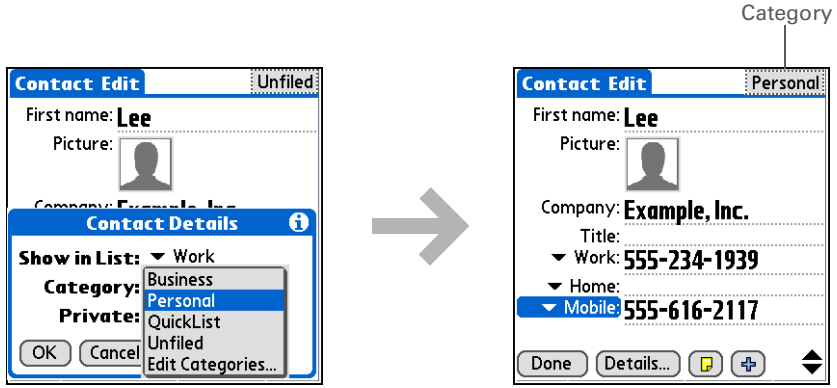
Placing an entry in a category

1	**Open an application** that contains a category option. In Calendar, go to Day View.
2	Open an entry.
3	In Note Pad only: skip to step 5.
4	Open the Details dialog box: **Contacts** Select Edit, and then select Details. **All other applications** Select Details. **Continued**

Tip
To place an entry in a different category, simply select a different category from the Category pick list.

5 Place the entry in a category:

a. Select a category from the Category pick list.



b. If necessary, select OK.

c. If necessary, select Done.

Done

Placing an application in a category

1 **Go to Applications**.

2 Open the Category dialog box:

a. **Open the menus**.

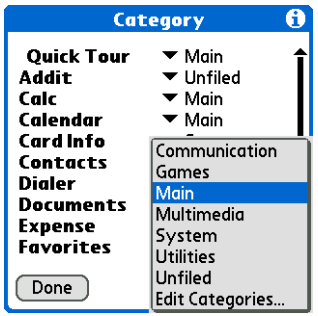
b. Select Category in the App menu.

3 Place the application in a category:

a. Select the pick list next to the application you want to place in a category.

b. Select a category, and then select Done.

Done



Tip
In Applications View, scroll through the categories by pressing Right or Left on the 5-way navigator. To view all of the applications on your handheld, select the All category.

Tip
Scroll through the categories in Contacts by repeatedly pressing the Contacts button.

Viewing information by category

1

Do one of the following:

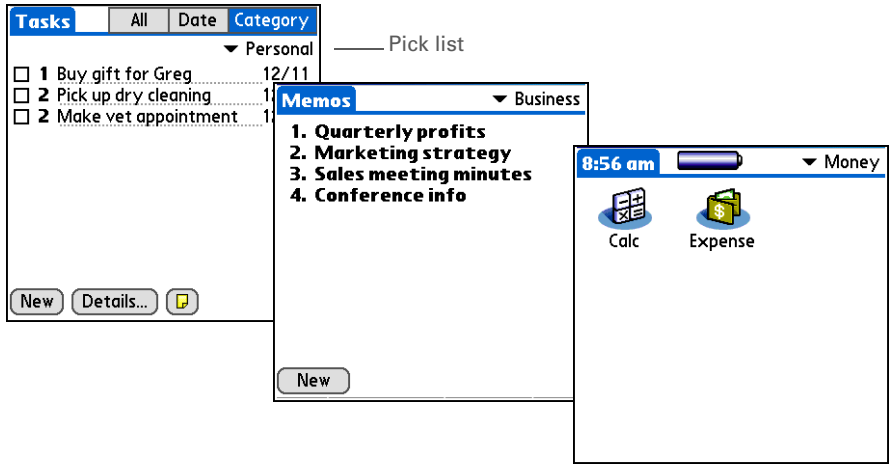
- To view entries by category, **open an application** that contains categories.
- To view applications by category, **go to Applications**.

2

Display the category you want to view:

Calendar Select **Show Category List**, and then select the category you want to view from the pick list.

All other applications Select the category you want to view from the pick list in the upper-right corner.



Done

Tips & Tricks
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palm.com/myT|X**.

Support
If you're having problems with categories or anything else on your handheld, go to **www.palm.com/support**.

Related topics

Click a link below to learn about these related topics:

Moving Around	• Opening applications
	• Using menus
Calendar	Color-coding your events in Calendar
Media	Organizing photos or videos into albums
Sharing	Beaming a category to another Palm Powered™ handheld

Managing Clock Settings

In this chapter

Checking the current date and time

Setting the primary location

Choosing secondary locations for other time zones

Modifying the locations list

Setting the alarm clock

Changing the clock display

Related topics

Forget your watch? Or just forget to reset it when you landed in Toronto? Neither matters, as long as you have your handheld. Not only can you rely on it for the correct time, but you can even set an alarm so you don't miss that early flight back home.

Benefits of World Clock

- Always have the correct time, no matter where you are
- No need to carry a separate alarm clock

» Key Term
Primary location
Typically a city in the time zone in which you live.

Checking the current date and time

You can easily check the current date and time:

- The System Info icon on the **status bar** shows the current time. Tap the System Info icon to see the current date.
- **Go to Applications** and select World Clock.
- Press Calendar, and then select the Agenda View icon.

Setting the primary location

In World Clock, you can set the location, date, and time for a primary location. The settings for this primary location are used by all of the applications on your handheld.

1 **Go to Applications** and select World Clock.

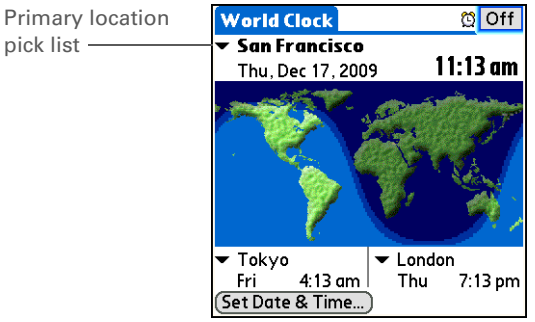
2 Select the primary location:

a. Select the primary location pick list.

b. Select the location you want to be the primary location.

If you need more choices, **modify the locations list**.

Done



Did You Know?
When the Daylight Savings settings are active, the time changes according to the rule for the primary location. For example, in North America, the time changes at 2:00 a.m.; in Europe, it changes at 1:00 a.m.

Setting the date and time for the primary location

You can **set the date and time in Preferences**, as you did during the initial setup of your handheld, or in World Clock. When you change the date and time in one application, it is automatically changed in the other.

1 **Go to Applications** and select World Clock .

2 Select Set Date & Time.

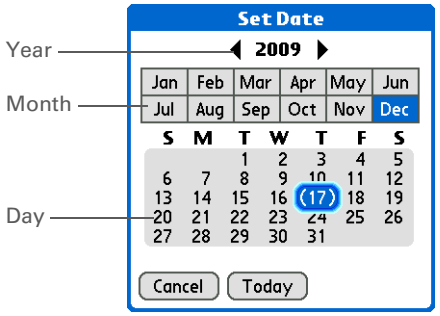
3 Set the date:

a. Select the Set Date box.

b. Select the arrows to select the current year.

c. Select the current month.

d. Select the current day.



↘ Continued

Tip

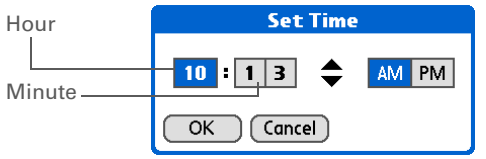
Selecting a time zone when creating a new event in Calendar allows you to travel and have your events automatically adjust to the time zone in your new location. **Time zones in Calendar** work only if you are synchronizing with Outlook or Exchange ActiveSync.

4 Set the time:

a. Select the Set Time box.

b. Select the hour and minute boxes, and then select the arrows to change them.

c. Select AM or PM, and then select OK.



5 Select Done.

Done

Tip
If you have friends, family, or colleagues in another time zone, select a city in their zone as your secondary location. When you need to contact them, you can easily check to see what time it is where they are.

Choosing secondary locations for other time zones

Set World Clock to display the date and time for two other locations.

1 **Go to Applications** and select World Clock .

2 Select the pick list next to one of the secondary locations.

3 Select the location you want to use as the new secondary location.

If you need more choices, **modify the locations list**.

Done

Tip
If you know what you're looking for in a long pick list, use **Graffiti® 2 writing** to find it faster. Enter the first letter of the word, and then locate your item.

Modifying the locations list

You can edit the locations list so that the locations you use most often are easy to find.

Adding new locations

1 **Go to Applications** and select World Clock .

2 Open the Edit List dialog box:

a. Select a location pick list.

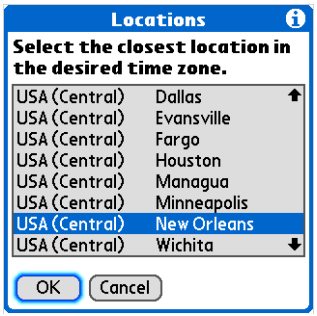
b. Select Edit List.

3 Add the new location:

a. Select Add.

b. Scroll through the list to select a location that is in the same time zone as the city you want to add.

c. Select OK.



↘ Continued

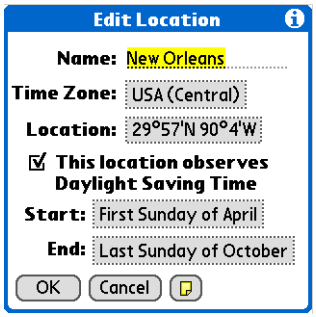
4 **[&] OPTIONAL** Select each setting you want to change.

Name Enter the name of the location.

Time Zone Select the time zone for the location.

Daylight Saving Time box Check for your handheld to automatically adjust the date and time for Daylight Saving Time in this location.

Start and End dates Select the boxes to change the start and end dates of Daylight Saving Time, if necessary.



5 Select OK, and then select Done.

Done

Deleting a location

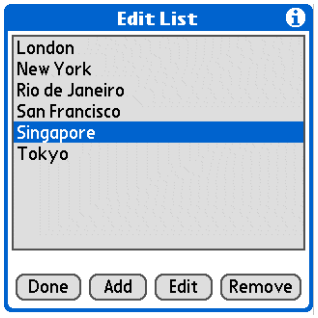
1 **Go to Applications** and select World Clock .

2 Select the location you want to delete:

a. Select a location pick list.

b. Select Edit List.

c. Select a location, and then select Remove.



3 Select OK, and then select Done.

Done

Did You Know?
Use World Clock to set an alarm within the next 24 hours. **Set alarms outside of this time frame** in Calendar.

Did You Know?
Remember to put your handheld on local time. If you travel from San Francisco to London, make London your primary location so that all your alarms ring on time, instead of eight hours late.

Tip
Set an alarm while you're working to remind you when to leave to get to your appointment on time.

Setting the alarm clock

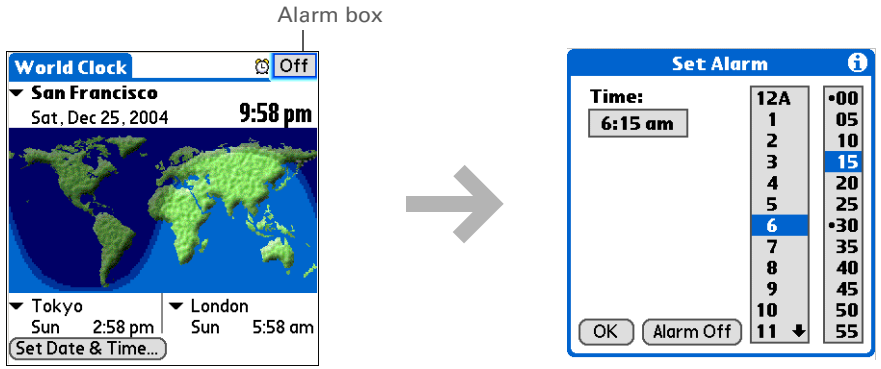
1 **Go to Applications** and select World Clock .

2 Set the alarm:

a. Select the Alarm box.

b. Select the time columns to set the hour and minute, and then select OK.

NOTE Alarms set in World Clock use the time set for the primary location.



Continued

Tip
To turn off an alarm before it sounds, select the Alarm box, and then select Alarm Off.

3

[&] OPTIONAL Select the alarm sound and volume:

a. **Open the menus**.

b. Select Options, and then select Alarm Preferences.

c. Select the pick lists to select the alarm sound and volume.

NOTE This volume setting does not affect the other sounds on your handheld, including the alarms you set in Calendar. You can **change the volume of these other sounds** in Preferences.

d. Select OK.

Done

Responding to the alarm clock

When the World Clock alarm sounds, select one of these three options:

OK Cancel the reminder message and return to the current screen.

Snooze Close the alarm reminder message and return to the current screen. The message appears again in five minutes. In the meantime, an indicator blinks in the upper-left corner of the screen to remind you of the upcoming alarm.

Go To Cancel the reminder message and open World Clock.

Changing the clock display

1. **Go to Applications** and select World Clock .

2. Open the Display Options dialog box:

   a. **Open the menus**.

   b. Select Options, and then select Display Options.

3. Select any of the following options, and then select OK:

   Show Multiple Locations Display the secondary locations. Uncheck it to display only the primary location.

   Show Date Display the date in World Clock.

Done

Tips & Tricks
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palm.com/myT|X**.

Support
If you're having problems with World Clock or anything else on your handheld, go to **www.palm.com/support**.

Related topics

Click a link below to learn about these related topics:

Moving Around	• Opening applications
	• Using menus
Calendar	Setting an alarm outside of the next 24 hours
Customizing	Changing the volume of other system sounds

Customizing Your Handheld

In this chapter

Customizing Favorites View

Customizing Applications View

Making the screen easier to read

Assigning a button to your frequently used applications

Setting the date and time

Customizing the way you enter information

Selecting sound settings

Entering your owner information

Conserving battery power

Connecting your handheld to other handhelds

Customizing network settings

Setting up a VPN

Related topics

Although customizing your handheld is optional, it's like changing the preset radio stations in your car. Since you're probably not driving around with the dealer's preset radio stations, why not personalize your handheld, too?

You can easily customize the sound levels, fonts, and screen colors on your handheld by using preferences and menus. Or customize the buttons to open your most important applications with one press. Preference settings can even help extend the life of your handheld's battery.

Benefits of customizing

- Access applications quickly
- Conserve power
- Enjoy your handheld more
- Make your screen easy to read

Customizing Favorites View

You can personalize Favorites View by changing the background image to your favorite photo. You can also change the entries to those you use most often.

Changing the background photo in Favorites View

Use your favorite photo as the background in Favorites View.

1 Go to Favorites.

2 Open the Display Options dialog box:

a. Open the menus.

b. Select Options, and then select Display Options.

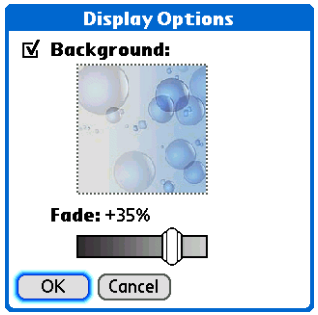
3 Select a photo for the background:

a. Check the Background box.

b. Select the picture box.

c. Select a picture.

d. Select Done.



↘ Continued

Did You Know?
You can move a favorite to a different location on the Favorites list by opening the Favorite menu and then selecting Rearrange Favorites. Drag the favorite you want to the new location.

4 Adjust the fade setting so that the text is easy to read against the photo, and select OK.

Done

Changing entries in Favorites

Change the entries in the Favorites View to include the applications or web links you use most often.

1 Go to Favorites.

2 Open the Edit Favorites dialog box:

a. Highlight the favorite you want to change.

b. Open the menus.

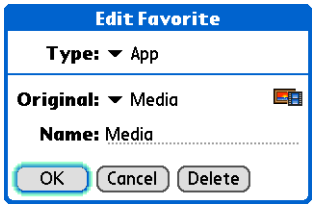
c. Select Edit Favorites.

3

Change the favorite:

a. Select the favorite type from the Type pick list: App (application) or Web Link.

b. Select the application from the Original pick list or tap to enter the web address you want.



c. Enter a name for your new favorite.

d. Select OK.

Done

Customizing Applications View

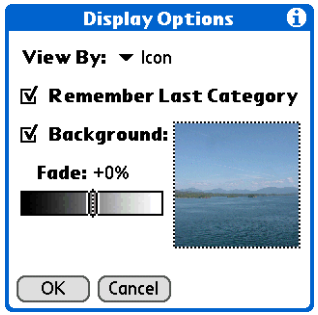
Use your favorite photo as the background in Applications View. You can also display your application icons in list format with small icons so that you can see more applications without scrolling.

1 **Go to Applications**.

2 Open the Display Options dialog box:

a. **Open the menus**.

b. Select Options, and then select Display Options.



3 Select the View By pick list and select List or Icon as the display format.

4 If you want the last category you viewed to reappear the next time you go to Applications, check the Remember Last Category box.

↘ Continued

5 Select a photo for the background:

a. Check the Background box.

b. Select the picture box.

c. Select a picture.

d. Select Done.

e. Adjust the fade setting so that the text is easy to read against the photo.

f. Select OK.

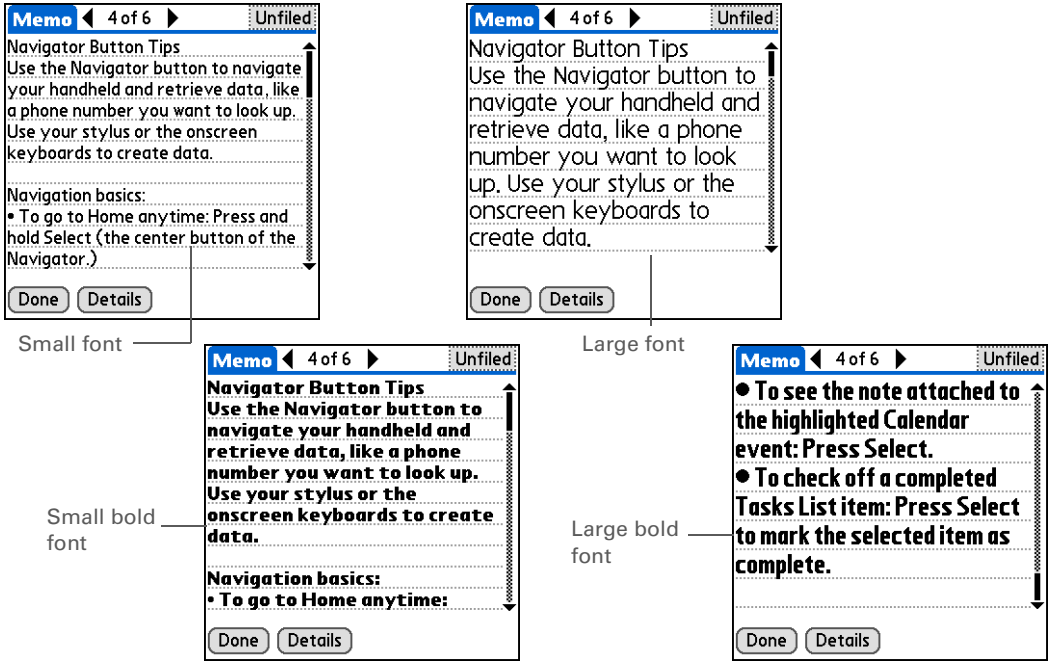
Done

Making the screen easier to read

In many applications, you can change the font style to make text easier to read. There are four font styles available.

In certain lighting conditions, you may also need to adjust the brightness to read the information on the screen.

Changing the screen fonts



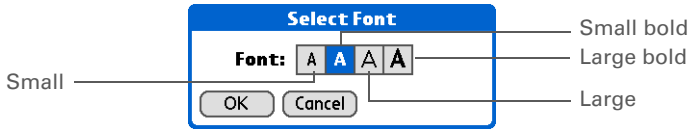
1. **Open an application**, such as Contacts or Calendar. Not all applications have this option.

2. Open the Select Font dialog box:

   a. **Open the menus**.

   b. Select Options, and then select Font.

3. Select the font style you want to use, and then select OK.



Done

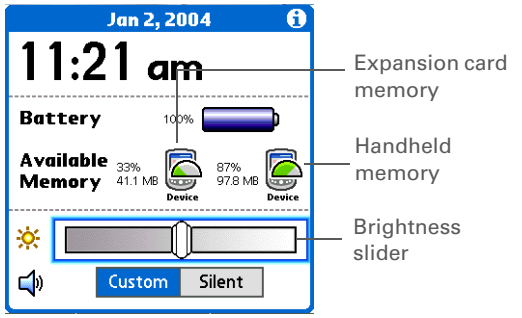
Did You Know?

If you have an expansion card inserted into your handheld's expansion card slot, the System info screen shows the available memory for both your handheld and the card.

Adjusting the brightness

1 Tap System info 12:55, which shows the current time, on the status bar.

2 Drag the slider to adjust the brightness level, and then tap outside the dialog box.



Done

Changing screen colors

Choose a new set of text and background colors for all your applications.

1 Open Color Theme Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Color Theme.

2 Select a theme, and then select Done.

Done

Changing handedness orientation of the screen

The Handedness preferences enable you to select right-hand or left-hand orientation when you rotate the screen into landscape mode.

1

Open Handedness Preferences:

a. **Go to Applications**.

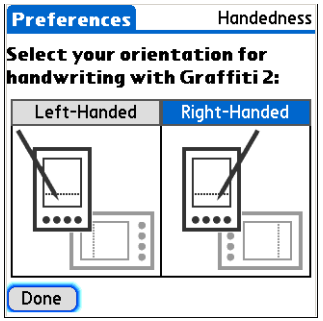
b. Select Prefs .

c. Select Handedness.

2

Select your orientation, and then select Done.

Done



Tip
To restore all the buttons to the original Palm settings, select Default.

Did You Know?
You can assign input area icons to different applications also. Tap and hold the input area icon and select an application from the dialog box.

Assigning a button to your frequently used applications

Tired of going to Applications View to open an application you use frequently? Use the Buttons Preferences screen to reassign the applications associated with the buttons on the front of your handheld and the sync button.

For example, if you use Documents often, you can assign Documents to a button so that you don't have to scroll through Applications View whenever you want to use that application.

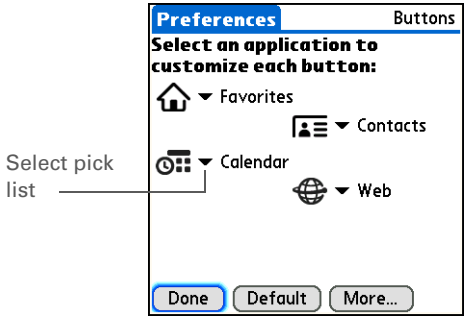
1

Open Buttons Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Buttons.



2

Select the pick list next to the button you want to reassign, and select the application that you want to assign to that button.

Continued

» **Key Term**

Full-screen pen stroke A stroke that is drawn from the bottom of the input area to the top of the screen. You can use this stroke as a quick way to do a selected task, such as opening the Graffiti® 2 Help screen.

✱ **Tip**

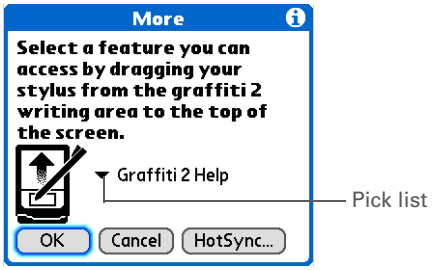
If you have purchased an external modem accessory (sold separately), you can also assign the sync button on the modem by selecting the second pick list.

3 Assign the full-screen pen stroke:

a. Select More.

b. Select the pick list and select the action you want to assign to the full-screen pen stroke.

c. Select OK.

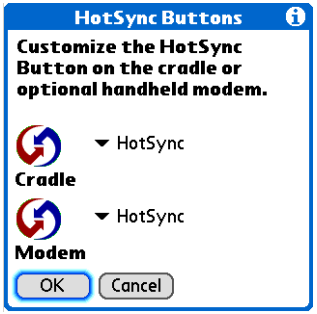


4 Assign the sync button:

a. Select HotSync.

b. Select the pick list next to the icon labeled Cradle and select the application you want to assign to the button.

c. Select OK.



5 Select Done.

Done

Did You Know?
The location you select also appears as the primary location in **World Clock**.

Setting the date and time

You can set the date, time, and location for all the applications on your handheld that require this information. You can also select the format in which the date, time, and numbers appear.

Selecting a location

You can set the current date and time based on your location. When you travel to a new time zone, change the Location setting to quickly reset the date and time. Your appointments stay at the time you entered them—no adjustments for time zones. So always enter your schedule based on the time zone you will be in on the day of the event.

1 Open Date & Time Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Date & Time.

Continued

Tip
You can rename the location to the city where you live. Select the Name field, and then modify the location name.

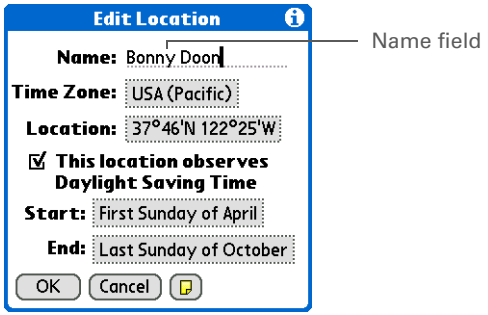
Tip
If you are synchronizing with Outlook on your computer, you can also **select a time zone** when creating a new event in Calendar.

Tip
When creating a new location, you can add a note with more information.

2 Select the location:

a. Select the Location pick list, and select a city in your time zone. If you found a city in the list, go to step 3.

No nearby city? Select Edit List, and do steps b through e.



b. Select Add.

c. Select a city in your time zone, and then select OK.

d. Select OK again, and then select Done.

e. Select the Location pick list, and select the city you just added.

3 Select Done.

Done

Resetting the date and time

In most cases you won't need to reset the date and time. However, you may need to do this if you do a hard reset on your handheld.

1

Open Date & Time Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Date & Time.

2

Select the location.

↘ Continued

3

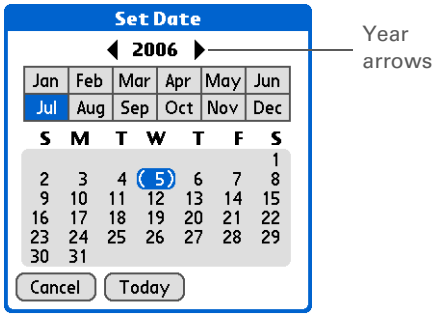
Set the date:

a. Select the Set Date box.

b. Select the arrows to select the current year.

c. Select the current month.

d. Select the current date.

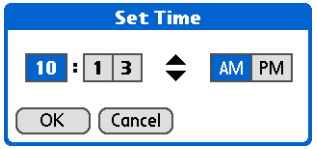


4

Set the time:

a. Select the Set Time box.

b. Select the hour and minute boxes, and then select the arrows to change them.



c. Select AM or PM, and then select OK.

NOTE If you're using a 24-hour clock format, you won't see the AM and PM options.

5

Select Done.

Done

Selecting formats for dates, times, and numbers

Would you rather see the time displayed in a 24-hour format, or dates that begin with the month or year? Use the Formats Preferences screen to change these settings and to apply them to all the applications on your handheld.

You can quickly choose the preset formats 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, time is expressed using a 12-hour clock with an AM or PM suffix. You can use the original preset formats or change them based on your personal preferences.

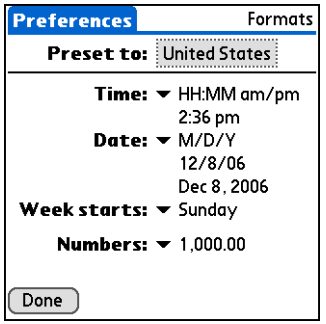
1 Open Formats Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Formats.

↘ Continued



Tip

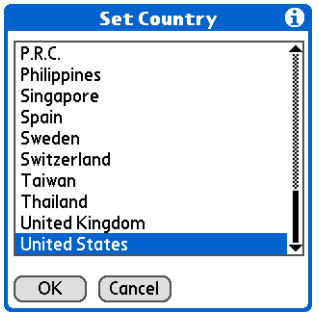
The country setting changes only the way the date and time look. It doesn't change your handheld's time to that country's time. To do that, go to **Date & Time Preferences** or to **World Clock**.

2 Select a country:

a. Select the Preset to box to open the Set Country dialog box.

b. Select a country.

c. Select OK.



3 **[&] OPTIONAL** Customize any of the following preset formats:

Time Controls whether the time is displayed in 12-hour or 24-hour format and which symbol separates the numbers.

Date Controls the sequence in which the day, month, and year appear and which symbol separates the segments.

Week starts Controls whether applications treat Sunday or Monday as the first day of the week.

Numbers Controls the decimal and thousands separator symbols.

4 Select Done.

Done

Did You Know?
You can change the input area anytime by tapping and holding Input on the **status bar**.

Customizing the way you enter information

Your handheld lets you choose how you enter information. You can choose the input area—the area where you write Graffiti® 2 characters—choose Graffiti 2 strokes, and create ShortCuts to make entering information faster.

Customizing the input area

You can configure your input area with preferences for keyboards or for Graffiti® 2 writing. You can also choose to see your strokes as you write.

1

Open Input Preferences:

a. **Go to Applications**.

b. Select Prefs .

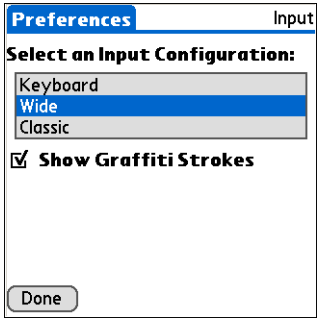
c. Select Input.

2

Select the type of input area you want:

- **Keyboard**
- **Wide**
- **Classic**

↘ Continued



Tip

Right after you write a character, your handheld interprets a quick tap on the screen as a period character. If you want to tap a button, either wait a few seconds or tap the Full-screen writing icon on the **status bar**.

3

[&] OPTIONAL Uncheck the Show Graffiti Strokes box if you don't want to have the Graffiti strokes shown as you write a character in the input area.

Done

Customizing Graffiti® 2 strokes

There is more than one way to write certain Graffiti 2 characters. Use the Graffiti 2 Preferences screen to select an alternate stroke shape for these characters.

1

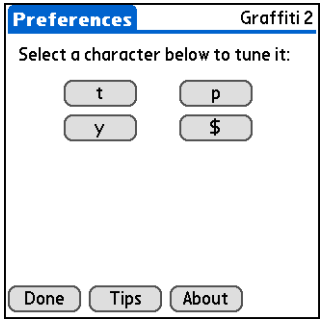
Open Graffiti 2 Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Graffiti 2.

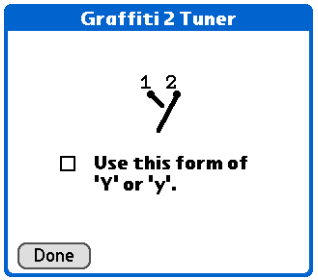
Continued



2 Select alternate strokes:

a. Tap a character to view its alternate stroke.

b. Check the box to use the alternate stroke, and then select Done.



3 Repeat step 2 for each stroke you want to reassign, and then select Done.

Done

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.

Tip
To learn how to use ShortCuts while entering information, see **Writing a Graffiti 2 ShortCut**.

Tip
The ShortCut Text can be 45 characters long. That's long enough for a name whose spelling you always forget or a complex email address.

Did You Know?
Your ShortCuts are backed up on your computer when you synchronize.

Setting up a ShortCut

Are you looking for a quicker way to enter information on your handheld? Use ShortCuts to define abbreviations for any words, letters, or numbers that you enter often. You can use your ShortCuts anywhere you enter info with Graffiti 2 writing.

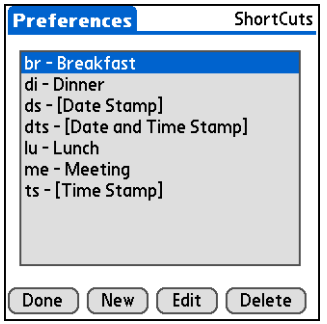
1

Open ShortCuts Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select ShortCuts.



2

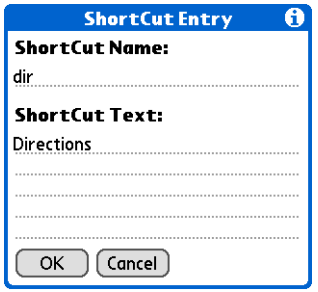
Create a ShortCut:

a. Select New.

b. On the ShortCut Name line, enter the abbreviation.

c. On the ShortCut Text line(s), enter the text you want to insert when you write the abbreviation.

d. Select OK, and then select Done.



Done

Tip
To delete a ShortCut, open ShortCuts Preferences and select the ShortCut. Select Delete, select Yes, and then select Done.

Changing a ShortCut

After you create a ShortCut, you can modify it at any time.

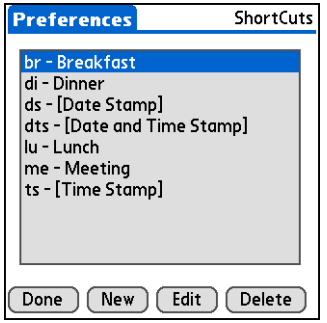
1

Open ShortCuts Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Shortcuts.



2

Edit the ShortCut:

a. Select the ShortCut you want to change.

b. Select Edit.

c. Make your changes.

d. Select OK, and then select Done.

Done

» Key Term

Touchscreen Another name for your handheld's screen and the internal circuitry that enables it to respond appropriately to taps.

✱ Tip

If your screen is not responding to taps, use the 5-way navigator to open Touchscreen Preferences.

» Key Term

Calibration The process of aligning your handheld's touch-sensitive screen so that when you tap an element on the screen, your handheld detects exactly what you want it to do.

Correcting problems with tapping

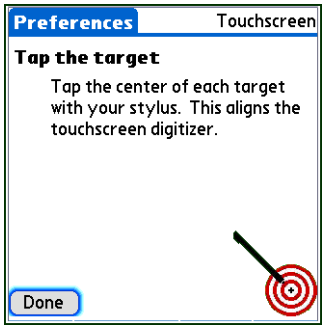
Is your screen not responding to taps? Are you getting unexpected results when you tap? For example, when you tap the number keyboard icon, does the Bluetooth® dialog box open instead? If this happens, it's time to align the screen.

1 Open Touchscreen Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Touchscreen.



2 Tap the targets on the screen as precisely as possible, and then select Done.

NOTE You need to tap at least three targets—maybe more if you don't tap carefully.

↓ **Done**

Tip
You can choose different types of sounds for Calendar, Tasks, and World Clock. Go to the application, **open the Options menu**, and then select Preferences.

Did You Know?
When you connect headphones 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 headphones.

Selecting sound settings

Are sounds too soft or too loud? Set the volume levels for the system, game, and alarm tones, or turn sounds off altogether with the Silent profile.

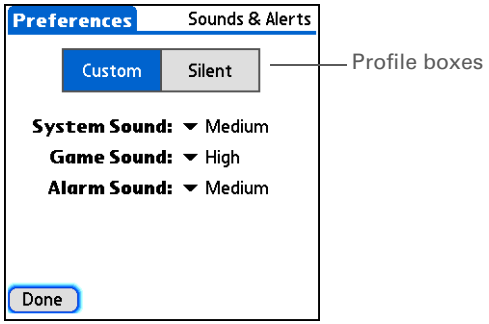
1

Open Sounds & Alerts Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Sounds & Alerts.



2

Select Custom or Silent.

3

If you selected Silent in step 2, select Done.

If you selected Custom in step 2, select the System Sound, Game Sound, and Alarm Sound pick lists and select the volume level for each sound; then select Done.

Done

Tip
In addition to entering owner information, you can **assign a name to your handheld for Bluetooth® communication**.

Did You Know?
If you **use Security Preferences** to turn off and lock your handheld with a password, your owner info appears when you select the Owner button the next time you turn on your handheld.

Tip
If you assigned a password in Security Preferences, you must select Unlock and enter your password to change your owner info.

Entering your owner information

It's a good idea to enter information that could help someone contact you if you ever lose your handheld (if there's enough battery power to turn it on). By default, the Owner Preferences screen contains the information you entered when you installed the software installation CD and set up your handheld, but you can update or add to this information. Owner information does not include your username or passwords.

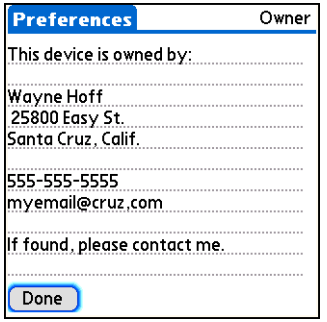
1

Open Owner Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Owner.



2

Modify or enter the text, and then select Done.

Done

Tip
When Keylock is on, your handheld does not respond when you press the quick buttons. To use your handheld again, press the power button, and then select Deactivate Keylock.

Conserving battery power

You can save battery power by preventing your handheld from turning on accidentally and by adjusting the Power Preferences settings.

NOTE The memory on your handheld is designed to store your information even if the battery becomes drained to the point that you cannot turn on your handheld. When you recharge your handheld, all of your existing information reappears.

Preventing your handheld from turning on by accident

Does your handheld turn itself on accidentally in your briefcase, pocket, or purse? You can lock the buttons on the front of your handheld to prevent this from happening and to prevent the battery from draining.

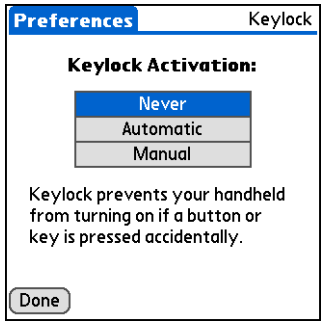
1 Open Keylock Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Keylock.

Continued



2 Select one of these settings, and then select Done.

Never Keylock always remains off.

Automatic Keylock turns on automatically when you turn off your handheld or when your handheld goes to sleep.

Manual Keylock turns on when you press and hold the power button until the system sound confirms that Keylock is on.

Done

Selecting power-saving settings

The Power Preferences screen enables you to set power consumption options.

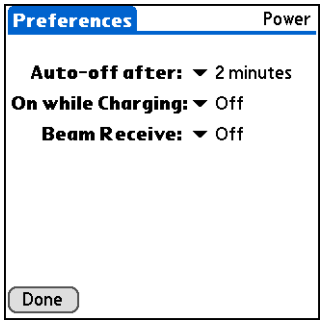
1 Open Power Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Power.

Continued



» **Key Term**
ISP Acronym for Internet service provider. This is the service you use to connect to the Internet, such as AOL, CompuServe, or Earthlink.

+ **Did You Know?**
You cannot rename or delete the preset connection settings.

2 Select the pick lists to change any of the following settings, and then select Done.

Auto-off after Select how quickly your handheld automatically turns off after a period of inactivity: 30 seconds, 1 minute, 2 minutes, or 3 minutes.

On while charging Select whether your handheld stays on continuously when it is connected to the AC charger. When this option is off, you can still turn on your handheld to view your info while your handheld charges, but it turns off automatically after a period of inactivity.

Beam Receive Select whether you can receive beamed information on your handheld. Turn this setting on to receive beamed info, or turn it off to prevent receiving beamed info.

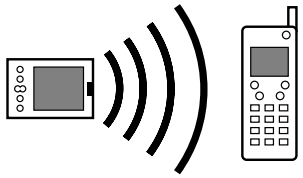
Done

Connecting your handheld to other handhelds

NOTE You do not need to use Connection Preferences if you are using the built-in Bluetooth wireless technology to connect your handheld to another handheld or using the Wi-Fi functionality to connect your handheld to a Wi-Fi network. See the **Bluetooth** and **Wi-Fi** chapters for connection setup instructions. Use Connection Preferences for other connection types.

Connection Preferences let you connect your handheld to other handhelds. You can use preset connection settings, modify the preset settings, or create your own connection settings from scratch. The list of preset connections varies depending on the applications you've added to your handheld.

For example, you can create a connection between the IR port of your handheld and a modem so that you can dial in to your ISP or corporate network. The modem can be attached to or within a mobile phone or other handheld containing an IR port. (Some infrared phones can act as modems. To set up a phone connection, you must have a GSM or GPRS mobile phone enabled with data services and a driver for your phone. Check **www.Palm.com** for available phone drivers or contact the phone manufacturer.)



Changing the preset connection settings

The following steps show you how to adjust the communication speed in the preset IR to a PC/Handheld connection setting. You can similarly edit other connections or settings.

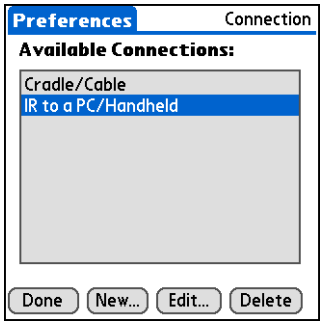
1 Open Connection Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Connection.

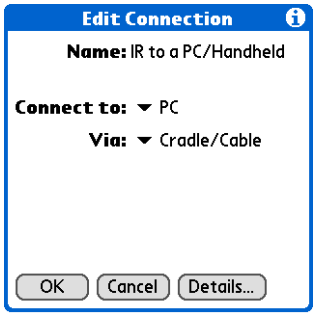
↘ **Continued**



2 Open the Edit Connection dialog box:

a. Select the IR to PC/handheld connection.

b. Select Edit.



3 Change the speed setting:

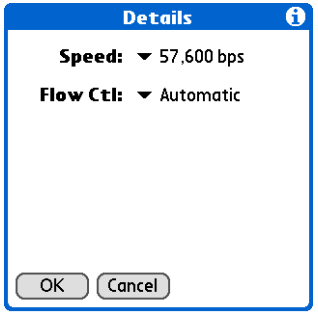
a. Select Details.

b. Select the Speed pick list and select the appropriate speed.

c. Select OK.

d. Select OK again, and then select Done.

Done



Tip
To delete a connection that you created, select it on the Connection Preferences screen, and then select Delete.

Creating your own connection settings

If none of the preset connection settings are close to what you need, or if you're already using all the connections as they are, you can create a new connection.

NOTE See the **Bluetooth** and **Wi-Fi** chapters for instructions on setting up a new connection using the built-in Bluetooth wireless technology or Wi-Fi functionality on your handheld.

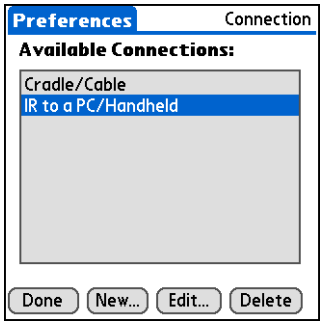
1 Open Connection Preferences:

a. **Go to Applications**.

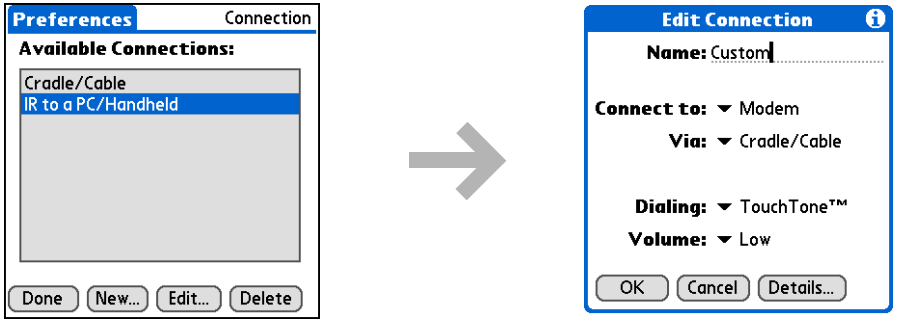
b. Select Prefs .

c. Select Connection.

Continued



2 From the Connection Preferences screen, select New.



↘ Continued

3 Enter the basic settings:

Name Enter a name for your connection settings. This name will appear on the Connection Preferences screen so that you can select your connection later.

Connect to Select the type of handheld you want to connect to: PC, Modem, or Local Area Network.

Via Select the method you want to use to connect to the handheld you selected: Bluetooth—the Bluetooth radio on your handheld; Cradle/Cable—the USB sync cable that came with your handheld; Infrared—the IR port on your handheld.

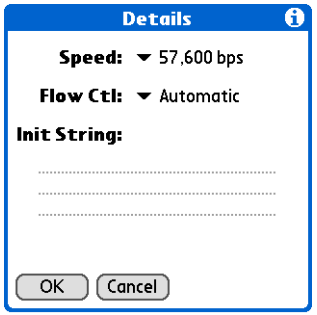
NOTE The Dialing and Volume settings won't appear unless you select Modem as the Connect to setting.

Dialing Select whether your modem uses TouchTone™ or Rotary dialing.

Volume Select the volume level for your modem's speaker: Off, Low, Medium, or High.

Continued

4 Enter the details settings:



a. Select Details.

b. Select the Speed pick list and select the appropriate speed.

c. Select the Flow Ctl pick list and select whether the connection uses flow control:

Automatic Your handheld determines when to use flow control.

On Flow control is always on.

Off Flow control is always off.

d. For a modem connection, enter the initialization string.

e. Select OK.

5 Select OK, and then select Done.

Done

Tip
If your phone doesn't appear on the list, you need to **enter the phone settings for your phone** onto your handheld.

Connecting your handheld to a mobile phone

NOTE You do not need to use Phone Preferences if you are using the built-in Bluetooth wireless technology to connect your handheld to a mobile phone enabled with Bluetooth technology. See the **Bluetooth** chapter for connection setup instructions.

Phone Preferences let you configure your handheld to exchange messages and dial phone numbers when your handheld is connected to a GSM mobile phone (sold separately). The GSM mobile phone account must also include data services.

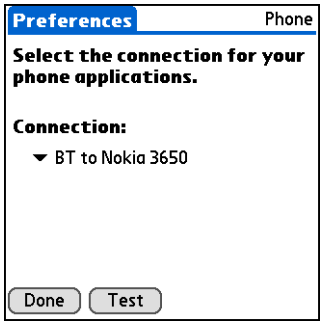
1

Open Phone Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Phone.



2

Select the connection:

a. Select the Connection pick list and select your mobile phone from the list.

b. Select Test to make sure the settings work with your phone.

c. Select Done.

Done

[!] Before You Begin

You need the following:

- A mobile phone with a Bluetooth radio or an IR port (sold separately)
- A wireless service provider account that includes high-speed data services or that supports dial-up connections (additional fees may apply)
- An ISP account or a corporate remote access account (additional fees may apply)
- Connection Preferences settings for your mobile phone enabled with IR or Bluetooth wireless technology

Customizing network settings

Your handheld includes software that lets you connect your handheld to your Internet service provider (ISP) or to a dial-in (remote access) server using a mobile phone. After you configure your network settings, you can establish a connection either by using the menus from the Network Preferences screen or by using a third-party application.

Setting up a service profile

Service profiles store the network settings for your ISP or dial-in server. You can create, save, and reuse service profiles. You can create additional service profiles from scratch or by duplicating an existing profile and editing the information.

1

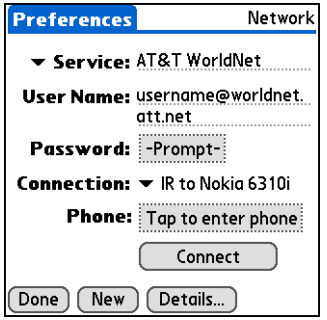
Open Network Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Network.

↘ Continued



Tip
Instead of creating a new profile, you can copy an existing profile and change the settings. Select the profile you want to copy, and then **open the Service menu** and select Duplicate.

Did You Know?
Most dial-in servers do not accept spaces in the username.

Tip
If you're concerned about security, don't enter a password. Just leave the word "Prompt" in the Password box and your handheld will ask you to enter a password each time you log in.

2

Enter the basic settings:

Service Select the Service pick list and select your ISP or your dial-in server type from the list. If your ISP or server type isn't on the list, select New and enter a name for the service profile.

User Name Enter your username. This is the part of your email address that's before the @ sign and it's the name that you use when you log in to your ISP or your dial-in server. This field can contain multiple lines of text, but only two lines appear onscreen.

Password Enter the password you use to log in to your ISP or dial-in server, and then select OK. The word "Assigned" appears in this box and you don't need to enter a password when you log in.

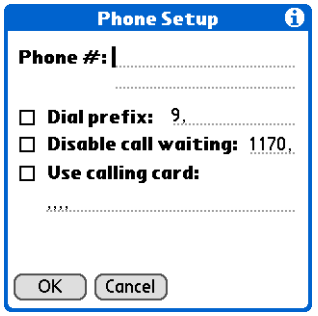
Connection Select the Connection pick list and select the method you want to use to connect to your ISP or to a dial-in server. See **Connecting your handheld to other handhelds** for info on creating and configuring connection settings.

3

If you're using a phone or modem connection, enter the phone settings:

a. Select the Phone box.

Continued



Tip
It's a good idea to add at least three commas before your calling card number to allow for the cue delay. Each comma delays transmission of your calling card number for two seconds.

Cont'd.

b. Enter any of the following settings, and then select OK:

Phone # Enter the phone number for your ISP or dial-in server.

Dial prefix Check the Dial prefix box, and then enter the 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.

Disable call waiting If your phone has Call Waiting, check the Disable call waiting box, and then enter the code to disable Call Waiting. Call Waiting can cause your session to end if you receive a call while you are connected. Contact your local phone company for the code that is appropriate for you.

Use calling card If you want to use your calling card when dialing your ISP or dial-in server, check the Use calling box to select it. Enter your calling card number on the Use calling card line.

[!] **IMPORTANT Because MCI works differently, enter the MCI calling card number in the Phone # field and the phone number in the Use calling card field.**

4

Select Done.

Done

Tip

To see expanded Service Connection Progress messages, press Down on the 5-way. To see more information, **open the Options menu** and select View Log.

Connecting to your service

After you set up your Connection and Network Preferences, establishing a connection to your ISP or your company's network (dial-in server) is easy.

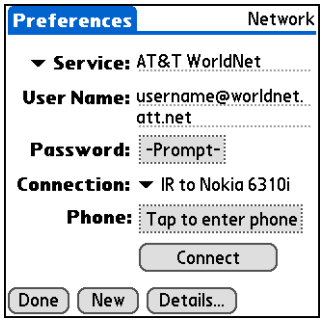
1

Open Network Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Network.



2

Make the connection:

a. Make sure the service profile you want to use appears in the Service field. If not, select it.

b. Select Connect.

3

End the connection when you've finished using it:

a. Select Disconnect.

b. Select Done.

Done

Adding details to a service profile

If you're using one of the predefined service profiles, you probably need to **enter only your username, password, and telephone number**. If you're creating a new service profile, you may need to use the Details dialog box to add more information to your service profile.

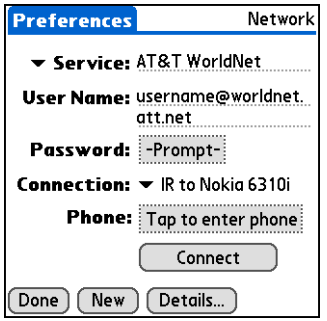
1

Open Network Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Network.



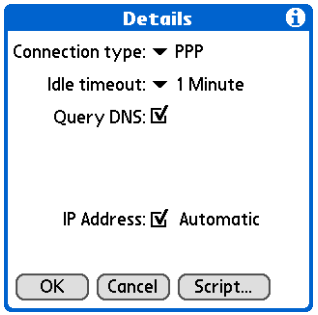
2

Open the Details dialog box:

a. Select the Service pick list and select the service you want to add details to.

b. Select Details.

↘ Continued



» Key Term

DNS Domain name system. The Internet uses this system to translate the names of host computers into IP addresses. A DNS number identifies the server that handles the translation.

Each IP address has four numbers (from 0 to 255) that are separated by periods.

» Key Term

IP Internet protocol. Everyone who logs in to the Internet needs a unique identifier (an IP address). Some networks dynamically assign a temporary IP address upon login while others assign a permanent IP address.

3 Adjust any of the following settings:

NOTE Ask your ISP or system administrator if you need information on any of these settings.

Connection type Select the pick list and choose the communication protocol for this service: PPP, SLIP, or CSLIP. Most email applications use the PPP or SLIP protocols.

Idle timeout Select the pick list and select how long your handheld waits before dropping the connection with your ISP or dial-in server when you switch out of an application that requires a connection: 1 Minute, 2 Minutes, 3 Minutes, or Never.

Query DNS Check the Query DNS box if you're not sure whether you need to enter DNS addresses. Many systems do not require that you enter DNS addresses. If you do need DNS addresses, uncheck the DNS box, tap the space to the left of each period in the Primary and Secondary DNS fields, and then enter the appropriate sections of each address.

IP Address Check the IP Address box to use a temporary IP address. Uncheck the IP Address box to enter a permanently assigned address.

4 Select OK, and then select Done.

Done

Deleting a service profile

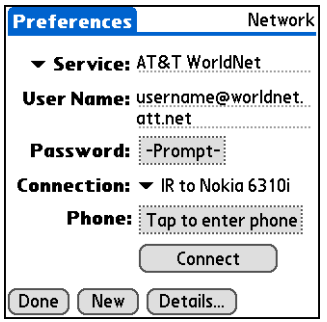
1

Open Network Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Network.



2

Delete the service you want to delete:

a. Select the Service pick list and select the service you want to delete.

b. **Open the menus**.

c. Select Delete in the Service menu.

d. Select OK, and then select Done.

Done

Tip

Windows You can also create login scripts with a text editor on your desktop computer. Create a file with the extension PNC, and then install the file on your handheld using Quick Install.

Did You Know?

Your login scripts can also use non-ASCII and literal characters.

Creating a login script

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 service profile created in Network Preferences.

A login script is something that you are likely to receive from your system administrator if you log in to the corporate servers from your handheld using a phone/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 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. If the command requires additional info, a field appears to the right of the command where you can enter the info.

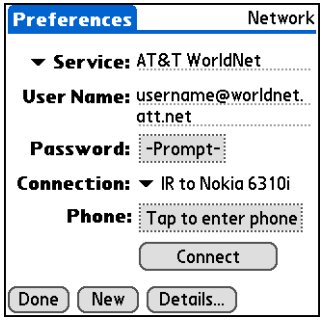
1 Open Network Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Network.

↘ Continued



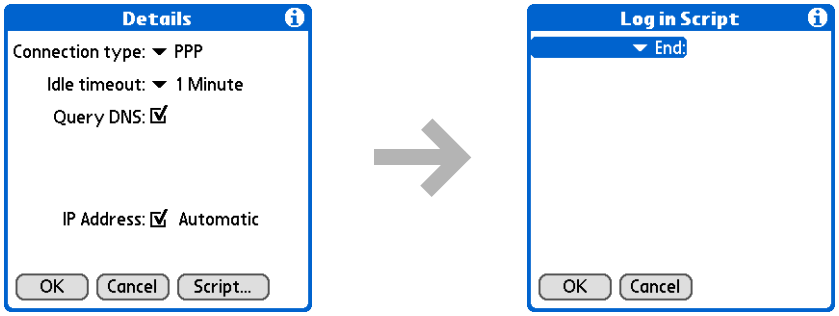
2

Open the Login Script dialog box:

a. Select the Service pick list and select the service you want to add a script to.

b. Select Details.

c. Select Script.



3

Select the End pick list and select one of the following commands from the list:

Wait For Tells your handheld to wait for specific characters from the 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 is a two-part command that is separated by a vertical bar (|) on the input line.

↘ Continued

Cont'd.

Send Transmits specific characters to the server that you're connecting to.

Send CR Transmits a carriage return or line feed (LF) character to the server.

Send User ID Transmits the User Name field from Network Preferences.

Send Password Transmits the Password field from Network Preferences. If you didn't 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 going to 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

Complete the script:

a. Repeat step 3 until the login script is complete.

b. Select OK, and then select OK again.

c. Select Done.

Done

Tip
For more info on creating plug-in applications, contact Developer Support at PalmSource.

Adding 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.

For example, you might use a plug-in application in the following situations:

- You need the login script to properly respond to different connection scenarios defined by the authentication server.
- You want to perform conditional tests and branching as part of the login process.

Plug-in applications have the following characteristics:

- Written in C language
- Compiled into a handheld 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 tools.

[!] Before You Begin

You must purchase and install a compatible VPN client onto your handheld. You also need the VPN settings from your corporate system administrator.

+ Did You Know?

Once you have installed and set up a VPN, you can connect or disconnect VPN from within the web browser.

Setting up a VPN

If you want to use your handheld to access your corporate email account or other files on your corporate server, you may need to set up a virtual private network (VPN) on your handheld. A VPN enables you to log in to your corporate server through the company's firewall (security layer). Without a VPN, you cannot pass through the firewall to gain access to the server. You need to set up a VPN to access a corporate server in either of the following situations:

- Your company's wireless local area network (LAN) is located outside the firewall.
- Your company's wireless LAN is located inside the firewall, but you are trying to access the network from outside the firewall (for example, from a public location or at home).

Check with your company's system administrator to see if a VPN is required to access the corporate network. If you need a VPN, you must either use the **Enterprise Software link** on the software installation CD to download and purchase a VPN client, or purchase and install a third-party VPN client, to use this feature.

Setting up a VPN account on your handheld

1

Open VPN Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select VPN.

2

Set up a VPN account on your handheld:

a. Select the Add Account box.

b. Follow the instructions to enter the settings provided by your corporate system administrator.

c. Select Done.

Done

Establishing a VPN connection

1 Open VPN Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select VPN.

2 Establish a VPN connection:

a. Select a VPN account from the VPN Account pick list.

b. Select Connect VPN.

c. If prompted, enter your VPN username and password.

Done

Ending a VPN connection

1 Open VPN Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select VPN.

2 Select Disconnect VPN.

Done

Tips & Tricks
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palm.com/myT|X**.

Support
If you're having problems with customization or with anything else on your handheld, go to **www.palm.com/support**.

Related topics

Click a link below to learn about these related topics:

Your Handheld	Locating the input area and other controls on your handheld
Moving Around	• Opening applications • Using menus
Entering Information	• Using Graffiti 2 writing to enter information • Using ShortCuts to quickly enter text phrases
Bluetooth	Customizing Bluetooth communication settings
Wi-Fi	Customizing Wi-Fi communication settings
Privacy	Keeping information private by locking your handheld with a password
Categories	Creating categories so you can organize your applications and information
World Clock	Viewing the date and time in other cities

Expanding Your Handheld

In this chapter

What type of expansion cards can I use?

How can expansion cards help me?

Removing an expansion card

Inserting an expansion card

Opening an application on an expansion card

Viewing card information

Renaming a card

Copying applications to an expansion card

Removing all information from a card

Related topics

A Chinese proverb says, “Life just gives you time and space; it's up to you to fill it.” But doesn’t it always seem that no matter how much space you have, you still need more?

Expansion cards (sold separately) provide a compact and limitless answer to the storage dilemma. When one card becomes full, simply use another card. To enjoy some aspects of your handheld, such as listening to music, you need to use expansion cards. Also use expansion cards to install and run cool games and other types of software, from dictionaries to travel guides, on your handheld.

Benefits of expansion cards

- Listen to music
- Back up info
- Add more games and other software
- Add accessories
- Store, carry, and exchange info

» **Key Term**
SDIO An acronym for Secure Digital input/output.

✱ **Tip**
Looking for a handy way to carry your expansion cards? You can purchase a variety of carrying cases. Visit **www.palm.com/myT|X** and click the Accessories link.

What type of expansion cards can I use?

Your handheld is compatible with SDIO, SD, and MultiMediaCard expansion cards. SDIO expansion cards let you add accessories to your handheld. SD and MultiMediaCard expansion cards let you store information and applications.

How can expansion cards help me?

Listen to music. Store songs on expansion cards and use the included **Pocket Tunes software** to listen to music on your handheld.

Back up info. Make a copy of your important information for safekeeping in case your handheld becomes damaged or is stolen.

Add games and other software. Purchase popular games, dictionaries, travel guides, and more. To check out the variety of expansion cards available for your handheld, visit **www.palm.com/myT|X** and click the Accessories link.

Add accessories. Attach SDIO accessories, such as a presentation module, to your handheld.

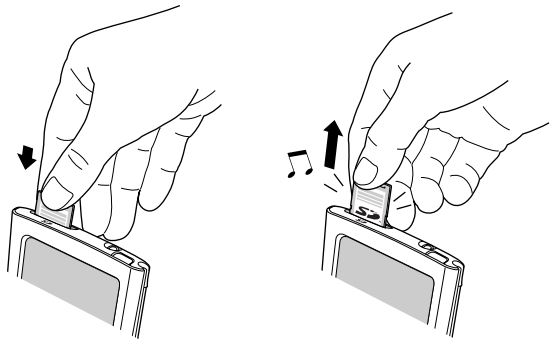
Store all your info. Never worry about running out of space on your handheld. Purchase as many expansion cards as you need to store your music, photos, videos, and other information. Expansion cards come in a variety of capacities, and they're very small, easy to store, and affordably priced.

Tip
To prevent damaging the card and the info on it, always wait for your handheld to finish writing to the expansion card before you remove the card from the slot.

Removing an expansion card

NOTE Your handheld comes with a dummy card inserted into the expansion card slot. You must remove this card before you can put a real card into the slot.

1 Push lightly down on the card with your thumb until you hear the confirmation tone.

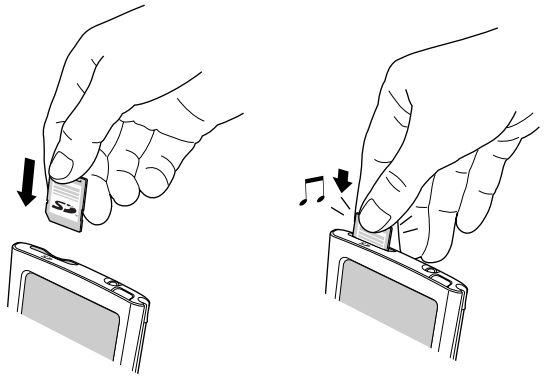


2 Slide the card out of the expansion slot.

Done

Inserting an expansion card

1 Insert the card into the expansion slot with the label side facing the front of the handheld.



2 Push the card in with your thumb until you feel the card “click” in place and hear the confirmation tone.

NOTE No confirmation tone? Check the **Sounds & Alerts Preferences** to make sure the System Sound setting is turned on.

Done

Did You Know?
You can **install applications and other files** to an expansion card during synchronization.

Tip
When the highlight on Applications View is not active, you can press and hold the Select button to open the category pick list.

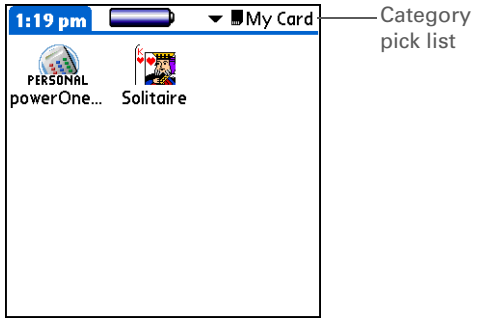
Opening an application on an expansion card

When you insert an expansion card into the expansion slot, your handheld adds the expansion card to the category list in the upper-right corner of Applications View. You can easily switch between applications installed on your handheld and on the expansion card.

NOTE Some applications may not run correctly when you install them on an expansion card. Try installing these applications on your handheld instead. If you still have problems, contact the developer.

1 **Insert the expansion card** and expansion card screen displays.

If the screen doesn't display, **go to Applications** and select the expansion card from the category pick list.



2 Select an application icon to open that application.

Done

Opening files on an expansion card

Some applications require you to store your files on an expansion card instead of on your handheld, such as MP3 files on the Mac. In other applications, such as Media, storing files on expansion cards is optional. You can open files on an expansion card when you insert the card into the expansion slot.

1. **Open the application** associated with the files you want to open.
2. **Insert the expansion card**.
3. Select the entry you want to view.

   Done

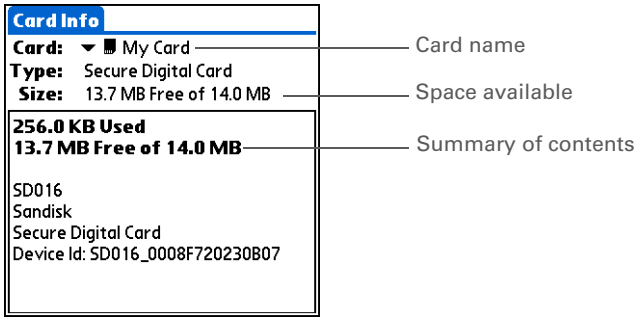
Tip
Reading and writing info on an expansion card uses more battery power than doing the same task on your handheld. If you have enough space on your handheld, consider copying the info to your handheld.

Tip
If your handheld's battery is very low, access to the expansion card may be disabled. If this occurs, recharge your handheld as soon as possible.

Viewing card information

It's easy to forget which files you put on a particular expansion card. Use the Card Info application to view the card name and type, available storage space, and a summary of its contents.

Go to Applications and select Card Info .



Renaming a card

The expansion card name appears in the category pick list and in other lists that let you choose where to store your info. When you buy a new card, give it a name that helps you remember what's on the card. You can rename the card later if you decide to store different info on the card.

1 **Go to Applications** and select Card Info .

2 Open the Rename Card dialog box:

a. **Open the menus**.

b. Select Rename Card on the Card menu.

3 Enter the new name for the card, and then select Rename.

Done

Tip
If you use a card reader to view your card on a computer, the file names may differ from the names you see on your handheld.

Did You Know?
Some applications, such as **Media**, let you copy or move info between your handheld and an expansion card. See the information on each application for details.

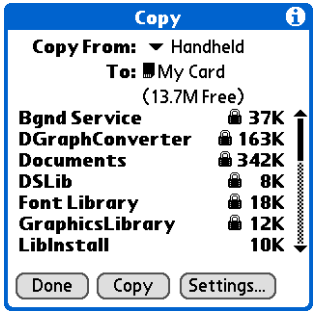
Copying applications to an expansion card

1 **Insert the expansion card,** and then **go to Applications**.

2 Open the Copy dialog box:

a. **Open the menus**.

b. Select Copy on the App menu.



3 Select the application to copy:

NOTE A lock appears next to applications that are copy-protected. You cannot copy or beam these applications.

a. Select the Copy From pick list and select Handheld.

b. Select the application you want to copy.

c. Select Copy.

d. Select Done.

Done

Removing all information from a card

Formatting a card removes all of its info and prepares it to accept new applications and files.

[!] IMPORTANT We do not recommend formatting backup cards. Formatting removes the backup application and turns the card into a blank memory card.

1 **Insert an expansion card.**

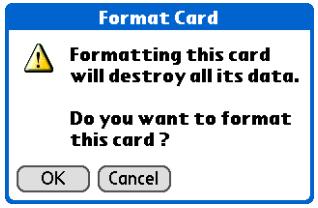
2 **Go to Applications** and select Card Info .

3 Format the card:

a. **Open the menus**.

b. Select Format Card on the Card menu.

c. When asked if you want to format the card, select OK.



Done

Tips & Tricks
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palm.com/myT|X**.

Support
If you're having problems with expansion cards or with anything else on your handheld, go to **www.palm.com/support**.

Related topics

Click a link below to learn about these related topics:

Sharing

- Exchanging applications and information with other Palm Powered™ handhelds by exchanging cards or beaming items between handhelds
- Sending applications and information to other Bluetooth® handhelds by using Bluetooth wireless technology on your handheld

Managing Info

Adding applications from your computer to an expansion card, and installing other files such as photos, videos, or music

Maintaining Your Handheld

Your handheld is designed to be rugged and reliable and to provide you with years of trouble-free service. Taking care of your handheld helps keep it working properly and ensures that it's available when you need it.

Handheld do's and don'ts

To protect your handheld from damage and ensure reliable performance, follow these guidelines.

Handheld do's

- Be sure to **get rid of any static electricity buildup** before you connect your handheld to any cable or accessory.
- Use only the stylus to tap the screen—no pens, pencils, paper clips, or other sharp objects.
- Use only the supplied AC charger to charge your handheld.
- **Keep the battery charged**.
- Keep the screen free of dust (or anything else that could make it dirty).
- For general cleaning, use a soft, damp cloth. If the screen becomes dirty, use a soft cloth moistened with a diluted window-cleaning solution.
- Use only 3.5mm stereo headphones in your handheld's headphone jack.

Handheld don’ts

- Do not drop, bang, or otherwise cause a strong impact to your handheld.
- Do not carry your handheld in your back pocket; you might sit on it by mistake.
- Do not let your handheld get wet; don’t even leave it in a damp location.
- Do not expose your handheld to very hot or cold temperatures, including placing it near a heater, leaving it in a car, or setting it by a window in direct sunlight.

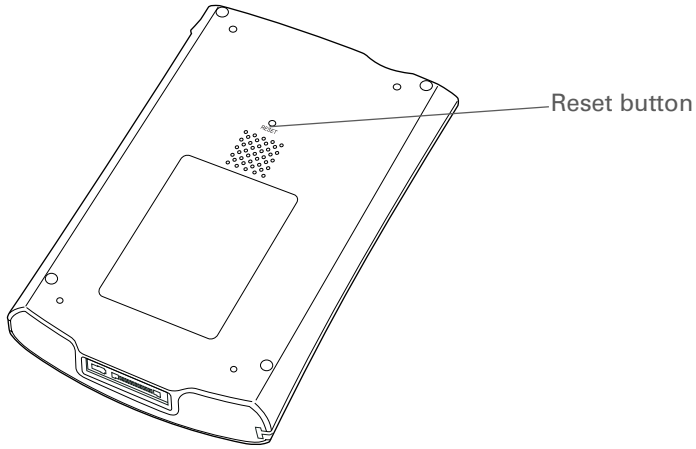
Resetting your handheld

On rare occasions your handheld may not respond when you press a button or tap the screen. In this case, you need to reset your handheld.

Doing a soft reset

A soft reset tells your handheld to stop what it’s doing and start over again. None of your information will be lost. After a soft reset, a screen appears that lets you reset the date and time, if needed.

To do a soft reset, use the tip of the stylus to gently press the reset button inside the hole on the back panel of your handheld.



If your handheld does not respond after a soft reset, you need to do a hard reset.

Doing a hard reset

Only do a hard reset if a soft reset doesn't solve your problem, or if you want to clear all of your information from your handheld.

[!] IMPORTANT A hard reset deletes all records and entries stored on your handheld, including the username that identifies the handheld. This is another reason why it's important to synchronize often, so you have an up-to-date backup available. Before you do a hard reset, be sure to synchronize.

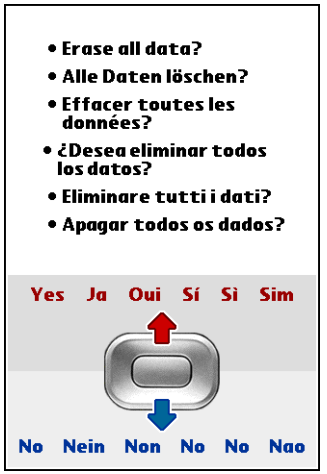
1	Press and hold the power button.
2	While holding the power button, use the tip of the stylus (or a similar object *without* a sharp tip) to gently press and release the reset button inside the hole on the back of your handheld.
3	Wait for the Palm Powered™ logo to appear, and then release the power button. ↘ Continued

4

When you see the message that warns you about erasing all of the info on your handheld, do one of the following:

- Press Up on the 5-way navigator to finish the reset and show the touchscreen.
- Press any other button to do a soft reset.

Done



Restoring your information after a hard reset

If you synchronized before doing a hard reset, you can now put that information back on your handheld. However, you may need to re-enter some of your **personal settings**, as well as your **color-coded categories** in Calendar.

WINDOWS ONLY

1 Open the Custom menu in the HotSync® application:

a. Click the HotSync manager icon in the taskbar in the lower-right corner of the screen.

b. Click Custom.

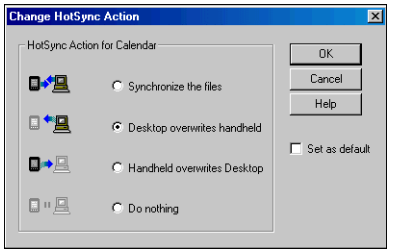
2 Select the correct username from the list at the top of the box.

↘ Continued

3 Set the transfer options:

a. Select an application in the Conduit list, and then click Change.

b. Select Desktop overwrites handheld.



NOTE This change applies only to the next synchronization.

c. Click OK.

4 Repeat step 3 for the other applications in the list that you want to restore, and then click Done.

5 **Synchronize your handheld with your computer**.

Done

Tips & Tricks
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palm.com/myT|X**.

Support
If you're having problems with resets or with anything else on your handheld, go to **www.palm.com/support**.

Related topics

Click a link below to learn about these related topics:

Managing Info	Creating a backup of your information
Customizing	Customizing your handheld again after doing a hard reset

Common Questions

Although we can't anticipate all the questions you might have, this chapter provides answers to some of the most commonly asked questions.

Setup

Nothing happens when I insert the CD.

WINDOWS ONLY

1. Click Start on your computer, and then select Run.
2. Click Browse and navigate to your CD-ROM drive.
3. Select Autorun, click Open, and then click OK.

I cannot install Palm® Desktop software.

WINDOWS ONLY

- Disable any virus-scanning software on your computer.
- Close any open applications.
- Make sure your computer has at least 170MB of disk space available.
- Delete all temporary files.

- Run ScanDisk (or another disk verification tool) on your computer.
- Install the latest Windows software updates to your computer.
- If you are upgrading from an older Palm Powered™ handheld, remove any previous version(s) of Palm® Desktop software by clicking Start, navigating to Settings, and clicking Control Panel. Click Add or Remove Programs.
- Uninstall and then reinstall the current version of Palm Desktop software.

MAC ONLY

- Disable any virus-scanning software on your computer.
- Quit any open applications.
- Make sure your computer has at least 190MB of disk space available.
- Install the latest Mac software updates to your computer.
- If you are upgrading from an older Palm Powered handheld, remove any previous version(s) of Palm Desktop software.
- Uninstall and then reinstall the current version of Palm Desktop software.

Handheld

[!] IMPORTANT Do not open your handheld; there are no serviceable parts inside. Opening your handheld voids the warranty and is not recommended under any circumstances.

I want to see how much battery life I have left.

A battery icon appears at the top of Favorites and Applications views. Check the icon periodically to see if your handheld needs to be recharged. If the battery becomes low, a message appears on the screen prompting you to recharge the battery.

I'm not sure when I need to recharge my handheld.

We recommend that you recharge your handheld for at least half an hour every day. Ideally, connect your handheld to a power source every night and recharge it while you sleep.

My battery is drained.

The memory on your handheld is designed to store your information even if the battery becomes drained completely. When you recharge your handheld, all of your existing information should appear.

My battery drains too quickly.

You can conserve battery life by doing any of the following:

- **Adjust the screen brightness.**
- **Reduce the Auto-off setting**.
- **Use Keylock to prevent your handheld from turning on by accident**.
- Stop **music** or **video** playback when not in use.
- **Respond to or cancel alerts** promptly.

Tip
After a soft reset, the Preferences screen appears with the Date & Time option highlighted so you can reset the date and time if necessary.

- Turn off **Bluetooth® wireless technology** and **Wi-Fi functionality** when not in use.
- If using **Auto Sync** to automatically retrieve email messages, set the time interval to one hour or less often.
- **Minimize use of the expansion slot**.

When I connect my handheld to the AC charger, it does not charge.

- Confirm that your handheld is firmly connected to the AC charger.
- Confirm that your AC charger is plugged into an AC outlet that has power.

A lightning bolt over the battery icon indicates that your handheld is charging. If your battery is completely drained, you'll need to charge it for a few minutes before you can turn it on and see the battery icon.

My handheld is not responding.

On rare occasions your handheld may not respond when you press a button or tap the screen. If this happens, first check that **Keylock** is not turned on.

If Keylock is off and your handheld is still not responding, you need to reset your handheld. A **soft reset** tells your handheld to stop and start over again. This does not affect any of the information or applications on your handheld.

NOTE If you had a network connection that was cut off, your handheld may not respond for up to 30 seconds. Wait 30 seconds before performing a soft reset.

If your handheld does not respond after a soft reset, you need to **perform a hard reset**.

If your handheld still does not respond after a reset, check your third-party applications for **incompatible applications**.

Tip
When you purge or delete items, you are given the option to save an archive copy on your computer the next time you **synchronize**.

I don't see anything on my handheld's screen.

- Press an application button to ensure that your handheld is turned on.
- 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**.

I get a warning message telling me my handheld memory is full.

If you get a message saying that your handheld's memory is full, go to Applications View, **open the menus** and go to Info in the App menu. Check the amount of memory that is available.

If there is less than 2MB of free space available, try the following:

- If you have installed additional applications on your handheld, **remove them** to recover memory.
- **Purge items** from Calendar and Tasks. This deletes Tasks items and past Calendar events from the memory of your handheld.
- **Delete unused memos, photos, and other items**, or save them to an **expansion card**.

If there is more than 2MB of free space available, the problem may be caused by too many files. Your handheld has a 1200-file limit that can be reached by storing a large number of small files on your handheld. Try the following:

- Check the number of documents and other files you have stored on your handheld. If there are a large number, transfer some of the files to an **expansion card** or your computer.
- Check the number of files created by any third-party application you have installed on your handheld. Some third-party applications create a large number of small files to store data. Remove the third-party application or remove some of the data files in the application. For more information, go to **www.palm.com/support.**

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.

My handheld is not making any sounds.

Check the **System, Alarm, and Game Sound** settings.

I get a blank screen when I reset my handheld.

It takes a little while for your handheld to reset when you press the reset button. During a soft reset, you see a progress bar, then a screen with the Palm Powered™ logo. Resetting is complete when the **Date & Time Preferences** screen appears.

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.

Moving around

I can't find the icon I want in Applications View.

- Select the category pick list in the upper-right corner of Applications View and select All. You may need to scroll down a bit, but you should now see an icon for each of the applications on your handheld.
- Some of the applications that come with your handheld are not preinstalled. You need to **install these extra applications from the software installation CD**.
- If you have an **expansion card** inserted in the expansion slot on your handheld, the application you want may be installed on the card instead of on your handheld. To view the applications installed on the card, select the pick list in the upper-right corner of Applications View and select the expansion card's name from the list.

Entering information

My handheld doesn't respond to taps correctly.

If your handheld is not responding to taps correctly, you need to **align the screen**.

When I tap Menu on the status bar, nothing happens.

- Tap the upper-left corner of the screen to try to open the menus.
- **Align the screen** and try tapping Menu again.
- If nothing happens, you may be in an application or screen that does not use menus. Switch to a different application and try tapping Menu. If it works in the second application, then the first does not use menus.
- If tapping Menu does not work in the second application, try aligning the screen again.

I can't get my handheld to recognize my handwriting.

For your handheld to recognize handwriting input with the stylus, you need to use **Graffiti® 2 writing**. Use the Graffiti 2 help to learn how to write characters.

NOTE Your handheld recognizes strokes entered with the stylus other than Graffiti 2 strokes in the Note Pad application only.

- Make the Graffiti 2 character strokes in the Graffiti 2 input area, not on the display part of the screen. If you want to write on the display part of the screen, **turn full-screen writing on**.
- 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 or in Punctuation Shift mode**.

The info I entered does not appear in an application.

- Check the Categories pick list in the upper-right corner of Applications View. Select All to display all the records for the application.
- Did you set private records to be hidden? Check **Security Preferences** to see that Private Records is set to Show private records.
- Open the Options menu and select Preferences. Make sure Show Completed Tasks is selected.

I don't know how to save the info I entered in an application.

Each time you complete an entry such as a contact, memo, or note, your handheld automatically saves the information you entered. You don't have to do anything special to save your info. To protect your info and create a backup of your info, **synchronize** often to back up the info on your handheld to your computer.

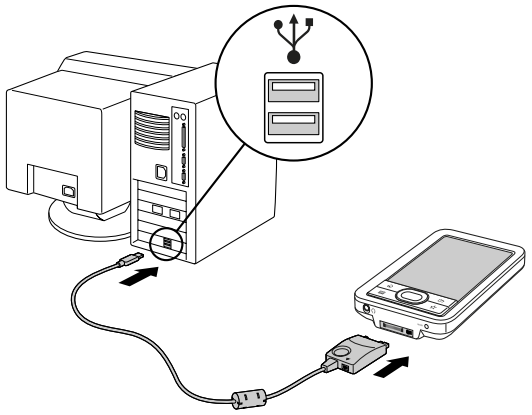
Tip
Need more help with synchronizing your handheld? Open Palm Desktop software, go to the Help menu, and select HotSync Online Troubleshooting Guide.

Synchronizing

I can't synchronize my handheld with my computer.

NOTE You must install the software installation CD before you can synchronize.

- Make sure the USB sync cable is connected securely.
- 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 synchronizing.



WINDOWS ONLY

Click the HotSync manager icon in the Windows taskbar in the lower-right corner of your screen. Make sure Local USB has a checkmark next to it. If not, click it.

NOTE If you don't see the HotSync manager icon, click Start in the Windows taskbar, and then select Programs. Go to the Palm program group and select HotSync manager.

MAC ONLY

- Make sure HotSync manager is enabled: Open the Palm folder and double-click the HotSync manager icon. On the HotSync Controls tab, be sure Enabled is selected. If it is not, click it.
- Disconnect the USB sync cable from your computer, and then reconnect the cable and restart your computer.

[!] Before You Begin

You must have completed CD installation and chosen Palm Desktop software as your desktop application for synchronization in order to switch to Outlook. Note that you can choose Outlook as your synchronization software for Contacts, Calendar, Tasks, and Memos during CD installation.

When I synchronize, nothing happens on Palm Desktop software, and my handheld times out.

- **Perform a soft reset**.
- Make sure that **HotSync manager is running** on your computer.
- Make a copy of the folder containing your information. This folder is named with either your full username or a shortened version of the name. Uninstall and then reinstall Palm Desktop software.
- Turn on your handheld, and **go to Applications**. Select HotSync , and then select Local.

I want to change from synchronizing my handheld with Palm Desktop software to synchronizing with Outlook.

WINDOWS ONLY

During CD installation, you chose a desktop software application to synchronize with your handheld. You may have chosen Palm Desktop software at that time. But if Microsoft Outlook already contains all of your contacts, appointments, tasks, and notes, you can change your synchronization method so that your handheld synchronizes with Outlook instead. You can also change from Outlook to Palm Desktop software.

NOTE If you choose to synchronize with Outlook, info from Contacts, Calendar, Tasks, and Memos is synchronized with info in Outlook. You can also set up the VersaMail® application to synchronize email messages on your handheld with email in Outlook. Other info, such as photos and notes, is synchronized with info in Palm Desktop software.

1. Insert the CD into your computer.
2. Select Change your synchronization method.
3. Follow the onscreen instructions for the desktop software you want to use.

I can't synchronize my handheld with Microsoft Outlook.

WINDOWS ONLY

NOTE If you choose to synchronize your handheld with Outlook, information from Contacts, Calendar, Tasks, and Memos is synchronized with info in Outlook. Other information, such as photos and notes, is synchronized with info in Palm Desktop software.

- Click the HotSync manager icon and select Custom. Check the following:
  - Make sure that you have the correct username selected from the drop-down list.
  - Make sure that the applications you want are set to synchronize the files. If not, select each application, click Change, and then choose Synchronize the files.
  - Make sure that the correct application name is selected. For example, the older version of Calendar was called Date Book. If you upgraded from an older handheld, make sure that Calendar is set to Synchronize the files, and Date Book is set to Do Nothing.

NOTE For any of the above changes to become permanent settings, check the Set as default box. Otherwise, it applies during the next synchronization only.

- Be sure that the application you want is installed. Reinstall the HotSync manager and make sure that the application is selected.

- Reinstall Palm Desktop software and select the option to synchronize with Microsoft Outlook.

I can't synchronize wirelessly using my handheld's Bluetooth technology.

- Make sure that the HotSync manager is running on your desktop computer. The HotSync manager icon must appear in the taskbar in the lower-right corner of your screen.

- Click the HotSync manager icon and verify that there is a checkmark next to Local.

- Your handheld may not be able to recognize the virtual serial port on your Windows computer. Try validating the virtual serial port you're using, or create a different virtual port and change the HotSync manager settings to use the new virtual port. To change the virtual serial port, click the HotSync manager icon. Select Setup, and then select the Local tab. Select a port from the Serial port pick list.

When you synchronize wirelessly, your handheld attempts to connect to a Bluetooth virtual serial port on your computer. First it looks for a Bluetooth serial HotSync port. If it cannot find that port, it then looks for a generic Bluetooth serial port. However, some generic Bluetooth serial ports do not support synchronization. Refer to the documentation that came with your computer operating system for instructions on creating/changing the virtual port for serial communication.

If the virtual serial port you want to use is used by other applications, exit those applications before setting up your computer for wireless synchronization.

Some of my applications do not synchronize.

If you have synchronized successfully but you can't find the information from your handheld on your computer, check to see that you have the correct username selected for viewing information.

NOTE If you upgraded from a previous handheld, go to **www.Palm.com/support**, select your country, select the T|X handheld from the main page, and click the Upgrade link.

WINDOWS ONLY

Click the HotSync manager icon in the lower-right corner of your screen, and then select Custom. Check that the application is set to synchronize the files. If it is not, select the application, click Change, and then select Synchronize the files. Check the Set as default box to use this setting each time you synchronize. Otherwise, it applies during the next synchronization only.

MAC ONLY

Double-click the HotSync manager icon in the Palm folder. From the HotSync menu, select Conduit Settings. Select your username from the User pop-up menu, and be sure that the application is set to synchronize.

I can't open the HotSync manager.

On a Windows computer, **uninstall Palm Desktop software** from your computer, and then reinstall the software from the software installation CD.

On a Mac computer, just reinstall Palm Desktop software.

When I synchronize, I receive the 8009 error message: An application has failed to respond to a HotSync notification.

WINDOWS ONLY

The 8009 error indicates that the Windows registry is corrupt. You need to rebuild the HotSync manager registry entries. For information on rebuilding the registry entries, go to **www.Palm.com/support** and search the Palm Knowledge Library for "error 8009."

My files didn't install during synchronization.

- If files do not install after you synchronize, the file type was not recognized. On your handheld, open the application associated with those files. Then synchronize again. If the files remain in the Palm® Quick Install list on your computer (Windows only), they are not associated with an application on your handheld and cannot be installed by synchronizing.

- If you are trying to install files to an expansion card, make sure that a card is inserted into your handheld's expansion slot before you synchronize.

I can't add more files to the 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.

When I add a zipped file (ZIP) to Quick Install, some of the files don't appear in the Quick Install list.

Unzip the file with a file compression utility, such as WinZip, and then add the unzipped files to Quick Install.

I receive an authentication error when I try to synchronize wirelessly through a LAN access point.

Make sure you entered the correct username and password for the selected network service profile in the **Network Preferences** screen.

When I try to synchronize wirelessly through a LAN access point, it connects, but nothing happens.

- Make sure that Network is selected in the HotSync manager menu on your computer.
- Contact your system administrator to make sure your network computer is properly set up.

I want to synchronize my computer with more than one handheld.

If the computer running Palm Desktop software synchronizes with more than one handheld, each handheld should have a unique name. Synchronizing more than one handheld with the same username causes unpredictable results and, potentially, loss of your personal information. Assign a username to your handheld the first time you synchronize.

If you are synchronizing with Outlook, make sure the right profile is selected for the applications you want to synchronize in HotSync manager. In Palm Desktop software, click HotSync, and then select Custom.

Calendar

I selected the Today button, but it does not show the correct date.

Make sure the Set Date box on the **Date & Time Preferences** screen displays the current date.

I created an event, but it doesn't appear in Week View.

- If scroll arrows appear on the right of your screen, scroll down to see if the event appears farther down the screen.
- If you have two or more events with the same start time, the events appear as multiple bars starting at the same time in Week View. To see the overlapping events, select the individual bars, or select Day View. For more information, see **Finding events that overlap**.
- If you marked the event as private, check **Security Preferences** to see that Private Records is set to Show private records.

Time zones don't appear on my Palm Desktop software.

Palm Desktop software does not recognize time zones. Only Outlook recognizes times zones.

I set the global time zone preference, but only some of my events are responding to my time zone change.

Only new events created after the preference is set are affected. The events you created earlier without time zones do not have the time zone set. You can **edit the earlier events to include a time zone**.

I created my event with a time zone, but only that event is responding to my time zone change.

When you create an event with a time zone setting, only that event is affected. To have all events automatically include a time zone setting, **set the New events include time zones preference**.

Memos

I'm having problems listing memos the way I want to see them.

If you cannot manually arrange the order of memos on the list screen, open the Options menu and select Preferences. Make sure that Sort by is set to Manual.

If you choose to view your memos alphabetically on Palm Desktop software and then synchronize, 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.

Note Pad

I'm having problems listing notes the way I want to see them.

If you cannot manually arrange the order of notes on 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 notes alphabetically on Palm Desktop software and then synchronize, the notes 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.

Media

I can't find the Media icon in Applications.

Select the pick list in the upper-right corner of Applications View and select Multimedia. You should now see an icon for the Media application.

In Favorites View, the entry associated with the Media application is called Photos & Videos. You can **edit the Favorites list** to change this to Media, as well as to create or change any other favorite file, folder, web link, or application.

Pocket Tunes™

I would like better-quality sound during playback.

Saving music files at a lower bit rate creates a smaller file size, but also gives a lower playback quality. Increase the bit rate to improve playback sound quality, but remember that this increases file size.

My handheld doesn't play the music files I burned from a CD.

The Pocket Tunes application installed on your handheld plays music files in MP3 format only. You must **change the settings in your desktop music application** to save files from a CD as MP3 files.To play files in other formats such as WMA, upgrade to the deluxe version of Pocket Tunes—you can purchase it by using **the Addit™ application** on your handheld or visiting **www.Palm.com**.

My handheld doesn't play the music files I downloaded from my favorite online music store.

The Pocket Tunes application installed on your handheld plays music files in MP3 format only. To play files in other formats such as WMA, upgrade to the deluxe version of Pocket Tunes—you can purchase it by using **the Addit™ application** on your handheld or visiting **www.Palm.com**.

When I save songs from a CD, I do not see the song title or artist name.

When capturing songs from a CD, you must have an active Internet connection to obtain song title and artist information. This information is supplied from the GraceNote server on the web.

Tasks

The info I entered does not appear in an application.

- Open the Options menu and select Preferences. If Show Completed Tasks is selected, deselect it to display the missing tasks.
- If you marked the task as private, check **Security Preferences** to see that Private Records is set to Show private records.

Connecting wirelessly

My passkey is rejected when I attempt to form a trusted pair with my mobile phone.

Some mobile phones require that you enter the passkey within a specific time frame. Make sure you have a passkey in mind and that you enter it immediately when prompted.

If your passkey is rejected, your phone may have a preassigned passkey; see the documentation included with your phone for information. The documentation might refer to a Bluetooth connection as a *Bluetooth pair*, *Bluetooth link*, or *bonded pair*.

My handheld cannot connect to my mobile phone.

Use the following steps to test the connection:

1. Tap Bluetooth controls on the status bar to open the Bluetooth settings screen. You can select the indicator even if it is dimmed.
2. Make sure On is selected.

3. Select the Service pick list and **select the service** that you want to use to connect to your phone.

4. Select Connect.

If the connection is successful, open the application that requires the connection and complete the desired task.

If the connection is not successful, try the following steps:

- Make sure that your phone is equipped with Bluetooth technology, that Bluetooth technology is enabled, and that the power is on.
- You may need to **set up a connection with your phone**. See the documentation included with your phone for assistance with completing the connection setup process.

My phone connection drops before I finish using it.

You need to increase the Idle timeout setting on the **Network Preferences Details** screen.

I get an error message when I try to dial a phone number using my handheld.

- Make sure that the **proper phone driver is installed** on your handheld.
- You may need to **set up a connection with your phone**. See the documentation included with your phone for assistance with completing the connection setup process.
- Check the **Phone Preferences** screen and make sure the correct phone connection is selected.

The VersaMail® application

I am having problems accessing my account.

Occasionally you may experience problems using an email account after you set it up. If you followed the **account setup procedure** and are experiencing problems using the account, verify that the account complies with your email provider's requirements by following these steps:

- Verify both your password and your username for your email account.
- If you are connecting using a mobile phone through the built-in Bluetooth technology on your handheld, a cable, or the IR port on your handheld, verify that you have either a data-enabled GSM or a high-speed GPRS account with your wireless service provider.
- Some wireless service providers require you to be on their network to use your email account. If this is the case, be sure to use your provider's network as the connection type for the account.
- Some wireless service providers have other requirements specific to their service. For example, Yahoo! requires you to pay for a POP account in order to download email messages from your Yahoo! account to your handheld. Check with your service provider to see if any provider-specific requirements exist.
- Service provider settings frequently change. If your email account was working but you are currently experiencing problems, check with your service provider to see if any of the account settings have changed.

I am having problems sending and receiving email.

- Short periods of time when email is unavailable are common due to server problems or poor wireless coverage. If you have problems sending or receiving mail for an extended period of time, check with your ISP or email service provider to verify that the service is working properly.
- Make sure your ISP or email provider allows you to send and receive email on a wireless handheld. Several providers, like Hotmail, do not offer this option at all.

Auto Sync is not working.

- If Auto Sync is occurring and you turn your handheld off or the connection to your email service provider is disconnected, Auto Sync fails.
- If you are attempting Auto Sync over a network, you must be in range of a network access point for Auto Sync to work.

I can receive email fine, but am having problems sending email.

If you are able to receive email messages but cannot send them, try these steps, in turn:

1. Make sure your ISP or email provider allows you to access email on a wireless handheld. Several providers do not offer this option at all; other providers require an upgrade to access email on a wireless handheld.

2. **Turn on ESMTP**. Many services require authenticated access to use their SMTP servers, or ESMTP.

3. **Enter the name of a different outgoing mail server** for sending mail. Many ISPs, such as cable companies, require that you have an Internet connection to their network to send email through their servers. In this case, you can almost always receive email from these accounts, but if you want to send email, you must send it through another server.

I can't download any messages.

If the program memory on your handheld fills up, you cannot download any more messages to your handheld. Delete some messages to free up program memory, and try downloading again.

I am trying to synchronize messages on my handheld with messages on my computer, but it's not working.

On your computer, check the **advanced account settings** for the account you want. Make sure that the box is checked that allows you to synchronize messages on your handheld with messages on your computer.

My vCard or vCal email attachment isn't forwarding correctly.

WINDOWS ONLY

Palm Desktop software provides several features that work with email client software on a Windows computer. For these features to work correctly, the email client software must be properly set up. Follow these steps to check the settings:

1. Click Start on your computer, and then select Settings.
2. Select Control Panel.
3. Select Internet Options, and then click the Programs tab.
4. Make sure that the email field is set to the correct email client software.
5. Click OK.
6. Start the email client software and make sure it is configured as the default MAPI client. Consult the documentation for your desktop email application for more information.

Privacy

I've made records private, but I can't remember my password to display them.

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 Preferences** to delete the password, but your handheld deletes all entries marked as private. However, if you synchronize before you delete the password, the synchronization process backs up all entries, whether or not they are marked private. Then you can follow these steps to restore your private entries:

1. In Security Preferences, tap in the password box and enter a guess at the password.
2. In the dialog box that appears, select Lost Password.

3. Select Delete Password to remove the password and delete all private records.

4. Synchronize your handheld with your computer again.

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. Performing a hard reset deletes all of the information on your handheld. To protect your info and create a backup of your info, **synchronize** to back up the contents of your handheld to your computer often.

Sharing

I can't beam information to another handheld or other handheld.

NOTE Depending on the receiving handheld model, not all information may be sent correctly.

- If you are beaming to another Palm Powered handheld, confirm that your handheld and the other handheld are 4 to 39 inches (approximately ten centimeters to one meter) apart and that the path between the two handhelds is clear of obstacles. Beaming distances to other handhelds with an IR port may be different.
- Move your handheld closer to the receiving handheld.
- Make sure the receiving handheld has **beam receive enabled**.
- **Perform a soft reset** on both your handheld and the receiving handheld.
- Avoid beaming in bright sunlight or fluorescent light. These produce infrared noise that can make beaming go slower or, in some cases, prevent it from working at all.

When someone beams information to my handheld, it doesn't receive the info.

- If you are receiving info from another Palm Powered handheld, confirm that your handheld and the other handheld are 4 to 39 inches (approximately ten centimeters to one meter) apart and that the path between the two handhelds is clear of obstacles. Beaming distances to other handhelds with an IR port may be different.
- Are you reading your handheld in landscape mode? If so, is the IR port pointing away from the sending handheld?
- Move your handheld closer to the sending handheld.
- Make sure your handheld has **beam receive enabled**.
- **Perform a soft reset** on both your handheld and the beaming handheld.

When someone beams information to my handheld, I get a message telling me it is out of memory.

- Your handheld requires at least twice the amount of memory available as the info you are receiving. For example, if you are receiving a 30KB application, you must have at least 60KB free.
- **Purge old Calendar events** and **delete unused or unnecessary applications**.

I cannot send information to another Bluetooth handheld.

- Make sure that Bluetooth communication is enabled on both your handheld and the other handheld.
- Make sure that the receiving handheld has a compatible Bluetooth application installed.
- The receiving handheld must be within range of your handheld, approximately 25 to 30 feet (eight to ten meters).

Other Bluetooth handhelds cannot find my handheld.

- Tap Bluetooth controls on the status bar to open the Bluetooth settings screen and make sure that Bluetooth is turned on.
- Select Prefs and make sure the **Discoverable setting** is set to Yes.

Problems with incompatible applications

Palm, Inc. works with developers of third-party add-on applications to ensure the compatibility of these applications with your handheld. Some third-party applications, however, may not have been upgraded to be compatible with your handheld.

Possible symptoms of incompatible applications include:

- Fatal errors needing resets
- Nonresponsive handheld requiring a reset
- Slow performance
- Abnormal screen display or uneven sound quality
- Problems using Bluetooth technology or other features
- Problems opening an application
- Problems synchronizing

You can determine whether an incompatible application is causing problems by **deleting the application** and then operating your handheld.

After you have deleted the application, try to replicate the operation that created the error. If removing the application solves your problem, contact the application developer for a solution. Also, go to **www.Palm.com/us/support/contact/incompatible_apps.html** to provide feedback to Palm on the application.

Finding a third-party application that is causing a problem

If you have multiple third-party applications installed on your handheld or have upgraded from an earlier model of a Palm Powered handheld, perform the following procedure to remove all third-party applications from your handheld. Once you have removed all of the third-party applications, you can install one application at a time to determine which application is causing the problem.

The following procedures erase all information from your handheld. Before removing the applications, **synchronize** to back up the contents of your handheld to your computer.

1. On a Windows computer, open the Palm folder on your computer, and then open the user folder for your handheld. User folder names are often abbreviated as last name, first initial. On a Mac computer, locate the folder Home/Documents/Palm/Users/<handheld name>/Backups.

2. Select and drag the Backup folder to the desktop. Make sure you see the Backup folder on the desktop.

3. On a Windows computer, close the Palm folder.

4. **Perform a hard reset**. Synchronize your handheld with your computer to restore info to your handheld.

5. Operate your handheld and try to replicate problem operations.

6. Do one of the following:

   - If your handheld still has problems, review this Common Questions section for solutions to the problem. Fix the problem before reinstalling the third-party applications.
   - If your handheld no longer has problems, install the third-party applications one application at a time using the following procedure:
     a. Open the Backup folder you moved to the desktop in step 2.

b. Double-click a PRC file. On a Windows computer, the Quick Install window opens with the PRC file listed. On a Mac computer, the HotSync manager window opens with the PRC file listed.

NOTE Alternatively, on a Mac computer, you can drag the PRC file to the Send To Handheld droplet instead of double-clicking it.

c. Click Done.

d. Synchronize your handheld with your computer.

e. Operate your handheld and try to replicate problem operations.

f. Do one of the following:

- If installing the application re-creates your problem, remove the application and contact the application developer for a solution. Continue to reinstall your applications one application at a time to make sure another application is not creating a problem.
- If installing the application does not cause a problem, go to step a and reinstall another application.

g. Go to **www.Palm.com/us/support/contact/incompatible_apps.html** to provide feedback to Palm on the application.

NOTE Some applications use more than one PRC file. You should continue to check each PRC file even if you identify one associated with an application that is causing a problem on your handheld, since that application may use other PRC files.

Getting Help

This guide is meant to tell you everything you need to know to set up, customize, and use your handheld. However, you may occasionally run into an issue that is not addressed in this guide. Here are some resources to help you if that happens.

Self-help resources

If you run into a problem with your handheld, be sure to check these resources first:

- Answers to **common questions** about your handheld and its features
- 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/support**
- The most recent Palm T|X handheld HelpNotes on your regional website

Technical support

If, after reviewing the self-help resources, you cannot solve your problem, go to **www.palm.com/support** or send an email to your regional Technical Support office.

Before requesting technical support, please experiment a bit to reproduce and isolate the problem. When you do contact Technical Support, please provide the following information:

- The name and version of the desktop 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, follow these steps:

1. **Go to Applications**.
2. **Open the menus**.
3. Select Info from the App menu.
4. Select Version for version info, and Size for memory info.

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.

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.

[!] IMPORTANT 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.

In August 1996, the FCC of the United States with its action in Report and Order FCC 96-326 adopted an updated safety standard for human exposure to radio frequency electromagnetic energy emitted by FCC regulated transmitters. Those guidelines are consistent with the safety standard previously set by both U.S. and international standards bodies. The design of this product complies with the FCC guidelines and these international standards.

Exposure to radio frequency energy (SAR)

In order to comply with FCC RF exposure safety guidelines, this device and its antenna must not be co-located or operating in conjunction with any other antenna or transmitter. The user of this device should ensure that the operation of this device is in compliance with these provisions.

Radio transmitting devices radiate Radio Frequency (RF) energy during its operation. RF energy can be absorbed into the human body and potentially can cause adverse health effects if excessive levels are absorbed. The unit of measurement for human exposure to RF energy is "Specific Absorption Rate" (SAR).

The Federal Communications Commission (FCC), Industrie Canada (IC), and other agencies around the world have established limits that incorporate a substantial safety margin designed to assure the safety of all persons using this equipment.

In order to certify this unit for sale in the US, Canada and Europe this unit has been tested for RF exposure compliance at a qualified test laboratory and found to comply with the regulations regarding exposure to RF Energy.

FCC RF Safety Statement

In order to comply with FCC RF exposure safety guidelines, if the device is to be worn on the body, users MUST use a "body-worn" accessory that contains NO metal (snaps, clips, etc) and provides AT LEAST 1.5 cm of separation between the users body and the unit.

Do NOT use the device in a manner such that it is in direct contact with the body (i.e. on the lap or in a breast pocket). Such use will likely exceed FCC RF safety exposure limits. See www.fcc.gov/oet/rfsafety/ for more information on RF exposure safety.

FCC ID: O8FAOKI

Responsible Party:

North America
Palm, Inc.
950 W. Maude Ave.
Sunnyvale, California 94085-2801
United States of America
www.palm.com

Europe
Bornibus Francois
Buckhurst Court
London Road
Wokingham, Berkshire RG40 1PA,
www.palm.com

Antenna Care/Unauthorized Modifications

Use only the supplied integral antenna. Unauthorized antenna modifications or attachments could damage the unit and may violate FCC regulations. Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Potentially Unsafe Areas Potentially explosive atmospheres:

Turn off your unit when you are in any areas with a potentially explosive atmosphere, such as fueling areas (gas or petrol stations) or storage facilities for fuel or chemicals.

Industry Canada

The term “IC:” before the certification/registration number only signifies that the Industry Canada technical specifications were met.

IC: 3905A-AOKI

Canadian Wireless Regulatory Notice

This Class B digital apparatus meets all the requirements of the Canadian Interference Causing Equipment Regulations. Operation is subject to the following two conditions: a) this device may not cause any interference, and b) this device must accept any interference, including interference that may cause undesired operation of the device. To prevent radio interference to the licensed service, this device is intended to be operated indoors, and away from windows to prevent maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing.

CE Declaration of Conformity

Palm T|X

Palm, Inc. declares that the above model of Palm PDA is compliant with the specifications below. The declaration applies to the PDA and its associated accessories (power supply, and USB cable) where applicable.

Maximum Measured SAR Values (W/kg) (1gr. AVG) IEEE802.11 B

Body SAR: .17

Conforms with the following Specifications:

EMC: EN 301 489-1 V1.4.1 (Aug 2002)

EN 301 419-17 V1.2.1(Aug 2002)

EN 300 328 V1.5.1 (Aug 2004)

FCC CFR 47 Part 15.247

SAR: ANSI/IEEE C95.1 1999

FCC OET Bulletin 65 Supplement C

Safety: EN 60950: 2000 (Jan-2000)

Radiated Emissions: EN 55022:1998/A1:2000/A2:2003 Class B

Immunity: EN 55024:1998/A1:2001/A2:2003

Authorized Palm Representative: Palm Regulatory Compliance Department

Date: June 23, 2005

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.

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

Intrinsic Safety Warning

Warning – Explosion Hazard

- Substitution of components may impair suitability for Class I, Division 2;
- When in hazardous location, turn off power before replacing or wiring modules, and,
- Do not disconnect equipment unless power has been switched off or the area is known to be non-hazardous.

Wireless Notices—Usage Cautions

In some situations, the user of the wireless device may be restricted. Such restrictions may apply aboard an airplane, in hospitals, near explosive environment, in hazardous locations etc. If you are not certain of the policy that applies to the use of this device, please ask for authorization prior to turning on the device.

Static Electricity, ESD, and Your Palm® Handheld

Electrostatic discharge (ESD) can cause damage to electronic devices if discharged into the device, so you should take steps to avoid such an occurrence.

Description of ESD

Static electricity is an electrical charge caused by the buildup of excess electrons on the surface of a material. To most people, static electricity and ESD are nothing more than annoyances. For example, after walking over a carpet while scuffing your feet, building up electrons on your body, you may get a shock—the discharge event—when you touch a metal doorknob. This little shock discharges the built-up static electricity.

ESD-susceptible equipment

Even a small amount of ESD can harm circuitry, so when working with electronic devices, take measures to help protect your electronic devices, including your Palm® handheld, from ESD harm. While Palm has built protections against ESD into its products, ESD unfortunately exists and, unless neutralized, could build up to levels that could harm your equipment. Any electronic device that contains an external entry point for plugging in anything from cables to docking stations is susceptible to entry of ESD. Devices that you carry with you, such as your handheld, build up ESD in a unique way because the static electricity that may have built up on your body is automatically passed to the device. Then, when the device is connected to another device such as a docking station, a discharge event can occur.

Precautions against ESD

Make sure to discharge any built-up static electricity from yourself and your electronic devices *before* touching an electronic device or connecting one device to another. The recommendation from Palm is that

you take this precaution before connecting your handheld to your computer, placing the handheld in a cradle, or connecting it to any other device. You can do this in many ways, including the following:

- Ground yourself when you're holding your mobile device by simultaneously touching a metal surface that is at earth ground. For example, if your computer has a metal case and is plugged into a standard three-prong grounded outlet, touching the case should discharge the ESD on your body.
- Increase the relative humidity of your environment.
- Install ESD-specific prevention items, such as grounding mats.

Conditions that enhance ESD occurrences

Conditions that can contribute to the buildup of static electricity in the environment include the following:

- Low relative humidity.
- Material type (The type of material gathering the charge. For example, synthetics are more prone to static buildup than natural fibers like cotton.)
- The rapidity with which you touch, connect, or disconnect electronic devices.

While you should always take appropriate precautions to discharge static electricity, if you are in an environment where you notice ESD events, you may want to take extra precautions to protect your electronic equipment against ESD.

SYMBOLS

! (exclamation point) in Tasks list 246
* (asterisk) characters 130
. (period) character 553

NUMERICS

128-bit AES encryption 308
12-hour clock *See* clock
12-hour formats 551
24-hour clock 549, 550
24-hour formats 550, 551
5-way navigator ??–41
    location 20
    scrolling application categories 36
    using 37–??

A

ABA files 117
abbreviations 555
AC charger 31, 607, 608
accented characters 58
access points (WI-Fi) 266, 275
accessing
    email accounts 25, 293
    information 37
accessories 17, 128, 587, 597, 604
Account Setup command 326
Account Setup screen
    accessing 326
    deleting accounts and 333
    editing accounts and 332
    ESMTP authentication and 334
    setting up email accounts from 399
accounts
    accessing email 288, 308
    Auto Sync and 337
    caution for synchronizing and 312
    deleting email 333
    deleting Microsoft Exchange ActiveSync 409
    editing email 331, 332
    instant messenger and 134
    logging in to Internet 437
    setting up email 308, 315, 396, 399
    setting up Microsoft Exchange ActiveSync 396–402
    testing 330
    transferring settings to 313
    updating information and 409
    upgrading email 307
action bar (web browser) 422, 426
actions (pen stroke) 545
Add Bookmark command 429
Add Contact dialog box 347
adding
    bookmarks 423, 429
    contacts 66, 130, 133, 347
    daily events 150
    expense items 473, 475, 476
    locations 526
    multiday events 157
    owner information 559
    passwords 493, 494, 499
    personal signatures 353
    plug-in applications 580
    reminders 132, 256
    repeating events 154, 155
    songs to playlists 228
    speed-dial entries 457
    tasks 235, 237, 239
    trusted devices 300
    unscheduled events 153
    untimed events 152, 157
Addit software 26
additional software 120
add-on applications 124, 629
address fields 134, 423
Address Lookup screen 352
addresses 21, 131, 347, 575
    See also contacts
addressing
    email 142, 145, 350, 351, 352, 555
    text messages 413
adjusting
    alarm volume 530, 558
    brightness 539
    modem volume 567
    speaker volume 558
Adobe Acrobat Reader 24
AES encryption 308
agenda lists 149
    See also Calendar application
Agenda View
    customizing Tasks lists and 245
    described 171
    opening 171, 522
    setting display options for 178, 180
Agenda View icon 171, 522
Alarm check box 165, 236
alarm clock 165, 236, 521, 529
    See also alarms; clock
alarm icons 173
Alarm Preferences command 530
Alarm Preset settings 183
Alarm Sound pick list 259, 558

alarm tones 165, 183, 246, 259, 530
alarms
See also alerts; reminders
adjusting volume 530, 558
attaching to notes 259
changing 166
changing sounds for 259
entering preferences for 182, 183, 236
icon on status bar 29
responding to world clock 530
selecting sounds for 165, 183, 246, 530
setting 165, 236, 260, 529
specifying duration of 183
turning off 530
albums
arranging photos in 203, 205
creating 201
moving photos in 203
moving photos to other 204
moving videos in 203
scrolling through 199
alert options 340
alerts 5, 32
See also alarms; reminders
Auto Sync notifications and 339, 341
icon on status bar 29
text messages and 415
Alerts screen 340
aligning the screen 557
All category 514
Allow wakeup command 304
alphabet (Graffiti 2 writing) 54
alternate stroke shapes 553
anniversaries 152, 154
annual events 154
annual tasks 238, 240
application buttons *See* quick buttons
application buttons, location of 20
application controls 34
application files 75, 76
application groups 516, 519
application icons 537, 610
application title 42
applications
See also specific built-in application
accessing 610
adding 111, 120
adding contact information to 138, 148
adding files for 73
assigning to buttons 544
beaming 469–470
categorizing 513, 518
categorizing information in 516
checking version numbers for 122, 123
copying 111, 470, 594
creating plug-in 580
customizing 108
deleting 124, 595
displaying 519, 537
displaying categories in 519
displaying information about 17, 122
downloading files to 434
exchanging 596
finding information in 44
importing information from external 117
incompatible 629
installation prerequisites for 122
installing 23, 73, 111, 590
marking private entries in 491
moving around in 34
not finding 24, 610
opening 113, 115, 544, 590
organizing 45, 513
related topics for 45
removing categories in 515
removing connections for 565
renaming categories 514
restoring archived files for 127
selecting for synchronization 98
setting preferences for 542, 546
setting primary location for 522
setting secondary locations for 525
setting synchronization options for 106, 108
soft resets and 608
specifying connections for 562
switching between 10, 36, 590, 614
synchronizing 76, 79, 106, 616
synchronizing information for 76, 112
transferring to handheld 27, 76
uninstalling 609
updating information for 106
updating third-party 8
upgrading 122
Applications View
displaying icons on 610
moving around in 39
opening applications in 36
setting display options for 537
using 36
appointments
See also Calendar application; events
adding to calendar 150
adjusting for location 546

color-coding 161
combining tasks with 149
continuous 157
displaying 174, 175, 176
entering from Outlook 10, 614
removing from calendar 168
repeating 154
saving 151
scheduling 150–151
setting alarms for 529
setting duration of 151, 182
sharing 21
viewing duration of 180
viewing unscheduled time slots for 180
archive folders 127
archived information
importing 117
archived items 127, 168, 244
archiving information 127
ASF media files 191
Assigned password 571
asterisk (*) characters 130
Attach Signature check box 353
attachments
See also email
adding 377
downloading 373, 375
Internet email accounts and 437
previewing with Microsoft Exchange ActiveSync 405
reading 376, 435
sending files as 377, 378, 380
Attachments screen 377, 379
Audible Player software 25
audio applications 21
audio files
transferring with Rhapsody 217
authentication 300, 334
Authentication option 325, 330
authentication servers 580
Auto Empty check box 370
Auto Lock option 500
Auto Sync
constraints for 342
retrying 342
scheduling 337, 338
setting notification options for 339
Auto-Disconnect option 387
autofill option 443
auto-off delay 562, 610
available storage space 592

B

back panel controls 22
backgrounds
adding photos as 180, 534, 538
customizing 180, 534, 538
selecting color of 258, 542
backing up information 73
See also synchronizing; archiving
backup cards 595
basics 6, 605
battery
cautions for 638
charging 4, 31, 562, 597, 608
checking 304, 607
conserving power for 5, 32, 560, 607
extending life of 533, 607
overview 5
recharging 4, 5, 32, 562, 607
battery gauge 607
BCC option 365
Beam Category command 468
Beam command 467, 469
Beam Contact command 464
Beam dialog box 467, 468, 470
Beam From pick list 469
Beam icon 43
Beam Receive pick list 562
beaming 21, 466–470, 562, 627, 628
beeps 339
Birthday icon 173
birthdays 132, 150
Blank Page setting (web browser) 440
blank screen 609
Blazer application *See* web browser
Blazer application *See* web browser application
blinking cursor 64
blocking private entries 492
Bluetooth application
entering basic settings for 290
features 288, 289
icon on status bar 29
setting up phone connections with 291–295
Bluetooth devices
assigning names to 303, 304, 559
connecting to 288, 567
discovering 289, 300, 303
entering passkeys for 302
related topics for 305
sending photos and videos to 210
sending records to 462
setting up 290, 303

sharing information with 33
synchronizing with 17
verifying status of 296
waking up device from 304
Bluetooth dialog box 290
Bluetooth HotSync option 89
Bluetooth icon 25
Bluetooth LAN Access Point connections 288
Bluetooth setting (Edit Connection) 567
Bluetooth technology 266, 287, 288, 442
Bluetooth wireless connections 265, 421
BMP files 191
bold fonts 540
bonding trusted pairs 302
Bookmark icon 430, 431
Bookmark Page dialog box 429
bookmarks
adding 423, 429
arranging 432
displaying list of 430
editing addresses for 431
moving 433
selecting 430
viewing 430
Bookmarks dialog box 440
Bookmarks page icon 430
Bookmarks setting (web browser) 440
Bookmarks View 430
brightness 539
browsing options 441, 443, 446, 449, 451
browsing the web 25, 288, 296, 422
See also web pages; websites
budgets 473
built-in applications 23, 124
Business Card command 467
business cards 136, 467
business expenses 474
See also Expense application
buttons
activating 40
assigning to applications 544
calculator 485
locking 560
navigator 37
not responding 21, 553, 560, 598, 608
opening applications from 36
reassigning application 544
restoring defaults for 544
selecting dialog box 40
Buttons Preferences screen 544

C

cables 597
cache 303
Calculator application 24
benefits of 484
buttons described 485
categorizing with Expense 513
copying and pasting from 486
displaying calculation history 486
re-entering numbers 485
related topics for 488
troubleshooting 488
Calculator icon 24
calculators 24
calculators (preinstalled). *See* Calculator application
calendar
See also Calendar application
adding appointments to 150
changing events on 166
changing repeat intervals for 166
color-coding appointments 151, 161
customizing 178, 179, 551
deleting events 168
displaying appointments for 171, 174, 175, 176
displaying conflicting events in 180
entering birthdays for 132
finding overlapping events on 178
opening 184
purging old events 170
reserving dates 152
scrolling through 175, 176
setting repeat intervals for 155, 156, 157
Calendar application
applying color-coding options 162
categorizing information in 516
checking schedules in 173, 175, 176
defining repeating events 154, 155
deleting categories 515
deleting events 168
displaying categories in 519
entering event locations from 158
importing information for 117
opening 23, 150, 152, 154, 155, 157, 158, 160, 162, 164, 165, 166, 168, 170, 171, 173, 175, 176, 177, 179, 182, 522
related topics for 185
rescheduling events 166
retrieving events for 403, 408
saving information for 151, 168, 170
scheduling events 150, 152, 157

selecting dates on 235
setting alarms from 183, 530
setting display options 178, 179–183
synchronizing information for 76, 112
transferring information to 66
troubleshooting 185, 619
Calendar files 117
Calendar icon 23
Calendar Preferences dialog box 165, 182
calendar views 173, 175, 176, 177
calibration 557
Call History List 456
Call Waiting 572
calling card numbers 572
canceled actions 40
canceled appointments 168
canceled tasks 243
capitalization 51, 60, 250
card files 117
Card Info application 26, 592
Card Info icon 26
card readers 220, 594
carrying cases 587
categories
See also albums
adding 513
beaming 468
benefits of 512
changing 166
color-coding 162
deleting 515
displaying 519, 537
placing information in different 517
related topics for 520
renaming 514
scrolling through 519
selecting 468
categorizing
applications 513, 518
contacts 140, 513, 516
events 151, 468, 513
expenses 474, 480, 481, 513
information 512, 516
memos 513
notes 257
tasks 235, 241, 246
Category command 518
Category dialog box 518
category lists 590
category lists. *See* Category pick list
category marker 172, 180
Category pick list
displaying events on 164
opening 180
placing entries on 517
removing calendar events from 515
cautions 598, 607
CDs 221
challenge-response prompts 578
Change HotSync Action dialog box 107
Change Repeat dialog box 155, 239
Change your synchronization option 10, 614
changing
alarms 166
bookmarks 429
calendar events 166
category names 514
date and time settings 523
default folders 356
display options 357, 364
email accounts 331, 332
email filters 386
email messages 355
fonts 357
Graffiti 2 ShortCut strokes 556
home pages 438
information 68, 107, 109
locations for World Clock 526, 527
owner information 559
passwords 495
pen widths 257
playlists 227
preset connections 563
preset formats 550
privacy settings 166
repeating events 167
screen colors 542
screen fonts 539–540
server profiles 571
speed-dial entries 459
start pages 440
text colors 180
time zones 527, 546, 547
untimed events 153
URLs 429, 431
World Clock 531
Channel pick list 282
character entry 51, 60, 130
See also data entry
character searches 44
charging battery 31, 597
charging the battery 4, 562, 608
checking space on handheld 122
checking the battery 304, 607
Choose Date command 235

city preferences 547
cleaning your handheld 31, 597
clear button (Calculator) 485
Clear cache on exit option 448
Clear Cache option 448
clear entry button (Calculator) 485
Clear Note command 257
clearing
  calculations 485
  Note Pad screens 257
clock 165, 529, 546, 548
  See also World Clock
Color Theme Preferences screen 535, 542
color-coding 151, 161, 164
colors
  applying to annotations 206
  applying to email 357
  applying to events 151, 161, 164
  applying to notes 258
  changing screen 542
  changing text 180
  setting background 258, 542
column widths 358
command gestures (Graffiti 2) 59
Command mode 43
command shortcuts 43
Command strokes (Graffiti 2) 43, 59
Command toolbar 43
commands 41, 42, 43
  See also menus
communication speed 563, 564, 568
communications protocols 309, 575
compact discs 221
company phone lists and memos 11
completed tasks 242, 243, 244, 246
components (handheld) 2
Compress Day View check box 180
computers
  connecting to 8, 99, 288
  copying information to 470
  customizing connections for 567
  displaying primary settings for 100
  entering information with 112
  managing schedules from 184
  overwriting information on 107, 109
  preinstalled software for 23
  removing Palm Desktop software 125
  synchronization options for 102, 104
  synchronizing with 75, 78, 89, 618
  troubleshooting synchronization problems 613
  updating information on 73, 106
Conduit Settings command 14, 108
Conduit Setup dialog box 98
conduits 74, 106
conference calls 158
Confirm note delete check box 262
confirmation messages 262
confirmation tones 589
conflicting events 180
conformity declaration 637
Connect to setting 567
connecting
  headphones to device 558
  to AC charger 562, 607
  to Bluetooth devices 288, 567
  to dial-in servers 571
  to mobile phones 297
  to networks 97, 99, 573
  to other devices 266, 287, 562
  to personal computers 288
  to power sources 608
  to the Internet 266, 288, 571
Connection pick list 571
Connection Preferences screen 563, 565, 566
connection types 288
connections
  See also connecting
  adding login scripts for 577
  adding trusted 299
  authentication servers and 580
  automatically stopping remote 387
  closing network 573
  creating 565, 567
  customizing network 570
  deleting 565
  disconnecting sync cable 81
  dropping 575
  limiting device 289
  losing 608
  omitting passkeys for 291
  precautions for 31, 597, 640
  preset settings for 562–569
  selecting 571
  setting flow control for 568
  setting timeout intervals for 387
  setting up network 294, 298, 573
  setting up phone 291–295
  setting up secure 393
  setting up wireless 90, 287
  synchronizing from 75, 99
  unable to establish 290
  wireless technology for 265
connections. *See* Bluetooth; Wi-Fi

conserving power 5, 32, 560, 607
Contact Details dialog box 140
Contact Edit screen 133, 135
contacting service providers 295
contacts
See also Contacts application
adding 66, 130, 133, 347
archiving 139
categorizing 140, 513, 516
copying information for 131, 133, 137
customizing details for 140
deleting 139
displaying information for 135, 140
duplicating information for 133, 137
entering from Outlook 10, 614
entering in memos 250
entering notes for 133
keeping private 140, 490, 491
locating 138
managing 129
saving 132, 139
selecting 40
transferring from other applications 148
Contacts application
adding contact information 130–132
addressing email from 352
archiving information in 139, 243
beaming from 467
benefits of 129
categorizing information in 513, 516
creating business cards 136
customizing fields in 135
displaying additional fields for 133
duplicating information 137
importing information for 117, 148
marking entries as private 491
opening 23, 130
related topics for 148
saving information in 132, 139
searching from 138
selecting field types for 134
setting display options for 141
synchronizing information for 76, 112
transferring information from 66
troubleshooting 148
viewing online help for 147
Contacts files 117
Contacts icon 23
Contacts list 140
continuous events. *See* repeating events
controls
application 34
locating 45
controls, handheld 19
cookies 446, 448
Copy command 69, 594
Copy dialog box 594
Copy icon 43
copying
applications 111, 470, 594
calculations 486
contacts 131, 133, 137
information 69
photos 208, 210, 470
service profiles 571
videos 210, 470
copying and pasting 69
copy-protected applications 594
corporate email accounts 266, 309, 310
country information 551
CPUs
connecting to 8
displaying primary settings for 100
entering network information for 96
overwriting information on 107, 109
preinstalled software for 23
removing Palm Desktop software 125
synchronization options for 102, 104
synchronizing with 75
Cradle/Cable setting 567
creating
appointments 150
backups 73
bookmarks 423, 429
business cards 136
categories 513
company-specific information 11
connections 565, 567
contacts 66, 130, 133, 347
daily events 150
email messages 349
filters 382
login scripts 577
mail folders 361
memos 250
multiday events 157
notes 257
owner information 559
passwords 493, 494, 499
personal signatures 353
photo albums 201
playlists 224
plug-in applications 580
reminders 132, 256
repeating events 154, 155

repeating tasks 237, 239
service profiles 570, 571, 574
ShortCut strokes 555
tasks 235, 237, 239
trusted devices 291
trusted pairs 300
unscheduled events 153
untimed events 152, 157
user profiles 12
video albums 201
currency 474, 475, 477
Currency pick list 475
currency symbols 475, 476, 477, 481
current date and time
checking 522
entering 62, 546, 549
cursor 64, 68
Custom Currencies dialog box 477
customer support 17, 71, 189, 233, 633
customizing
applications 108
backgrounds 180, 534, 538
calendar 178, 179
contact information 135, 140
currency symbols 477
data entry 552
expense lists 481
Graffiti 2 writing 553
handheld 26
handhelds 11
network settings 570–580
preset formats 551
synchronization settings 102–110
Tasks list 245
Cut command 70
Cut icon 43
cycling through calendar views 171

D

daily events 154
daily schedules 173, 174, 178
daily tasks 238, 240
data entry 21, 64
input area for 19
methods for 47, 48, 552
personal computers and 112
shortcuts for 73
databases 117
Date & Time Preferences screen 546, 548
date formats 550, 551
dates
assigning to appointments 150, 154
assigning to repeating tasks 239, 240
changing 166, 473, 523
checking 522
displaying current 525
displaying due 246
displaying in World Clock 531
entering current 62, 546, 549
flagging series of 157
incorrect 610
recording completion 246
reserving in calendar 152
resetting 546, 548
scheduling reminders for 132
selecting on calendar 235
setting alarms for specific 165, 237, 260
setting due 235, 236
setting location-specific 523, 546
setting repeat intervals for 155, 156, 157, 166
setting sequence 551
sorting by 261
viewing scheduled 171, 174, 175, 176
viewing specific 175
Day View
displaying overlapping events in 178
scheduling appointments on 150
scheduling events for 152
selecting 173
setting display options for 164, 178, 180
setting timeframes for 182
Day View icon 150
Daylight Saving Time entry box 527
Daylight Savings settings 523
Days To Synchronize Mail option 322
DBA files 117
Deactivate Keylock button 560
deadlines 152
decimal separators 551
Default Currency pick list 477
default settings
overwriting 107, 109
restoring 544
selecting 103
Default View pick list 179
Delay command 579
delays 501, 562
after breaking network connection 608
after reset 610
Delete command 124
Delete Contact dialog box 139
Delete dialog box 124
Delete Event command 168
Delete Event dialog box 168

Delete From pick list 125
Delete icon 43
Delete Item command 479
Delete Memo command 253
Delete Memo dialog box 253
Delete messages on server option 389
Delete Note command 262
Delete Old Messages dialog box 367
Delete Task command 243
Delete Task dialog box 243
deleting
  ActiveSync accounts 409
  applications 124, 595
  appointments 168
  bookmarks 431
  categories 515
  connections 562, 565
  contacts 139
  desktop software 7
  email 366, 367, 369, 389
  email accounts 333
  email filters 386
  events 168–170, 515
  expense items 478, 480
  files from handheld 127
  Graffiti 2 ShortCut strokes 556
  information 70, 127, 499, 595, 609
  locations 528
  mail folders 361
  memos 253
  notes 262
  Palm Desktop software 125
  passwords 498
  photos from album 202
  playlists 229
  private entries 498
  saved web pages 431
  service profiles 576
  songs 228
  tasks 243–244
  video from album 202
description fields 150, 151
Desktop overwrites handheld option 107, 109
desktop software
  See also Palm Desktop software
  archiving information in 127
  downloading 17
  overwriting information in 107, 109
  removing old 7
  updating handheld from 107, 109
desktop software, installing 23
Details dialog box 516, 568, 574
device
  ESD and 639
device name cache 303
Device name field 290
device names 303, 304, 559
Device pick list 122
devices 80, 266, 289, 562
devices. *See also* Bluetooth devices
device-to-device networking 266
Dial prefix check box 572
Dialer application
  benefits of 453
  dialing from 454, 455
  related topics for 460
  troubleshooting 460
Dialer icon 454
Dialer keypad 454
dial-in connections 563
dial-in servers 570, 571, 573
dialing 454, 455, 456, 458
dialing in to networks 95, 563
dialing preferences 567
Dialing setting (connections) 567
dialog boxes 40
dial-up accounts 295, 297
dial-up connections 567, 570
dictionaries 587
digitizer (defined) 557
Disable Auto Complete check box 443
Disable Cookies check box 446
Disable device name cache command 303
Disable Images check box 442
Disable JavaScript check box 451
Disconnect on Exit option 388
disconnecting sync cable 81
disconnecting USB sync cable 613
Discover your device screen 120
Discoverable pick list 290
Discoverable setting 271, 279, 289, 290, 300
discovering Bluetooth devices 289, 300, 303
Discovery icon 300
Discovery Results screen 289, 301
disk space requirements 3
Display Name option 365
display options (web pages) 427
Display Options command 179, 534, 537
Display Options dialog box
  Applications View 537
  calendar 179
  clock 531
  Favorites View 534
display preferences 537, 539, 541, 542

display views (web browser) 427
displaying
application groups 516
application information 122
applications 519
appointments 171, 174, 175, 176
bookmarks 430
calculators 24
Category pick list 180, 181
contact information 135, 140
current date and time 522, 525
email attachments 376, 435
events 164, 181, 182
expansion card information 26
expense reports 23
expenses 481
hidden or masked entries 493
HotSync log 79
images 436
information 19, 519
memos 251
notes 261
PDF files 24
personal calendars 149
schedules 171, 173, 175, 176
slide shows 195
space information 122, 123
tasks 171, 180, 241, 245, 246
unread messages 171, 180
URLs 425
version information 123
web pages 422, 423, 424, 427, 436
World Clock 26, 531
DNS (defined) 575
DNS addresses 275, 283, 575
Do not allow wakeup command 304
Do Nothing option (synchronization) 107, 109
do's and don'ts 31, 597
Documents application 24
benefits of 186
creating files 187
editing files 187
opening files from 188
overview 186
related topics for 189
viewing files 187
Documents To Go application 73, 187
See also Documents application
domain name system (DNS) 575
Download attachments option 322
Download dialog box 434
download options 434, 441
downloading
additional software 17
attachments 372, 373, 375
email 335, 344
files 434, 441
images 441
large messages 373, 375
multiple attachments 376
web pages 434
drafts 349
dragging applications 111, 112
drained batteries 607
drawing freehand 206, 256
drawing tools 206
drivers 563
drop-down lists *See* lists
due dates 235, 236, 240, 246
dummy expansion card 588
Duplicate Contact command 137
duplicating contact information 133, 137
duration 151

E

eBooks 24
Edit Bookmarks command 431, 432
Edit Bookmarks List dialog box 431, 432, 433
Edit Categories command 241
Edit Categories dialog box 162, 163, 513, 515
Edit Connection dialog box 564
Edit currencies command 475
Edit List dialog box 526, 528
Edit menu 69, 70
Edit Playlist dialog box 224
editing 68, 251, 257, 261, 431
See also changing
electrostatic discharge 597, 639–640
email
See also email accounts; VersaMail application
accessing 25, 92, 277, 293, 296, 308
adding addresses to contacts 347
adding attachments to 377
adding signatures 353
addressing 134, 142, 145, 350, 351, 352, 555
changing fonts for 357
changing header information for 390
changing Inbox folders for 356
changing maximum size 335
changing messages 355

composing 349
creating folders for 361
deleting 366, 367, 369, 389
downloading 335, 344
downloading attachments 373, 375
emptying Trash folder for 369, 370
entering user names for 571
filtering 337, 382, 384, 386
forwarding 362
manually marking 371
Microsoft Exchange ActiveSync 394
moving messages 359
reading 346
reading files attached to 376, 435
receiving 296, 335, 403
related topics for 410
replying to 363
sending 296, 345, 349, 437
setting display options for 357
setting maximum size 322
setting notification options for 340, 354
setting preferences for 344
setting retry intervals for 354
tapping URLs in 366
viewing status of 343
viewing unread messages for 171, 180
wireless connections and 266, 277
email accounts
accessing email 288
changing 331, 332
connection types and 308
deleting 333
logging in to Internet 437
scheduling Auto Sync 337, 342
setting up 308, 315, 396, 399
testing 330
transferring settings to 313
upgrading 307
email applications 575
email folders 356
email providers 308, 327
See also ISPs
emergency information 513
empty screen 609
Empty Trash dialog box 369
emptying Trash folder 369, 370
Enable device name cache command 303
encryption
email passwords and 308
wireless connections and 273, 274
encryption keys 273, 274, 281
encryption systems 308
End command 579
entering
current date and time 62, 546, 549
information 19, 21, 47, 48, 73, 112, 552
owner information 559
passkeys 302
passwords 295, 327, 400, 571, 574
phone numbers 454, 456, 458, 574
URLs 422, 423
Enterprise Software link 26
entries
defined 64
entry
getting number of 123
hard resets and 600
eraser 257
eReader 24
error messages 617
ESD (electrostatic discharge) 639–640
ESMTP authentication 334
Essential Software folder 121
Essential Software option 25
Euro, in onscreen keyboard 65
Event Details dialog box 166
events
adding to calendar 150
adjusting for location 546
archiving 168, 169, 170
beaming 468
categorizing 151, 468, 513
changing descriptions 166
changing time zones for 160
changing untimed 153
color-coding 151, 161, 164
conflicting 180
contact information and 132
creating multiday 157
creating untimed 152, 157
defined 150
defining repeating 154, 155
deleting 168–170, 515
displaying 164, 181, 182
entering notes for 158, 159
extending beyond midnight 157
finding overlapping 178
marking as private 151, 491
rescheduling 166–167
retrieving with Microsoft Exchange ActiveSync 403, 408
scheduling 150, 152, 182
setting alarms for 165, 183
setting time zones for 160, 161
viewing free time for 180

viewing specific time for 181
Excel files 24, 73, 187
Excel spreadsheets
attaching to email 377
email messages and 306
importing information from 117
managing files for 186
opening 188
sending information to 474
transferring to handheld 77
exchanging
information 21
exclamation point (!) in Tasks list 246
EXIF format 200
expansion cards
adding applications to 27, 111, 122, 596
beaming from 469
benefits of 587
copying applications to 470, 594
deleting information on 595
displaying information about 26, 592
downloading files to 434
dummy card for 588
formatting 595
getting applications on 122
inserting 21, 589
limitations 592
opening applications on 590
opening files on 591
overview 586
preventing damage to 588
related topics for 596
removing 588
removing applications on 124
renaming 593
transferring audio files to 220
transferring music files to 219
types of 587
viewing information on 436
expense records *See* Expense application
Expense application 23
archiving information in 479
benefits of 472
categorizing information in 474, 480, 481, 513
categorizing with Calculator 513
changing information 473
choosing currency options 475
customizing lists for 481
deleting categories 515
deleting information in 478–480
entering expenses in 473–474
getting help with 482
opening 473, 482
related topics for 483
saving information in 474
synchronizing information for 76
transferring information to 66
troubleshooting 483
Expense icon 23
expense lists 481
Expense Preferences dialog box 473, 476
expense reports 23, 475, 480, 481
Expense type pick list 473
extending battery 533, 607
external devices 562
external speaker 558

F

fade setting 180, 535, 538
FAQs 605
Favorites View
changing entries 535
defined 26
moving around in 39
using 35
FCC Statement 634
fields 133, 134, 135
file names 594
file types 117, 214
files
accessing 449
adding 73
attaching to email 377, 378, 380
displaying contents 435
displaying on expansion cards 592
downloading 434, 441
installation prerequisites for 122
opening 188
opening on expansion cards 591
removing 127, 595
restoring archived 127
saving 434
selecting for synchronization 98
sharing 266, 288
transferring to handheld 75, 76, 117
troubleshooting uninstalled 617
filing events 151
filtering email 337, 382, 384, 386
filtering messages 384, 386
Filters dialog box 382, 384
finances 472, 513
See also Expense application
Find dialog box 44
Find icon 44

Find icon on status bar 29
Find More button 44
Find on Page command 425
Find on Page dialog box 425
finding
    contacts 138
    information 44
    overlapping events 178
firewalls 270, 310
Flow Ctl pick list 568
folders 359, 361, 614
Font command 540
font styles 540
fonts 357, 427, 539–540
forgetting passwords 498
form fields (web pages) 443
Format (codec) pick list 216
Format Card command 595
formats
    audio files 213
    information-specific 550
Formats Preferences screen 550
formatting expansion cards 595
forwarding email 362
freehand drawing 206, 256
freeing up space 124, 127, 170, 609
frequently asked questions (FAQs) 605
front panel controls 19
frozen screen 22, 598, 608
Full header option 390
full-screen pen stroke 545
full-screen writing 49, 257, 428
    icon on status bar 29
full-screen writing icon 50

G

Game Sound pick list 558
games 516, 558, 587
gestures (Graffiti 2 writing) 59
Get IP command 579
Get unread mail option 344
getting started 6
GIF files 436
Go To Date dialog box 150, 152
Go to Web Page dialog box 422
Go to Web Page icon 422
GPRS mobile phones 291, 298, 563
Graffiti 2 command strokes 43, 59
Graffiti 2 input area 48
Graffiti 2 Preferences screen 553
Graffiti 2 writing 51
    changing strokes for 556
    command shortcuts and 59
    copying and pasting with 69
    deleting information with 70
    deleting ShortCuts 556
    entering information with 48, 51–61
    entering ShortCut strokes 62–63, 555
    full-screen mode and 49
    getting help with 58
    guidelines for 53
    overview 48
    setting alternate stroke shapes for 553
    troubleshooting problems with 611
graphics files 436, 441
GSM mobile phones 291, 563

H

handheld
    controls described 19
    customizing 26
    do's and don'ts 31
    preinstalled applications for 23
    recharging 31
    recharging battery 32
    turning on and off 21
    viewing applications on 19
    viewing information on 19
    Wi-Fi radio 22
Handheld overwrites Desktop option 107, 109
handhelds
    charging battery for 4, 597
    connecting to PCs 8
    disconnecting from sync cable 81
    do's and don'ts 597
    maintenance information for 597
    not responding 598
    recharging battery 4, 5
    reconnecting sync cable 81
    resetting 598
    setting power preferences for 560–562, 562
    turning on and off 6, 560
handwriting 257, 611
    See also Graffiti 2 writing
hard resets 600, 602, 608
header options (email) 390
headphone jack 21, 597
headphones 31, 558, 597
headsets 21, 597
help 17, 58, 71, 127, 498, 632
Help menu 613
hiding
    address fields 423

currency symbols 481
private entries 492
highlighting menu commands 41
See also selection highlight
high-speed connections 297
high-speed data services 570
high-speed wireless carrier 288
hints 498
See also help
History area 486
Holiday Files folder 184
holidays 152, 154, 156
home page 426, 438, 440
Home Page icon 438
Home Page setting (web browser) 440
Home screen *See* Applications View
hosts 575
HotSync Controls tab 82, 104
HotSync icon 23
HotSync log 79, 105
HotSync Manager
See also synchronizing
HotSync manager 90
installing 75, 78
not responding 617
restoring information from 602
running automatically 103
starting 23, 103
synchronization options for 103, 105
turning off 103
HotSync Manager icon 89, 94
HotSync manager icon 75, 78, 80, 613
HotSync Online Troubleshooting Guide 613
HotSync screen 81, 83, 94, 97
HotSync Software Setup window 104
HotSync technology 27, 75
HTM files 436
HTML files 435, 436
HTML messages 322
HTML viewer 435
hyperlinks 426
See also URLs

I

icons
application 537, 544
Command toolbar 43
Inbox (VersaMail) 343
missing 610
Outbox (VersaMail) 355
Wi-Fi wireless connections 269
ICS files 117
idle timeouts 575
image files 191, 436, 441
IMAP mail folders 391, 392, 393
IMAP protocol 309, 318, 327
IMAP servers 319, 328, 372
import fields 118
importing
contacts 148
information 12, 117–119
Inbox 330, 356
Inbox icons 343
incoming mail options 329, 402
incoming mail servers 309, 319, 328
incompatible applications 629
incorrect dates and time 610
Info command 122
Info dialog box 122
information
accessing 37
adding contact 138, 148
adding owner 559
beaming application-specific 467
categorizing 512, 516
copying and pasting 69
deleting 70
displaying 19
editing 68
entering 19, 21, 47, 48, 552
finding 44
hard resets and 499
losing 40
managing 27
protecting 587
providing emergency 513
sharing 21, 131, 461, 470
updating 72
viewing by category 519
infrared port *See* IR port
Infrared setting 567
initialization strings (modems) 388, 568
input area 19, 48
icon on status bar 30
inserting expansion cards 21, 589
installation CD 2, 120, 605
installation prerequisites 122
installing
additional software 73, 120
applications 23, 73, 111, 590
HotSync manager 75, 78
Palm Desktop software 3, 7
related topics for 17
instant messenger (IM) accounts 134
instant messenger (IM) field 134

Internet
See also websites
accessing 288
Bluetooth 295
connecting to 266, 288, 571
email accounts and 437
selecting service provider for 297
Internet Explorer 2
See also web browsers
Internet Message Access Protocol (IMAP) 318, 327
Internet protocol (IP) 575
Internet Service Provider 327
Internet Service Providers (ISPs) 288, 308, 570
invalidating warranty 607
IP Address check box 575
IP addresses 275, 283, 575
IR devices 80
IR port
See also beaming
beaming from 466, 467, 468
connecting to networks from 99
creating connections for 563
disabling 83
location of 21
setting up connections for 567
synchronizing from 75, 80, 82, 100
IR to a PC/Handheld connection 563, 564
IR-enabled laptop 80
ISPs 288, 308, 570
iTunes application 221

J

JavaScript 451
JPG files 191, 436

K

key exchange 302
key index 274
Key Type pick list 273, 281
keyboard
entering information from 64
onscreen types 65
keyboards
connecting to portable 251
Keylock 21, 560, 561
Keylock Preferences screen 560

L

LAN Setup option 298
landscape view 30
LANSync Prefs dialog box 101
laptops 80, 288
large fonts 540
large images 441
Last Page Viewed setting (web browser) 440
Leave mail on server option 389
lightning bolt icon 608
line selection 68
links (web pages) 426
list screens 40
listening to music 214, 217, 223, 586
lists
See also song lists
creating company phone 11
customizing expense 481
customizing Tasks 245
displaying applications icons in 537
displaying bookmarks in 430
displaying contacts in 140
finding items in 526
moving between items in 40
opening category 180, 590
ordering memos in 252
rearranging items in 252
selecting items in 40
loading user profiles 15, 16
Local Area Networks *See* networks
locating
contacts 138
controls 45
information 44
overlapping events 178
Location field 158
Location pick list 526, 547
location pick list 526
location settings (World Clock) 522, 525, 527
locations, deleting 528
location-specific preferences 546–551
Lock Device dialog box 500
lock icons 469, 594
lock options 501
locking
handheld buttons 560
locking device 559
log files 79
logging in to email accounts 310, 437
logging in to network servers 577
Login Script dialog box 577, 578
login scripts 577–579
Look Up line (Contacts) 138
Lookup screen 352
losing

information 40, 73
network connections 608
passwords 498, 499
low batteries 5, 607
low battery 32
lowercase letters 53

M

Mac information
creating contacts 147
creating notes 263
creating user profiles 13
displaying tasks 247
entering information 115
handheld system requirements 3
importing 119
installing applications 75, 112
installing extra software from CD 25
installing handheld software 7, 121
opening calendars 184
synchronizing handheld 75, 82, 104, 108
synchronizing with user profiles 16
transferring MP3 files to handheld 220
troubleshooting problems 606
turning off IR port 83
writing memos 254
mail folders 359, 361
mail *See* email
mail servers 309, 319, 328
Mail Service pick list 327, 399
maintenance information 597
Make Default check box 110
Manual synchronization option 103
manually locking device 499, 502
marking information as private 491
marking message status 371
masking private entries 490, 492, 493
math calculators 24
Maximum Message Size option 322, 345
MCI connections 572
Media application
adding photo to contact 131
backing up information in 27
benefits of 190
companion applications for 28
displaying photos or videos 192
organizing photos and videos 201
overview 190
related topics for 212
transferring information to 77
Media icon 24, 620
meeting invitations 406
memory 124, 609
freeing 448
purging calendar events 170
memory button (Calculator) 485
memory cards 595
memory clear button (Calculator) 485
memory recall button (Calculator) 485
memos
See also notes; Memos application
adding contact information to 138, 250
backing up 27
creating 250
deleting 253
displaying 251
editing 251, 252
keeping private 490, 491
organizing 252, 513
saving 250, 253
selecting 40
sending as attachments 255
transferring to PCs 252
Memos application
categorizing information in 513
getting help with 254
importing information for 117
marking entries as private 491
opening 23, 250, 251, 252, 253
overview 249
related topics for 255
reordering memos lists 252
selecting memos 251
synchronizing information for 76, 112
transferring information to 66
troubleshooting 255, 620
writing memos with 250
Memos files 117
Memos icon 23
Memos list 250, 251, 252
menu bar 42
Menu icon 611
menu shortcuts 43
menus 41, 42
icon on status bar 29
Message text option 365
messages
See also email; text messages
connection types for 288
displaying unread 171, 180
downloading large 373, 375
receiving 211, 288, 412
removing confirmation 262
sending plain text 322
setting alarms for 530

Microsoft Excel spreadsheets
attaching to email 377
importing information from 117
transferring to handheld 77
Microsoft Excel spreadsheets *See* Excel spreadsheets
Microsoft Exchange ActiveSync 394
account setup 396–402
deleting accounts for 409
getting calendar events 403, 408
getting messages 403
meeting invitations and 406
Microsoft Exchange Server and 309
prerequisites for 394
previewing attachments 405
synchronizing events and 409
time zones and 408
Microsoft Internet Explorer *See* Internet Explorer
Microsoft Office Manager *See* Documents application
Microsoft Outlook
applications that synchronize 74
Microsoft Outlook *See* Outlook
Microsoft Windows systems *See* Windows information
Microsoft Word documents 186, 188
attaching to email 377
transferring to handheld 77
Microsoft Word files 24, 73
Mini-USB connector icon 22
missing applications 24, 610
missing icons 610
mobile devices 134, 140
mobile phones
accessing Internet with 288
attaching modems to 563
compatibility 292
connecting to 288, 291, 297, 569, 622
connecting to Internet from 297
creating trusted pairs for 291, 622
dialing 142, 143, 453
dialing in to networks from 95
key exchanges and 302
passkeys and 622
requirements for 145
Modem Sync Prefs dialog box 97
Modem Wait option 388
modems
connecting to IR port from 563
dialing in to networks with 95
initialization strings for 388, 568
setting up connections for 567, 571
Money category 513
See also currency
Month View 164, 176, 178, 181
Month View icon 176
month, setting 523, 549
monthly events 154
monthly schedules 176
monthly tasks 238, 240
moving
bookmarks 433
information 72
messages 359, 360
photos 203
videos 203
web pages 428
moving around dialog boxes 40
moving through web pages 426
MP3
files 213, 220
MP3 files 77
transferring with Rhapsody 217
MP3 players 213
MPA files 117
multiday events 157
multiline descriptions 150
multimedia applications. *See* Media application
MultiMediaCard expansion cards 587
music
changing playlists for 227
deleting playlists for 229
files 77
listening to 214, 217, 586
playing 223, 226, 621
removing from playlists 228
selecting 226
storing 587
transferring to handheld 77
music applications 213
music files
See also music
music player. *See* Pocket Tunes

N

names. *See* usernames; contacts
naming
connections 567
email accounts 327, 399
expansion cards 593
photo albums 202
playlists 225
user profiles 12, 13

video album 202
navigating through web pages 426
navigator 20, 37–??
using ??–41
negative numbers 485
Network Preferences dialog box 97
Network Preferences screen 570, 573, 574, 576, 577
network settings 570–580
Network Setup screen 96, 100
networks
accessing corporate 310
accessing email from 288
closing connections for 573
connecting to 97, 99, 294, 298, 573
corporate email accounts and 309, 310
creating login scripts for 577–579
customizing connections for 567, 570
deleting service profiles for 576
dialing in to 95, 563
losing connections to 608
selecting communications protocol for 575
setting IP addresses for 575
setting service for 97
setting up service profiles for 570, 571
specifying as trusted device 299
synchronizing over 75, 95–101
wireless connections for 266
New events use time zones setting 160
new lines 250
New Profile screen 12, 13
Note Pad
See also notes
backing up information in 27
categorizing information in 513, 517
clearing 257
creating notes from 257
deleting notes in 262
displaying notes in 261
getting help with 263, 264
opening 23
overview 256
related topics for 264
selecting pens 258
setting color preferences 258
synchronizing information for 76
troubleshooting 620
Note Pad icon 23
notes
See also memos; Note Pad
attaching alarms to 259
attaching to email 264
backing up 27
categorizing 257, 513
creating 257
deleting 262
editing 257, 261
marking as private 257, 264, 490
saving 257
selecting 40, 261
setting background colors for 258
sorting 261
synchronizing 112
notification options (email) 341, 354
No-time icon 172
number formats 483, 550, 551
numbers 51
See also phone numbers
adding to entry fields 55
entering on calculator 485

O

Office files 186–188
off-line viewing 434, 435
omitting passkeys 291
omitting passwords 571
Online Troubleshooting Guide 613
onscreen keyboard. *See* keyboard
opening
applications 544
Calendar views 150, 175, 176, 177
Category pick list 180
files 188
HotSync manager 23, 90
Note Pad 23
Pocket Tunes 24
web browser 435
operating systems 2
Optimized view (web browser) 427
options 102
order forms 443
organizing
applications 45, 513
information 45, 512
orientation of screen 30
Outbox 349, 354, 355
Outbox icons 355
outgoing mail options 330
outgoing mail servers 309, 319, 328
Outlook
entering information from 112
marking completed tasks and 242
synchronizing with 10, 106, 112, 614, 615

Outlook
requirements for 125
Overdue task icon 172
overdue tasks 171, 180, 241, 246
overlapping events 178
overwriting information 107, 109
owner information 559
Owner Preferences screen 559

P

page icons (web browser) 433
Page Info command 425
pager 134
Palm Desktop Installer icon 7
Palm Desktop software
completing repeated tasks and 242
creating user profiles from 12, 13
described 2, 27
entering information in 112, 114, 116
importing information to 117, 119
installing 3, 7
online help for 113
opening applications from 113, 115
requiring password entry for 495
restoring archived items to 127
synchronizing with 10, 112, 160, 614
system requirements for 2
time zones and 619
troubleshooting 605
uninstalling 125
updating information in 73
upgrading handhelds and 7
Palm Dialer software *See* Dialer application
Palm OS applications 34
Palm OS handhelds
exchanging records with 462
sharing notes with 264
upgrading from 4
palmOne Quick Install software 73
palmOne technical support 17, 71
paper clip icon 373
partnership 291
parts (handheld) 2
passkeys 92, 293, 299, 302, 622
passphrases (encryption) 274
Password check box 327, 400
passwords
Bluetooth 293, 295
Bluetooth devices and 92
changing 495
creating 493, 494, 499
deleting 498
displaying web pages and 424
email accounts and 309
encryption protocol for 308
entering 327, 400, 571, 574
forgetting 498
locking device with 499, 559
losing 499
network connections and 299
omitting 571
security options for 490
troubleshooting 626
validating 334
Paste command 69
Paste icon 43
pasting information 69, 486
patches 124
PCs *See* personal computers
PDB files 75, 76
PDF files 24
Peer-to-Peer (ad hoc) setting 282
pen 258
Pen selector 257
pen widths 257
percentage button (Calculator) 485
performance 31, 597
period (.) character 553
peripheral devices *See* external devices
personal computers
preinstalled software for 23
synchronizing handheld with 74
personal information 446, 493
personalizing contact information 135
personalizing handheld
See also customizing
phone 302, 563, 567
See also conference calls; mobile phones; phone numbers
phone connections 291–295
phone drivers 563
Phone Link Updater application 291
Phone Lookup 66, 138
phone number fields 134
phone numbers
adding speed dial entries for 457
dialing 454, 456, 458
dialing from email message 366
entering 454, 456, 458, 574
getting from contacts 66, 134, 138
organizing emergency 513
redialing 455
temporary storage for 256
phone numbers, sharing 21
phone settings (service profiles) 571

Phone Setup dialog box 291
photo albums
arranging photos in 203, 205
creating 201
moving photos in 203
moving photos to other 204
scrolling through 199
Photo Details screen 199
photos
adding notes to 199
adding to albums 202
adding to contacts 131
adjusting fade setting for 535, 538
attaching to email 379
copying 208, 210, 470
deleting from album 202
moving 203
selecting 40
selecting as backgrounds 180, 534, 538
sharing 210
sorting 205
storing 587, 591
synchronizing 112
transferring to handheld 75, 77
viewing 192
viewing details of 198, 199
Photos application *See* Media application
Picture box 131
plain text messages 322
playing music 214, 217, 223, 226, 621
playlists
creating 224
deleting songs on 228
editing 227
naming 225
removing 229
reordering music on 228
selecting music from 226
troubleshooting 621
plug-in applications 580
Pocket Tunes application
compatible formats for 214
getting help with 223
icon 24
opening 24, 223
overview 213
troubleshooting 621
POP protocol 318, 327
POP servers 309, 319, 328, 371
Port Number option 329, 330, 402
portable keyboards 251
portrait view 30
ports 21
Post Office Protocol (POP) 318, 327
See also POP servers
power adapter 597
power adapter *See* AC charger
Power button 21
power consumption options 561
power preferences 560–562
Power Preferences screen 561
PowerPoint files 188
attaching to email 377
transferring to handheld 77
PowerPoint files, creating and viewing 187
power-saving settings 561, 562
PRC applications 580
PRC files 75, 76
precautions 598, 607, 639
predefined service profiles 574
preferences 189, 420, 533, 585
See also customizing
Preferences command 182
Preferences screen 26
Prefs icon 26
preinstalled applications 23, 124
preset connections 563, 565
preset delays 501
preset formats 550
primary location 522, 523, 528, 531
Primary PC Setup command 96, 100
printers 266
printing expense reports 23
prioritizing tasks 235, 246
privacy FAQs 626
privacy levels 492
privacy settings
applications 45
calendar 166
information 490
notes 264
records 490
web pages 446
Private check box 491
profiles 11–16
projectors 266
Prompt command 579
prompts 578
protecting handheld 597
protecting information 489, 491, 499, 587
protocol (defined) 318, 327
Protocol pick list 327
proxy servers 449, 450
Proxy Settings dialog box 450
punctuation marks 53, 56

Punctuation Shift indicator 60
Punctuation Shift stroke 60
Purge Categories dialog box 480
Purge command 170, 244, 480
Purge dialog box 170, 244
purging items 609

Q

quarterly tasks 239
Query DNS check box 575
questions and answers 605
quick buttons
    not responding 21, 560
    opening applications from 23
    reassigning 544
    restoring defaults for 544
Quick Install icon 111
Quick Install software 27, 73, 111, 617
Quick Look Up icon 138
Quick Look Up line 138
Quick Tour 6, 51

R

radio 22, 25
range (peripheral connections) 289
Read pick list 357
reading
    email 346
    text messages 415, 417
Real Rhapsody. *See* Rhapsody
RealOne Player. *See Pocket Tunes; Rhapsody*
RealPlayer application
    opening files for 591
reassigning quick buttons 544
Receipt Details dialog box 475
receiving email 296, 335
receiving messages 211, 288, 412
recently visited web pages 426
recharging battery 4, 5, 32, 562, 607
recharging handheld 31
recipes 253
Recipient List screen 351, 352
reconnecting sync cable 81
Record menu 467
recovering memory 609
recurring events 150
redialing phone numbers 455
related items, categorizing 513
Remember Last Category check box 537
reminders
    See also alarms
    canceling 530
    creating 256
    scheduling 132, 150
    setting alarms as 529
    specifying notes as 259
Reminders screen 341, 354
remote access accounts 570
remote connections 387
remote devices 303
remote servers 95, 449, 570
removing
    ActiveSync accounts 409
    applications 124, 595
    appointments 168
    bookmarks 431
    categories 515
    confirmation messages 262
    connections 562, 565
    contacts 139
    desktop software 7
    email 366, 367, 369, 389
    email accounts 333
    email filters 386
    events 168–170, 515
    expansion cards 588
    expense items 478, 480
    files from handheld 127
    Graffiti 2 ShortCut strokes 556
    information 70, 127, 499, 595, 609
    locations 528
    mail folders 361
    memos 253
    notes 262
    Palm Desktop software 125
    passwords 498
    playlists 229
    private entries 498
    repeating tasks 243
    saved web pages 431
    selection highlight 37, 39
    service profiles 576
    songs 228
    tasks 243–244
Rename Card dialog box 593
Rename Custom Fields dialog box 135
renaming
    categories 514
    expansion cards 593
    mail folders 361
    preset connections 562
    web pages 435
Repeat icon 173
repeat intervals

calendar 154, 157
tasks 238, 240
repeating events
changing 167
deleting 168, 169
displaying 181
scheduling 154, 155
repeating tasks 237, 239, 242, 243
Reply To Address option 365
replying to email 363
rescheduling events 166–167
reserving dates 152
reset button 22, 599, 600
resetting
clock 523, 548
Graffiti 2 ShortCut strokes 556
handheld 598
local preferences 546, 548
passwords 495
preset connections 563
preset formats 550
quick buttons 544
screen fonts 540
server profiles 571
resizing text 251
restarting device *See* reset button
restoring
archived items 127
defaults 544
information 498, 499, 602
restricting device connections 289
restrictions 598, 607
retrying
Auto Sync 342
email delivery 354
Rhapsody application
getting help with 232
transferring music with 217
rotary dialing 567
rotating the screen 30
running out of memory 124
running out of space 587

S

Save Page command 435
Save Page dialog box 435
saved web pages 430, 431, 432, 435
saving
appointments 151
battery power 560
contacts 132, 139
files 434
information 36, 127, 612
memos 250, 253
notes 257
synchronization settings 108, 110
tasks 235, 243, 244
web cookies 446
web pages 435
scheduled sending retry (email) 310
schedules 149, 171, 180, 546
See also appointments; calendar
scheduling
appointments 150–151
Auto Sync 337, 338, 342
backup and synchronization 8
events 150, 152, 157, 182
reminders 132, 150
repeating tasks 237, 239
untimed events 153
scheduling conflicts 149
screen
adding photos as backgrounds 180, 534, 538
adjusting brightness 539
aligning 557
blank 609
caring for 31, 597
changing colors of 535, 542
changing fonts for 539–540
clearing 257
frozen 22, 598, 608
landscape and portrait views 30
maintaining 597
not responding 21, 22, 560, 598, 608
tapping elements on 557, 597
viewing information on 19
screen rotation 30
Screen rotation button 30
scripts 580
scrolling 150
Applications View 39
in dialog boxes 40
menus 41
SD memory cards 587
SDIO accessories 587
SDIO cards 587
searching for information 44, 138
searching web pages 425
secondary locations 525, 528, 531
secure connections 393
Secure Digital input/output (SDIO) 587
Secure Sockets Layer *See* SSL connections
security 293, 441, 571
security information (Wi-Fi) 270

security levels 490
security options
See also encryption; passwords; privacy settings
device 490
records 490
Security Preferences dialog box 492, 494, 495, 559
Select a Color Theme dialog box 535, 542, 543, 552
Select button (navigator) 41
Select Colors dialog box 258
Select Font dialog box 357, 540
Select User dialog box 8, 75, 79
selecting
alarm sounds 530
alternate stroke shapes 553
background colors 258, 542
clock display options 531
communications protocol 575
connections 571
currency options 475, 476, 477
information 68
Internet Service Providers (ISPs) 571
items in lists 40
menu commands 41, 42, 43
options in dialog boxes 40
selection highlight 39
self-help resources 632
Send command 579
Send CR command 579
Send email from Outbox option 322
Send Password command 579
send retry failures 354, 355
Send To Handheld droplet 27, 75, 112
Send User ID command 579
sending
email 296, 345, 349, 437
text messages 288, 411, 412
server preferences 450
servers 449
service (defined) 297
Service Connection Progress messages 573
Service pick list 297, 571, 574
service profiles
deleting 576
selecting 573
setting up 570, 571, 574
service templates 570
services 297, 562, 578
Set Alarm dialog box 236, 260
Set as default check box 108
Set Country dialog box 551
Set Date & Time button 523
Set Date dialog box 523, 549
Set Time dialog box 151, 524, 549
setting up email accounts 326–330
setting up Microsoft Exchange ActiveSync accounts 396–402
setting up wireless connections 287
settings *See* preferences
setup 605
Setup Devices option 89
Setup dialog box 103
sharing
files 266, 288
information 21, 131, 461, 470
photos 210
videos 210
sharing FAQs 627
Short header option 390
Short Message Service (SMS) 412
short messages 411
ShortCut strokes (Graffiti 2 writing)
backing up 555
changing 556
deleting 556
described 62–63
setting up 555
ShortCut Text line 555
shortcuts 43, 69, 545
shortcuts for 73
ShortCuts Preferences screen 555, 556
Show Address Bar check box 423
Show History command 486
Show in List pick list 140
Show Multiple Locations setting 531
Show Private Records dialog box 493
side panel controls 21
signal strength (wireless connections) 269
Signature dialog box 353
signatures 353
Silent profile settings 558
Simple Mail Transfer Protocol *See* SMTP servers
sketching 256
slide shows 192, 195, 203
small fonts 540, 541
small icons 537
small triangle (bookmarks) 430
Smart Addressing feature 350
SMS application
See also text messages
benefits of 411
installing 25

opening 412
related topics for 420
sending text messages 412
SMS messaging 25, 412
SMTP servers 319, 328, 334
Snooze setting 530
soft resets 598, 608
software
See also applications
See also specific application
accessing additional 17
adding additional 120, 587
included on handheld 23
installing 7, 73, 120
third-party applications and 8
Solitaire 24
song files *See* music files
song formats 213
song lists
See also music
creating 224
deleting 229
editing 227
naming 225
removing items on 228
reordering music on 228
selecting items 226
troubleshooting 621
Sort by date option 205
Sort by name option 205
Sort by pick list 261
Sort by type option 205
Sort manually option 205
Sort order option 357
sorting
expenses 481
memos 513
notes 261
photos 205
videos 205
sound files *See* audio files
sounds
changing alarm 259
setting alarm 165, 183, 246, 530
setting preferences for 558
Sounds & Alerts screen 558
space characters 555, 571
space information (handheld) 122, 123
speaker 22, 558
special characters 51, 53, 60, 61
Specific Import Fields dialog box 118
speed (communications) 563, 564, 568
Speed Dial screen 457, 459
Speed pick list 564, 568
speed-dial buttons 457
spreadsheets 24
See also Excel files
attaching to email 377
creating and viewing 187
email messages and 306
importing information from 117
managing files for 186
opening 188
sending information to 474
transferring to handheld 77
square root button (Calculator) 485
SSL connections 324, 329, 330, 393, 402
start page (web browser) 438, 440
Start with pick list 440
starting
HotSync manager 103
locked devices 499
Outlook applications 106
starting HotSync manager 23
static electricity 31, 597, 639–640
status bar icon descriptions 29
status icons (Wi-Fi) 269
stopping
download operations 434
information searches 44
MP3 player 223
stopping slide shows 192
storage 586, 587
storing
device names 303
stylus 6, 21, 31, 51, 206, 597
Subject fields 349
subject lines (email) 335, 349
supported file types 214
switching between applications 10, 36, 590, 614
symbols 51, 60, 61, 130
sync cable
connecting to PCs with 8
disconnecting 81
reconnecting 81
synchronizing with 75, 78, 96
Sync IMAP Folders screen 393
synchronization
troubleshooting 613–618
usernames and 312
synchronization methods 75, 76
synchronization options
applications 106, 108
handheld 10, 102–110

synchronization software 74, 106, 125, 614
synchronize (defined) 8
Synchronize incoming email setting 323
Synchronize the files option 107, 109
Synchronize unread mail only setting 322
synchronizing
applications 76, 79, 106, 616
benefits of 72
caution for 125
IMAP mail folders 391, 392, 393
information 73–76, 613
over networks 75, 95–101
prerequisites for 95
related topics for 17
requirements for 75, 78, 80, 89, 94
third-party applications and 8
troubleshooting problems 79
upgrades and 4
using another computer on the network 75
wirelessly 89, 288
with IR port 75, 80, 82, 100
with Microsoft Outlook 10, 106, 112, 614, 615
requirements for 125
with Palm Desktop software 112
with sync cable 78, 96
with user profiles 11, 14, 16
system information, icon on status bar 29
system requirements 2
System Sound pick list 558

T

Tap and Drag scrolling 428
tapping
application titles 42
menu items 42
problems with 598, 608, 611
screen elements 557, 597
Task Preferences dialog box 236, 245
tasks
See also Tasks application
adding contact information to 138
adding notes to 235
adding to Tasks list 245
archiving 243, 244
assigning due dates to 235, 236, 240
categorizing 235, 241, 246
changing date due 246
combining with appointments 149
completing 242
creating 235
deleting 243–244
displaying 171, 180, 241, 245, 246
entering from Outlook 10, 614
managing 234
marking as private 235
organizing 241
prioritizing 235, 246
reordering 246
saving 235, 243, 244
scheduling repeating 237, 239
setting alarms for 236, 246
setting repeat intervals for 238, 240
viewing due dates for 246
viewing overdue 246
Tasks application
adding tasks 235, 237, 239
categorizing information in 513
getting help with 247
importing information for 117
marking completed tasks 242
opening 23, 235, 236, 237, 239, 241, 242, 243, 244, 245
overview 234
related topics for 248
saving information for 244
saving information in 235
securing contents 490
setting display options for 241
setting preferences for 245–246
synchronizing information for 76, 112
transferring information to 66
troubleshooting 248, 622
Tasks files 117
Tasks icon 23
Tasks list 171, 241, 243, 245
TCP/IP Settings button 100
TDA files 117
technical assistance 17, 71, 189, 233, 633
Technical Support office 633
telephone numbers *See* phone numbers
testing email accounts 330
text
adjusting fade setting for 535, 538
changing color of 180, 542
changing screen fonts for 539
entering 48, 51
entering abbreviations for 555
finding on web pages 425
resizing 251
searching for 44
selecting 44, 68
viewing against photos 180
text messages

See also SMS application
managing 25
opening 415
sending 288, 411, 412
viewing 415, 416, 417, 419
third-party applications 8, 608, 629, 630
thousands separator 551
thumbnails (photos) 180, 534, 538
TIFF files 191
time
blocking out periods of 154, 157
changing 523
checking 522
displaying current 525
displaying free 180
displaying specific periods of 180
entering current 62
entering display options for 182
incorrect 610
resetting 166, 546, 548
scheduling 151
scheduling periods of 151
setting current 549
setting for alarms 165, 237, 260, 529
setting location-specific 26, 523, 546
unscheduled events and 153
time bars 180
time formats 550, 551
Time Zone entry box 527
time zone pick list 161
time zones
adding locations and 526
automatically including 160
changing 527, 546, 547
Microsoft Exchange ActiveSync and 408
Palm Desktop software and 619
primary locations and 160
scheduling events and 160, 524, 619
secondary locations and 525
selecting 161
timed events 181
timeout intervals 387
Timeout option 387
tips 17
to do lists 234
See also tasks; Tasks application
toolbars 43
top panel controls 21
Touchscreen Preferences screen 557
touchscreen *See* screen
TouchTone dialing 567
tracking expenses 23, 472
transfer options 603
transferring
applications 27
existing account settings 313
files 75, 117
information 21, 66, 76, 117
wirelessly 266, 288
transferring information 74
Trash folder 369, 370
travel expenses 481
travel guides 587
troubleshooting 8, 79, 557, 605
trusted connections 299
Trusted Devices option 300
trusted pair *See* partnership
trusted pairs 300
Tungsten handheld. *See* handhelds
turning device on and off 562
turning handheld on and off 21, 560
turning off alarms 530
turning off HotSync manager 103
turning sounds off 558

U

underlined links 426
Undo icon 43
Unfiled category 514
unfreezing handheld 598, 600
uniform resource locators *See* URLs
uninstalling
applications 609
Palm Desktop software 125
unread email messages 171, 180, 371
Unread pick list 357
unrecognized devices 289
unscheduled events 153
unscheduled time slots 180
untimed events 132, 152, 153, 157, 181
update options 107, 109
updating
information 73, 106
owner information 559
third-party applications 8
updating information 72
upgrades 4, 7, 122
upgrading email accounts 307
uppercase letters 51, 53
URL (defined) 422
URLs
accessing web pages with 422, 423
auto-completion option for 443
changing 429, 431
displaying 425

selecting in email messages 366
USB port 8
USB sync cable 78
custom connections and 567
device setup and 4
disconnecting 613
synchronizing and 613
Use calling card check box 572
Use proxy check box 450
Use Secure Connection option 324, 329, 330, 402
Use short preamble box 283
user profiles 11–16
usernames
assigning to handhelds 11
Bluetooth 295
email accounts and 307, 309
email addresses and 571
finding in email addresses 327
hard resets and 600
network connections and 299
searching for 138
service profiles and 574
synchronization and 312
synchronize 79
synchronizing and 75
upgrades and 7
validating 334
Users folder 125
user-specific information 11

V

vacations 157
validating usernames and passwords 334
VCF files 117
VCS files 117
VersaMail application 25
adding attachments 377, 379
downloading attachments 373, 375
icons for 355
related topics for 410
setting notification options 354
setting preferences for 381
setting up email accounts 326–328
synchronizing information for 76
troubleshooting 410
version numbers 122, 123
video albums
creating 201
moving photos in 203
videos
adding notes to 199
adding to album 202
attaching to email 379
copying 210, 470
deleting from album 202
displaying details of 199
moving 203
sharing 210
sorting 205
transferring to handheld 75, 77
viewing 192
View Bookmarks command 430
View By pick list 537
View Log command 79
viewer (web pages) 435
viewing
application groups 516
applications 519
appointments 171, 174, 175, 176
bookmarks 430
calculators 24
contact information 135, 140
current date and time 522, 525
email attachments 435
events 164, 181, 182
expansion card information 26
expense reports 23
hidden or masked entries 493
information 19, 519
memos 251
notes 261
PDF files 24
personal calendars 149
photo 192
schedules 171, 173, 175, 176
slide shows 195
tasks 171, 180, 241, 245, 246
unread messages 171, 180
URLs 425
video 192
web pages 422, 423, 424, 427
World Clock 26, 531
views (Calendar) 173, 175, 176, 177
virtual private networks *See* VPN accounts
virus-scanning software 605
volume
adjusting alarm 530, 558
adjusting modem 567
disabling speaker 558
Volume setting (connections) 567
VPN accounts 310, 582
VPN connections 309, 310, 583, 584

W

Wait For command 578
Wait For Prompt command 578
warnings 609, 638
warranty 607
web addresses 422, 443
  See also URLs
Web browser application
  saving web pages 436
web browser application
  accessing web pages with 422–424
  action bar icons for 426
  adding bookmarks with 429
  arranging bookmarks and saved pages with 432–433
  automatically completing URLs and 422, 443
  benefits of 421
  changing display views with 427
  changing home page for 438–439
  closing Internet connections and 434
  download options for 434, 441
  editing bookmarks with 431
  freeing memory for 448
  getting help with 452
  moving through web pages with 426
  opening 435
  opening Bookmarks View for 430
  related topics for 452
  saving web pages with 435
  searching with 425
  sending email with 437
  setting preferences for 441–451
  specifying start page for 440
web browsers. See web browser application
web pages
  accessing 422, 423, 424
  bookmarking favorites 423, 429
  changing bookmarks for 429
  changing display options for 427–428
  clearing cache for 448
  disabling cookies for 446
  disabling JavaScript for 451
  displaying 436
  displaying saved pages 436
  downloading 434
  editing bookmarks for 431
  finding information on 425
  hiding address fields for 423
  loading from email 366
  loading last viewed 440
  moving large 428
  navigating 426
  opening saved 430
  removing images and 441
  renaming saved 435
  returning to recently visited 426
  saving 435
  selecting bookmarks for 430
  setting autofill option for 443
  specifying as home 438
  specifying as start 440
  viewing off-line 434, 435
  viewing URLs for 425
web services 562
web viewer 435
websites
  See also web browser application
  accessing 266, 277, 288, 296, 421, 423
  as additional resources 17
  browsing 25, 288, 296, 422
  palmOne technical support 17, 71
  saving personal information for 446
  setting browsing options for 441, 443, 446, 449, 451
week days 551
Week View 175, 178, 182
Week View icon 175
weekly events 154
weekly schedules 175, 178
weekly tasks 238, 240
WEP encryption 273, 281
WEP key *See* encryption keys
Whole Page view (web browser) 427
Wi-Fi
  devices 266
  radio 22
  technology 266
Wi-Fi access points 266, 275
Wi-Fi icon 269
Wi-Fi wireless connections
  accessing email with 277
  benefits of 265, 266
  browsing the web with 277, 421
  checking status of 269
  device-to-device networking and 278
  prerequisites for 270
  related topics for 286
Windows information
  creating contacts 147
  creating login scripts 577
  creating notes 263
  creating user profiles 12
  displaying tasks 247

entering expense reports 482
entering information 113
handheld system requirements 2
importing 117
installing applications 111
installing handheld software 7, 120
opening calendars 184
restoring information 602
sync cable connections 81
synchronization options for 10, 102, 106, 614
synchronizing handheld 75, 78, 80, 89, 94, 95, 99
synchronizing with user profiles 14
troubleshooting problems 605
uninstalling Palm One software 126
writing memos 254
Windows Media Player 28
See also Rhapsody application
wireless
carriers 288
connections 265, 287, 412
features 277, 296
service providers 570
synchronization 89, 266, 391
wireless connections 287
See also Wi-Fi wireless connections; Bluetooth devices
wireless synchronization 75, 288
Word documents 186, 188
attaching to email 377
transferring to handheld 77
Word files 24
creating and viewing 187
synchronizing 73
word searches 44
word selection 68
World Clock
benefits of 521
changing display for 531
changing locations list for 526
displaying 26
selecting primary location for 546
setting alarms for 529
setting alarms with 165, 529
World Clock icon 26, 522
WPA-PSK encryption 274
writing area 49
writing in your own handwriting 256
writing tool 21, 31, 597
writing with Graffiti 2 characters 48, 62

Y

Year View 177
year, selecting 523, 549
yearly events 154
yearly tasks 238, 240

Z

ZIP files 618
zooming 194