record on the screen. Your smartphone has a self-portrait mirror next to the camera lens on the back of your smartphone. Use the mirror when you're recording a video and you want to be in the video.

6 (Optional) Adjust either of the following:

Brightness: Press **Menu** ··· (right softkey) and select **Brightness** to change the image brightness.

Resolution: Press **Menu** ··· and select **Quality** to change the video resolution.
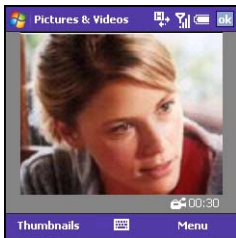
7 Press **Centre** ◯ to start recording.

**8** When you're finished recording, press **Stop** ··· (left softkey) or **Centre** ◯ to stop recording.

9 (Optional) To review the video in Windows Media Player Mobile, press **Thumbnails** ··· (left softkey), highlight the video, and then press **Centre** ◯. Press **Back** ← to return to Thumbnail View.

TIP If you don't like a video you recorded, delete it. See Deleting a picture or video for details.

DID YOU KNOW? After three minutes of inactivity when previewing an image, the camera goes into standby mode. Press any key to return to the image preview. If the camera goes to standby while the recording is paused, the video recording is stopped and the video is saved.

Customising your Camera settings

1 Press **Home** ⬆ , and then press **Start** ··· (left softkey).

2 Navigate to the **Recent Photos** content list and press **All Photos** ··· (right softkey).

3 Press **Menu** ··· (right softkey) and select **Options**.

4 Select **General** and set any of the following options:
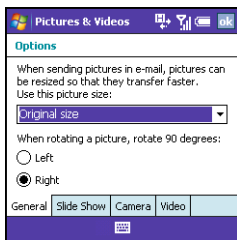
When sending pictures in email, use this picture size: Sets the size of pictures you send in an email message.

**When rotating a picture, rotate 90 degrees:** Sets the direction in which pictures rotate.

5 Select **Slide Show** and set any of the following options:
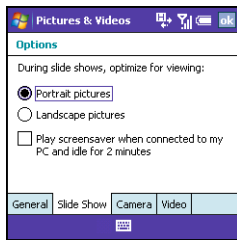
During slide shows, optimise for viewing: Sets whether pictures are optimised for portrait or landscape format during slide shows.

Play screensaver when connected to my PC and idle for 2 minutes: Sets whether the pictures in your My Pictures folder are used as a screensaver when your smartphone is connected to your computer and the desktop synchronisation software is not running.

**6** Select **Camera** and set any of the following options:
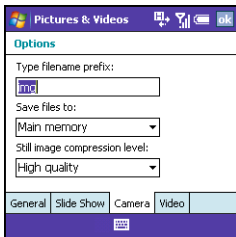
Save files to: Specifies whether pictures and videos are stored on your smartphone or on an expansion card.

Type filename prefix: Assigns a name to a series of pictures to be captured, such as Seattle001, Seattle002, and so on.

Still image compression level: Sets the default quality and size for newly captured still pictures.

7 Select **Video** and set any of the following options:
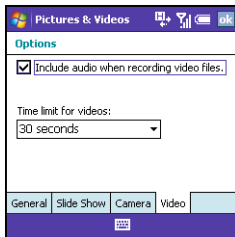
Include audio when recording video files: Turns the microphone on and off so that you can record videos with or without sound.

Time limit for videos: Limits the length of videos you record. You can select the **No limit** option.

8 Press **Back** to return to Thumbnail View.

Pictures & Videos

Viewing a picture

In addition to viewing the pictures you capture with the built-in camera, you can view pictures captured on many popular digital cameras or downloaded from the Internet. Your smartphone supports the following picture formats:

- JPG
- PNG
- BMP
- GIF

1 Press **Home** 🏠 , and then press **Start** ⋯ (left softkey).

2 Navigate to the **Recent Photos** content list

3 If the picture you want appears on the list, select it. If the picture does not appear, press **All Photos** ⋯ (right softkey) and select the picture you want to view.

4 Press **Back** ← to return to Thumbnail View.

Viewing a video

In addition to viewing the videos you capture with the built-in camera, you can view videos captured on many popular

digital cameras or streamed from websites. Your smartphone supports and streams the following types of video files:

- MPEG-4
- 3GPP2
- 3GPP
- WMV, WMA, ASF
- RTSP Streaming

1 Press **Home** 🏠 , and then press **Start** ⋯ (left softkey).

2 Navigate to the **Music & Video** content list

3 If the video you want appears on the list, select it. If the video does not appear, press **All Music** ⋯ (right softkey), select **My Videos**, select **All Video**, and select the video you want to view. For more info on viewing videos, see Playing media files on your smartphone.

4 Press **Back** ← to return to My Videos.

Viewing a slide show

1 Press **Home** , and then press **Start** (left softkey).

2 Navigate to the **Recent Photos** content list and press **All Photos** (right softkey).

3 Press **Menu** (right softkey) and select **Play Slide Show**. The slide show plays automatically.

4 Press **Back** to stop the slide show and return to Thumbnail View.

Sending a picture or video

You can send a picture or video to other picture-enabled mobile smartphone devices or to an email address as an attachment.

You cannot send copyrighted pictures or videos that appear with a lock icon in Thumbnail View.

1 Highlight the picture or video you want to send.

2 Press **Menu** (right softkey) and select **Send**.

3 Select the option you want to use to send the picture or video: an email account or MMS.

4 When the Messaging application opens, address and send the message (see Creating and sending an email message or Creating and sending a multimedia message).

TIP You can also beam a picture or video using the built-in Bluetooth® wireless technology on your smartphone to another nearby Bluetooth device. Highlight the picture or video, press **Menu** (right softkey), and select **Beam**. Select the receiving device and press **Beam** (left softkey).

Creating new folders for storing pictures and videos

You can create folders to organise your pictures and videos. For example, you can store trip items in one folder and holiday items in another.

1 Press **Home** , and then press **Start** (left softkey).

2 Navigate to the **Recent Photos** content list and press **All Photos** (right softkey).

CHAPTER

3 Press **Menu** (right softkey) and select **New Folder**.

Organising your pictures and videos

You can move or copy pictures and videos to other folders or between your smartphone and an expansion card.

1 Highlight the picture or video you want to move or copy.

2 Do one of the following:

- To move the picture or video to another location, press **Menu** (right softkey) and select **Edit** > **Cut**.

- To keep the picture or video in two locations, press **Menu** (right softkey) and select **Edit** > **Copy**.

3 Press **Menu** (right softkey), select **Folders**, and then select the folder where you want to paste the picture or video. After you select a folder, you can navigate to a subfolder within that folder.

TIP If you have an expansion card inserted into your smartphone, select **Storage Card** to paste the picture or video to the card.

TIP You can create a new folder for storing your pictures and videos. Press **Menu** (right softkey) and select **Edit** > **New Folders**. After you create a new folder, you can move or rename it (see Exploring files and folders).

4 Press **Menu** (right softkey) and select **Edit** > **Paste**.

Using a picture as the Home screen background

1 Select the picture you want to use.

2 Press **Menu** (right softkey) and select **Use as Home Screen**.

3 If prompted, press **Up** ▲ or **Down** ▼ to adjust the area of the picture that appears on the Home screen.

4 Press **Next** (right softkey)

5 Press **Right** ▶ or **Left** ◀ to select the transparency level. Use a higher percentage for a more transparent picture and a lower percentage for a more opaque picture.

6 Press **Finish** (right softkey)

Editing a picture

For more extensive edits, just download your picture or video to your computer and edit it in your favourite graphics program. Then sync the picture or video back to your smartphone.

1 Select the picture you want to edit.

2 Press **Menu** `...` (right softkey) and select **Edit**.

3 Do any of the following:

- To rotate the picture 90 degrees, press **Menu** `...` and select **Rotate** (left softkey).

- To crop the picture, press **Menu** `...` (right softkey) and select **Crop**. Navigate to the upper-left corner of the area you want to crop and press **Centre** ○. Navigate to the lower-right corner of the area you want to crop and press **Centre** ○ to crop the image.

- To adjust the brightness and contrast levels of the picture, press **Menu** `...` (right softkey) and select **AutoCorrect**.

- To undo an edit, press **Menu** `...` (right softkey) and select **Undo**.

- To cancel all unsaved edits you made to the picture, press **Menu** `...` (right softkey) and select **Cancel**.

- To save the edited picture with a new file name, press **Menu** `...` (right softkey), select **Save As**, enter a name for the picture, and press **Done** `...` (left softkey).

Deleting a picture or video

1 Highlight the picture or video you want to delete.

2 Press **Menu** `...` (right softkey) and select **Delete**.

3 Select **Yes** `...` (left softkey) to confirm the deletion.

Renaming a picture or video

1 Select the picture or video you want to delete.

2 Press **Menu** `...` (right softkey) and select **Properties**.

3 Enter a new name for the picture or video.

4 Press **Done** `...` (left softkey).

Windows Media Player Mobile

Windows Media Player Mobile can play music, audio, and video files that are stored on your smartphone or on an expansion card (sold separately) in any of the following file formats:

- WMA
- WMV
- MP3
- 3GP
- AAC
- AAC+
- MPEG-4

DID YOU KNOW? You can also download animated GIF files and view them in Internet Explorer Mobile.

IMPORTANT You must have QuickTime Player version 6.5 or later installed on your computer to play videos recorded by your smartphone. You can download the videos from an expansion card or you can click the

video thumbnail after synchronising the files.

You can listen to these music, audio, and video files through the speaker on the back of your smartphone or through stereo headphones.

Transferring media files to your smartphone

Use the Sync feature in the desktop version of Windows Media Player to transfer digital music, audio, video, and playlist files from your computer to an expansion card or your smartphone. Using the Sync feature ensures that the files are transferred correctly.

TIP For tips on using the desktop version of Windows Media Player, go to the Help menu in Windows Media Player on your computer.

BEFORE YOU BEGIN Do the following:

- Be sure you have Windows Media Player 10 or later installed on your computer. On a Windows XP computer, Windows Media Player 10 must be

installed on your computer before you install ActiveSync desktop software.

TIP If you don't already have Windows Media Player 10 or later installed on your Windows XP computer, you can download it from www.microsoft.com. Windows Media Player 11 is installed on Windows Vista computers by default.

- To sync media files with your computer, set the Media sync option on your smartphone (see Changing which applications sync).

1   On your computer, open Windows Media Player.

2   (Optional) If you're transferring media files to an expansion card, insert a 32MB or larger expansion card into your smartphone.

3   Connect your smartphone to your computer with the USB sync cable.

4   Do one of the following:

    Windows XP: When the Device Setup Wizard opens on your computer, click **Automatic**. Check the **Customise**

the playlists that will be synchronised box.

Windows Vista: Select the **Sync** tab, and then select **Treo** > **Set Up Sync**. Check the **Sync this device automatically** box.

5   Select the playlists you want to sync. On a Windows Vista computer, select the **All Photos** and **All Videos** playlists to synchronise pictures and videos between your smartphone and your computer.

6   Click **Finish** to begin the transfer. If you are transferring files to an expansion card, be patient; transferring media files to an expansion card can take several minutes.

Playing media files on your smartphone

1   Press **Home** [⌂], and then press **Start** [···] (left softkey).

2   Navigate to the **Music & Video** content list and press **All Music** [···] (right softkey).

3   Press **Menu** [···] (right softkey) and select **Library**.
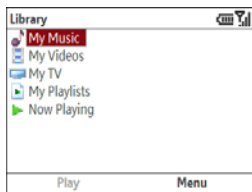
4 Select the library you want to use. If you can't find a media file on your expansion card, update the library (see Working with libraries).

> **TIP** To play a file that is not in a library, go to the Library screen, press **Menu** (right softkey), and select **Open File**.

5 Select the item you want to play (such as a song, album, or artist name).

6 Press **Play** `...` (left softkey. See the next page for playback controls.

7 Press **Menu** `...` (right softkey) and select any of the following during playback:

> **Library:** Displays the Library screen so you can select a different song to play.

Shuffle/Repeat > Shuffle: Plays the Now Playing playlist in random order. A check appears next to this command when it is on.

Shuffle/Repeat > Repeat: Plays the Now Playing playlist repeatedly. A check appears next to this command when it is on.

Stop: Ends playback.

> **TIP** To view detailed information about the song that is playing, press **Menu** (right softkey), and select **Properties**.

Use any of the following onscreen controls during playback:

▶ or **Centre** ◯ plays the current file.

❚❚ or **Centre** ◯ pauses the current file.

◀ or **Left** ◀ skips to the beginning of the current file or to the previous file.

▶ or **Right** ▶ skips to the next file.

Volume button increases or decreases the volume level.

◀⁾ turns the sound on or off.

⭐ indicates the rating of the current file.

DID YOU KNOW? You can play streaming files from the web. To play an MMS (Microsoft Media Streaming) file, press **Menu** on the Library screen and select **Open URL**. Select **URL** and enter the website address, or select **History** and select a site you've visited before.

DID YOU KNOW? If you close the Windows Media Player Mobile window, your music continues to play in the background.

Working with libraries

A library represents each of the storage locations available to Windows Media Player Mobile, so you should have two libraries: My Device and My Storage Card. Each library contains links to the media files in that location. Windows Media Player Mobile usually updates the My Device library automatically, but you must manually update the My Storage Card library.

TIP If you don't see a media file that you added, manually update the library.

1 Press **Home** ⬡ , and then press **Start** ⬚⬚⬚ (left softkey).

2 Navigate to the **Music & Video** content list and press **All Music** ⬚⬚⬚ (right softkey).

3 Press **Menu** ⬚⬚⬚ (right softkey, and select **Library**.

4 Press **Menu** ⬚⬚⬚ (right softkey) and select **Update Library**.

5 Wait for the files to be added, and then press **Done** ⬚⬚⬚ (right softkey).

TIP To delete an item from a library, highlight the item, press **Menu** (right softkey), and select **Delete from Library**. Press **Yes** (left softkey) to confirm the deletion.

DID YOU KNOW? If you move files between your smartphone and an expansion card, be sure to update your libraries, or you won't be able to see the files in their new location.

Working with playlists

A playlist is a list of media files that play in a specific order. You can use playlists to group audio files together or video files together for convenient playback. For example, in the desktop Windows Media Player, you can create a playlist of upbeat

songs for when you exercise and a playlist of soothing songs for a long flight. When you synchronise, your favourite playlists are automatically copied to your smartphone. Your playlists appear in your libraries (in the My Playlists category).

A temporary playlist, called Now Playing, appears on the Now Playing menu. It lists the currently playing file, as well as any files that are queued up to play next. You can add to, modify, or clear the files on the Now Playing playlist.

1. Go to the Now Playing screen:

   • If you are on the Library screen, select **Now Playing**.

   • If you are on the Playback screen, select **Now Playing**.

2. Do any of the following:

   • To move a file up or down one slot, highlight the file, press **Menu** ··· (right softkey), and then select **Move Up** or **Move Down**.

   • To add a file, highlight the file, press **Menu** ··· (right softkey) and select **Library**. Highlight the file, press **Menu** ··· (right softkey), and then select **Queue Up**.

   • To delete a file from the playlist, highlight the file, press **Menu** ···, and select **Delete from Playlist**.

   • To view more info about a file, highlight the file, press **Menu** ···, and select **Properties**.

   • To save the playlist, press **Menu** ··· (right softkey) and select **Save Playlist**.

   • To remove all items from the Now Playing playlist, press **Menu** ··· (right softkey) and then select **Clear Now Playing**.

Customising Windows Media Player Mobile

1 If you are on any screen other than the Player screen, press **Back** $\boxed{\leftarrow}$ to go to the Playback screen.

2 Press **Menu** $\boxed{\cdots}$ (right softkey) and select **Options**.

3 Select **Playback** and set any of the following options. Press **Done** $\boxed{\cdots}$ (left softkey) when you have finished.
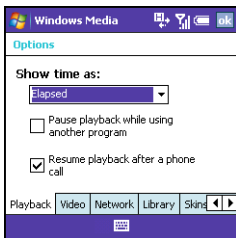
Show time as: Sets whether the time remaining or time elapsed appears in the Playback screen.

Pause playback while using another program: Sets whether playback continues if you switch to another application.

Resume playback after a phone call: Sets whether playback continues after you finish a phone call.

4 Select **Video** and set any of the following options. Press **Done** $\boxed{\cdots}$ (left softkey) when you have finished.

Play video in full screen: Sets whether videos automatically play in full screen format.

Shrink to fit window: Sets whether videos are automatically scaled to fit the Playback screen.

5 Select **Network** and set the following options. Press **Done** $\boxed{\cdots}$ (left softkey) when you have finished.

Internet Connection Speed: Specifies the speed of your network connection, and specifies whether you want the device to detect connection speed.

Protocol: Enables and disables the available protocols. You must select at least one protocol. You can also set a UDP Port.

6 Select **Library** and set whether you want to see the Library or Player screen when you open Windows Media Player

Mobile. Press **Done** ⸱⸱⸱ (left softkey) when you have finished.

7 Select **Skins** and press **Right ▶** or **Left ◀** to set the player's background. Press **Done** ⸱⸱⸱ (left softkey) when you have finished.

8 Select **Buttons** to change any of the available button settings:
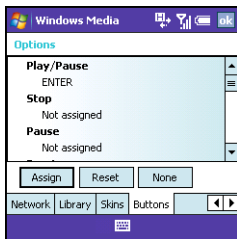
- To assign a button, highlight the item you want to set, press **Menu** ⸱⸱⸱ (right softkey), and then select **Assign**. Press the button you want to use for that item.

- To restore an item's factory setting, highlight the item, press **Menu** ⸱⸱⸱ (right softkey), and then select **Reset**.

- To unassign an item, highlight the item, press **Menu** ⸱⸱⸱ (right softkey), and then select **None**.

9 Press **OK** ⸱⸱⸱ (left softkey).

10 Press **Done** ⸱⸱⸱ (left softkey).

Mobile TV

Mobile TV lets you watch entertainment, sports, news, and other television programming right on your smartphone.

BEFORE YOU BEGIN

- Be sure to subscribe to data services from your network operator. This is necessary for using Mobile TV.

- You must subscribe to the Mobile TV service; additional fees apply. Contact your network operator.

- Make sure your phone is on and that you're inside a coverage area (see "Turning your phone on" on page 22).

1 Press **Home** ⌂ , and then press **Start** ⋯ (left softkey).

2 Navigate to the **live!** content list and select **Mobile TV**.

3 Select the channel you want to watch.

TIP Repeat steps 1-3 to switch to a different channel.

CHAPTER

Your personal information organiser

Say good-bye to paper calendars and throw away those scribbled to-do lists. Your Palm® Treo™ 500v smartphone is all you need to organise your personal information and keep it with you wherever you go.

You never lose your information, even if your battery is completely drained. All your personal information is backed up each time you synchronise, and your information is kept private when you use the security features available on your smartphone. Also, you can easily share info with others electronically.

Benefits

- Track current, future, and past appointments
- Make to-do lists that get done

- Set reminders for appointments, birthdays, important tasks, and more

In this chapter

Contacts

Adding a contact

1   Press **Home** ⟨ ⟩ , and then press **Right** ▶ to open the **Favourite Contacts** content list.

2   Press **All Contacts** ⟨···⟩ (right softkey).

3   Press **New** ⟨···⟩ (left softkey).

4   Select the type of contact to create:
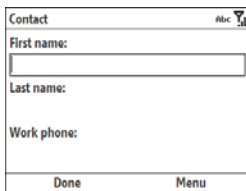
   Outlook Contact: This type of contact is stored in the Contacts application on your smartphone and synchronises with the Contacts application in Microsoft Outlook on your computer.

   SIM Contact: This type of contact is stored on the SIM card in your smartphone and does not synchronise. If you use the SIM card with another smartphone, you can access any contacts on the SIM card.

TIP If you have set up a Windows Live account (see Using Windows Live), you can save the contact as a Windows Live contact. A Windows Live contact synchronises with your Hotmail contacts list but not with Microsoft Outlook on your computer.

5   Use the 5-way navigator to move between fields as you enter information.

NOTE For a SIM contact, you can enter a name and phone number only.

TIP Take some time to scroll down through all the fields in a new contact. There are fields for multiple addresses, phone numbers, email addresses, and much more.

TIP Be sure to enter mobile numbers and email addresses in the correct fields so that Messaging can find this info when you address a message and Calendar can find your contacts when you want to invite them to meetings.

Here are some helpful tips for entering info:

• To assign a ringtone to the entry, select **Custom ring tone** and select a tone.

• To add a caller ID picture that displays when that person calls, select **Picture**, and then select **Camera** and take a picture, or select an existing picture from Thumbnail View.

• To assign the entry to one or more categories, select **Categories** and then check the categories under which you want this entry to appear.

• To add a note to an entry, select **Notes** and enter the note text.

6 After you enter all the information, press **Done** `...` (left softkey).

TIP If you need to enter multiple contacts that share information—for example, multiple people who work at the same company—you can copy one contact's information and then change only the fields you need for another contact. In the contact list, highlight the first contact, press **Menu** (right softkey), and then select **Copy Contact**.

Viewing or changing contact information

1 Press **Home** , and then press **Right** ▶ to open the **Favourite Contacts** content list.

2 If the contact you want is displayed on the list, select the contact to view the contact's information; to edit the information, skip to step 5.

If the contact is not displayed, press **All Contacts** `...` (right softkey).

3 In the Contacts list (viewed by name), begin entering one of the following for the contact you want to view or edit:

• First name

• Last name

- One or more letters of the first and last name separated by a space
- Phone number (be sure to press **Option** twice to turn on Option Lock before entering a phone number)

TIP You can type letters from the last name first; for example, typing "S J" or "Smi Joh" also finds "John Smith."

DID YOU KNOW? The search function offers several features that make it easy to find the contact you want, even if you are not sure of the exact name: 1) Search results include name variations, such as "David" for "Dave." 2) The search function inserts a space before the last letter typed in if it cannot find a match. So if entering "Davidm" returns to no results, the search function automatically tries to search for "David M." 3) Search results include soundalike entries, so entering "Dwayne" returns results for "Duane" also.

4 Select the entry you want to open.

DID YOU KNOW? When you select a contact entry, you are presented with several options for contacting the person, depending on what information you have entered for the contact. For example, you may see options for calling a number associated with the contact, sending an email to the contact's email address, or calling the last number you dialed to call the contact.

5 Press **Menu** [···] (right softkey) and select **Edit**.

6 Make changes to the entry as necessary.

7 Press **Done** [···] (left softkey).

DID YOU KNOW? You can find a contact by company name. Press **Menu** (right softkey) and select **View By** > **Company**. Select a company name to see the contacts who work there.

TIP To view a particular group of contacts, press **Menu** (right softkey), select **Filter**, and then select the category you want to view.

Deleting a contact

1 In the Contacts list, highlight the contact you want to delete.

2 Press **Menu** `...` (right softkey) and select **Delete Contact**.

3 Press **Yes** `...` (left softkey) to confirm the deletion.

Adding a contact to the Favourite Contacts list

You can add up to 10 contacts to the Favourite Contacts list so that you can quickly access them.

1 Press **Home** ⟨⌂⟩, and then press **Right** ▶ to open the **Favourite Contacts** content list.

2 Select **Add a Favourite**.

3 Select the contact you want to add and press **Centre** ◯. If the contact has multiple phone numbers or email addresses, select the number or address you want to use and press **Centre** ◯.

Finding a contact in an online address book

In addition to having contacts on your device, you can also access contact information from your organisation's online address book or Global Address List (GAL).

BEFORE YOU BEGIN Do the following:

- Make sure you are accessing Exchange Server 2007 or Exchange Server 2003 upgraded to Service Pack 2.

- Synchronise with the Exchange server in order for the Company Directory option to appear.

1 Press **Home** ⟨⌂⟩, and then press **Right** ▶ to open the **Favourite Contacts** content list.

2 Press **All Contacts** `...` (right softkey).

3 Press **Menu** `...` (right softkey), select **Company Directory**, enter the name of the contact, and then select **Search**.

Sending a contact

Your smartphone provides multiple options for sending a contact's information to someone else.

1 Press **Home** ⟨⌂⟩, and then press **Right** ▶ to open the **Favourite Contacts** content list.

2 Press **All Contacts** `...` (right softkey).

3 Highlight the contact you want to send.

4 Press **Menu** `···` (right softkey) and select one of the following options:

Beam a contact to a nearby Bluetooth device: Select **Send Contact** > **Beam**, select the device, and then press **Beam** `···` (left softkey).

Send a text message containing the contact information: Select **Send Contact** > **Text Message**. Select which contact information you want to send and press **Done** `···` (left softkey). Address the text message and press **Send** `···` (left softkey).

Send a multimedia message containing the contact information: Select **Send as vCard**, address the multimedia message, and then press **Send** `···` (left softkey).

> **TIP** You can also quickly send a multimedia message to a contact from within the Contacts application. Highlight the contact name, press **Menu** (right softkey), and then select **Send MMS.**

Calendar

Displaying your calendar

1 Press **Home** `⌂`, and then press **Start** `···` (left softkey).

2 Navigate to the **Upcoming Events** content list and press **All Events** `···` (right softkey).

3 Press **Menu** `···` (right softkey) and select one of the following view options:

Week View: Shows your schedule for an entire week.

Month View: Shows your schedule for a whole month. In Month View, the following icons appear on the date of the appointment:

◤ A morning appointment

◢ An afternoon appointment

■ Both morning and evening appointments

☐ An all-day event

Go to Today: Shows your daily schedule in list format. Upcoming

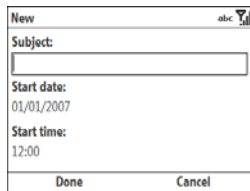appointments are bold; past appointments are dimmed.

Go to Date: Shows your daily schedule in day-planner format. This view displays a horizontal time strip at the top to show at a glance when you have appointments.

DID YOU KNOW? If your schedule contains a conflict—two appointments that overlap—you can see the conflict in Today View, Date View, and Week View.

TIP To switch views, press the **left** softkey. Don't confuse the view name displayed above the left softkey with the current view. The name above the left softkey is the name of the next view you see when you press the key.

Creating an appointment

1 Press **Home** 🔘 , and then press **Start** ··· (left softkey).

2 Navigate to the **Upcoming Events** content list and press **New** ··· (left softkey).

New	abc 📶
Subject:	
Start date:	
01/01/2007	
Start time:	
12:00	
Done	Cancel

3 Use the 5-way navigator to move among fields and enter information.

   You must use the number keys to enter date and time settings, including AM or PM if you are using the 12-hour time format—other keys have no function when entering date and time settings.

4 Press **Done** ··· (left softkey).

TIP To "pencil in" an appointment, open the appointment, select **Status**, and then select **Tentative**.

TIP You can display your appointments on your Today screen (see Selecting your Home screen layout).

Adding an alarm reminder to an event

You can use the Reminder list to set an alarm for an event when you create the event. You can also add an alarm to an event later, after you have created it.

1 Create an event and then select it.

2 Press **Menu** ⋯ (right softkey) and select **Edit**.

3 Select the **Reminder** list and then select the number of minutes, hours, days, or weeks before the event you would like to receive the alarm.
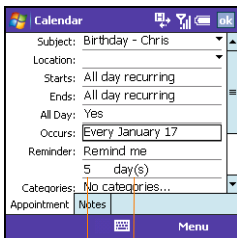

Type of time units

Number of time units

4 Press **Done** ⋯ (left softkey).

Creating an untimed event

An untimed event, such as a birthday, anniversary, or vacation, does not occur at a particular time of day. These events appear as banners at the top of your calendar; they don't occupy blocks of time. For example, "Submit Final Draft" in the screenshot shown below is an untimed event.

DID YOU KNOW? An untimed event can last longer than a day.

1 Press **Home** ⌂ , and then press **Start** ⋯ (left softkey).

2 Navigate to the **Upcoming Events** content list and press **New** ⋯ (left softkey).
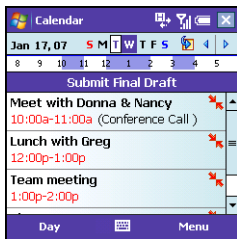
3 Enter a subject (description).

4 Select the starting and ending dates. Do not enter anything in the Start time or End time field.

5 Check the **All day event** box.

6 Press **Done** ··· (left softkey).

Scheduling a repeating appointment

1 Create an appointment or untimed event, and then select it.

2 Press **Menu** ··· (right softkey) and select **Edit**.

3 Select the **Occurs** list, and then select a repeat pattern.

> **TIP** To enter a birthday or an anniversary, create an untimed event that repeats every year.

4 Press **Done** ··· (left softkey).

Sending a meeting request

You can email meeting invitations to contacts who use Microsoft Office Outlook® or Outlook Mobile.

BEFORE YOU BEGIN Create contact entries with email addresses for the people you want to invite to a meeting. You can't access contact entries without email addresses from your calendar.

1 Create an event, and then select it.

2 Press **Menu** ··· (right softkey) and select **Edit**.

3 Select the **Attendees** list. Select **Add Required Attendee**, and then select the name of the contact you want to invite. To invite other attendees, select **Add Required Attendee**, and then select the name.

4 (Optional) To invite an optional attendee, select **Add Optional Attendee**, and then select the name.

DID YOU KNOW? If you are using Exchange Server 2007 or Exchange Server 2003 with Service Pack 2, you can use your corporate Global Address List to find contact information for an attendee. On the contact list, select **Company Directory**, and then select the name of the contact you want to invite.

5 Press **Done** [···] (left softkey).

The next time you synchronise, the meeting request is sent to the attendees. When attendees accept your meeting request, the meeting is automatically added to their schedules. When you receive their response, your calendar is updated as well.

Replying to a meeting request

You receive and reply to meeting requests in the email application (see Working with meeting invitations). If you accept or tentatively accept an invitation, it shows up as an appointment in your Calendar.

Marking an event as sensitive

If other people have access to your Microsoft Office Outlook calendar on your computer and you don't want them to see an appointment, you can mark that appointment as private to hide it from other Microsoft Office Outlook users.

1 Create an event, and then select it.

2 Press **Menu** [···] (right softkey) and select **Edit**.

3 Select the **Sensitivity** list, and then select one of the following:

Personal: Displays the event on your smartphone and on your computer. Meeting attendees or recipients see "Please treat this as Personal" near the top of an open appointment.

Private: Displays the event on your smartphone and on your computer. Meeting attendees or recipients see "Please treat this as Private" near the top of an open appointment. If you sync with an Exchange server, other users who can access your folders can't see your private events; they see private events as unavailable time slots.

Confidential: Displays the event on your smartphone and on your computer. Meeting attendees or recipients see "Please treat this as Confidential" near the top of an open appointment.

> **TIP** If you don't see an option on the screen, press **Down** on the 5-way to scroll to other options. For example, when editing an event, you don't see the Sensitivity option until you scroll toward the bottom of the entry.
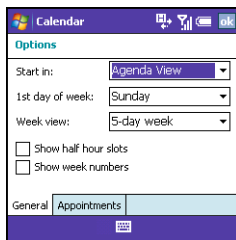
4 Press **Done** [···] (left softkey).

Deleting an event

1 Highlight the event you want to delete.

2 Press **Menu** [···] (right softkey) and select **Delete Appointment**.

3 Press **Yes** [···] (left softkey) to confirm the deletion.

Customising Calendar

1 Press **Menu** [···] (right softkey) and select **Tools** > **Options**.

2 On the General tab, set any of the following options:

Start in: Specifies which view is displayed when you open Calendar.

First day of week: Specifies Sunday or Monday as the first day of the week for all Calendar views.

Week view: Specifies whether five, six, or seven days appear in Week View.

Month view/Show week numbers: Specifies whether week numbers (1–52) appear in Month View.

Set reminders: Specifies whether a reminder is automatically added to new events and how long before the event the reminder appears. You can override this setting for individual events.

Send meeting requests via: Specifies the email account used to send meeting requests.

3 Press **Done** ··· (left softkey).

Sending an appointment

1 Press **Home** ◠ , and then press **Start** ··· (left softkey).

2 Navigate to the **Upcoming Events** content list and press **All Events** ··· (right softkey).

3 Highlight the contact you want to send.

4 and select one of the following options:

Beam an appointment to a nearby Bluetooth device: Select the appointment you want to send. Press **Menu** ··· (right softkey) and select **Beam Appointment**. Select the receiving device and press **Beam** ··· (left softkey).

Send a multimedia message containing the appointment: Highlight the appointment you want to send. Press **Menu** ··· (right softkey) and select **Send as vCalendar**. Address the multimedia message, and then press **Send** ··· (left softkey).

Tasks

You can use Tasks to remind you of tasks you need to complete and to keep a record of completed tasks.

Adding a task

1 Press **Home** ◠ , and then press **Centre** ◯ .

2 Select **Applications** , and then select **Organiser & Tools** .

3 Press **More** ··· (left softkey) and select **Tasks** ☑ <ICON>.

4 Press **Menu** ··· (right softkey) and select **New Task**.

5 Enter a description of the task in the Subject field.

6 Set any of the following:

CHAPTER
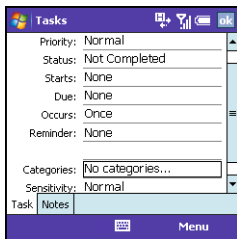
Priority: Specifies the priority level for this task. Later you can arrange your tasks based on the importance of each task.

Status: Indicates whether the task is now completed.

Start date: Specifies when the task begins.

Due date: Specifies the due date for the task.

Occurs: Indicates if the task repeats at regular intervals and how often it repeats.

Reminder: Sets an alarm for this task and indicates when you want to be reminded.

Categories: Assigns the task to one or more categories.

Sensitivity: Marks this task as Normal, Personal, Private, or Confidential.

Notes: Enables you to enter additional text for the task.

7 Press **Done** ⸼··⸽ (left softkey).

TIP You can also add a task by selecting the Tasks entry bar at the top of the task list screen, entering the task description, and pressing **Centre** on the 5-way.

TIP You can display your tasks on your Today screen (see Selecting your Home screen layout).

Checking off a task

1 Highlight the task you want to check off.
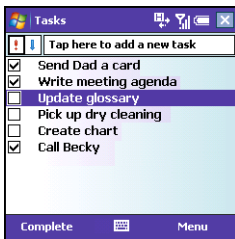
2 Press **Complete** `···` (left softkey).

> **DID YOU KNOW?** Overdue tasks appear in red.

Organising your tasks

1 In the Tasks list, press **Menu** `···` (right softkey) and select **Filter**.

2 Select which tasks you want to view: **All Tasks**, **Recent**, **No Categories**, **Active Tasks**, **Completed Tasks**, or a specific category, such as Business or Personal.

3 Press **Menu** `···` (right softkey) and select **Sort By**.

4 Select the sort method: **Status**, **Priority**, **Subject**, **Start Date**, or **Due Date**.

Deleting a task

1 Highlight the task you want to delete.

2 Press **Menu** `···` (right softkey) and select **Delete Task**.

3 Press **Yes** `···` (left softkey) to confirm the deletion.

Customising Tasks

1 Go to the Tasks list.

2 Press **Menu** `···` (right softkey) and select **Options**.

3 Set any of the following options:

Set reminders for new items: Automatically adds a reminder to new tasks. The default reminder is set to 8:00 on the morning the task is due. You can override this setting for individual tasks.

Show start and due dates: Displays task start and due dates in the Tasks list.

4 Press **Done** `···` (left softkey).

Voice Notes

Voice notes are a great way to capture thoughts, questions, and meeting notes on your smartphone.

Recording a voice note

1 Press **Home** ⬭ , and then press **Centre** ◯ .

2 Select **Applications** ▱ , and then select **Organiser & Tools** ▱ .

3 Press **More** ⌷⌷⌷ (left softkey) and select **Voice Notes** ▱ .

4 Press **Record** ⌷⌷⌷ (left softkey).

5 Speak into the microphone on your smartphone, or hold it close to another sound source.

6 When you have finished recording, press **Stop** ⌷⌷⌷ (left softkey).

Playing a voice note

1 Highlight the voice note you want to play.

2 Press **Menu** ⌷⌷⌷ (right softkey) and select **Play**.

Renaming a voice note

1 Highlight the voice note you want to rename.

2 Press **Menu** ⌷⌷⌷ (right softkey) and select **Rename**.

3 Enter a new name for the note.

4 Press **Done** ⌷⌷⌷ (left softkey).

Deleting a voice note

1 Highlight the voice note you want to delete.

2 Press **Menu** ⌷⌷⌷ (right softkey) and select **Delete**.

3 Press **Yes** ⌷⌷⌷ (left softkey) to confirm the deletion.

Using a voice note as your ringtone

1 Highlight the voice note you want to delete.

2 Press **Menu** ⌷⌷⌷ (right softkey) and select **Set As Ringtone**.

3 Press **OK** ⌷⌷⌷ (left softkey).

Your Microsoft Office and other document tools

Your Palm® Treo™ 500v smartphone enables you to take your office with you—including your Microsoft Office files. With Microsoft Office, you can carry, view, and manage Microsoft Word, Excel, and PowerPoint files on your smartphone. You can keep updated copies of the files on both your smartphone and your computer so that you can work on them in the most convenient location at any time.

You can also use PDF Viewer to view PDF files on your smartphone.

Benefits

- Manage Word, Excel, and PowerPoint files on your smartphone

- Improve productivity by taking important docs, spreadsheets, and presentations with you

- Work with PDF files

In this chapter

YOUR MICROSOFT OFFICE AND OTHER DOCUMENT TOOLS

Synchronising your Microsoft Office files

You can create and edit Microsoft Office files on your computer on your smartphone and then synchronise the files so that changes you make show up on both your computer and your smartphone. To synchronise Microsoft Office files, you must first choose Files as one of your synchronisation options on your smartphone if you did not do so during desktop software installation; see Setting up wireless synchronisation and Changing which applications sync.

The procedure for synchronising files is different for computers running Windows XP and computers running Windows Vista.

NOTE The Office mobile applications on your smartphone are not compatible with the Office 2007 desktop application.

Synchronising files: Windows XP

1 Connect your smartphone to your computer with the USB sync cable.

NOTE Most ActiveSync desktop software options are available only when your smartphone is connected to your computer.

2 On your computer, double-click the **ActiveSync**® icon in the taskbar in the lower-right corner of your computer screen to open the ActiveSync desktop software window.

TIP If the ActiveSync icon does not appear in the taskbar, go to **Start**, navigate to **Programs**, and then select **Microsoft ActiveSync** to open the ActiveSync window.
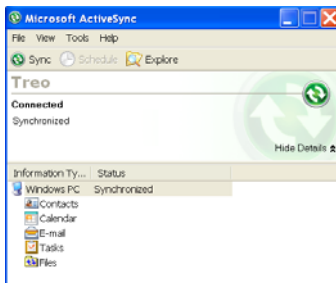
3 Under **Information Type**, double-click **Files** to view a list of all synchronised files.

TIP If Files doesn't appear under Information Type, open the **Tools** menu and select **Options**. Make sure the **Files** box is checked.

4 Do any of the following:

- To delete a file from the file sync folder on your computer and from your smartphone, highlight the file name and click **Remove**.
- To copy a file from your computer to your smartphone, click **Add**, browse to and highlight the file, and then click **Open**.

NOTE If you receive an error while synchronising files, make sure that all of the files you're trying to sync are closed on both your computer and on your smartphone.

Synchronising files: Windows Vista

1 On your computer, copy or save the file to the Documents\Documents on *username*'s Smartphone folder.

DID YOU KNOW? The Documents on *username*'s Smartphone folder is created when you select the option to sync Files.

2 Connect your smartphone to your computer with the USB sync cable. Synchronisation takes place automatically.

Where are the changes I made to my file?

Don't look for the changed file in its original location on your computer. Only the synchronised version contains the changes, and that version is in the ActiveSync file sync folder. To find this folder, do one of the following:

Windows XP: On your computer desktop, double-click the file sync folder icon. This is a shortcut to the file sync folder.

Windows XP: In ActiveSync desktop software, double-click **Files**. The location of the file sync folder appears in the File Synchronisation Settings dialog box (under On this computer, synchronise the files in this folder).

Windows Vista: Open the Documents\ Documents on *username*'s Smartphone folder.

On your smartphone, you can find the synchronised file by doing either of the following:

- Press **Home** ⌂ , and then press **Centre** ◯. Select **Applications** 🗔, press **More** ⋯ (left softkey), and then select **Office Mobile** 🗂. Select the application that opens the file: Word Mobile 🗎, Excel Mobile 📊, or PowerPoint Mobile 🗐.

- Press **Home** ⌂ , and then press **Centre** ◯. Select **My Files** 📂 .

Word Mobile

With Word Mobile, you can view and change the text formatting of documents stored on your smartphone or on an expansion card (sold separately) inserted into your smartphone.

DID YOU KNOW? If you have a PDF file (.pdf), you can view the file using PDF Viewer. Press **Start**, select **Programs**, and then select **PDF Viewer** (see PDF Viewer).

Opening a document

1 Press **Home** ⌂ , and then press **Centre** ◯.
2 Select **Applications** 🗔
3 Press **More** ⋯ (left softkey), and then select **Office Mobile** 🗂.
4 Select **Word Mobile** 🗎.
5 Navigate to and select the file you want.
6 To close the document, press **Menu** ⋯ (right softkey) and select **Close File**.

TIP If you want to create a new document, open an existing document and save it with a new name (see Saving a copy of a document). Alternately, open the blank document template located in the My Files/Templates folder (see Exploring files and folders) and then save it with a new name.

TIP To open a file on an expansion card, press **Menu** (right softkey) and select **Storage Card**.

TIP To zoom in or out of an open document, press **View** (left softkey) and select the zoom level. To fit the document to your smartphone's screen, press **View** (left softkey) and select **Wrap to Window**

TIP To view a document's properties, including the size and the date created, highlight the document name, press **Menu** (right softkey), and then select **Properties**.

Formatting text in a document

1. Open the document whose text you want to edit.
2. Press **Menu** ⋯ (right softkey) and select **Edit Mode**.
3. Highlight the text you want to format (see Highlighting text).
4. Press **Menu** ⋯ (right softkey), select Format, and then select the formatting option you want: **Bold**, **Italic**, **Underline**, or **Highlight**.

TIP To undo the formatting change, press **Menu** (right softkey) and select **Undo**. To redo the last formatting change, highlight the text you want, press **Menu** (right softkey) and select **Redo**.

TIP To exit Edit mode, press **Menu** (right softkey) and select **View Mode**.

Finding or replacing text in a document

1. Open the document containing the text you want to find.
2. Press **Menu** ⋯ (right softkey) and select **Find**.
3. Select **Find What** and enter the text you want to find.
4. (Optional) Check the **Match case** box to find text that matches the capitalisation in the text you entered step 3.
5. (Optional) Check the **Whole words only** box to find only full words that match the text you entered in step 3.
6. Press **Find** ⋯ (left softkey).
7. Press **Next** ⋯ (left softkey) to find the next instance of the text, or press **Cancel** ⋯ (right softkey) to stop searching.

Saving a copy of a document

NOTE If a document was previously saved on a computer, any unsupported formatting may be lost when you save the file.

1 Open the document you want to copy.

2 Press **Menu** ••• (right softkey) and select **File** > **Save As**.

3 Select **Name** and enter a new name for the file.

4 Select the **Location** list, and then select whether you want to store the file to the My Files folder on your smartphone (**Main memory**) or on an expansion card (**Storage Card**).

5 Select **Save**.

TIP If you select Main memory, the document is saved to the My Files folder on your smartphone by default. After the file is saved, you can move it to a different folder if you want (see Finding information).

Changing the document list display

You can choose whether to display documents in the documents list as icons or in list format. You can also choose how documents are sorted.

The options you choose apply to files within the selected folder only. When you select a folder, all items in that folder—including any subfolders and other types of files—are displayed or sorted according to the options you select.

1 Press **Home** ⌂ , and then press **Centre** ◯ .

2 Select **Applications**

3 Press **More** ••• (left softkey), and then select **Office Mobile**

4 Select **Word Mobile** W .

5 If the last document you were viewing is displayed, press **Menu** ••• (right softkey) and select **Close File** to view the documents list.

6 Press **Menu** ••• (right softkey) and select the folder containing the documents you want to work with: **My Device**, **Storage Card** (if an expansion card, sold separately, is inserted into your smartphone), or **My Files**.

TIP To sort documents in a different folder, select **My Device** or **My Files** and navigate to the folder you want.

7 To change the documents list display, press **Menu** ··· (right softkey) and select **View**. Select **Icons** or **List**.

8 To change the sort criteria, press **Menu** ··· (right softkey) and select **Sort By.** Select the sort option you want: **Name**, **Date**, **Size**, or **Type**.

The first time you select a sort option, items are sorted in ascending (A-Z, oldest to most recent, or smallest to largest) order. To change to descending (Z-A, most recent to older, or largest to smallest) order, press **Menu** ··· (right softkey) and select the same sort option.

PowerPoint Mobile

With PowerPoint Mobile, you can open and view slide show presentations created on your computer. Many presentation

elements such as slide transitions, animations, and URL links are supported.

Playing a presentation

1 Press **Home** ⬚ , and then press **Centre** ◯ .

2 Select **Applications** ▭

3 Press **More** ··· (left softkey), and then select **Office Mobile** 🗃 .

4 Select **PowerPoint Mobile** 🖼 .

5 Navigate to and select the file you want.

TIP To open a file on an expansion card, press **Menu** (right softkey) and select **Storage Card**.

TIP To view a document's properties, including the size and the date created, highlight the document name, press **Menu** (right softkey), and then select **Properties**.

6 Press **Right** ▶ to advance to the next slide or **Left** ◀ to view the previous slide.

NOTE If a presentation is set up as a timed slide show, the slides advance automatically. Presentations pause during zooming.

7 (Optional) If the softkey text labels are hidden, press the **right** [···] or **left** [···] softkey to display the labels, and then do either of the following:

- Press **Menu** [···] (right softkey), select **Go to Slide**, and then select the slide you want to view.

- Press **Menu** [···] (right softkey) and select **Zoom In** or **Zoom Out**.

TIP To show web addresses as underlined hyperlinks, press **Menu** (right softkey) and select **Show Links**.

8 Press **End** [···] (left softkey) to stop the show.

DID YOU KNOW? By default, the softkey labels such as Menu are hidden when you open a presentation, so you need to press the **right** or **left** softkey once to display them, and then press **Menu** (right softkey) to open the menu.

Setting presentation playback options

1 Open the presentation for which you want to change the settings.

2 Press **Menu** [···] (right softkey) and select **Options**.

3 Select the **Orientation** list, and then select the orientation you want.

4 Check the **Override playback options** box and set any of the following options:

Without animation: Turns off builds and other animations.

Without transition: Turns off transition effects between slides.

Without media: Turns off sound or other media files.

Use timings: Enables the timings recorded with each slide in a presentation. If a presentation is set up as a timed slide show, the slides advance automatically. Presentations pause during zooming.

Loop continuously: Advances to the first slide after playing the last slide in a presentation.

5 Press **Done** [···] (left softkey).

CHAPTER

Changing the presentation list display

You can choose whether to display presentations in the presentations list as icons or in list format. You can also choose how presentations are sorted.

The options you choose apply to files within the selected folder only. When you select a folder, all items in that folder—including any subfolders and other types of files—are displayed or sorted according to the options you select.

1 Press **Home** ⬆, and then press **Centre** ◯.

2 Select **Applications**

3 Press **More** ┄ (left softkey), and then select **Office Mobile**

4 Select **PowerPoint Mobile**

5 If the last presentation you were viewing is displayed, press **End** ┄ (left softkey) to close the presentation and view the presentations list.

6 Press **Menu** ┄ (right softkey) and select the folder containing the presentations you want to work with: **My Device**, **Storage Card** (if an expansion card, sold separately, is inserted into your smartphone), or **My Files**.

7 To change the presentations list display, press **Menu** ┄ (right softkey) and select **View**. Select **Icons** or **List**.

8 To change the sort criteria, press **Menu** ┄ (right softkey) and select **Sort By.** Select the sort option you want: **Name**, **Date**, **Size**, or **Type**.

The first time you select a sort option, items are sorted in ascending (A-Z, oldest to most recent, or smallest to largest) order. To change to descending (Z-A, most recent to older, or largest to

smallest) order, press **Menu** ⌐···⌐ (right softkey) and select the same sort option.

Saving a copy of a presentation

NOTE If a presentation was previously saved on a computer, any unsupported formatting may be lost when you save the file.

1 Open the presentation you want to copy.

2 If the softkey text labels are hidden, press the **right** ⌐···⌐ or **left** ⌐···⌐ softkey to display the labels.

3 Press **Menu** ⌐···⌐ (right softkey) and select **File** > **Save As**.

4 Select **Name** and enter a new name for the file.

5 Select the **Location** list, and then select whether you want to store the file to the My Files folder on your smartphone (**Main memory**) or on an expansion card (**Storage Card**).

6 Select **Save**.

TIP If you select Main memory, the presentation is saved to the My Files folder on your smartphone by default. After the file is saved, you can move it to a different folder if you want (see Finding information).

Excel Mobile

With Excel Mobile you can view and edit workbooks on your smartphone. You can also edit workbooks that you create on your computer. However, keep in mind that you may lose some of the information and formatting when you save the workbook on your smartphone.

Viewing a workbook

1 Press **Home** ⌐ ⌐, and then press **Centre** ◯.

2 Select **Applications** ▭

3 Press **More** ⌐···⌐ (left softkey), and then select **Office Mobile** ▣.

4 Select **Excel Mobile** ▣.

5 Navigate to and select the file you want.

CHAPTER

TIP To open a file on an expansion card, press **Menu** (right softkey) and select **Storage Card**.

DID YOU KNOW? By default, the softkey labels such as Menu are hidden when you open a workbook, so you need to press the **right** or **left** softkey once to display them, and then press **Menu** (right softkey) to open the menu.

TIP To zoom in or out and set other viewing options, press the **right** or **left** softkey, press **View** (right softkey), and then select the options you want.

6 If the softkey text labels are hidden, press the **right** ⎡···⎤ or **left** ⎡···⎤ softkey to display the labels.

7 Press **View** ⎡···⎤ (left softkey) and select any of the following:

  Full Screen: Shows as much of a worksheet as can be displayed with a readable text size.

  Cell Text: Shows the full contents of a highlighted cell, as well as the cell row letter and column number. The Cell Text option does nothing if an empty cell is highlighted.

Overview: Shows an entire worksheet. In Overview view, you can select an area of the worksheet to view in Full Screen view. Use the **5-way** ◯ to move the red selection border, and press **Centre** ◯ to select the area you want to view.

Freeze Panes: Locks rows and columns so they remain visible while you scroll. Highlight the cell at the point at which you want to lock before you select this command. To unlock the rows or columns, select **View** > **Unfreeze Panes**.

Zoom: Sets the magnification level so that you can easily read the worksheet.

Sheet: Lets you switch to a different worksheet.

Split: Divides the window into two scrollable areas. To move the split bar, tap and drag it. To remove the split bar, select **View** > **Remove Split**.

Toolbar: Indicates whether the toolbar appears onscreen.

Status Bar: Indicates whether the status bar appears onscreen.

Show: Indicates whether headings and scroll bars appear onscreen.

TIP To jump to a cell or region, press **Menu** (right softkey) and select **Go To**. (In Edit mode, select **Tools** > **Go To.**) Select **Cell reference or name** and enter the target cell info. Press **OK** (left softkey).

TIP If you want to create a new workbook, open an existing workbook and save it with a new name (see Saving a copy of a workbook). Alternately, open the blank workbook template located in the My Files/Templates folder (see Exploring files and folders) and then save it with a new name.

Entering text in a cell

1 Open the workbook where you want to enter text.

2 If the softkey text labels are hidden, press the **right** ⌐···⌐ or **left** ⌐···⌐ softkey to display the labels.

3 Press **Menu** ⌐···⌐ (right softkey) and select **Edit Mode**.

4 Press **Menu** ⌐···⌐ (right softkey) and select **Cell Text**.

5 Enter the text you want.

6 Press **Done** ⌐···⌐ (left softkey).

TIP To quickly delete cell text, in Edit mode, press **Menu** (right softkey) and select **Clear Cell**.

TIP To undo or redo any edits you make in a workbook, in Edit mode, press **Menu** (right softkey) and select **Undo [last action]** or **Redo [last action]**.

Inserting a function

1 Open the workbook where you want to insert the function.

2 Select the cell where you want to insert the function.

3 Press **Edit** ⌐···⌐ (right softkey) and select **Insert Function**.
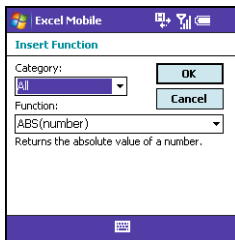
4 Select the **Category** list, and then select the type of function you want to insert.

5 Select the **Function** list, and then select the specific function you want to insert.

6 Press **OK** ⋯ (left softkey).

7 Enter any values needed in the function.

8 Press **Done** ⋯ (left softkey).

Selecting cells, rows, or columns

1 Open the workbook containing the elements you want to select.

2 If the softkey text labels are hidden, press the **right** ⋯ or **left** ⋯ softkey to display the labels.

3 Press **Menu** ⋯ (right softkey) and select **Edit Mode**.

4 Navigate to one of the cells you want to select so that it is highlighted.

5 Press **Menu** ⋯ (right softkey), select **Select**, and then select the type of item you want to select: **Cells**, **Columns**, **Rows**, or **All** (all cells in the worksheet).

6 If you selected Cells, Columns, or Rows, use the **5-way** ◯ to highlight the items you want.

7 Press **Done** ⋯ (left softkey).

Adding cells, rows, or columns

1 Open the workbook you want.

2 If the softkey text labels are hidden, press the **right** ⋯ or **left** ⋯ softkey to display the labels.

3 Press **Menu** ⋯ (right softkey) and select **Edit Mode**.

4 Select the area above or to the left of where you want to insert an element (see Selecting cells, rows, or columns).

5 Press **Menu** ⋯ (right softkey), select **Insert** > **Cells**, and then select how you want to insert the elements:

Entire row: Inserts the same number of new rows as the number of cells you selected vertically in step 2—for example, if you selected an area containing two cells vertically (say A1 and A2), selecting Entire row inserts two rows; so the original rows 1 and 2 (and their contents) are now rows 3 and 4. The rows containing the selected area and all rows beneath it move the same number of rows—two in this example—down.

Entire column: Inserts the same number of new columns as the number of cells you selected horizontally in step 2—for example, if you selected an area containing two cells horizontally (say, A1 and B1), selecting Entire column inserts two columns; so the original columns A and B (and their contents) are now columns C and D. The columns containing the selected area and all columns on the right move the same number of columns—two in this example—to the right.

Shift Right: Inserts the same number of new cells as the number of cells you selected horizontally in step 2—for example, if you selected an area containing two cells horizontally (say, A1 and B1), selecting Shift cells right inserts two horizontal cells; so the original A1 and B1 (and their contents) are now C1 and D1. The selected area and all cells on the right move the same number of columns—two in this example—to the right.

Shift Down: Inserts the same number of new cells as the number of cells you selected vertically in step 2—for

example, if you selected an area containing two cells vertically (say, A1 and A2), selecting Shift cells down inserts two vertical cells; so the original A1 and A2 (and their contents) are now A3 and A4. The selected area and all cells below it move the same number of rows—two in this example—down.

6 Press **Done** $\boxed{\cdots}$ (left softkey).

Moving cells, rows, or columns

You can cut or copy an area of a worksheet and paste it elsewhere on the same worksheet or on a different worksheet.

1 Open the workbook containing the elements you want to move.

2 If the softkey text labels are hidden, press the **right** $\boxed{\cdots}$ or **left** $\boxed{\cdots}$ softkey to display the labels.

3 Press **Menu** $\boxed{\cdots}$ (right softkey) and select **Edit Mode**.

4 Select the area you want to move (see Selecting cells, rows, or columns).

5 Press **Menu** $\boxed{\cdots}$ (right softkey) and select **Cut** or **Copy**,

6 Navigate to the area where you want to insert the cells, rows, or columns.

7 Press **Menu** ··· (right softkey) and select **Paste**,

Deleting cells, rows, or columns

1 Open the workbook containing the elements you want to delete.

2 If the softkey text labels are hidden, press the **right** ··· or **left** ··· softkey to display the labels.

3 Press **Menu** ··· (right softkey) and select **Edit Mode**.

4 Select the area you want to delete (see Selecting cells, rows, or columns).

5 Press **Menu** ··· (right softkey), select **Delete Cells**, and then select how you want to remove the elements:

Shift cells left: Deletes the highlighted cells and moves all cells on their right to the left.

Shift cells up: Deletes the highlighted cells and moves all cells below them up.

Entire row: Deletes the entire row(s) in which the highlighted cells are located, and moves all rows below up.

Entire column: Deletes the entire column(s) in which the highlighted cells are located, and moves all columns on their right to the left.

NOTE Excel Mobile adjusts formulas to reflect the new cell locations. However, a formula that refers to a deleted cell displays the #REF! error value.

6 Press **Done** ··· (left softkey).

Naming a cell or range of cells

1 Open the workbook containing the cells you want to name.

2 If the softkey text labels are hidden, press the **right** ··· or **left** ··· softkey to display the labels.

3 Press **Menu** ··· (right softkey) and select **Edit Mode**.

4 Press **Menu** ··· (right softkey) and select **Define Name**.

5 Select **Range Name** and enter a name for the cell or range.

6 Select **Refers to** and enter the cell range to be included.

7 Press **Done** ··· (left softkey).

Sorting info in a worksheet

1 Open the workbook containing the elements you want to delete.

2 If the softkey text labels are hidden, press the **right** ⸱⸱⸱ or **left** ⸱⸱⸱ softkey to display the labels.

3 Press **Menu** ⸱⸱⸱ (right softkey) and select **Edit Mode**.

4 Select the cells you want to sort (see Selecting cells, rows, or columns).

5 Press **Menu** ⸱⸱⸱ (right softkey) and select **Tools** > **Sort**.

6 Select the **Sort by** list, and then select the primary sort column.

7 Check the **Ascending** box to sort in ascending order. Leave the box unchecked to sort in descending order.

8 (Optional) Select the **Then by** lists, and then select second- and third-level sorting options.

9 Check or uncheck the **Exclude header row from** sort box to indicate whether you want to sort the header row.

10 Press **OK** ⸱⸱⸱ (left softkey).

Finding info in a workbook

1 Open the workbook containing the info you want to find.

2 If the softkey text labels are hidden, press the **right** ⸱⸱⸱ or **left** ⸱⸱⸱ softkey to display the labels.

3 Press **Menu** ⸱⸱⸱ (right softkey) and select **Find**.If you are in Edit mode, select **Tools** > **Find**.

4 Select **Find what** and enter the info you want to find.

5 (Optional) Check the **Match case** box to find text that matches the capitalisation in any text you entered in step 3.

6 (Optional) Check the **Match entire cells** box to find only entire cell contents that match any text you entered in step 3.

7 Select the **Look in** list and select whether to look in **Formulas** or **Values**.

8 Press **Find** ⸱⸱⸱ (left softkey).

9 Press **Next** ⸱⸱⸱ (left softkey) to find the next instance of the text, or press **Cancel** ⸱⸱⸱ (right softkey) to stop searching.

Saving a copy of a workbook

NOTE If a workbook was previously saved on a computer, any unsupported formatting may be lost when you save the file.

1 Open the workbook you want to copy.

2 If the softkey text labels are hidden, press the **right** ⬚⬚⬚ or **left** ⬚⬚⬚ softkey to display the labels.

3 Press **Menu** ⬚⬚⬚ (right softkey) and select **File** > **Save As**.

4 Select **Name** and enter a new name for the file.

5 Select the **Location** list, and then select whether you want to store the file to the My Files folder on your smartphone (**Main memory**) or on an expansion card (**Storage Card**).

6 Select **Save**.

TIP If you select Main memory, the workbook is saved to the My Files folder on your smartphone by default. After the file is saved, you can move it to a different folder if you want (see Finding information).

PDF Viewer

Picsel PDF Viewer lets you view PDF files whether they are saved to your smartphone, attached to email messages, stored on an expansion card (sold separately) inserted into your smartphone's expansion card slot, or downloaded from the web.

Opening a file

1 Press **Home** ⬚⬚ , and then press **Centre** ◯ .

2 Select **Applications** ▭ , and then select **PDF Viewer** ▨ .

3 Press **File** (left softkey) and select **Open**.

4 Navigate to and select the file you want.

TIP To open a recently viewed file, press **File** (left softkey) and select **Recent Files**.

TIP To open a file on an expansion card, after you select Open, select the topmost folder icon with two periods next to it, and then select **Storage Card**.
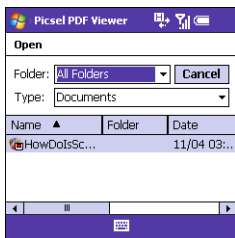
5 Press **Up** ▲, or **Down** ▼ to scroll through the file.

6 (Optional) To zoom in or out, press **Zoom** (right softkey) and select the zoom level. Select **Page Width** to resize the file so that the width of the file matches the width of the screen.

7 When you have finished viewing the file press **File** (left softkey) and select **Close**.

TIP To view detailed information about PDF Viewer, press **File** (left softkey) and select **About**. For help using the application, press **File** (left softkey) and select **Help**.

Your application and info management tools

Your Palm® Treo™ 500v smartphone comes equipped with a variety of tools for managing and organising your information. Get the most out of your smartphone: Install business, education, or leisure-time applications available. After you use your smartphone to create or capture important business and personal information, use one of several options to share the info with others. Insert expansion cards (sold separately) for a compact and virtually limitless answer to the storage dilemma. And because there's one on your smartphone, you never need to carry a separate calculator.

Benefits

- Locate info in any application
- Install applications, games, and other software

- Keep others up-to-date with meaningful business and personal information
- Store, carry, and exchange info
- Always have a calculator with you

In this chapter

Finding information

Quickly find who or what you're looking for by using one of these search features:

• **Lookup:** Find and dial your contacts by name or phone number. See <u>Dialling by contact name</u> for details.

• **My Files:** Browse through the files and folders on your smartphone or on an expansion card.

• **Global Address List Lookup:** Look up names in your online corporate address list.

• **Email message search:** Display only those messages whose senders, recipients, or subjects match the text you enter (see <u>Finding messages</u>).

> **TIP** For information on opening and closing apps, see <u>Opening and closing applications</u>.

Exploring files and folders

You can browse the contents of folders on your smartphone or on an expansion card. The root folder on your smartphone is named My Device. My Device is similar to My Computer (Windows XP) or Computer (Windows Vista) on your computer.

Your smartphone also contains a My Files folder where pictures you capture and Office Mobile files you save are stored by default. My Files is similar to My Documents (Windows XP) or Documents (Windows Vista) on your computer

1 Press **Home** ⬜ , and then press **Centre** ⬜.

2 Select **My Files <ICON>.**

3 Navigate to and select the folder you want to explore. Here are some tips:

   To move up one folder level: Press **Up** (left softkey).

   To quickly jump to the My Device folder: Press **Menu** ⬜ (right softkey) and select **My Device**.

   To quickly jump to the My Files folder: Press **Menu** ⬜ (right softkey) and select **My Files**.
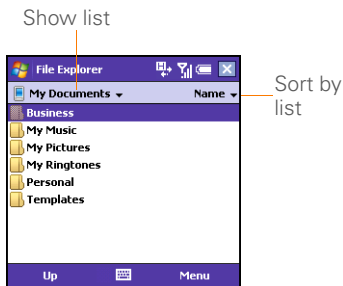
CHAPTER

12

Show list

Sort by list

4 Do any of the following:

- To open an item, select it.
- To delete or rename an item, highlight the item, press **Menu** (right softkey), select **Edit**, and then select the appropriate command.

IMPORTANT Do not delete any files that you cannot identify. These files may be

required for your smartphone to function properly.

- To send an item, highlight the item, press **Menu** (right softkey) and select **Beam** to send to another nearby Bluetooth device, or select **Send** and select the method you want to use the send the item.

- To move a file to another folder, highlight the item, press **Menu** (right softkey), select **Edit**, and then select **Cut** or **Copy**. Open the destination folder, press **Menu** (right softkey), select **Edit**, and then select **Paste**.

- To highlight multiple items, while pressing and holding **Shift** ⬚, press **Up** ▲ or **Down** ▼.

Installing applications

Your smartphone comes with several built-in and ready-to-use applications. You can also install third-party applications that are compatible with Microsoft Windows Mobile® 6 Standard edition devices, such as business software, games, and more.

Applications you download to your computer are likely to be in a compressed format such as ZIP. If the file is compressed, you need to use a decompression utility on your computer, such as WinZip, to decompress the file before you install the application on your smartphone.

These instructions tell you how to install basic files onto your smartphone. Some software uses an installer or wizard to guide you through the process. For details, consult the documentation that came with the software.

TIP If an application does not have a Microsoft Mobile to Market certificate, you see a message indicating that the application is untrusted. If this occurs, you can indicate whether you want to continue the installation.

Installing third-party applications

When installing third-party applications, note the following:

• Install only apps that are designed for Microsoft Windows Mobile 6 Standard.

• Apps designed for Microsoft Windows Mobile 6 Professional or any edition of Windows Mobile 5.x software are not compatible with your smartphone.

• If you can try a free or trial version of the software before purchasing it, you can test it first to make sure it works properly.

NOTE If you encounter a problem with a third-party application (such as an error message), contact the application's vendor. For general troubleshooting of third-party applications, see Third-party applications.

DID YOU KNOW? You can purchase a third-party application that lets you run Palm OS® applications on your smartphone.

Installing applications from the Internet

You can use Internet Explorer Mobile to install Windows Mobile apps in the CAB file format directly from the Internet. For files in any other format except CAB, you must first download the files to your computer and then install them to your smartphone by synchronising.

1 Make sure your phone is on and that you are in a coverage area (see <u>Turning your phone on</u>).

2 Download the application file you want to install (see <u>Downloading files and images from a web page</u>).

3 When the download has finished, press **Home** , and then press **Centre** .

4 Select **My Files <ICON>.**

5 Select the file you downloaded to start the installation program.

Installing applications from your computer

BEFORE YOU BEGIN To install an application from your computer to your smartphone, you must first install the desktop synchronisation software on your computer (see <u>Installing ActiveSync desktop software: Windows XP</u> or <u>Installing Windows Mobile Device Center: Windows Vista</u>).

1 Open **My Computer** or **Windows Explorer** on your computer.

2 Double-click the icon representing your smartphone.

3 Copy the application file(s) into the folder.

4 Connect your smartphone to your computer to synchronise and install the application(s) on your smartphone.

TIP You can install Java application files called Midlets onto your smartphone, either from your computer or from the Internet. (To install a Midlet from your computer, first copy the file to your smartphone using your desktop synchronisation software.) Press **Home**, press **Centre**, and then select **Applications**. Select **Organiser & Tools**, and then select **Java**. Press **Menu** (right softkey), select **Install**, and then select **Local** (to install a file from your computer) or **Internet**. After you install the file, press **Menu** (right softkey) to perform various tasks using the file.

Installing applications onto an expansion card

BEFORE YOU BEGIN To install an application from your computer to an expansion card, you must first install the desktop synchronisation software on your computer (see <u>Installing ActiveSync</u>

desktop software: Windows XP or
Installing Windows Mobile Device Center:
Windows Vista).

1 Insert the expansion card into the
expansion card slot (see Inserting and
removing expansion cards).

2 Connect your smartphone to your
computer using the USB sync cable.

3 Open **My Computer** or **Windows
Explorer** on your computer.

4 Double-click the icon representing your
smartphone.

5 Navigate to the folder representing the
expansion card.

6 Copy the application file(s) into the
expansion card folder.

Removing applications

To free up memory on your smartphone,
you can remove applications that you no
longer use. You can remove only
applications, patches, and extensions that

you install; you cannot remove the built-in
applications that reside in the Read-Only
Memory (ROM) portion of your
smartphone.

1 Press **Home** ⌂ , and then press
Start ⋯ (left softkey).

2 Navigate to the **My Settings** content
list and press **All Settings** ⋯ (right
softkey).

3 Select **More**, and then select **Remove
Programs**.
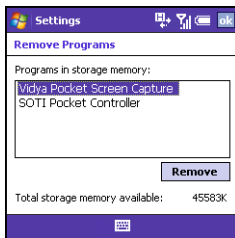
4 Highlight the application that you want
to remove.

DID YOU KNOW? Built-in applications that
cannot be deleted are not listed in the
Remove Programs list.

5 Press **Menu** $\boxed{\cdots}$ (right softkey) and select **Remove**.

6 Press **Yes** $\boxed{\cdots}$ (left softkey) to confirm the deletion.

7 Press **Done** $\boxed{\cdots}$ (left softkey)

Sharing information

Your smartphone comes equipped with a variety of options for sharing information, so that you can choose the quickest, most convenient way to send your info or to receive info from another device.

- When you have a file open such as a picture or a Word document, you can easily share a file by pressing **Menu** $\boxed{\cdots}$ (right softkey) and then selecting the **Send** or **Beam** option. The option name changes depending on the type of file you are sending.

- You can insert a picture or attach a note or other file to an email. You can also receive pictures and attachments (see Your email).

- You can attach a picture, video, or sound file to a multimedia message (see Creating and sending a multimedia message).

- You can synchronise to share info between your smartphone and your computer or between your smartphone and Microsoft Exchange Server 2003 or 2007 (see Synchronising information).

- If you are near someone, you can beam files and applications between your smartphone and your neighbor's device using the built-in Bluetooth® wireless technology (see Beaming information).

- You can also store files on an expansion card and share the expansion card (see Using expansion cards).

Beaming information

Your smartphone is equipped with built-in Bluetooth wireless technology that enables you to beam information to another device enabled with Bluetooth technology.

The maximum range for beaming with Bluetooth technology is about 9 meters.