Chapter 3

Microsoft® ActiveSync®

Introduction

What is ActiveSync®?

The Microsoft® ActiveSync® is one of the important bundled programs in MyPal. With ActiveSync, you can synchronize the information on your desktop computer with the information on your device. Synchronization compares the data on your device with your desktop computer and updates both computers with the most recent information.

For example:

- Keep Pocket Outlook data up-to-date by synchronizing your device with Microsoft Outlook data on your desktop computer.

- Synchronize Microsoft Word and Microsoft Excel files between your device and desktop computer. Your files are automatically converted to the correct format.

  NOTE   By default, ActiveSync does not automatically synchronize all types of information. Use the ActiveSync options to turn synchronization on or off for specific information types.

With ActiveSync, you can also:

- Back up and restore your device data

- Copy (rather than synchronize) files between your device and desktop computer

- Control when synchronization occurs by selecting a synchronization mode. For example, you can synchronize continually while connected to your desktop computer or only when you choose to synchronize.

- Select which information types are synchronized and control how much data is synchronized. For example, you can choose to synchronize your appointments of the past two weeks only, appointments older than two weeks are not synchronized.

For more information about using ActiveSync:

1. Start ActiveSync on your desktop computer.
2. From the Activesync menu bar, click **Help** then on **Microsoft ActiveSync Help**.

Installing ActiveSync®

The ActiveSync program is already installed on your device. To synchronize information on your device with your computer, you must also install ActiveSync on your computer. Install ActiveSync from the Companion CD that came with your product package.

NOTE	Before starting the ActiveSync installation, make sure that you have Microsoft® Outlook® installed on your computer. If you do not have Outlook, install the Microsoft® Outlook® 2002 from the Companion CD. Even if you have Outlook 98 or Outlook 2000 installed, you are encouraged to update to Outlook 2002.

Installing ActiveSync® on your computer

To install ActiveSync on your computer:

1. Turn on your computer and monitor.

NOTE	Do not connect your device to your computer until you have finished installing ActiveSync.

2. Insert the Companion CD into the CD-ROM drive of your computer. The CD autoruns and displays the initial screen, then the Main Menu from which you can start the installation.

3. Click on **Start Here** from the Main Menu.

4. Read the **Overview** before installing ActiveSync 3.7 to make sure that you perform the installation sequence correctly.

5. If you have not installed Outlook, install it now. Click **Install Outlook 2002** and follow the screen instructions to complete the installation.

6. Click **Download Connection Wizard** and read the overview to see if you require the wizard. Follow the screen instructions to install the wizard on your computer. Return to the Main Menu when done.

7. Click **Install ActiveSync 3.7**, then click **Install**.

8. When prompted, select **Run this program from its current location** then click **OK**.

9. Follow the succeeding screen instructions. Click **Finish** to complete the installation.

10. Restart Windows when prompted, then proceed to the next section to connect your device to your computer and start synchronization.

Synchronizing your device

Connecting your device to a computer

To connect your device to your computer:

1. Place the device on the cradle.
2. Connect the AC adapter to the power connector on the cradle.
3. Connect the USB sync cable from the cradle to a USB port on your computer.
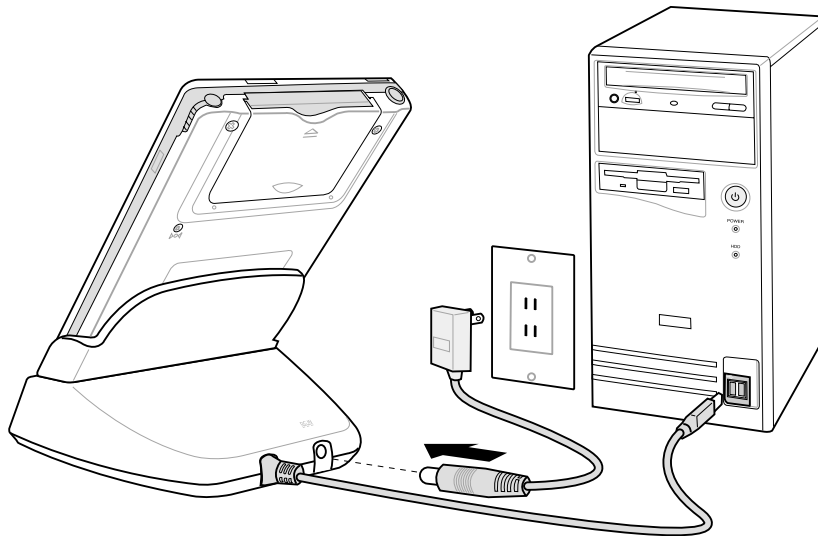
To connect your device to your computer without the cradle:

1. Connect the traveling USB sync cable with 26-pin connector to the 26-pin connector at the bottom of the device.
2. Connect the other end of the cable to a USB port on your computer.

26-pin connector
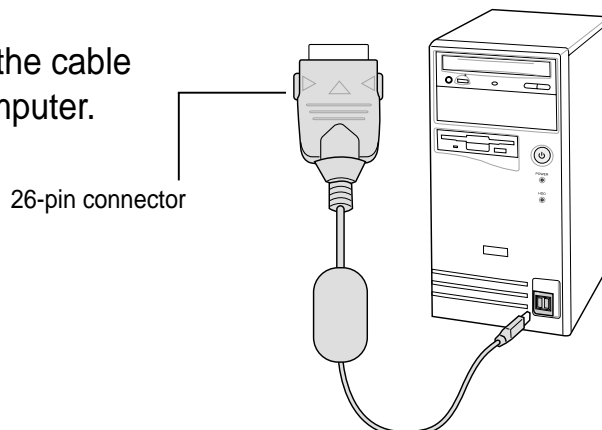
Setting up a partnership

Immediately after you have completed the installation, the **New Partnership** wizard will start automatically to help you establish a partnership and customize your synchronization settings. At this point, you can decide exactly which types of information you would like to synchronize with your computer.

> A **partnership** is a file that allows you to synchronize your device with your desktop computer. This file is stored on your desktop computer. An additional file that enables your desktop computer to recognize your device is stored on your device.
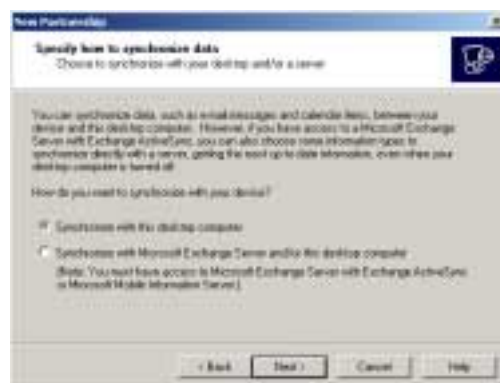
To set up a partnership:

1. When the **New Partnership** screen appears, select **Standard partnership** for the type of partnership to establsih between your device and your computer. Click **Next**.

2. On the next screen, select **Synchronize with the desktop computer**. Click **Next**.

3. Select the type of information that you wish to synchronize. Click **Next**.
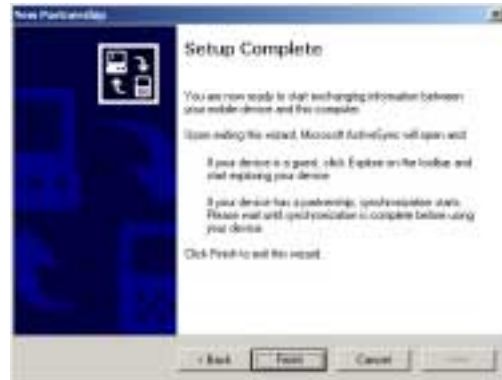
    OR

    If you wish to customize a synchronized item, highlight the item then click **Settings**.

On the **Calendar Synchronization Settings** window, for example, select from the options how you wish to synchronize the appointments on your device with your computer. Click **OK**.
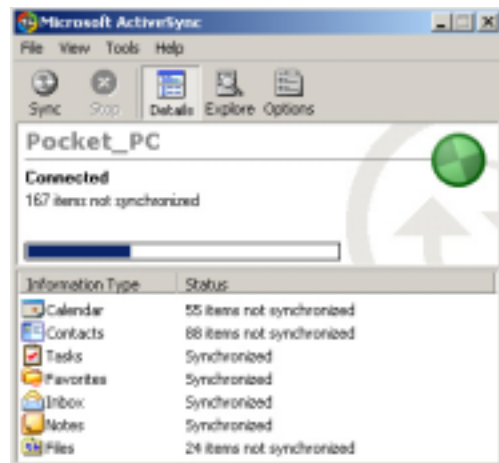
4. Click **Finish** to complete setting a partnership.

Immediately after you set up a partnership, ActiveSync® starts automatically and initiates the first synchronization between your device and your computer.

Refer to the succeeding sections for more details on synchronization.

Checking synchronized information

After your first synchronization, take a look at Calendar, Contacts, and Tasks on your device. You will notice that the calendar information in Microsoft Outlook on your computer was copied to your device, and the information that you have on your device was copied to your computer.
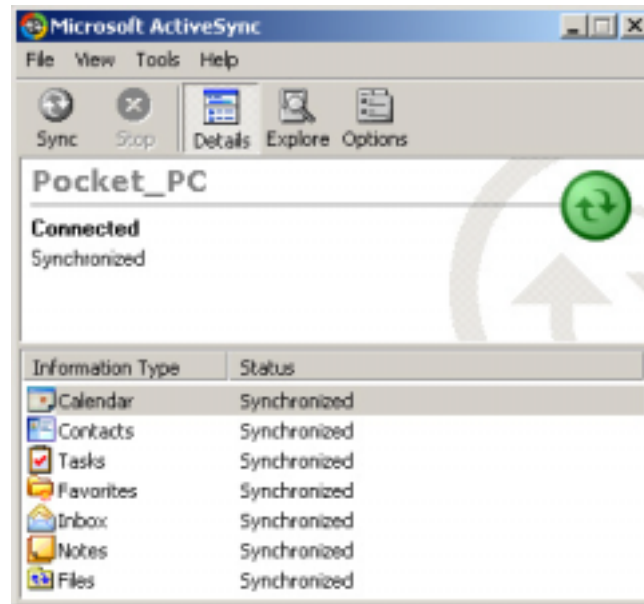
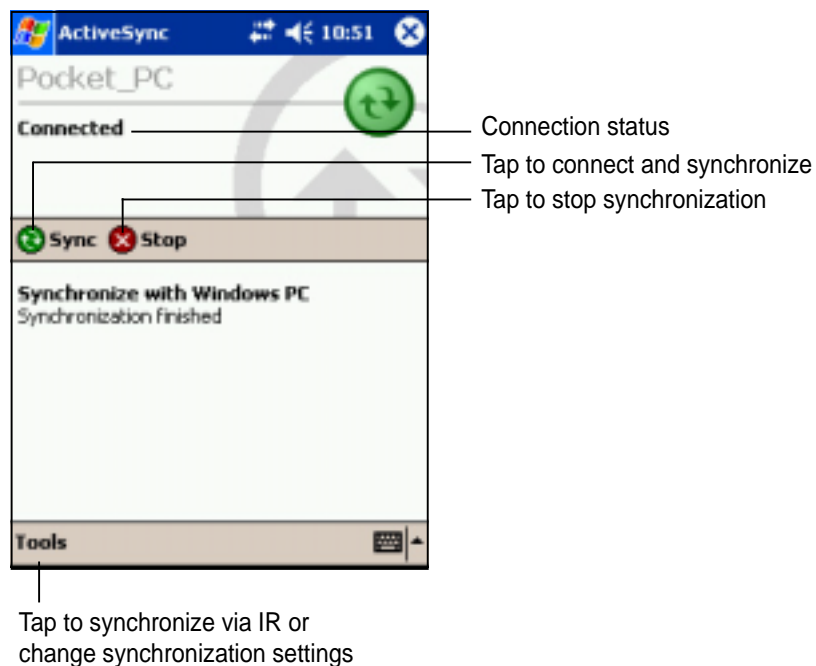| NOTE	Open Microsoft Outlook on your desktop computer to see the details of copied information from your device.

Manually initiating synchronization

Once you have set up ActiveSync and completed the first synchronization process, you can initiate synchronization from your device at any time.

To manually initiate synchronization:

1. Tap ![icon], then tap **ActiveSync** to display the ActiveSync screen.

Connection status
Tap to connect and synchronize
Tap to stop synchronization

Tap to synchronize via IR or
change synchronization settings

2. To start synchronization, make a connection between your device and your computer, then tap **Sync**.

   To end synchronization, tap **Stop**.

For more information on synchronization:

Tap ![icon] while in the ActiveSync screen, then tap **Help**.

Synchronization options

The Microsoft ActiveSync program allows you to customize your synchronization settings at any time. You can select the items to synchronize, set the synchronization schedule, and specify the synchronization rules.

To display the synchronization options:

- From the ActiveSync window on your desktop computer, click on the **Options** icon, or

- From the menu bar, click on **Tools**, then **Options**.

To select items to synchronize:

1. Check the box opposite the item that you wish to synchronize.

2. Highlight a checked item then click on **Settings** to specify synchronization options for the item.

   For example, highlight **Calendar** then click on **Settings** to display the **Calendar Synchronization Settings** window. Customize the available settings, then click **OK** when done.

3. Do the same for the other checked items.

   NOTE: You cannot set the options for unchecked items.

4. Click **OK** when done.

To set synchronization schedule:

1. Click on the **Schedule** tab.
2. Select your desired synchronization schedule.
3. Click **OK** when done.

To specify synchronization rules:

1. Click on the **Rules** tab.
2. Select your desired settings from the available options.
3. Click **OK** when done.

# Chapter 4

Microsoft® Pocket Outlook

Introduction

Microsoft® Pocket Outlook includes Calendar, Contacts, Tasks, Inbox, and Notes. You can use these programs individually or together. For example, e-mail address stored in Contacts can be used to address e-mail messages in Inbox.

Using ActiveSync®, you can synchronize information in Microsoft Outlook or Microsoft Exchange on your desktop computer with your device. You can also synchronize this information directly with a Microsoft Exchange server. Each time you synchronize, ActiveSync compares the changes you mode on your device and desktop computer or server and updates both computers with the latest information. For information on using ActiveSync, see ActiveSync Help on your desktop computer.

You can switch to any of the Pocket Outlook programs by tapping ![icon].

Calendar: Scheduling appointments and meetings

Use Calendar to schedule appointments, including meetings and other events. You can check your appointments in one of several views (Agenda, Day, Week, Month, and Year) and easily switch views using the View menu.

Tap to go to Today

Tap to display or edit the appointment details
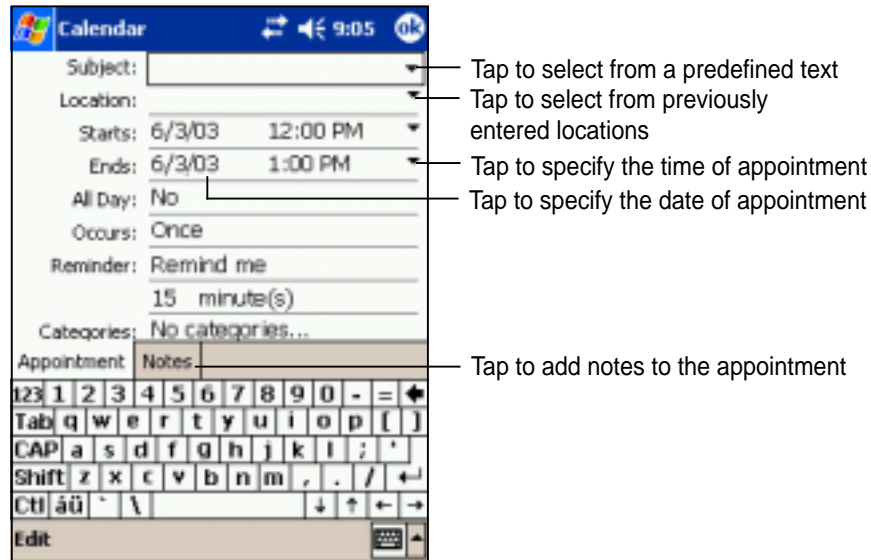
Tap to create a new appointment
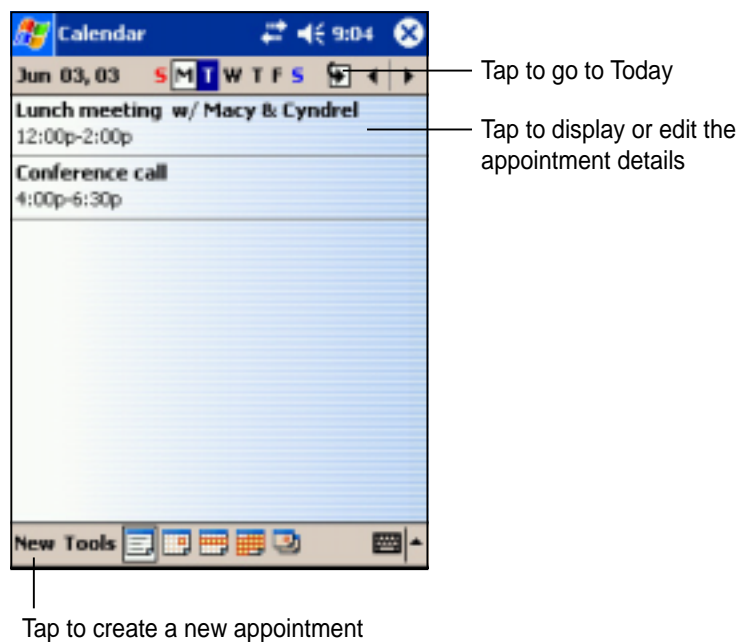
NOTE   You can customize the Calendar display, such as changing the first day of the week, by tapping **Options** on the **Tools** menu.

Creating appointments

To create an appointment:

1. If you are in Day or Week view, tap your desired date for the appointment,
2. Tap **New**.

Tap to select from a predefined text
Tap to select from previously entered locations
Tap to specify the time of appointment
Tap to specify the date of appointment
Tap to add notes to the appointment

3. Using the input panel, enter a description and a location. Tap to select the field.
4. If needed, tap the date and time to change them.
5. Enter other desired information. You will need to hide the input panel to see all available fields.
6. To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see the "Notes: Capturing thoughts and ideas" later in this chapter.
7. When done, tap **OK** to return to Calendar.

> **NOTE** If you select **Remind me** in an appointment, your device will remind you according to the options set in [icon], **Settings**, **Personal** tab, **Sounds and Notifications**.

Using the summary screen

When you tap an appointment in Calendar, a summary screen appears. To change the appointment, tap **Edit**.

Appointment details

Notes/additional information on the appointment

Tap to change details of the appointment
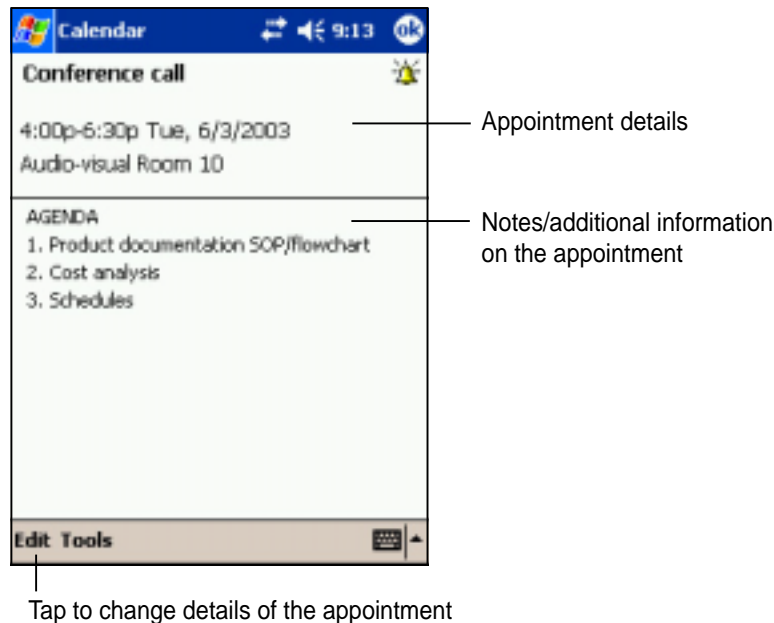
Creating meeting requests

You can use Calendar to set up meetings with users of Outlook and Pocket Outlook. The meeting request will be created automatically and sent either when you synchronize Inbox or when you connect to your e-mail server.

To create a meeting request:

1. Tap **Tools** then **Options** to indicate how you want meeting requests sent.
2. If you send and receive e-mail messages through ActiveSync, select **ActiveSync**.
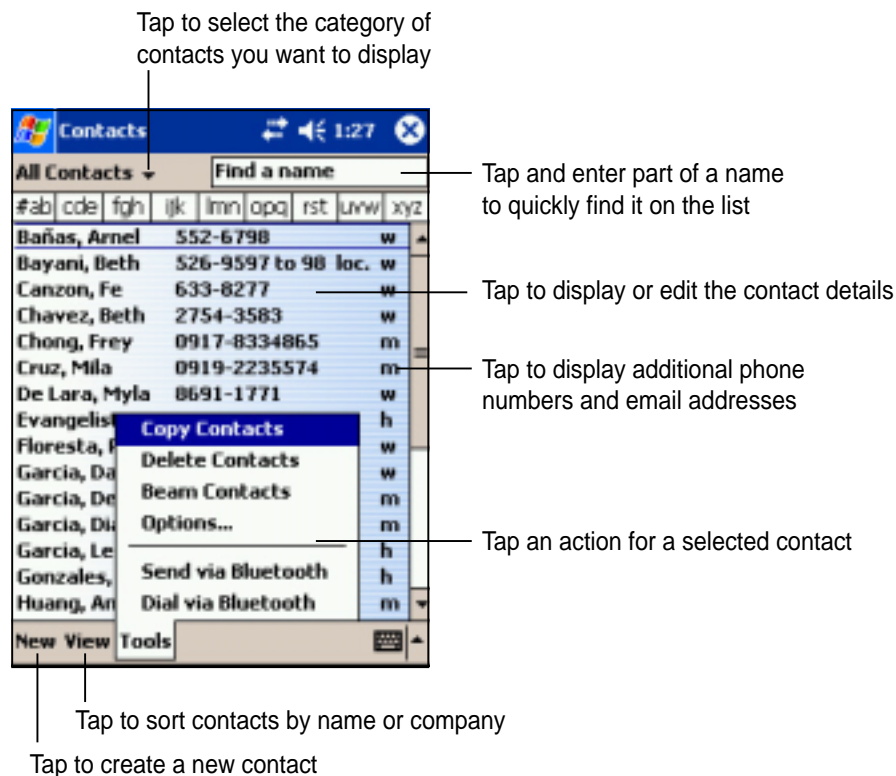
To schedule a meeting:

1. Create an appointment.
2. In the appointment details, hide the input panel, then tap **Attendees**.
3. From the list of e-mail addresses you have entered in Contacts, select the meeting attendees.

   The meeting notice is created automatically and place in the Outbox folder. For more information on sending and receiving meeting requests, see Calendar Help and Inbox Help on the device.

Contacts: Tracking friends and colleagues

Contacts maintains a list of your friends and colleagues so that you can easily find the information you look for, whether you are at home or on the road. Using the infrared port (IR) on the device, you can quickly share Contacts information with other device users.

Tap to select the category of contacts you want to display

Tap and enter part of a name to quickly find it on the list

Tap to display or edit the contact details

Tap to display additional phone numbers and email addresses

Tap an action for a selected contact

Tap to sort contacts by name or company

Tap to create a new contact

| NOTE	To change the way information is displayed in the list, tap **Tools** then **Options**.

Creating contacts

To create a contact:

1. Tap ![icon], then tap **Contacts**.

2. Tap **New** to display a blank contact form.

3. Using the input panel, enter a name and other contact information. You will need ot scroll down to see all available fields.

4. To assign the contact a category, scroll to and tap **Categories**, then select a category from the list. On the contact list, you can display the contacts by category.

5. To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see "Notes: Capturing thoughts and ideas" later in this chapter.

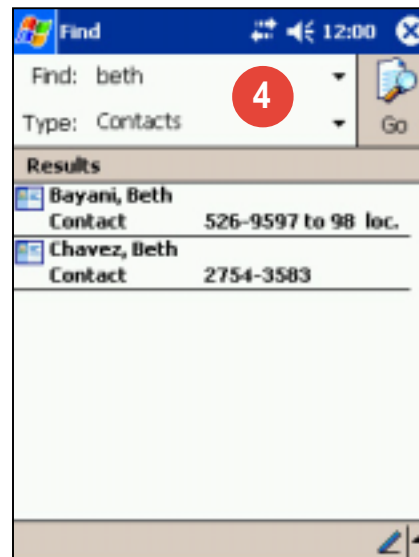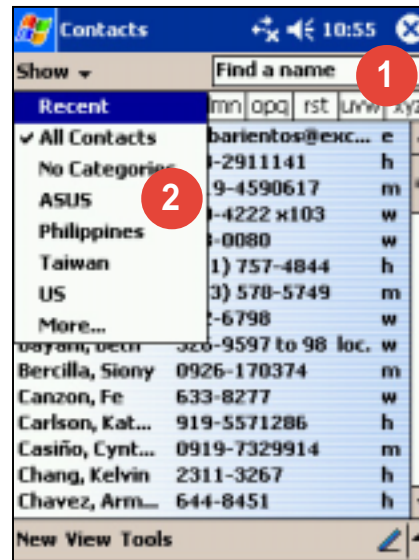6. Tap **OK** to return to the contact list when done.

Using the summary screen

Tapping a contact on the contact list displays a summary screen. To change the contact information, tap **Edit**.
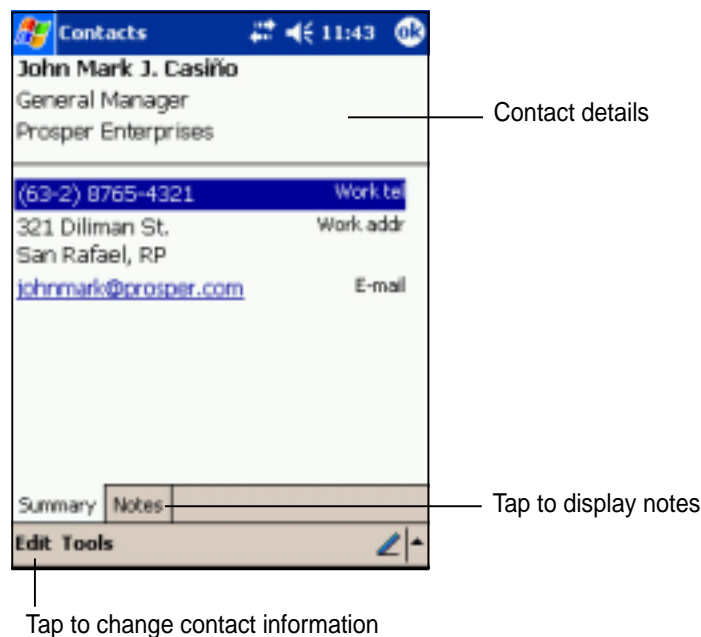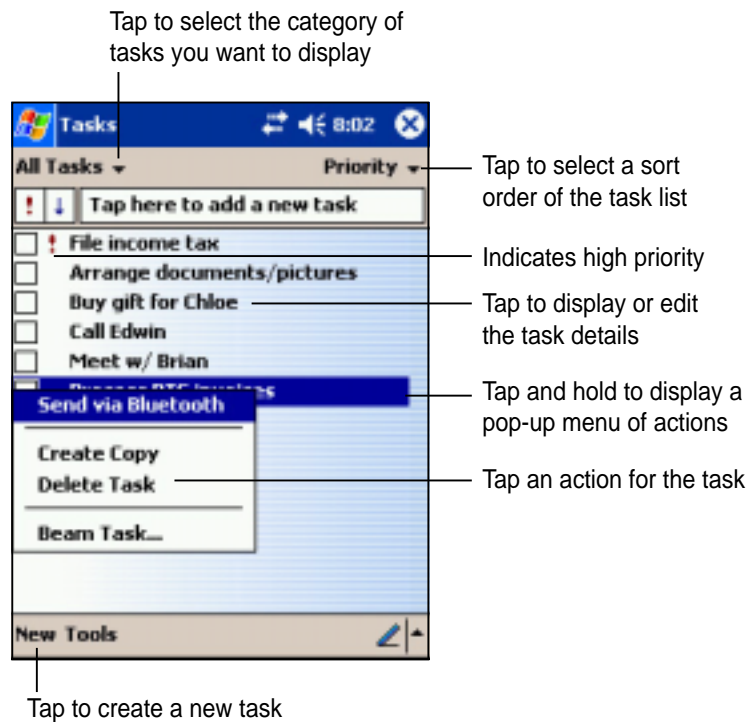
Finding a contact

There are four ways to find a contact.

1. On the contact list, enter a contact name in the box under the navigation bar. To show all contacts again, clear text from the box or tap the button to the right of the box.

2. In the contact list, tap the category list (labeled **All Contacts** by default) and select the type of contact that you wish to display. To show all contacts again, select **All Contacts**. To view a contact not assigned to a category, select **None**.

3. To view the names fo companies your contacts work for, in the contact list, tap **View** > **By Company**. The number of contacts that work for that company will be displayed to the right of the company name.

4. Tap 🏁 , **Find**, enter the contact name, select **Contacts** for the type, and tap **Go**.

Tasks: Keeping a to do list

Use Tasks to keep track of what you have to do.

Tap to select the category of
tasks you want to display

Tap to select a sort
order of the task list

Indicates high priority

Tap to display or edit
the task details

Tap and hold to display a
pop-up menu of actions

Tap an action for the task

Tap to create a new task

Creating tasks

To create a task:

1. Tap [icon], then tap **Tasks**.
2. Tap **New** to display a blank task form.
3. Using the input panel, enter a description.
4. Enter a start date and due date, or enter other information by tapping the field first. If the input panel is open, you will need to hide it to see all available fields.
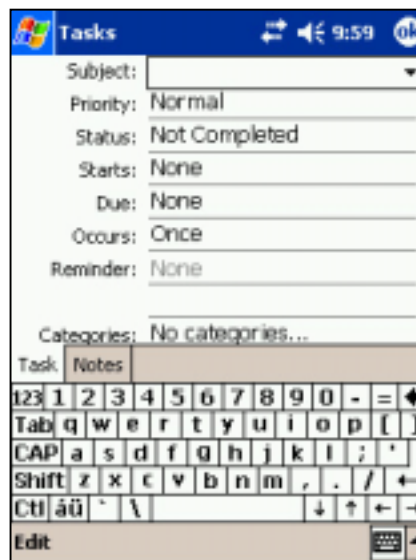
5. To assign the task to a category, tap **Categories** and select a category from the list. On the task list, you can display tasks by category.

6. To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see "Notes: Capturing thoughts and ideas" later in this chapter.

7. Tap **OK** to return to the task list when done.

|	
TIP To quickly create a task with only a subject, tap Entry Bar on the Tools menu. Tap **Tap here to add a new task** and enter your task information.	
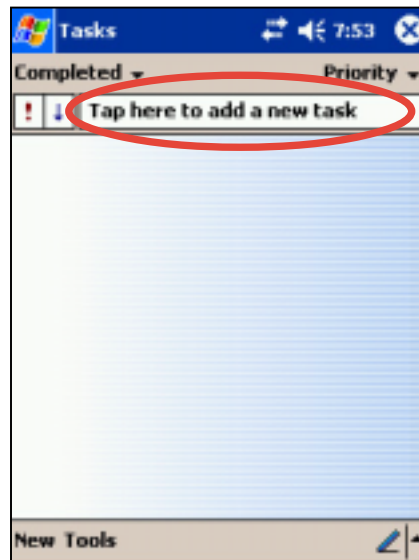
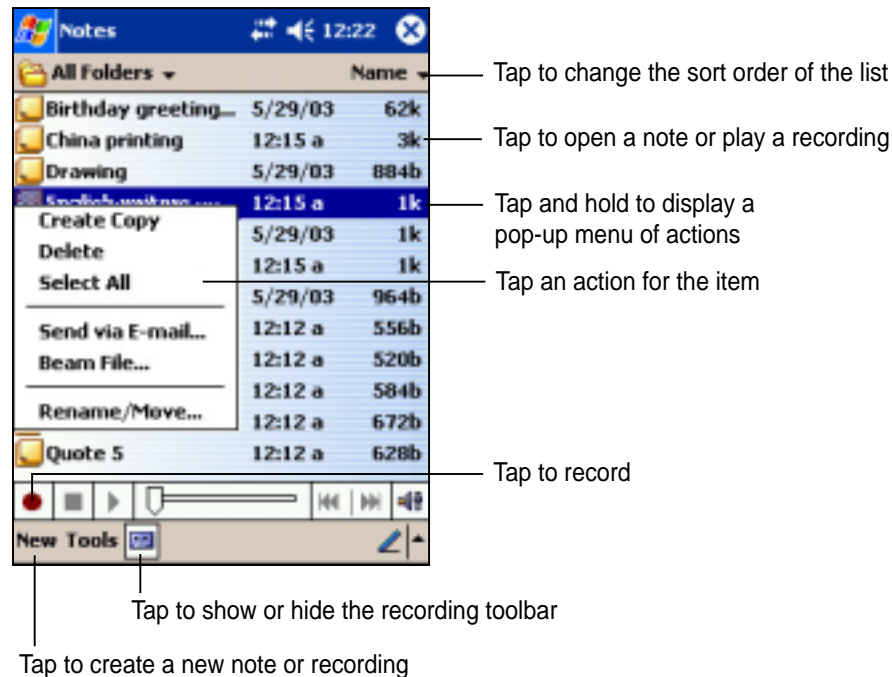## Using the summary screen

Tapping a task on the task list displays a summary screen. To change the task details, tap **Edit**.

Task details

Tap to show or hide the task details

Notes/additional information on the task

Tap to change the task details
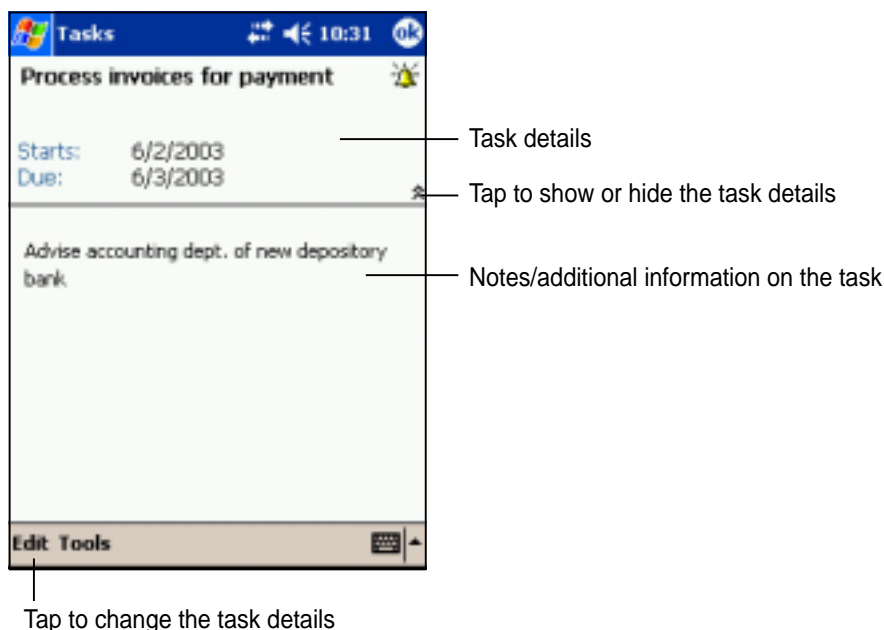
Notes: Capturing thoughts and ideas

Quickly capture thoughts, reminders, ideas, and phone numbers with Notes. You can create a written note or a recording. You can also include a recording in a note. If a note is open when you create the recording, it will be included in the note as an icon. If the note is displayed, it will be created as a stand-alone recording.

Tap to change the sort order of the list

Tap to open a note or play a recording

Tap and hold to display a pop-up menu of actions

Tap an action for the item

Tap to record

Tap to show or hide the recording toolbar

Tap to create a new note or recording

You may change the default Notes options including the writing mode, template, file storage, and record button action.

To change the Notes options:

1. Tap [icon] , then tap **Notes**.
2. Tap **Tools**, then **Options...** to display the options screen.
3. Make your desired changes.
4. Click **OK**.
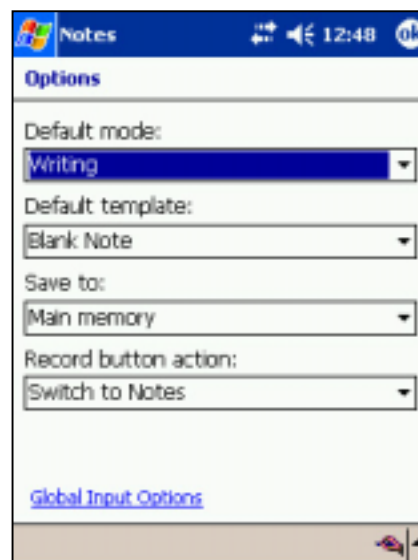
Creating notes

To create a note:

1. Tap ![Windows icon] , then tap **Notes**.
2. Tap **New** to display a blank note.
3. Create your note by writing, drawing, typing, or recording. For more information about using the input panel, writing and drawing on the screen, and creating recordings, see Chapter 2.

Tap to save the note and return to the Notes list

Tap to show or hide the input panel

Tap to write on the screen

Tap to add a recording to the note
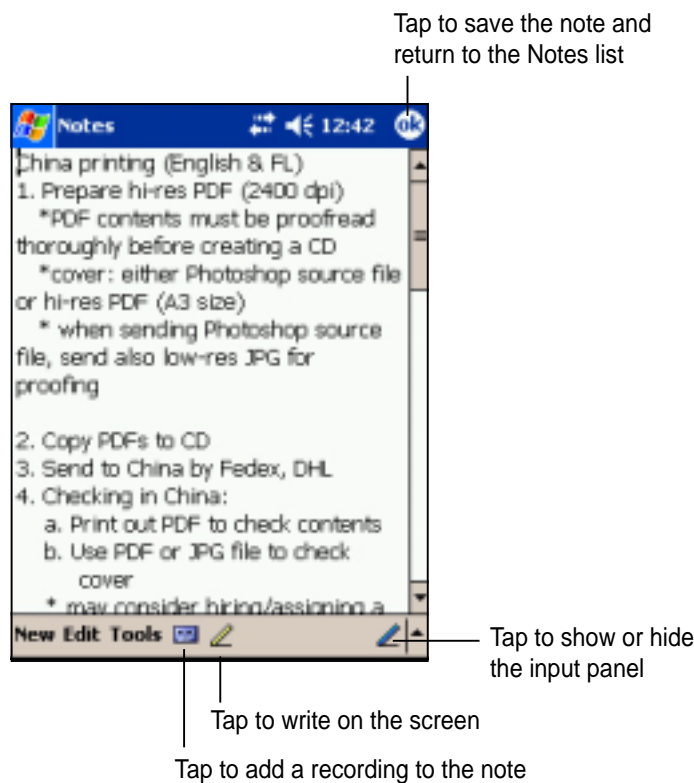
Inbox: Sending and receiving e-mail messages

Use Inbox to send and receive e-mail messages in one of these ways:

- Synchronize e-mail messages with Microsoft Exchange of or Microsoft Outlook on your desktop computer

- Send and receive e-mail messages by connecting directly to an e-mail server through an Internet service provider (ISP) or a network

Synchronizing e-mail messages

E-mail messages can be synchronized as part of the general synchronization process. You will need to enable Inbox synchronization in ActiveSync. For more information on enabling Inbox synchronization, see ActiveSync Help on your desktop computer.

During synchronization:

- Messages are copied from the mail folders of Exchange or Outlook on your desktop computer to the ActiveSync folder in Inbox on your device. By default, you will receive messages from the past three days only, the first 100 lines of each message, and file attachments of less than 100KB in size.

- E-mail messages in the Outbox folder on your device are transferred to Exchange or Outlook, then send from those programs.

- E-mail messages in subfolder must be selected in ActiveSync on your desktop computer in order to be transferred.

> **NOTE** You can also synchronize e-mail messages with your desktop computer from a remote location. For more information, see Chapter 7.

Connecting directly to an e-mail server

In addition to synchronizing e-mail messages with your desktop computer, you can send and receive e-mail messages by connecting to an e-mail server using a modem or network card connected to your device. You need to set up a remote connection to a network or an ISP, and a connection to your e-mail server. For more information, see Chapter 7.

When you connect to the e-mail server, new messages are downloaded to the device Inbox folder, messages in the device Outbox folders are sent, and messages that have been deleted on the e-mail server are removed from the device Inbox folder.
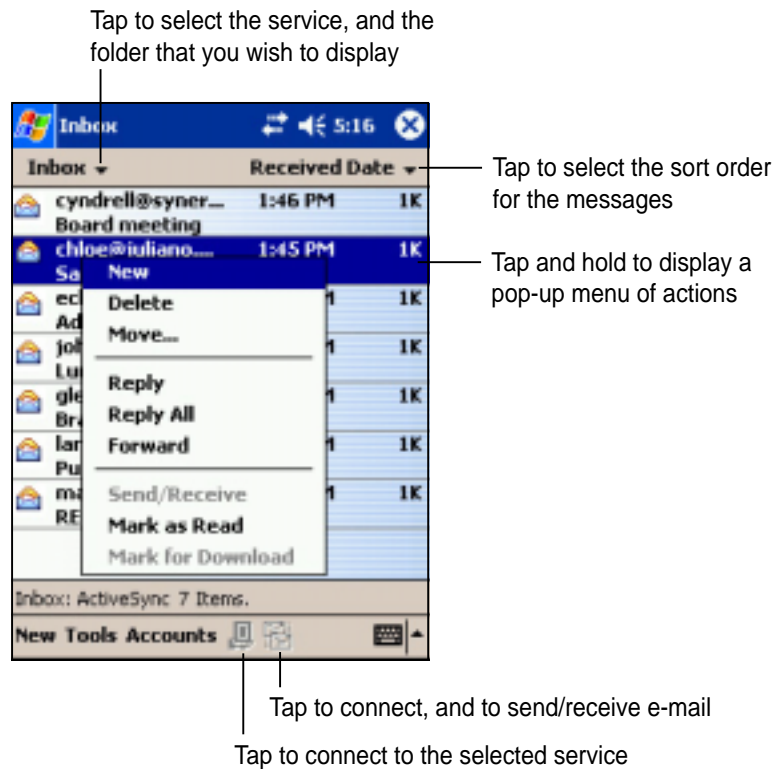
Messages that you receive directly from an e-mail server are linked to your e-mail server rather than your desktop computer. When you delete a message on your device, it is also deleted from the e-mail server the next time you connect based on the settings you selected in ActiveSync.

You can work online or offline. When working online, you read and respond to messages while connected to the e-mail server. Messages are sent as soon as you tap **Send**, which saves space in your device.
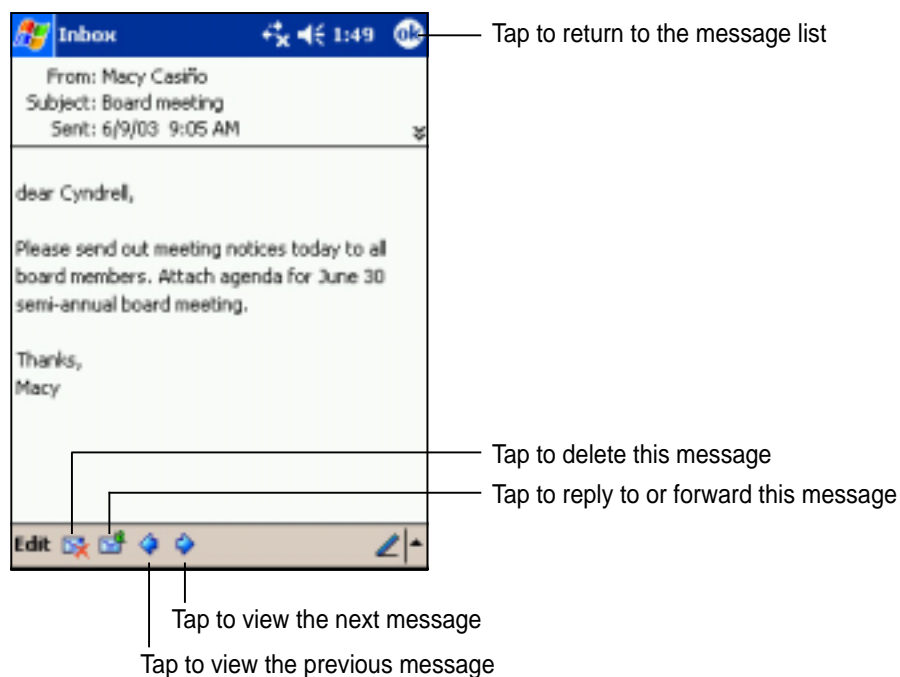
When working offline, once you have downloaded new message headers or partial messages, you can disconnect from the e-mail server and decide which messages to download completely. The next time you connect, Inbox downloads the complete messages you have marked for retrieval and sends the messages you have composed.

Using the message list

The messages you receive are displayed in the message list. By default, the most recently received messages are displayed first in the list.

Tap to select the service, and the folder that you wish to display

Tap to select the sort order for the messages

Tap and hold to display a pop-up menu of actions

Tap to connect, and to send/receive e-mail

Tap to connect to the selected service

When you receive a message, tap it to open. Unread messages are displayed boldface.

Tap to return to the message list

Tap to delete this message

Tap to reply to or forward this message

Tap to view the next message

Tap to view the previous message

When you connect to your e-mail server or synchronize with your desktop computer, by default, you will receive messages from the last five days only, the first 100 lines of each new messages, and file attachments of less than 100KB in size. The original messages remain on the e-mail server or your desktop computer.

You can mark the messages that you want to retrieve in full during your next synchronization or e-mail server connection. In the message list, tap and hold the message that you want to retrieve. On the pop-up menu, tap **Mark for Download**. The icons in the Inbox message list give you visual indications of message status.
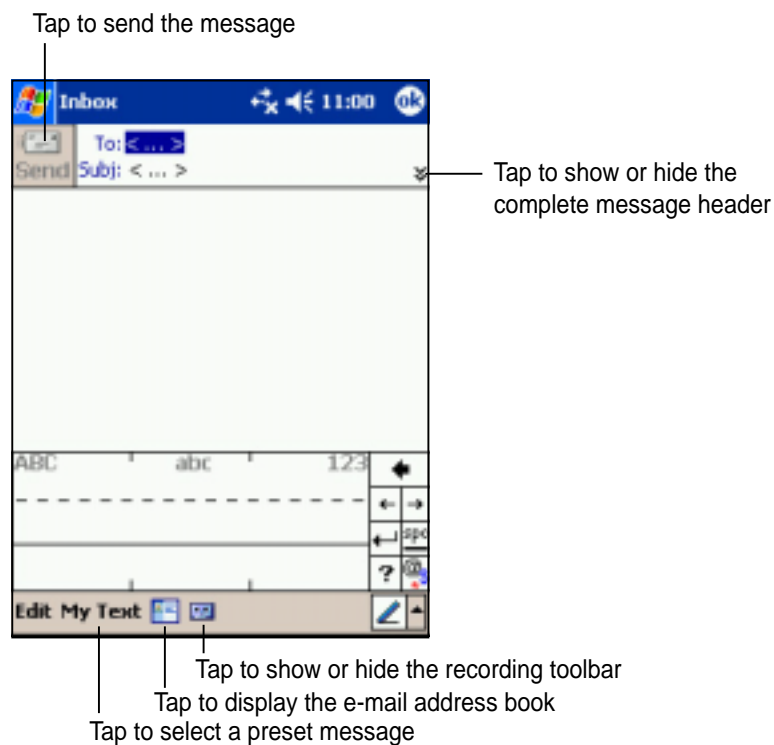
You can specify your downloading preferences when you set up the service or select your synchronization options. You can change them at any time.

- Change options for Inbox synchronization using ActiveSync options. For more information, see ActiveSync Help on your desktop computer.

- Change options for direct e-mail server connections in Inbox on your device. Tap **Tools** then **Options**. On the Service tab, tap the service that you wish to change. Tap and hold the service and select **Delete** to remove a service.

Composing messages

To compose a message:

1. Tap **New**.

2. In the **To** field, enter an e-mail or SMS address of one or more recipients, separating them with a semicolon, or select a name from the **Contacts** list by tapping the **Address Book** button. All e-mail addresses entered in the e-mail fields in Contacts appear in the Address Book.

Tap to send the message

Tap to show or hide the complete message header

Tap to show or hide the recording toolbar
Tap to display the e-mail address book
Tap to select a preset message

3. Compose your message. To enter preset or frequently used messages, tap **My Text** and select a message.

4. Tap **Send** when you have finished the message. If you are working offline, the message is moved to the Outbox folder and will be sent the next time you connect.

Managing e-mail messages and folders

The behavior of the folders you create depends on whether you are using ActiveSync, SMS, POP3, or IMAP4.

- If you use ActiveSync, e-mail messages in the Inbox folder in Outlook will automatically be sunchronized with your device. You can select to synchronize additional folders by designating them for ActiveSync. The folders you create and the messages you move will then be mirrored on the server. For example, if you move two messages from the Inbox folder to a folder named Family, and you have designated Family for synchronization, the server creates a copy of the Family folder and copies the messages into that folder. You can then read messages while away from your desktop computer.

- If you use SMS, messages are stored in the Inbox folder.

- If you use POP3 and you move e-mail messages to a folder you created, the link is broken between the messages on the device and their copies on the mail server. The next time you connect, the mail server will see that the messages are missing from the device Inbox and delete them from the server. This prevents you from having duplicate copies of a message, but it also means that you will no longer have access to messages that you move to folders created from anywhere except the device.

- If you use IMAP4, the folders you create and the e-mail messages you move are mirrored on the server. Therefore, messages are available to you anytime you connect to your mail server, whether it is from your device or desktop computer. This synchronization of folders occurs whenever you connect to your mail server, create new folders, or rename/delete folders when connected.

Chapter 5

Companion programs

The companion programs consist of Microsoft® Pocket Word, Microsoft®
Pocket Excel, MSN Messenger, Windows Media™ Player for Pocket PC,
and Microsoft® Reader.

To switch to a companion program on your device, tap **Programs** on the
🔲 menu, then tap the program that you wish to open.

Pocket Word

Pocket Word works with Microsoft Word on your desktop computer to give
you easy access to copies of your documents. You can create new
documents on your device, or you can copy documents from your desktop
computer to your device. Synchronize documents between your desktop
computer and your device so that you have the most up-to-date content in
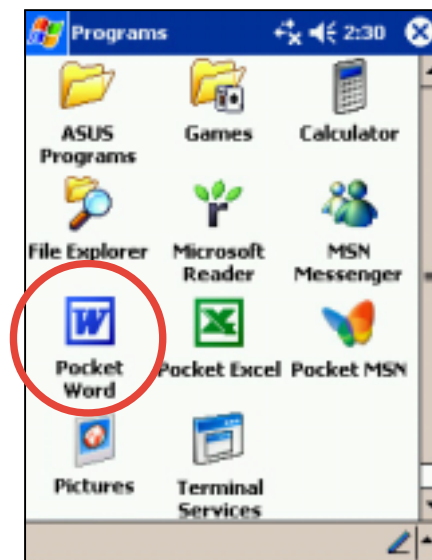both locations.

Use Pocket Word to create documents, such as letters, meeting minutes,
or trip reports.

Creating Pocket Word documents

To create a new Word document:

1. Tap 🔲 , tap **Programs**, tap
   Pocket Word to launch the
   application.

   If you have existing Microsoft
   Word or Pocket Word documents
   in your device, a list of the
   documents appears.
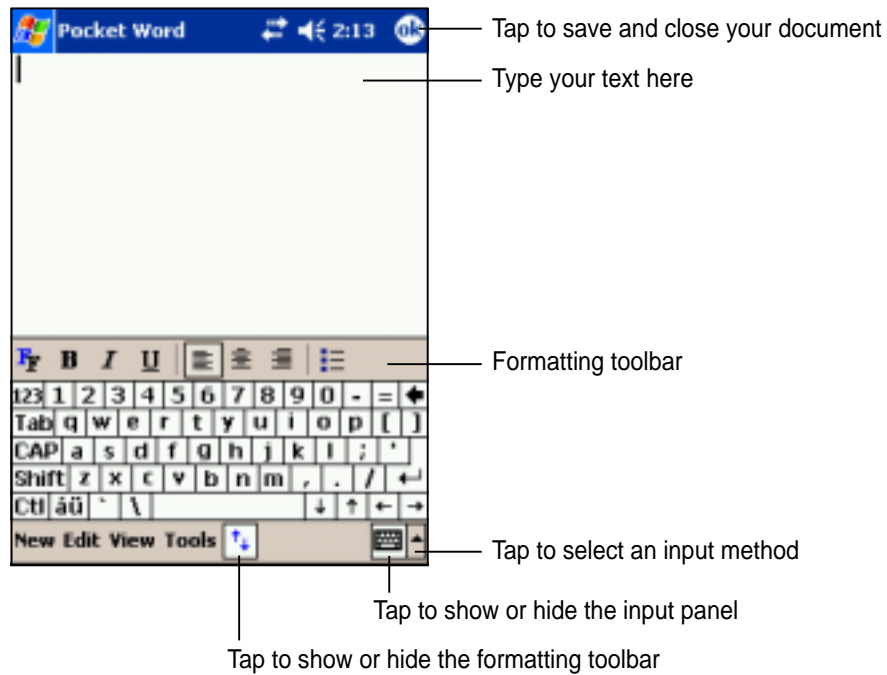

NOTE   If you selected a template for new documents in the **Options**
              dialog box, that template appears with the appropriate text
              and formatting already provided.

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2. Tap **New** to display a blank document.

3. Use any of the tools in the input panel to type your text.

Tap to save and close your document

Type your text here

Formatting toolbar

Tap to select an input method

Tap to show or hide the input panel

Tap to show or hide the formatting toolbar

Saving Pocket Word documents

To save a Pocket Word document:

When you have finished editing your document, tap **OK**.

The document is saved using the first line as file name if you did not specify a file name. For example, if your first line in the document has the words **Bits-n-Pieces**, these words appear in your Word documents list.
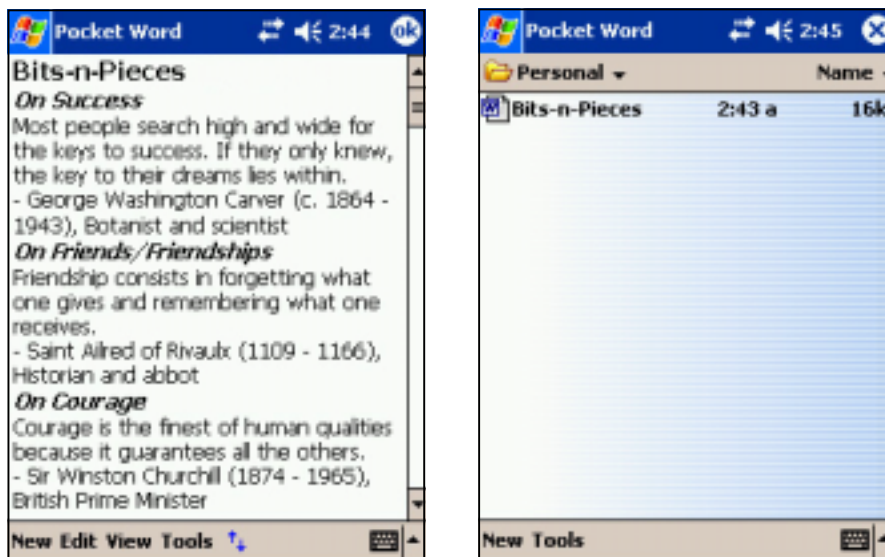
To specify save options:

1. With the document open, tap **Tools**.

2. From the pop-up menu, tap **Save Document As...** to display the **Save As** screen.

3. Change the file name by simply typing a new one in the **Name** field.

4. Tap the down arrow in the **Folder** field to select a folder where you wish to place the file.

5. Tap the down arrow in the **Type** field to select a file format.

   You can save the document you create or edit in a variety of formats:
   - Word (.doc)
   - Pocket Word (.psw)
   - Rich Text Format (.rtf)
   - Plain Text (.txt)

6. Tap the down arrow in the **Location** field to indicate the location of your saved file, either in the main memory of your device, or in a storage card, if available.
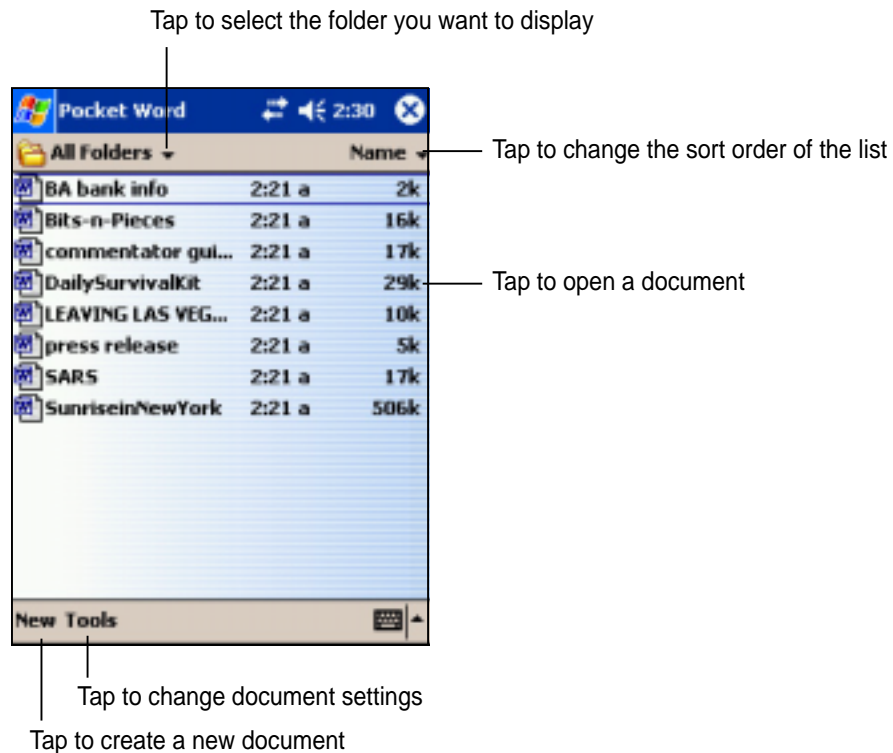
7. Tap **OK** when done.

NOTE	If you do not wish to change the document format, but would like to change the file name, folder, and location of your document, simply tap **Edit** from the command bar, then tap **Rename/Move...** from the pop-up menu to make your changes.

Opening an existing Pocket Word document

Pocket Word contains a list of the files stored on your device. Tap a file in the list to open. To delete, make copies of, and send files, tap and hold a file in the list, then select the appropriate action on the pop-up menu.

Tap to select the folder you want to display

Tap to change the sort order of the list

Tap to open a document

Tap to change document settings

Tap to create a new document

NOTE	You can open only one Pocket Word document at a time; when you open a second document, you will be asked to save the first.

Modes of entering information

You can enter information in Pocket Word in one of four modes (typing, writing, drawing, or recording), which are displayed on the **View** menu. Each mode has its own toolbar that you can show or hide by tapping the **Show/Hide Toolbar** button on the command bar.

If you are opening a Word document created on a desktop computer, select **Wrap to Window** on the **View** menu so that you can see the entire document.
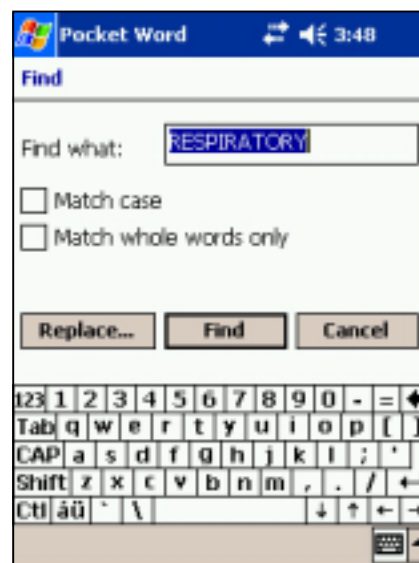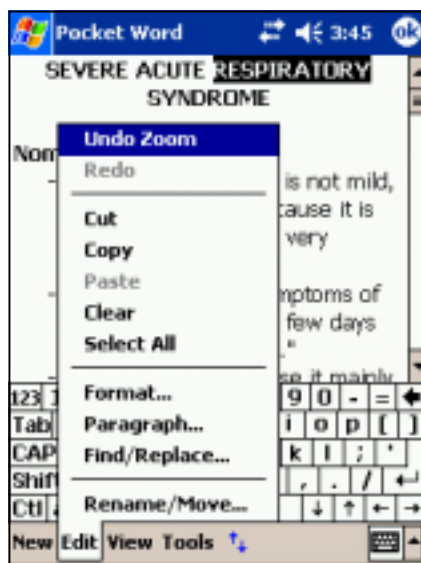
To change the zoom magnification:

1. Tap **View**, then tap **Zoom**.
2. Select your desired percentage.

   Select a higher percentage to enter text and lower one to see more of your document.
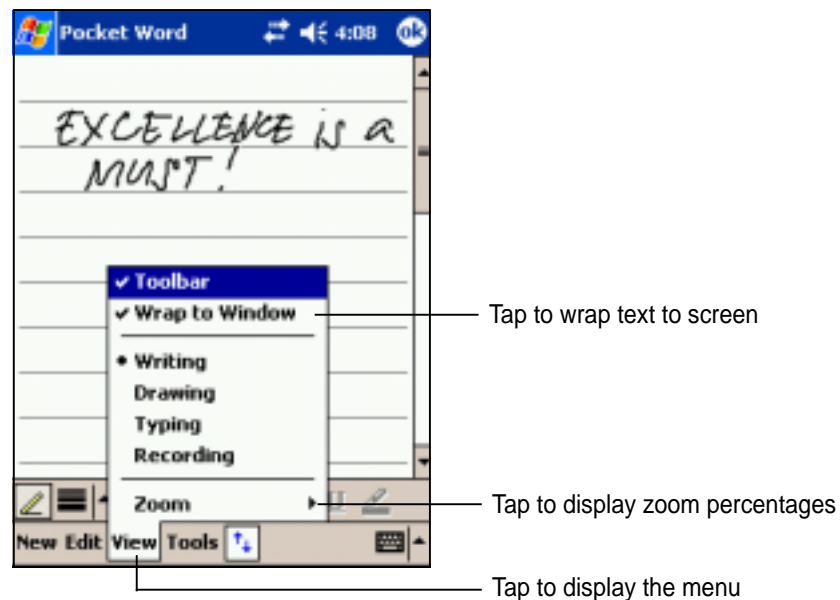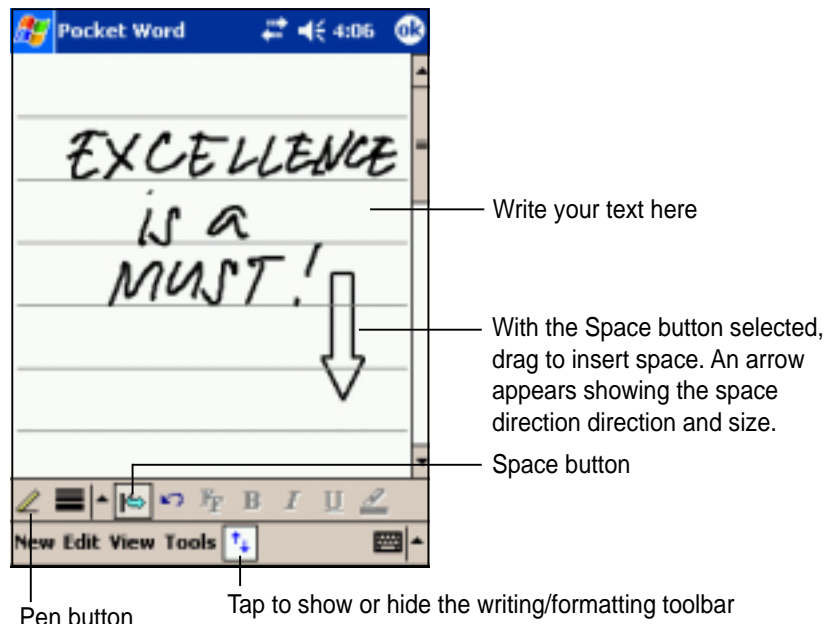
Typing Mode

Using the input panel, enter typed text into the document. For more information on entering typed text, see Chapter 2.

To format existing text and to edit text, first select the text. You can select text as you do in a Word document, using your stylus instead of the mouse to drag through the text you want to select. You can search a document to find text by tapping **Edit** and **Find/Replace**.

Writing mode

In writing mode, use your stylus to write directly on the screen. Ruled lines are displayed as a guide, and the zoom magnification is greater than in typing mode to allow you to write more easily. For more information on writing and selecting writing, see Chapter 2.
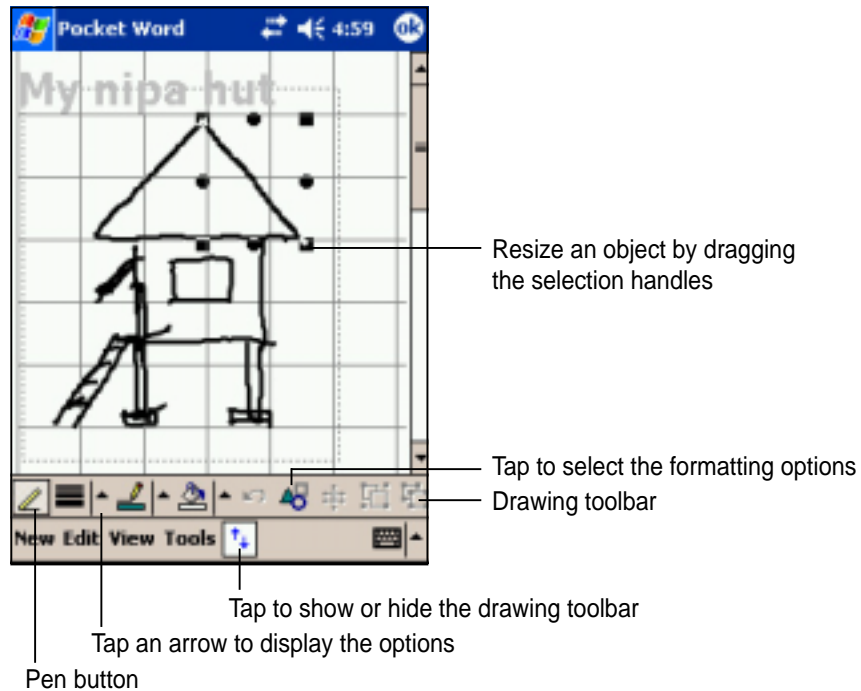
Write your text here

With the Space button selected, drag to insert space. An arrow appears showing the space direction direction and size.

Space button

Pen button

Tap to show or hide the writing/formatting toolbar

Tap to wrap text to screen

Tap to display zoom percentages

Tap to display the menu

| NOTE	If you cross three ruled lines in a single stylus stroke, the writing becomes a drawing, and can be edited and manipulated as described in the next section.
	Written words are converted to graphics (metafiles) when a Pocket Word document is converted to a Word document on your desktop computer.

Drawing mode

In drawing mode, use your stylus to draw on the screen. Gridlines appear as a guide. When you lift your stylus off the screen after ther first stroke, you will see a drawing box indicating the boundaries of the drawing. Every subsequent stroke within or touching the drawing box becomes part of the drawing. For more information on drawing and selecting drawings, see Chapter 2.

Resize an object by dragging the selection handles

Tap to select the formatting options

Drawing toolbar

Tap to show or hide the drawing toolbar

Tap an arrow to display the options

Pen button

Recording mode

In recording mode, embed a recording into your document. Recordings are saved as **.wav** files. For more information on recording, see Chapter 2.
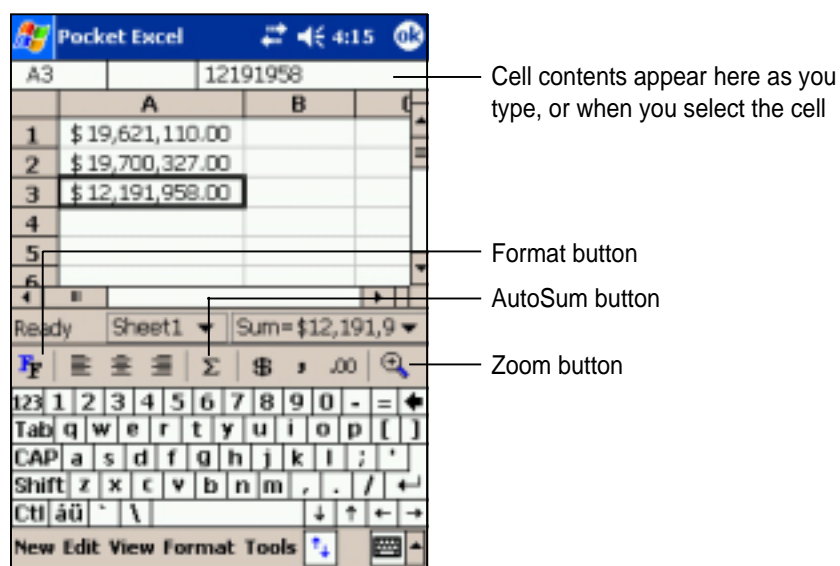
Embedded recording
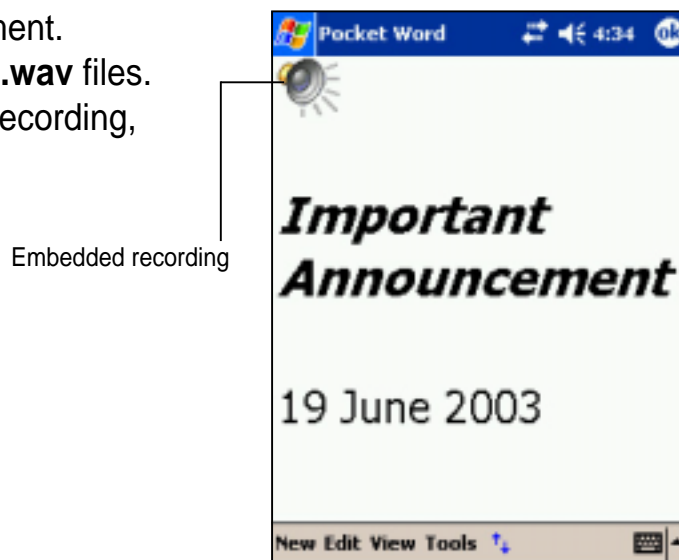
Pocket Excel

Pocket Excel works with Microsoft Excel on your desktop computer to give you easy access to copies of your workbooks. You can create new workbooks on your device, or you can copy workbooks from your desktop computer to your device. Synchronize workbooks between your desktop computer and your device so that you have the most up-to-date contents in both locations.

Use Pocket Excel to create workbooks, such as expense reports and mileage logs.

Pocket Excel contains a list of the files stored on your device. Tap a file in the list to open. To delete, make copies of, and send files, tap and hold a file in the list, then select the appropriate action on the pop-up menu.

Pocket Excel provides fundamental spreadsheet tools, such as formulas, functions, sorting, and filtering. To display the toolbar, tap **View**, then tap **Toolbar**.

Cell contents appear here as you type, or when you select the cell

Format button

AutoSum button

Zoom button

NOTE   You can open only one Pocket Excel document at a time; when you open a second document, you will be asked to save the first.
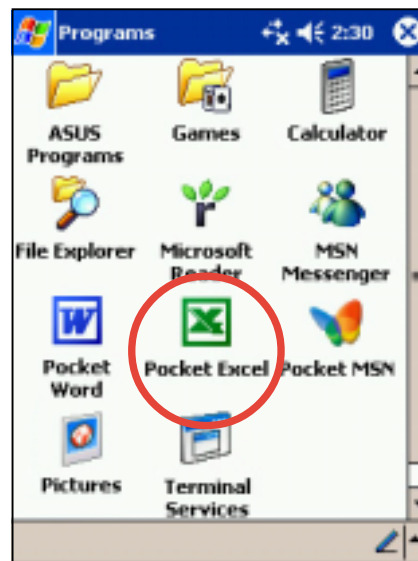

Creating Pocket Excel documents

To create a new Excel document:

1. Tap ![icon], tap **Programs**, tap **Pocket Excel**.

2. Tap **New** to display a blank document.

   If you selected a template for new documents in the **Options** dialog box, that template appears with the appropriate text and formatting already provided.
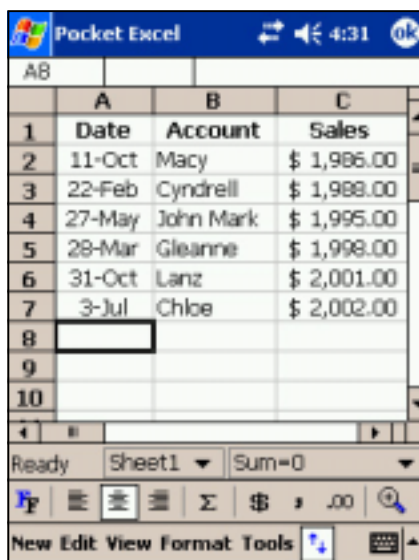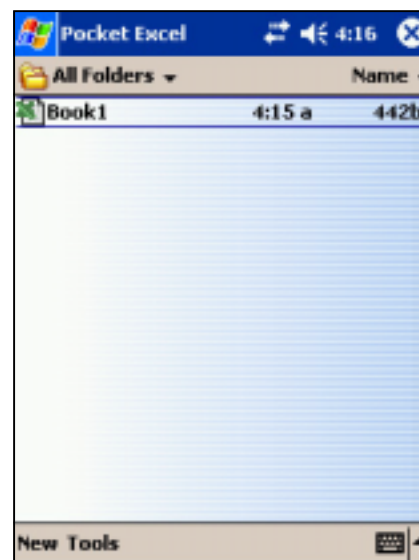
Saving Pocket Excel documents

To save an Excel document:

When you have finished editing your document, tap **OK**.

By default, your document is saved as **Book1** as file name. You can change the file name to one that is more descriptive of your document. See next section for saving options.

To specify save options:

1. With the document open, tap **Tools**.

2. From the pop-up menu, tap **Save Workbook As...** to display the **Save As** screen.

3. Change the file name by simply typing a new one in the **Name** field.

4. Tap the down arrow in the **Folder** field to select a folder where you wish to place the file.

5. Tap the down arrow in the **Type** field to select a file format.

   You can save the document you create or edit in a variety of formats:

   • Pocket Excel (.pxl)

   • Excel (.xls)

6. Tap the down arrow in the **Location** field to indicate the location of your saved file, either in the main memory of your device, or in a storage card, if available.

7. Tap **OK** when done.

NOTE	If you do not wish to save your workbook to a different format, but would like to change the file name, folder, and location of your document, simply tap **Edit** from the command bar, then tap **Rename/Move...** from the pop-up menu to make your changes.

Securing your Excel document

If your workbook contains sensitive or confidental information, you can protect it with a password.

To set a password for your workbook:

1. Open the workbook.
2. Tap **Edit** from the command bar, then tap **Password...** to display the password setting screen.
3. Type a password in the **Password** field.
4. Re-type the password in the **Verify Password** field.
5. Tap **OK** when done.

If you have set a password for your workbook, a password screen appears asking you to type your password whenever you try to open the workbook.

Type your password, then tap **OK**. If you type in a wrong password, a message appears telling you so.

NOTE	DO NOT forget your password! You can not open your workbook unless you type in the correct password.

Tips for working in Pocket Excel

Take note of the following when working in large worksheets in Pocket Excel:

- **View in full-screen mode** to see as much of your worksheet as possible. Tap **View**, then tap **Full Screen**. To exit full-screen mode, tap **Restore**.

- **Show and hide window elements.** Tap **View**, then tap the elements to show or hide.

- **Freeze panes on a worksheet.** First select the cell where you want to freeze panes. Tap **View**, then tap **Freeze Panes**. You might want to freeze the top and leftmost panes in a worksheet to keep row and column labels visible as you scroll through a sheet.

- **Split panes** to view different areas of a large worksheet. Tap **View**, then tap **Split**. Drag the split bar to where you want it. To remove the split, tap **View**, then tap **Remove Split**.

- **Show and hide rows and columns.** To hide a row or column, select a cell in the row or column that you want to hide. Tap **Format**, then tap **Row** or **Column**, and tap **Hide**. To show a hidden row or column, tap **Tools**, then tap **Go To**, and type a reference that is in the hidden row or column. Tap **Format**, then tap **Row** or **Column**, and tap **Unhide**.

For more information on using Pocket Excel, tap , then tap **Help**.

MSN Messenger

MSN Messenger on your device is an instant messaging program that allows you to:

- See who is online
- Send and receive instant messages
- Have instant message conversations with groups of contacts

To use MSN Messenger:

You must have a **Microsoft Passport™ account** or a **Microsoft Exchange e-mail account**.

You must have a Passport to use the MSN Messenger Service. If you have a Hotmail® or MSN account, you already have a passport. Once you have obtained either a Microsoft Passport or Microsoft Exchange account, you are ready to set up your account.

Sign up for a Microsoft Passport account at **http://www.passport.com**.

Get a free Microsoft Hotmail e-mail address at **http://www.hotmail.com**.

To launch MSN Messenger:

1. Tap ![icon], then tap **Programs**.
2. Tap **MSN Messenger**.
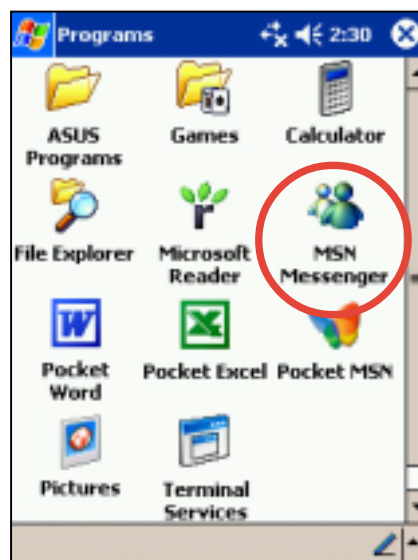
Signing up

To sign in to MSN Mesenger service:

1. Tap **Tools** then tap **Sign in...** from the menu.

   OR

   Simply tap the **Tap here to sign in** area.

2. In the sign-in screen, enter your e-mail address and password. Tap **Sign In**.

   NOTE   If you already use MSN Messenger on your desktop computer, your contacts will show up on your device without being added again.

Working with contacts

The MSN Messenger window shows all of your messenger contacts at a glance, divided into **Online** and **Not Online** categories. From this view, while connected, you can chat, send an e-mail, block the contact from chatting with you, or delete contacts from your list using the pop-up menu.
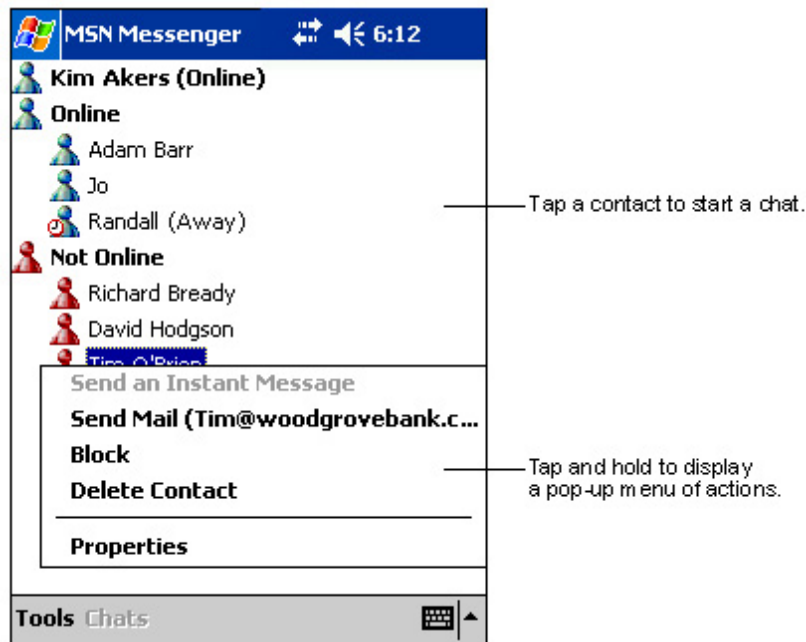

To see others online without being seen, tap **My Status** in the **Tools** menu and select **Appear Offline**.

If you block a contact, you will appear offline but will remain on the blocked contact's list. To unblock a contact, tap and hold the contact, then tap **Unblock** on the pop-up menu.

Chatting with contacts

Tap a contact name to open a chat window. Enter your message in the text entry area at the bottom of the screen, or tap **My Text** to enter a preset message, then tap **Send**. To invite another contact to a multi-user chat, tap **Invite** in the **Tools** menu, then tap the contact that you want to invite.

	— Enter message.
	— Tap to send message.
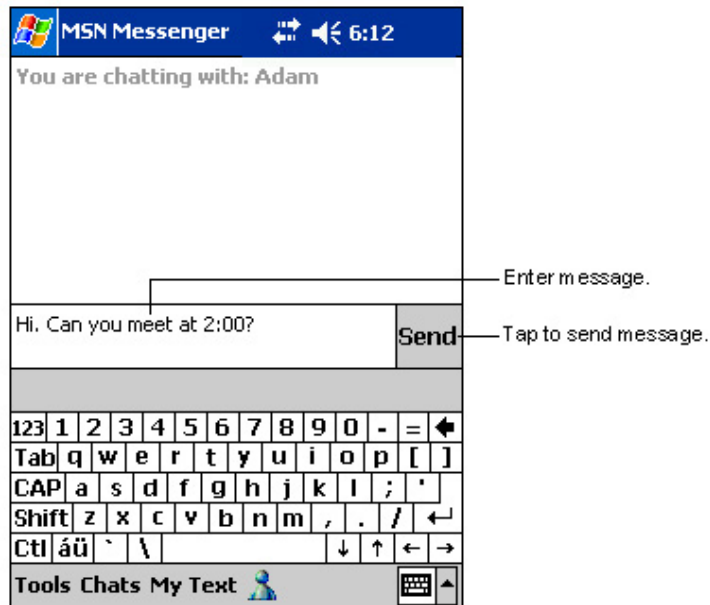
NOTE	To switch back to the main window without closing a chat, tap the **Contacts** button. To go back to your chat window, tap **Chats** and select the person whom you were chatting with.

To know if the contact you are chatting with is responding, look for the message under the text entry area. For more information on using MSN Messenger, tap ![icon] , then tap **Help**.

	— View full chat.
	— View status of the chat.
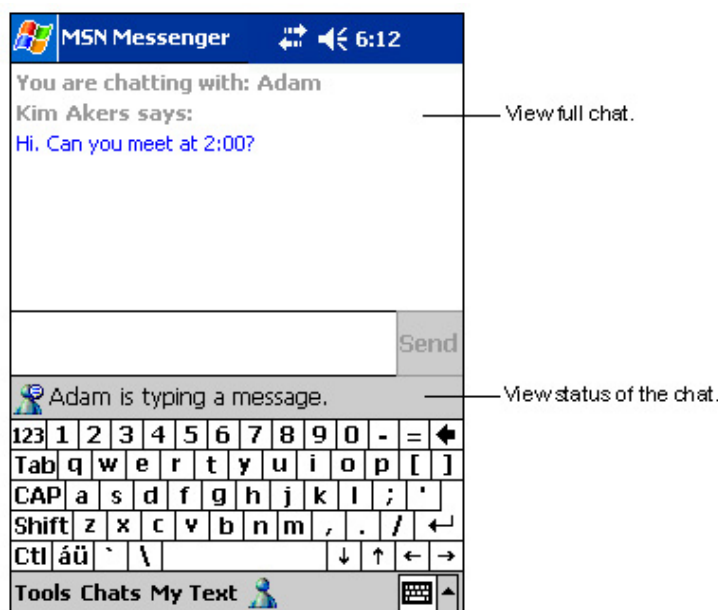
Windows Media Player for Pocket PC

Use Microsoft® Windows Media Player for Pocket PC to play digital audio and video files that are stored on your device or on a network. To switch to Windows Media Player for Pocket PC, tap [icon], tap **Programs**, then tap **Windows Media**.

Indicates the progress of the current track

Slide to adjust volume

Tap to mute sound

Tap to play the next track

Tap to play the previous track

Tap to stop

Tap to play or pause

Use Microsoft Windows Media Player on your desktop computer to copy digital audio and video to your Pocket PC. You can play Windows Media and MP3 files on your Pocket PC.

For more information on using Windows Media Player for Pocket PC, tap [icon], then tap **Help**.

Microsoft Reader

Use Microsoft Reader to read eBooks on your device. Download books to your desktop computer from your favorite eBook web site. Then, use ActiveSync to copy the book files to your activated device. The books appear in the Reader Library.

Each book consists of a cover page, an optional table of contents, and the pages of the book. You can:

- Page through the book using the Up/Down control on your device, or by tapping the page number on each page.
- Annotate the book with highlighting, bookmarks, notes, and drawings.
- Search for text and look up definitions for words.

The Guidebook contains all the information that you need to use the software. To open the Guidebook, tap **Help** on the **Reader** command bar. Or, on a book page, tap and hold on the book title, then tap **Help** on the pop-up menu.

To launch Microsoft Reader:

1. Tap [icon] , then tap **Programs**.
2. Tap **Microsoft Reader**.
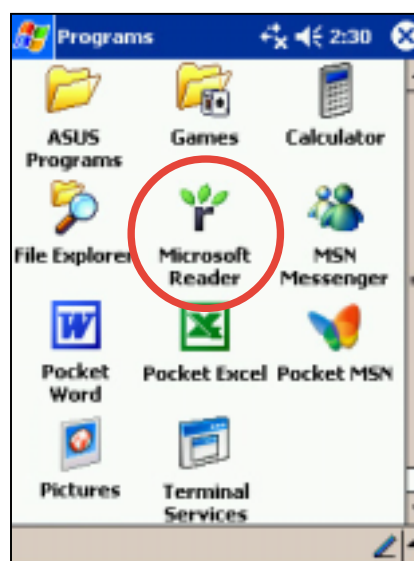
Getting books on your device

You can download book files from the Web. Just visit your favorite eBook retailer and follow the instructions to download the book files.

Sample books and a dictionary ar also included in the **MSReader** folder in the **Extras** folder on the **Pocker PC Companion CD**.

Use ActiveSync to download the files from your desktop computer to your activated device as described in the Read Me file in the MSReader folder.
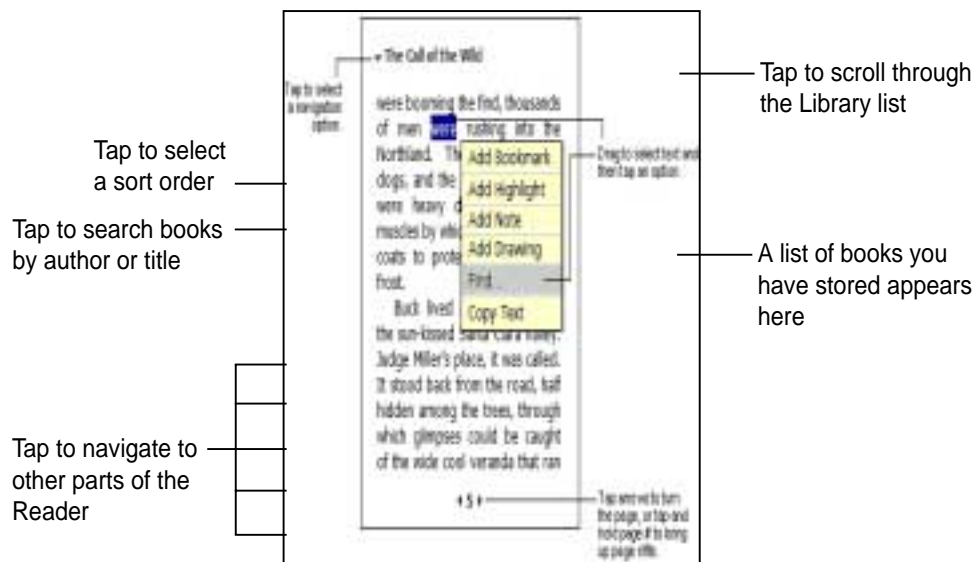
Using the Library

The Library is your Reader home page. It displays a list of all books stored on your device or storage card.

To open the library:

1. On the Reader command bar, tap **Library**.
2. On a book page, tap the book title, then tap **Library** on the pop-up menu.

   To open a book, tap its **title** on the Library list.

Tap to select a sort order

Tap to search books by author or title

Tap to navigate to other parts of the Reader

Tap to scroll through the Library list

A list of books you have stored appears here

Reading a book

Each book consists of a cover page, and optional table of contents, and the pages of the book. Navigation options are listed in the bottom portion of the cover page.

The first time you open a book, you will probably want to go to the first page or to the table of contents, if there is one. Subsequently, whenever you open a book, you will be automatically taken to the last page read.

In addition to the text, each book page includes a page number and the book title.
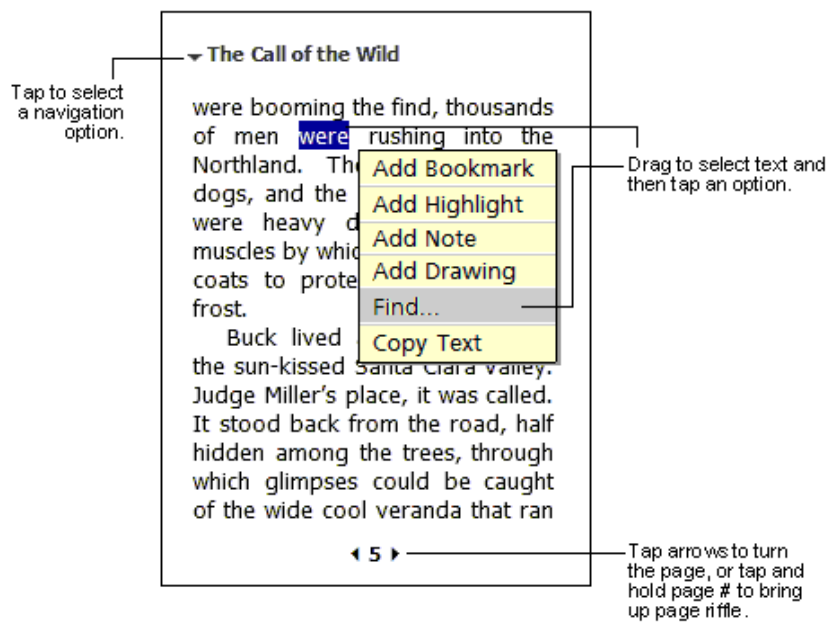
You can also page through a book using the Up/Down control on your device.

Using Reader features

Reading a book electronically gives you several options not available with paper books. These options are available from any book page.

Select text by dragging across the text on the page. Then, tap an option on the pop-up menu, as described below.

- **Search for Text.** Find text in a book by tapping **Find** on the pop-up menu. Enter the word you want to search for, and tap the desired **Find** option. Reader highlights found text on the page. To close Find, tap outside the box. To return to your original page, tap the title then tap **Return** on the pop-up menu.

- **Copy Text.** You can copy text form books that support this feature into any program that accepts text. On a book page, select the text that you want to copy. Then, tap **Copy Text** on the pop-up menu. The text can be pasted into the program of your choice.

- **Bookmarks.** When you add a bookmark to a book, a color-coded bookmark icon appears on the right margin. You can add multiple bookmarks to a book. Then, from anywhere in the book, tap the bookmark icon to go to the bookmarked page.

- **Highlights.** When you highlight text, it appears with a colored background.

- **Notes.** When you attach a note to text, you enter the text in a note pad that appears on top of the book page. A Note icon appears on the left margin. To show or hide the note, tap the icon.

- **Drawings.** When you add a drawing, a Drawing icon appears on the bottom-left corner of the page, and drawing tools appear across the bottom of the page. Draw by dragging your stylus.

> **NOTE**   To see a list of a book's annotations, including bookmarks, highlights, text notes, and drawings, tap **Annotations Index** on the book's cover page. You can tap an entry in the list to go to the annotated page.

Removing a book

When you finish reading a book, you can delete it to conserve space on your device. If a copy of the book is stored on your desktop computer, you can download it again at any time.

To remove a book from your device, tap and hold the title in the Library list, then tap **Delete** on the pop-up menu.