

TUNGSTEN™ | *T5*

User Guide



palmOne™

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Software Download Available

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

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About This Guide

This guide tells you everything you need to know about your handheld: the things you'll do every day, the advanced features that let you get the most out of your handheld, and the things that make your handheld not only useful, but fun.

Tips for viewing this guide

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

- To magnify the page, click the magnifying glass , move the cursor (which is now a magnifying glass) over the page, and click repeatedly. Click Previous View ( or  depending on your version of Reader) to return to the original view.
- Click an entry in the Table of Contents or Index to go directly to that section of the guide.
- If you link to a page, in the guide click Previous View ( or  depending on your version of Reader) to return to the page you were on before you clicked the link.
- When selecting the page(s) to print, be sure to use the file page number shown at the bottom of your computer screen, not the printed page number. For example, to print the page you are reading right now, select page 20 (the file page), not page xx (the printed page).

What's in this guide?

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

Step-by-step instructions

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

 **Continued**

Cue that means the procedure continues on the next page.

 **Done**

Cue that signals the end of the procedure. You're done.

 **IMPORTANT**

A step that you must follow; otherwise, you could experience an error or even lose information.

 **OPTIONAL**

A step you might find useful.

 **NOTE**

Information that applies only in certain cases or that tells more about a procedure step.

WINDOWS ONLY

A procedure or text that applies to one platform only. In most cases, if you see one heading, check the following or preceding sections for the other. Sometimes, there is no Mac counterpart for a Windows procedure or text—this feature is not available to Mac users.

MAC ONLY

Links

Links appear as underlined words in sidebars and other places throughout this guide.

In this chapter

Links on the first page of each chapter that send you to a specific section.

Related topics

Links that send you to other topics in this guide to learn about more things you can do with an application or feature.

Sidebars

[!] **Before You Begin**

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

* **Tip**

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

+ **Did You Know?**

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

» **Key Term**

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

My Handheld

A pointer to a website where you can obtain general information about your handheld and learn the latest tips, tricks, and more.

Support

A pointer to a website where you can find help if you experience problems with a specific feature or with your handheld.

Setting Up Your Handheld and Your Computer

In this chapter

[What's in the box?](#)

[System requirements](#)

[Step 1: Charging your handheld](#)

[Step 2: Turning on your handheld for the first time](#)

[Step 3: Installing your software](#)

[Step 4: Connecting your handheld to your computer](#)

[Switching to another desktop software application](#)

[Using user profiles](#)

[Related topics](#)

Congratulations on the purchase of your new palmOne™ Tungsten™ T5 handheld! You're about to discover so many things about your handheld that will help you better manage your life and have fun, too. As you become more familiar with your handheld, you'll probably personalize the settings and add applications to make it uniquely yours.

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



Benefits

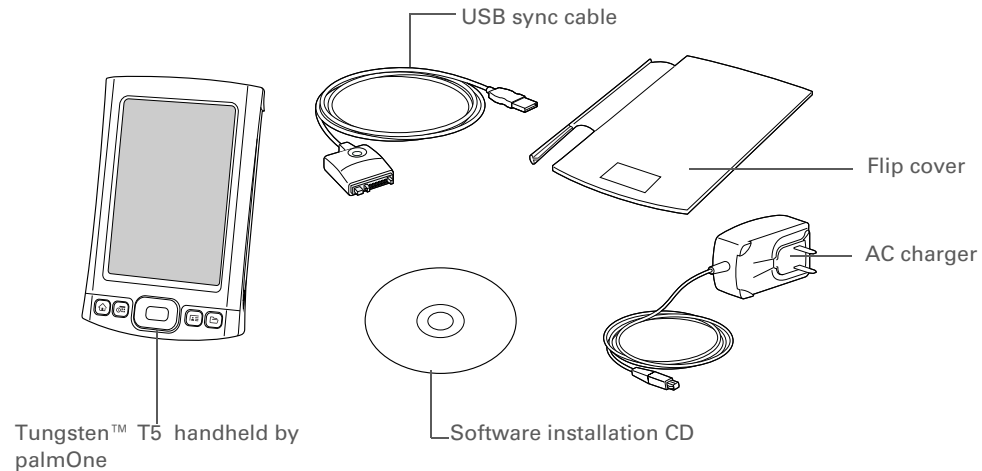
- Start using your handheld right away
- Establish a link between your handheld and your computer
- Set up your handheld for optimal use

What's in the box?

» Key Term

Palm Desktop software

The software that lets you enter, update, review, and synchronize information on your computer.



System requirements

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

WINDOWS ONLY

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

- 170MB available hard disk space
- One available USB port
- USB sync cable (included with your handheld)
- CD or DVD drive for installing Palm Desktop software from the CD that came with your handheld; or you can download Palm Desktop software by visiting our website at www.palmOne.com/intl/support

NOTE Palm Desktop software that is downloaded from the palmOne website does not include additional software available on the CD.

MAC ONLY

- Mac computer or compatible with a PowerPC processor
- Mac OS X, version 10.2 or 10.3 (requires administrator rights to install Palm Desktop software)
- 128MB total RAM
- 190MB available hard disk space
- Monitor that supports screen resolution of 800 X 600 or better
- One available USB port
- USB sync cable (included with your handheld)
- CD or DVD drive for installing Palm Desktop software from the CD that came with your handheld; or you can download Palm Desktop software by visiting our website at www.palmOne.com/intl/support

NOTE Palm Desktop software that is downloaded from the palmOne website does not include additional software available on the CD.

Step 1: Charging your handheld

[!] Before You Begin

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

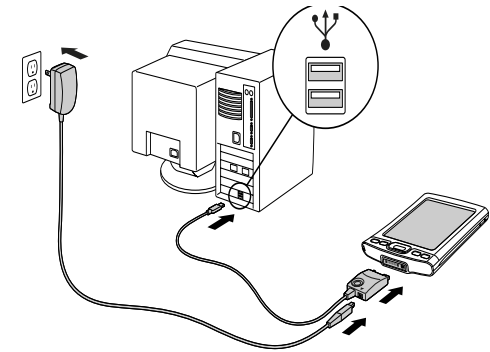
* Tip

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

1

Connect your handheld:

- a. Plug the USB sync cable into your handheld and into a USB port on the back of your computer.
- b. Plug the AC charger into the Multi-connector on the sync cable and into an outlet.



2

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

↓ Done

What you should know about your handheld's battery

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

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

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

- Conserve battery life by doing any of the following:
 - **Adjust the screen brightness**
 - **Reduce the Auto-off setting**
 - **Prevent your handheld from turning on by accident**
 - Stop **music** or **video** playback when not in use
 - **Respond to or cancel alerts** promptly
 - **Set the Bluetooth® functionality** to off when not in use
 - **Minimize use of the expansion slot**

Step 2: Turning on your handheld for the first time

[!] Before You Begin

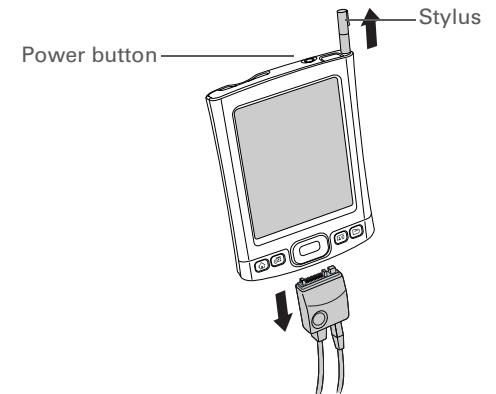
Be sure to fully charge your handheld, as described in the preceding procedure.

* Tip

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

1

Unplug the USB sync cable from your handheld.

**2**

Press the power button.

3

Slide the stylus out of the slot.

4

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

↓ Done

Step 3: Installing your software

- + **Did You Know?**
When you upgrade, there's no need to delete the old desktop software first. When you install the new Palm Desktop software, all of your information transfers automatically to the new software.
- * **Tip**
Take the interactive tutorial on the CD to learn how to create an appointment; set up your handheld's features for photos, video, and music; and more.
- + **Did You Know?**
IT managers can set up a **profile** if they want to install the same set of information on several handhelds.

1

Insert the CD into your computer.

NOTE You need administrator rights to install Palm Desktop software on a computer running Windows 2000/XP or Mac OS X.

2**WINDOWS ONLY**

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

MAC ONLY

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

**Done**

During installation, you're asked to connect your computer to your handheld. See Step 4.

Step 4: Connecting your handheld to your computer

In this step, you connect your handheld to your computer and **synchronize** for the first time. Synchronizing simply means that any information you enter in one place (your handheld or computer) is automatically updated in the other.

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

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

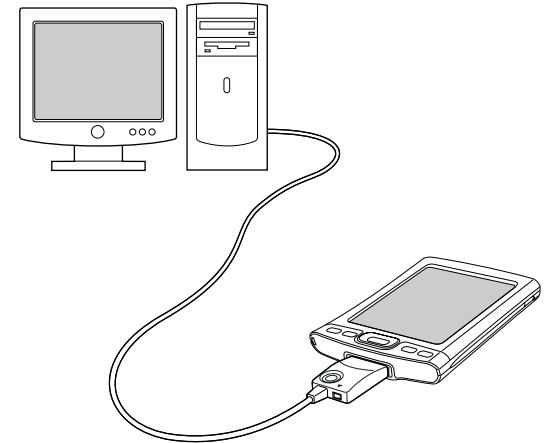
» **Key Term**
Third-party application
A software program that runs on a Palm Powered device, but is not created or supported by palmOne, Inc.

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

1

Connect your handheld to your computer:

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



↘ Continued

2

Press the power button to turn on your handheld.

3

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

↓ Done

Switching to another desktop software application

WINDOWS ONLY

[!] Before You Begin

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

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

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

1

Insert the CD into your computer.

2

Select Change your synchronization method.

3

Follow the onscreen instructions for the desktop software you want to use.

↓ Done

Using user profiles

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

Suppose your sales organization wants to distribute two dozen handhelds that all have a common company phone list, a set of memos, and several key applications. A user profile can be created to install this information before the handhelds are distributed to employees. When the employees synchronize for the first time, this common information becomes part of their user-specific information.

A user profile enables you to install the same information onto multiple handhelds before each handheld is individualized with a unique username and user-specific information. A handheld that has a user profile installed can be given to anyone, because the handheld is not yet identified by a unique username. When the new user synchronizes for the first time, he or she gives the handheld a unique username.

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

Creating a user profile

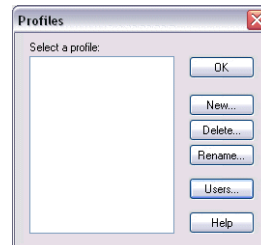
WINDOWS ONLY

+ **Did You Know?**
Save time by **importing** to quickly add information to a profile.

1

Open the New Profile screen:

- a. Open Palm Desktop software.
- b. From the Tools menu, select Users.
- c. Click Profiles, and then click New.

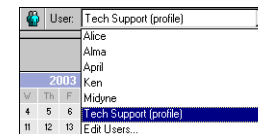


2

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

3

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



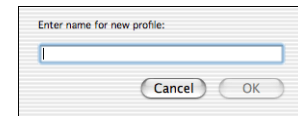
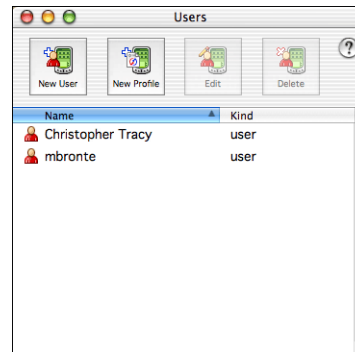
↓ Done

MAC ONLY

1

Open the New Profile screen:

- a. Open Palm Desktop software.
- b. From the User pop-up menu, select Edit Users.
- c. Click New Profile.

**2**

Create the profile:

- a. Enter a unique name for the profile, and click OK.
- b. Close the Users window.

↘ Continued

3

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

4

Set the profile's conduit settings:

- a. From the HotSync menu, select Conduit Settings.
- b. **Select the conduit settings** for the profile.

↓ Done

Synchronizing with a user profile

WINDOWS ONLY

1

Begin synchronization:

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

↘ Continued

2

Transfer the profile information:

- a. Click Profiles.
- b. Select the profile you want to load on the handheld, and click OK.
- c. Click Yes.



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

MAC ONLY

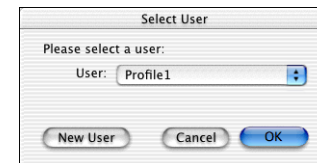
1

Begin synchronization:

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

2

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

**Done**

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

My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/mytungstent5.

Support

If you're having problems with setup or anything else on your handheld, go to www.palmOne.com/support/tungstent5.

Related topics

Click a link below to learn about these related topics:

Managing Info

- Synchronizing your handheld with Palm Desktop software or Microsoft Outlook on your computer
- Synchronizing wirelessly using Bluetooth technology on your handheld
- Using your company's network to synchronize information
- Choosing whether or not to synchronize information for a specific application
- Transferring information to your handheld from an outside source, such as a file containing your company's phone list
- Adding applications to your handheld
- Installing additional software from the CD
- Deleting applications from your handheld
- Viewing application information

Customizing

- Adjusting the screen display
- Reducing the Auto-off setting
- Keeping your handheld from turning on accidentally

Common Questions

Answers to frequently asked questions about setup

Basics

In this chapter

[Locating the controls on your handheld](#)

[Using the status bar](#)

[Rotating the screen](#)

[What's on the screen?](#)

[What software is on my handheld?](#)

[What's on the CD?](#)

[Related topics](#)

Whether you're at work, at home, or on the go, you'll quickly understand why handhelds are also called personal digital assistants (PDAs). Like a good personal assistant, your handheld helps you keep track of your schedule, your business and personal contacts, and your to-do list.

But more than just helping you get organized, your handheld helps you stay productive by letting you carry and access important files, folders, and documents. It also helps you stay connected by offering wireless access to email, text messages, and the web. And when you just want to relax and have fun, use your handheld to view digital photos and videos, listen to music, play games, and more.

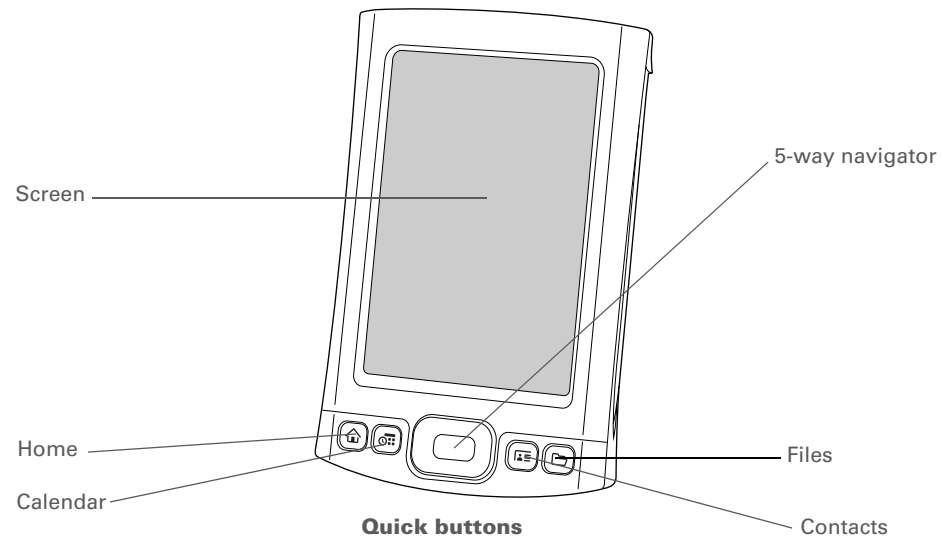


Benefits

- Carry files and folders on an internal flash drive containing 160MB of storage, and work with them on the go
- Save time and stay organized
- Travel light
- Keep your information safe
- Stay in touch with wireless connectivity


Locating the controls on your handheld

Front panel controls



Screen

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

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

5-way navigator

Helps you move around and select info to display on the screen.

Quick buttons

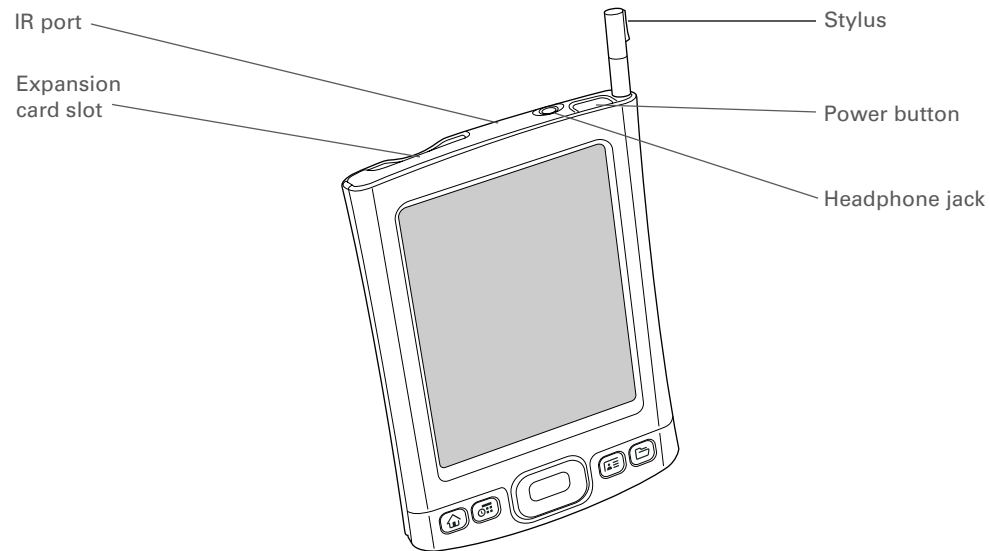
Turn on your handheld and open Favorites, Calendar, Contacts, or Files.

» **Key Term**

IR Short for *infrared*. Beaming uses infrared technology to send information between two IR ports that are within a few feet of each other.

+ **Did You Know?**

Beaming lets you quickly share appointments, addresses, phone numbers, and more.

Top and side panel controls**IR port**

Beams information between handhelds and other devices that have an IR port.

Expansion card slot

Lets you insert an expansion card (sold separately) to back up info and add memory, applications, and accessories to your handheld.

Power button

Turns your handheld on or off and lets you turn **Keylock** on (if active).

Headphone jack

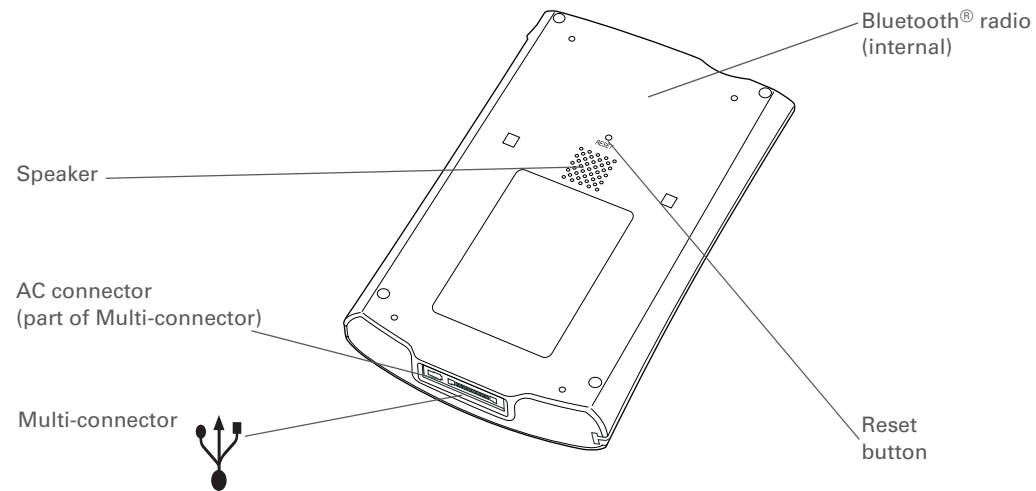
Lets you connect standard 3.5 mm stereo headphones (sold separately) to your handheld so you can listen to music and other audio applications.

Stylus

Lets you enter information on your handheld by writing or tapping. To use the stylus, slide it out of the slot and hold it as you would a pen or pencil. Using your fingertip instead of the stylus is OK, but don't use your fingernail, a real pen, or any other sharp object to touch the screen.

» **Key Term**
USB Short for Universal Serial Bus; the type of connector or cable that's commonly used to connect accessories to a computer.

Back panel controls



Speaker

Lets you listen to alarms, game and system sounds, and music.

Reset button

Resets your handheld if it stops responding.

Multi-connector

Lets you connect a USB sync cable (included) or a cradle (sold separately) to your computer so you can **synchronize** or exchange information. Also lets you connect the AC charger to your handheld—either directly to the connector or through the USB sync cable—so you can charge it.

Bluetooth radio (internal)

Enables your handheld to connect with other devices (sold separately) that use **Bluetooth communication**.

* **Tip**

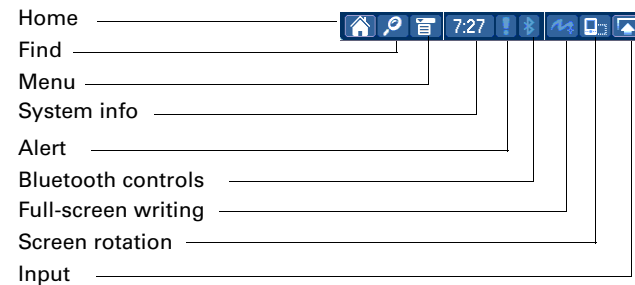
Use the Find dialog box to locate specific items of information in your handheld's **program memory**—for example, a name or a phone number.

+ **Did You Know?**

The System info icon shows the current time on the status bar.

Using the status bar


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

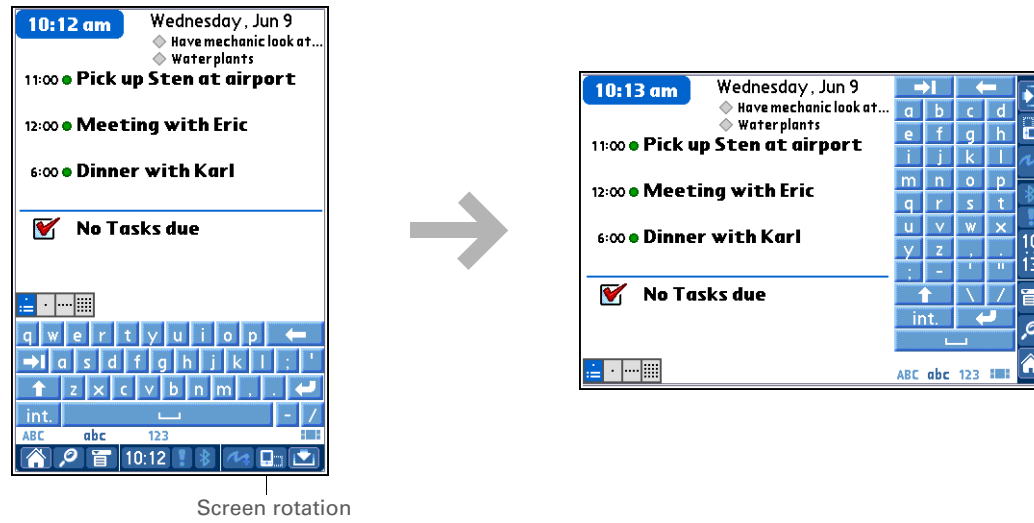


Home	Select once to open Favorites , twice to open Applications .
Find	Select to open the Find dialog box .
Menu	Select to open the menu for the current screen.
System info	Select to open the system information dialog box. The dialog box shows the date and time, available memory, and battery level, and allows you to adjust system sounds and screen brightness.
Alert	Select to display the Reminders screen .
Bluetooth controls	Select to display the Bluetooth dialog box, where Bluetooth functionality can be turned on and off and you can connect to another Bluetooth device.
Full-screen writing	Select to turn full-screen writing on and off.
Screen rotation	Select to switch between landscape and portrait view .
Input	Select to switch between showing and hiding the input area. Select and hold to display the input area selection menu.

Rotating the screen

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

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





What's on the screen?

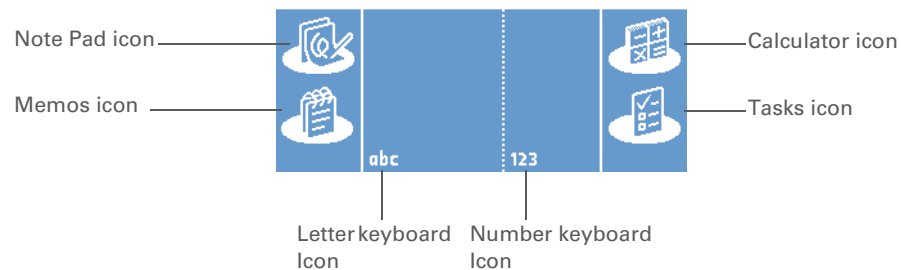
Your handheld includes many features that make it easy to use. Among them are the input area and the common elements that appear on the screen in each of the applications. Once you learn how to use them in one application you can easily use them in all the others.

* **Tip**
You can **select an input area** that does not display the application icons.

* **Tip**
If you use another application frequently, customize the input area to display that application's icon. Tap and hold any of the four application icons, and select the new application you want from the list. The new application's icon replaces the icon you tapped.

Input area

By default, the input area is displayed. To hide the input area, tap Input  on the status bar. To display the input area if it is hidden, tap Input  again. Tapping the icons in the input area opens the following applications:



Application icons: Note Pad, Memos, Calculator, Tasks

Open the corresponding application.

Letter keyboard icon

Opens the **alphabetic keyboard**.

Number keyboard icon

Opens the **numeric keyboard**.

NOTE You cannot display the input area in the main **Favorites View**. However, if you perform a task such as adding or deleting a favorite, you can display the input area.

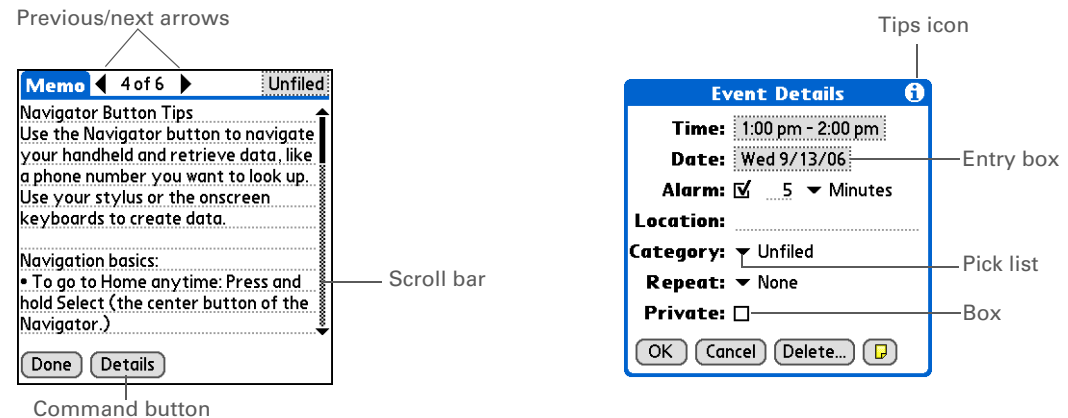
Application controls

» Key Term

Slider The solid area on the scroll bar. The slider moves to indicate the relative position within the entry or list.

* Tip

You can also **use the 5-way navigator** to select an item from a pick list and to select some command buttons.



Previous/next arrows

Select the left and right arrows to view the previous and next entry; where up and down arrows appear, select them to view the previous and next screens of information.

Scroll bar

Drag the slider, or tap the top or bottom arrow, to scroll the display one line at a time. To scroll to the previous screen, tap the scroll bar just above the slider. To scroll to the next screen, tap the scroll bar just below the slider.

Command button

Select a button, such as OK, Cancel, or Details, to perform a command or to open a dialog box. Command buttons appear at the bottom of dialog boxes and application screens.

Tips icon

Tap the Tips icon to view shortcuts and other useful information for the screen where the icon is located. When you have finished viewing the tip, select Done.

Entry box

Tap an entry box to open a dialog box where you can enter info for that field.

Pick list

Select the arrow to display a list of choices, and then select an item in the list.











Box















Check or uncheck a box to select or deselect it. When a box is checked, the corresponding option is selected and active. When a box is unchecked, the corresponding option is deselected and inactive.

* **Tip**
Can't find some of these applications? Press the Home button twice to view all applications in [Applications View](#).

What software is on my handheld?

Your handheld comes with many applications preinstalled and ready to use.

-  **Favorites** Customize a list of your favorite applications, files, and folders so that you can locate and open them quickly.
-  **Files** View, organize, and open files and folders on your handheld's internal flash drive.
-  **Calendar** Manage your schedule from single entries, like lunch with a friend, to repeating and extended events, like weekly meetings and holidays. Even color-code your schedule by category.
-  **Contacts** Store names and addresses, phone numbers, email and website addresses—even add a birthday alarm or a contact's photo.
-  **Documents** Create, view, and edit Microsoft Word and Excel files. View and manage PowerPoint files.
-  **palmOne™ Media** View and organize photos and videos.
-  **RealPlayer®** Carry music, create playlists, and listen to music on your handheld. This application has a companion desktop application that you can install from the CD (Windows only). Both Mac and Windows users can use RealPlayer on the handheld.
-  **Bluetooth®** Set up wireless connections to a mobile phone, network, or computer for sending and receiving information.
-  **VersaMail®** Send, receive, and manage email messages wirelessly using the built-in Bluetooth wireless technology on your handheld or by synchronizing with your Windows computer.
-  **Web** Browse your favorite sites on the web using the built-in Bluetooth technology on your handheld.

-  **SMS** Send and receive short text (SMS) messages using the built-in Bluetooth technology on your handheld.
-  **Tasks** Stay on top of your to-do list. Enter things you need to do, prioritize them, set alarms, and then monitor your deadlines.
-  **Memos** Capture information such as meeting notes, lists of books to read, movies to see, recipes, and anything else you need to write down.
-  **Note Pad** Write on the screen in your own handwriting or draw a quick sketch.
-  **Addit™** Preview, try, and buy software for your handheld (Windows only and web access required).
-  **Calculator** Do basic math calculations such as splitting restaurant bills and figuring tips.
-  **Quick Tour** Learn about your handheld and how to enter information.
-  **Card Info** View information about your handheld's internal drive and about an expansion card seated in the expansion card slot.
-  **Dialer** Dial phone numbers directly from your handheld.
-  **Expense** Track business or travel expenses and print expense reports after you synchronize your handheld with your computer.
-  **HotSync®** Synchronize info on your handheld with the info on your computer.
-  **Prefs** Customize your handheld's sound levels, colors, security, and more.
-  **World Clock** Set the time in your home city and two other locations, and set an alarm to wake you up.
-  **Drive Mode** Connect your handheld as a removable USB drive on a Mac computer or when you are at a Windows computer that does not have the Tungsten T5 software installation CD installed. Open files stored on your handheld on the computer, and move, copy, and manage files between your handheld and the computer.

- * **Tip**
To learn how to install the desktop software from the CD, see [Step 3: Installing your software](#).

- * **Tip**
To learn how to install extra handheld software from the CD, see [Installing the additional software from the CD](#).

What's on the CD?

The Tungsten™ T5 software installation CD includes desktop software for your computer and additional software for your handheld.

The desktop software lets you use your computer to view, enter, and manage info for many of the applications on your handheld. Make sure you install the desktop software so that you can back up and save the info on your handheld onto your computer.

The additional handheld software lets you do more things with your handheld. When you set up your handheld you may install some (or all) of these applications. You can install any of the applications at any time after you set up your handheld as well.

The software installation CD includes titles such as the following:



Palm Desktop software

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

NOTE During CD installation, you can choose to synchronize your handheld with Microsoft Outlook on your computer (Windows only). If you do, information from Contacts, Calendar, Tasks, and Memos is synchronized with Outlook. Information for Expense, Note Pad, and Media is still synchronized with Palm Desktop software.



palmOne Quick Install (Windows only)

Install applications from your Windows computer to your handheld or to an expansion card that is seated in the expansion card slot for use on your handheld. This application installs automatically during the initial CD installation process.

* **Tip**

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

+ **Did You Know?**

You can categorize applications. Some apps are automatically assigned to a category when you install them; others are assigned to the Unfiled category. All apps appear in the All category of **Applications**. Assign an application to a category in Applications by selecting Category in the App menu. Select the pick list next to the application's name; then select a category.

**Send To Handheld droplet (Mac only)**

Install applications and transfer files from your Mac computer to your handheld or to an expansion card that is seated in the expansion card slot for use on your handheld. This application installs automatically during the initial CD installation process.

**palmOne File Transfer (Windows only)**

Install applications and transfer folders and files from your Windows computer to the **internal flash drive** on your handheld or to an expansion card. This application installs automatically during the initial CD installation process.

**Getting Started Guide**

Keep the Getting Started Guide with you and view it on your handheld. You can also install this file on your handheld to carry it with you on the go; it installs to the Palm Desktop Help automatically during the initial CD installation process.

**AudiblePlayer link**

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

**RealPlayer desktop application**

Companion desktop software (Windows only) for the RealPlayer application on your handheld. Lets you convert CDs into MP3 files that you can listen to on your handheld. Both Mac and Windows users can use RealPlayer on the handheld.

**Windows Media Player link/Direct X**

Work with the palmOne Media desktop application. Direct X is required for Media to prepare videos for playback on your handheld. Windows Media Player is required for Media to play videos that have been prepared for playback on your handheld. If you do not have Windows Media Player or Direct X on your computer, use the link to download these applications. (Windows only; download requires Internet connection, additional fees may apply.)

**QuickTime**

Works with the palmOne Media desktop application. Required to prepare videos in certain formats for viewing on your handheld.

NOTE QuickTime is included on the CD for Windows computers only. For Mac computers, QuickTime is included in Mac OS X.

**Java Technologies link**

Access more software and functions after you download WebSphere Everyplace Micro Environment to run Java (J2ME) on your handheld. (Download requires Internet connection.)

**Handmark Solitaire**

Enjoy hours of entertainment with this solitaire game.

**Adobe Reader
for Palm OS**

With a simple conversion, view PDF files that are tailored to fit your handheld's screen.

**eReader**

Purchase and download eBooks from the web so you can read them when you want, where you want.

VPN Client Software

Create a secure wireless connection to your corporate network in order to safely send and receive email messages, access the corporate intranet, and more. (Download requires Internet connection; additional fees apply.)

Tutorial

Learn to use the popular features of your handheld. The Tutorial includes a tour of your handheld and step-by-step instructions. Access it from the CD.

My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/mytungstent5.

Support

If you're having problems with your handheld, go to www.palmOne.com/support/tungstent5.

Related topics

Click a link below to learn about these related topics:

Setup

Installing the desktop software from the CD

Entering Information

- Entering information with Graffiti 2 characters and shortcuts
- Entering information with the onscreen letter and number keyboards

Moving Around

- Opening applications and using menus
- Finding information

Managing Info

- Synchronizing your handheld with your computer
- Using File Transfer and Drive Mode to manage information between your handheld and your computer
- Installing additional software from the CD

Sharing

- Beaming information and applications to other Palm Powered devices
- Sending information and applications to other Bluetooth devices by using Bluetooth technology on your handheld

World Clock

Viewing the current date and time

Customizing

- Setting the current date and time
- Adjusting the brightness of the display
- Preventing your handheld from turning on by accident

Maintaining

- Caring for your handheld
- Resetting your handheld

Common Questions

Answers to frequently asked questions about your handheld

Moving Around in Applications

In this chapter

[Opening applications](#)

[Using the 5-way navigator](#)

[Using menus](#)

[Finding information](#)

[Related topics](#)

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



Benefits

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


Opening applications

You can open applications from Favorites View or Applications View, or by using the Files application.

NOTE Some applications are listed differently in Favorites and Applications View. For example, the Photos & Videos entry in Favorites opens the Media application, which is listed as Media in Applications View. The application icons are similar in both Favorites and Applications.

Using Favorites

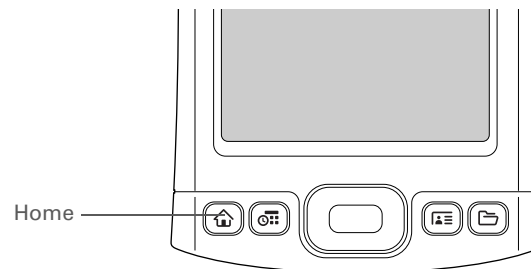
Favorites View contains up to 32 items and can include applications, specific files, and folders—even links to the web. Certain items are included in Favorites by default, but you can **customize the list** to contain any items you want.

To access an item from Favorites, press the Home button  and select from the list. Press Right or Left on the **5-way navigator** or select the buttons in the upper-right corner of the screen to move to another page of favorites.

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

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

* **Tip**
Customize Favorites to display folders—for example, a project folder that you access often. Select the folder to view its contents.



Using Applications

Applications View shows all of the applications on your handheld. Use the category pick list in the upper-right corner of the screen to view applications by category or to see all applications. From the pick list, you can also select to view the contents of your handheld's **internal flash drive** or of an expansion card if one is inserted in the expansion slot.

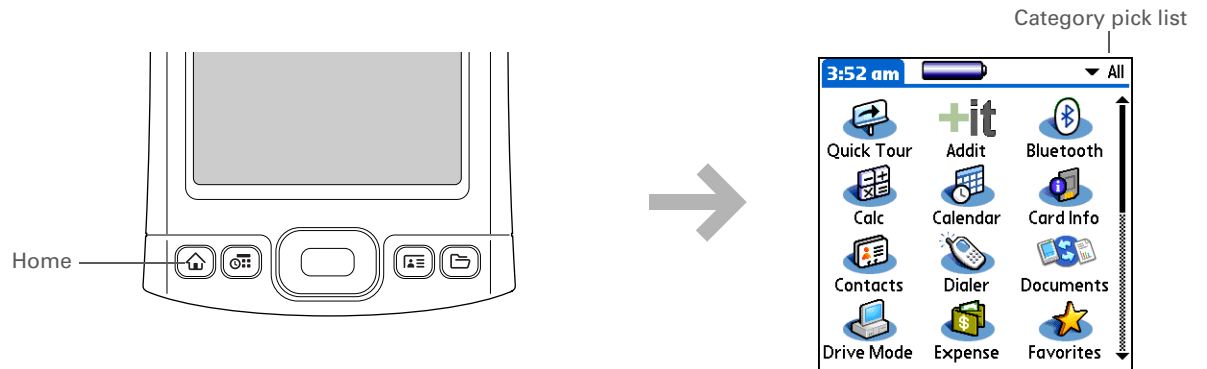
To access an item from Applications, press the Home button  twice and select an icon.

* **Tip**
You can **customize the Home button** to open Applications with one press and Favorites with two.

+ **Did You Know?**
You can also open applications using the **quick buttons** on the front of your handheld.

* **Tip**
When no item is selected, press Right or Left on the **5-way** to scroll through application categories.

+ **Did You Know?**
Applications View displays an icon for opening Favorites. Favorites View contains an entry for opening Applications.



Using Files

The Files application enables you to easily open, view, and move among the files and folders on your handheld's **internal drive** or on an expansion card inserted into your handheld's expansion slot.

To open Files, press the Files button  on the front of your handheld.

- * **Tip**
You can also open Files by selecting Files in Applications View.
- * **Tip**
If you have an expansion card (sold separately) inserted in your handheld's expansion slot, select the card icon in Files to view the contents of the card.



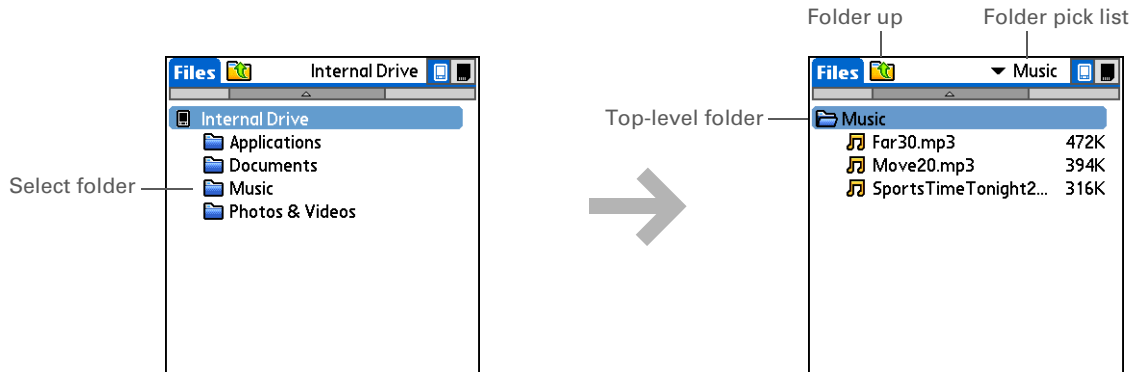
+ Did You Know?

If you select a file from within Files, it automatically opens in the correct application on your handheld. If there is no application for that file, a beep alert sounds.

* Tip


Tap and hold the stylus on a file or folder to open a menu of actions you can do with that item—copy, delete, and so on.

Navigate within Files by doing any of the following:



- Select a file or folder to open it. The file opens in the corresponding application—for example, Documents for Word, Excel, or PowerPoint files.

NOTE If your handheld contains an application that can open a file, a file-specific icon appears to the left of the file name in the Files list. If a generic icon appears to the left of a file name, you cannot open the file on your handheld.

- Select the Folder Up icon  to move up one level of folders.
- Select the pick list at the top of the files screen to view and jump to the top-level folder and any subfolders.
- Select the top-level folder on the files screen to move up one level of folders.

NOTE Files always displays these four folders at the top of the folder list: Applications, Documents, Music, and Photos & Videos. Place your applications and files in the correct folder so that you can easily locate them.

Working with files and folders

You can work with the files and folders in the Files application—create new folders; copy, beam, and delete files and folders; and more. You can work with one file or folder at a time.

+ Did You Know?

If you select **Open With**, only applications that can open the file you have selected are displayed. You can choose to make the application you select the default application for opening this file type.

* Tip

You can also highlight a file or folder and then press **Right** on the 5-way to open the menu of tasks.

1

Open Files.

2

Navigate to the file or folder you want.

3

Work with the file or folder:

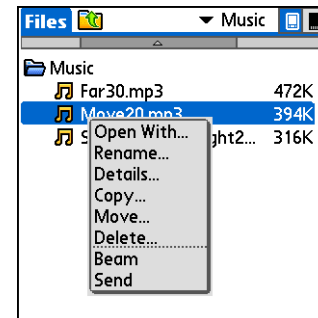
- Tap and hold the item name to open a menu that lets you perform any of the following tasks:

Open With Select the application to use to open a file.

Rename Rename the selected item.

Details View details such as name, including extension for files; location on the internal drive or expansion card; last date modified; and, for files only, size. Check the box to make the selected item read-only, meaning that it cannot be changed by a user. You can rename or delete a file or folder from the details dialog box.

↘ **Continued**



+ Did You Know?

If you select **Delete**, you receive a confirmation asking if you are sure you want to delete the file or folder.

Cont'd.

Copy Copy the item to another location on the internal drive or an expansion card.

Move Move the item to another location on the internal drive or an expansion card.

Delete Delete the current file or folder.

Beam **Beam** the file or folder.

Send **Send** the current file or folder using your handheld's built-in Bluetooth® wireless technology or as an attachment to a text message or email message.

b. Select the task you want to perform on the file or folder, and follow any onscreen instructions.

 **Done**

Sorting Files

You can sort your files and folders by icon, name, date, or size.

1

Open Files.

2

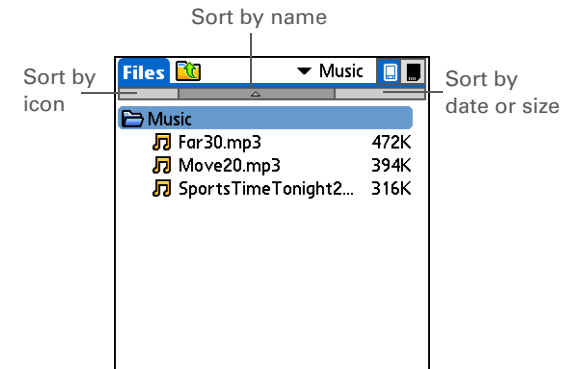
Select your sort options:

Sort display Select the column you want to sort by. From the left side of the screen, the columns are icon, name, and size/date.

Sort in ascending or descending order Select the column you want to sort by to switch between ascending and descending sort order.

Switch between sorting by date or by size Tap and hold the rightmost column until the heading you want appears.

↓ Done



+ Did You Know?

If you use a command to open a file from within an application, only files that can be opened by that application are displayed. For example, in RealPlayer, only music files such as MP3 or RMJ files are displayed.


*** Tip**

You must use the stylus to tap icons in the input area or on the status bar.

Opening files and folders from within an application

In certain applications—for example, Documents, palmOne Media, and RealPlayer from palmOne—you can open a file or folder directly from within the application. The application automatically displays files located in the appropriate folder on your handheld's internal drive—for example, when you open the RealPlayer application, files in the Music folder on the internal drive are displayed—but you can browse for files located elsewhere on the drive. See the application chapters for information on opening files.

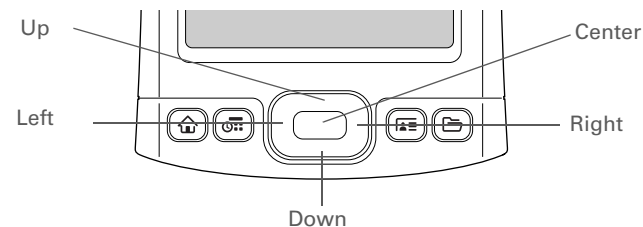
Switching between applications

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

Using the 5-way navigator

The 5-way navigator, located at the bottom of the front panel, lets you access information quickly with one hand and without the stylus. To use the 5-way, press Up, Down, Right, Left, or Center.

The 5-way does various things based on which type of screen you're on.



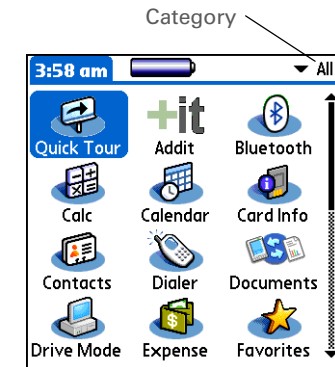
Moving around in Favorites View

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



Moving around in Applications View

- Up or Down** Scrolls to the next or previous page of applications.
- Right or Left** Scrolls to the next or previous application category.
- Center** Inserts the selection highlight. When the selection highlight is present:
 - Up, Down, Right, or Left** Scrolls to the next item in the corresponding direction.
 - Center** Opens the selected item.



Moving around list screens

In list screens, use the 5-way to select and move between entries such as notes, memos, contacts, or photos.

Up or Down Scrolls an entire screen of entries, as long as there's nothing highlighted. Hold down to accelerate the scrolling.

Center Inserts the selection highlight. When the selection highlight is present:

Up or Down Scrolls to the previous or next entry.

Center Displays the selected entry.

Left Removes the selection highlight.



Moving around entry screens

In entry screens, use the 5-way to scroll within the current entry or between entries.

Up, Down, Right, or Left

Scrolls to the next item in the corresponding direction.

If there is no “up” entry, pressing Up scrolls left. Likewise if there is no “left” entry, pressing Left scrolls up.

If there is no “down” entry, pressing Down scrolls right. If there is no “right” entry, pressing Right scrolls down.

On some entry screens, pressing Left highlights the leftmost button at the bottom of the screen.

Center

Inserts or removes the selection highlight.

If a button is highlighted, activates the button.



Moving around dialog boxes

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

Up, Down, Right, or Left

Highlights the next item in the dialog box (pick list, box, button) in the corresponding direction.

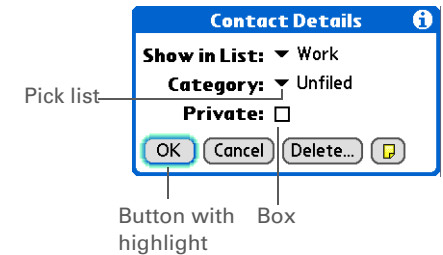
Center

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

Up or Down Scrolls to the previous or next entry.

Center Selects the highlighted entry.

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



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

Moving around menus

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

Up or Down

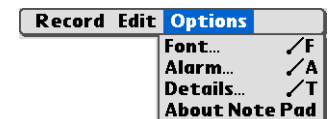
Scrolls within the current menu list.

Right or Left

Scrolls to the next or previous menu on the menu bar.

Center


Selects the highlighted menu item.



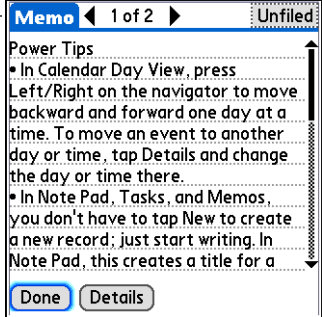
Using menus

- * **Tip**
 You can also open the handheld menus by tapping the application title in the upper-left corner of the screen.
- When the menus are open, you can **use the 5-way** to select menus and menu items.

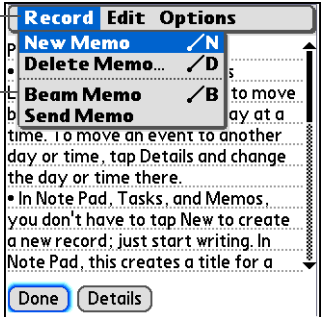
Menus let you access additional features and settings. They are easy to use, and once you master them in one application, you know how to use them in all your applications.

- 1 **Open an application.**
- 2 Tap Menu  on the status bar.

Application title



Menu


- 3 Select a menu title, and then select a menu item.

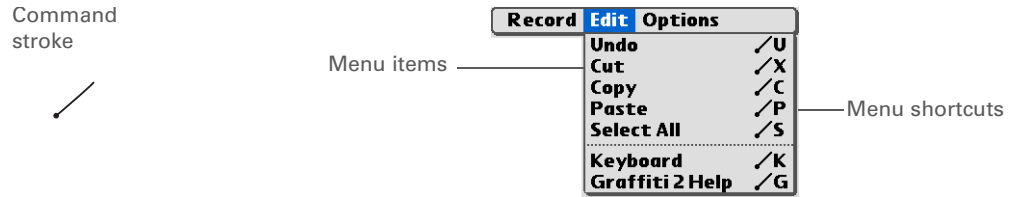
↓ Done

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

Using the Command stroke

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

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

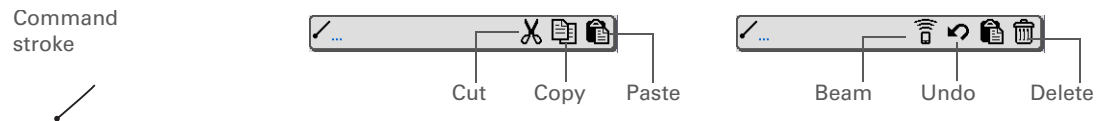


NOTE When you write the Command stroke, the Command toolbar appears. See the next section for info on using the Command toolbar.

Using the Command toolbar

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

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



Finding information

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


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

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

+ **Did You Know?**
If you select a result that is a file located on the internal drive or on an expansion card, the **Files** application opens displaying the selected file. Select the file name to open it.

You can use Find to locate any word or phrase in any application—either as part of a file name or within a file—in your handheld’s **program memory**. Find also locates words that begin a file name only (not within a file) on your handheld’s **internal drive** or on an expansion card.

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

- 1 Tap Find  on the status bar.
- 2 Enter the text that you want to find, and then select OK.

Find

Find: palmOne

OK Cancel

→

Find

Matches for “palmOne”

— Memos —

Download Applications

Extend Your Handheld Coverage (...)

— Contacts —

Accessories www.palmone.com/M

Technical Su www.palmone.com/...M

— Calendar —

— Tasks —

Don't forget to register!

Cancel Find More
- 3 Select the text that you want to review.

↓ Done

My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/mytungstent5.

Support

If you're having problems with your handheld, go to www.palmOne.com/support/tungstent5.

Related topics

Click a link below to learn about these related topics:

Basics

- Locating the controls on your handheld
- Discovering the built-in software on your handheld and the additional software on the CD
- Getting familiar with the input area and onscreen application controls

Entering Information

- Entering information with Graffiti 2 characters and shortcuts
- Entering contact information in other applications

Sharing

- Beaming information and applications to other Palm Powered devices
- Sending information and applications to other Bluetooth® devices by using Bluetooth technology on your handheld

Privacy

Keeping information private by turning on security options

Categories

Creating categories and organizing your applications and information

Managing Info

- Adding and deleting applications on your handheld
- Viewing application information

Customizing

- Using a photo as the Home screen background
- Displaying Applications View in list format

Maintaining

Caring for your handheld

Common Questions

Answers to frequently asked questions about using your handheld and its applications

Entering Information on Your Handheld

In this chapter

[How can I enter information on my handheld?](#)

[Entering information with Graffiti 2 writing](#)

[Entering information with the onscreen keyboard](#)

[Entering info from Contacts into another application](#)

[Editing information](#)

[Related topics](#)

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

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



Benefits

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

How can I enter information on my handheld?

- **Graffiti® 2 writing**
- **The onscreen keyboard**
- **Phone Lookup**
- **Note Pad**
- Visit www.palmOne.com/mytungstent5 and click the Accessories link to get an accessory keyboard (sold separately)

The most popular methods are using Graffiti 2 writing and the onscreen keyboard.

NOTE You can also enter information on your computer and **move and manage the information between your handheld and your computer**. Or you can send and receive information from other devices using **beaming** or your handheld's built-in **Bluetooth® wireless technology**.


Entering information with Graffiti 2 writing

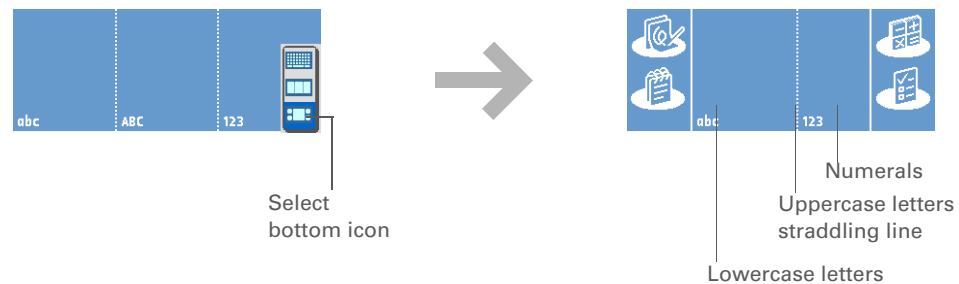
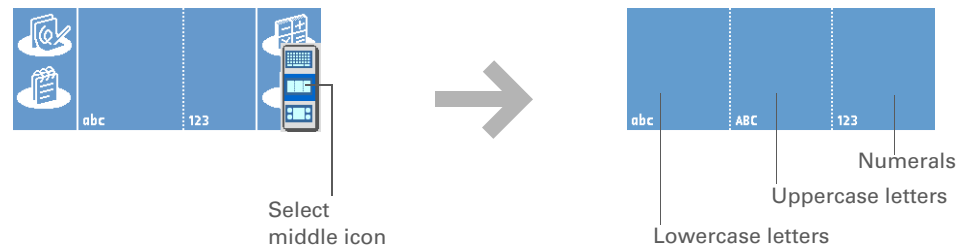
You can enter info directly on your handheld with Graffiti 2 writing. Graffiti 2 writing includes any character you can type on a standard keyboard. Entering these characters on your handheld is very similar to the way you naturally write letters, numbers, and symbols. But instead of using a pen and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

Writing in the Graffiti 2 input area

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

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

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



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

Using full-screen writing

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

* **Tip**

You can choose whether the Graffiti 2 strokes you enter appear as white characters in the input area or, if full-screen writing is turned on, anywhere on the screen.


You can write letters or characters in the following areas:

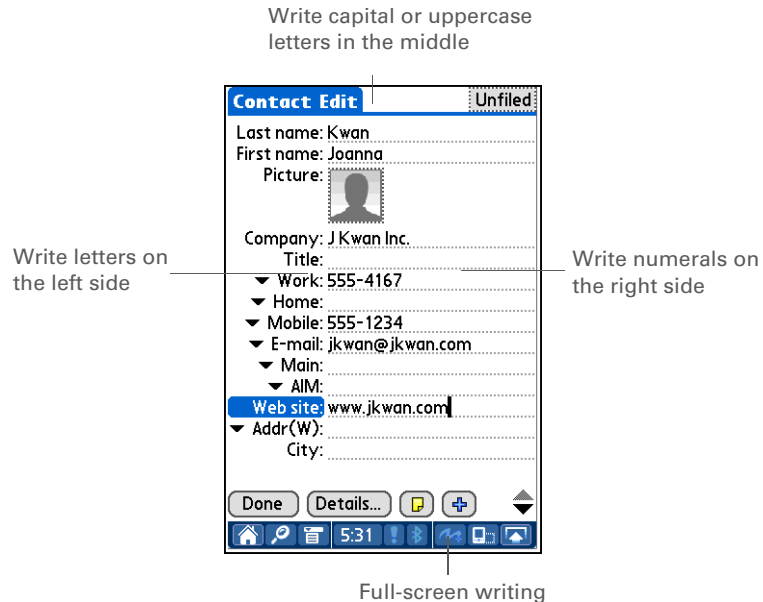
Left side of the screen Write letters or characters that are assigned to the abc input area.

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

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

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

Turn full-screen writing on and off by tapping Full-screen writing  on the status bar.



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

Writing Graffiti 2 characters

1	<u>Open an application</u> you use to enter information, like Calendar.
2	Tap the screen where you want your character to appear.
3	Position the stylus in the correct part of the input area, if selected, or in the correct part of the screen if full-screen writing is on.
4	Write the characters exactly as shown in the tables that follow these steps. Be sure to start each stroke at the heavy dot.
5	Lift the stylus at the end of the stroke.
↓ Done	When you lift the stylus from the screen, your handheld recognizes the stroke immediately and prints the character at the insertion point on the screen.

Keys to success with Graffiti 2 writing

Keep these guidelines in mind when using Graffiti 2 writing:

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

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

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

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

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

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











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

* **Tip**
Customize your handheld so that you can **use the entire screen to enter Graffiti 2 characters**, not just the input area.












Graffiti 2 alphabet












Write lowercase letters on LEFT side, and capital letters across MIDDLE of input area							
Letter	Stroke	Letter	Stroke	Letter	Stroke	Letter	Stroke
A	Λ	B	B	C	C	D	b
E	ε	F	Γ	G	G	H	h
I	i	J	J	K	K	L	L
M	M	N	N	O	O	P	p
Q	q	R	R	S	S	T	†
U	U	V	V	W	W	X	X
Y	y	Z	Z				

Graffiti 2 numbers

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

Graffiti 2 punctuation marks

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

Write these marks on RIGHT side of input area			
Mark	Stroke	Mark	Stroke
Period .		Backslash \	
Comma ,		Slash /	
Tilde ñ		Left parenthesis (
Dash -		Right parenthesis)	
Plus +		Equal sign =	
Asterisk *			





Graffiti 2 accented characters

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

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

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

Graffiti 2 gestures


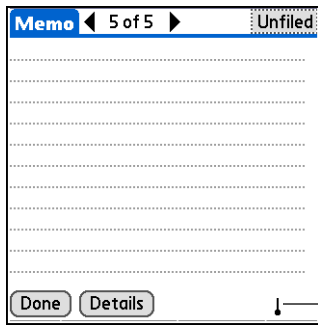
Write gestures on LEFT side, or across the middle of input area			
Gesture	Stroke	Gesture	Stroke
Cut		Paste	
Copy		Undo	

Writing Graffiti 2 symbols and other special characters

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

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

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

1	<p>Enter the Punctuation Shift  stroke.</p> <p>When Punctuation Shift is active, an indicator appears in the lower-right corner of the screen.</p>	
2	<p>Write the symbol or other special character shown in the following table.</p> <p>You can write a symbol or special character anywhere in the input area.</p>	
3	<p>Enter another Punctuation Shift stroke to finish the character and to make it appear more quickly.</p>	
↓ Done	<p>Once the Punctuation Shift indicator disappears, you see the character.</p>	

Graffiti 2 symbols and special characters


Write symbols on EITHER side of input area

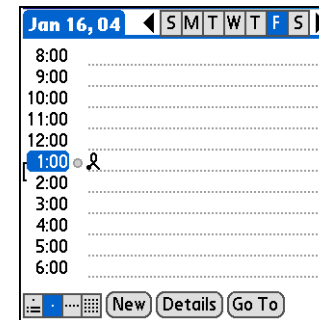
·	,	'	?	!	&	@	\$	~	/	\	"
•	└	┌	¹ ? ₂	¹ ! ₂	&	@	\$	N	/	\	”
;	:	-		()	<	>	[]	{	}
¹ └ ₂	¹ ┌ ₂	—		()	<	>	[]	{	}
+	-	*	÷	=	#	%	^	`	™	®	©
¹ └ ₂	—	¹ X ₂	÷	=	#	%	^	∇	™	®	©
‘	’	“	”	§	•	¢	€	¥	£	ı	ı
┌	└	┌┌	┐┐	§	•	¢	€	¥	£	¹ ı ₂	¹ ı ₂
°	β	μ	f	∅							
∅	β	M	f	∅ı							

Writing Graffiti 2 ShortCuts

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

1

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



2

Write the ShortCut character from the following table.

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



Done

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

Graffiti 2 ShortCuts

Write ShortCuts on LEFT side, or across MIDDLE of input area			
Entry	ShortCut	Entry	ShortCut
Date stamp	ds	Time stamp	ts
Date/time stamp	dts	Meeting	me
Breakfast	br	Lunch	lu
Dinner	di		

Entering information with the onscreen keyboard

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

» Key Term

Entry An item in an application such as a contact in Contacts or an appointment in Calendar.

* Tip


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

1

Open an entry:

- a. **Open an application.**
- b. Select an entry or select New.

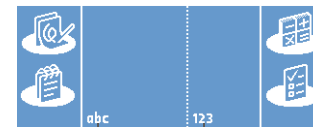
2

Tap Input  on the status bar to open the input area.

3

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

↘ Continued

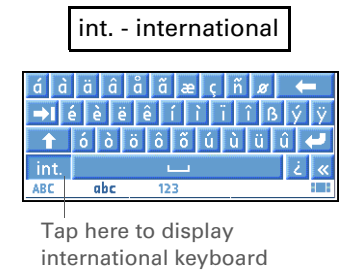
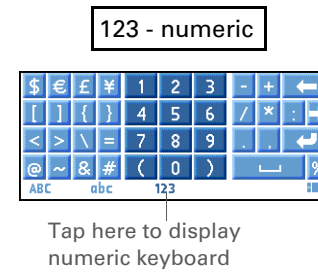
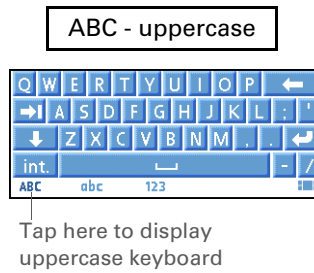
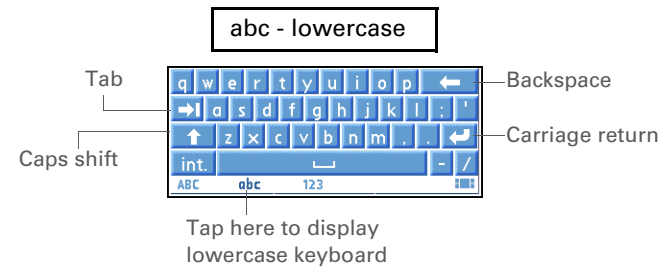


Tap to open keyboards

*** Tip**
 When a keyboard is open, you can tap abc, 123, or Int'l to open any of the other keyboards.

4

[&] OPTIONAL Select from among four different keyboards.



5

Tap the characters to enter text, numbers, and symbols.

↓ Done

*** Tip**

In the applications that use Phone Lookup, you can also enter the first few letters of a contact's last name where you want to enter the contact information. Once the application recognizes the contact name, the contact information is entered automatically, without bringing up the Phone Lookup screen.

Entering info from Contacts into another application

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

1

Open an entry:

- a. **Open an application.**
- b. Select an entry or select New.
In Expense only: Select Details, and then select Attendees.

2

Add the contact from Phone Lookup:

- a. Tap where you want to enter the contact.
- b. **Open the menus.**
- c. Select Options, and then select Phone Lookup.

↘ **Continued**

Cont'd.

d. Select the contact, and then select Add.

Lookup	
Anderson, Mark	415.555.9308 M
Cepeda, Juan	909.555.9702 W
Hanon, Matt	203.555.9820 M
Kelly, Jardin	650.555.3970 W
Nguyen, Mai	650.555.9984 H
O'Leary, Patrick	415.555.9802 W
Pastori, John	415.555.0233 H
Simon, James	650.555.3327 H
Veddi, Maria	415.555.6683 W
Venkat, Raj	303.555.2674 W
Westman, Paul	650.555.6692 H

Look Up:



Dec 23, 03 ◀ S M T W T F S ▶	
8:00
9:00
10:00
11:00
12:00
1:00	o Kelly, Jardin
	650.555.3970 W
2:00
3:00
4:00
5:00

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

↓ Done

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

Editing information

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

Selecting information

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

Selecting text

Place the cursor before or after the text you want to select, and drag the cursor over all the text you want to select.

Selecting a word

- Tap twice on a word to select it.
- Place the cursor before or after the word, and drag it over the word to select it.

Selecting a line

- Tap three times anywhere in a line to select it. This selects the final return character or space as well as any text.
- Place the cursor before or after the line, and drag it over the line to select it. Drag up or down to select the final return character or space as well as any text. Drag left to right to select text only.

*** Tip**

There are even faster ways to copy and paste information:

- Use **Graffiti 2 gestures**.
- Use the **Graffiti 2 Command stroke** and the menu shortcut for cut, copy, or paste (*/X, /C, /P*).
- Select the text, write the command stroke, and then tap the icon for cut or copy. Move to the place where you want to place the info, write the command stroke again, and tap the icon for paste.

Copying and pasting information

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

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

Deleting information

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

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

1

Select the information you want to delete.

2

Delete the information:

- a. **Open the menus.**
- b. Select Edit, and then select Cut.

↓ Done

My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/mytungstent5.

Support

If you're having problems entering information or with anything else on your handheld, go to www.palmOne.com/support/tungstent5.

Related topics

Click a link below to learn about these related topics:

Moving Around

- Opening applications
- Using menus

Sharing

Beaming or sending information to another Palm Powered device

Customizing

- Selecting alternate ways to write some Graffiti 2 characters
- Creating your own Graffiti 2 ShortCuts

Common Questions

Answers to frequently asked questions about entering information

Moving and Managing Info Between Your Handheld and Your Computer

In this chapter

[Program memory and the internal drive](#)

[How can I work with information?](#)

[When would I use each method?](#)

[Synchronizing information](#)

[Using File Transfer to transfer info to your handheld](#)

[Using Drive Mode to work with info on another computer](#)

[Other ways of managing information](#)

[Removing information](#)

[Related topics](#)

You can do a lot with your handheld on its own: enter or look up a contact, write a memo, keep track of your appointments. But you can do much more when you share, manage, and work with information between your handheld and a computer.

Your handheld includes a large internal flash drive so that you can carry more of your documents, folders, photos, and music with you. View, create, or work on files on your handheld, and then copy the updated version back to your computer. Or use your handheld at any computer that supports standard USB removable drives to access and work on your files.



Benefits

- Quickly enter and update information on your handheld and your computer
- Transfer and work with applications, files, and folders on your handheld
- Increase productivity by having the files you need wherever you go
- Protect your information by quickly backing up and saving files and folders to your computer

+ Did You Know?

The internal drive saves information on your handheld, including information in the program memory, even if the battery drains completely—none of your information is lost. Simply recharge to access the information again.

*** Tip**

To view the complete list of Palm OS applications on your handheld, go to Applications and select HotSync. Open the Options menu and select Conduit Setup. All of the applications listed on the Conduit Setup screen are Palm OS applications located in your handheld's program memory.

Program memory and the internal drive

Your handheld contains two types of storage: program memory and the internal flash drive.

Program memory Your handheld includes 55MB of program memory for Palm OS® applications such as Contacts, Calendar, Tasks, and Memos. Information in the program memory is updated during synchronization. For example, if you enter contact information on your computer, you can synchronize to update the info in Contacts on your handheld, and any future updates to the info are included in synchronization.

The info for each Palm OS application—for example, individual contact entries—may be stored in your handheld's program memory, or it may be stored on your handheld's internal flash drive. You can view and work with this information from within the application itself. You cannot, however, view any info stored in program memory directly using **Files** or **palmOne™ File Transfer**.

Internal flash drive The 160MB internal drive works similarly to other standard USB removable drives. You can store any type of file, folder, or application on this drive on your handheld. View and access the contents of the internal drive using the Files application on your handheld, or view the contents using File Transfer (Windows) or **Drive Mode** (Mac) on your computer. You can manage items on the internal drive in various ways: copying, moving, deleting, renaming, and so on, using File Transfer (Windows) or Drive Mode (Mac), or Files on your handheld. You can also use File Transfer to **save the contents of the internal drive** to your Windows computer.

Another method of storage that you may already be familiar with is an **expansion card**. You can view and access files or folders on an expansion card using the Files application on your handheld, and manage your files on a card using File Transfer or Drive Mode.

You can also access the files on the internal drive or on an expansion card by opening the corresponding application and browsing to the file.

+ Did You Know?

Keeping files in their native format is useful. On your handheld you can work with many of these native files, such as Word, Excel, PowerPoint, and JPG files. You can also use File Transfer or **Drive Mode** to carry native files, even files that you cannot open on your handheld, to work with on a different computer.

* Tip

If you have an expansion card inserted into your handheld's expansion slot, you can view and work with files and folders on the card in the File Transfer window in exactly the same way as files on the internal drive—copying, moving, and so on.

How can I work with information?

There are two main methods for moving and managing information between your handheld and a computer. These methods are discussed in detail in this chapter.

Synchronization Synchronization updates and backs up information between your handheld's program memory and your computer. Information entered in one place is automatically updated in the other, and info in your handheld's program memory is backed up on your computer.

Use Palm® Desktop software or Microsoft Outlook to enter information on your computer in applications such as Calendar, Contacts, Tasks, and Memos. The info is transferred to the corresponding handheld application when you synchronize. Information entered in these applications on the handheld is likewise synchronized with the application in the desktop software.

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

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

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

File Transfer (Windows only) Use File Transfer to transfer files and folders to your handheld's large internal flash drive. On your handheld, to open a file on the internal drive, use Files and select the file, or open the appropriate application and browse to the file.

File Transfer provides a live window to your handheld's internal drive and copies or moves the items you select instantly; you do not need to synchronize. Files remain in their native format and are not optimized for use on your handheld. Unlike the program memory, your handheld's internal drive is not automatically backed up during synchronization—but you can use File Transfer to **save the contents of the internal drive** to your computer.

NOTE On Mac computers, use Drive Mode to transfer info to your handheld's internal drive.

When would I use each method?

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

+ Did You Know?

When you transfer files using synchronization, the files are always placed in the corresponding folder on your handheld—for example, the Music folder for MP3 files or the Documents folder for Office files.

If you transfer files using File Transfer, save them to the corresponding folder so you can easily locate them—or copy or create your own folder structure to organize your project files any way you like.



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



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

* **Tip**

You can choose to synchronize a Word, Excel, or PowerPoint file, even if you copied it using File Transfer. See the Documents To Go application on your computer for information.

+ **Did You Know?**

When you transfer photos and videos using the desktop Media application, the files may be converted for viewing on your handheld. File Transfer does not convert files, so you may not be able to view the photos or videos on your handheld.

+ **Did You Know?**

Even though photos and videos transferred using Media are saved in the Photos & Videos folder on your handheld's internal drive, updates to these files are included when you synchronize.



Word documents, Excel spreadsheets, PowerPoint presentations Method 1: Use the Documents To Go application on your computer. Synchronize to install the files to the Documents folder on your handheld's internal drive.

Method 2: Use File Transfer (Windows) or Drive Mode (Mac) to copy an entire folder structure of files to your handheld's internal drive. This allows you to keep all of your project folders together with the same structure you've created on your computer.

Photos and videos Method 1: Use the desktop Media application from within Palm Desktop (Windows) or drag the files to the Send To Handheld droplet icon on your desktop (Mac). Synchronize to install the files to the Photos & Videos folder on your handheld's internal drive.

Method 2: Use File Transfer (Windows) or Drive Mode (Mac) to copy an entire folder structure of photos and videos to your handheld's internal drive. This allows you to keep all of your photos and videos together with the same structure you've created on your computer.

Music (MP3) files Method 1: Use the **RealPlayer desktop application** (Windows) to transfer the files to the Music folder on your handheld's internal drive, or drag the file to the Send To Handheld droplet icon on your desktop (Mac), and then synchronize to install the files to your handheld.

Method 2: Use File Transfer (Windows) or Drive Mode (Mac) to copy an entire folder structure of music files to your handheld's internal drive. This allows you to keep all of the songs you copied from a CD together with the same structure you've created on your computer.

* **Tip**
 You can [synchronize your handheld with your computer wirelessly](#) using the built-in Bluetooth® wireless technology on your handheld.

+ **Did You Know?**
 Everybody in your family can synchronize their handheld with the same copy of Palm Desktop software. Just make sure that each handheld has its own username; Palm Desktop software reads the username and recognizes the handheld during synchronization.

Synchronizing information

Synchronizing means that information that is entered or updated in one place (your handheld or your computer) is automatically updated in the other. No need to enter information twice.

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

Entering information using desktop software

Use Palm Desktop or Outlook to enter information on your computer. When you synchronize, the information is updated on your handheld.

If you use the default settings, information from all the following applications is transferred each time you synchronize your handheld with your computer:



If you choose to synchronize with Outlook, info from Contacts, Calendar, Tasks, and Memos is synchronized with Outlook. You can also [set up the VersaMail application](#) to synchronize with Outlook. Other info, such as photos and notes, is synchronized with Palm Desktop software.

[!] **IMPORTANT** Applications, files, and folders moved to your handheld's internal drive with File Transfer are not automatically backed up during synchronization. Use File Transfer to copy or move the updated files and folders to your computer, or to [back up the contents of your handheld's entire internal drive to your computer](#).

* Tip

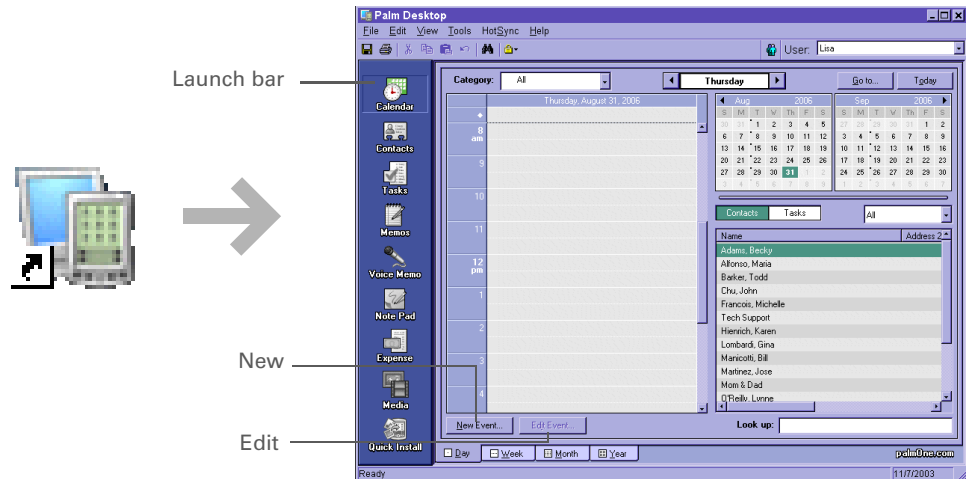
The Palm Desktop online Help has lots of info about how to use Palm Desktop software, File Transfer, and other desktop applications such as Media. Open the Help menu and select Palm Desktop Help.

WINDOWS ONLY

1

Open an application in Palm Desktop software:

- Double-click the Palm Desktop icon on your computer desktop.
- Click the icon in the launch bar to open the application.



2

Do one of the following:

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

➤ Continued

3

Enter the information, and then click OK.

4

Synchronize your handheld with your computer.

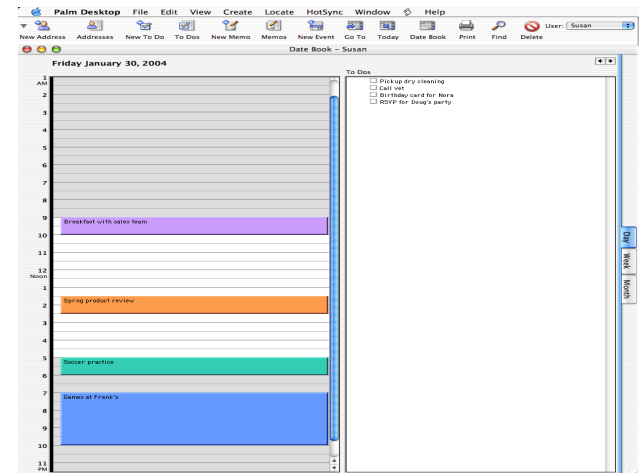
↓ Done

MAC ONLY

1

Open an application:

- a. Double-click the Palm Desktop icon in the Palm folder on your computer.
- b. Click the icon in the toolbar to open the application.



2

Do one of the following:

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

➤ Continued

3

Enter the information, and then click OK.

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

↓ Done

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

» **Key Term**
HotSync Manager Software you use to choose synchronization settings and that must be active when you synchronize.

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


Synchronizing your handheld with your computer

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

- Using the USB sync cable attached to your handheld and your computer
- **Wirelessly using Bluetooth® wireless technology on your handheld**
- **Using your handheld's infrared (IR) port**
- **Connecting to your company's network, either wirelessly or using a cable (Windows only)**

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

To synchronize, HotSync Manager must be active. HotSync Manager was installed when you installed the **software installation CD**; if you didn't install the CD, you don't have HotSync Manager on your computer.

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

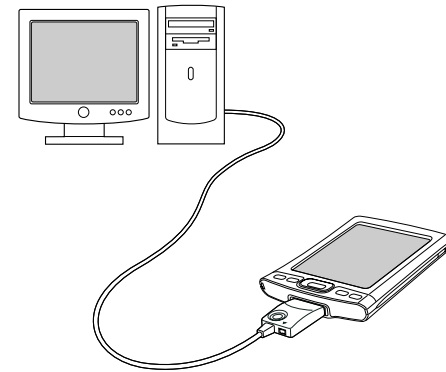
* **Tip**
If you need help with synchronizing, see [I can't synchronize my handheld with my computer.](#)

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

Synchronizing with a cable

1

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

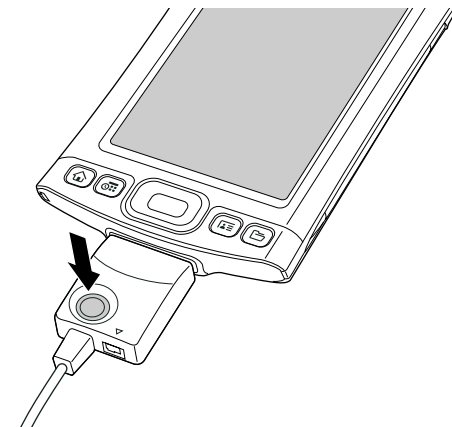


2

Synchronize your handheld with your computer:

- Press the HotSync button on the USB sync cable.
- When synchronization is complete, a message appears at the top of your handheld screen, and you can disconnect your handheld from the connector.

↓ Done



Customizing your synchronization settings

You can set the following options for synchronization:

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


Choosing how your computer responds to synchronization requests

WINDOWS ONLY

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

1

Open the synchronization options screen:

- a. Click the HotSync Manager icon  in the taskbar in the lower-right corner of your screen.
- b. Select Setup.

↘ Continued

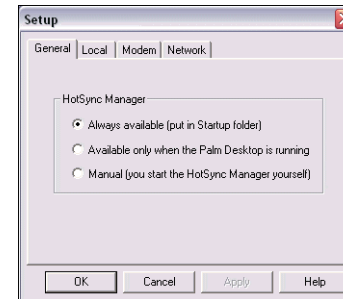
* **Tip**
Use the default setting **Always available** if you're not sure which option you want.

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

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

2

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



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

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

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

3

Click **OK**.


↓ **Done**

Setting synchronization options

MAC ONLY

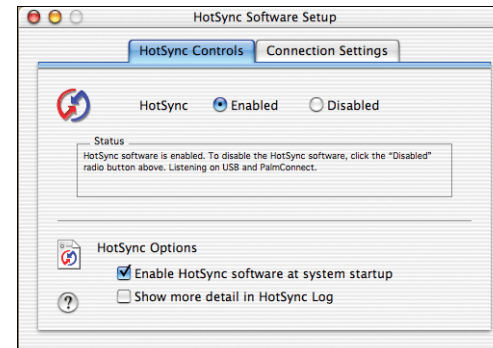
1

Open the synchronization options screen:

- a. Double-click the HotSync Manager icon  in the Palm folder.
- b. Click the HotSync Controls tab.

2

Select the synchronization options you want:



➤ Continued

Cont'd.	<p>HotSync Enabled/Disabled Sets your computer to respond to synchronization requests from your handheld.</p> <p>Enable HotSync software at system startup Sets your computer to automatically respond to synchronization requests each time you start your computer. If this option is not selected, you must open HotSync Manager and select the Enabled option before you can synchronize.</p> <p>Show more detail in HotSync Log Includes more troubleshooting information in the log that is generated when you synchronize.</p>
3	<p>Close the HotSync Software Setup window.</p> <p>↓ Done</p>

» Key Term

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


Choosing whether application information is updated

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

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

WINDOWS ONLY**1**

Select the application you want to customize:

- a. Click the HotSync Manager icon  in the taskbar in the lower-right corner of your screen.
- b. Select Custom.
- c. Select the appropriate username from the drop-down list at the top of the screen.
- d. Select the application you want, and then click Change.

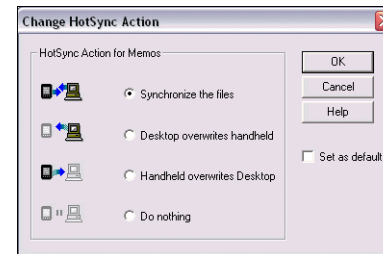
▼ **Continued**

*** Tip**

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

2

Choose how information is updated during the next synchronization:



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

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

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

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

➤ **Continued**

3

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


4

Click OK, and then click Done.

↓ Done

MAC ONLY**1**

Select the application you want to customize:

- a. Double-click the Palm Desktop icon  in the Palm folder.
- b. From the HotSync menu, select Conduit Settings.
- c. From the User pop-up menu, select the appropriate username.
- d. Select an application.
- e. Click Conduit Settings.

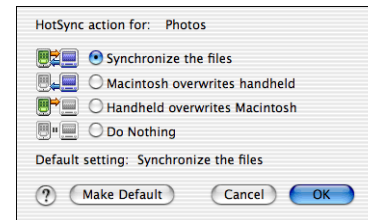
↘ Continued

*** Tip**

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

2

Choose how information is updated during the next synchronization:



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

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

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

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

➤ **Continued**

3

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

4

Click OK, and then close the Conduit Settings window.

↓ Done

+ **Did You Know?**
Most handheld application files have the extension PRC or PDB.

* **Tip**
Use Quick Install as an alternate method for installing photos and videos to your handheld.

Installing applications to your handheld

Use Quick Install (Windows) or the Send To Handheld droplet to install applications on your handheld when you synchronize. The applications are stored in program memory and are optimized for use on the handheld.

Installing applications from a Windows computer

If you installed Palm® Desktop software, you automatically have palmOne™ Quick Install on your Windows computer. This tool makes it easy to install applications and files when you synchronize.

You can install applications by using Quick Install from within Palm Desktop software, by dragging and dropping onto the palmOne Quick Install icon, or by using the commands in the palmOne Quick Install window.

Using Quick Install from within Palm Desktop software

WINDOWS ONLY

* **Tip**
A confirmation dialog box shows whether the items will be copied to your handheld or to an expansion card. You can choose which handheld will receive the items by selecting the username in the User drop-down box in the upper-right corner.

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

1

Open Palm Desktop software.

2

Copy the application:

- Click the Quick Install icon in the launch bar at the left of the window.
- Drag and drop the application onto the Quick Install window.
- When the confirmation dialog box appears, confirm your username, the application name, and the destination, and then click OK.

**3**

Synchronize to install the file to your handheld.

↓ Done

Using the palmOne Quick Install icon

WINDOWS ONLY

* **Tip**
You can also install files on your handheld by right-clicking them on your computer. Select Send To palmOne Quick Install, and the files are placed on your handheld the next time you synchronize.

* **Tip**
If there are still files in the list after you synchronize, they were not installed. Open the application associated with this file, and then synchronize again.

1

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

2

Drag and drop the files onto the Quick Install icon:

- a. From My Computer or Windows Explorer, select the file(s) or folder that you want to install.
- b. Drag and drop the file(s) or folder onto the Quick Install icon on the desktop.
- c. Select your username and click OK.

**3**

Synchronize your handheld with your computer.

↓ Done

Using the palmOne Quick Install window

WINDOWS ONLY

* Tip

Use the Add Folder command to copy all the files in a folder on your computer—but not the folder itself—to your handheld. Each file is copied to a default location on your handheld, based on the file type, and may be converted for use on your handheld. Use File Transfer to copy an entire folder and all of its contents to a location you specify on your handheld.

* Tip

To move applications between your handheld and the expansion card, drag the files up or down.

* Tip

If you don't see the file you want to install, go to the folder you copied the file to.

1

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

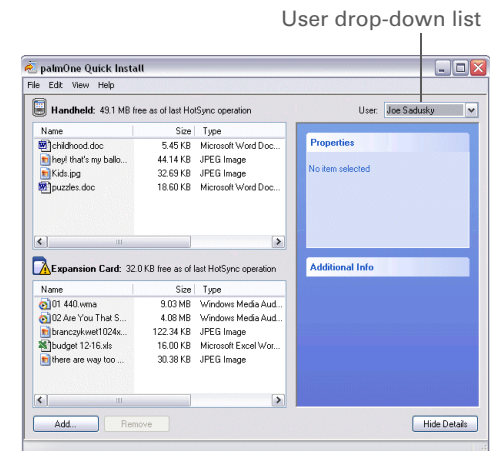
2

Double-click the Quick Install icon on the desktop.

3

Select the files to install:

- In the User drop-down list, select the name for your handheld.
- Click Add.
- Select the file(s) you want to install.
- Click Open.



4

Synchronize your handheld with your computer.

↓ Done

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

* **Tip**
Use the Send To Handheld droplet to install music files, photos, and videos to your handheld

Installing applications from a Mac computer

You can install applications from a Mac computer by dragging and dropping them onto the Send To Handheld icon, or by using the commands in the HotSync® menu.

Using the Send To Handheld droplet

MAC ONLY

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

2 Drag and drop the files onto the Send To Handheld droplet:

- Drag and drop the file(s) or folder onto the Send To Handheld droplet in the Palm folder.
- In the Send to Handheld dialog box, select your username and click OK.



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

↓ Done

Using commands in the HotSync menu

MAC ONLY

* **Tip**
To move applications between your handheld and the expansion card, click Change Destination. Use the arrows to move the files, and then click OK.

* **Tip**
If you do not see the application or file in the folder, go to the folder that contains the application you want to install.

1

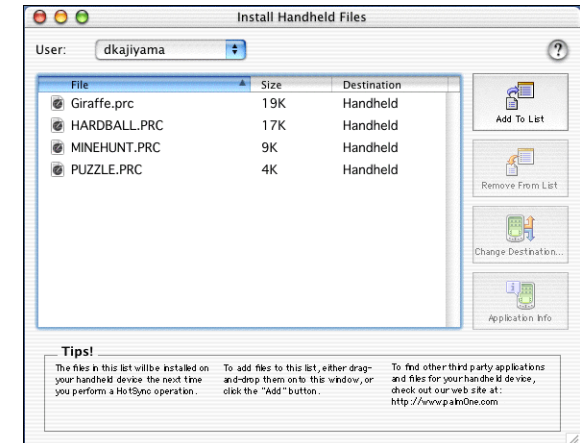
Copy or download the application you want to install onto your computer.

2

Select the files to install on your handheld:

- a. In the Palm folder, double-click the HotSync Manager.
- b. Select the HotSync menu, and then select Install Handheld files.
- c. In the User pop-up menu, select the name that corresponds to your handheld.
- d. Click Add to List.
- e. Select the file(s) you want to install.

➤ Continued



3

Install the files on your handheld:

- a. Click Add File.
- b. Close the Install Handheld Files window.
- c. **Synchronize your handheld with your computer.**

↓ Done

*** Tip**

If you have an expansion card inserted into your handheld's expansion slot, you can view and work with files and folders on the card in the File Transfer window in exactly the same way as files on the internal drive—copying, moving, and so on. You can also copy and move files between the internal drive and the card.

Using File Transfer to transfer info to your handheld

NOTE On a Mac computer, use **Drive Mode** to move files to your handheld's internal drive.

WINDOWS ONLY

On a Windows computer, File Transfer provides a live window onto your handheld's large internal drive. Use File Transfer to copy, move, and manage files and folders on your handheld. File Transfer copies and moves items instantly; you do not need to synchronize. With File Transfer you can also work on your handheld even while transferring files.

Using File Transfer, quickly move and carry large amounts of your important Office files, photos, music, videos, and other files or folders on your handheld. Access and edit this information on your handheld or, using **Drive Mode**, from another computer (computer must support standard USB removable drives).

File Transfer installs automatically when you install Palm Desktop software.


[!] IMPORTANT Applications, files, and folders moved to your handheld's internal drive with File Transfer are not automatically backed up during synchronization. Use File Transfer to copy or move the updated files and folders to your computer, or to **back up the contents of your handheld's entire internal drive to your computer.**

*** Tip**

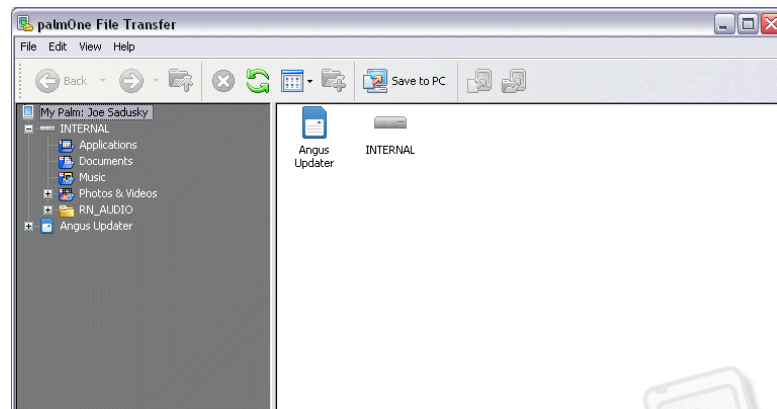
Use File Transfer to back up the contents of your handheld's internal drive to your main computer. In the File Transfer window, right-click the folder next to the handheld icon, and then click Save to PC.

1

Open File Transfer:

- a. Connect the USB sync cable to the USB port on the back of your computer, and then insert the other end into your handheld.
- b. Double-click the File Transfer icon  on your computer desktop to open the File Transfer window. The File Transfer window opens to display the contents of the internal drive on your handheld; if an expansion card is inserted into your handheld's expansion slot, the window displays the card's contents as well.

[!] IMPORTANT If another task is running that uses the USB sync cable—such as synchronizing or transferring music files with RealPlayer—File Transfer waits until the task is complete before displaying the contents of your handheld or an expansion card.



↘ Continued

Cont'd.

NOTE File Transfer recognizes any security preferences you set for your handheld. For example, if your handheld is locked, File Transfer displays an alert message stating that you must unlock your handheld before using File Transfer. A message also appears if your handheld is not connected to your computer or is unavailable for any other reason.


2

Drag, copy, or move files, folders, or applications from the desktop into the File Transfer window to the location you want on your handheld's internal drive.

NOTE If you use File Transfer to install an application in the Applications folder on your internal drive—and if the application is designed to run from a flash drive—you can run the application on your handheld.

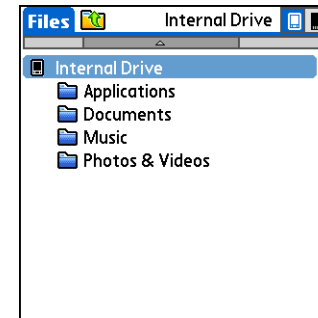
3

Work with files on your handheld:

- a. Press the Files button .
- b. Browse to find the file you want.
- c. Select the file to open it.

NOTE If there is no application for the file, a beep alert sounds.

Continued



+ Did You Know?


You can work with files and folders in the File Transfer window in many of the same ways that you work with files and folders in Windows Explorer. For example, click a plus sign to the left of a folder name to view the contents of a folder; select multiple items using the Control or Shift buttons on your keyboard; or click the Refresh button to view updated contents of the handheld's internal drive or expansion card.

You can also manage files or folders by right-clicking a file or folder name to open a menu that lets you rename, move, copy, delete, and perform other tasks on the file or folder.

4

Access or move files from your handheld to a computer that has File Transfer installed:

NOTE Use Drive Mode if you are at a computer that does not have File Transfer installed. The computer must support standard USB removable drives.

- a. Connect the USB sync cable to the USB port on the back of the computer, and then insert the other end into your handheld.
- b. Double-click the File Transfer icon  on the computer desktop to open the File Transfer window. The File Transfer window opens to display the contents of the internal drive on your handheld.
- c. Access, move, or copy files from the File Transfer window to the computer desktop.

[!] IMPORTANT Unlike Windows Explorer, you cannot double-click a file in File Transfer to open it. If you double-click a file, you are prompted to save it to your computer and then to open and work with the file on your computer. After working on the file, you can copy it or move it back to your handheld with File Transfer.

 Done

Using Drive Mode to work with info on another computer

On a Mac computer, use Drive Mode to move files between a computer and your handheld's internal drive.

* **Tip**
When you use File Transfer or Drive Mode, remember to bring your USB sync cable and AC charger with you, so you can connect to other computers.

If you are at a Windows computer that doesn't have File Transfer installed—a computer at a hotel or your friend's house, for example—use Drive Mode to open, move, or copy files on your handheld. With Drive Mode, your handheld connects to your computer like an external USB removable drive.

The computer must support standard USB removable drives in order for you to use Drive Mode with the computer. Most current operating systems such as Windows 2000, Windows XP, and Mac OS X support USB removable drives.


NOTE While you're using Drive Mode, you cannot use any other feature of your handheld, including using File Transfer or synchronizing. You can, however, continue to receive alerts such as notifications of appointments or new email messages. If you select an alert or attempt to use your handheld in some other way such as pressing a quick button, a message appears asking if you want to continue using Drive Mode or disconnect from Drive Mode to use your handheld.

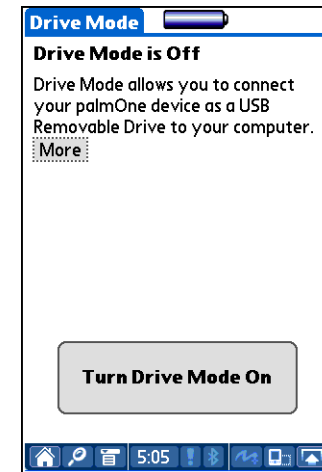
*** Tip**

If you are formatting your handheld's internal drive or an expansion card while in Drive Mode, be sure to select the file system type FAT—do *not* select FAT32 or any other file system type. If you select any other file system type, your handheld cannot recognize the information on the internal drive or the card.

1

Turn on Drive Mode:

- a. **Go to Applications** and select Drive Mode .
- b. Select Turn Drive Mode On.

**2**

Prepare your handheld and your computer:

- a. Connect the USB sync cable to the USB port on the back of the computer, and then insert the other end into your handheld.
- b. Connect the AC charger cable to the USB sync cable, and then plug it into a power outlet.

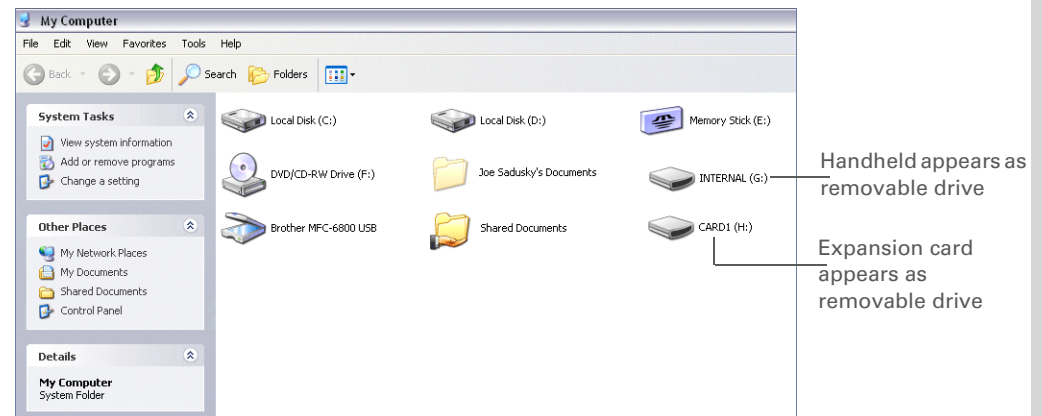
↘ Continued

- + Did You Know?**
 You can work with files and folders on your handheld in Drive Mode in exactly the same way that you work with any other file or folder in My Computer, Windows Explorer, or Finder. Unlike in File Transfer, you can double-click a file from the computer's window to open it from your handheld in Drive Mode.

3

Open My Computer or Windows Explorer on a Windows computer, or Finder on a Mac computer. Look for the icon representing your handheld in the list of available drives on the computer. On a Windows computer, an icon appears for an expansion card also. On a Mac computer, an expansion card icon appears only if a card is inserted in your handheld's expansion slot.

NOTE On a Windows computer, if there is no card inserted in your handheld's expansion slot and you try to work with the expansion card icon in My Computer or Windows Explorer, an error message appears.



4

Work with the files on your handheld as you would on any other external removable drive.

➤ **Continued**


*** Tip**

If you are working with an expansion card, you must eject the card from the computer (using the Eject command in Windows or dragging the card to the Eject icon on the Dock for Mac) before removing the card in order to avoid losing info on the card.

5

When you have finished working with Drive Mode, do the following:

[!] IMPORTANT To avoid losing any information that was transferred, be sure to follow these steps to disconnect from Drive Mode before you unplug your handheld from your computer.

- a. Eject the handheld from your Windows computer by selecting the Safely Remove Hardware (XP) or Unplug or Eject Hardware (2000) icon  in the taskbar in the lower-right corner of your computer screen. On a Mac computer, select the Eject command from the File menu or drag the drive icon to the Eject icon on the Dock.
- b. Select Turn Drive Mode Off on your handheld screen, and then select Turn Off.

 Done

Other ways of managing information

You can move and manage information on your handheld and your computer in the following additional ways:

- Importing information from other applications into Palm Desktop software
- Restoring archived info on your computer
- Installing additional applications from the software installation CD
- Checking space and version numbers of applications on your handheld

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

Importing information from other applications

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

Palm Desktop software can import the following types of files:

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

Contacts vCard (VCF), comma-delimited (CSV, TXT), tab-delimited (TAB, TSV, TXT), Contacts archive (ABA)

Memos Comma-delimited (CSV, TXT), tab-delimited (TAB, TSV, TXT), Memos archive (MPA), Text (TXT)

Tasks Tasks archive (TDA)

WINDOWS ONLY

1

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

2

Import the file into Palm Desktop software:

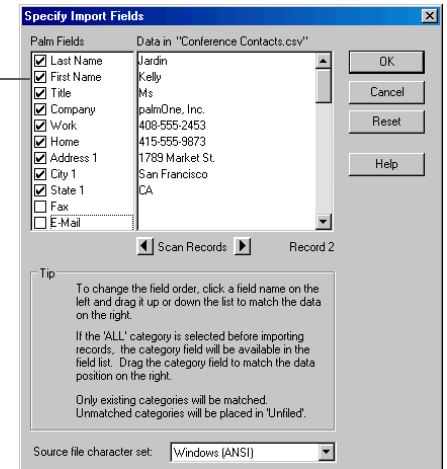
- a. Double-click the Palm Desktop icon on your computer desktop.
- b. Click the icon in the launch bar for the application you want to import the information into.

↘ Continued

Cont'd.

- c. Click File, and then click Import.
- d. Follow the onscreen instructions to map the fields in your file to the fields in Palm Desktop software, and import the file.

Imported fields



3

Synchronize your handheld with your computer.

↓ Done

MAC ONLY**1**

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

2

Import the file into Palm Desktop software:

- a. Double-click the Palm Desktop icon in the Palm folder on your computer.
- b. Click the icon on the toolbar for the application into which you want to import information.
- c. Click File, and then click Import.
- d. Follow the onscreen instructions to import the file.

3

Synchronize your handheld with your computer.

↓ Done

Restoring archived items on your computer


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

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

Installing the additional software from the CD

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

WINDOWS ONLY

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

MAC ONLY


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

Checking space and version numbers

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

1

Open the Info dialog box:

- a. **Go to Applications** and select HotSync .
- b. **Open the menus.**
- c. Select Info on the App menu.

2

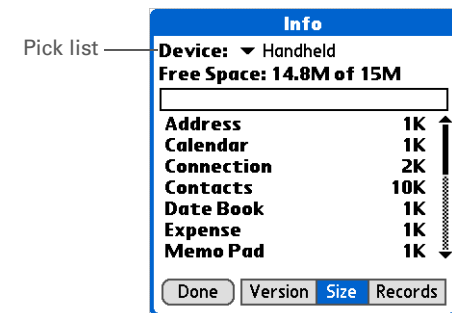
View space info and version numbers:

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

Handheld Get information about applications stored on your handheld.

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

↘ **Continued**



Cont'd.

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

Version Displays the version numbers of all of your applications.

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

Records Shows the number of records in an application.

 Done

Removing information

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

Removing an application from your handheld

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

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

1

Go to Applications.

 Continued

2

Open the Delete dialog box:

- a. **Open the menus.**
- b. Select Delete from the App menu.

3

Delete the application:

- a. Select the Delete From pick list, and then select Handheld or an expansion card.
- b. Select the application that you want to remove, and then select Delete.
- c. Select Yes, and then select Done.

↓ Done

Removing Palm Desktop software from your computer

WINDOWS ONLY

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

If you think you'll never want to synchronize your handheld with your computer again, you can remove Palm Desktop software from your computer. This process removes only the application files. The information in your Users folder remains untouched.

[!] IMPORTANT If you remove Palm Desktop software, you also remove the synchronization software and can no longer synchronize your information. Even if you want to synchronize with

another personal information manager, like Microsoft Outlook, you must leave Palm Desktop software installed on your computer.

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

1

Open Add/Remove Programs:

- a. From the Start menu, select Settings, and then select Control Panel.
- b. Double-click the Add/Remove programs icon.

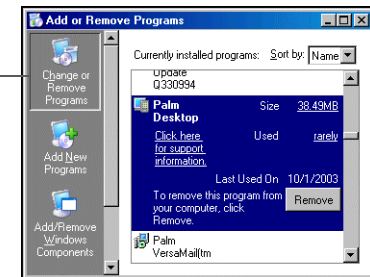
2

Remove Palm Desktop software:

- a. Click Change or Remove Programs.
- b. Select Palm Desktop software, and then click Remove.
- c. Click Yes in the Confirm File Deletion box.
- d. Click OK, and then click Close.

↓ Done

Change or Remove Programs



My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/mytungstent5.

Support

If you're having problems with moving and managing information or with anything else on your handheld, go to www.palmOne.com/support/tungstent5.

Related topics

Click a link below to learn about these related topics:

Setting Up

Switching between Palm Desktop software and Microsoft Outlook

Moving Around

- Opening applications
- Using menus

RealPlayer

- Transferring files from a CD to your handheld or to an expansion card
- Listening to audio files on your handheld

VersaMail

Synchronizing email messages on your handheld with email messages on your computer

Common Questions

Answers to frequently asked questions about moving and managing information between your handheld and your computer

Managing Your Contacts

In this chapter

[Adding a contact](#)

[Copying contact information into multiple contacts](#)

[Locating a contact on your list](#)

[Deleting a contact](#)

[Customizing the Contacts list](#)

[Making connections from Contacts](#)

[Working with Contacts on your computer](#)

[Related topics](#)

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

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



Benefits of Contacts

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

Adding a contact

* Tip

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

+ Did You Know?

You can also enter one or more contacts on your desktop computer, and then copy them to your handheld by [synchronizing](#).

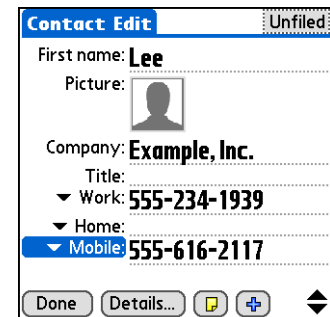
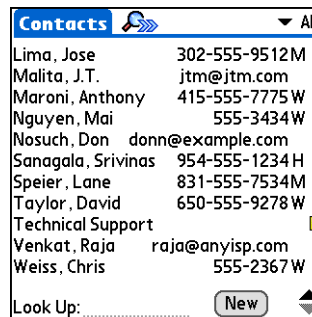
1


Press the Contacts  button.

2

Add your contact information:

a. Select New.



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

↘ Continued

- * **Tip**
To learn how to download photos to your handheld, see [palmOne™ Media](#).
- * **Tip**
If multiple contacts share information, such as a company name and address, you can enter the first contact, and then [copy the information into other contacts](#).

Cont'd.

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

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

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

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

3

[&] OPTIONAL Add a photo:

- a. Select the Picture box.
- b. Select a picture from palmOne Media.
- c. Select Done.

↘ **Continued**

* **Tip**

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

+ **Did You Know?**

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

4

[&] OPTIONAL Add a birthday:

- a. Select the Birthday box.
- b. Use the left and right arrows to move to and select the birth year. Hold down either arrow to scroll quickly through the years.
- c. Select the month and date.

Contact Edit Unfiled

▼ Addr(W): **4929 Rockaway Dr.**

City: **Anytown**

State: **CA**

Zip Code: **90000**

Country:

Birthday: **- Tap to add -**

Custom 1:

5

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

↓ Done

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

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

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

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

Entering additional contact information

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

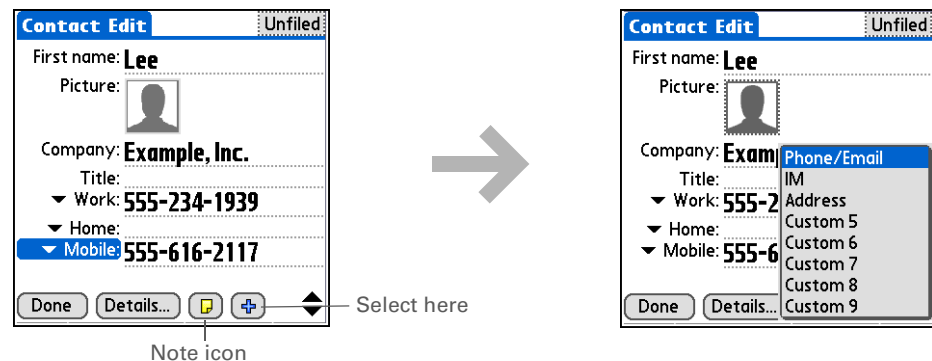
1

Press Contacts .

2

Display additional contact fields:

- Select the contact you want, and then select Edit.
- Select the plus button on the lower-right corner of the Contact Edit screen.



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

 Done

Selecting contact field types

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

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

+ **Did You Know?**
The email address field type is located on the same pick list as the phone number fields. IM field types are located on a separate pick list.

1

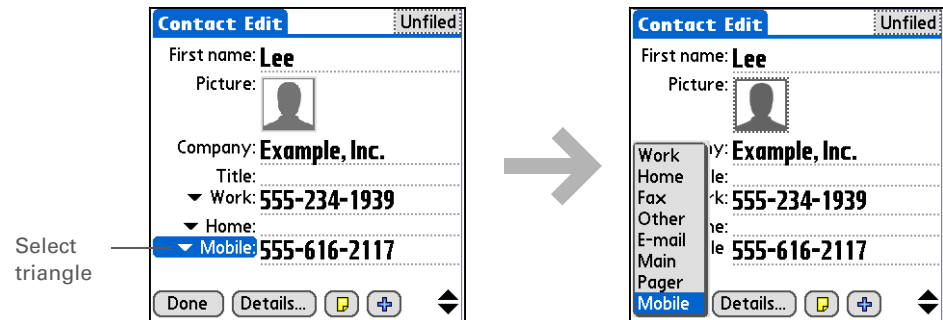
Press Contacts .

2

Customize the contact field type:

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

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



↓ Done

Defining custom fields

You can define the custom fields that appear at the end of the Contact Edit screen to display any additional contact information you want, such as spouse's or children's names, favorite color, or any other information.

1

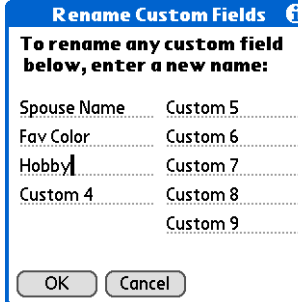
Press Contacts .


2

Define the custom fields:

- a. Select the contact you want, and then select Edit.
- b. **Open the menus.**
- c. Select Options, and then select Rename Custom Fields.
- d. Enter names for up to nine custom fields, and then select OK.

 Done



Rename Custom Fields 	
To rename any custom field below, enter a new name:	
Spouse Name	Custom 5
Fav Color	Custom 6
Hobby	Custom 7
Custom 4	Custom 8
	Custom 9
OK Cancel	

Selecting a contact as your business card

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

1

Press Contacts .

2

Create a business card:

- a. Select the contact you want, or **create a new contact** with your own contact information.
- b. **Open the menus.**
- c. Select Business Card on the Record menu.

↓ Done

Copying contact information into multiple contacts

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

* **Tip**
You can also duplicate a contact in the Contacts desktop application by highlighting a contact in the Contacts list, and then selecting Edit Copy. Create a new contact, select the Note icon, and then paste the info into a note. Then cut and paste the text into the correct field in the new contact.

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

1

Press Contacts .

2

Duplicate a contact:

- a. Select the contact you want, and then select Edit.
- b. **Open the menus.**
- c. Select Record, and then select Duplicate Contact.

 Done



Locating a contact on your list


* Tip

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


+ Did You Know?

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

1	Press Contacts  .
2	<p>Search for the contact:</p> <p>a. Select the Look Up line at the bottom of the screen and enter the first letter of the name you want to find.</p> <p>b. Enter the second letter of the name, and so on, until you can easily scroll to the contact you want.</p>
3	<p>Select the contact to open it.</p> <p> Done</p>

Contacts  All


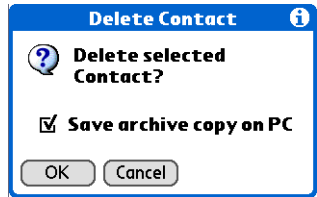

Lima, Jose	302-555-9512M
Malita, J.T.	jtm@jtm.com
Maroni, Anthony	415-555-7775 W
Nguyen, Mai	555-3434 W
Nosuch, Don	donn@example.com
Sanagala, Srivinas	954-555-1234 H
Speier, Lane	831-555-7534 M
Taylor, David	650-555-9278 W
Technical Support	
Tsai, Lee	555-234-1939 W
Venkat, Raja	raja@anyisp.com

Look Up: marl..... New 

Deleting a contact

* Tip

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

- 1** Press Contacts .
- 2** Open the Delete Contact dialog box:
 - Locate the contact you want.
 - Open the menus.**
 - Select Delete Contact on the Record menu.
- 3** **[&] OPTIONAL** Check the box to save an archive copy of the contact on your computer.
- 4** Select OK.
 Done

Customizing the Contacts list


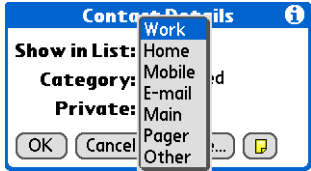
By default, the Contacts list displays the work phone number for a contact; if no work phone number is entered, another entry is displayed. You can customize a contact's settings to display different information on the Contacts list. You can also customize the appearance of the list.

+ Did You Know?

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

* Tip

You can also use the Contact Details dialog box to [assign a contact to a category](#) or to [mark a contact as private](#).

1	Press Contacts  .
2	Open the Contact Details dialog box: <ol style="list-style-type: none"> a. Select the contact you want. b. Select Edit, and then select Details.
3	Specify the information displayed with a contact: <ol style="list-style-type: none"> a. Select the Show in List pick list, and select the information that you want to appear in the Contacts list for this contact. b. Select OK. <div style="text-align: right;">  </div> <p>↘ Continued</p>

4

Customize the appearance of the Contacts list:

- a. From the Contacts list, **open the menus**.
- b. Select Options, and then select Preferences.
- c. Select the display options you want:

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

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

 Done

[!] Before You Begin

You must complete all the [prerequisites for the email](#) and [messaging](#) applications.

To use Quick Connect with your handheld's built-in Bluetooth technology, you must [set up a phone connection](#).

To use it with your handheld's IR port, run [Phone Link Updater](#), and then use the Phone Link application to set up a phone connection.

Making connections from Contacts

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

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

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

Using Quick Connect


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

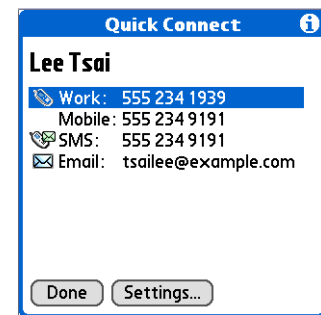
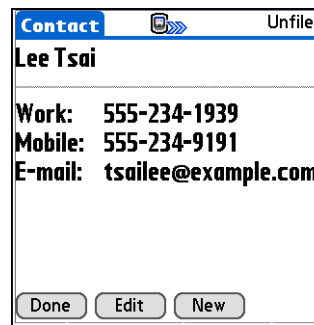
1Press Contacts .

↘ Continued

2

Make a connection using Quick Connect:

- a. Select the contact you want.
- b. Press Right on the 5-way or select the Quick Connect icon  at the top of the screen to open the Quick Connect dialog box.




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

↓ Done

Customizing Quick Connect settings


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

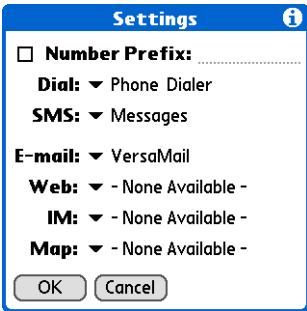
1

Press Contacts .

2

Customize Quick Connect settings:

- a. Select the contact you want.
- b. Press Right on the 5-way or select the Quick Connect icon  at the top of the screen to open the Quick Connect dialog box.
- c. Select Settings and enter the settings you want:


- d. Select OK.

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

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

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

↓ Done

Using Tap-to-Connect

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


[!] Before You Begin

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

To use Tap-to-Connect with your handheld's built-in Bluetooth technology, you must **set up a phone connection**.

To use it with your handheld's IR port, run **Phone Link Updater** and then use the Phone Link application to set up a phone connection.

1

Press Contacts .

2

Enable Tap-to-Connect:

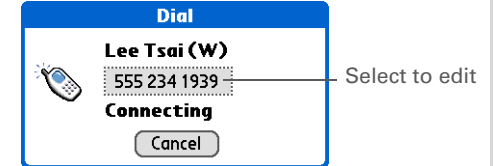
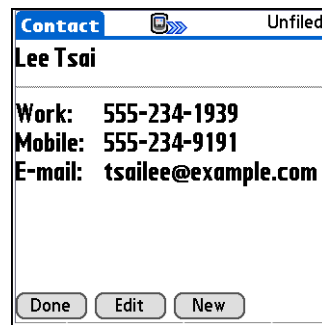
- a. From the Contacts list, **open the menus**.
- b. Select Options, and then select Preferences.
- c. Select Enable Tap-to-Connect, and then select OK.

↘ Continued

3

Make a connection with Tap-to-Connect:

- a. Select the contact you want.



- b. Select the entry you want to use to connect. For example, to dial a phone number, select the number you want to dial. To address an email message, select an email address.
- c. Select the entry to edit it if necessary. For example, you might need to add an area code or country code to a phone number.

↓ Done

Working with Contacts on your computer

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

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

WINDOWS ONLY

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

MAC ONLY

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

My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/mytungstent5.

Support

If you're having problems with Contacts or with anything else on your handheld, go to www.palmOne.com/support/tungstent5.

Related topics

Click a link below to learn about these related topics:

Moving Around

- Opening applications
- Using menus
- Synchronizing with Palm Desktop software and Outlook

Categories

Organizing contacts by type and sorting them

Entering Information

Transferring contact information from other applications such as databases, spreadsheets, and other organizer software

Privacy

Keeping contacts private by turning on security options

Sharing

Sending contacts to other Bluetooth devices by using Bluetooth wireless technology on your handheld

VersaMail

Sending contacts as attachments to email messages

SMS

Sending contacts as part of a text message

Managing Your Calendar

In this chapter

[Scheduling events](#)

[Color-coding your schedule](#)

[Setting an alarm](#)

[Rescheduling an event](#)

[Deleting events](#)

[Checking your schedule](#)

[Customizing your calendar](#)

[Working with Calendar on your computer](#)

[Related topics](#)

Staying on top of your schedule is an important part of being productive both at work and at home. Calendar can help you remember appointments and spot schedule conflicts. You can view your calendar by day, week, or month, or as an agenda list that combines your list of tasks with your appointments.



Benefits of Calendar

- Track current, future, and past appointments
- Stay on top of deadlines
- Carry one calendar
- Spot schedule conflicts

Scheduling events

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

» Key Term

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

* Tip

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



+ Did You Know?

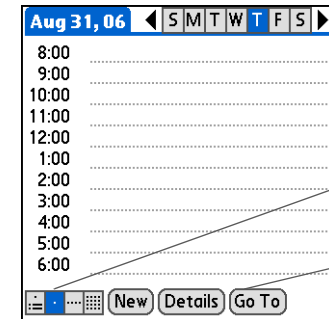
You can use more than one line to describe an appointment.

Scheduling an appointment

1

Open Day View:

- Press the Calendar  button.
- Select the Day View icon .



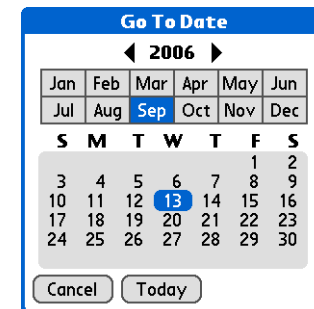
Day View icon

Go To

2

Select the date of the appointment:

- Select Go To.
- Select the arrows to select the year.
- Select the month.
- Select the date.



➤ Continued

+ **Did You Know?**

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

+ **Did You Know?**

If you are synchronizing with Outlook on your PC, you can **select a time zone** when creating a new event. Also, if you created appointments in Outlook that include more than one person, these persons appear when you synchronize with your handheld. You can not edit this information on your handheld.

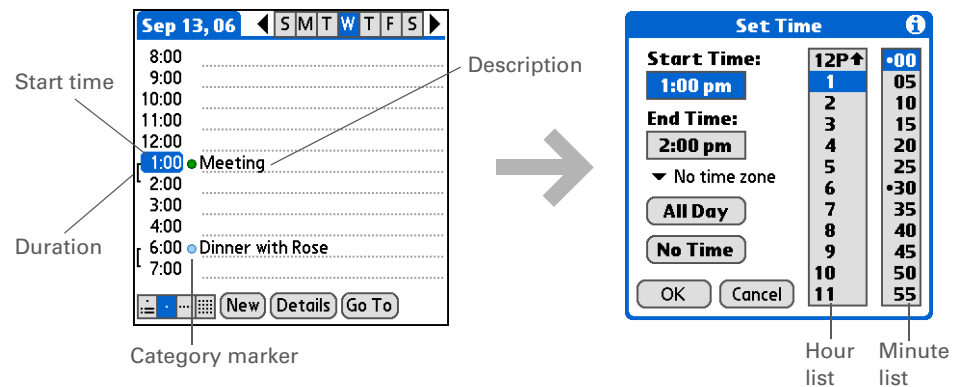
3

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

4

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

- In Day View, select the start time.
- In the Set Time dialog box, select End Time.
- Select the hour and minute lists to select the time the appointment ends.
- Select OK.

↓ **Done**

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



+ **Did You Know?**
 Need to reserve a date before you know the details of the appointment? Schedule an event without a start time.

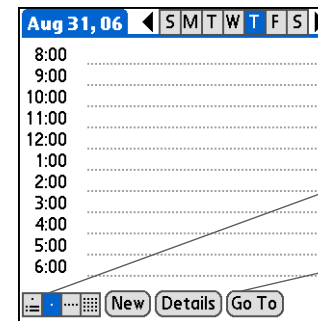
Scheduling an event without a start time

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

1

Open Day View:

- Press Calendar .
- Select the Day View icon .



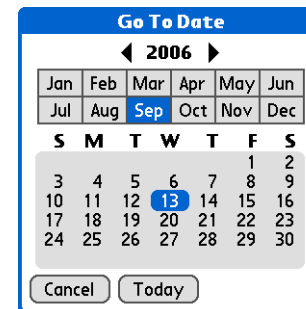
Day View icon

Go To

2

Select the date of the event:

- Select Go To.
- Select the arrows to select the year.
- Select the month.
- Select the date.



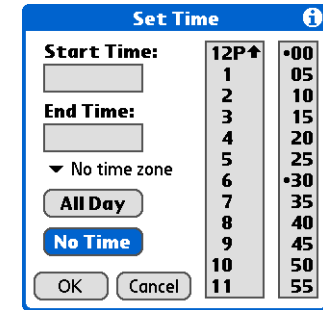
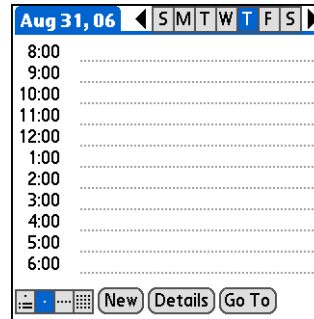
↘ Continued

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

3

Add an unscheduled event line:

- a. Select New.
- b. Select No Time.

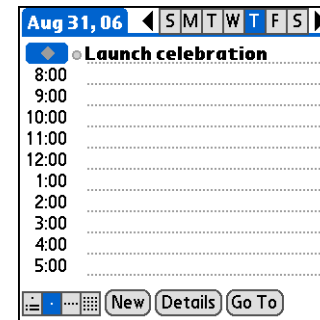


4

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

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


↓ Done



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

Scheduling a repeating event—standard interval

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

- 1 Press Calendar .
- 2 **Enter the event** you want to repeat, and then select the event description.
- 3 Set the repeat interval:
 - a. Select Details.
 - b. Select the Repeat pick list and select how often the event repeats: Daily until, Every week, Every other week, Every month, or Every year.

Event Details i

Time: No time

Date: Thu 11/16/06


Alarm:

Location:

Category: ▾ Unfiled


Repeat: ▾ Every week

Private:

OK Cancel Delete... 

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


 - c. Select OK.

 Done

Scheduling a repeating event—unusual interval

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

1

Press Calendar .

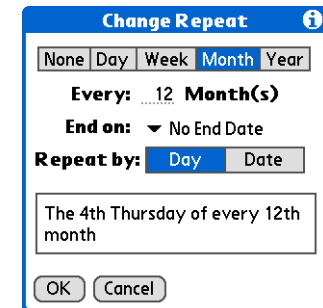
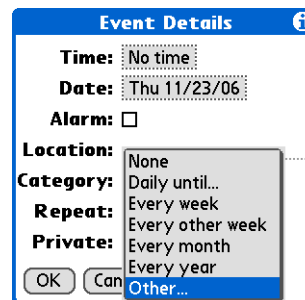
2

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

3

Open the Change Repeat dialog box:

- a. Select Details.
- b. Select the Repeat pick list and select Other.



↘ Continued

*** Tip**

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

4

Set the repeat interval:

- a. Select Day, Week, Month, or Year as the repeat unit.
- b. Select the Every line and enter the frequency at which the event repeats.
- c. Select the End on pick list and select an end date, if needed.
- d. If you selected Week in step c, select the day of the week the event repeats. If you selected Month in step c, select Day to select the week within the month, such as the 4th Thursday, or select Date to select the same date within the month, such as the 15th.
- e. Select OK.

↓ Done

+ Did You Know?



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

* Tip

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

Scheduling an event that is longer than a day

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

1	Press Calendar  .
2	Enter the event , and then select the event description.
3	<p>Set the repeat interval:</p> <ol style="list-style-type: none"> Select Details. Select the Repeat pick list and select Daily until. Select the year, month, and date when the event ends. Select OK. <p> Done</p>

Event Details i

Time: No time

Date: Thu 11/23/06

Alarm:

Location:


Category: ▼ Unfiled

Repeat: ▼ Daily until 11/25/06

Private:

Entering a location or a note for an event

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

1	Press Calendar  .
2	Enter the event , and then select the event description.
3	<p>[&] OPTIONAL Enter the location:</p> <p>a. Select Details.</p> <p>b. Select the Location field and enter a description of the location.</p> <p>↘ Continued</p>

Event Details i

Time: No time

Date: Thu 11/23/06

Alarm:

Location: Lake Tahoe

Category: Personal

Repeat: Daily until 11/25/06

Private:

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


Scheduling an event with a time zone

[!] **IMPORTANT** Time zones only work if you are synchronizing with Outlook. Palm® Desktop software does not recognize time zones.

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

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

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

1Press Calendar .

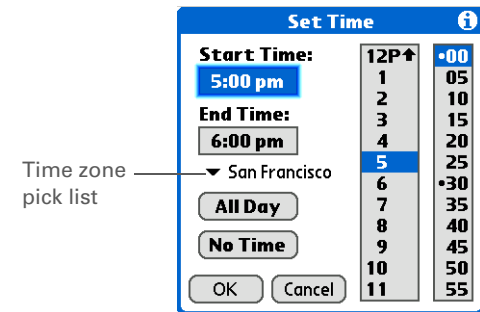
↘ Continued

2

Set the time and the time zone:

- a. **Enter the event.**
- b. Set the time for the event as it is scheduled at the location where it occurs.
- c. Select the time zone pick list and select a city within the time zone that the event is located.
- d. Select OK.

↓ Done



Color-coding your schedule



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

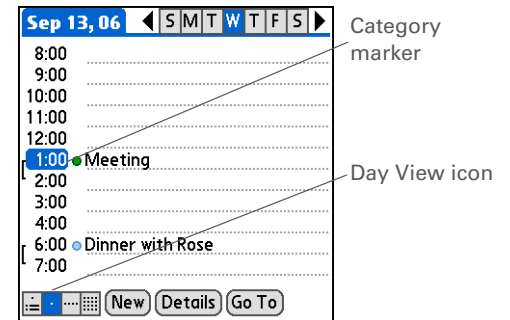
Managing your color-codes

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

1

Open Day View:

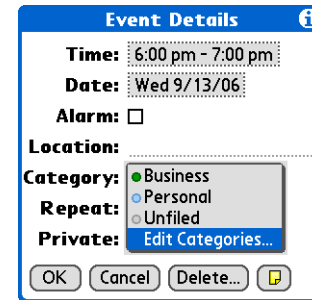
- a. Press Calendar .
- b. Select the Day View icon .



2

Open the Edit Categories dialog box:

- a. From Day View, select the event description.
- b. Select Details.
- c. Select the Category pick list and select Edit Categories.

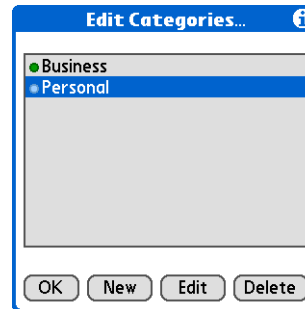


↘ Continued

3

Select the color-code for the category:

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



- b. Enter or edit the category name.
- c. Select the color you want to give this category.
- d. Select OK, and then select OK two more times.




Done

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

Assigning a color-code to an event

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

1

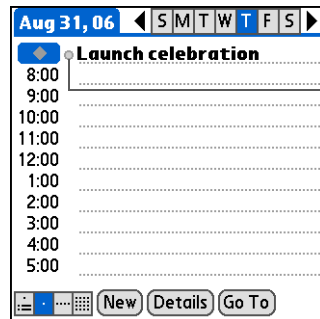
Press Calendar .

2

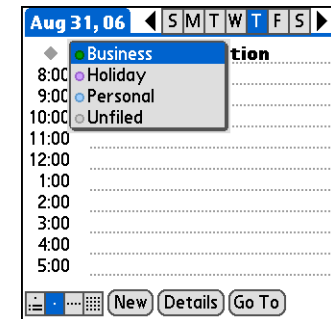
Enter the event you want to color-code.

3

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



Category
marker



↓ Done

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

Setting an alarm

* Tip


You can [customize your alarm settings](#) in the Calendar Preferences dialog box.

+ Did You Know?

If you [set your alarms in World Clock](#) instead of Calendar, you have different alarm sound choices. Keep in mind that since World Clock alarms aren't tied to a specific event, you won't see an event description when a World Clock alarm sounds.

+ Did You Know?

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

- 1 Press Calendar .
- 2 **Enter the event** you want to assign an alarm to, and then select the event description.
- 3 Set the alarm:
 - a. Select Details.
 - b. Check the Alarm box.
 - c. Select the pick list and select Minutes, Hours, or Days.
 - d. Enter how many minutes, hours, or days before the event you want the alarm to sound, and then select OK.

Event Details i

Time: 1:00 pm - 2:00 pm

Date: Wed 9/13/06


Alarm: 5 ▼ Minutes


Location:

Category: ▼ Unfiled

Repeat: ▼ None

Private:

OK Cancel Delete... 


 Done

Rescheduling an event

* Tip

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

1

Press Calendar .

2

Go to the event you want to reschedule:

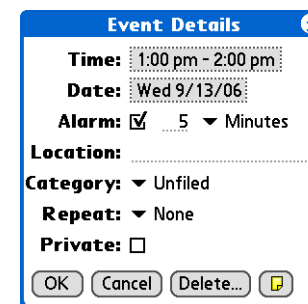
- a. From Day View, select Go To.
- b. Select the year, month, and date of the event.
- c. Select the event description, and edit it if necessary.

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

3

Change the date and time:

- a. Select Details.
- b. Select the Time box and select the new start and end times.
- c. Select the Date box and select the new date.
- d. Select OK.



The image shows a dialog box titled "Event Details" with an information icon in the top right corner. The dialog contains the following fields and controls:

- Time:** A text box containing "1:00 pm - 2:00 pm".
- Date:** A text box containing "Wed 9/13/06".
- Alarm:** A checked checkbox followed by a text box containing "5" and a dropdown menu set to "Minutes".
- Location:** A text box with a dotted underline.
- Category:** A dropdown menu set to "Unfiled".
- Repeat:** A dropdown menu set to "None".
- Private:** An unchecked checkbox.
- At the bottom, there are four buttons: "OK", "Cancel", "Delete...", and a small square icon with a plus sign.

↘ Continued

4

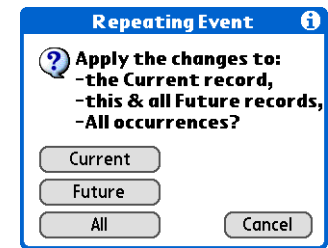
If you're changing a repeating event, select one of the following to select the event(s) you want to apply the changes to:

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

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

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

↓ Done



Deleting events


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

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

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

Deleting a specific event

1

Press Calendar .

2

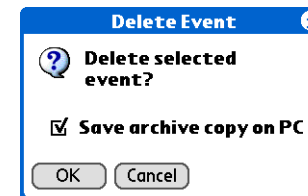
Go to the event you want to delete:

- a. From Day View, select Go To.
- b. Select the year, month, and date of the event.
- c. Select the event description.

3

Open the Delete Event dialog box:

- a. **Open the menus.**
- b. Select Delete Event on the Record menu.



↘ Continued

4

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

5

Select OK.

6

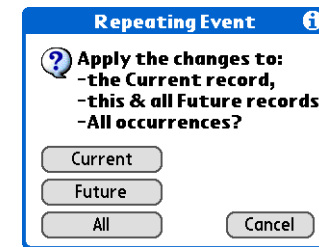
If you're deleting a repeating event, select one of the following to select the event(s) you want to delete:

Current Delete only the selected instance of the repeating event.

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


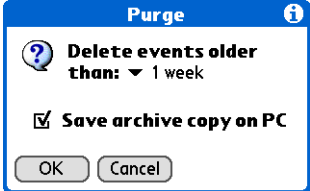
All Delete the selected event and all past and future instances of the repeating event.

↓ Done



Deleting all your old events

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

1	Press Calendar  .
2	Open the Purge dialog box: a. Open the menus. b. Select Purge on the Record menu. 
3	Select the events to purge: a. Select the Delete events older than pick list and select a time frame. b. Check the Save archive copy on PC box if you want to place a copy of the deleted events in an archive file on your computer the next time you synchronize. c. Select OK. ↓ Done

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

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

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


Checking your schedule


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

Viewing your appointments and tasks together

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

1

Press Calendar .

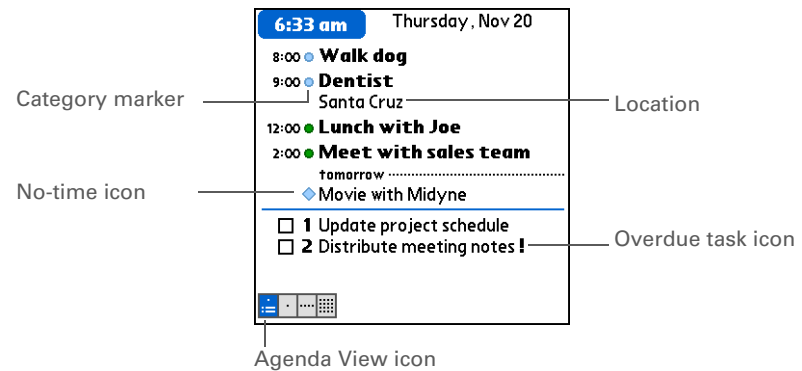
NOTE If Calendar is already open, select the Agenda View icon  instead.

↘ Continued

2

Do one of the following to view your schedule:

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



↓ Done


Viewing your daily schedule

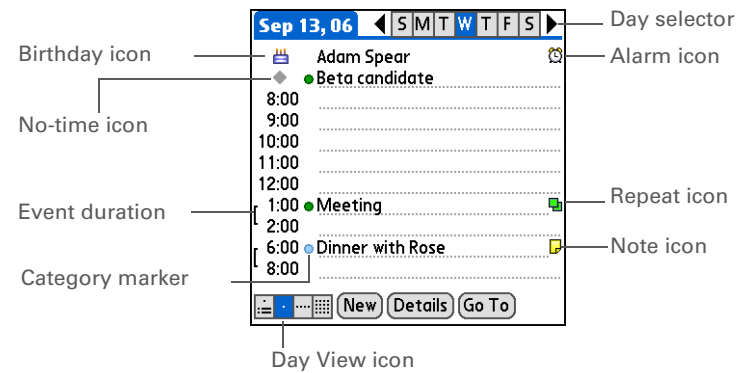
Day View shows your daily schedule one day at a time. You can scroll between days in the current week or jump to any other date.

1

Open Day View:

a. Press Calendar .

b. Select the Day View icon .



↘ Continued

2

Do any of the following to view your daily schedule:

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

 Done

* **Tip**

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

+ **Did You Know?**



Reschedule an event within the same week by dragging the event box to the new time and day.

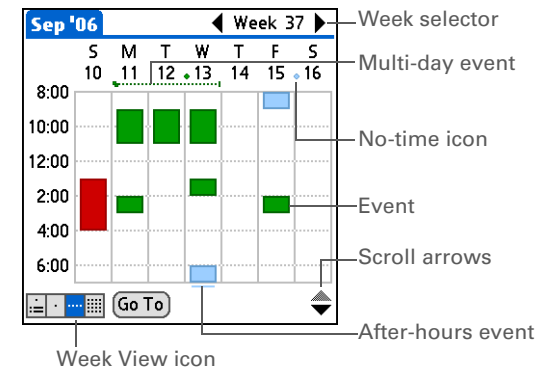
Viewing your weekly schedule

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

1

Open Week View:

- a. Press Calendar .
- b. Select the Week View icon .



2

Do any of the following to view your weekly schedule:

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

↓ **Done**

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



* **Tip**
When you turn off the input area, you can see the month before and the month after the currently selected month.

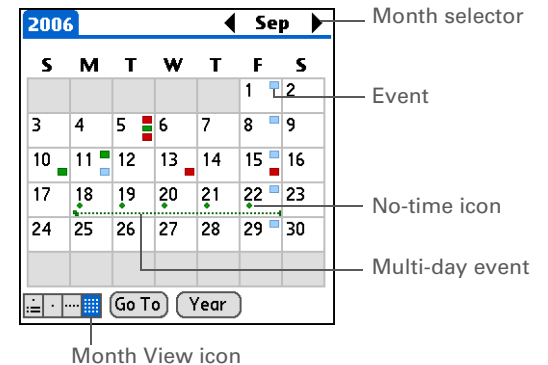
Viewing your monthly schedule

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

1

Open Month View:

- a. Press Calendar .
- b. Select the Month View icon .



2

Do any of the following to view your monthly schedule:

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

↓ Done

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



* **Tip**
When you turn off the input area, you can see the entire year.

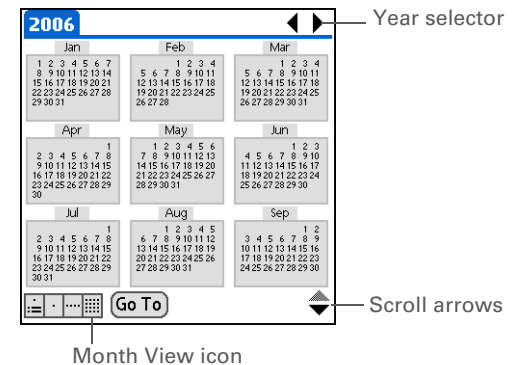
Viewing a yearly calendar

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

1

Open Year View:

- Press Calendar .
- Select the Month View icon .
- Select Year.



2

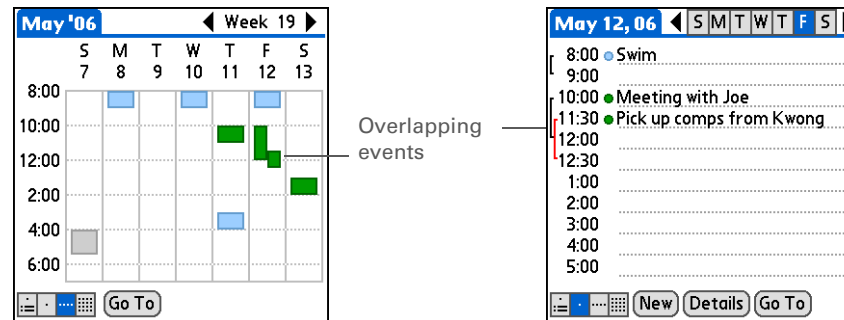
Do any of the following to view a yearly calendar:

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

↓ Done

Finding events that overlap

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




Customizing your calendar

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

Customizing display options for your calendar

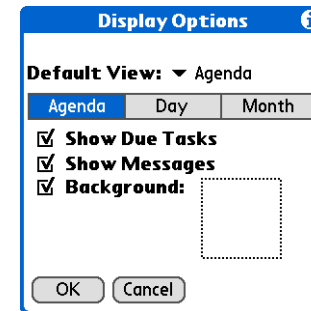
1

Press Calendar .

2

Open the Display Options dialog box:

- a. **Open the menus.**
- b. Select Options, and then select Display Options.

**3**

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

↘ **Continued**

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

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

4

Set any of the following Agenda View display options:

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

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

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

5

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

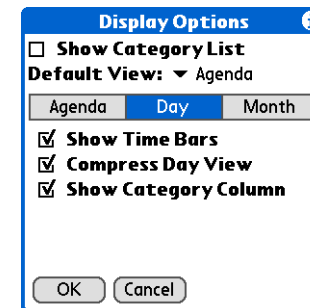
Show Category List Display the category pick list. By default, the Category pick list doesn't appear.

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

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

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

↘ **Continued**



6

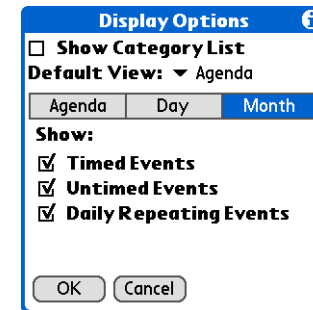
Select Month and set any of the following Month View options:

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

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

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

Daily Repeating Events Show events that repeat every day.



7


Select OK.

↓ Done

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

Setting alarm and time options

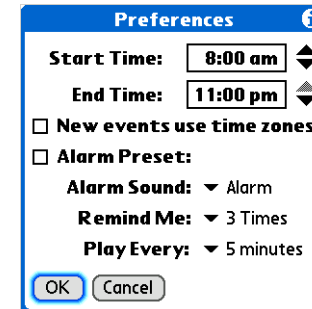
1

Press Calendar .

2

Open the Preferences dialog box:

- a. **Open the menus.**
- b. Select Options, and then select Preferences.

**3**

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

↘ **Continued**

4

Set any of the following alarm settings:

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

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

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

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

5

Select OK.

↓ Done

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

Working with Calendar on your computer

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

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

WINDOWS ONLY

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

MAC ONLY

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

My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/mytungstent5.

Support

If you're having problems with Calendar or with anything else on your handheld, go to www.palmOne.com/support/tungstent5.

Related topics

Click a link below to learn about these related topics:

Sharing

- Beaming events to other Palm Powered devices
- Sending events to other Bluetooth® devices by using Bluetooth wireless technology on your handheld
- Synchronizing with Palm Desktop software and Outlook

VersaMail

Sending events as attachments to email messages

Privacy

Keeping events private by turning on security options

Categories

- Editing and deleting categories
- Viewing events by category

Common Questions

Answers to frequently asked questions about Calendar

Managing Your Office Files

In this chapter

[How can I create and manage Office files?](#)

[Related Topics](#)

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

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



Benefits

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

*** Tip**

The Documents application has a companion application on your computer called Documents To Go. Use Documents To Go to move or copy files to the Documents folder on your handheld's internal drive when you synchronize.

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

How can I create and manage Office files?

The Documents application provides powerful editing and file management features for Office files on your handheld. What's more, Documents makes it easy for you to share files between your computer and your handheld, using either **File Transfer** or **synchronization**. Here are some of the capabilities of Documents:

- View Word, Excel, and PowerPoint files in their native format (DOC, XLS, or PPT); no conversion needed.
- Create or edit a Word document or Excel spreadsheet on your handheld and save it in native format. Create or edit a PowerPoint presentation that is automatically converted for optimal viewing on your handheld.
- Open Office files received as attachments to incoming email messages, and attach files to outgoing messages.
- View files such as spreadsheets in **landscape mode** to see more information across the screen.

Opening files from within Documents

In the Documents application, you can view and open any Word, Excel, or PowerPoint file on your handheld.

*** Tip**

When you are working on a file, save it to a specific location on your handheld's internal drive by opening the menus, selecting **Save As** from the File menu, and then navigating to the location where you want to save the file.

*** Tip**

You can choose to synchronize a Word, Excel, or PowerPoint file from within the Documents application, even if you copied it using File Transfer. See the Documents To Go application on your computer for information.

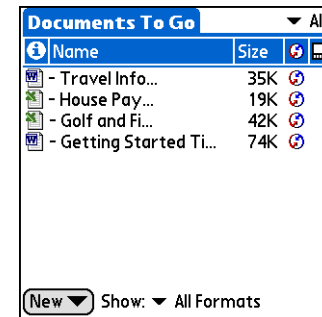
1

Go to Favorites and select Documents.

2

[&] OPTIONAL If the file you want does not appear in the list, browse for the file:

- a. **Open the menus**, and then select File.
- b. Select Search For Files.



3

Select the file you want from the list.

↓ Done

Related Topics

Click the link below to learn about these related topics:

My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/mytungstent5.

Support

If you're having problems with Documents, click the Documents To Go icon on your computer, and then click Help; or go to www.dataviz.com.

VersaMail

Sending and receiving Office files as attachments to email messages

Viewing Photos and Videos

In this chapter

[Supported file types](#)

[Viewing photos or videos](#)

[Organizing photos and videos](#)

[Personalizing a photo](#)

[Copying a photo or video](#)

[Deleting a photo or video](#)

[Sharing photos and videos](#)

[Working with palmOne Media on your computer](#)

[Related topics](#)

A picture may be worth a thousand words, but what happens when you have lots of pictures—or videos—that you are trying to keep organized? Or maybe just a few that are so meaningful that you want to have instant access to them at any time?

Solve both problems with palmOne™ Media. Media features easy viewing and organization of still photos and videos. You can keep your favorite photos right on your handheld; **select photos as the background** for your Favorites and Applications views and Agenda View in Calendar; even **add a photo to a Contacts entry**.



Benefits

- Never be far from your favorite people or places
- Simplify photo and video organization
- Store multiple videos and photos

Supported file types

+ Did You Know?

If you view a photo in a popular format from an expansion card inserted into your handheld's expansion slot, the photo remains in its original format.

* Tip

If you want to carry a video on your handheld to view on another computer, use palmOne File Transfer (Windows) or Drive Mode (Mac) on your computer. These applications transfer the video to your handheld in its native format with no conversion, so you can view it on the computer in the format you prefer.

You can **copy a photo or video from your computer** and save it directly on your handheld or on an **expansion card** (sold separately) inserted into the expansion slot.

You can view photos in popular formats such as JPG, BMP, TIFF (uncompressed), and GIF on your handheld. On a Windows computer, when you copy a photo in a popular format to your handheld using the Media desktop application from within Palm® Desktop software, it is saved on your handheld in its original format. If you copy a photo in a different format, it is saved on your handheld in JPG format.

On a Mac computer, all photos you copy by dragging them onto the Send To Handheld droplet icon are saved on your handheld in JPG format.

To view a video on your handheld, on a Windows computer, open Media from within Palm® Desktop software, add the video, and then synchronize to send the video to your handheld. On a Mac computer, drag the video to the Send To Handheld droplet, and then synchronize. The video is converted to a format (ASF (MPEG-4)) your handheld can play and is optimized for viewing on the handheld.

For both Windows and Mac computers, note that there are numerous video formats, and even many variations within the ASF (MPEG-4) format. Not all types can be converted to a format that's viewable on your handheld. If you can't open and view a video in the desktop Media application on a Windows computer, you won't be able to view the video on your handheld.

NOTE On a Windows computer, Windows Media Player is required for Media to play videos that have been prepared for playback on your handheld. If you do not have Windows Media Player on your computer, use the link on the software installation CD to download the application. (Download requires Internet connection; additional fees may apply.)

+ **Did You Know?**
Photos and videos located in the Photos & Videos folder on your handheld are backed up to your computer when you **synchronize**.

Viewing photos or videos

You can view photos and videos in the following ways:

Thumbnail View miniature preview versions of your photos and videos.

List View names and dates of photos and videos on your handheld or an expansion card.

Slide show View all photos and videos in an album, automatically one after another.

You can easily see a full-screen view of a photo or play a video by selecting the photo or video from the Thumbnail or List View. You can also rotate the orientation of the photo, zoom in to view a magnified portion of a photo, and view or edit detailed information about a photo or video.

Viewing a photo or video in the Thumbnail View

1

Go to Favorites and select Photos & Videos .

↘ Continued

2

Select the pick list in the upper-right corner and select the location on your handheld or an expansion card of the photo or video you want to view:


- If the photo or video is in the Photos & Videos folder on your handheld's internal drive or on an expansion card, select the correct location from the list.
- If the photo or video is located elsewhere on your handheld's internal drive, select Find More and browse to the item.

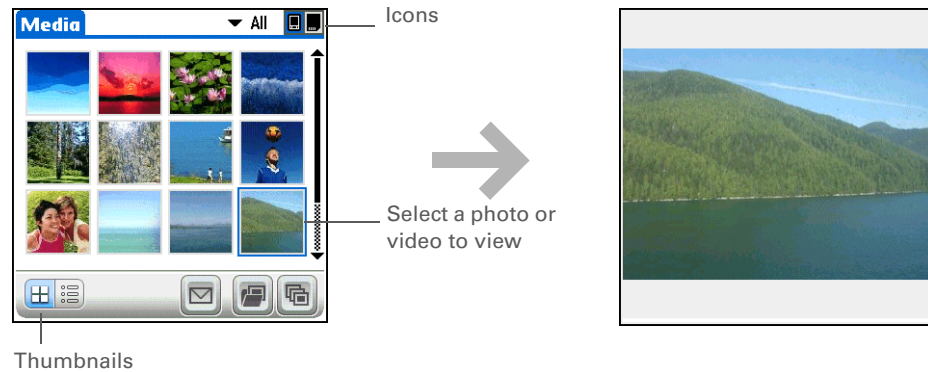
↘ Continued



- * **Tip**
Can't remember what album your photo or video is in? Select All from the pick list.
- * **Tip**
Quickly switch between thumbnails of photos on your handheld and photos on an expansion card by selecting the icons in the upper-right corner of the screen. The icons appear only if there is an expansion card inserted into the expansion slot.

3

If the Thumbnail View is not displayed, select Thumbnails  in the lower-left corner of the screen.

**4**

To see a full-screen view of a photo or to play a video, select the photo or video from the thumbnails. A video automatically starts playing when you select it.

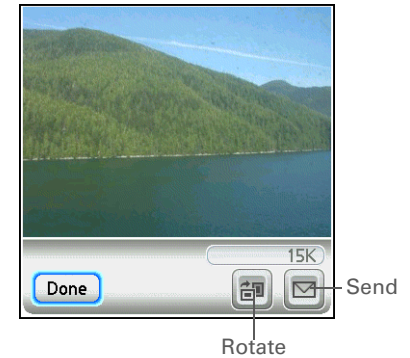
↘ **Continued**

+ Did You Know?

When a photo is zoomed out, the size of the photo appears above the Rotate and Send icons. You can also select Done in the zoomed-out view to return to the Thumbnail or List View.

5

For photos, press Up or Down on the 5-way to zoom in or out. If you zoom out, icons appear for **rotating** or **sending** the photo.

**6**

Press Center or tap anywhere in the photo or video to return to the Thumbnail View screen.

↓ Done

Viewing a photo or video in the List View

1


Go to Favorites and select Photos & Videos .

2

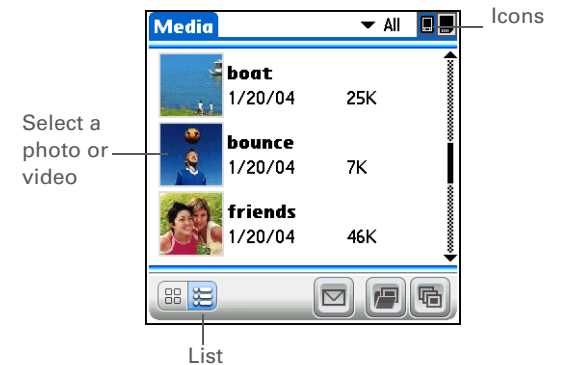
Select the pick list in the upper-right corner and select the location on your handheld or an expansion card of the photo or video you want to view:

- If the photo or video is in the Photos & Videos folder on your handheld's internal drive or on an expansion card, select the correct location from the list.
- If the photo or video is located elsewhere on your handheld's internal drive, select Find More and browse to the item.

3

If the List View is not displayed, select List  in the lower-left corner of the screen.

↘ **Continued**



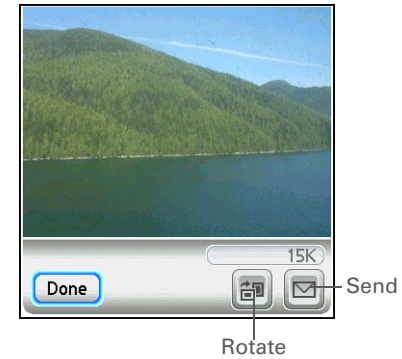
* **Tip**
If a photo is larger than your handheld's screen—either because of its original size or because you have zoomed in—tap and drag with the stylus to view different parts of the photo.

4

To see a full-screen view of the photo or to play a video, select the item from the list. A video automatically starts playing when you select it.

5

For photos, press Up or Down on the 5-way to zoom in or out. If you zoom out, icons appear for **rotating** or **sending** the photo.

**6**

Press Center or tap anywhere in the photo or video to return to the List View screen.

↓ Done

* **Tip**
You can set how long a photo is displayed in slide show mode before the next item appears by **opening the Options menu**, selecting Options, selecting Preferences, and then selecting a time interval from the Slide Show Delay pick list. The default is 3 seconds.

+ **Did You Know?**
In a slide show, videos play through in their entirety before the next item appears.

Viewing a slide show

By default, both photos and videos in an album are displayed during a slide show. To view photos only, select Preferences from the Options menu, and then uncheck the Show videos in Slide Show box.

1

Go to Favorites and select Photos & Videos .


2

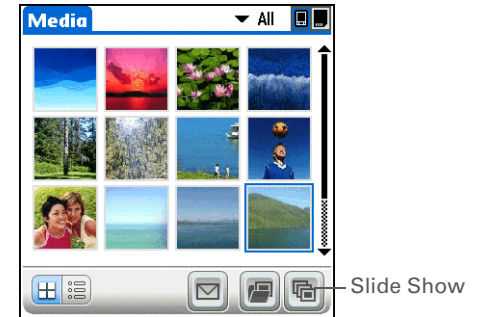
Select the pick list in the upper-right corner and select the location on your handheld or an expansion card of the photos or videos you want to view:

- If the photos or videos are in the Photos & Videos folder on your handheld's internal drive or on an expansion card, select the correct location from the list.
- If the photos or videos are located elsewhere on your handheld's internal drive, select Find More and browse to them.

↘ **Continued**

3

In the Thumbnail or List View, select Slide Show .

**4**

Press Center or tap a photo or video to stop the slide show and return to the Thumbnail or List View.

↓ Done

Rotating a photo

* **Tip**
You can also rotate a photo by pressing Down on the 5-way to zoom the photo out and then selecting Rotate at the bottom of the screen.

* **Tip**
If you receive a message that the photo is too large to rotate on your handheld, **synchronize**, and then open and rotate the photo in Palm Desktop software. Synchronize again to send the rotated photo back to your handheld (Windows only).

1

Go to Favorites and select Photos & Videos .

2

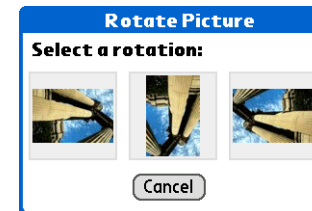
Select the pick list in the upper-right corner and select the location on your handheld or an expansion card of the photo you want to rotate:

- If the photo is in the Photos & Videos folder on your handheld's internal drive or on an expansion card, select the correct location from the list.
- If the photo is located elsewhere on your handheld's internal drive, select Find More and browse to the item.

3

Rotate the photo:

- Select the photo you want in the Thumbnail or List View.
- Open the menus.**
- Select Rotate Picture from the Media menu.
- Select the rotation you want.



↘ **Continued**

4

Tap anywhere in the photo to return to the Thumbnail or List View.

↓ Done

* **Tip**
You can also view details for an entire album—including last date changed, number of items in the album, and size—by opening the Album menu and selecting Album Details.

Viewing and editing photo or video details

1

Go to Favorites and select Photos & Videos .

2

Select the pick list in the upper-right corner and select the location on your handheld or an expansion card of the photo or video you want to view:

- If the photo or video is in the Photos & Videos folder on your handheld's internal drive or on an expansion card, select the correct location from the list.
- If the photo or video is located elsewhere on your handheld's internal drive, select Find More and browse to the item.

3

Select the photo or video whose details you want to view.

↘ Continued

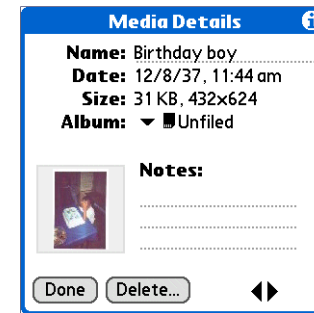
* **Tip**

Select the scroll arrows at the bottom of the Media Details screen to view other photos in the album.

4

View photo or video details:

- a. **Open the menus.**
- b. Select Edit Details from the Media menu.
- c. In addition to viewing photo or video details, you can do the following:



Change name Select the photo or video name and enter a new name.

Move to different album Select the Album pick list and select a new album location for the photo or video.

Add notes Select the Notes field and enter a note for the photo or video.

5

When finished viewing details, select Done.

↓ Done

*** Tip**

If a photo is stored on your handheld, you can only add it to an album located on the handheld. Likewise, if a photo is stored on an expansion card, you can only add it to an album that is on the same card. Use the **copy** feature to move a photo from your handheld to a card and vice versa.

*** Tip**

To rename or delete an album, **open the Album menu** and select Manage Albums. Select the album you want, and then select Rename or Delete, depending on what you want to do.

Organizing photos and videos

You can organize your photos and videos in the following ways:

- Create albums and place your photos and videos in those albums.
- Move photos and videos within or between albums.
- Sort photos and videos in the List View.

Organizing photos and videos in albums

1

Go to Favorites and select Photos & Videos .

2

Open the Manage Albums screen:

- a. **Open the menus.**
- b. Select Album, and then select Manage Albums.

↘ **Continued**

* **Tip**

Drag the stylus across multiple photos and/or videos to add or remove them all at once.

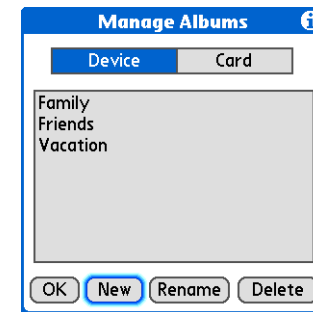
+ **Did You Know?**

If you remove a photo or video from an album, it is moved to the Unfiled category. The photo or video is not deleted from your handheld or the expansion card.

3

Create an album:


- a. Select whether to create the album on your handheld (device) or on an expansion card inserted into the expansion slot.
- b. Select New, enter the name of the new album, and select OK.
- c. Select OK on the Manage Albums screen.



4

Do one of the following:

To add photos or videos to a new album Select the photos or videos you want on the Organize Album screen.

To add or remove photos or videos from an existing album From the Thumbnail or List View, select the album you want from the pick list in the upper-right corner, and then select Manage Albums . Select a photo or video without a plus sign to add it to the album; select a photo or video with a plus sign to remove it from the album.



↘ **Continued**


5

Select Done.

 Done

* **Tip**
Move photos within albums to easily put the slide show of your child's birthday party in the sequence you want.

Moving a photo or video within and between albums

1**Go to Favorites** and select Photos & Videos .**2**

Move a photo or video within an album:

- a. Select the pick list in the upper-right corner and select the album containing the photo or video you want to move.
- b. Use the stylus to drag the photo or video you want to its new position.

 Continued

* Tip

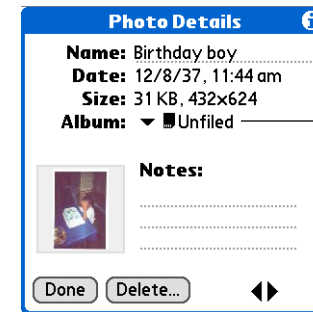
You can also move a photo or video by adding it to a different album. The item is removed from the original album.

3

Move a photo or video between albums:

- a. Select the pick list in the upper-right corner and select the album containing the photo or video you want to move.
- b. **Open the menus.**
- c. Select Edit Details from the Media menu, and then select the photo or video you want to move.
- d. Select the Album pick list, and then select the new album for the photo.
- e. Select Done.

↓ Done




Select to move photo or video

* **Tip**
 You must be in an album to sort manually; it does not work when All is selected from the pick list.

Sorting photos and videos

1

Go to Favorites and select Photos & Videos .

2

Sort photos and videos:

- Select the pick list in the upper-right corner and select the album containing the photos and/or videos you want to sort.
- Open the menus.**
- Select Album, and then select one of the following:



Sort by Date Lists photos and videos from earliest to most recent date. Select Sort by Date again to list items from most recent to earliest date.

Sort by Name Lists photos and videos by name in ascending (A–Z) order. Select Sort by Name again to list items by name in descending (Z–A) order.

Sort by Size Lists photos and videos from smallest to largest file size. Select Sort by Size again to list items from largest to smallest file size.

Sort manually Lets you tap a photo or video and drag the stylus to where you want the item to appear. A dotted black line indicates the position of the item.

↓ Done

Personalizing a photo

Use the drawing tool to add a personal touch to a photo.

+ Did You Know?

Create multicolored art: Select a color and draw on a photo, and then select a different color and draw some more. Each drawing keeps its original color.

* Tip

Select the drawing tool button to change line size. Select the text tool button to change font size.

* Tip

Use the eraser selection on the drawing tool to erase drawings only; select Undo to delete text. You can only use Undo once to delete text for a given photo. If you need to delete text after using Undo, select Done and do not save the photo, and then open the photo and try again.

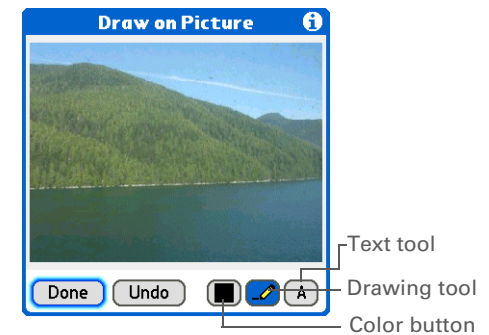
1

Go to Favorites and select Photos & Videos .

2

Personalize a photo:

- In the Thumbnail or List View, select the photo you want.
- Open the menus.**
- Select Draw on Picture from the Media menu.
- Draw on the photo using the following tools:



Drawing tool Draw anywhere on the photo using the stylus.

Text tool Enter text in the field. Tap anywhere on the screen to open a text field in a new location.

Color button Select a drawing color.

- Select Done.

↘ **Continued**

3

Select one of the following to save or reject changes:

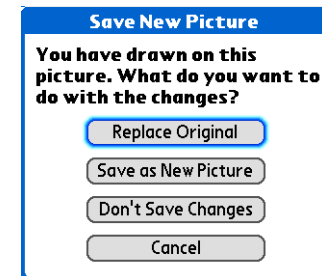
Replace Original Saves the photo with drawing in place of the original photo with no drawing; the original photo is lost.

Save as New Picture Saves both the photo with drawing and the original photo with no drawing. You can enter a name for the new photo. You can also select the pick list to save the updated photo to a different album.

Don't Save Changes Saves only the original photo with no drawing.

Cancel Returns to Draw on Photo screen.

↓ Done




Copying a photo or video

You can copy photos and videos from your handheld to an expansion card, and vice versa.

- * **Tip**
Copy an entire album by **opening the Album menu**, selecting Album, and then selecting Copy Album to Card or Copy Album to Handheld. Select the album you want, and then select Done when copying is complete.

1

Go to Favorites and select Photos & Videos .

2

Select a photo or video to copy:

- a. Select the pick list in the upper-right corner and select the album containing the photo or video you want.
- b. Select the photo or video.

3

Copy the photo:

- a. **Open the menus.**
- b. Select Copy to Card (for photos or videos on your handheld) or Copy to Handheld (for photos or videos on an expansion card) from the Media menu.


↓ Done

Deleting a photo or video

* **Tip**
Delete an entire album by **opening the Album menu** and selecting Album Details. Select the album you want, and then select Delete on the Album Details screen.

* **Tip**
You can also delete a photo or video from the Media Details screen by selecting Delete on that screen.

1

Go to Favorites and select Photos & Videos .

2

Select a photo or video to delete:

- a. Select the pick list in the upper-right corner and select the album containing the photo or video you want.
- b. Select the photo or video.

3

Delete the photo or video:

- a. **Open the menus.**
- b. Select Delete from the Media menu, and then select Delete again.

↓ Done

+ Did You Know?

You can also easily send photos and videos from the palmOne Media desktop application (Windows only). See Palm Desktop Help for information.

*** Tip**

You can also beam or send an entire album by **opening the Album menu** and selecting Beam Album or Send Album.

Sharing photos and videos

You can easily share photos and videos with family and friends. Use your handheld's built-in Bluetooth® wireless technology to **wirelessly send photos and videos** to other Bluetooth devices within range.

You can also share photos and videos using any of the following methods:

- **Attach a photo or video** to an email message.
- **Beam a photo or video** to other Palm Powered devices.
- Copy a photo or video from your handheld to your desktop computer, or from computer to handheld, by **synchronizing**.

NOTE Sending a large number of photos or videos using Bluetooth technology or beaming can take a long time.

Working with palmOne Media on your computer

WINDOWS ONLY

Use palmOne Media on your computer to view and manage photos and videos. Check out the online Help in Palm® Desktop software to learn how to use Media on your computer. The online Help includes info about the following topics:

- Learning about the parts of the Media window
- Using Photo Editor to view, crop, rotate, or enhance a photo
- Using Video Editor to create or trim a video clip
- Editing photo and video details and titles
- Adding notes to a photo or video
- Printing photos
- Rotating videos larger than 320 pixels wide
- Switching between the Thumbnail, List, and Details views
- Creating slide shows of photos and videos
- Sorting photos and videos
- Organizing your photos and videos into albums

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

NOTE There is no palmOne Media desktop application on Mac computers.

My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/mytungstent5.

Support

If you're having problems with palmOne Media or with anything else on your handheld, go to www.palmOne.com/support/tungstent5.

Related topics

Click a link below to learn about these related topics:

Moving Around

- Opening applications
- Using menus

Sharing

- Beaming photos and videos to other Palm Powered devices
- Sending photos and videos to other Bluetooth wireless devices using the Bluetooth technology on your handheld

VersaMail

Sending photos and videos as attachments to email messages

Common Questions

Answers to frequently asked questions about palmOne Media

Listening to Music

In this chapter

[Transferring MP3 files to your handheld](#)

[Transferring music from a CD to your handheld](#)

[Playing music on your handheld](#)

[Managing playlists](#)

[Viewing song info](#)

[Working with RealPlayer on your computer](#)

[Related topics](#)

Are you tired of listening to small talk during that long commute on the bus or train? Do you need something smaller than a CD player when you're out for a walk or at the gym?

RealPlayer lets you play music on your handheld. Simply transfer songs onto your handheld, and then listen through the built-in speaker or stereo headphones (sold separately).



Benefits

- Listen to songs in the popular MP3 format
- No separate MP3, CD, or mini-disc player required
- Be your own DJ

Transferring MP3 files to your handheld

[!] Before You Begin

Windows: Install the RealPlayer desktop application on your computer. Insert the software installation CD and follow the onscreen instructions for installing extra software.

You must install this software, even if you already have a version of RealPlayer installed on your computer. The version on the CD contains all of the components needed to transfer music files to your handheld.

The RealPlayer software that comes with your handheld is compatible with the popular MP3 audio file format. Use RealPlayer on your computer to copy MP3 files to your handheld's internal drive.

WINDOWS ONLY

1

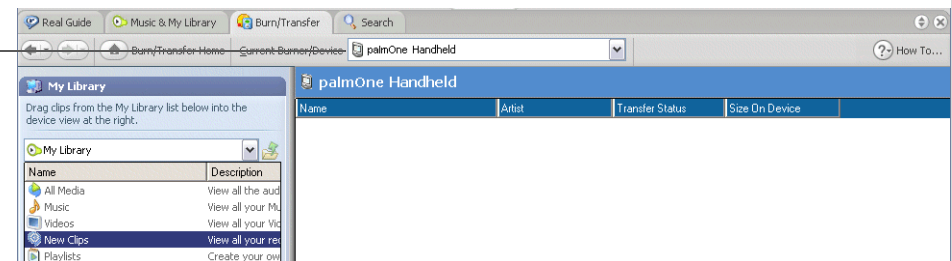
Connect your handheld to your computer using the USB sync cable.

2

Prepare RealPlayer on your computer:

- a. Open the RealPlayer application.
- b. Select palmOne Handheld from the Current Burner/Device drop-down list.

Select
palmOne
Handheld




↘ Continued

* **Tip**
For tips on using RealPlayer on your computer, go to the Help menu in RealPlayer or visit www.real.com.

3

Prepare your handheld:

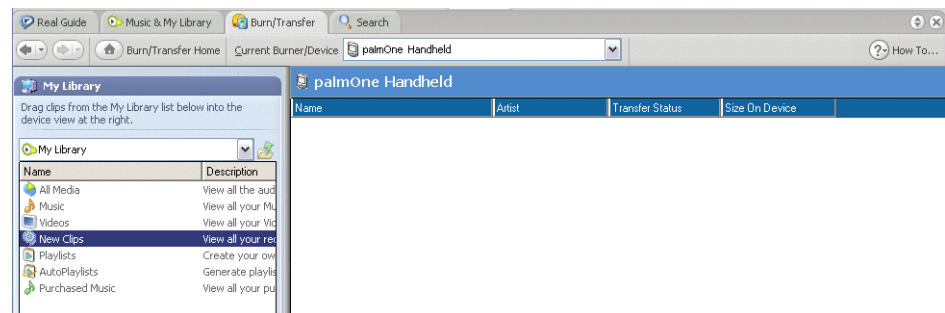
- a. **Go to Favorites** and then select Music .
- b. **Connect your handheld to your computer using the USB sync cable.**

[!] **IMPORTANT** Do not press the HotSync button on your cable.

4

Select the songs you want to transfer:

- a. In RealPlayer on your computer, click Burn/Transfer.
- b. If necessary, select palmOne Handheld from the Current Burn/Transfer Device drop-down list.
- c. Drag the song files you want from the My Library window on the left into the palmOne Handheld window on the right.



↘ Continued

*** Tip**

You can also transfer MP3 files by dragging a folder of files or individual files to the File Transfer application on your desktop, and then dragging the item(s) to the Music folder in the File Transfer window. This is useful if you want to copy an entire folder of music to your handheld, for example, to keep all the songs from the same CD in one folder.

5

Transfer the selected songs to your handheld:

- a. Be sure your handheld is on and that RealPlayer is open. If it is, a green Connected light appears in the lower-left corner of RealPlayer on your computer.
- b. Click Start Transfer. When the transfer is complete, the tracks you selected should say "On Device." The files are transferred to the Music folder on your handheld's internal drive.

[!] IMPORTANT Do not press the HotSync button on your cable. RealPlayer is transferring the files, so there's no need to do anything.

 Done

- * **Tip**
You can also transfer MP3 files on a Mac computer using **Drive Mode**.

MAC ONLY**1**

Drag and drop the files onto the Send To Handheld droplet:

- a. Drag and drop the file(s) or folder onto the Send To Handheld droplet in the Palm folder.
- b. In the Send To Handheld dialog box, select your username and click OK.

**2**

Synchronize your handheld with your computer.

↓ Done

Transferring music from a CD to your handheld


If your songs are on a CD and you want to listen to them on your handheld, use RealPlayer on your computer to convert and transfer the files.

NOTE Mac users can use iTunes, included with Mac OS X, to transfer music from a CD to their computer. Then use Drive Mode to **transfer the files to your handheld**. Music files should be imported in MP3 format.

WINDOWS ONLY

1

Access the music CD from RealPlayer on your computer:

- Double-click the RealPlayer icon  on your computer desktop.
- Insert the CD into your computer's CD drive.
- If the track listing does not appear, click Music & My Library, and then click CD/DVD in the View menu.



➤ Continued

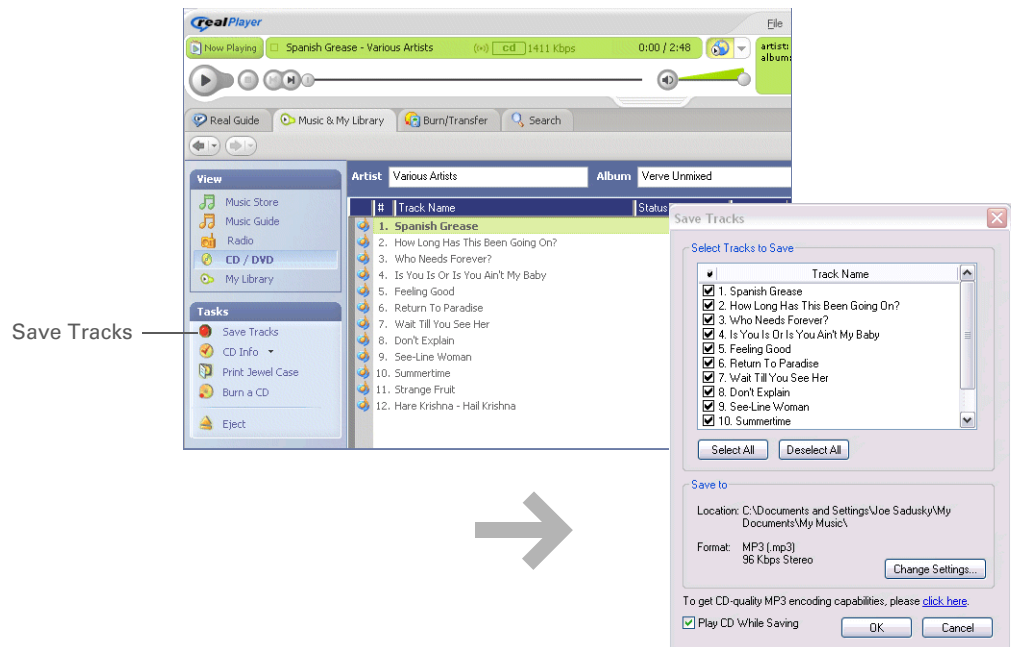
* **Tip**
If you want to select only a few songs, click **Deselect All** and then check the box next to the songs you want to select.

* **Tip**
If you want to download songs from the Real Music Store (U.S. only; additional fees may apply), you need to download and install a special version of RealPlayer that is compatible with Real Music Store files. Go to www.real.com for information.

2

Select the songs you want to add to your library:

- a. Click **Save Tracks**.
- b. Follow the onscreen instructions to select and copy tracks.




➤ Continued

* **Tip**
For tips on using RealPlayer on your computer, go to the Help menu in RealPlayer or visit www.real.com.

3

Prepare your handheld:

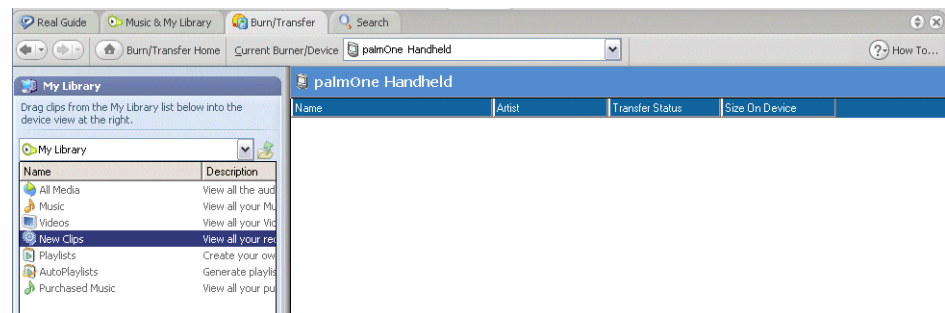
- a. **Go to Favorites** and then select Music .
- b. **Connect your handheld to your computer using the USB sync cable.**

[!] **IMPORTANT** Do not press the HotSync button on your cable.

4

Select the songs you want to transfer:

- a. In RealPlayer on your computer, click Burn/Transfer.
- b. If necessary, select palmOne Handheld from the Current Burn/Transfer Device drop-down list.
- c. Drag the song files you want from the My Library window on the left into the palmOne Handheld window on the right.



➤ **Continued**

*** Tip**

On your handheld, tap Songs to view a list of the songs available for you to play. The songs you just transferred are at the bottom of the list.

5

Transfer the selected songs to your handheld:

- a. Be sure your handheld is on and that RealPlayer is open. If it is, a green Connected light appears in the lower-left corner of RealPlayer on your computer.
- b. Click Start Transfer. When the transfer is complete, the tracks you selected should say "On Device." The files are transferred to the Music folder on your handheld's internal drive.

[!] IMPORTANT Do not press the HotSync button on your cable. RealPlayer is transferring the files, so there's no need to do anything.

↓ Done

Playing music on your handheld

* **Tip**
If RealPlayer reaches the period of inactivity you set before you exit the application, the screen turns off and the music continues playing. To set the period of inactivity, **open the Options menu** and select Preferences. Select an option from the Auto-powersave after pick list, and then select OK. If you exit RealPlayer, it turns off when it reaches the period of inactivity defined in **Power Preferences**.

* **Tip**
Want to stop playing music when you exit RealPlayer? **Open the Options menu** and select Preferences. Uncheck the Enable Background Playback box, and then select OK.

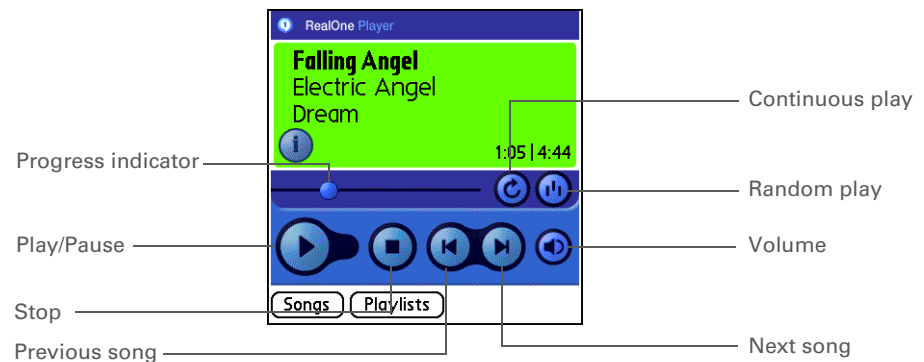
1

On your handheld, **go to Favorites** and then select Music .

2

Select a song to play:

- To play the current song, tap Play.
- To play a different song, tap Songs and select a song from the list.
- To play a song that is not located in the Songs list, **open the menus**, select Play Folder, and navigate to the song you want.

**Done**

RealPlayer continues playing until it reaches the end of your list. It stops playing if you tap Stop or turn off your handheld.

Managing playlists

You can create dozens of playlists with your favorite songs.

Creating a playlist

* **Tip**
For tips on using RealPlayer, [open the Options menu](#) and select Help.

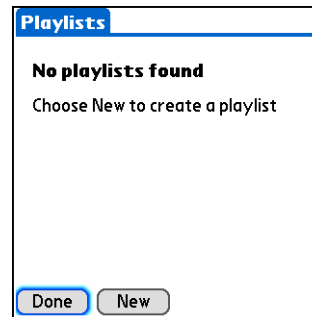
1

On your handheld, **go to Favorites** and then select Music .

2

Open the Edit Playlist screen:

- a. Tap Playlists.
- b. Select New.



3

Enter a name for the playlist.

↘ **Continued**

* **Tip**

To quickly select all the songs in the list, select **Select All**. To quickly deselect all the songs, select **Select None**.

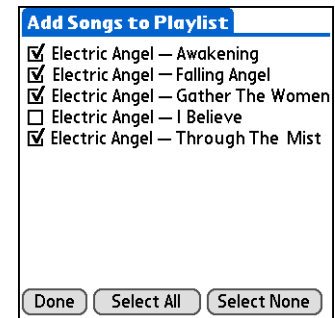
+ **Did You Know?**

The **Add Songs to Playlist** screen displays all songs located in the Music file on your handheld's internal drive.

4

Add songs to the playlist:

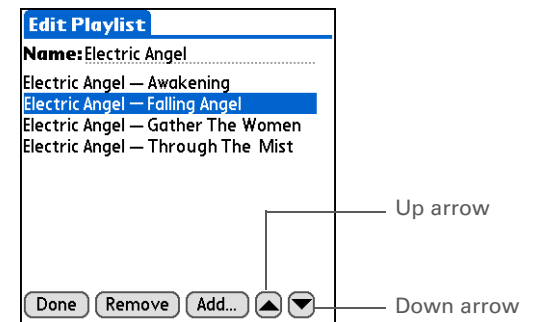
- Select **Add**.
- Check the box next to the songs you want to include on the playlist.
- Select **Done**.



5

Put the songs in the order you want to hear them:

- Select a song you want to move.
- Tap the up or down arrow to move the song up or down one slot.
- Repeat this process until the songs are in the right order.
- Select **Done**.



6

Select **Done**, and then select **Done** again.

↓ **Done**

Playing songs from a playlist

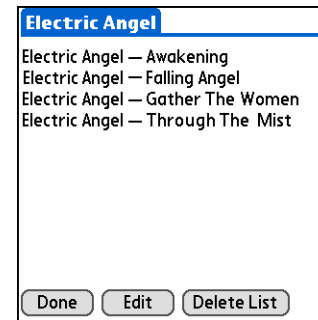
1

On your handheld, **go to Favorites** and then select Music .

2

Select a song from a playlist:

- Tap Playlists.
- Select the playlist you want to play.
- Select the first song you want to play.

**Done**

Your handheld plays the songs in the playlist beginning with the song you selected. After it plays the last song in the list, it stops.

Editing a playlist

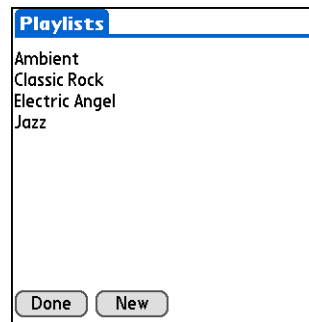
1

On your handheld, **go to Favorites** and then select Music .

2

Open the playlist you want to edit:

- a. Tap Playlists.
- b. Select the playlist you want to edit.
- c. Select Edit.



↘ Continued

3

Select Edit and do any of the following:

Delete a song Select a song and tap Remove to delete the song from the playlist.

Add a song Tap Add, check a song's box, and then tap Done.

Move a song Select a song and select the up or down arrow to move the song up or down one slot.

4

Select Done, and then select Done two more times.

↓ Done

Deleting a playlist

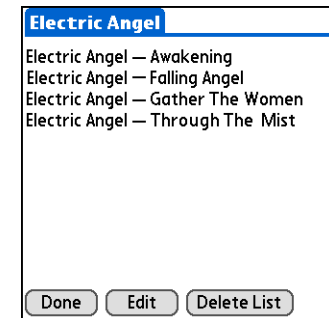
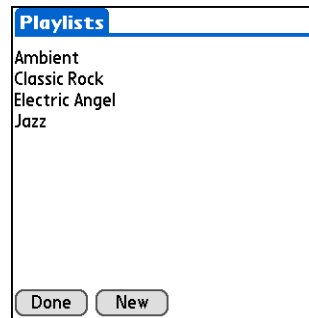
1

On your handheld, **go to Favorites** and then select Music .

2

Open the playlist you want to delete:

- a. Tap Playlists.
- b. Select the playlist you want to delete.

**3**

Delete the list:

- a. Select Delete List.
- b. Select Yes in the confirmation dialog box.
- c. Select Done.

↓ Done

Viewing song info

You can view details for the song that is currently playing.

1

On your handheld, **go to Favorites** and then select Music .

2

Select a song to play and view:

- To play and view the current song, tap Play.
- To play and view a different song, tap Songs and select a song from the list.
- To play and view a song that is not located in the Songs list, **open the menus**, select Play Folder, and navigate to the song you want.

↘ **Continued**

Information icon




+ Did You Know?

You can also view song details by [opening the Music menu](#) and selecting Song Details.

3

Open the Song Details dialog box:

- a. Select the information icon  on the song screen.
- b. After you finish viewing the info, select Done.

 Done



Working with RealPlayer on your computer

WINDOWS ONLY

Use RealPlayer on your computer to play and manage your songs. Check out the online Help in RealPlayer to learn how to use RealPlayer on your computer. The online Help includes info about the following topics:

- Learning about the parts of the RealPlayer window
- Finding media
- Playing media
- Saving and burning media
- RealPlayer premium services
- Preferences
- Troubleshooting

To open RealPlayer on your computer, double-click the RealPlayer icon on the Windows desktop.

My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/mytungstent5.

Support

If you're having problems with RealOne Mobile Player or RealOne Player on your computer, go to www.real.com.

Related topics

Click the link below to learn about these related topics:

Expansion Cards

- Inserting and removing expansion cards
- Naming expansion cards
- Viewing the contents of a card

Managing Info

- Installing the RealPlayer software on your computer
- Using palmOne™ Quick Install and the Send To Handheld droplet

Common Questions

Answers to frequently asked questions about RealPlayer

Managing Your Tasks

In this chapter

[Creating a task](#)

[Organizing your tasks](#)

[Marking a task complete](#)

[Deleting tasks](#)

[Customizing your Tasks list](#)

[Working with Tasks on your computer](#)

[Related topics](#)

Some of the most successful people in the world are also the busiest. When asked how they manage to do it all, busy people usually say, “I make lists.” The Tasks application on your handheld is the perfect place to make a list of the things you need to do.



Benefits of Tasks

- Set priorities
- Track deadlines
- Stay focused

Creating a task

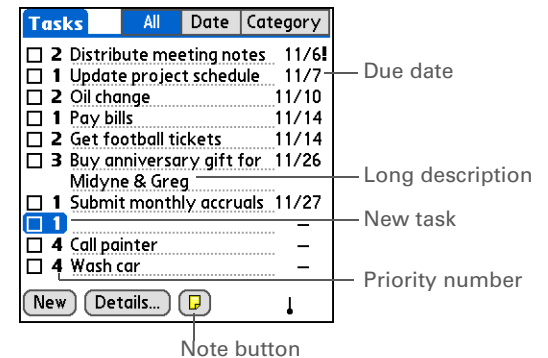
* **Tip**
If no task is currently selected, you can create a new task by **writing Graffiti® 2 characters** in the **input area**.

* **Tip**
Add a note to a task. Select the Note button, enter the note text, and then select Done.

+ **Did You Know?**
You can **organize your tasks** by filing them into categories. You can also **mark tasks as private** to hide them from prying eyes.

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

2 Create a task:
a. Select New.
b. Enter a description of the task.



3 **[&] OPTIONAL** Assign a priority and due date:

- Select the priority number, and then from the pick list select a number 1–5. 1 indicates the most important task.
- Select the due date and select a date from the list, or select Choose Date to select a date from the calendar.

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

Setting an alarm

[!] Before You Begin

Create a task and assign it a due date. A task must have a due date before you can set an alarm.


* Tip

You can customize the alarm sound for your tasks in the Task Preferences dialog box.

+ Did You Know?

When you set an alarm, a little alarm clock appears to the right of the task description.

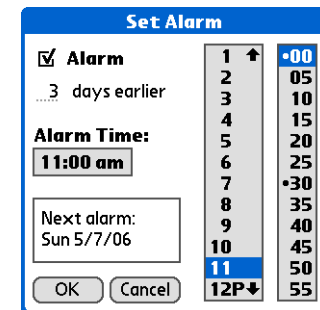
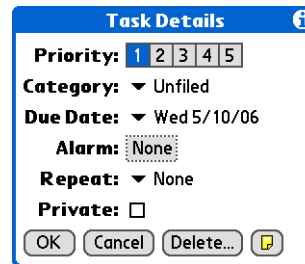
1

Go to Applications and select Tasks .

2

Open the Set Alarm dialog box:

- Select the task you want to assign an alarm to.
- Select Details.
- Select the Alarm box.



↘ Continued

3

Set the alarm:

- a. Check the Alarm box.
- b. Enter how many days before the due date you want the alarm to sound.
- c. Select the time columns to set the time the alarm sounds.
- d. Select OK, and then select OK again.


↓ Done

*** Tip**

To select intervals such as the 2nd Tuesday of every month or the 3rd Thursday in November of every year, see [Scheduling a repeating task—unusual interval](#).

Scheduling a repeating task—standard interval

Repeating tasks are a great way to add tasks that happen over and over again, like taking out the trash every Thursday night or making monthly mortgage or rent payments.

1**Go to Applications** and select Tasks .**2**

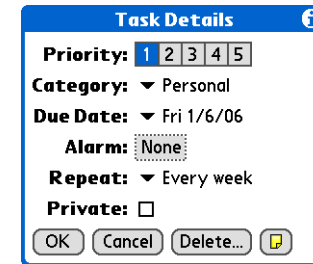
Enter the task you want to repeat and assign it a due date.

↘ Continued

3

Set the repeat interval:

- a. Select the task description, and then select Details.
- b. Select the Repeat pick list and select how often the task repeats: Daily until, Every week, Every other week, Every month, or Every year.



Task Details ⓘ

Priority: 1 2 3 4 5

Category: ▼ Personal

Due Date: ▼ Fri 1/6/06

Alarm: None

Repeat: ▼ Every week

Private:

OK Cancel Delete... ⓘ

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


- c. Select OK.

↓ Done

Scheduling a repeating task—unusual interval

For tasks that don't fit neatly into the preset repeat intervals, you can set up your own repeat intervals. For example, enter tasks for paying a quarterly insurance bill or a credit card bill that is due every 28 days, or changing your smoke detector battery every six months.

1

Go to Applications and select Tasks .

2

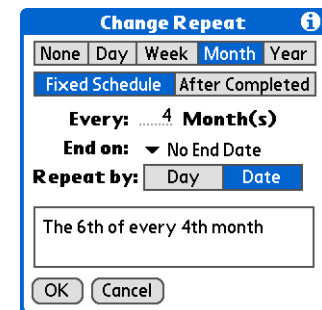
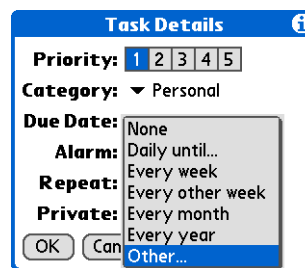
Enter the task you want to repeat and assign it a due date.

3

Open the Change Repeat dialog box:

a. Select Details.

b. Select the Repeat pick list and select Other.



↘ Continued

*** Tip**

To schedule an annual task, such as decorating for a holiday on the first Sunday of a particular month, select Month as the repeat unit, enter 12 on the Every line, and then select Day as the Repeat By setting.

4

Set the repeat interval:

- a. Select Day, Week, Month, or Year as the repeat unit.
- b. Select Fixed Schedule to base the due date on the due date of the current task, or select After Completed to base the due date on the date you complete this task. With this option if you complete this task early or late, the due date for the next task adjusts accordingly.
- c. Select the Every line and enter the frequency at which the task repeats.
- d. Select the End on pick list and select an end date, if needed.
- e. If you selected Fixed Schedule in step b and Week in step a, select the day of the week the task repeats. If you selected Fixed Schedule in step b and Month in step a, select Day to select the week within the month, such as the 4th Thursday, or select Date to select the same date within the month, such as the 15th.
- f. Select OK.

↓ Done

Organizing your tasks


Sometimes you want to look at all the things you need to do, while at other times you want to see only certain types of tasks.

+ Did You Know?
Overdue tasks have an exclamation point (!) next to the due date.

*** Tip**
Your Task Preferences settings control which tasks appear in the Tasks list, such as completed or due tasks. To change these settings, open the Options menu and select Preferences.

*** Tip**
Create a new category for tasks by selecting Edit Categories in the Category pick list.

1

Go to Applications and select Tasks .

2


In the Tasks list, select one of these options:

All Displays all your tasks.


Date Displays tasks that are due in a specific time frame. Select the pick list in the upper-right corner of the screen to select Due Today, Last 7 Days, Next 7 Days, or Past Due.

Category Displays tasks that are assigned to the selected category. Select the pick list in the upper-right corner to select a different category.


Tasks	All	Date	Category
<input type="checkbox"/> 2 Distribute meeting notes		11/6!	
<input type="checkbox"/> 1 Update project schedule		11/7	
<input type="checkbox"/> 2 Oil change		11/10	
<input type="checkbox"/> 1 Pay bills		11/14	
<input type="checkbox"/> 2 Get football tickets		11/14	
<input type="checkbox"/> 3 Buy anniversary gift for Midyne & Greg		11/26	
<input type="checkbox"/> 1 Submit monthly accruals		11/27	
<input type="checkbox"/> 4 Call painter		-	
<input type="checkbox"/> 4 Wash car		-	

New Details... 

Tasks	All	Date	Category
<input type="checkbox"/> 2 Distribute meeting notes		Due Today - 1	
<input type="checkbox"/> 1 Update project schedule		Last 7 Days - 2	
		Next 7 Days - 3	
		Past Due - 1	

New Details... 

Tasks	All	Date	Category
<input type="checkbox"/> 2 Distribute meeting notes			Business
<input type="checkbox"/> 1 Update project schedule			Personal
<input type="checkbox"/> 1 Submit monthly accruals			Unfiled
			Edit Categories...

New Details... 

↓ Done


Marking a task complete

You can check off a task to indicate that you've completed it.

* Tip

You can set Task Preferences to record the date that you finish your tasks, and you can show or hide finished tasks. To change these settings, **open the Options menu** and select Preferences.

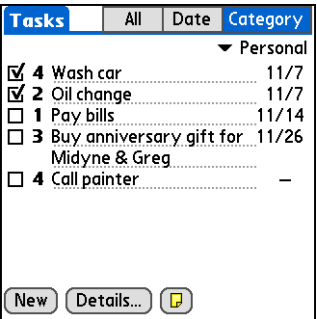
1

Go to Applications and select Tasks .

2

Check the box on the left side of the task.

↓ Done



Tasks	All	Date	Category
▼ Personal			
<input checked="" type="checkbox"/> 4	Wash car	11/7	
<input checked="" type="checkbox"/> 2	Oil change	11/7	
<input type="checkbox"/> 1	Pay bills	11/14	
<input type="checkbox"/> 3	Buy anniversary gift for Midyne & Greg	11/26	
<input type="checkbox"/> 4	Call painter	-	

NOTE Palm® Desktop software and Microsoft Outlook handle completed repeating tasks differently. Palm Desktop software checks off all overdue instances of the task, and Microsoft Outlook checks off only the oldest instance of the task.


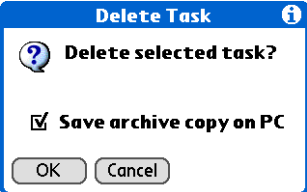
Deleting tasks

If a task is cancelled, you can delete it from your Tasks list. When you delete a repeating task, you delete all other instances of the task. You can also delete all your completed tasks.

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

* **Tip**
If you save an archive copy of your deleted tasks, you can refer to them later by importing them.


Deleting a specific task

1	Go to Applications and select Tasks  .
2	Select the task you want to delete.
3	<p>Open the Delete Task dialog box:</p> <ol style="list-style-type: none"> Open the menus. Select Delete Task on the Record menu. 
4	[&] OPTIONAL Check the box to save an archive copy of the task on your computer.
5	Select OK. ↓ Done

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

Deleting all your completed tasks

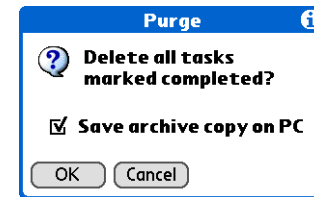
1

Go to Applications and select Tasks .

2

Open the Purge dialog box:

- Open the menus.**
- Select Purge on the Record menu.

**3**

[&] OPTIONAL Check the box to save an archive copy of your completed tasks on your computer.

4

Select OK.


↓ Done

Customizing your Tasks list

+ **Did You Know?**
Calendar's Agenda View also displays your tasks.

Control which tasks show up in the Tasks list and how they are sorted. These settings also affect tasks in Calendar's Agenda View. You can also choose the alarm sound for your tasks.

1

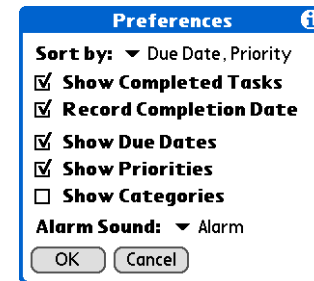
Go to Applications and select Tasks .

2

Open the Preferences dialog box:

- a. **Open the menus.**
- b. Select Options, and then select Preferences.

➤ **Continued**



3

Change any of the following settings, and then select OK:

Sort by Select the order in which the tasks appear in the Tasks list.

Show Completed Tasks Display your finished tasks in the Tasks list. If you turn off this setting, your finished tasks disappear from the list when you check them off, but they stay in your handheld's memory until you purge them.

Record Completion Date Replace the due date you assign to a task with the date you really complete and check off the task. If you don't assign a due date to a task, the completion date still records when you complete the task.

Show Due Dates Display each task's due date in the list (if you assigned one), and display an exclamation point next to each task that is overdue.

Show Priorities Show the priority setting for each task in the list.

Show Categories Show the category for each task in the list.

Alarm Sound Select a sound for the alarms you assign to your tasks.

 Done

Working with Tasks on your computer

Use Tasks on your computer to view and manage your tasks. Check out the online Help in Palm Desktop software to learn how to use Tasks on your computer. The online Help includes info about the following topics:

- Learning about the parts of the Tasks window
- Entering, editing, and deleting tasks
- Creating repeating tasks
- Marking tasks private
- Showing, masking, and hiding private tasks
- Assigning tasks to categories
- Printing your task list
- Selecting how to view tasks
- Sorting tasks by due date, priority level, or categories

WINDOWS ONLY

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

MAC ONLY

To open Tasks on your computer, double-click the Palm Desktop icon in the Palm folder, and then click To Dos.

My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/mytungstent5.

Support

If you're having problems with Tasks or with anything else on your handheld, go to www.palmOne.com/support/tungstent5.

Related topics

Click a link below to learn about these related topics:

VersaMail

Sending tasks as attachments to email messages

Sharing

- Beaming tasks to other Palm Powered devices
- Sending tasks to other Bluetooth® devices by using Bluetooth wireless technology on your handheld
- Synchronizing with Palm Desktop software and Outlook

Privacy

Keeping tasks private by turning on security options

Categories

Organizing tasks by type

Common Questions

Answers to frequently asked questions about Tasks

Writing Memos

In this chapter

[Creating a memo](#)

[Viewing and editing a memo](#)

[Moving memos in your memos list](#)

[Deleting a memo](#)

[Working with Memos on your computer](#)

[Related topics](#)

Your handheld contains applications for storing the most common types of information: contact names and numbers, appointments, and so on. Memos is the tool to use for capturing information that is meaningful to you but does not fall into one of these categories. From meeting notes to recipes and favorite quotations, Memos provides a quick and easy way to enter, store, and share your important information.




Benefits of Memos

- Store essential but hard-to-remember information
- Easily retrieve and share information

Creating a memo

* **Tip**
In the Memos list, you can also just start writing to create a new memo. The first letter is automatically capitalized.

* **Tip**
Use **Phone Lookup** to quickly add a name and phone number to a memo.

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

2 Create a memo:

a. Select New.

Memos ▼ All

- 1. Power Tips
- 2. Action Items 11/5
- 3. Quote of the Day
- 4. Birthday Wish List
- 5. Edits for Draft 2
- 6. Hot New Restaurants

New

→

Memo ◀ 5 of 5 ▶ Unfiled

.....

.....

.....

.....

.....

.....

.....

Done Details ↓

b. Enter your memo. Select Enter on the onscreen keyboard or draw the Graffiti® 2 writing Return stroke / to move to a new line in the memo.

c. Select Done.


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

Viewing and editing a memo

* **Tip**
The Memos list shows the first line of each memo, so make sure that first line is something you will recognize.

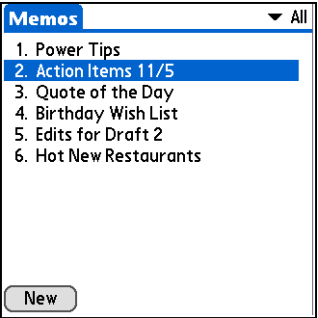

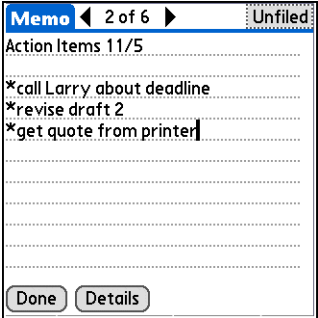
+ **Did You Know?**
You can connect your handheld to a portable keyboard and type your memos on the go without carrying around a heavy laptop. You can purchase a variety of portable keyboards. Visit www.palmOne.com/mytungstent5 and click the Accessories link.

* **Tip**
You can **change the size of the text** in Memos to enhance readability.


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

2 View or edit the memo:

a. In the Memos list, select the memo you want.

b. Read or edit the memo, and then select Done.


 Done

Moving memos in your memos list

You can move memos up or down in your memos list. For example, you might want to keep all memos on a certain topic grouped together.

- + Did You Know?**
If you use Palm® Desktop software for synchronizing, you can send a memo to your computer by **synchronizing**, and then open the memo on your computer in an application such as Microsoft Word for further editing, formatting, and so on. Right-click the memo on your computer, click Send To, and then select the application to which you want to send the memo.

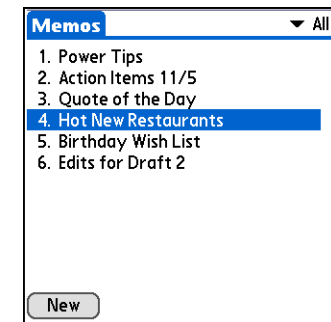
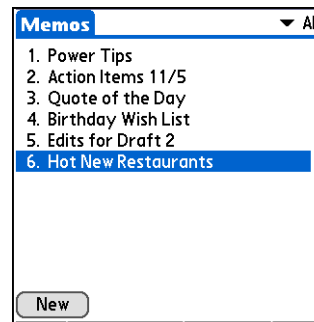
1

Go to Applications and select Memos .

2

Move a memo:

- a. Locate the memo you want.




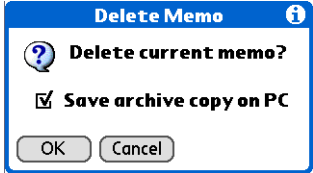

- b. Move the memo up or down by dragging the stylus across the screen. A black dotted line appears to represent the memo you are moving.
- c. When the line is in the location you want for your memo, lift the stylus.

 Done

Deleting a memo

* Tip

Need to retrieve that holiday recipe you stored? If you save an archive copy of your deleted memos, you can refer to them later by importing them.

- 1** **Go to Applications** and select Memos .
- 2** Open the Delete Memo dialog box:
 - Locate the memo you want.
 - Open the menus.**
 - Select Delete Memo on the Record menu.
- 3** **[&] OPTIONAL** Check the box to save an archive copy of the memo on your computer.
- 4** Select OK.
 Done

*** Tip**

You can copy the text of a memo and paste it into a new Word file in **Documents** on your handheld. Edit the text in Documents, save it as a Microsoft Word file, and then send the file to your computer by **synchronizing** so you can view and edit it in Word.

Working with Memos on your computer

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

- Viewing, copying, and deleting memos
- Editing memo details
- Marking memos private
- Showing, masking, and hiding private memos
- Printing memos
- Changing between the list and single memo views
- Adding a date and time stamp to a memo
- Organizing memos into categories
- Sorting memos
- Sharing memos

WINDOWS ONLY

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

MAC ONLY

To open Memos on your computer, launch Palm Desktop software from the Palm folder, and then select Memos.

My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/mytungstent5.

Support

If you're having problems with Memos or with anything else on your handheld, go to www.palmOne.com/support/tungstent5.

Related topics

Click a link below to learn about these related topics:

Moving Around

- Opening applications
- Using menus

Entering Information

Adding a phone number or other contact information to a memo using Phone Lookup

Categories

Organizing memos by arranging them into categories and sorting them

Privacy

Keeping memos private by turning on security options

Sharing

- Beaming memos to other Palm Powered devices
- Sending memos to other Bluetooth® devices using the Bluetooth wireless technology on your handheld
- Synchronizing with Palm Desktop software and Outlook

VersaMail

Sending memos as attachments to email messages

SMS

Sending memos as part of a text message

Common Questions

Answers to frequently asked questions about Memos

Writing Notes in Note Pad

In this chapter

[Creating a note](#)

[Viewing and editing a note](#)

[Deleting a note](#)

[Working with Note Pad on your computer](#)

[Related topics](#)

Need to jot down a phone number or a reminder to yourself? Avoid fumbling for scraps of paper, and write important reminders in Note Pad. You can use Note Pad to do everything you might do with a piece of paper and a pencil. Note Pad gives you a place to draw freehand and take notes in your personal handwriting, which is even faster and more flexible than creating a memo on your handheld.



Benefits of Note Pad

- No learning curve
- Capture information in the moment
- A picture is worth a thousand words
- See reminders when you set alarms

Creating a note

[!] Before You Begin

Make sure **full-screen writing is turned off**. You cannot create or edit notes in Note Pad when full-screen writing is on.


* Tip

Select the pen selector to change the pen width or to select the eraser. To clear the screen completely, select the note (anywhere but the title), **open the Edit menu**, and select Clear Note.

+ Did You Know?

Prevent others from viewing your notes by **marking them as private**.

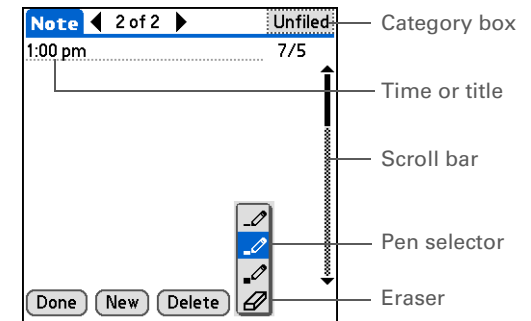
1

Go to Applications and select Note Pad .

2

Create a note:

- Use the stylus to write your note directly on the handheld screen.
- Select the time at the top of the screen and enter a title using **Graffiti® 2 writing** or the **onscreen keyboard**.



3

[&] OPTIONAL Assign the note to a category by selecting the Category box in the upper-right corner, and then selecting a category.

4

Select Done.




Done

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

Choosing the pen and paper (background) colors

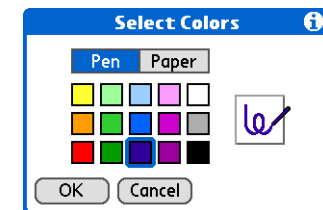
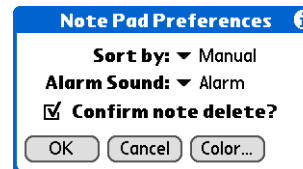
1

Go to Applications and select Note Pad .

2

Open the Select Colors dialog box:

- a. Select Done to display the Note Pad list.
- b. **Open the menus.**
- c. Select Options, and then select Preferences.
- d. Select Color.



↘ Continued

3

Select the pen and paper colors:


- a. Select Pen, and then select the ink color you want to use.
- b. Select Paper, and then select the background color you want to use.
- c. Select OK, and then select OK again.

↓ Done

- * **Tip**
 Change the alarm sound by **opening the Options menu**, selecting Preferences, and then selecting a sound from the Alarm Sound pick list.

Setting an alarm

To use a note as a reminder, set an alarm for that note.

1 **Go to Applications** and select Note Pad .

2 Open the note:

- a. Select Done to display the Note Pad list.
- b. Select the note you want to set an alarm for.


Note Pad		All
1. Welcome to Note Pad	7/2	
2. Groceries	7/5	
3. Bob	7/5	
4. Flowers	7/5	
5. Bank	7/5	

New

→

Note	2 of 5	Errands:
Groceries	7/5	

Milk
Eggs
Bread
Lettuce

Done New Delete 

↙ Continued

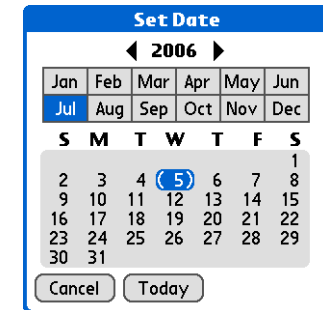
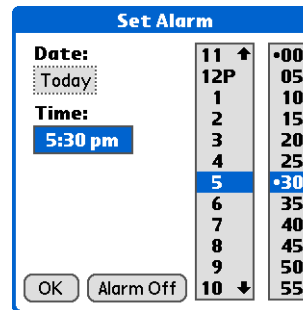
* Tip

You can also open the Set Alarm dialog box by selecting a note and tapping the right edge of the screen next to the note title.

3

Set the alarm:

- a. **Open the menus.**
- b. Select Options, and then select Alarm.
- c. Select the Date box, and then select the year, month, and date you want the alarm to sound.




- d. Select the time you want the alarm to sound.
- e. Select OK.


↓ Done

Viewing and editing a note


- * **Tip**
Sort the Note Pad list alphabetically, by date, or manually. **Open the Options menu**, select Preferences, and then select the Sort by pick list.
- If you sort manually, you can rearrange the list by dragging notes to another position in the list.

- 1 **Go to Applications** and select Note Pad .
- 2 Open the note:
 - a. Select Done to display the Note Pad list.
 - b. Select the note you want to view or edit.

Note Pad		All
1. Welcome to Note Pad	7/2	
2. Groceries	7/5	
3. Bob	7/5	
4. Flowers	7/5	
5. Bank	7/5	




Note	2 of 5	Errands
Groceries	7/5	
Milk Eggs Bread Lettuce		
- 3 Read or edit the note, and then select Done.

 Done

Deleting a note

- * **Tip**
You can also delete a note by **opening the Record menu** and selecting Delete Note.
- * **Tip**
Want to get rid of those deletion confirmation messages? **Open the Options menu**, select Preferences, and then **uncheck the Confirm note delete box**.

1 **Go to Applications** and select Note Pad .

2 Open the note:

- a. Select Done to display the Note Pad list.
- b. Select the note you want to delete.


Note Pad		All
1. Welcome to Note Pad	7/2	
2. Groceries	7/5	
3. Bob	7/5	
4. Flowers	7/5	
5. Bank	7/5	

New

→

Note	2 of 5	Errands
Groceries	7/5	

Milk
Eggs
Bread
Lettuce

Done New Delete 

3 Select Delete, and then select OK to confirm deletion.

↓ Done

Working with Note Pad on your computer

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

- Learning about the parts of the Note Pad window
- Viewing, copying, and deleting notes
- Editing note details and titles
- Setting an alarm for a note
- Marking notes private
- Showing, masking, and hiding private notes
- Printing notes
- Changing between the List and note Preview views
- Sorting notes
- Sharing notes

WINDOWS ONLY

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

MAC ONLY

To open Note Pad on your computer, double-click the Note Pad icon in the Palm folder.

My Handheld

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Support

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Related topics

Click a link below to learn about these related topics:

Moving Around

- Opening applications
- Using menus

Sharing

- Beaming notes to other Palm Powered devices
- Sending notes to other Bluetooth® devices by using Bluetooth wireless technology on your handheld

VersaMail

Sending notes as attachments to email messages

Privacy

Keeping notes private by turning on security options

Categories

Creating categories so you can organize notes

Common Questions

Answers to frequently asked questions about Notes

Connecting Wirelessly to Other Devices

In this chapter

[What can I do with the built-in Bluetooth technology?](#)

[Entering basic Bluetooth settings](#)

[Setting up a phone connection](#)

[Accessing email and the web wirelessly](#)

[Setting up a connection for wireless synchronization](#)

[Setting up a connection to your Windows desktop computer](#)

[Setting up a connection to a network](#)

[Creating trusted pairs](#)

[Setting advanced Bluetooth features](#)

[Related topics](#)

Your handheld helps keep your world organized by storing contact information, recording appointments, and so on. Now your handheld can actually connect you to the world—wirelessly, using Bluetooth® wireless technology. Need to make a phone call? Select the number in Contacts, and your mobile phone begins dialing. How about browsing the web or sending an email message from your handheld—without a cable?

Your handheld's built-in Bluetooth functionality helps you easily set up wireless connections to a number of devices so you can enjoy the convenience of cable-free connectivity.



Benefits of your handheld's Bluetooth technology

- Connect to your Bluetooth phone to send text or email messages or to access the web
- Reduce cable clutter by synchronizing wirelessly
- Connect to other devices, such as cameras and other handhelds, to share files wirelessly

» Key Term

Bluetooth Technology that enables devices such as handhelds, mobile phones, and computers to connect wirelessly to each other.

[!] Before You Begin

Any device you connect to must also be a Bluetooth device. Check the user guide for your device to enable the Bluetooth features.

What can I do with the built-in Bluetooth technology?

Connect to your Bluetooth phone to send text or email messages or to access the web.

Whether you access the Internet or your email account, or send text messages, once a week or constantly throughout the day, wireless connectivity means that you can go online or share files anytime by connecting via your mobile phone or your laptop connected to the Internet.

Reduce cable clutter by synchronizing wirelessly. Imagine your desk and workstation without cable clutter. Bluetooth technology on your handheld replaces many of the connecting cables with a wireless connection for tasks such as synchronizing your handheld with your computer.

Connect to other devices, such as cameras and other handhelds, to share files wirelessly.

Wouldn't it be great if you could send files such as photos to another handheld? Use the built-in Bluetooth technology to set up connections to devices within approximately 30 feet of your handheld.

What types of connections can I make?

With Bluetooth technology, you can make the following connections:

- Connect to your computer wirelessly to synchronize your handheld.
- Access the Internet or an email account using your mobile phone. In order to use a mobile phone, you must dial your ISP or sign up for an account with a high-speed wireless carrier.
- Send and receive text messages using your mobile phone.
- Share files by forming a trusted pair with a Bluetooth device, such as a camera, handheld, or printer.
- Browse the Internet or access your email account by linking through your desktop computer's network connection or establishing a connection to a Bluetooth LAN Access Point.

What is device discovery?

Discovery is the process in which your handheld searches for other Bluetooth devices within its range (approximately thirty feet). As each device is discovered, it shows up in your Discovery Results. After you find the devices you are looking for, you can select the devices with which you want to connect.

The Bluetooth application on your handheld can be turned on and off, and the application has a Discoverable setting that can also be turned on and off. The following is a description of setting combinations and the resulting discovery states:

Bluetooth Off: When the Bluetooth setting is off, other users cannot discover your handheld. This is similar to locking your door with a dead bolt and a security chain, and disabling the doorbell. When Bluetooth is off, you cannot access the Discoverable setting.

Bluetooth On and Discoverable No: When your handheld and Bluetooth are on and the Discoverable setting is set to No, you can receive connections only from devices with which you have previously formed a trusted pair. This is similar to locking your door with a dead bolt and disabling the doorbell, but any friends who already have the key can enter. By default, the Discoverable setting is enabled when Bluetooth is on.

Bluetooth On and Discoverable Yes: When your handheld is on, Bluetooth is on, and the Discoverable setting is set to Yes, you can receive connections from *any* Bluetooth device. You are automatically connected with devices with which you have previously communicated, but you can refuse invitations to connect with unrecognized devices. This is similar to locking your front door with a dead bolt and enabling the doorbell. Friends who already have the key can enter freely, and if someone without a key rings the bell to request a connection, you can choose to open the door or ignore the request.

Entering basic Bluetooth settings


» Key Term

Discoverable Setting that allows other Bluetooth devices to find and connect with your handheld. Your handheld must be on to be **discoverable**.

* Tip

If you are trying to conserve battery life, turn Discoverable mode off.

1

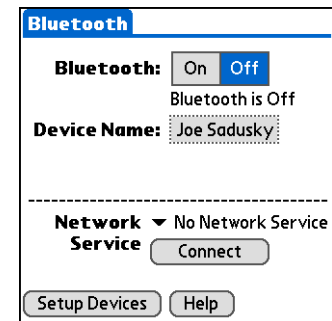
Go to Favorites and select Bluetooth .

2

Enter the basic Bluetooth settings:

- Select On.
- Select the Device Name field and enter a name for your handheld. This is the name other Bluetooth devices see when they connect to your handheld. By default it is the username you use during synchronization, but you can change it.
- Select the Discoverable pick list and select Yes or No.

 Done



Setting up a phone connection

[!] Before You Begin


If you have an IR phone, you must download the Phone Link application from the web. Go to <http://www.palmOne.com/us/support/downloads/phonelink.html> to download the software. You can also launch the above link from Phone Link Updater in the palmOne folder located under the Windows Start Programs menu.

» Key Term

Trusted pair Two devices—for example, your handheld and your mobile phone—that can connect to each other because each device can find the same passkey on the other device. Once you form a trusted pair with a device, you do not need to enter a passkey to connect with that device

[!] **IMPORTANT** To use Bluetooth Manager to set up a phone connection, you must have a GSM mobile phone that is optionally enabled with GPRS data services.

This is how you form a trusted pair between your handheld and your mobile phone. Once you have set up the trusted pair connection, you automatically connect to your phone when you want a Bluetooth connection.

1	<p>Go to Favorites and select Bluetooth .</p>
2	<p>Open the Phone Setup dialog box.</p> <ol style="list-style-type: none"> Select Setup Devices. Select Phone Setup. Select Phone Connection. Select Next. <p>↘ Continued</p>

Phone Setup i

Select a phone to connect to:

Manufacturer: ▼ -Select-

*** Tip**

If you receive a message that your phone is not ready to accept a connection, check to make sure that your phone is prepared to make a Bluetooth connection. See the instructions included with your phone.

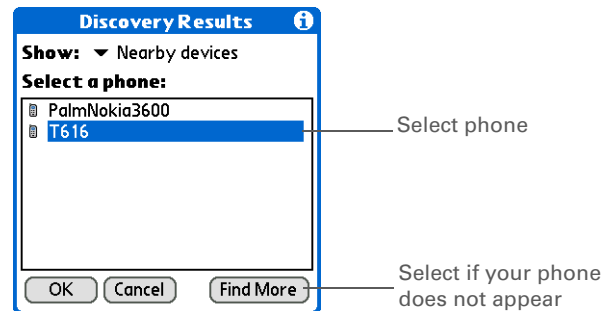
3

Select the phone you want to connect to:

- a. Select the Manufacturer and Model pick lists, select the correct entries for your phone, and then select Next.
- b. The Connection Setup screen displays all Bluetooth phones within range. If your phone did not show up on the discovery results, select Find More to search again.

If the phone still does not appear on the list, go to www.palmOne.com/us/support/downloads/phonelink.html to download the driver for your phone, and then go to step 4.

- c. Select the phone you want, select OK, and then select Next again.



↘ Continued

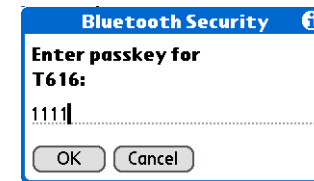
» Key Term

Passkey Like a password, the passkey is a security measure. Your handheld can only connect with a device that has the same passkey. For example, to connect to your mobile phone, you need to enter the same passkey on your handheld and on your phone.

4

Enter a passkey:

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



[!] IMPORTANT You must enter the same passkey on your handheld and your mobile phone in order to connect to your phone.

- b. Select OK.

5

Select Done to finish phone connection setup.

➤ Continued

» Key Term

GPRS Acronym for General Packet Radio Service, a method of sending information wirelessly at high speeds. Select Yes in step 7 only if you have a GPRS account for your mobile phone.

6

Determine if you want to be set up with a network:

- Select Yes to begin network setup. Go to step 7.
- Select No if you want to use your phone connection only to **dial phone numbers from your handheld** or **send text messages**. You have finished setup.

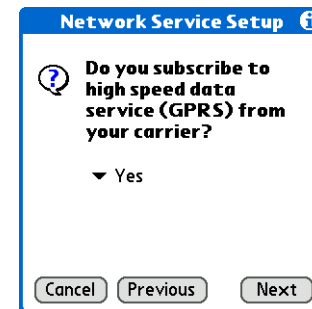


7

Begin network setup:

- If you select Yes, go to step 8.
- If you select No, go to step 9.
- Select Next.

↘ Continued



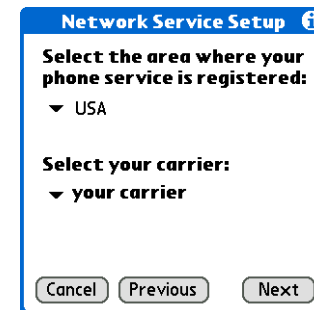
*** Tip**

Contact your ISP (for example, AOL or Earthlink) or your wireless carrier (for example, Orange or Cingular) if you are not sure about these settings.

8

If you selected Yes in step 7:

- a. Select the pick lists and select the correct information for your cellular carrier.
- b. Select Next, and then select Done.

**9**

If you selected No in step 7:

- a. Select Next.
- b. Enter the phone number you use to dial in to your ISP and the username for your dial-up account.
- c. Select the Password box, enter your account password, and select OK. This is the password you use to access your dial-up account.
- d. Select Next, and then select Done.

↓ Done

You now have set up your phone connection to browse the web and send and receive email messages.

Accessing email and the web wirelessly

After you set up a connection with a mobile phone, you can send and receive email or browse the web wirelessly using this connection.

NOTE Bluetooth functionality must be on if you want to use wireless features. You must also **set up an email account** on your handheld before you can send or receive email messages.

+ Did You Know?

You can tap Bluetooth on the status bar to quickly open the Bluetooth settings screen from any application on your handheld.

* Tip


You can also check the Bluetooth indicator next to the battery indicator at the top of Favorites or Applications view to see if Bluetooth is on.

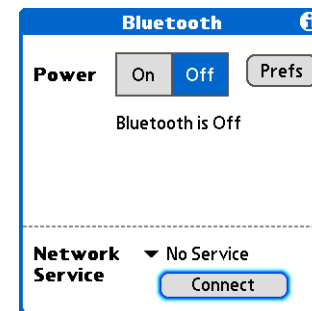
1

Open the **email application** or the **web browser**.

2

Verify Bluetooth status:

- Tap Bluetooth  on the status bar to open the Bluetooth settings screen. You can select the icon even if it is dimmed (meaning that Bluetooth is currently off).
- Make sure On is selected.



↘ Continued

» Key Term

Service Way of connecting to a mobile phone to send information wirelessly, for example, through a high-speed (GPRS) carrier or a dial-up account with an Internet service provider (ISP).

*** Tip**

When you **enter a URL** in Web Pro or select **Get and Send** in the VersaMail® application, a connection automatically initiates with the last used service.

3

Connect to your phone:


- a. Select the Service pick list and select the service that you want to use to connect to the Internet. If you **set up a phone connection**, the name of the service you configured is listed.
- b. Select Connect.

**Done**

You are now ready to **send and receive email messages** or to **browse the web**.

Setting up a connection for wireless synchronization

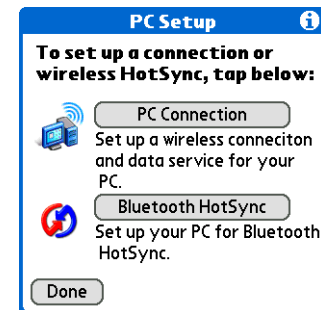
1

Go to Favorites and select Bluetooth .

2


Open the PC Setup dialog box:

- Select Setup Devices.
- Select PC Setup.
- Select Bluetooth HotSync.
- Select Next.

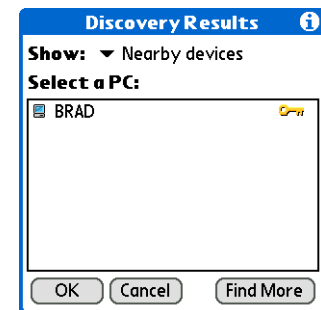


3

Select a computer and select Next.

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

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



➤ **Continued**

*** Tip**

To synchronize with your computer, go to HotSync Manager and select the pick list below the HotSync icon to select your computer from the list. Select the HotSync icon to begin synchronization.


4

Set up a connection for wireless synchronization:

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

To launch HotSync® Manager on your computer, click the HotSync Manager icon on the task bar in the lower-right corner of your computer screen.

- b. Select Launch HotSync in step 4.




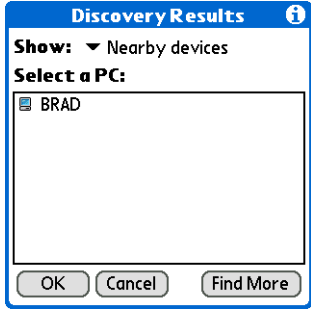
- c. Select HotSync  to synchronize your handheld with your computer.

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

Setting up a connection to your Windows desktop computer

* **Tip**
Once you have set up your PC as a trusted device, you can set up your handheld and desktop computer to **synchronize wirelessly**.

* **Tip**
To access the Internet through the desktop computer's network connection, you must allow Internet Sharing on your computer. For more information, see the documentation that came with the computer or the operating system.

1	<p>Go to Favorites and select Bluetooth .</p>
2	<p>Open the PC Setup dialog box:</p> <ol style="list-style-type: none"> Select Setup Devices. Select PC Setup. Select PC Connection Select Next. 
3	<p>Select a PC and select OK.</p> <p>The Discovery icon  appears to indicate that the discovery process is active.</p> <p>If your PC did not show up on the discovery results, select Find More to search again.</p> <p>➤ Continued</p> 

*** Tip**

To access the Internet through the desktop computer's network connection, you must allow Internet Sharing on your computer. For more information, see the documentation that came with the computer or the operating system.

4

Choose to add the PC as a trusted device or not:

Yes Go to step 5.

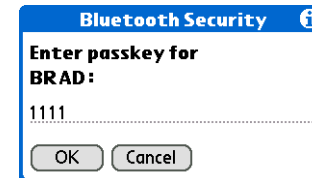
No Go to step 6.

5

[&] OPTIONAL Create a trusted connection.

a. Select Next.

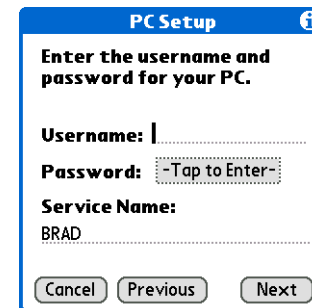
b. Enter the passkey number for your PC and select OK.

**6**

[&] OPTIONAL Set up your PC username and password:

a. Enter the username and password for your PC and select Next.

b. If you don't want to use a username and password, leave the fields blank and select Next.

**7**

Select Done.

↓ Done

Setting up a connection to a network


[!] Before You Begin

You must get the passkey, username, and password for the LAN from the system administrator.

» Key Term

LAN Acronym for *local area network*. LAN refers to a local network that connects computers located in your home or business.

1

Go to Favorites and select Bluetooth .

2


Open the PC Setup dialog box:

- Select Setup Devices.
- Select LAN Setup.
- Select Next.



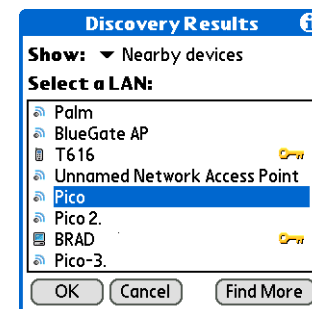
3

Select a LAN and select OK.

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

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

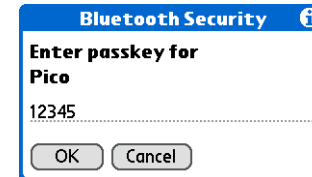
↘ Continued



4

Create a trusted connection.

- a. Select Yes to add the LAN as a trusted device.
- b. Select Next.
- c. Enter the passkey number for the LAN and select OK.

**5**

Enter the username and password for the LAN and select Next.

**6**

Select Done.

↓ Done


Creating trusted pairs

+ Did You Know?
When your handheld and Bluetooth are on and the Discoverable setting is set to No, you can receive connections only from devices with which you have previously communicated.

After you have set up your **phone** and **computer** as trusted devices, you may want to set up other trusted devices, such as a friend's handheld. When your device recognizes a trusted device, your device automatically accepts communication, bypassing the discovery and authentication process.

1 Go to **Favorites** and select Bluetooth .

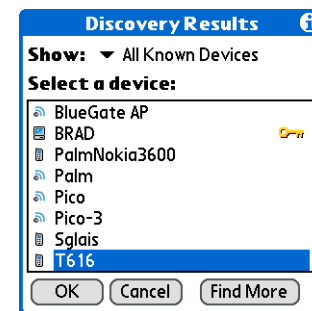
2 Begin the discovery process:

- Select Setup Devices.
- Select Trusted Devices.
- Select Add Device.
- Select Trusted Devices to begin the discovery process. The Discovery icon  appears to indicate that the discovery process is active.

3 Select the device you want to add as a trusted device.

If the device you want to add does not appear on the discovery results list, select Find More to search again.

 **Continued**



*** Tip**

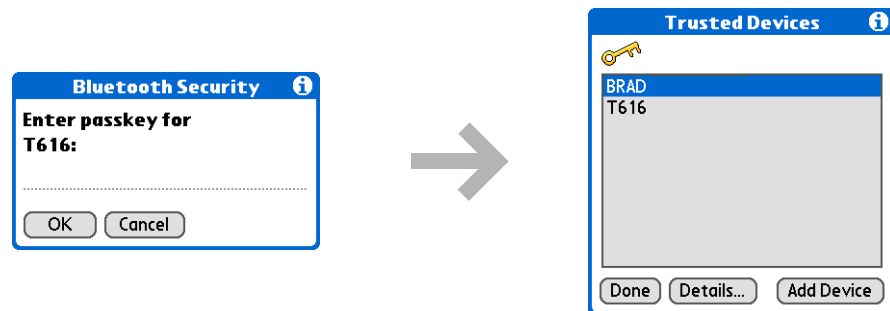
You can delete a trusted device or view the details about a trusted device, such as the device address and your most recent connection. In Bluetooth Manager, select Setup Devices, and then Trusted Devices. Select the appropriate device and select Details.

4

Enter the same **passkey** on your handheld and the other device and select OK.

[!] IMPORTANT Some Bluetooth devices have a built-in passkey; others enable you to choose the passkey; see the documentation included with your Bluetooth device for information. In either case you must use the same passkey on both the device and your handheld.

Many phones also require you to put the phone into a mode where it can accept a key exchange for bonding in a trusted pair. See the documentation included with your phone for information.

**5**

Select Done.

↓ Done

Setting advanced Bluetooth features


These advanced settings are used in special circumstances.

Storing recently found device names

When you enable or disable the device name cache you control whether or not your handheld retrieves the names of remote devices each time the discovery process takes place. By default, the device name cache is enabled, which means the names of devices that are found are stored in cache. The next time the device is discovered, the name appears very quickly.

* **Tip**
If the remote device name has changed, disabling and then enabling the device name cache forces your handheld to retrieve the new device name.

1

Go to Favorites and select Bluetooth .

2

Open the menus.

3

Select Options, and then select Disable device name cache.


The selection on the Option menu toggles to Enable device name cache. This indicates that the cache is disabled.

 Done

Allowing your handheld to wake up when it is turned off

You can set your handheld to receive information through Bluetooth connections when your handheld is turned off. The radio remains on, but your device is not discoverable. For another Bluetooth device or application to wake up your handheld, it must know your device name. This limits the connections to devices that are trusted or have connected with you before.

1

Go to Favorites and select Bluetooth .

2

Open the menus.

3

Select Options, and then select Allow wakeup.

The selection on the Option menu toggles to Do not allow wakeup. This indicates that Allow Wakeup is enabled.

[!] IMPORTANT Enabling the Allow Wakeup setting uses battery power even when your handheld is turned off. Be sure to monitor your battery level.

 Done

My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/mytungstent5.

Support

If you're having problems with Bluetooth or with anything else on your handheld, go to www.palmOne.com/support/tungstent5.

Related topics

Click a link below to learn about these related topics:

Moving Around

- Opening applications
- Using menus

Managing Info

Synchronizing your handheld with your desktop PC

Contacts

Connecting to telephone numbers in your list of contacts

VersaMail

Sending and receiving email messages wirelessly using your handheld's Bluetooth technology

SMS

Sending and receiving text messages wirelessly using your handheld's Bluetooth technology

Common Questions

Answers to frequently asked questions about Bluetooth wireless technology

Sending and Receiving Email Messages

In this chapter

[Upgrading an existing email account](#)

[About email accounts](#)

[Creating an account](#)

[Managing email accounts](#)

[Getting and reading email](#)

[Sending an email message](#)

[Working with email folders](#)

[Working with email messages](#)

[Working with attachments](#)

[Synchronizing email on your handheld with email on your computer](#)

[Advanced VersaMail application features](#)

[Related topics](#)

If you already know how efficient email is for staying in touch with personal and business contacts, the VersaMail® application brings you a new level of convenience: email on the go. If you are a new email user, you will enjoy the ease and speed of communicating with friends, family, and colleagues anywhere you can make an Internet connection.

You can attach files such as photos to email messages, as well as Microsoft Word, Excel, or PowerPoint files—or receive any of these file types as attachments to view and edit at your convenience. You can also synchronize email messages on your handheld with email on your computer (Windows only).



Benefits

- Access email on the go
- Send and receive photos, sound files, Word and Excel files, and more
- Save messages from your computer to view at a convenient time

Upgrading an existing email account

If you have already used the VersaMail application on a different handheld and have kept your old username, you can upgrade your existing email account for use on your new handheld.

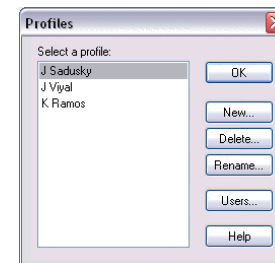
[!] Before You Begin

Before you can set up an email account on your handheld, you must do the following:

- If you don't already have one, establish an account with an Internet service provider such as Earthlink or a wireless carrier such as Cingular. You can also use a **corporate email account**.
- For wireless accounts only: Have active service with a wireless carrier and a mobile phone equipped with Bluetooth® wireless technology. You must also **set up a phone connection** on your handheld. (Not required if you want to **access email over your company's Bluetooth network**.)

1

Synchronize your new handheld with your computer. Select the username associated with your old handheld; this contains your existing account information.



2

On your handheld, go to **Favorites** and select VersaMail .

3

Select Yes to accept the upgrade.

↓ Done

About email accounts

The VersaMail application is software that lets you access email on your handheld from **an account with an email provider** (such as Earthlink or Yahoo!) or from **your corporate email account**. For each email account you want to access, you must **set up an account** on your handheld. For example, if you have an Earthlink account and a corporate account, set up one account for each. You can create up to eight email accounts on your handheld.

[!] IMPORTANT You must have an account with an email provider or a corporate account. The VersaMail application works with these accounts to transfer messages to your handheld. The application is not an email service provider.

Account and connection types

You can set up two types of email accounts on your handheld:

Wireless Send and receive email directly to and from your handheld using the **built-in Bluetooth® technology** or by positioning the IR port on your handheld so that it can **beam** to the IR port on your mobile phone.

Synchronize Only (Windows computers only) Transfer messages from the email application on your computer (such as Microsoft Outlook) to your handheld by **synchronizing**. You can't send and receive messages wirelessly for this type of account.

Using an email provider

If you are setting up a new email account and have a well-known email provider (Internet service provider, or ISP) such as Earthlink or Yahoo!, many of the required settings during the account setup are automatically configured.

For other ISPs, you need the following information:

- The protocol used for incoming mail, such as Post Office Protocol (POP) or Internet Message Access Protocol (IMAP)
- The name of the incoming mail server