

**FPO**

# User Guide

for the

LifeDrive™ Mobile

Manager

## Copyright and Trademark

© 2005 palmOne, Inc. All rights reserved.

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

palmOne, Inc. uses the Bluetooth wireless technology trademark under express license from Bluetooth SIG, Inc. and uses the Wi-Fi wireless technology trademark under express license from the Wi-Fi Alliance. Pocket Tunes is a trademark of NormSoft, Inc. MPEG Layer-3 audio decoding technology is licensed from Fraunhofer IIS and Thomson. This product is licensed under the MPEG-4 systems patent portfolio license for encoding in compliance with the MPEG-4 systems standard, except that an additional license and payment of royalties are necessary for encoding in connection with (i) data stored or replicated in physical media which is paid for on a title-by-title basis and/or (ii) data which is paid for on a title-by-title basis and is transmitted to an end user for permanent storage and/or use. Such additional license may be obtained from MPEG, LLC. See [www.mpegla.com](http://www.mpegla.com) for additional details. This product includes technology owned by Microsoft Corporation and cannot be used or distributed without a license from Microsoft Licensing, GP.

## Disclaimer and Limitation of Liability

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

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

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

## Software Download Available

Palm® Desktop software is supplied on a CD. If you do not have access to a CD drive for your computer, you can download Palm Desktop software from [www.palmOne.com/lifedrive-userguide/](http://www.palmOne.com/lifedrive-userguide/)

# Table of Contents

<b>About This Guide</b> .....	<b>xxi</b>
Tips for viewing this guide.....	xxi
What's in this guide? .....	xxii
Step-by-step instructions.....	xxii
Links.....	xxii
Sidebars.....	xxiii
<b>Chapter 1: Setting Up Your Device and Your Computer</b> .....	<b>1</b>
What's in the box? .....	2
System requirements .....	2
Step 1: Charging your device.....	4
What you should know about your device's battery.....	5
Step 2: Turning on your device for the first time .....	6
Step 3: Installing your software .....	7
Step 4: Connecting your device to your computer .....	8
Switching to another desktop software application .....	10
Using user profiles.....	11
Creating a user profile .....	12
Synchronizing with a user profile .....	14
Related topics.....	17
<b>Chapter 2: Your Mobile Manager</b> .....	<b>18</b>
What's on my device? .....	19
Front .....	19
Top.....	21
Side.....	22
Back .....	23
Bottom.....	24
Using the power switch.....	25
Using the status bar.....	26

Rotating the screen .....	27
What's on the screen? .....	28
Input area .....	28
Application controls .....	29
What software is on my device?.....	30
What's on the CD? .....	32
Related topics.....	35
<b>Chapter 3: Moving Around in Applications .....</b>	<b>37</b>
Opening applications.....	38
Using Favorites.....	38
Using Applications .....	39
Using Files.....	40
Working with files and folders .....	42
Sorting Files.....	44
Opening files and folders from within an application.....	45
Switching between applications .....	45
Using the 5-way navigator .....	46
Highlighting items.....	47
Moving around in Favorites View .....	48
Moving around in Applications View .....	48
Moving around in list screens .....	49
Moving around in entry screens .....	50
Moving around in dialog boxes .....	50
Moving around in menus .....	51
Using menus .....	52
Using the Command stroke.....	53
Using the Command toolbar .....	53
Finding information .....	54
Related topics.....	55
<b>Chapter 4: Entering Information on Your Device .....</b>	<b>56</b>
How can I enter information on my device?.....	57
Entering information with Graffiti 2 writing .....	57
Writing in the Graffiti 2 input area .....	57

Using full-screen writing.....	58
Writing Graffiti 2 characters .....	60
Graffiti 2 alphabet.....	62
Graffiti 2 numbers .....	63
Graffiti 2 gestures.....	67
Writing Graffiti 2 symbols and other special characters .....	68
Graffiti 2 symbols and special characters .....	69
Writing Graffiti 2 ShortCuts .....	70
Graffiti 2 ShortCuts.....	71
Entering information with the onscreen keyboard .....	72
Entering info from Contacts into another application .....	74
Editing information.....	76
Selecting information.....	76
Copying and pasting information .....	77
Deleting information .....	78
Related topics.....	79

**Chapter 5: Moving and Managing Info Between Your Device and Your Computer .....80**

Program memory and the hard drive .....	81
How can I work with information? .....	82
LifeDrive Manager and Drive Mode .....	83
LifeDrive Manager.....	83
Drive Mode.....	83
Using LifeDrive Manager .....	84
Transferring information using the LifeDrive Manager icon .....	85
Transferring information using the LifeDrive Manager window .....	88
Renaming a file or folder .....	91
Deleting a file or folder .....	92
Deleting sync items from your computer when they are deleted from your device .....	93
Using Drive Mode .....	94
Synchronizing information .....	98
Doing a full sync .....	98
Synchronizing using the cable .....	100

Synchronizing using LifeDrive Manager .....	101
Creating sync items .....	101
Doing a folder sync .....	102
Locating sync items on your computer .....	103
Entering information using desktop software .....	104
Customizing your synchronization settings .....	107
Choosing how your computer responds to synchronization requests .....	108
Setting synchronization options .....	110
Choosing whether application information is updated .....	111
Installing applications to your device .....	116
Using Quick Install .....	117
Installing applications from a Mac computer .....	118
Using the Send To Handheld droplet .....	118
Using commands in the HotSync menu .....	119
Other ways of managing information .....	120
Importing information from other applications .....	121
Restoring archived items on your computer .....	123
Installing the additional software from the CD .....	124
Checking space and version numbers .....	125
Removing information .....	127
Removing an application from your device .....	127
Removing Palm Desktop software from your computer .....	128
Related topics .....	130
<b>Chapter 6: Managing Your Contacts .....</b>	<b>131</b>
Adding a contact .....	132
Entering additional contact information .....	135
Selecting contact field types .....	136
Defining custom fields .....	137
Selecting a contact as your business card .....	138
Copying contact information into multiple contacts .....	139
Locating a contact on your list .....	140
Deleting a contact .....	141
Customizing the Contacts list .....	142

Making connections from Contacts.....	144
Using Quick Connect .....	144
Customizing Quick Connect settings .....	146
Using Tap-to-Connect .....	147
Working with Contacts on your computer.....	149
Related topics.....	150
<b>Chapter 7: Managing Your Calendar .....</b>	<b>151</b>
Scheduling events .....	152
Scheduling an appointment .....	152
Scheduling an event without a start time .....	154
Scheduling a repeating event—standard interval .....	156
Scheduling a repeating event—unusual interval .....	157
Scheduling an event that is longer than a day .....	159
Entering a location or a note for an event .....	160
Scheduling an event with a time zone .....	161
Color-coding your schedule.....	163
Managing your color-codes .....	163
Assigning a color-code to an event .....	165
Setting an alarm .....	166
Rescheduling an event .....	167
Deleting events .....	169
Deleting a specific event .....	169
Deleting all your old events .....	171
Checking your schedule .....	172
Viewing your appointments and tasks together .....	172
Viewing your daily schedule .....	174
Viewing your weekly schedule .....	176
Viewing your monthly schedule .....	177
Viewing a yearly calendar .....	178
Finding events that overlap.....	179
Customizing your calendar .....	179
Customizing display options for your calendar .....	180
Setting alarm and time options .....	183
Working with Calendar on your computer .....	185
Related topics.....	186

<b>Chapter 8: Your Microsoft Office File Manager .....</b>	<b>187</b>
Creating and managing Office files .....	188
Opening files from within Documents .....	189
Related Topics .....	190
<b>Chapter 9: Viewing Your Photos and Videos .....</b>	<b>191</b>
Reformatting files and copying supported file types .....	192
Viewing photos or videos .....	193
Viewing a slide show .....	200
Rotating a photo .....	202
Viewing and editing photo or video details .....	204
Organizing photos and videos .....	207
Organizing photos or videos into albums .....	207
Moving a photo or video within and between albums .....	209
Sorting photos and videos .....	211
Personalizing a photo .....	212
Drawing on a photo .....	212
Adding audio to a photo .....	214
Copying a photo or video .....	215
Deleting a photo or video .....	216
Sharing photos and videos .....	217
Related topics .....	218
<b>Chapter 10: Managing Your Camera Card Media.....</b>	<b>219</b>
Copying photos and videos from your camera card .....	220
Viewing photos or videos .....	222
Related topics .....	223
<b>Chapter 11: Listening to Music.....</b>	<b>224</b>
Benefits .....	224
Transferring music from a CD to your device .....	230
Transferring music from a CD to your device .....	232
Managing playlists.....	236
Creating a playlist .....	236
Playing songs from a playlist .....	238



Editing a playlist .....	239
Deleting a playlist .....	241
Customizing your player .....	242
Turning off the screen .....	242
Setting background preferences .....	243
Flashing the LED when the pTunes console is turned off .....	244
Working with Windows Media Player on your computer .....	245
Related topics.....	246
<b>Chapter 12: Managing Your Tasks .....</b>	<b>247</b>
Creating a task .....	248
Setting an alarm .....	249
Scheduling a repeating task—standard interval .....	250
Scheduling a repeating task—unusual interval .....	252
Organizing your tasks .....	254
Marking a task complete .....	255
Deleting tasks .....	256
Deleting a specific task .....	256
Deleting all your completed tasks .....	257
Customizing your Tasks list .....	258
Working with Tasks on your computer.....	260
Related topics.....	261
<b>Chapter 13: Writing Memos.....</b>	<b>262</b>
Creating a memo .....	263
Viewing and editing a memo .....	264
Moving memos in your memos list .....	265
Deleting a memo .....	266
Working with Memos on your computer.....	267
Related topics.....	268
<b>Chapter 14: Writing Notes in Note Pad.....</b>	<b>269</b>
Creating a note .....	270
Choosing the pen and paper (background) colors .....	271
Setting an alarm .....	272

Viewing and editing a note .....	274
Deleting a note .....	275
Working with Note Pad on your computer .....	276
Related topics.....	277
<b>Chapter 15: Recording Voice Memos.....</b>	<b>278</b>
Creating a voice memo .....	279
Creating a quick voice memo using the application button .....	279
Creating a longer voice memo using the pause control .....	280
Listening to a voice memo .....	283
Setting an alarm for a voice memo .....	285
Saving a voice memo to an expansion card .....	287
Saving a specific memo to an expansion card .....	287
Automatically storing all voice memos on an expansion card .....	288
Related topics.....	289
<b>Chapter 16: Making Wi-Fi Wireless Connections.....</b>	<b>290</b>
What can I do with the built-in Wi-Fi wireless technology? .....	291
What types of connections can I make?.....	291
Wi-Fi signal strength indicator.....	292
Setting up a Wi-Fi network connection .....	293
Accessing email and the web with Wi-Fi .....	299
Setting up a Wi-Fi device-to-device network .....	301
Related topics.....	307
<b>Chapter 17: Making Bluetooth Wireless Connections .....</b>	<b>308</b>
What can I do with the built-in Bluetooth wireless technology? .....	309
What types of connections can I make? .....	309
What is device discovery? .....	310
Entering basic Bluetooth settings .....	311
Setting up a Bluetooth phone connection .....	312
Accessing email and the web with Bluetooth .....	317
Setting up a connection for Bluetooth synchronization .....	319
Setting up a connection to a network .....	324
Creating trusted devices .....	326

Setting advanced Bluetooth features .....	328
Storing recently found device names .....	328
Allowing your device to wake up when it is turned off .....	329
Related topics.....	330
<b>Chapter 18: Sending and Receiving Email Messages .....</b>	<b>331</b>
Upgrading an existing email account .....	332
About email accounts.....	333
Using an email provider .....	333
Using a corporate email account .....	334
VPNs .....	335
Connecting to a VPN .....	336
Creating an account.....	337
Transferring settings from an existing account .....	338
Setting up an account on your computer: Common providers .....	340
Setting up an account on your computer: Other providers .....	343
Entering advanced account settings on your computer .....	346
Setting up an account on your device .....	351
Setting advanced mail options on your device .....	354
Testing your new account .....	355
Editing an account.....	356
Editing an account on your computer .....	356
Editing an account on your device .....	357
Deleting an account .....	358
Adding ESMTP to an account .....	359
Getting and reading messages.....	360
Auto Sync with notification .....	361
Scheduling Auto Sync .....	361
Auto Sync notifications.....	363
Setting alert options .....	364
Viewing and using the Reminders screen.....	365
Auto Sync retries.....	366
Resource issues with Auto Sync.....	366
Inbox icons in the VersaMail application .....	367
Setting preferences for getting messages .....	367

Reading email messages .....	370
Adding or updating a contact directly from a message .....	371
Sending an email message .....	372
Entering an address using Smart Addressing .....	374
Entering an address directly in the To field .....	375
Entering an address using Contacts .....	376
Attaching a personal signature .....	377
Send retry .....	378
Send retry notifications.....	378
Modifying messages in the Outbox.....	379
Outbox icons in the VersaMail applications.....	379
Working with email folders .....	380
Viewing another folder .....	380
Customizing the appearance of the message list .....	381
Moving messages between folders .....	383
Creating and editing mail folders .....	385
Working with email messages .....	386
Forwarding an email message .....	386
Replying to an email message .....	387
Setting reply preferences .....	388
Working with URLs, email addresses, and phone numbers in a message.....	390
Deleting a message .....	390
Deleting old messages .....	391
Emptying the trash .....	393
Setting the trash to be emptied automatically .....	394
Marking messages as read or unread .....	395
Working with attachments .....	396
Working with a downloaded attachment .....	397
Saving attachments .....	400
Attaching files to outgoing messages .....	401
Advanced VersaMail application features .....	403
Creating and using filters.....	403
Turning filters on and off .....	406
Editing or deleting a filter .....	408

Setting connection preferences .....	409
Setting server preferences .....	410
Changing email header details.....	412
Synchronizing IMAP mail folders wirelessly.....	413
Prerequisites for wireless IMAP folder synchronization .....	414
Turning IMAP folder synchronization on or off .....	414
Synchronizing device and mail server IMAP folders from the Options menu .....	415
Working with root folders.....	415
Using Secure Sockets Layer (SSL).....	415
Working with Microsoft Exchange ActiveSync® .....	416
What do I need to use Microsoft Exchange ActiveSync?.....	416
How does a Microsoft Exchange ActiveSync email account differ from other accounts?.....	417
Setting up a Microsoft Exchange ActiveSync account.....	417
Setting up a Microsoft Exchange ActiveSync account on your computer .....	418
Setting up an account on your device .....	421
Setting advanced mail options on your device .....	424
Getting email messages .....	425
Previewing attachments .....	427
Working with meeting invitations .....	427
Working with Calendar events .....	430
Synchronizing Calendar events using Microsoft Exchange ActiveSync.....	431
Updating Calendar events when you delete a Microsoft Exchange ActiveSync account .....	431
Related topics.....	432
<b>Chapter 19: Sending and Receiving Text Messages .....</b>	<b>433</b>
Creating and sending a text message .....	434
Receiving and viewing a text message .....	437
Editing a draft text message .....	439
Setting advanced messaging features .....	440
Related Topics.....	442

<b>Chapter 20: Browsing the Web.....</b>	<b>443</b>
Accessing a web page .....	444
Accessing a web page using the action bar .....	444
Accessing a web page using the address field .....	445
Using a password to access a web page .....	446
Finding information on a web page .....	447
Quickly jumping to a page .....	448
Following a link.....	448
Returning to your home page or a page you recently visited .....	448
Changing how you view a page .....	449
Bookmarking your favorite pages .....	451
Adding a bookmark .....	451
Viewing a bookmarked or saved page .....	452
Editing information about a bookmark or saved page .....	453
Arranging the bookmark list .....	454
Disconnecting from and connecting to the Internet .....	455
Disconnecting from the Internet .....	455
Connecting to the Internet .....	456
Downloading files and pages .....	457
Downloading a file .....	457
Saving a web page .....	458
Viewing a saved file .....	459
Communicating with other users .....	460
Sending email by means of an Internet email account .....	460
Returning to a web page you recently visited .....	461
Changing your home and start pages.....	462
Changing your home page .....	462
Changing your start page .....	464
Setting advanced browser options .....	465
Changing how images are downloaded .....	465
Setting whether to automatically complete web addresses and form fields .....	466
Allowing websites to remember personal information .....	467
Setting preferences for storing web pages .....	468
Setting preferences for using a proxy server .....	470

Setting whether to accept JavaScript .....	472
Related topics.....	473
<b>Chapter 21: Dialing Phone Numbers from Your Device ...</b>	<b>474</b>
Dialing a number .....	475
Entering a number .....	475
Redialing the most recently used number .....	476
Dialing a number from the Call History List .....	477
Using speed dial .....	478
Adding a speed-dial entry .....	478
Dialing a number using speed dial .....	479
Editing a speed-dial entry .....	480
Related topics.....	481
<b>Chapter 22: Sharing Information.....</b>	<b>482</b>
Using the Send command .....	483
Sending information from within an application using Bluetooth technology .....	483
Sending a category using Bluetooth technology .....	485
Sending an application using Bluetooth technology .....	486
Using the Send command with the VersaMail® application .....	487
Using the Send command with SMS .....	487
Beaming .....	488
Beaming information from within an application .....	488
Beaming a category .....	490
Beaming an application .....	491
Other ways of sharing information .....	492
Related topics.....	493
<b>Chapter 23: Managing Your Expenses.....</b>	<b>494</b>
Adding an expense .....	495
Choosing currency options .....	497
Customizing the currency pick list .....	497
Presetting the currency symbol .....	498
Creating a currency symbol .....	499


Deleting expenses.....	501
Deleting an individual expense .....	501
Deleting an entire category of expenses .....	502
Customizing the expense list .....	503
Working with Expense on your computer .....	504
Related topics.....	505
<b>Chapter 24: Performing Calculations .....</b>	<b>506</b>
Calculator buttons.....	507
Viewing recent calculations .....	508
Accessing different calculators .....	509
Related topics.....	510
<b>Chapter 25: Keeping Your Information Private.....</b>	<b>511</b>
Choosing a security level .....	512
Marking information as private .....	513
Setting the level of privacy .....	514
Hiding or masking private entries .....	514
Viewing an entry that is masked.....	515
Using a password .....	515
Creating a password .....	516
Changing a password .....	517
Deleting a password.....	519
Deleting a forgotten password .....	520
Locking your device.....	522
Locking your device automatically .....	522
Locking your device manually .....	524
Using Quick Unlock .....	525
Creating a Quick Unlock combination .....	525
Deleting your Quick Unlock combination.....	527
Encrypting your information.....	528
Limiting the number of password attempts .....	530
Related topics.....	533



<b>Chapter 26: Using Categories to Organize Information ...</b>	<b>534</b>
Adding a category.....	535
Renaming a category .....	536
Deleting a category .....	537
Placing information in a category .....	538
Placing an entry in a category .....	538
Placing an application in a category .....	540
Viewing information by category .....	541
Related topics.....	542
<b>Chapter 27: Managing Clock Settings .....</b>	<b>543</b>
Checking the current date and time .....	544
Setting the primary location .....	544
Setting the date and time for the primary location .....	545
Choosing secondary locations for other time zones .....	547
Modifying the locations list.....	548
Adding new locations .....	548
Deleting a location .....	550
Setting the alarm clock.....	551
Responding to the alarm clock.....	552
Changing the clock display .....	553
Related topics.....	554
<b>Chapter 28: Customizing Your Device .....</b>	<b>555</b>
Customizing Favorites View .....	556
Changing the background photo in Favorites View .....	556
Changing entries in Favorites .....	557
Customizing Applications View .....	559
Making the screen easier to read .....	561
Changing the screen fonts .....	561
Adjusting the brightness .....	563
Changing screen colors .....	564
Changing handedness orientation of the screen .....	565
Assigning a button to your frequently used applications .....	566
Setting the date and time .....	568

Selecting a location .....	568
Resetting the date and time .....	570
Selecting formats for dates, times, and numbers .....	572
Customizing the way you enter information .....	574
Customizing the input area .....	574
Customizing Graffiti 2 strokes .....	575
Setting up ShortCuts .....	577
Changing ShortCuts .....	579
Correcting problems with tapping .....	580
Selecting sound settings .....	581
Entering your owner information .....	582
Conserving battery power .....	583
Selecting power-saving settings .....	583
Connecting your device to other devices .....	585
Changing the preset connection settings .....	585
Creating your own connection settings .....	587
Connecting your device to a mobile phone .....	590
Customizing network settings .....	591
Setting up a service profile .....	591
Connecting to your service .....	594
Adding details to a service profile .....	595
Deleting a service profile .....	597
Creating login scripts .....	598
Adding plug-in applications .....	601
Setting up a VPN .....	602
Setting up a VPN account on your device .....	602
Establishing a VPN connection .....	604
Ending a VPN connection .....	605
Related topics.....	606
<b>Chapter 29: Expanding Your Device.....</b>	<b>607</b>
What type of expansion cards can I use? .....	608
How can expansion cards help me?.....	608
Removing an expansion card .....	609
Inserting an expansion card .....	610

Opening an application on an expansion card .....	611
Opening files on an expansion card .....	612
Viewing card information.....	613
Renaming a card .....	614
Copying applications to an expansion card .....	615
Removing all information from a card .....	616
Related topics.....	617
<b>Chapter 30: Maintaining Your Device .....</b>	<b>618</b>
Device do's and don'ts .....	618
Device do's.....	618
Device don'ts .....	619
Resetting your device .....	620
Doing a soft reset .....	620
Doing a hard reset.....	621
Restoring your information after a hard reset.....	622
Related topics.....	624
<b>Chapter 31: Common Questions .....</b>	<b>625</b>
Setup.....	625
Device .....	627
Moving around.....	630
Entering information .....	631
Synchronizing .....	633
LifeDrive Manager/Drive Mode.....	639
Calendar.....	641
Memos .....	642
Note Pad .....	643
Media .....	643
Pocket Tunes™ .....	644
Tasks .....	644
Connecting wirelessly .....	645
The VersaMail® application.....	647
Privacy .....	650
Sharing .....	651
Problems with incompatible applications .....	653








<b>Chapter 32: Getting Help</b> .....	<b>656</b>
Self-help resources .....	656
Technical support .....	657
<b>Product Regulatory Information</b> .....	<b>658</b>
<b>Index</b> .....	<b>664</b>

# About This Guide

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

## Tips for viewing this guide

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

- To magnify the page, click the magnifying glass , move the cursor (which is now a magnifying glass) over the page, and click repeatedly. Click Previous View ( or  depending on your version of Reader) to return to the original view.
- Click an entry in the Table of Contents or Index to go directly to that section of the guide.
- If you click a link and go to a page, in the guide click Previous View ( or  depending on your version of Reader) to return to the page you were on before you clicked the link.
- If you click a link and go to a web page, the page may open in Adobe Reader instead of in your web browser. To specify whether pages open in Reader or in your web browser, go to the Edit menu in Reader, select Preferences, and then select Web Capture. In the Open Web Links drop-down list, select either In Acrobat or In Web Browser, and then click OK.
- When selecting the page(s) to print, be sure to use the file page number shown at the bottom of your computer screen, not the printed page number. For example, to print the first page of Chapter 2, "Your Mobile Manager," select page 41 (the file page), not page 18 (the printed page).

## What's in this guide?

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

### Step-by-step instructions

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

↘ **Continued**

Cue that means the procedure continues on the next page.

↓ **Done**

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

[ ! ] **IMPORTANT**

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

[ & ] **OPTIONAL**

A step you might find useful.

📌 **NOTE**

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

**WINDOWS ONLY**

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 that appear as underlined words in body text and in sidebars take you to other sections of this guide. Links also appear in the following sections:

**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 device.

### **Tips & Tricks**

A pointer to a website where you can obtain general information about your device 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 device.

# Setting Up Your Device and Your Computer

In this chapter

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

[System requirements](#)

[Step 1: Charging your device](#)

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

[Step 3: Installing your software](#)

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

[Switching to another desktop software application](#)

[Using user profiles](#)

[Related topics](#)

Congratulations on the purchase of your new LifeDrive™ mobile manager from palmOne! You're about to discover so many things about your device that will help you better manage your life and have fun, too. As you become more familiar with your device, 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 device, it takes only four easy steps to get up and running.



## Benefits

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

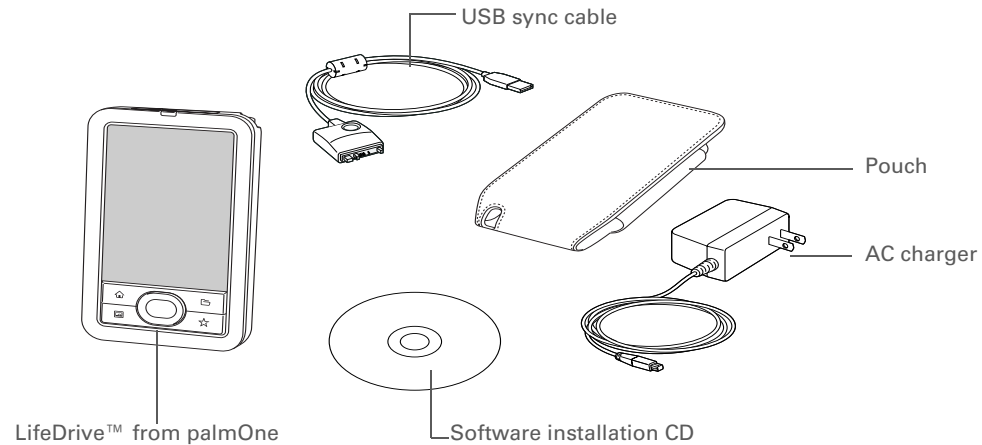


## » Key Term

**Palm Desktop software**

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

## What's in the box?



## System requirements

The installation CD contains Palm® Desktop software and other applications you need to set up and use your device. 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 device)
- CD or DVD drive for installing Palm Desktop software from the CD that came with your device

**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 device)
- CD or DVD drive for installing Palm Desktop software from the CD that came with your device

**[ ! ] Before You Begin**

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

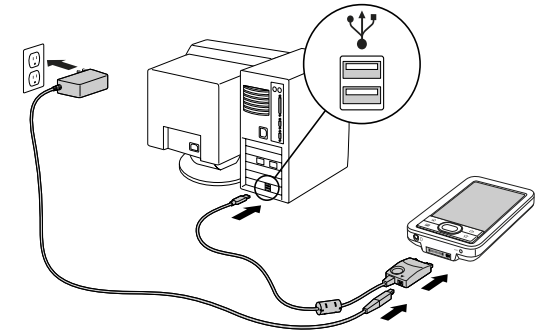
**\* Tip**

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

**Step 1: Charging your device****1**

Connect your device:

- a. Plug the USB sync cable into your device 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 device for three hours. Be sure your device is fully charged before going on to Step 2.

↓ Done

**\* Tip**

Also take a minute to learn about [proper care and handling](#) of your device.

**What you should know about your device's battery**

While your device 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 device. Also recharge your device if it doesn't turn on when you press the power button.

**NOTE** The memory on your device is designed to store your information even if the battery becomes drained to the point that you cannot turn on your device. When you recharge your device, 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.**
  - **Use Keylock to prevent your device from turning on by accident.**
  - Stop **music** or **video** playback when not in use.
  - Keep your device connected to the AC charger plugged into a power outlet when using **Drive Mode** or **Camera Companion** for an extended period of time.
  - **Respond to or cancel alerts** promptly.
  - **Turn off Bluetooth® wireless technology and Wi-Fi functionality** when not in use.
  - If using **Auto Sync** to automatically retrieve email messages, set the time interval to one hour or less often.
  - **Minimize use of the expansion slot.**

**[ ! ] Before You Begin**

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

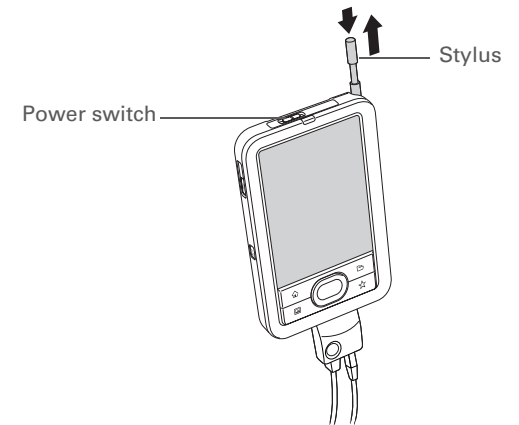
**\* Tip**

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

## Step 2: Turning on your device for the first time

**1**

Unplug the USB sync cable from your device.

**2**

Slide the power switch to the right.

**3**

Press and release the stylus, and then slide it out of the slot.

**4**

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

↓ Done

**+ Did You Know?**

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

**\* Tip**

Take the interactive tutorial on the CD to learn how to create an appointment; set up your device'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 devices.

## Step 3: Installing your software

**1**

Insert the CD into your computer.

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

**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 device. See Step 4.

\* **Tip**  
If the Select User dialog box appears during synchronization, select the username of the device 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 device after you synchronize, you may need to update your third-party applications.

## Step 4: Connecting your device to your computer

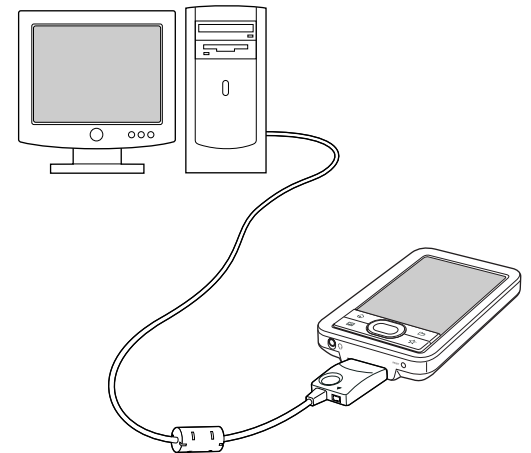
In this step, you connect your device to your computer and **do a full sync** for the first time. Synchronizing simply means that any information you enter in one place (your device or computer) is automatically updated in the other.

[ ! ] **IMPORTANT** Be sure to do a full sync of the info on your device at least once a day so that you always have an up-to-date backup copy of this info on your computer.

**1**

Connect your device 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 device.



↘ Continued

**2**

Slide the power switch to the right to turn on your device.

**3**

Continue with the onscreen instructions. **Do a full sync** by pressing the sync button on the USB sync cable.

↓ Done



## Switching to another desktop software application

### WINDOWS ONLY

During CD installation, you chose a desktop software application to synchronize with your device. 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 device 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 the corresponding application in Outlook. (Memos is called Notes in Outlook.) You can also set up the VersaMail® application to synchronize email on your device with email in Outlook. Other info, such as voice memos and notes, is synchronized with info in Palm Desktop software.

**1**

Insert the CD into your computer.

**2**

From the screen that appears, 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 devices 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 devices 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 devices before each device is individualized with a unique username and user-specific information. A device that has a user profile installed can be given to anyone, because the device is not yet identified by a unique username. When the new user synchronizes for the first time, he or she gives the device a unique username.

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

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

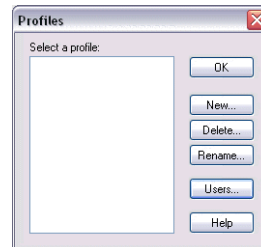
## Creating a user profile

### WINDOWS ONLY

# 1

Open the New Profile screen:

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

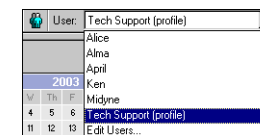


# 2

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

# 3

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

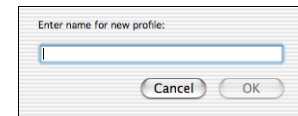
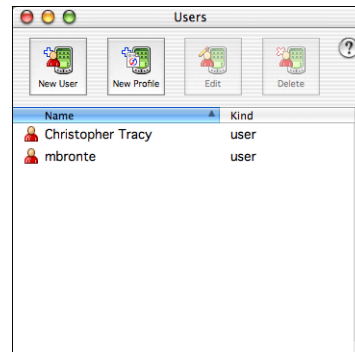


↓ Done

**MAC ONLY****1**

Open the New Profile screen:

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

**2**

Create the profile:

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

➤ **Continued**

**3**

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

**4**

Set the profile's conduit settings:

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

↓ Done

## Synchronizing with a user profile

### WINDOWS ONLY

**1**

Begin synchronization:

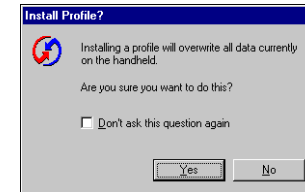
- a. Connect the USB sync cable to the USB port on the back of your computer, and then insert the other end into the Multi-connector on your device.
- b. Press the sync button on the USB sync cable.

↘ Continued

**2**

Transfer the profile information:

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



**Done**

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

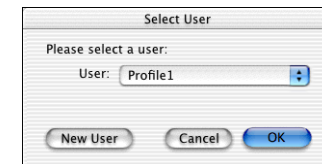
**MAC ONLY****1**

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

**2**

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

**Done**

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

**Tips & Tricks**

Make your device uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/mylifedrive](http://www.palmOne.com/mylifedrive).

**Support**

If you're having problems with setup or anything else on your device, go to [www.palmOne.com/support](http://www.palmOne.com/support).

## Related topics

Click a link below to learn about these related topics:

**Your Mobile Manager**

Keeping your device from turning on accidentally

**Managing Info**

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

**Customizing**

- Adjusting the screen display
- Reducing the Auto-off setting

**Common Questions**

Answers to frequently asked questions about setup



# Your Mobile Manager

## In this chapter

[What's on my device?](#)

[Using the power switch](#)

[Using the status bar](#)

[Rotating the screen](#)

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

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

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

[Related topics](#)

Your new LifeDrive™ mobile manager from palmOne takes mobile computing to a whole new level. As always, it helps you keep track of your schedule, your business and personal contacts, your to-do list, and even your Microsoft Office and multimedia files.

But the device offers much more—like a 4GB hard drive that lets you carry all your crucial Office files, plus hours of your favorite music, photos, and videos. Transfer information in real time between your device and your computer and, on a Windows computer, select which files and folders to synchronize. Import photos and videos from your digital camera's memory card, or connect wirelessly to a Wi-Fi® network.

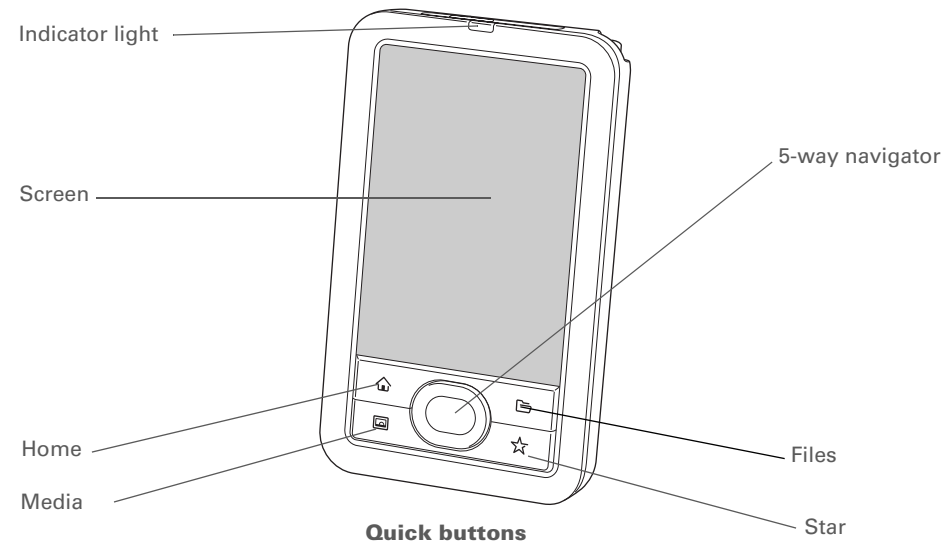


## Benefits

- Carry files and folders on an internal hard drive containing nearly 4GB of storage, and work with them on the go
- Save time and stay organized
- Travel light
- Never lose important information
- Stay in touch using wireless connectivity

## What's on my device?

### Front



### Indicator light

Notifies you of various functions. A solid amber light indicates that the device is charging; a solid green light indicates that the device is fully charged.


A flashing amber light indicates that the device's hard drive is currently processing information—opening a file, saving changes, and so on. Be especially careful not to drop, bang, or otherwise cause a strong impact to your device while the indicator light is blinking; you may damage the hard drive.

**\* Tip**

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

**Screen**

Displays the applications and information on your device. 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 device and open the corresponding application. Press the Home button once to open Favorites, twice to open Applications. The Star button opens the Pocket Tunes™ music application by default, but you can **customize it** to open any application you choose.

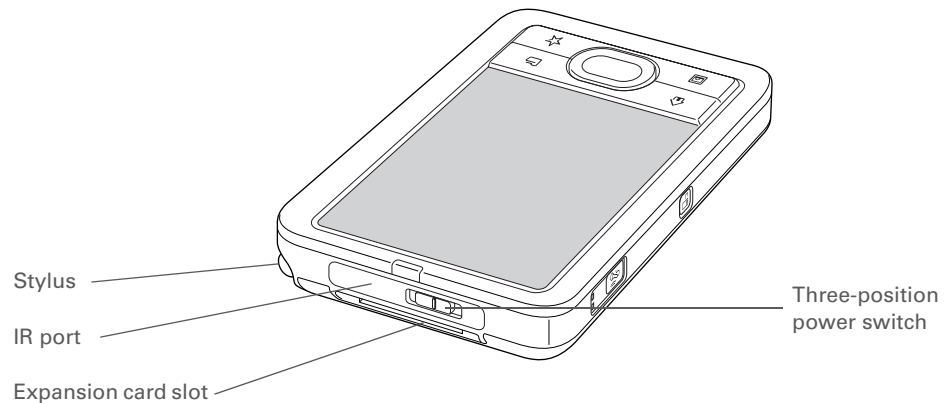
## » Key Term

**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, files, photos, and more.

## Top

**IR port**

**Beams information** to and from other devices that have an IR port.

**Power switch**

Turns your device on or off and lets you turn **Keylock** on. A red indicator is displayed on the switch when Keylock is on.

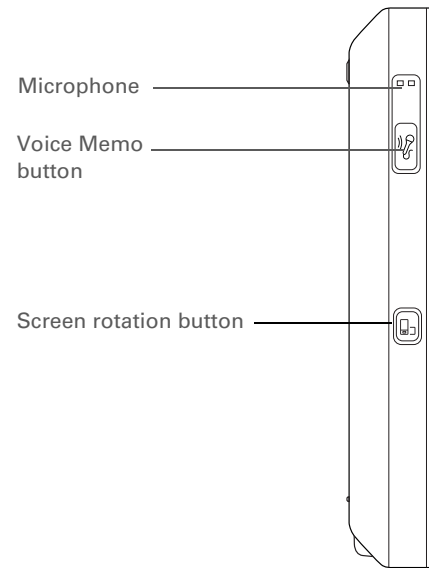
**Stylus**

Lets you enter information on your device by writing or tapping. To use the stylus, press down on the top, release to let it pop out of the slot, and then slide it out. Hold the stylus 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.

**Expansion card slot**

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

## Side

**Screen rotation button**

**Rotates the screen** between portrait and landscape views.

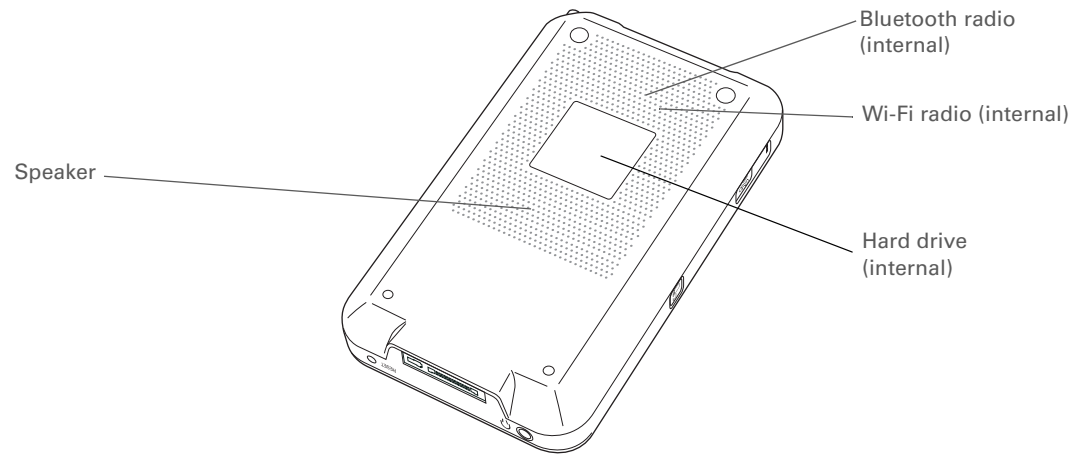
**Voice Memo button**

Opens the Voice Memo application when you press and release the button. Records a voice memo when you press and hold the button.

**Microphone**

Lets you record sound to create a voice memo.

## Back



### Hard drive (internal)

Provides 4GB of storage to carry and manage all of your crucial work information, music and media files, and more.

### Speaker

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

### Bluetooth® radio (internal)

Enables your device to connect with other devices (sold separately) that use **Bluetooth wireless technology**.

### Wi-Fi radio (internal)

Enables your device to connect to a **Wi-Fi network** to wirelessly access email, browse the web, and synchronize.

## » Key Term

**USB** The type of connector or cable that's commonly used to connect accessories to a computer.

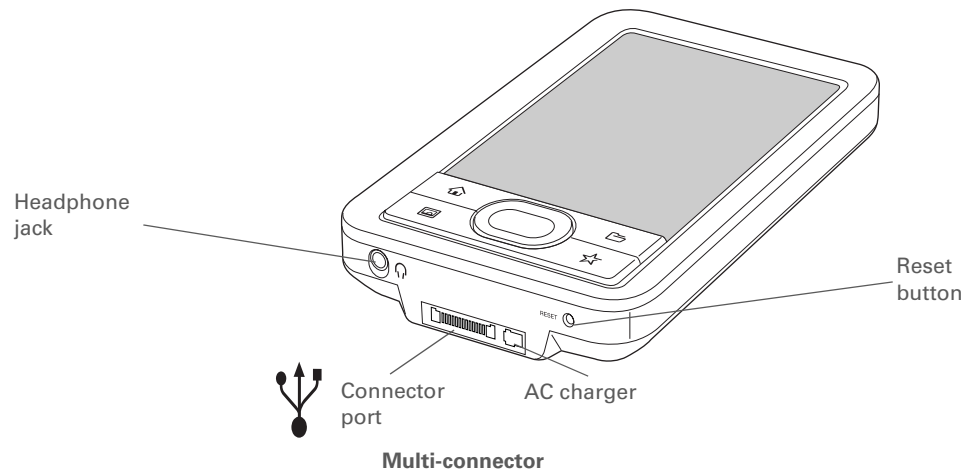
## + Did You Know?

You can purchase a cradle accessory that lets you connect external speakers (sold separately) to hear audio from your device through the Multi-connector. Visit [www.palmOne.com/mylifedrive](http://www.palmOne.com/mylifedrive) and click the Accessories link.

## \* Tip

It takes a little while for your device to reset when you press the reset button. Resetting is done when the **Date & Time Preferences** screen appears.

## Bottom

**Reset button**

**Resets your device** if it freezes (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. You can also charge your device by connecting it to your computer using the USB sync cable.

The Multi-connector also lets you connect the AC charger to your device—either directly to the connector or through the USB sync cable—so you can charge it.

**NOTE** Be sure to plug in the sync cable with the arrow on the cable connector facing the front of the device.

**Headphone jack**

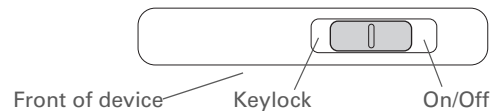
Lets you connect standard 3.5mm stereo headphones (sold separately) to your device so you can listen to music and other audio applications.

### + Did You Know?

A red indicator is displayed on the power switch when Keylock is on.

## Using the power switch

Your device's power switch turns your device on and off, and also lets you lock your device so that it does not respond to taps, 5-way presses, or presses on the buttons on the front and side of your device.



Use the power switch for the following actions:

- To turn on your device, slide the switch to the right and let it return to the center. To turn your device off, slide the switch to the right again.
- If your device is off, slide the switch to the left to lock your device. Your device does not respond to button presses, taps, or 5-way presses and cannot turn on until you slide the switch to the center position. Locking your device when it is off is useful if you carry your device in a bag and want to prevent it from turning on accidentally when something presses against it.
- If your device is on, slide the switch to the left to lock your device at the current screen. Your device does not respond to button presses, taps, or 5-way presses, and the current screen cannot be changed until you slide the switch to the center position. Locking your device at a current screen is useful, for example, if you want to pass your device around to show a photo to a group of people and you do not want someone to accidentally tap or press something that causes the photo to disappear.



\* **Tip**

Use the Find dialog box to locate specific items of information in your device'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.

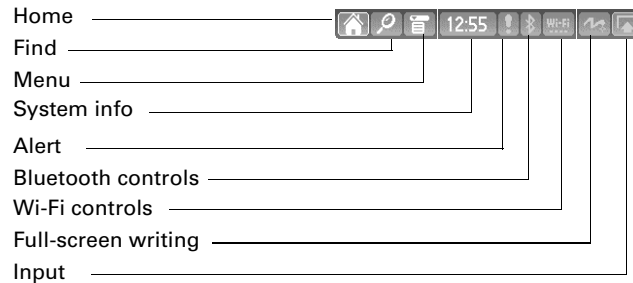
In the System info dialog box, both the hard drive and the program memory are labeled Device. The hard drive is indicated by the larger available memory size.

+ **Did You Know?**

When Wi-Fi is on, the signal strength indicator shows an alert symbol when the device is not connected to a network, and an arrow symbol when the device is connected. The number of bars indicates the signal strength when connected.

## Using the status bar


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

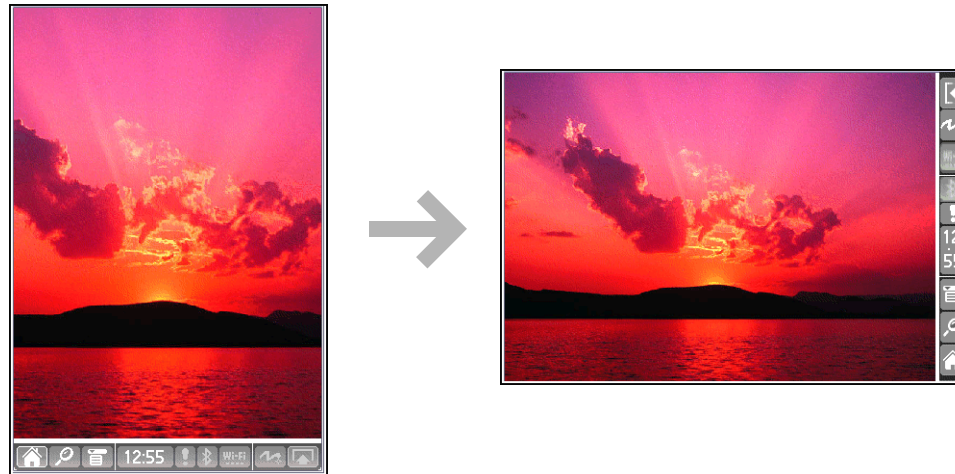
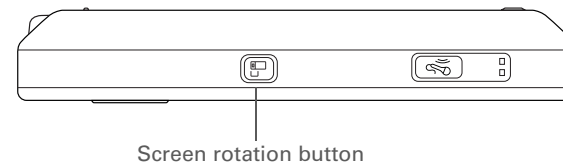


<b>Home</b>	Tap once to open <b>Applications</b> , twice to open <b>Favorites</b> .
<b>Find</b>	Tap to open the <b>Find dialog box</b> .
<b>Menu</b>	Tap to <b>open the menu</b> for the current screen.
<b>System info</b>	Tap to open the System information dialog box. The dialog box shows the date and time, available memory, and battery level, and allows you to turn system sounds on and off and to adjust screen brightness.
<b>Alert</b>	Tap to display the <b>Reminders screen</b> when the icon is blinking.
<b>Bluetooth controls</b>	Tap to display the <b>Bluetooth</b> dialog box, where Bluetooth functionality can be turned on and off and you can connect to another Bluetooth device. The icon color changes from blue to white when Bluetooth is turned on.
<b>Wi-Fi controls</b>	Tap to display the <b>Wi-Fi</b> dialog box, where you can make a wireless connection to a Wi-Fi network. The icon displays “Wi-Fi” when Wi-Fi is turned off, and a signal strength indicator when Wi-Fi is turned on.
<b>Full-screen writing</b>	Tap to turn <b>full-screen writing</b> on and off. When it is on, you can write Graffiti® 2 characters anywhere onscreen. The icon color changes from blue to white when full-screen writing is turned on.
<b>Input</b>	Tap to switch between showing and hiding the <b>input area</b> . Tap and hold to display the input area selection menu.

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

## Rotating the screen

You can switch between landscape and portrait views by pressing Screen rotation  on the side of your device. Landscape view is useful for viewing spreadsheets, email, web pages, and photos.





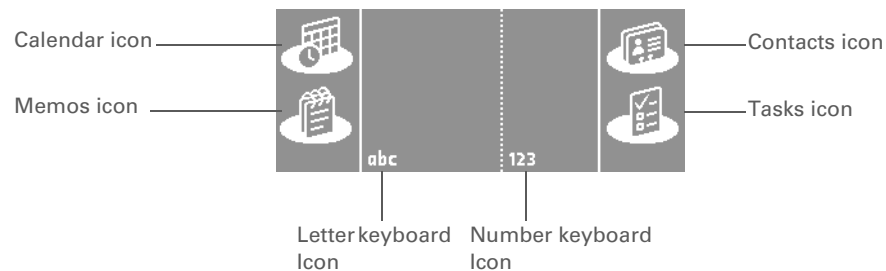
- \* **Tip**  
You can **select an input area** that does not display the application icons.
- \* **Tip**  
If you use another application frequently, customize the input area to display that application's icon. Tap and hold any of the four application icons, and select the new application you want from the list. The new application's icon replaces the icon you tapped.

## What's on the screen?

Your device 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.

### 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: Calendar, Contacts, Memos, 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.

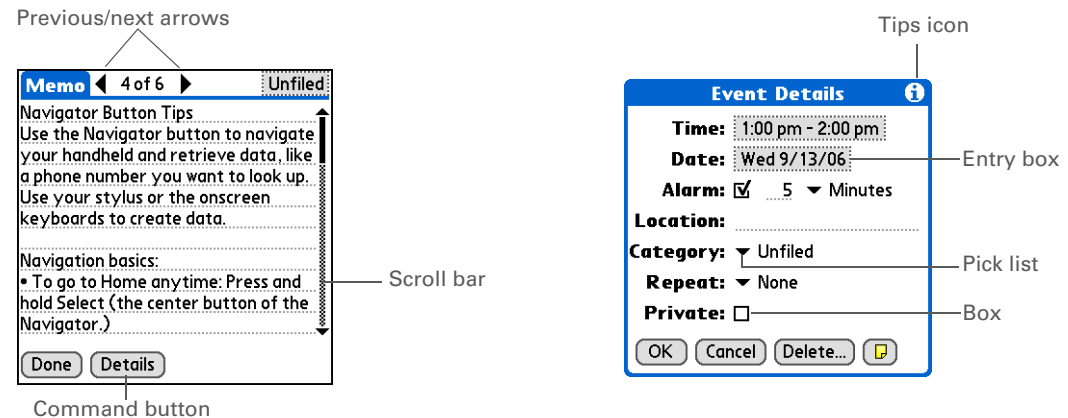
## » Key Term

**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.

## Application controls

**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 and use the Category pick list to view more applications in [Applications View](#).

## What software is on my device?

Your device 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 device's drive.
-  **Drive Mode**      Connect your device as a USB removable drive on another computer. Open files stored on your device on the computer, and move, copy, and manage files between your device and the computer.
-  **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.
-  **Wi-Fi controls**      Set up wireless connections to a Wi-Fi network for sending and receiving information. Access these controls from the **status bar**.
-  **Bluetooth controls**      Set up wireless connections to a mobile phone, network, or computer for sending and receiving information. Access these controls from the **status bar**.
-  **Media**      View, share, and organize photos and videos.
-  **Camera Companion**      Import photos and videos from your digital camera's memory card, open them and work with them on your device, or copy them to your computer. After importing items, delete them from the card to make room there for more photos and videos. This icon is named Companion in [Applications View](#).
- 

-  **Pocket Tunes™** Carry music, create playlists, and listen to music on your device. This application works with the Windows Media Player desktop application that you can install from the CD (Windows only). Both Mac and Windows users can use Pocket Tunes on the device.
-  **VersaMail®** Send, receive, and manage email messages wirelessly using your device's wireless capabilities or by synchronizing with your Windows computer.
-  **Web** Browse your favorite sites on the web using your device's wireless capabilities.
-  **SMS** Send and receive short text (SMS) messages using your device's wireless capabilities.
-  **Tasks** Stay on top of your to-do list. Enter things you need to do, prioritize them, set alarms, and then monitor your deadlines.
-  **Voice Memo** Record short voice clips using the built-in microphone.
-  **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 device. (Windows only for downloads using the sync cable; both Windows and Mac users can download software using your device's wireless capabilities. Internet connection required.)
-  **Calculator** Do basic math calculations such as splitting restaurant bills and figuring tips.
-  **Quick Tour** Learn about your device and how to enter information.
-  **Card Info** View information about your device's drive or about an expansion card seated in the expansion card slot.
-  **HotSync®** Synchronize info on your device with the info on your computer.
-  **Prefs** Customize your device's sound levels, colors, security, and more.

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

## What's on the CD?

The LifeDrive™ software installation CD includes desktop software for your computer and additional software for your device.

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

The additional device software lets you do more things with your device. When you set up your device you may install some (or all) of these applications. You can install any of the applications at any time after you set up your device, 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, Expense, and Voice Memo on your computer (Expense is Windows only). You can also view, manage, and back up info for Note Pad. When you [synchronize your device with your computer](#), this info is updated in both places.

On a Windows computer, use Quick Install within Palm Desktop software to install applications (PRC) to your device or to an expansion card that is seated in the expansion card slot.

Palm Desktop is installed automatically during the initial CD installation process.

**NOTE** During CD installation, you can choose to synchronize your device with Microsoft Outlook on your computer (Windows only). If you do, information from Contacts, Calendar, Tasks, and Memos is synchronized with info in the corresponding application in Outlook. (Memos is called Notes in Outlook.) Information for Expense, Note Pad, and Voice Memo is still synchronized with the corresponding info in Palm Desktop software.

\* **Tip**

After you install an app and discover how valuable it is, be sure to add it to **Favorites**. Assign your most important application to the **Star button** so that you can open it with one press.

+ **Did You Know?**

You can categorize applications in **Applications View**. Some apps are automatically assigned to a category when you install them; others are assigned to the Unfiled category. Apps from all categories appear in the All category. 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 from your Mac computer to your device or to an expansion card that is seated in the expansion card slot for use on your device. This application is installed automatically during the initial CD installation process.


**LifeDrive Manager (Windows only)**

Install applications and transfer folders and files from your Windows computer to the **hard drive** on your device or to an expansion card, synchronize files and folders, and convert photos and videos for viewing on your device. This application is installed automatically during the software CD installation process.


**Manual**

Install a version of the *Getting Started* guide on your device. You can also access the full Acrobat version (PDF) of *Getting Started* from the Help menu of Palm Desktop software, where it's added during the initial installation process.


**WiFile™**

Access your wireless network so that you can open photos, music files, and documents that are located in shared folders on a networked computer.


**Adobe Reader for Palm OS®**

View PDF files that are tailored to fit your device's screen.


**Power by Hand eReader**

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


**Enterprise Software link**

Create a secure wireless connection to your corporate network in order to safely send and receive email messages and access the corporate intranet with a VPN client. Enable robust security for secure Wi-Fi authentication and connection to a network. Encrypt individual files and folders to protect your critical information (download requires Internet connection).


**AudiblePlayer**

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



**Documents To Go**

Companion desktop software for the Documents application on your device. Lets you move or copy Microsoft Word, Excel, and PowerPoint files to the Documents folder on your device's drive, as well as create and edit files.

**Handmark Express**

Download current news as well as information on the weather, stocks, sports, movies, and more (download requires Internet connection and subscription to service with Handmark).

**RealRhapsody**

Transfer MP3 music files from your computer to your device or to an expansion card (sold separately), and copy music from your CDs to your computer. This is the desktop companion for the Pocket Tunes music application on your device (Windows only).

**Windows Media Player  
link/Direct X**

Required to prepare videos for playback on your device (Windows only).

**NOTE** We recommend that you install the Windows Media Player/Direct X software from the CD, even if you already have Windows Media Player on your computer. The version on the CD contains all of the components needed to prepare videos for playback on your device.

**Windows Media Player  
plug-in**

Works with Windows Media Player to convert music files for playback using the Pocket Tunes application on your device.

**QuickTime**

Required for preparing videos in certain formats for viewing on your device.

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

**Tips & Tricks**

Make your device uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/mylifedrive](http://www.palmOne.com/mylifedrive).

**Support**

If you're having problems with your device, go to [www.palmOne.com/support](http://www.palmOne.com/support).

## Related topics

Click a link below to learn about these related topics:

**Setup**

Installing the desktop software from the CD

**Entering Information**

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

**Moving Around**

- Opening applications and using menus
- Finding information

**Managing Info**

- Synchronizing your device with your computer
- Using LifeDrive Manager and Drive Mode to manage information between your device 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 device

**World Clock**

Viewing the current date and time

**Customizing**

- Setting the current date and time
- Adjusting the brightness of the display

**Maintaining**

- Caring for your device
- Resetting your device

**Common Questions**

Answers to frequently asked questions about your device

# Moving Around in Applications

## In this chapter

[Opening applications](#)

[Using the 5-way navigator](#)

[Using menus](#)

[Finding information](#)

[Related topics](#)

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



## Benefits

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

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

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


## Opening applications

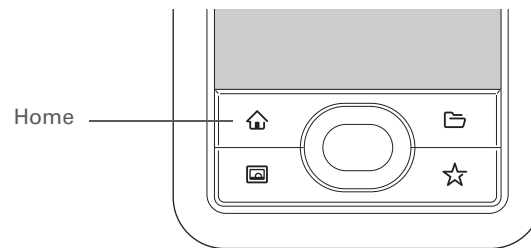
You can open applications from Favorites View or Applications View, or by using the Files application.

! **NOTE** Some applications are listed differently in Favorites and Applications views. 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.

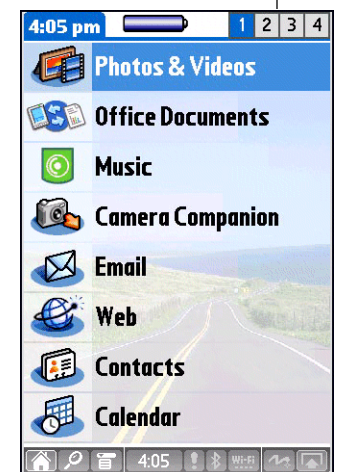
## Using Favorites

Favorites View contains up to 32 items—four pages of eight items each—and can include applications, specific files, folders, and 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 Home  and select an item from the list. Use the 5-way navigator or tap the buttons in the upper-right corner of the screen to move to another page of favorites.




Tap to move to other pages of favorites

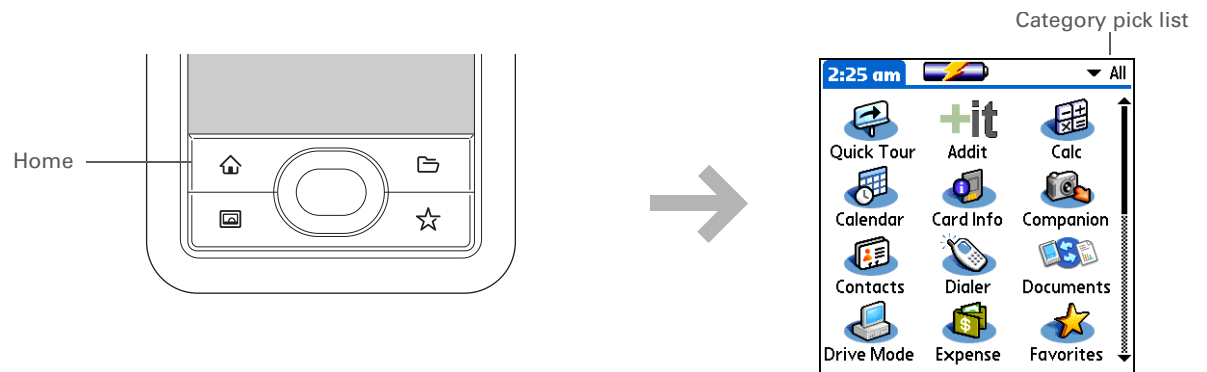


- \* **Tip**  
Also open Applications by tapping the Home icon on the **status bar**.
- \* **Tip**  
You can also open a specific application using one of the **quick buttons** on the front of your device.
- \* **Tip**  
When no item is selected, press Right or Left on the **5-way** to scroll through application categories.
- + **Did You Know?**  
Applications View displays an icon for opening Favorites. Favorites View contains an entry for opening Applications.

## Using Applications

Applications View shows all of the applications on your device, except those that are accessed using the **status bar**. 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 device's **hard drive** (it's called Internal Drive on the pick list) or of an expansion card (it's called Card1 or whatever you've named the card) if one is inserted into the expansion slot.

To access an item from Applications, press Home  twice and select an icon. When you press Home twice, it displays the same category of applications that was displayed the last time Applications was open. Use the category pick list to view another category or to see all applications, the contents of the hard drive, or the contents of an expansion card.

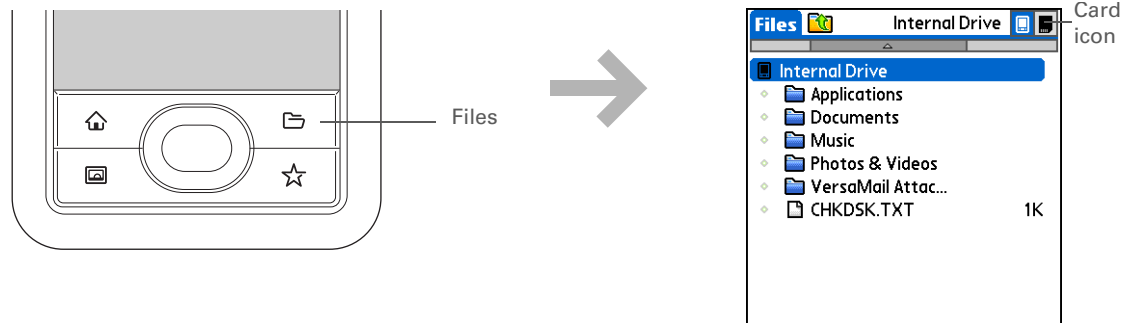


- \* **Tip**  
You can also open Files by selecting Files in Applications View.
- \* **Tip**  
If you have an expansion card (sold separately) inserted into your device's expansion slot, select the card icon in Files to view the contents of the card.

## Using Files

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

To open Files, press Files  on the front of your device.



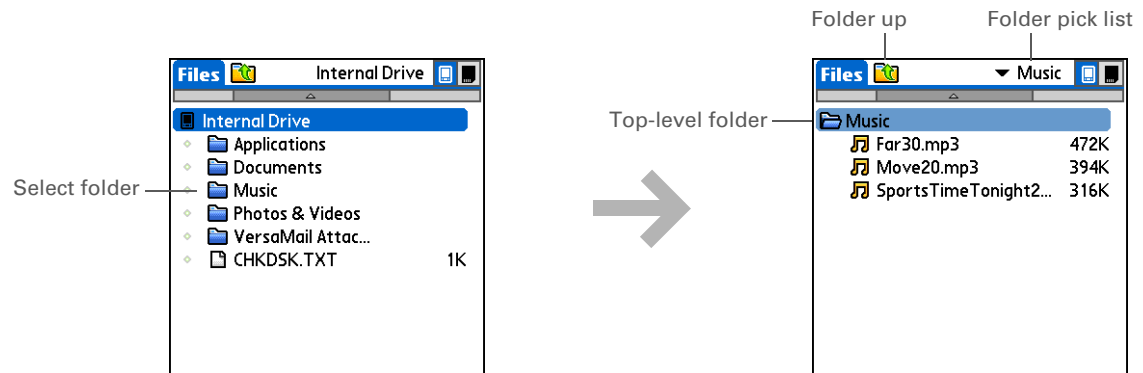
### + Did You Know?

If you select a file from within Files, it automatically opens in the correct application on your device. 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 device 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 device.

- 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 five folders at the top of the folder list: Applications, Documents, Music, Photos & Videos, and VersaMail Attachments. Place your applications and files in the correct folder so that you can easily locate them.



### + Did You Know?

If you select **Open With**, only applications that can open the file you have selected are displayed. You can select one of the applications displayed to make it the default application for opening this file type. If no application appears, that means there is no application on your device that can open the selected file.

### \* Tip

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

## 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.

1

**Open Files.**

2

Navigate to the file or folder you want.

3

Work with the file or folder:

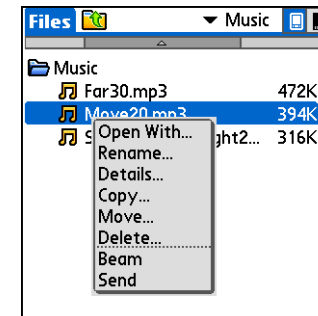
- a. Tap and hold the item name to open a menu that lets you perform any of the following tasks:

**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 hard 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 get a message asking you to confirm the deletion.

**Cont'd.**

- Copy** Copy the item to another location on the drive or an expansion card.
- Move** Move the item to another location on the 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 device'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

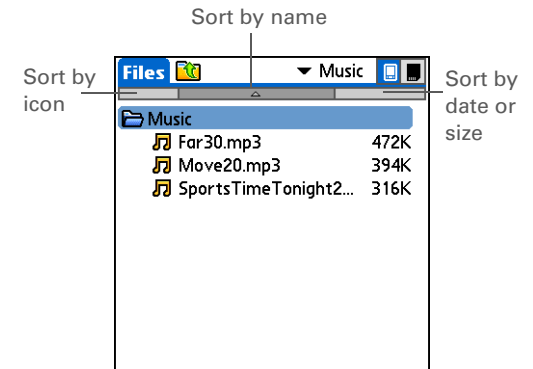
Select your sort options:

**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 Pocket Tunes, only music files such as MP3 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, Media, and Pocket Tunes™—you can open a file or folder directly from within the application. The application automatically displays files located in the appropriate folder on your device's hard drive—for example, when you open the Pocket Tunes application, files in the Music folder on the 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 device automatically saves your work in the current application and switches to the other application.

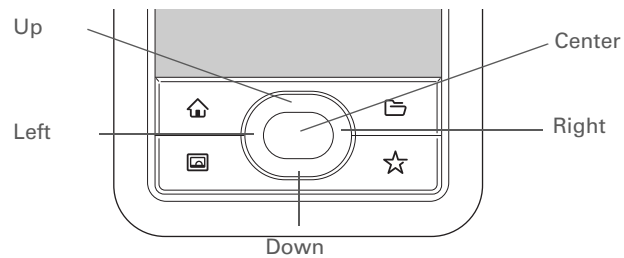
\* **Tip**

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

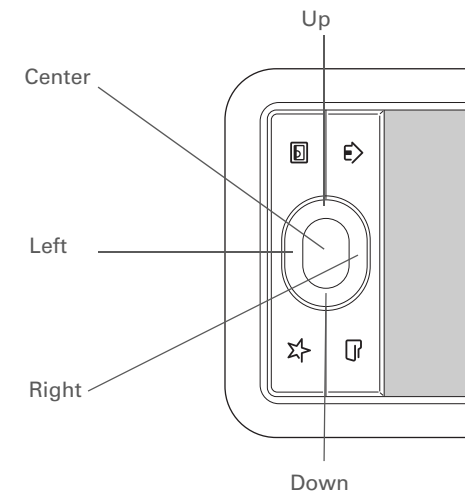
## Using the 5-way navigator

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 viewing.



**Portrait view**



**Right-handed landscape view**

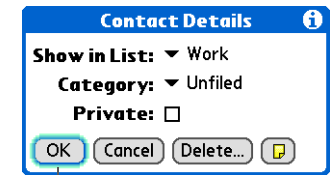
\* **Tip**

You can also use the stylus to highlight text on the screen. Drag the stylus across the text you want to highlight, double-tap a word to highlight it, or triple-tap a line of text to highlight it.

## Highlighting items

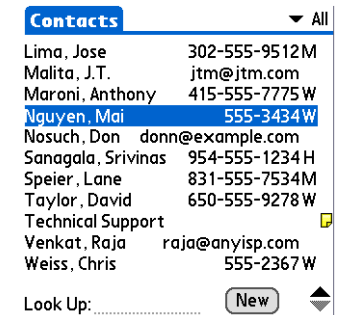
The 5-way lets you highlight items before opening or selecting them.

- When an onscreen button (OK, Cancel, and so on) or pick list is highlighted, the button acquires a glow around its border.



Button with highlight

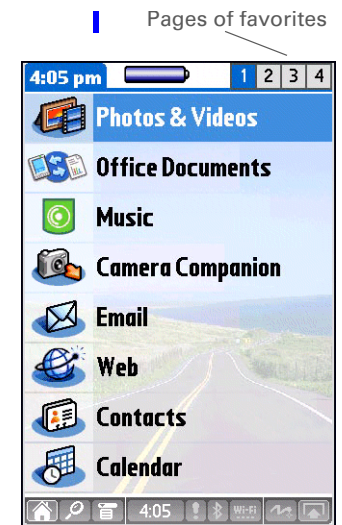
- When an entry on a list screen is highlighted, the text appears in reverse type (light text on a dark background).



- When a phone number, email address, or web link is highlighted on a web page or in a message, the text appears in reverse type (light text on a dark background).
- When an entire text entry field is highlighted, you can press Center to edit the text. After you edit the text, press Center again to highlight the entire field.

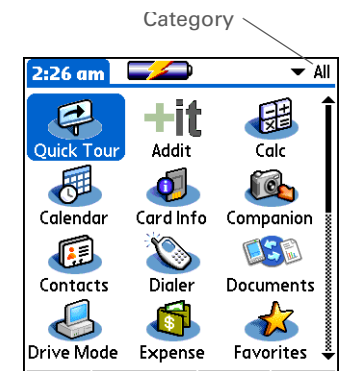
## Moving around in Favorites View

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



## Moving around in Applications View

- Up or Down** Scrolls up or down in Applications View.
- Right or Left** Scrolls to the next or previous application category.
- Center** Inserts the 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 in 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 when the entire list is highlighted. Press and hold to accelerate scrolling when in **portrait view**.

### Left or Right

In **landscape view**, accelerates scrolling when you press and hold.

### 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 in 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.

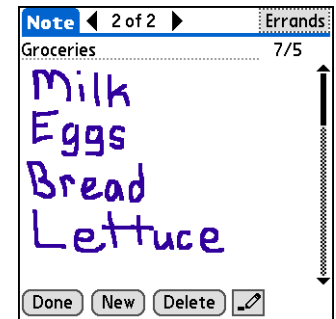
If there is no “down” entry, pressing Down scrolls right. If there is no “right” entry, pressing Right scrolls down.

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, pressing Center activates the button.



## Moving around in dialog boxes

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

**Up, Down,  
Right, or Left**

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

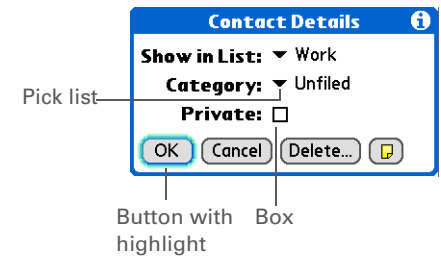
**Center**

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

**Up or Down** Scrolls to the previous or next entry.

**Center** Selects the highlighted entry.

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



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

**Moving around in menus**

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

**Up or Down**

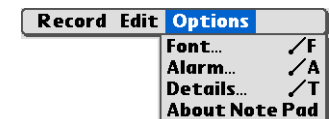
Scrolls within the current menu list.

**Right or Left**

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

**Center**

Selects the highlighted menu item.




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

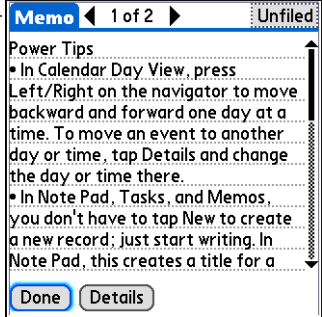
\* **Tip**  
When the menus are open, you can **use the 5-way** to select menus and menu items.

## Using menus

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

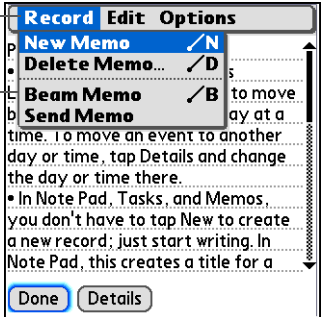
- 1 **Open an application.**
- 2 Tap Menu  on the status bar.
 

Application title



Menu

Menu item


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

↓ Done

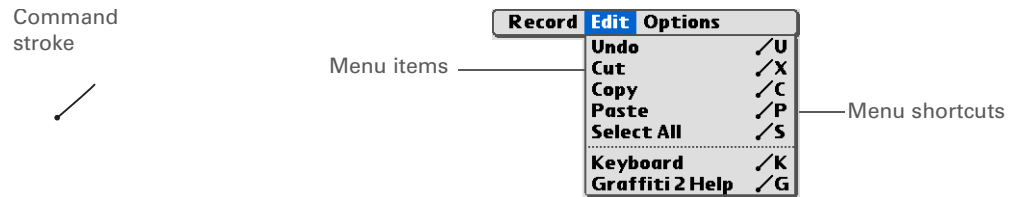
\* **Tip**

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.

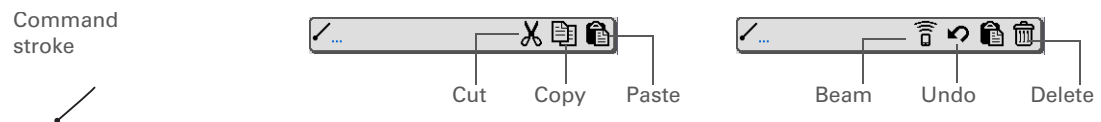


**NOTE** When you write the Command stroke, the Command toolbar appears. See the next section for info on using the Command toolbar.

## 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.




- \* **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 hard drive or on an expansion card, the **Files** application opens, displaying the selected file. Select the file name to open it.

## Finding information

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 device’s **program memory**. Find also locates words that begin a file name only (not within a file) on your device’s **hard 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

**Tips & Tricks**

Make your device uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/mylifedrive](http://www.palmOne.com/mylifedrive).

**Support**

If you're having problems with your device, go to [www.palmOne.com/support](http://www.palmOne.com/support).

## Related topics

Click a link below to learn about these related topics:

**Your LifeDrive™**

- Locating the controls on your device
- Discovering the built-in software on your device 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 device

**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 device
- Viewing application information

**Customizing**

- Using a photo as the background for Applications and Favorites views
- Displaying Applications View in list format

**Maintaining**

Caring for your device

**Common Questions**

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

# Entering Information on Your Device

## In this chapter

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

[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 device. 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 device?

- **Graffiti® 2 writing.**
- **The onscreen keyboard.**
- **Phone Lookup.**
- **Note Pad.**
- Visit [www.palmOne.com/mylifedrive](http://www.palmOne.com/mylifedrive) 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 device and your computer**. Or you can send and receive information from other devices, using **beaming** or your device's built-in **Bluetooth® wireless technology** or **Wi-Fi® capabilities**.

## Entering information with Graffiti 2 writing


You can enter info directly on your device with Graffiti 2 writing. Graffiti 2 writing includes any character you can type on a standard keyboard. Entering these characters on your device 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 device. With only a few minutes of practice, you can learn to use Graffiti 2 writing.

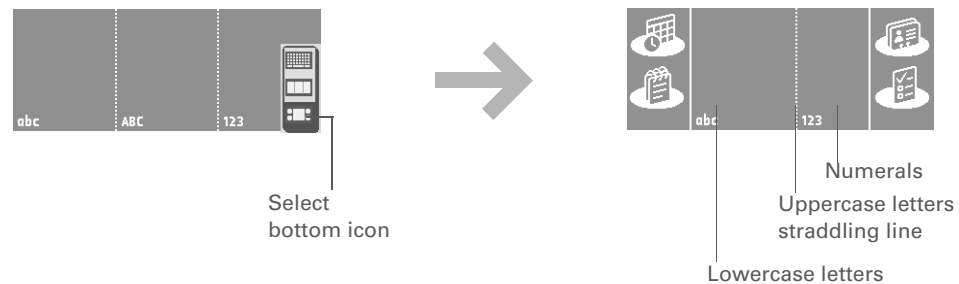
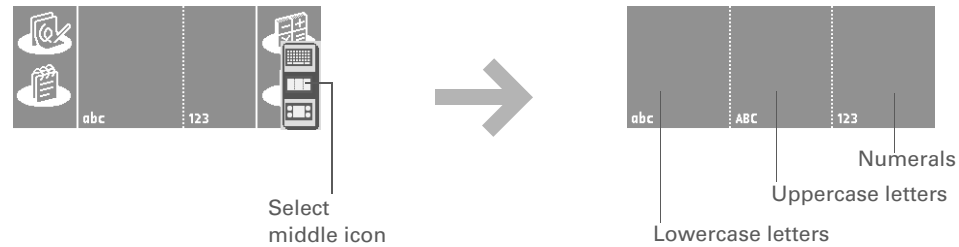
### Writing in the Graffiti 2 input area

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

Your device 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 device to recognize them.


You can write letters or characters in the following areas:

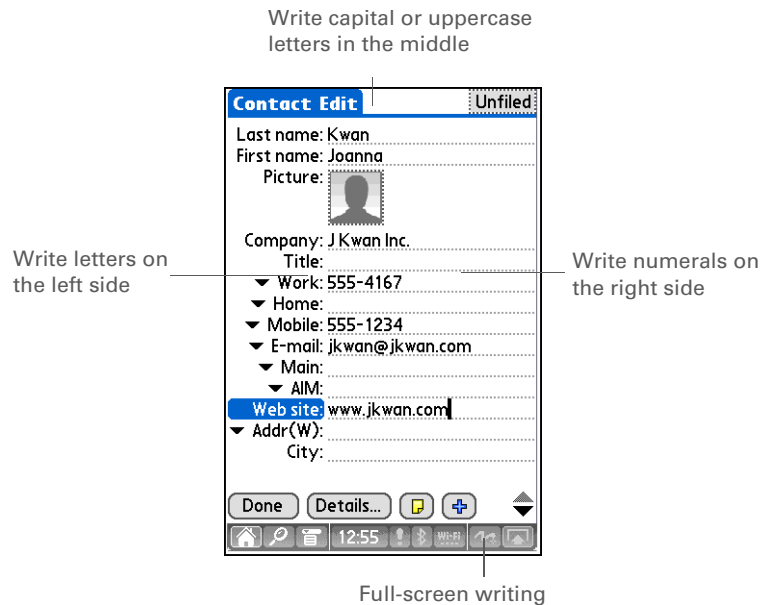
**Left side of the screen** Write letters or characters that are assigned to the abc input area.

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

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

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

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



**+ Did You Know?**

Graffiti 2 writing automatically capitalizes the first letter of a sentence or a new entry.

**Writing Graffiti 2 characters**

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

**+ Did You Know?**

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

**+ Did You Know?**

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

**\* Tip**

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

**Keys to success with Graffiti 2 writing**

Keep these guidelines in mind when using Graffiti 2 writing:

- Write the characters exactly as shown in the following tables. Don't write the dot. It's only there to show you where to begin writing the character.
  - The Graffiti 2 writing area 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 device immediately recognizes them.

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












### Graffiti 2 alphabet

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 !			

\* **Tip**  
Having trouble with the plus sign? Use the punctuation shift first and then make the character.

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



\* **Tip**  
Having trouble accenting characters? You can always open the [onscreen keyboard](#), tap int., and then tap the character you need.





\* **Tip**  
Get help writing any of the Graffiti 2 characters in most applications. [Open the Edit menu](#) and select Graffiti 2 Help.

## Graffiti 2 accented characters

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

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

### Graffiti 2 gestures


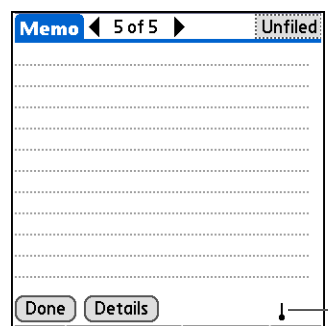
Write gestures on LEFT side, or across the middle of input area			
Gesture	Stroke	Gesture	Stroke
Cut		Paste	
Copy		Undo	

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

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

## Writing Graffiti 2 symbols and other special characters

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

<b>1</b>	<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>	 <p style="text-align: right;">Punctuation shift indicator</p>
<b>2</b>	<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>	
<b>3</b>	<p>Enter another Punctuation Shift stroke to finish the character and to make it appear more quickly.</p>	
<b>↓ Done</b>	<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


**NOTE** The asterisk character appears only if you write the strokes on the right side of the input area. If you write the strokes on the left side, a lowercase x appears.

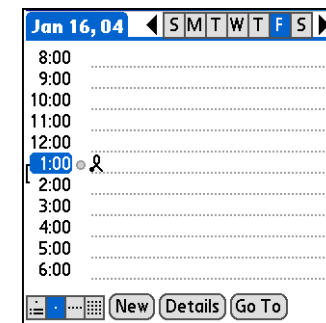
.	,	'	?	!	&	@	\$	~	/	\	"
•	└	└	<sup>1</sup> ? <sub>2</sub>	<sup>1</sup> ! <sub>2</sub>	&	@	\$	N	/	\	”
;	:	-		(	)	<	>	[	]	{	}
<sup>1</sup> ; <sub>2</sub>	<sup>1</sup> ; <sub>2</sub>	-		(	)	<	>	[	]	{	}
+	-	*	÷	=	#	%	^	`	™	®	©
<sup>1</sup> + <sub>2</sub>	-	<sup>1</sup> X <sub>2</sub>	÷	=	#	%	^	`	™	®	©
‘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

## 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		

## » 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.

## 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 device.

**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

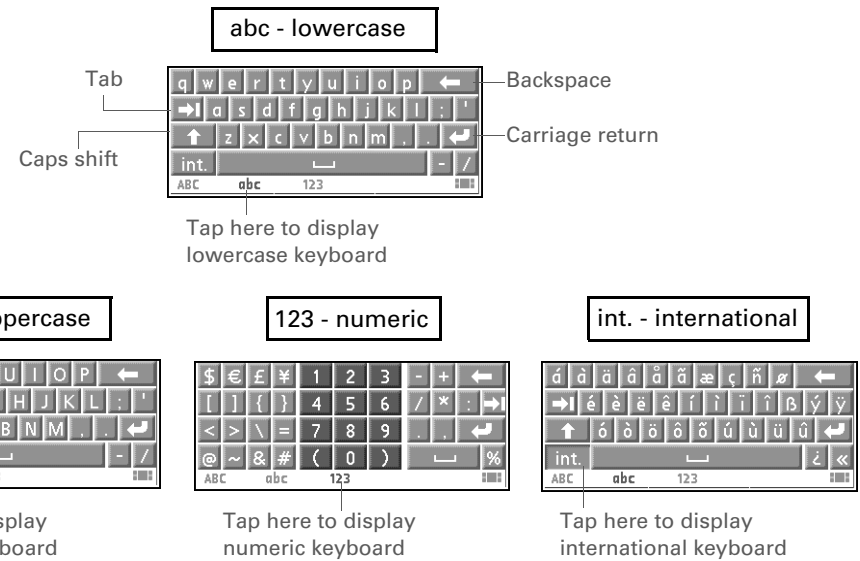


Tap to open keyboards

\* **Tip**  
When a keyboard is open, you can tap **abc**, **123**, or **int.** 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



## 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**

## \* Tip

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

Cont'd.

d. Select the contact, and then select Add.

Lookup	
Anderson, Mark	415.555.9308 M
Cepeda, Juan	909.555.9702 W
Hanon, Matt	203.555.9820 M
<b>Kelly, Jardin</b>	<b>650.555.3970 W</b>
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	.....
<b>1:00</b>	<b>o Kelly, Jardin</b>
	<b>650.555.3970 W</b>
2:00	.....
3:00	.....
4:00	.....
5:00	.....

3

[ &amp; ] 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 device 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 from the command toolbar that appears.

## Copying and pasting information

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

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

**\* Tip**

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

**Deleting information**

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

**1**

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

**2**

Delete the information:

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

↓ Done

**Tips & Tricks**

Make your device uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/mylifedrive](http://www.palmOne.com/mylifedrive).

**Support**

If you're having problems entering information or with anything else on your device, go to [www.palmOne.com/support](http://www.palmOne.com/support).

## Related topics

Click a link below to learn about these related topics:

**Moving Around**

- Opening applications
- Using menus

**Sharing**

Beaming or sending information to another Palm Powered 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 Device and Your Computer

## In this chapter

[Program memory and the hard drive](#)

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

[LifeDrive Manager and Drive Mode](#)

[Using LifeDrive Manager](#)

[Using Drive Mode](#)

[Synchronizing information](#)

[Other ways of managing information](#)

[Removing information](#)

[Related topics](#)

With its large hard drive, your device becomes a four-gigabyte (4GB) extension of your computer that you can take with you on the go. This extra capacity lets you carry many more of your documents, folders, photos, and music files with you.

But the drive offers more than just storage capacity. With the LifeDrive™ Manager application, you can simply drag and drop files and folders to transfer them from your Windows computer to the drive, organize them the way you want, and work with them directly on the device. Any time you make changes, you can synchronize to ensure that the most current version of your information exists on both your device and your computer.



## Benefits

- Quickly enter and update information on your device and your computer
- Transfer and work with applications, files, and folders on your device
- Synchronize individual files or entire folders with one button
- Protect your information by quickly backing up and saving files and folders to your computer

### + Did You Know?

Your device saves all information, including information on the drive and in program memory, even if the battery drains completely; none of your information is lost. Simply recharge to access the information again.

### \* Tip

Use **Quick Install** (Windows) or the **Send To Handheld droplet** (Mac) to install applications to program memory.

## Program memory and the hard drive

Your device contains two types of storage: program memory and the 4GB hard drive.



**Program memory** Your device includes 64MB of program memory for Palm OS® applications such as Contacts, Calendar, Tasks, and Memos, as well as email messages. Information in program memory is automatically updated when you **do a full sync**. For example, if you enter contact information on your computer, you can synchronize to update the info in Contacts on your device.

The info for each Palm OS application—for example, individual contact entries—may be stored in your device's program memory. 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 **LifeDrive Manager**.



**Hard drive** The 4GB hard drive (approximately 3.85GB of memory available to the user) works similarly to other standard USB drives. You can store any type of file, folder, or application on this drive. View and access the contents of the drive using the Files application on your device, or view the contents using LifeDrive Manager (Windows) or **Drive Mode** (Mac and Windows) on your computer. You can manage items on the drive in various ways: copying, moving, deleting, renaming, and so on, by using LifeDrive Manager (Windows) or Drive Mode (Mac and Windows), or Files on your device.

When you copy a file or folder from your computer to your device using LifeDrive Manager, you can choose to synchronize that file or folder.

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 device, and manage your files on a card using LifeDrive Manager or Drive Mode.



**\* Tip**

Be sure to take your USB sync cable with you so that you can connect your device to another computer to synchronize, use LifeDrive Manager, or use **Drive Mode**. It's a good idea to take your AC charger with you as well, especially if you plan to use Drive Mode to transfer files to another computer.

**\* Tip**

**Enter information** for applications such as Calendar, Contacts, Memos, and Tasks in Palm® Desktop software or Microsoft Outlook on your computer, then **do a full sync** to transfer the information to your device.

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

## How can I work with information?

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

**LifeDrive Manager (Windows only)** Use LifeDrive Manager to transfer files and folders to your device's drive. LifeDrive Manager instantly copies or moves the items you select. You can choose whether to synchronize items you move using LifeDrive Manager, as well as whether to convert photos and videos for best viewing on your device.

**Drive Mode** Use Drive Mode when your device connected to a Mac computer to move files between a computer and your device's hard drive. Also use Drive Mode to open, move, or copy files on your device when it's connected to a Windows computer that does not have LifeDrive Manager installed.

While you're using Drive Mode, you cannot use any other feature of your device.

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

You can synchronize in one of two ways: do a full sync of everything on your device using the **sync button** on the USB sync cable, or sync selected items on the hard drive using the **LifeDrive Manager**.

You can also synchronize to **install applications** to your program memory.

**\* Tip**

If you are transferring a large video file and choose the Format for device option, you can interrupt the formatting process if, for example, you need to take your device with you away from your desk. When you reconnect your device and your computer, the formatting process picks up where it left off.

## LifeDrive Manager and Drive Mode

Both LifeDrive Manager and Drive Mode let you work with files and folders between your device and your computer. So when would you use one method or the other? Here are some common situations in which you would choose LifeDrive Manager or Drive Mode.

### LifeDrive Manager

LifeDrive Manager is available only on Windows computers. Use it in the following situations:

- You are transferring files or folders to your device and want to be able to synchronize them.
- You are transferring photos or videos and want to convert them for best viewing on your device.
- You are carrying a file that cannot be opened on your device and you want to work with it on another computer.
- You want to work on your device during the transfer process. With LifeDrive Manager, you can continue to work with information on your device as files or folders are being moved or copied. You cannot use any of the features of your device when it is in Drive Mode.

### Drive Mode

You can use Drive Mode on both Windows and Mac computers. Use it in the following situations:

- You are transferring files or folders to or from a Mac computer.
- You are transferring items using a Windows computer that does not have LifeDrive Manager.
- You have a file on your device that you want to work with using a computer, but you don't want to copy the file to the computer. With LifeDrive Manager, you must first transfer a file or folder to your computer before you can open or edit the item. With Drive Mode, you can use the Windows Explorer or Finder window to open a file or folder directly from your device. So, for example, if you are a guest at a computer and do not want to put a copy of a confidential file on that computer, you can use Drive Mode to open and work with the file directly on your device.

**\* Tip**

When you copy a photo or video to your device, select the option **Format for device** if you plan to view the item on your device only. Formatting reduces the file size and fits the photo or video to your device's screen.

Use the **Copy or Keep Synchronized** option if you plan to transfer the photo from your device to another computer. This keeps the original file size, resolution, and file type intact.


## Using LifeDrive Manager

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

### WINDOWS ONLY

On a Windows computer, LifeDrive Manager provides a live window to your device's hard drive. Use LifeDrive Manager to copy, move, and manage files and folders on your device. LifeDrive Manager copies and moves items instantly; you do not need to synchronize to transfer the information. With LifeDrive Manager you can work on your device even while transferring files.

Using LifeDrive Manager, quickly move and carry large numbers of your important Office files, photos, music, videos, and other files on your device. Use the Files application to access and edit information on your device, or use Drive Mode to access and edit that information when you're connected to a computer that supports external flash drives.

LifeDrive Manager is installed automatically when you install Palm Desktop software. When the application is installed, an icon  appears in the taskbar in the lower-right corner of your computer screen. Right-click the icon and select menu commands to open LifeDrive Manager or to synchronize all **sync items** on the drive.

When you connect your device to your computer and transfer one or more files or folders into the LifeDrive Manager window, a dialog box appears, asking you how you want the item to be treated. Select one of the following options:

**Copy** The items are simply copied to your device and are not updated during synchronization.

**Format for device** If you transfer photo or video files to your device, you can choose to convert them to a format that works best on (is optimized for) your device. Converting a photo or video does any or all of the following, if necessary: changes the item to a format that your device can display; rotates the item so that it's displayed correctly; and reduces the file to a size that fits your device's screen, resulting in a smaller file size. In some cases, conversion might result in a lower resolution for the photo or video.

**» Key Term**


**Sync item** A file or folder on your device's hard drive that you choose to synchronize. If you create a sync folder, all items in the folder—including any subfolders—are automatically sync items.

If you choose the Format for device option, the original photo or video remains in its unchanged format on your computer.

If you are transferring a group of photo and/or video files at once—for example, if you select and drag them all together or if the files are all in one folder—your formatting choice applies to all of the files. You cannot choose to format some files transferred as a group and not others.

**Keep Synchronized** You can choose to make the items you copy sync items—that is, items that are updated when you synchronize your device with your computer. If you select this option, any changes you make to the file or folder in one location (device or computer) are made automatically in the other the next time you synchronize.

If you transfer multiple files or folders at once, your synchronization choice applies to all of the items; you cannot choose to synchronize some but not others.

**NOTE** If you transfer a file or folder into a folder that displays the sync item icon , the item becomes a sync item even if you choose Copy or Format for device. However, the item synchronizes to the corresponding sync folder on your computer, not to the original file or folder. So you have two versions of the file or folder on your computer: the original one in its original location (which does not sync), and the new one in the sync folder (which does sync).

For example, suppose you copy a music file called MySong in the MyMusic folder on your computer to the Music folder on your device, which you have set as a sync folder. You choose Copy during the transfer. Because the Music folder is a sync folder, when you synchronize, a copy of the Music folder containing the file MySong appears on your computer. However, the original file MySong remains in the MyMusic folder on your computer and is not synchronized.

## Transferring information using the LifeDrive Manager icon

If you want your files or folders to go to a default location on your device, you can simply drag the items onto the LifeDrive Manager icon on your computer. LifeDrive Manager copies the items to a specific location on your device's drive depending on the file types.

» **Key Term**

**Root level** The “top” level of the hard drive, that is, the level of files and folders you see when you click the drive icon itself.

\* **Tip**

If you copy a group of files or folders to the root level of your device’s drive, you can then use the LifeDrive Manager window to move those items to the locations you want on the drive.

**Default folders: Applications, Documents, Music, Photos & Videos** LifeDrive Manager copies the items to one of these four folders if both of the following are true:

- All of the items you drag to the LifeDrive Manager icon are of a type associated with one of these folders—for example, JPG, BMP, and ASF files that are associated with the Photos & Video folder.
- You select the Copy or the Format for device option.

**Root level of the drive** LifeDrive Manager copies all of the items to the root level of the hard drive—not to a specific folder—if any of the following are true:

- Any of the items you drag is not associated with a default folder—for example, you transfer photos, videos, and also a graphic that is not a recognized file type for the Photos & Videos folder.
- The items are associated with more than one default folder—for example, you are transferring both photos and music files at the same time.
- You select the Keep Synchronized option.

**1**

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

**2**

Select the item or items you want to copy to your device’s drive.

**3**

Drag the items onto the LifeDrive Manager icon on your computer desktop.

↘ **Continued**



**\* Tip**

If another task is running that uses the USB sync cable—such as **synchronizing** or transferring music files with **Pocket™ Tunes**—LifeDrive Manager waits until the task is complete before the file transfer takes place.

**4**

Select one of the following options:

**Copy** The items are copied to the correct default folder or to the root level of your device's drive. With this option, photos and videos are transferred in their original format.

**Format for device** Photos and videos are converted to a format that works best on your device. This option is available only if the files or folders you are transferring include one or more photos or videos.

**Keep Synchronized** The items are copied to the root level of your device's drive and are included in synchronization. This means that when an item is updated on your device, it is automatically updated on your computer, and vice versa, when you synchronize.



↓ Done

\* **Tip**

You can also open the LifeDrive Manager window by right-clicking the LifeDrive Manager icon in the taskbar in the lower-right corner of your computer screen and then selecting Open LifeDrive Manager.

+ **Did You Know?**

Your device's drive appears in the LifeDrive Manager window as an icon named INTERNAL, but you can rename it anything you want. Right-click the icon, click Rename, and then enter a new name for the drive.

\* **Tip**


If you do not see any files or folders on the drive or an expansion card, click the plus-sign icon to the left of the drive/card name in the left pane of the LifeDrive Manager window.

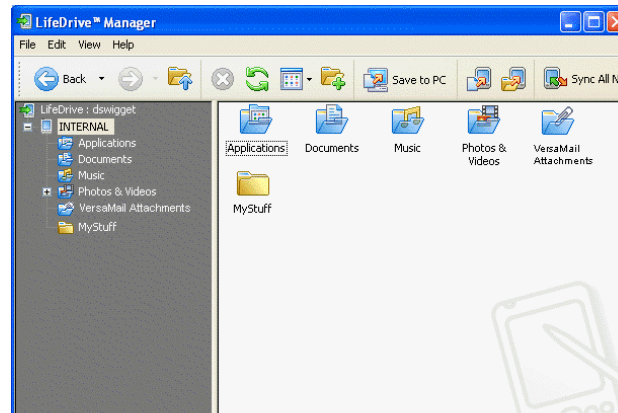
## Transferring information using the LifeDrive Manager window

The LifeDrive Manager window lets you place files or folders anywhere on your device's drive, regardless of file type.

## 1

Open LifeDrive Manager:

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



**NOTE** If your device is not connected to your computer or is unavailable, a message appears.

➤ **Continued**

**+ Did You Know?**

You can work with files and folders in the LifeDrive Manager 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 device'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.

**Cont'd.**

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

**2**

Drag, copy, or move files or folders from the desktop into the LifeDrive Manager window to the location you want on your device's drive. You can also open the folder to which you want to move the files on your device's drive, and then click the Copy Files from PC <ICON> or Copy Folder from PC <ICON> button on the LifeDrive Manager toolbar.

**NOTE** You can use LifeDrive Manager to install an application in the Applications folder on your drive, but only some applications are designed to run on your device from that location. To ensure that the application will run on your device, install it to **program memory**.

↘ **Continued**



\* **Tip**

You can also transfer files or folders from your device to your computer by dragging the item from the LifeDrive Manager window onto your computer desktop. Likewise, you can drag an item from folder to another on your device's drive in the LifeDrive Window to transfer it—or right-click on an item and select **Copy**, then right-click on the destination folder and click **Paste**.

\* **Tip**

You cannot double-click a file in LifeDrive Manager to open it, as you do in Windows Explorer. If you double-click a file in LifeDrive Manager, you are prompted to save the file to your computer before opening and working on it on your computer. After working on the file on your computer, use LifeDrive Manager to move or copy the file back to your device.

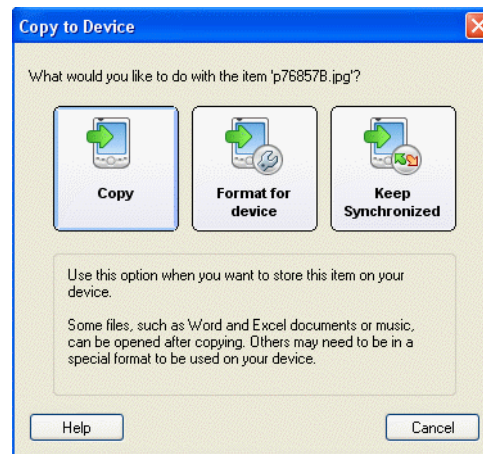
**3**

Select one of the following options:

**Copy** The items are copied to the location you specify. With this option, photos and videos are transferred in their original format.

**Format for device** Photos and videos are converted to a format that works best on your device. This option is available only if the files or folders you are transferring include one or more photos or videos.

**Keep Synchronized** The items are copied to the root level of your device's drive and are included in synchronization. This means that when an item is updated on your device, it is automatically updated on your computer, and vice versa. This option is available only if you are transferring files or folders to the root level of your device's drive.



↓ Done

**\* Tip**

You can also select the item you want to rename and then press F2 on your computer keyboard to enter the new name.

**Renaming a file or folder**

You can use LifeDrive Manager to change the name of a file that is on your device. For example, you may want to add the date or your initials at the end of a file that you have changed.

If you rename a sync item—either a file or a folder—on your device, the next time you synchronize, the item is renamed on your computer. If you rename a sync item on your computer, the next time you synchronize, both the original item with the original name and the renamed item are located on your computer.

**NOTE** You cannot rename the **default folders** on your device drive.

**1**

**Open the LifeDrive Manager window.**

**2**

Rename the item:

- a. Right-click the item you want to rename.
- b. Select Rename.
- c. Type the new name, and then press Enter on your computer keyboard.

↓ Done

## Deleting a file or folder

When you delete a file or folder in the LifeDrive Manager window, you only delete it from your device. If the file or folder is a sync item, however, and you don't want it to show up on your device again the next time you synchronize, you need to turn on a setting to delete the item from your computer as well.

**NOTE** You cannot delete the **default folders** on your device drive.

**1**

**Open the LifeDrive Manager window.**

**2**

Delete the item:

- a. Right-click the item you want to delete.
- b. Select Delete.
- c. Select Yes to confirm that you want to delete the file.

↓ Done

**\* Tip**

The Properties dialog box contains a Properties tab that displays information about the selected files or folders and lets you change file or folder attributes. See the LifeDrive Manager online Help for detailed information. In the LifeDrive Manager window, open the Help menu and select LifeDrive Manager Help.

## Deleting sync items from your computer when they are deleted from your device

When you turn on the setting to delete a sync item from your computer and then delete the item from your device, the item is deleted from your computer the next time you synchronize.

**1**

**Open the LifeDrive Manager window.**

**2**

Set up automatic deletion:

- a. Right-click a folder containing the item or items you want to delete. The folder must be a sync item.
- b. Select Properties, and then click the Synchronize tab.
- c. Select Delete Files on Your PC, and then click OK.

↓ Done

**\* Tip**

If you plan to use Drive Mode, remember to bring your USB sync cable and AC charger with you, so you can connect to other computers.

## Using Drive Mode

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

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

The computer must support external 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 external removable drives.


**NOTE** While you're using Drive Mode, you cannot use any other feature of your device, including LifeDrive Manager and synchronization. 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 device in some other way—for example, by pressing a quick button—a message appears, asking if you want to continue using Drive Mode or disconnect from Drive Mode to use your device.

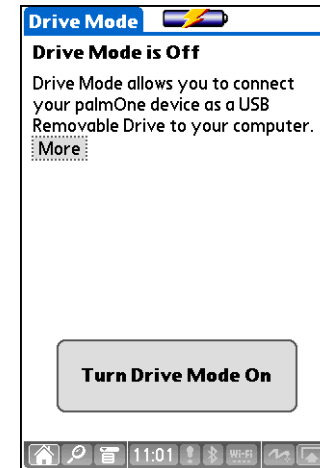
**\* Tip**

If you format your device's hard 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 device cannot recognize the information on the internal drive or on the card. Note that if you reformat the hard drive, all information on the drive is deleted—and if there are sync items and you have selected the Delete on PC option, those items are deleted on your computer as well the next time you synchronize.

**1**

Turn on Drive Mode:

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

**2**

Prepare your device 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 device.
- b. Connect the AC charger cable to the USB sync cable, and then plug it into a power outlet.

**NOTE** You can use Drive Mode without plugging your device into a power outlet, but we recommend that you keep it plugged in to avoid losing information.

↘ **Continued**

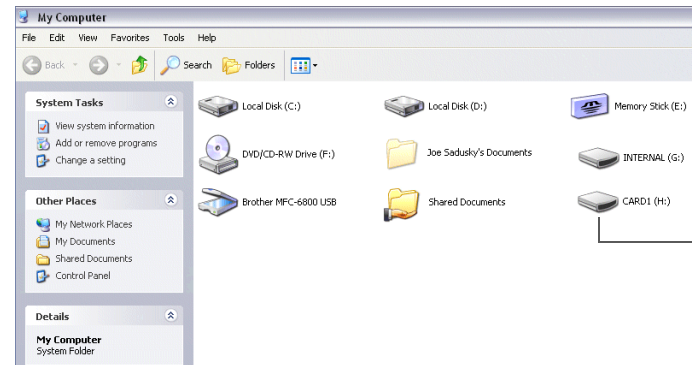
\* **Tip**

You can work with files and folders on your device 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 LifeDrive Manager, you can double-click a file from the computer's window to open it from your device in Drive Mode, as long as your computer has software that can open the file.

**3**

Open My Computer or Windows Explorer on a Windows computer, or Finder on a Mac computer. Look for the icon named INTERNAL, representing your device in the list of available drives on the computer. If there is an expansion card inserted into your device's expansion slot, it may appear as a drive named CARD.

**NOTE** On a Windows computer, the expansion card icon may appear even if there is no card inserted into your device's expansion card slot. If you try to work with the icon, an error message appears.



Device appears as drive named INTERNAL  
Expansion card appears as drive named CARD

**4**

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

➤ **Continued**


**\* Tip**

If you are working with an expansion card, you must eject the device from the computer 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 device from your computer.

- a. Eject the device from your Windows computer by selecting the Safely Remove Hardware icon  in the taskbar in the lower-right corner of your computer screen. Select the option Stop Mass Storage USB Device that contains the drive letter for the device or the expansion card, and then wait for the message that says you can safely remove your device from your computer. On a Mac computer, select the Eject command from the File menu or drag the drive icon to the Eject icon on the Dock. If a confirmation message appears, click OK.
- b. Select Turn Drive Mode Off on your device screen, and then select Turn Off.

 Done



## » Key Term

**HotSync®** Technology that allows you to synchronize the information in your device's program memory and any files or folders on the drive that you selected to copy and synchronize with the information on your computer.

## \* Tip

Folder sync is faster than a full sync, because it only synchronizes the items you select.

## Synchronizing information

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

You can synchronize in one of two ways:

**Full sync** Press the sync button on the USB sync cable to synchronize all information in your device's program memory, as well as all sync items on the hard drive, with info on your computer. Full sync also backs up any files or folders on your hard drive that are not sync items to your computer.

**Folder sync (Windows only)** Use the sync commands in the LifeDrive Manager window to synchronize a single sync item, a group of sync items, or all sync items on your device's drive, with the corresponding info on your computer. Sync items can be individual files or entire folders, including subfolders. You cannot synchronize info in program memory using the LifeDrive Manager window.

**[ ! ] IMPORTANT** Be sure to synchronize your device with your computer frequently so that you always have an up-to-date backup copy of the info on your device on your computer.

## Doing a full sync

When you perform a full sync, the following information is updated between your device and your computer:

**Program memory** If you use the default settings, information from all the following applications in program memory is transferred each time you synchronize your device with your computer using the button:



If you choose to synchronize with Outlook, info from Contacts, Calendar, Tasks, and Memos is synchronized with info in the same application in Outlook (Memos is called Notes in Outlook). You can also set up the VersaMail® application to synchronize email on your device with email in

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

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

Outlook. Other info, such as voice memos and notes, is synchronized with the corresponding info in Palm Desktop software.

If you set up a **Microsoft Exchange ActiveSync® account** so that you can synchronize email and Calendar information with info in Microsoft Exchange Server 2003, info from those applications is synchronized with info in Microsoft Exchange, while information from the other applications listed previously is synchronized with info in Outlook or Palm Desktop.

**Desktop software** Any information you **enter using desktop software** is updated with info in your device's program memory.


**Sync items** Any sync items on your device's hard drive are updated.

You can do a full sync in the following ways:

- Using the USB sync cable attached to your device and your computer
- **Wirelessly using Bluetooth® wireless technology or Wi-Fi® capabilities on your device**
- **Using your device'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 device'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 is installed when you install Palm Desktop software from the **software installation CD**. If you haven't run the install program from 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 palmOne program group, and select HotSync Manager.

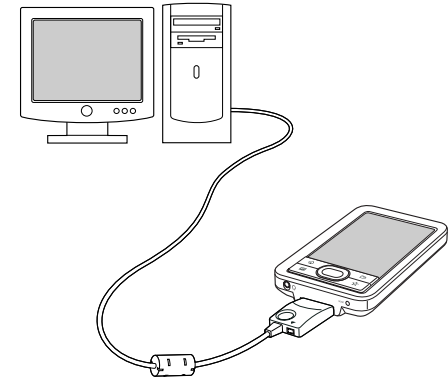
\* **Tip**  
If the Select User dialog box appears during synchronization, select the username of the person whose information you want to synchronize, and then click OK.

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

## Synchronizing using the 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 device.

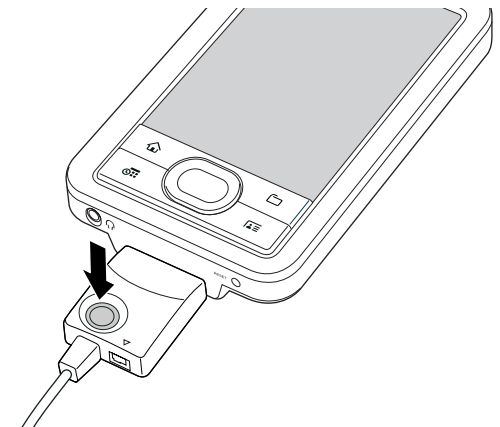


2

Synchronize your device with your computer:

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

↓ Done



\* **Tip**

When you synchronize, any items on the hard drive that are not sync items are backed up to your computer. Backing up puts a copy of the file or folder on your computer, but it doesn't keep the two versions in sync. You can manually back up an item in LifeDrive Manager by right-clicking the file or folder and selecting Save to PC, or by clicking the item and selecting the Save to PC icon from the LifeDrive Manager toolbar.

\* **Tip**

To turn off synchronization for a file or folder, right-click the item's icon, and then select Turn off synchronization.

## Synchronizing using LifeDrive Manager

### WINDOWS ONLY

When you transfer an item into the LifeDrive Manager window, you can identify whether you want to keep the item synchronized with its original on the computer. When you're ready to do a folder sync, you can select whether to sync selected items, or all sync items on your device's hard drive. LifeDrive Manager synchronizes only the items you select on the hard drive, not any of the information in program memory. **Do a full sync** to synchronize both hard drive sync items and program memory info.

If you selected the **Keep Synchronized option** when you transferred a file or folder to your device, that item is already a sync item. However, you can turn off synchronization for any such folder or file.

## Creating sync items

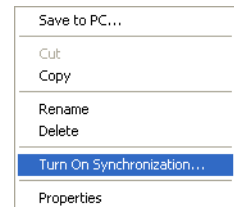
1

**Open the LifeDrive Manager window.**

2

Select items to synchronize:

- a. Navigate to the file or folder you want in the LifeDrive Manager window.
- b. Right-click the item's icon, and then select Turn on synchronization. The file or folder is now a sync item.



↓ Done

### + Did You Know?

If you put a file or folder that you chose not to make a sync item into a folder that is a sync folder, the item is synchronized regardless of your choice. After the next sync, a copy of the sync folder appears on both your device and your computer, with the sync version of the item inside. The original file or folder that you transferred using the Copy or Format for device option remains in its original location and is not synchronized.

### \* Tip

You can also synchronize all sync items by right-clicking the LifeDrive Manager icon in the taskbar in the lower-right corner of your computer screen and then selecting Sync All Now.

## Doing a folder sync

### 1

**Open the LifeDrive Manager window.**

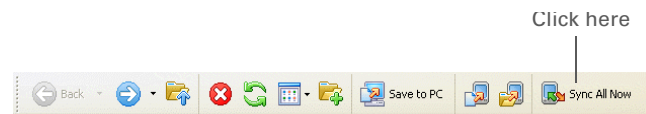
### 2

Select one of the following synchronization options:

**Synchronize a single file or folder** Right-click the item's icon, select Sync actions, and then select Synchronize this item now.

**Synchronize multiple files or folders** Select the items you want, right-click any item's icon, select Sync actions, and then select Synchronize this item now.

**Synchronize all sync items on the drive** Click Sync All Now on the toolbar at the top of the LifeDrive Manager window.



### ↓

**Done** A synchronization progress screen appears.

**\* Tip**

To check when an item was last synchronized, right-click the item, select Sync Actions, and then select Check Sync Status.

**Locating sync items on your computer**

LifeDrive Manager can quickly open the folder on your computer where a sync item is stored.

**1**

**Open the LifeDrive Manager window.**

**2**

Locate the item on your computer:

- a. In the LifeDrive Manager window, right-click the item you want to locate on your computer.
- b. Select Sync Actions.
- c. Select Locate on PC. LifeDrive Manager opens the folder where the item is located.

 Done

## \* Tip

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

## Entering information using desktop software

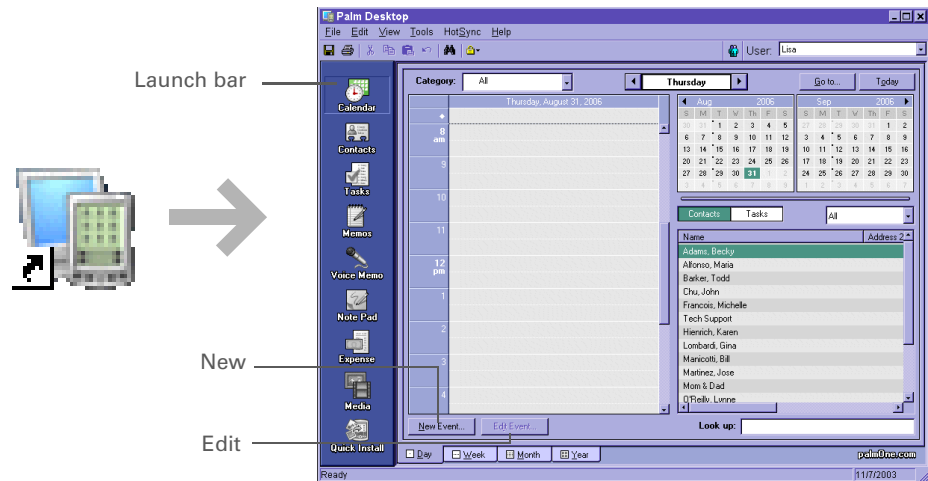
Use Palm Desktop or Outlook to enter information on your computer. When you **do a full sync**, the information is updated on your device.

### WINDOWS ONLY

1

Open an application in Palm Desktop software:

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



➤ Continued

**2**

Do one of the following:

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

**3**

Enter the information, and then click OK.

**4**

**Do a full sync** to transfer the information to your device.

↓ Done

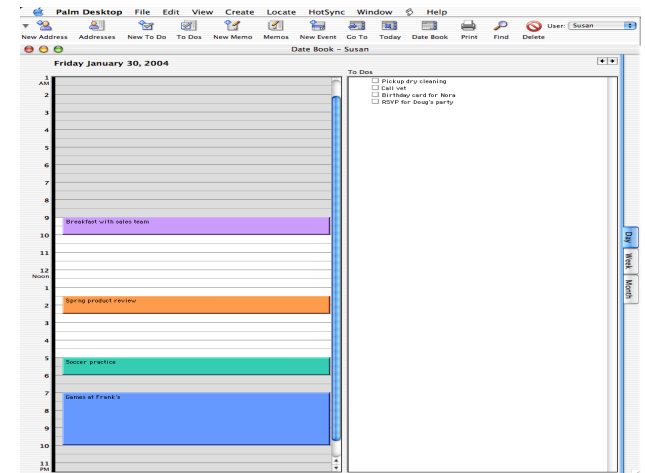


## MAC ONLY

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**

**Do a full sync** to transfer the information to your device.

↓ Done

### Customizing your synchronization settings

You can set the following options for synchronization:

- Choosing how your computer responds when you initiate synchronization on your device (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 a full sync


## Choosing how your computer responds to synchronization requests

### WINDOWS ONLY

In order for your computer to respond when you initiate synchronization on your device, 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

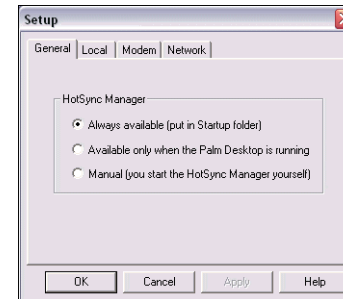
\* **Tip**  
Use the default setting **Always available** if you're not sure which option you want.

\* **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 **palmOne** 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 device:



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

**Available only when the Palm Desktop 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

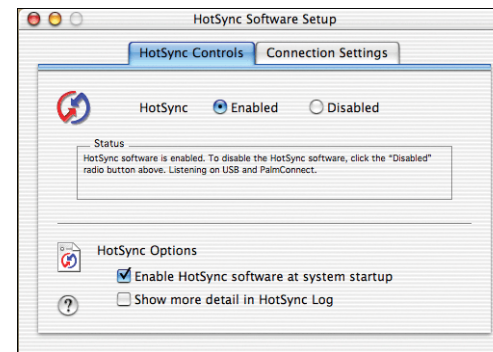
1

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

## » Key Term

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

**Cont'd.**

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

**Enable HotSync software at system startup** Sets your computer to automatically respond to synchronization requests each time you start your computer. If this option is not selected, you must open HotSync Manager and select the Enabled option before you can synchronize.

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

**3**

Close the HotSync Software Setup window.

↓ Done

## Choosing whether application information is updated


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

**\* Tip**

**Windows** For information on choosing whether application information is updated if you are synchronizing your device 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.

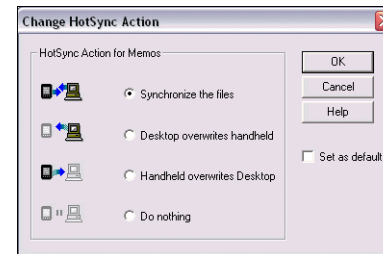
▾ **Continued**

**\* 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**

Select how information is updated during the next synchronization:



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

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

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

**Do Nothing** No synchronization occurs, so any changes made on either your device 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.

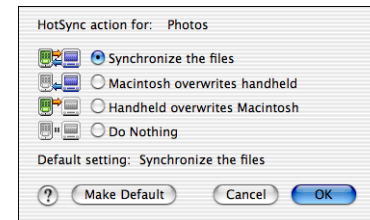
↘ Continued

**\* 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**

Select how information is updated during the next synchronization:



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

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

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

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

↘ **Continued**

**+ Did You Know?**

Most device application files have the extension PRC or PDB.

**3**

To use the option you select on an ongoing basis, click Make Default. If you do not click this button, 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

### Installing applications to your device

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

**NOTE** You can also use LifeDrive Manager to install applications to the Applications folder on your hard drive. This is useful if your program memory becomes full and you cannot install any more applications there. However, some applications are not designed to run from the Applications folder and must be installed to program memory to run correctly.

**\* Tip**

A confirmation dialog box shows whether the items will be copied to your device or to an expansion card. You can choose which device 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.

## Using Quick Install

When you install Palm Desktop software on your Windows computer, you also automatically install Quick Install. This tool makes it easy to install applications when you synchronize.

### WINDOWS ONLY

**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**

**Do a full sync** to install the file on your device.

↓ 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 device onto the droplet in the Dock.

**\* Tip**

Use the Send To Handheld droplet to install music files, photos, and videos to your device

## Installing applications from a Mac computer

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

### Using the Send To Handheld droplet

**MAC ONLY****1**

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

**2**

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.

**3**

**Do a full sync** to install the file on your device.

↓ Done

\* **Tip**  
To move applications between your device 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.

## Using commands in the HotSync menu

### MAC ONLY

# 1

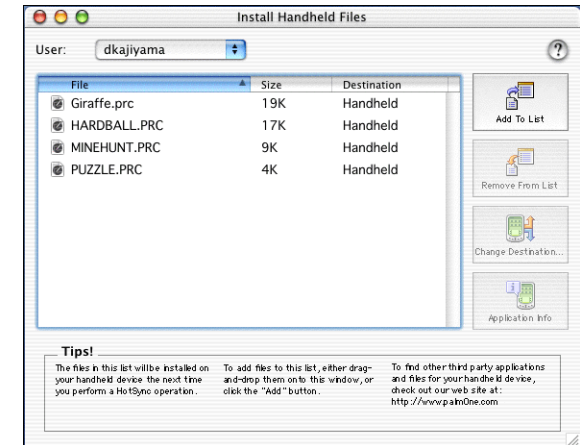
Copy or download the application you want to install on your computer.

# 2

Select the files to install on your device:

- 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 device.
- d. Click Add to List.
- e. Select the file(s) you want to install.

➤ Continued



**3**

Install the files on your device:

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

↓ Done

## Other ways of managing information

You can move and manage information on your device 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 device

**\* 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 device? Don't spend time retyping it. Instead, import the info into Palm Desktop software.

Palm Desktop software can import the following types of files:

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

**Contacts** vCard (VCF), Contacts archive (ABA)

**Memos** 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:

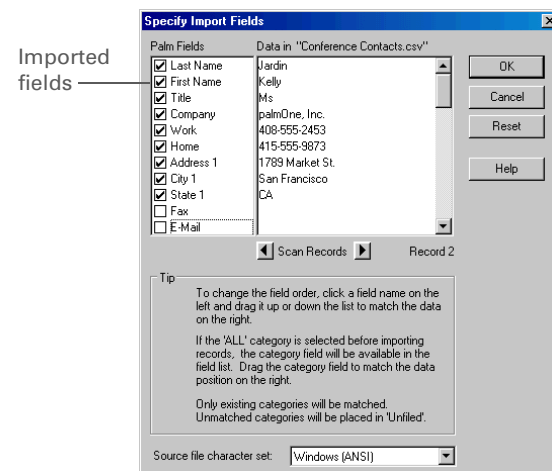
- a. Double-click the Palm Desktop icon on your computer desktop.
- b. Click the icon in the launch bar for the application you want to import the information into.

↘ **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.

**3****Do a full sync.****↓ 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**

**Do a full sync.**

↓ Done

**Restoring archived items on your computer**

In many applications, you can save a copy of an item that you deleted from your device or desktop software to an archive folder on your computer. This frees up space on your device, 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 device comes with many applications that are already installed and ready to use. The CD that came with your device includes lots of other applications to make your device even more useful and more fun. You can install these applications at any time.

### WINDOWS ONLY

- 1** Insert the CD into your computer.
- 2** On the Discover your device screen, click Add software to your device.
- 3** Follow the onscreen instructions to install the applications you want.
- 4** **Do a full sync.**  
↓ Done

**MAC ONLY**


<b>1</b>	Insert the CD into your computer.
<b>2</b>	Double-click the Essential Software folder.
<b>3</b>	Install the applications you want.
<b>4</b>	<b><u>Do a full sync.</u></b>  ↓ 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 device 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

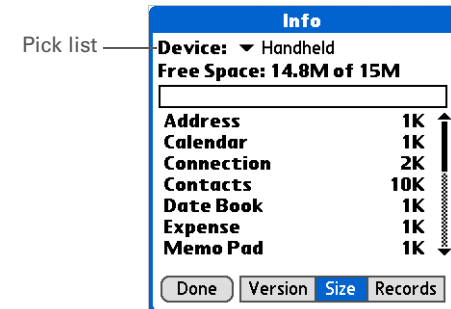
View space info and version numbers:

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

**Device** Get information about applications stored on your device.

**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 device or expansion card.

**Records** Shows the number of records in an application.

↓ Done

## Removing information

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

### Removing an application from your device

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

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

**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 Device or an expansion card.
- b. Select the application that you want to remove, and then select Delete.
- c. Select Yes, and then select Done.

↓ Done

## Removing Palm Desktop software from your computer

### WINDOWS ONLY

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

If you think you'll never want to synchronize your device 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.

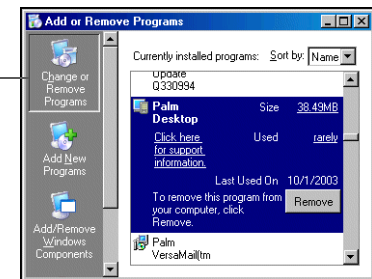
**2**

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





**Tips & Tricks**

Make your device uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/mylifedrive](http://www.palmOne.com/mylifedrive).

**Support**

If you're having problems with moving and managing information or with anything else on your device, go to [www.palmOne.com/support](http://www.palmOne.com/support).

## 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

**Pocket Tunes**

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

**VersaMail**

Synchronizing email messages on your device with email messages on your computer

**Common Questions**

Answers to frequently asked questions about moving and managing information between your device 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 devices and dial phone numbers or send messages directly from a contact entry using your device's built-in wireless technology. 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's who
- Keep in touch

## \* Tip


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

## + Did You Know?

Contacts info is stored in **program memory**. This means that you can view the info only by looking at it in the application and you can **synchronize** the information by pressing the sync button on the USB cable. Info in contacts can be synchronized with info in either Palm® Desktop software or Outlook.

## Adding a contact

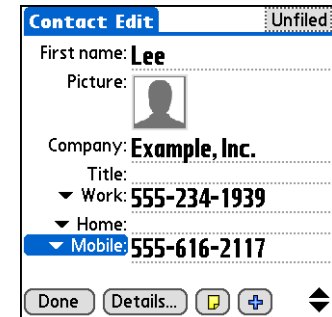
1


Tap the Contacts  icon.

2

Add your contact information:

a. Select New.



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

Continued

## \* Tip

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

## + Did You Know?

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

## Cont'd.

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

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

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

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

## 3

**[ & ] OPTIONAL** Add a photo:

- Select the Picture box.
- Select and add a photo from **palmOne™ Media**.

↘ Continued

The screenshot shows a 'Contact Edit' window with the following fields and values:

- First name: Lee
- Picture: [Placeholder icon]
- Company: Example, Inc.
- Title: [Empty]
- Work: 555-234-1939
- Home: [Empty]
- Mobile: 555-616-2117

At the bottom, there are buttons for 'Done', 'Details...', a photo icon, a plus sign, and a dropdown arrow. A label 'Select here' with a line points to the 'Picture' field.

\* **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:

- Select the Birthday box.
- Select the birth year, month, and date.

**Contact Edit** Unfiled

▼ Addr(W): **4929 Rockaway Dr.**

City: **Anytown**

State: **CA**

Zip Code: **90000**

Country:

Birthday: **-Tap to add -** Select here

Custom 1:

**5**

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

**Done**

**That's it. Your device 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 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.

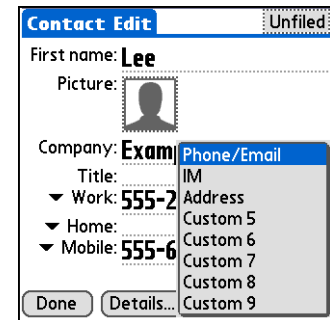
1

Tap the Contacts  icon in the input area.

2

Display additional contact fields:

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



Select here

Note icon

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

↓ Done

## \* Tip

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

## + Did You Know?

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

## Selecting 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.

1

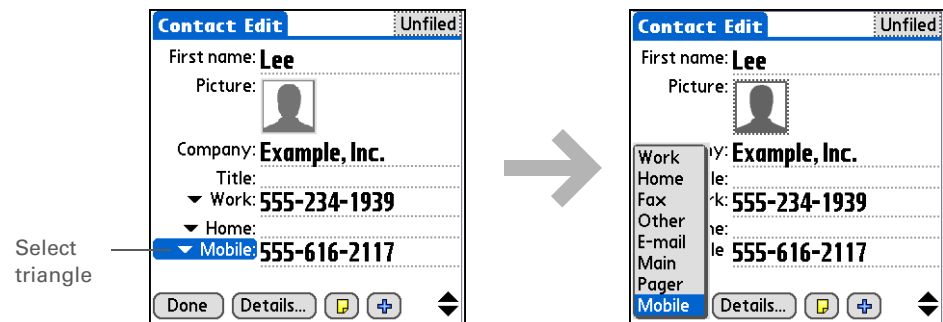
Tap the Contacts  icon in the input area.

2

Customize the contact field type:

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

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



↓ 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**

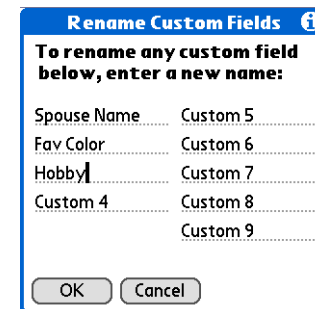
Tap the Contacts  icon in the input area.

**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 ..... 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 devices. To beam your business card quickly, press and hold the Contacts application button for approximately two seconds.

**1**

Tap the Contacts  icon in the input area.

**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

**\* 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."

## Copying contact information into multiple contacts

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

**1**

Tap the Contacts  icon in the input area.

**2**

Duplicate a contact:

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

 Done



\* **Tip**

In the Contacts list view, you can also press Right on the 5-way navigator 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?**

**Phone Lookup** in the Options menu of many apps lets you add contact information when you are creating an entry in another application or addressing an email in the VersaMail app, where it's called Address Lookup.

## Locating a contact on your list

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

↓ Done

**\* Tip**

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

## Deleting a contact

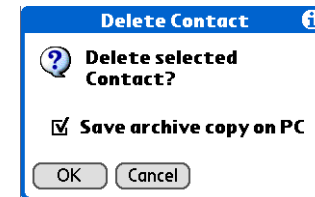
**1**

Tap the Contacts  icon in the input area.

**2**

Open the Delete Contact dialog box:

- Select 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

### + Did You Know?

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

### \* Tip

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

## Customizing the Contacts list

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

1

Tap the Contacts  icon in the input area.

2

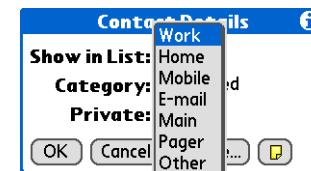
Open the Contact Details dialog box:

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

3

Specify the information displayed with a contact:

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



↘ Continued

**4**

Customize the appearance of the Contacts list:

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

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

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

 Done

**[ ! ] Before You Begin**

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

To use Quick Connect with your device's built-in Bluetooth technology, you must **set up a phone connection**. To use it with your device'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 the Contacts list view and 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.

**1**

Tap the Contacts  icon in the input area.


↘ Continued

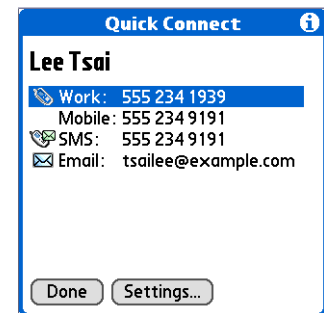
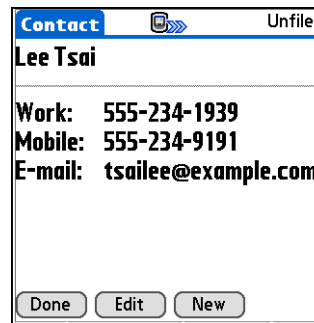
\* **Tip**  
You can also open Quick Connect from the Contact List view by highlighting the contact you want and then pressing right on the 5-way navigator.

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

## 2

Make a connection using Quick Connect:

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



- b. 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.

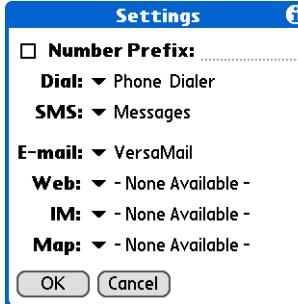
1

Tap the Contacts  icon in the input area.

2

Customize Quick Connect settings:

- a. Select the contact you want.
- b. Select the Quick Connect icon  at the top of the screen to open the Quick Connect dialog box.
- c. Select Settings and enter the settings you want:



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

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

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

- d. Select OK.

↓ Done

**[ ! ] Before You Begin**

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

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

**Using Tap-to-Connect**

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

**1**

Tap the Contacts  icon in the input area.

**2**

Enable Tap-to-Connect:

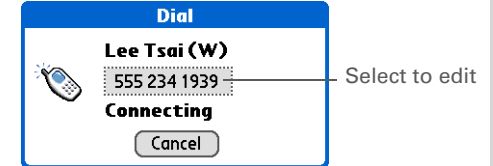
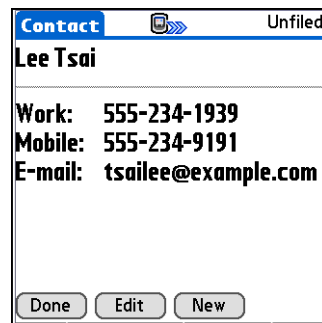
- a. From the Contacts list, **open the menus**.
- b. Select Options, and then select Preferences.
- c. Select Enable Tap-to-Connect, and then select OK.

↘ 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 device. Check out the online Help in Palm® Desktop software to learn how to use Contacts on your computer. The online Help includes info about the following topics:

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

### **WINDOWS ONLY**

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

### **MAC ONLY**

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

**Tips & Tricks**

Make your device uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/mylifedrive](http://www.palmOne.com/mylifedrive).

**Support**

If you're having problems with Contacts or with anything else on your device, go to [www.palmOne.com/support](http://www.palmOne.com/support).

## Related topics

Click a link below to learn about these related topics:

**Moving Around**

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

**Categories**

Organizing contacts by type and sorting them

**Entering Information**

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

**Privacy**

Keeping contacts private by turning on security options

**Sharing**

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

**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](#)

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



## Benefits of Calendar

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

## » Key Term

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

## \* Tip

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

## + Did You Know?

Calendar info is stored in **program memory**. This means that you can view the info only by looking at it in the application and you can **synchronize** the info only by pressing the sync button on the USB cable or with Exchange ActiveSync. Info in Calendar can be synchronized with info in either Palm® Desktop software or Outlook.



## Scheduling events

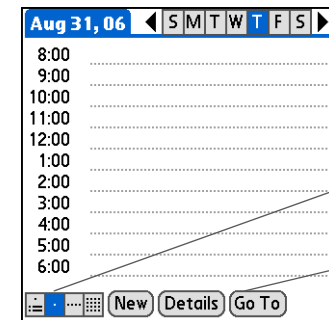
Use Calendar to manage your schedule. You can enter appointments, events without a start time, events that repeat at regular intervals, and events that span a period of time.

### Scheduling an appointment

1

Open Day View:

- Tap the Calendar  icon in the input area.
- Select the Day View icon .



Day View icon

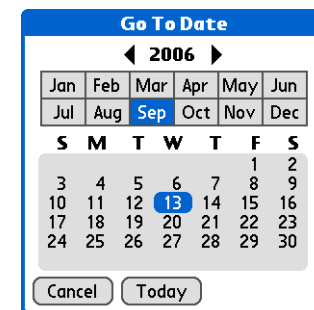
Go To

2

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

- Tap Go To.
- Select the year, month, and date.

↘ Continued



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

**+ Did You Know?**  
If you are synchronizing with Outlook on your 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' names appear when you synchronize your computer with your device. You cannot edit this information on your device.

**+ Did You Know?**  
You can use more than one line to describe an appointment.

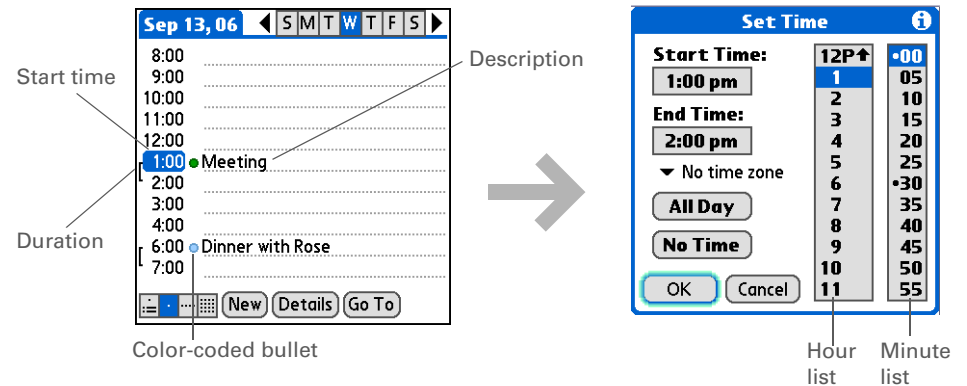
**3**

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

**4**

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

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

**↓ Done**

That's it. Your device 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.

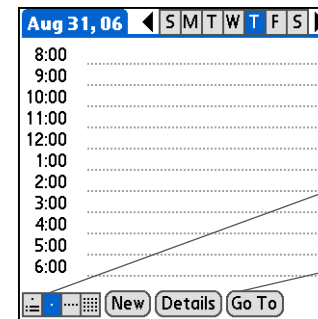
## Scheduling an event without a start time

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:

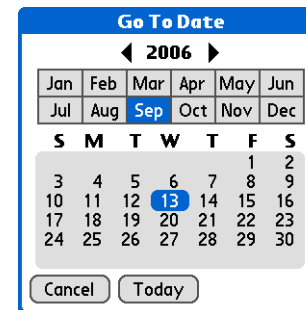
- Tap the Calendar  icon in the input area.
- Select the Day View icon .



# 2

Select the date of the event:

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



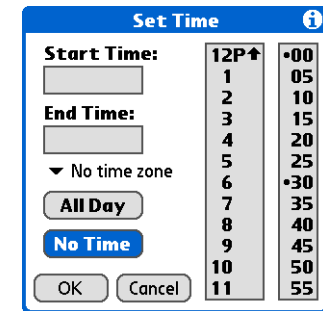
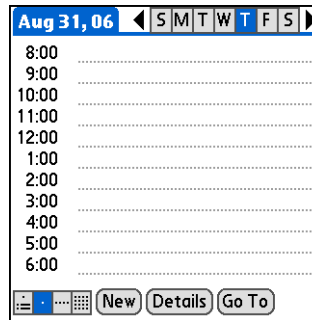
↘ Continued

\* **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.

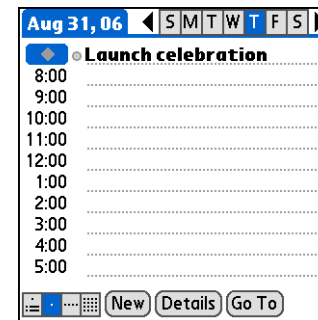


4

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

Tap the Calendar  icon in the input area.

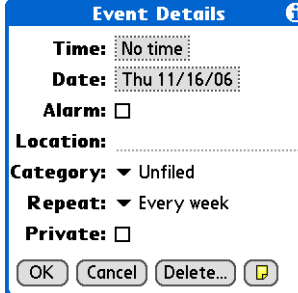
2

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

3

Set the repeat interval:

- Select Details.
- 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** ⓘ

**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.

- 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

Tap the Calendar  icon in the input area.

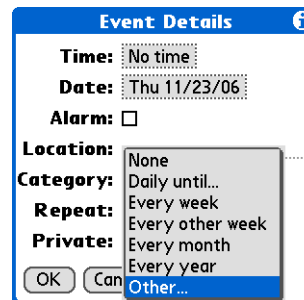
2

**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.



**Event Details**

**Time:** No time

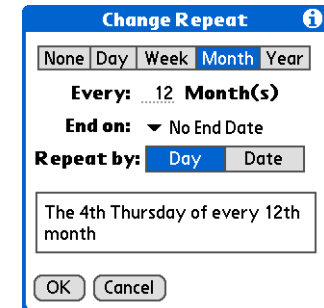
**Date:** Thu 11/23/06

**Alarm:**

**Location:** None

**Category:** Daily until...  
Every week  
Every other week  
Every month  
Every year  
Other...

OK Cancel

**Change Repeat**

None Day Week Month Year

**Every:** 12 Month(s)

**End on:** No End Date

**Repeat by:** Day Date

The 4th Thursday of every 12th month

OK Cancel

↘ Continued

**\* Tip**

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

**4**

Set the repeat interval:

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

↓ Done

### + Did You Know?

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

Tap the Calendar  icon in the input area.

2

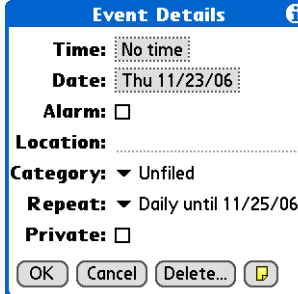
**Enter the event**, and then select the event description.

3

Set the repeat interval:

- Select Details.
- Select the Repeat pick list and select Daily until.
- Select the year, month, and date when the event ends.
- Select OK.

↓ Done



**Event Details** ⓘ

**Time:** No time

**Date:** Thu 11/23/06

**Alarm:**

**Location:** .....

**Category:** ▼ Unfiled

**Repeat:** ▼ Daily until 11/25/06

**Private:**

OK Cancel Delete... ⓘ

## 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

Tap the Calendar  icon in the input area.

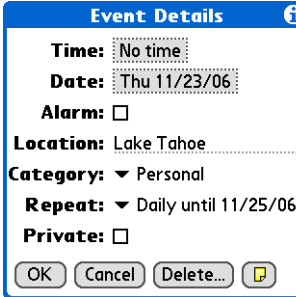
2

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

3


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

- Select Details.
- Select the Location field and enter a description of the location.

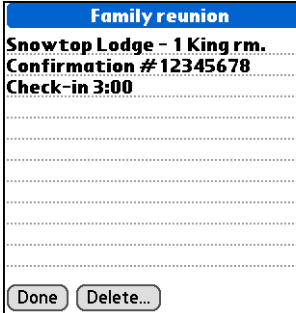


4

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

- Select Note .
- Enter the note text.
- Select Done.

↘ Continued



**+ 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.

**5**

Select OK.

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

### Scheduling an event with a time zone

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

Selecting a time zone when creating a new event allows you to travel and have your events automatically adjust to the time zone in your new location. When you schedule an event, set the time zone and 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 device.

When you travel, you can **change the primary location** on your device 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 device. Events that do not have a time zone setting remain at their set time.



1

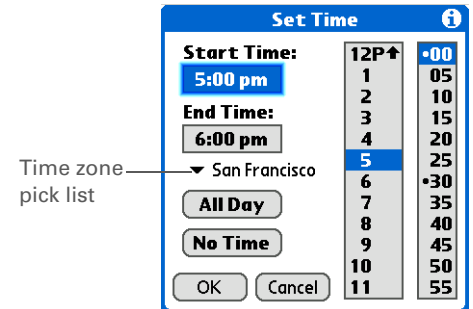
Tap the Calendar  icon in the input area.

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.

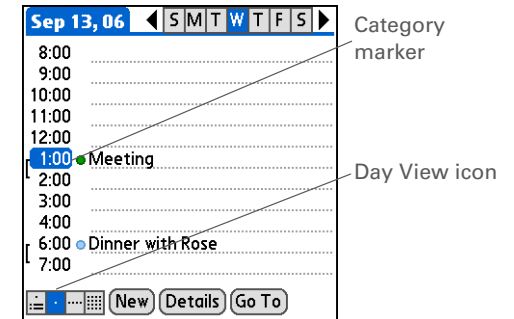
### Managing your color-codes

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:

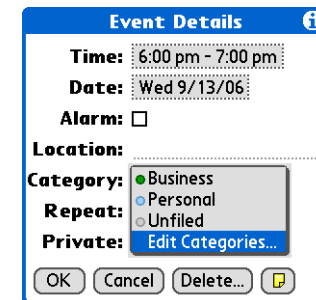
- a. Tap the Calendar  icon in the input area.
- b. Select the Day View icon .



# 2

Open the Edit Categories dialog box:

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

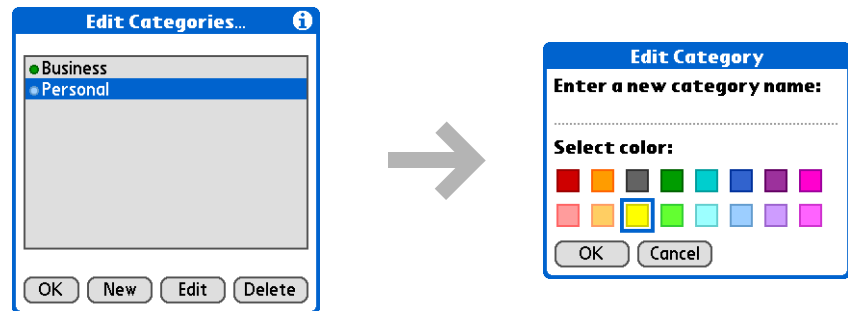


↘ Continued

**3**

Select the color-code for the category:

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



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

**Done**

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

### + Did You Know?

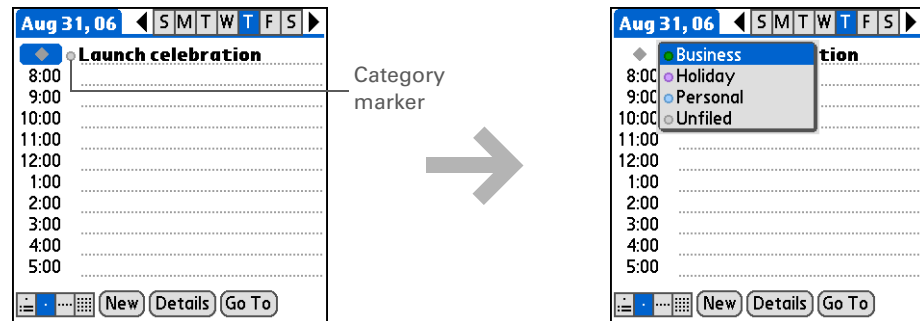
In Day View and Month View you can **set the Display Options** to show the category list so that you can view all your events or just the events for a single color-code.

## Assigning a color-code to an event

**1** Tap the Calendar  icon in the input area.

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

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



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

## \* Tip

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

## + Did You Know?

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

## + Did You Know?

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

## Setting an alarm

1

Tap the Calendar  icon in the input area.

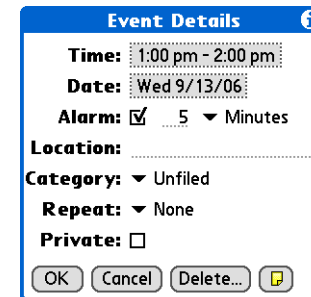
2

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

3

Set the alarm:

- Select Details.
- Check the Alarm box.
- Select the pick list and select Minutes, Hours, or Days.
- Enter how many minutes, hours, or days before the event you want the alarm to sound, and then select OK.



↓ Done

## \* Tip

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

## Rescheduling an event

1

Tap the Calendar  icon in the input area.

2

Go to the event you want to reschedule:

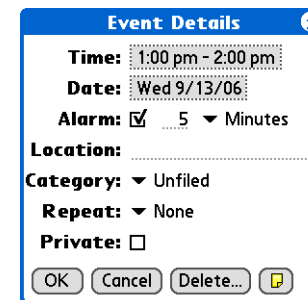
- a. From Day View, select Go To.
- b. Select the year, month, and date of the event.
- c. Select the event description, and edit it if necessary.

**[ ! ] 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.



**Event Details** ⓘ

**Time:** 1:00 pm - 2:00 pm

**Date:** Wed 9/13/06

**Alarm:**  5 ▾ Minutes

**Location:** .....

**Category:** ▾ Unfiled

**Repeat:** ▾ None

**Private:**

OK Cancel Delete... ⓘ

↘ Continued

## 4

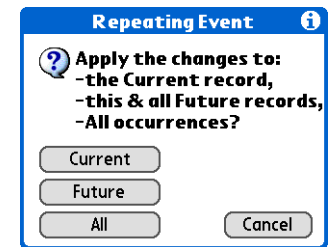
If you're changing a repeating event, select one of the following to select the event(s) you want to apply the changes to:

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

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

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

↓ Done




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

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

## Deleting events

If an appointment is 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.

### Deleting a specific event

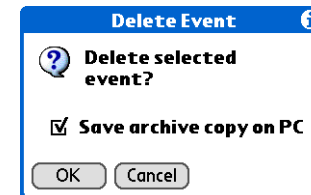
**1** Tap the Calendar  icon in the input area.

**2** Go to the event you want to delete:

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

**3** Open the Delete Event dialog box:

- Open the menus.**
- 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

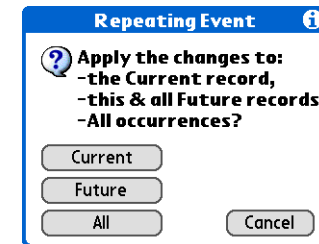
If you're deleting a repeating event, select one of the following to select the event(s) you want to delete:

**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 device, or you just want to do some “housekeeping,” you can delete all your old events.

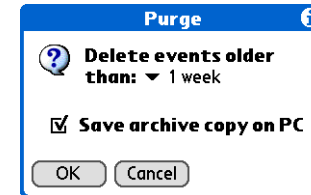
**1**

Tap the Calendar  icon in the input area.

**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

- + **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**

Tap the Calendar  icon in the input area.

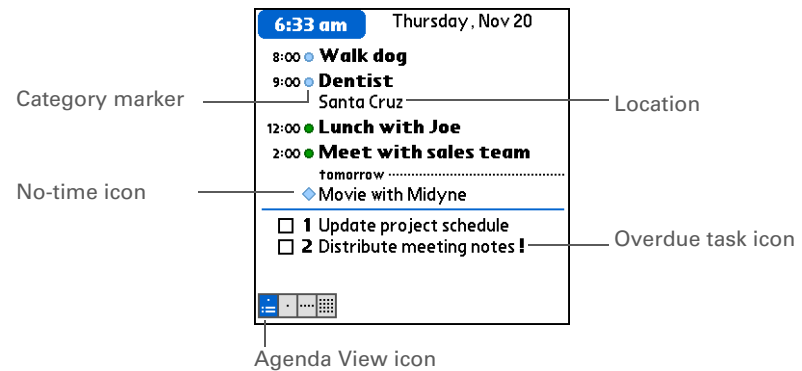
**NOTE** If Calendar is already open, select the Agenda View icon  instead.

↘ 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.





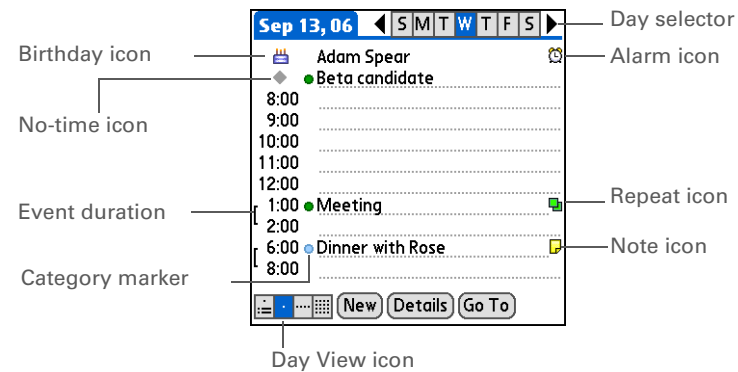
## Viewing your daily schedule

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. Tap the Calendar  icon in the input area.
- b. Select the Day View icon .



↘ Continued

**2**

Do any of the following to view your daily schedule:

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

↓ Done

**\* Tip**



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

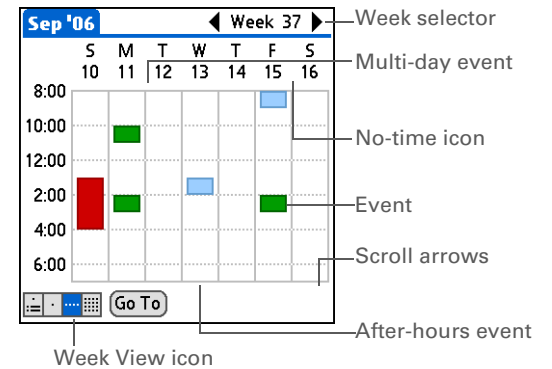
**Viewing your weekly schedule**

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

**1**

Open Week View:

- a. Tap the Calendar  icon in the input area.
- 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.

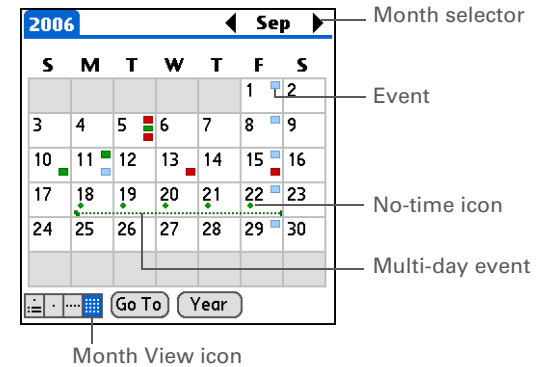
## Viewing your monthly schedule

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. Tap the Calendar  icon in the input area.
- 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.

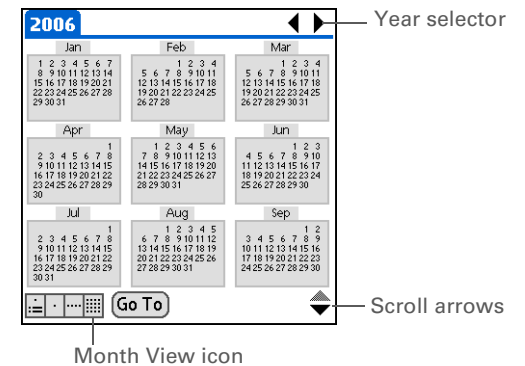
## Viewing a yearly calendar

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

1

Open Year View:

- Tap the Calendar  icon in the input area.
- Select the Month View  icon.
- Select Year.



2

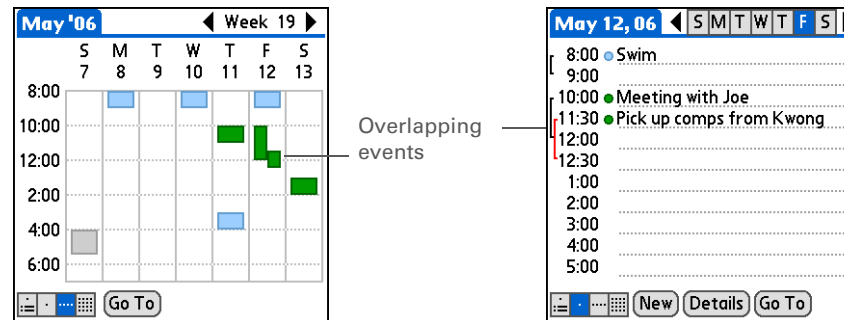
Do any of the following to view a yearly calendar:

- 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.




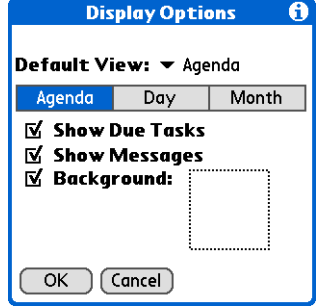
## Customizing your calendar

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.

\* **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.

## Customizing display options for your calendar

- 1 Tap the Calendar  icon in the input area.
- 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.
- 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.

↘ Continued

## 5

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

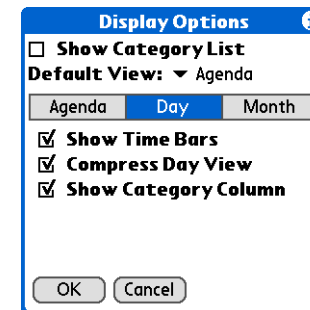
**Show Category List** Display the category pick list. By default, the Category pick list doesn't appear.

**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

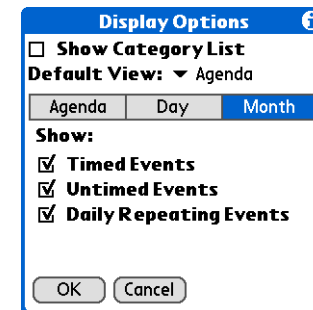
Select Month and set any of the following Month View options:

**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.

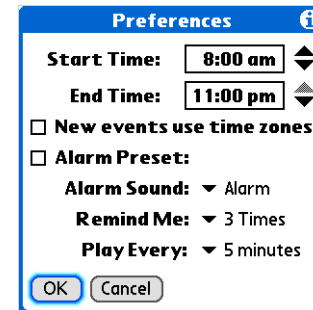
**Setting alarm and time options****1**

Tap the Calendar  icon in the input area.

**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

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



**Tips & Tricks**

Make your device uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/mylifedrive](http://www.palmOne.com/mylifedrive).

**Support**

If you're having problems with Calendar or with anything else on your device, go to [www.palmOne.com/support](http://www.palmOne.com/support).

## 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 device
- Synchronizing with Palm Desktop software and Outlook

**VersaMail**

Sending events as attachments to email messages

**Privacy**

Keeping events private by turning on security options

**Categories**

- Editing and deleting categories
- Viewing events by category

**Common Questions**

Answers to frequently asked questions about Calendar

# Your Microsoft Office File Manager

## In this chapter

[Creating and managing Office files](#)

[Opening files from within Documents](#)

[Related Topics](#)

With its ability to store large amounts of important information, your device 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 device. You can also view, carry, and manage PowerPoint files on your device.

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



## Benefits

- Manage Word, Excel, and PowerPoint files on your device
- 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 your device 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](http://www.dataviz.com).

## Creating and managing Office files

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

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 device and save it in native format. Create or edit a PowerPoint presentation that is automatically converted for optimal viewing on your device.
- Open Office files received as attachments to incoming **email messages**, and attach files to outgoing messages.
- Transfer Office files to a Bluetooth or Wi-Fi printer using your device's **built-in wireless technology**.

You can store and synchronize your Office files and folders in the Documents folder of your device's hard drive. View and access the files and folders using the Files application on your device. You can also view the files and folders using **LifeDrive™ Manager** (Windows) or **Drive Mode** (Mac and Windows) on your computer. You can manage items on the hard drive in various ways: copying, moving, deleting, renaming, and so on, using LifeDrive Manager (Windows) or Drive Mode (Mac and Windows), or Files on your device.

If you drop Office files into the Documents folder in LifeDrive Manager, they are automatically set to be synchronized.

\* **Tip**  
When you are working on a file, save it to your device or your expansion card by selecting Menu, selecting Save As from the File menu, and then selecting the location where you want to save the file.

\* **Tip**  
Do you have a file or folder you are always viewing? **Add it to your Favorites list** for easy access.

+ **Did You Know?**  
You can also open files using the **Files application**. By default, Documents application files are located in the Documents folder.

## Opening files from within Documents

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

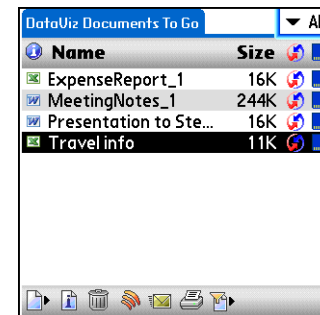
1

**Go to Favorites** and select Documents.

2

Select the file you want from the list.

↓ Done



**Tips & Tricks**

Make your device uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/mylifedrive](http://www.palmOne.com/mylifedrive).

**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](http://www.dataviz.com).

## Related Topics

Click the link below to learn about these related topics:

**VersaMail**

Sending and receiving Office files as attachments to email messages

# Viewing Your Photos and Videos

## In this chapter

[Reformatting files and copying supported file types](#)

[Viewing photos or videos](#)

[Viewing and editing photo or video details](#)

[Organizing photos and videos](#)

[Personalizing a photo](#)

[Copying a photo or video](#)

[Deleting a photo or video](#)

[Sharing photos and videos](#)

[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. Easy viewing and organization of still photos and videos are all features of Media. You can keep your favorite photos right on your device; **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 hundreds of photos

### + Did You Know?

You can carry a video or photo on your device in its native format with no conversion, so you can view it on the computer in the format you prefer. On your computer, use **LifeDrive Manager** (Windows); do not select the Format for device option. You can also use **Drive Mode** (Mac and Windows) on your computer.

## Reformatting files and copying supported file types

You can view photos in popular formats such as JPG, BMP, TIFF, and GIF on your device. You can view videos in formats such as MPEG-1, MPEG-4, MJPEG+ADPCM, and MJPEG+PCM.

When you copy a photo or video from your computer to your device using **LifeDrive™ Manager** (Windows), you can choose to reformat the photo or video to a format that works best for viewing on your device. There are numerous video formats, and not all types can be converted to a format that's viewable on your device.

On a Mac, you can use the **Send to Handheld** droplet to transfer files to your device. The files are reformatted to a format that works best for viewing on your device.

If you choose to reformat the file, the reformatted version is renamed so that it does not overwrite the original version on your computer when you synchronize. Only the new reformatted file is synchronized; the original file is not synchronized.

In LifeDrive Manager, you can also choose Keep synchronized, which allows you to keep the photo or video in its original format and update it during synchronization.

You can store your photos and videos on your device in the Photos & Videos folder. View and access the files using the Files application on your device. You can also view the files using **LifeDrive Manager** (Windows) or **Drive Mode** (Mac and Windows) on your computer. You can manage items on the hard drive in various ways: copying, moving, deleting, renaming, and so on, using LifeDrive Manager (Windows) or Drive Mode (Mac and Windows), or Files on your device.

**\* Tip**

Use your camera's editing software to edit or enhance your photos or videos and **copy them to your device** for viewing.

## 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 device 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**



Press the Media  button.

↘ Continued

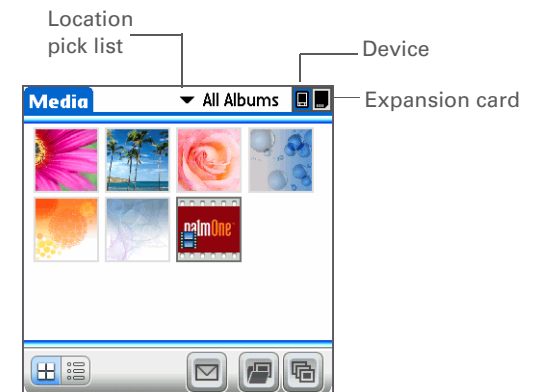


## 2

Go to the folder or album where the photo or video is located:


- a. Select Device  or Expansion Card .
- b. Tap Location pick list in the upper-right corner and select the location of the photo or video you want to view:
  - If the photo or video is in the Photos & Videos folder on your device's hard drive or on an expansion card, select the correct location from the list.
  - If the photo or video is located elsewhere on your device's hard drive, select Browse, and then browse to the item.

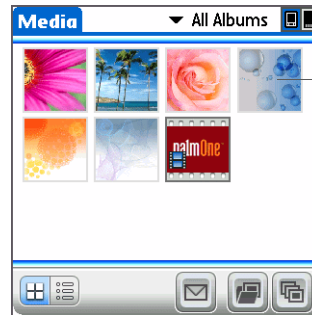
➤ Continued



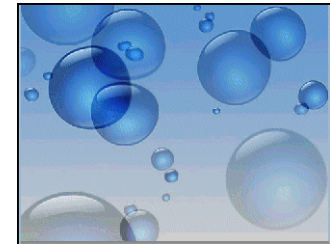
**3**

Select a photo or video:

- a. If the Thumbnail View is not displayed, select Thumbnails  in the lower-left.
- b. Select the photo or video you want to view. A video automatically starts playing when you select it.



Select a photo or video to view

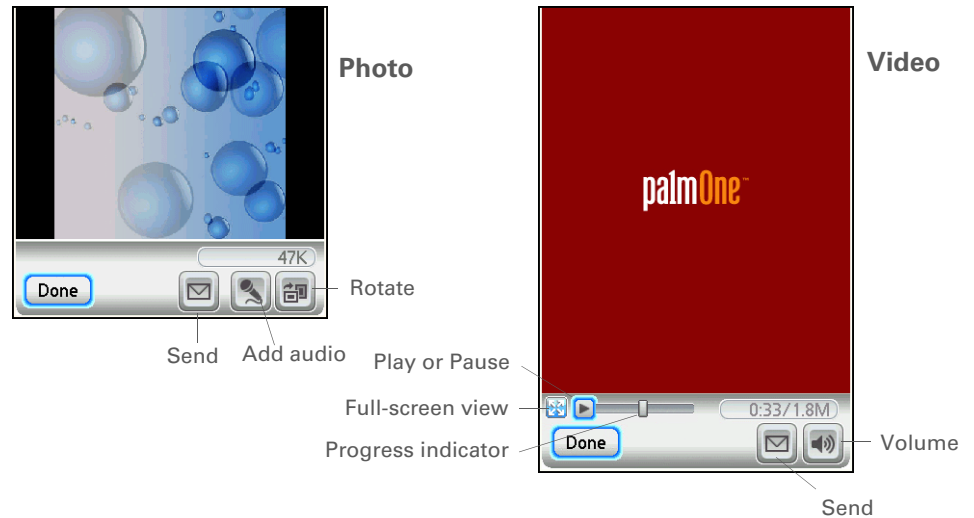


↘ Continued

## 4

**[ & ] OPTIONAL** Access controls:

- For photos, press Up on the 5-way navigator to zoom in. Press Down to access the photo controls.
- For videos, press Center to access video controls.



## 5

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

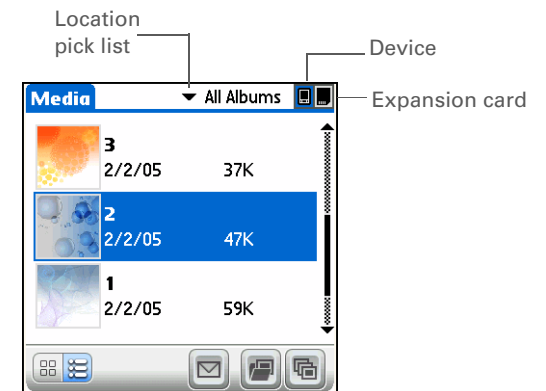
Press the Media  button.

2

Go to the folder or album where the photo or video is located:

- a. Select Device  or Expansion Card .
- b. Tap Location pick list in the upper-right corner and select the location of the photo or video you want to view:
  - If the photo or video is in the Photos & Videos folder on your device's hard drive or on an expansion card, select the correct location from the list.
  - If the photo or video is located elsewhere on your device's hard drive, select Browse, and then browse to the item.


↘ Continued

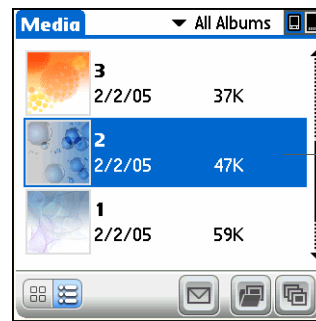


\* **Tip**  
If a photo is larger than your device's screen—either because of its original size or because you have zoomed in—tap and drag with the stylus to view different parts of the photo.

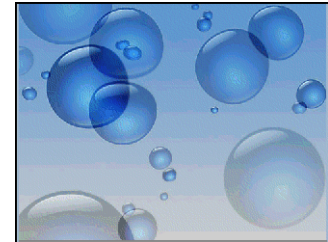
### 3

Select a photo or video:

- If the List View is not displayed, select List  in the lower-left corner.
- Select the photo or video you want to view. A video automatically starts playing when you select it.



Select a photo or video to view



↙ Continued

## 4

**[ & ] OPTIONAL** Access controls:

- For photos, press Up on the 5-way navigator to zoom in. Press Down to access the photo controls.
- For videos, press Center to access video controls.



## 5

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

↓ Done

### + 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.

# 1

Press the Media  button.

# 2

**[ & ] OPTIONAL** Set the slide show settings:

- a. **Open the menus.**
- b. Select Options and then select Slideshow.
- c. Adjust the settings:

**Show Videos** Show videos during the slide show.

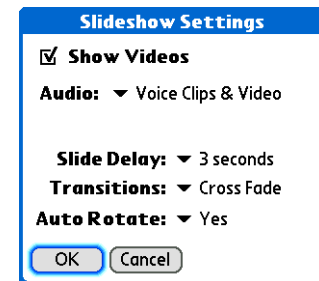
**Audio** Add or remove audio. Play the photo voice clips and video sound or background music.

**Slide Delay** Select the time each photo displays.

**Transitions** Select the type of transition between slides.



**Auto Rotate** Automatically rotate the photo or video for optimal viewing.

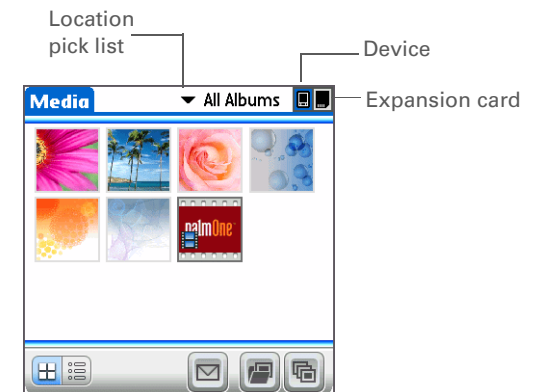
↘ **Continued**




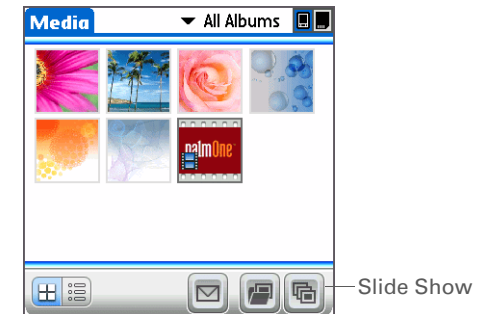
**3**

Go to the folder or album where the photos or videos are located:

- a. Select Device  or Expansion Card .
- b. Select the Location pick list in the upper-right corner and select the location of the photos or videos you want to view.

**4**

In the Thumbnail or List View, select Slide Show .

**5**

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

↓ Done



**\* Tip**



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

**Rotating a photo****1**

Press the Media  button.

**2**

Go to the folder or album where the photo is located:

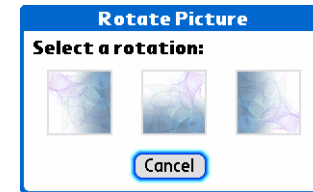
- a. Select Device  or Expansion Card .
- b. Select the Location pick list in the upper-right corner and select the location of the photo or video you want to view:
  - If the photo is in the Photos & Videos folder on your device's hard drive or on an expansion card, select the correct location from the list.
  - If the photo is located elsewhere on your device's hard drive, select Browse, and then browse to the item.

↘ **Continued**

**3**

Rotate the photo:

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

**4**

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

↓ Done

**\* Tip**

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



## Viewing and editing photo or video details

**1**

Press the Media  button.

**2**

Go to the folder or album where the photo or video is located:

- a. Select Device  or Expansion Card .
- b. Select the Location pick list in the upper-right corner and select the location of the photo or video you want to view:
  - If the photo or video is in the Photos & Videos folder on your device's hard drive or on an expansion card, select the correct location from the list.
  - If the photo or video is located elsewhere on your device's hard drive, select Browse, and then 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.

» **Key Term**

**EXIF** Exchangeable Image File Format is a standard for storing interchange information in image files. Most digital cameras use the EXIF format.

## 4

View photo or video details:

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



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

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

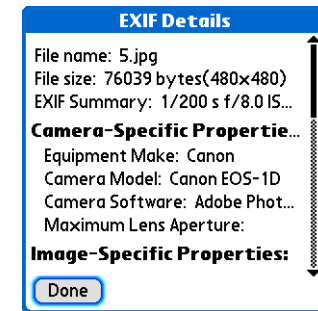
**Add notes** Select the Notes field and enter a note for the photo or video.

» **Continued**

5

**[ & ] OPTIONAL** If the photo was taken from a digital camera that uses the EXIF format, you can view the EXIF information about the photo:

- a. Select EXIF.
- b. Select Done when finished viewing the EXIF details.



6

When finished editing and viewing details, select Done.

↓ Done

**\* Tip**

Use the **copy** feature to move a photo from your device to a card and vice versa. If a photo is stored on your device, you can add it only to an album located on the device. Likewise, if a photo is stored on an expansion card, you can add it only to an album that is on the same card.

## Organizing photos and videos

You can organize your photos and videos in the following ways:

- Create albums and place your photos and videos in those albums.
- Move photos and videos within or between albums.
- Sort photos and videos in the List View.

### Organizing photos or videos into albums

**1**

Press the Media  button.

**2**

Select Manage Albums .

↳ Continued



\* **Tip**

Drag the stylus across multiple photos and/or videos to add or remove them all at once.

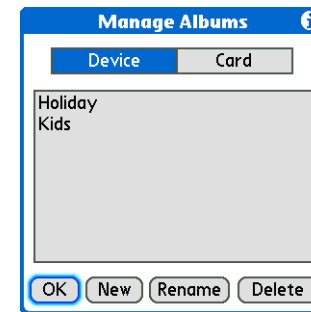
+ **Did You Know?**

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 device or the expansion card.

## 3

**[ & ] OPTIONAL** Create an album:


- Select whether to create the album on your device or on an expansion card inserted into the expansion slot.
- Select New, enter the name of the new album, and select OK.
- Select OK on the Manage Albums screen.

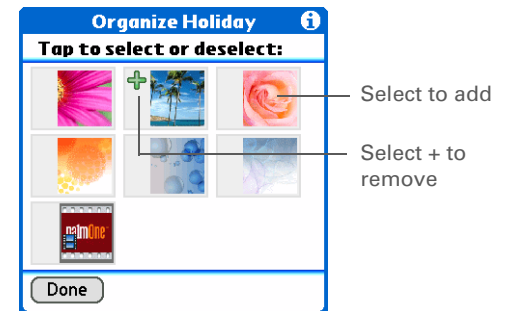


## 4

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**

\* **Tip**  
Move photos within albums to easily put the slide show of your child's birthday party in the sequence you want.

**5**

Move photos or videos within albums:

- a. Tap the pick list in the upper-right corner and select the album in which you want to move photos or videos.
- b. Select the photo you want to move, and drag the stylus to move the photo or video to the desired location.

↓ Done

## Moving a photo or video within and between albums

**1**

Press the Media  button.

**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

**[ ! ] Before You Begin**

You must be in an album to sort manually. You cannot sort when All Albums is selected from the pick list.

**Sorting photos and videos****1**

Press the Media  button.

**2**

Sort photos and videos:

- a. Select the pick list in the upper-right corner and select the album containing the photos and/or videos you want to sort.
- b. **Open the menus.**
- c. Select Album, and then select one of the following:



**Sort by Date** Lists photos and videos from the earliest to the most recent date. Select Sort by Date again to list items from the most recent to the earliest date.

**Sort by Name** Lists photos and videos by name in ascending (A–Z) order. Select Sort by Name again to list items by name in descending (Z–A) order.

**Sort by Size** Lists photos and videos from smallest to largest file size. Select Sort by Size again to list items from largest to smallest file size.

**Sort manually** Lets you tap a photo or video and drag the stylus to where you want the item to appear. A dotted black line indicates the position of the item.

 Done

### + Did You Know?

Create multicolored art: Select a color and draw on a photo, and then select a different color and draw some more. Each drawing keeps its original color.

### \* Tip

Select the drawing tool button to change line size. Select the text tool button to change font size.

### \* Tip

Use the eraser selection on the drawing tool to erase drawings only; select Undo to delete text. You can use Undo only once to delete text for a given photo. If you need to delete text after using Undo, select Done and do not save the photo, and then open the photo and try again.

## Personalizing a photo

To add a personal touch to a photo, use the drawing tool or add a voice clip.

### Drawing on a photo

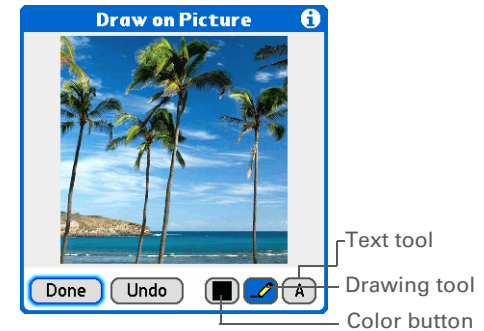
# 1

Press the Media  button.

# 2

Draw on 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:

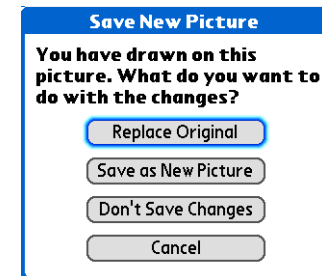
**Replace Original** Saves the photo with the drawing in place of the original photo with no drawing; the original photo is lost.

**Save as New Picture** Saves both the photo with the drawing and the original photo with no drawing. You can enter a name for the new photo. You can also select the pick list to save the updated photo to a different album.

**Don't Save Changes** Saves only the original photo with no drawing.


**Cancel** Returns to the Draw on Photo screen.

↓ Done



## Adding audio to a photo

**1**

Press the Media  button.



**2**

Access the photo controls:

- a. In the Thumbnail or List View, select the photo you want.
- b. Press Down to access the photo controls.

**3**

Add sound to a photo:

- a. Select the Audio  button.
- b. Select the Record button to begin recording.
- c. Select the Stop Recording button to stop and close the Record dialog box.
- d. Select the Audio  button and select the Play button to listen to the audio clip.
- e. Select Done.

 Done



**\* Tip**

Copy an entire album by **opening the Album menu**, selecting Album, and then selecting Copy Album to Card or Copy Album to Device. Select the album you want, and then select Done when copying is complete.

## Copying a photo or video



You can copy photos and videos from your device to an expansion card, and vice versa.

**1**

Press the Media  button.

**2**

Select a photo or video to copy:

- a. Select Device  or Expansion Card .
- b. Select the Location pick list in the upper-right corner and select the location of the photos or videos you want to copy.
- c. Select the photo or video.

**3**

Copy the photo:

- a. **Open the menus.**
- b. Select Copy to Card (for photos or videos on your device) or Copy to Device (for photos or videos on an expansion card) from the Media menu.

 Done

\* **Tip**  
Delete an entire album by **opening the Album menu** and selecting Album Details. Select the album you want, and then select Delete on the Album Details screen.

\* **Tip**  
You can also delete a photo or video from the Media Details screen by selecting Delete on that screen.



## Deleting a photo or video

1

Press the Media  button.

2

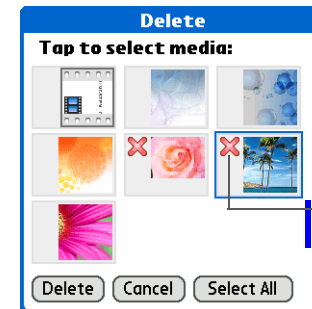
Go to the folder or album where the photos or videos are located:

- Select Device  or Expansion Card .
- Tap Location pick list in the upper-right corner and select the location of the photos or videos you want to delete.

3

Delete the photo or video:

- Open the menus.**
- Select Delete from the Media menu.
- Select the photos or videos you want to delete.
- Select Delete.
- Select Delete in the Delete Media dialog box.



Marked for deletion

↓ Done

**\* 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 device'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 device to your desktop computer, or from computer to device, by using [LifeDrive Manager](#) (Windows). You can also copy a photo or video from your Mac to your device using the [Send to Handheld](#) droplet.

**NOTE** Sending a large number of photos or videos using Bluetooth technology or beaming can take a long time.



**Tips & Tricks**

Make your device uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/mylifedrive](http://www.palmOne.com/mylifedrive).

**Support**

If you're having problems with Media or with anything else on your device, go to [www.palmOne.com/support](http://www.palmOne.com/support).

## Related topics

Click a link below to learn about these related topics:

**Camera Companion**

- Copying photos and videos from your camera card
- Viewing photos and videos on your camera card
- Deleting all photos and videos on your camera card

**Sharing**

Sending information using wireless technology on your device

**Email**

Sending photos and videos as attachments to email messages

# Managing Your Camera Card Media

## In this chapter

[Copying photos and videos from your camera card](#)

[Viewing photos or videos](#)

[Related topics](#)

Maybe you have just filled your digital camera card and you want to keep taking pictures. Do you want to review your pictures on a larger screen? You can do this and more with palmOne™ Camera Companion. You can quickly transfer your digital camera card contents to your device or computer so that you can keep taking pictures. You can also easily organize your photos and videos with palmOne™ **Media**.



## Benefits

- Transfer your camera card contents to your device
- Store multiple videos and hundreds of photos
- View camera card contents

### + Did You Know?

When you use Copy to Device, the program checks for files with the same file name and content. If found, those files are not copied. Also, files with the same file name but different contents are automatically renamed before copying onto the device.

### \* Tip

(Windows only) When copying files to your computer using Drive Mode, you can click the Windows dialog box selection *Copy picture to a folder on my computer using Microsoft Scanner and Camera Wizard* to automatically copy files to the computer.

## Copying photos and videos from your camera card

[ ! ] **IMPORTANT** To extend your battery life, connect your device to a power source when copying media from your camera card.

# 1

**Insert your digital camera card into your device.** The Camera Companion application automatically opens.

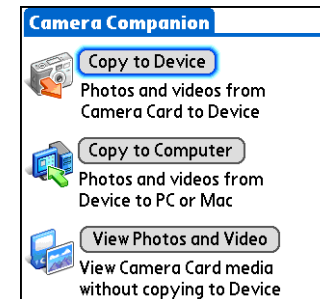
# 2

Select the copy location:

**Copy to Device** Copies the photos and videos from the DCIM directory on your camera card to the DCIM directory on your hard drive.

**Copy to Computer** Opens **Drive Mode** on your device and allows you to copy files to your computer. Your device must be connected to your computer.

↘ **Continued**

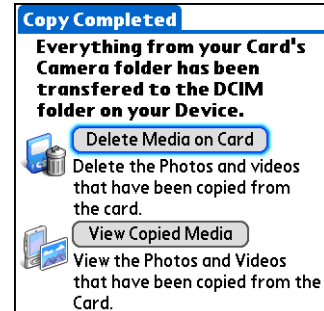


**3**

**[ & ] OPTIONAL** If you selected Copy to Device, you can select the following:

**Delete Media on Card** Deletes the contents of your camera card so that your card is immediately available for more photos or videos.

**View Copied Media** View the photos and videos that you copied to your device.

**4**

**Remove your camera card.**

↓ Done

\* **Tip**  
Use your camera's editing software to edit or enhance your photos or videos and copy them to your device for viewing.

## Viewing photos or videos

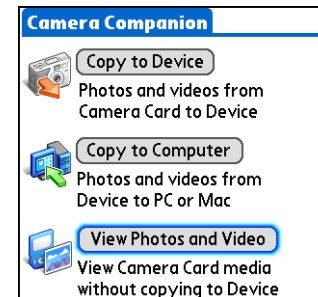
Use your device's large display as a picture viewer. You can view the contents of your camera memory card without transferring the photos or videos to your device.

**1**

**Insert your digital camera card into your device.** The Camera Companion application automatically opens.

**2**

Select View Photos and Video.

**3**

View your media:

- Select the folder where the photos and videos are located.
- View the photos and videos.

↓ Done

**Tips & Tricks**

Make your device uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/mylifedrive](http://www.palmOne.com/mylifedrive).

**Support**

If you're having problems with Media or with anything else on your device, go to [www.palmOne.com/support](http://www.palmOne.com/support).

## Related topics

Click a link below to learn about these related topics:

**Media**

- Viewing photos and videos as thumbnails, lists, albums, and slide shows
- Copying photos and videos to other applications or expansion cards
- Deleting photos and videos

**Sharing**

Sending information using wireless technology on your device

**Email**

Sending photos and videos as attachments to email messages

# Listening to Music

## In this chapter

[Transferring MP3 files to your device](#)

[Transferring music from a CD to your device](#)  
[Transferring music from a CD to your device](#)

[Playing music on your device](#)

[Managing playlists](#)

[Customizing your player](#)

[Working with Windows Media Player on your computer](#)

[Related topics](#)

Are you tired of listening to small talk during that long commute on the bus or train? Do you need something smaller than a CD player when you're out for a walk or at the gym? There is no need to buy an expensive MP3 player. Your device can carry thousands of songs, and Pocket Tunes™ lets you play the music on your device. Simply transfer songs onto your device or an expansion card and then listen through the built-in speaker or stereo headphones (sold separately).



## Benefits

- Carry and listen to thousands of songs in the popular MP3 format
- No separate MP3, CD, or mini-disc player required
- Be your own DJ

**[ ! ] Before You Begin**

(Windows only) Install Windows Media Player and the Pocket Tunes plug-in on your computer. Insert the software installation CD and follow the onscreen instructions for installing extra software.

**\* Tip**

The Star button is assigned to open Pocket Tunes. You can also reassign the Star button to open any of your favorite applications.

**\* Tip**

You can also transfer MP3 files to the Music folder on your device using **LifeDrive™ Manager** (Windows) or **Drive Mode** (Mac and Windows) on your computer.


## Transferring MP3 files to your device

The Pocket Tunes software that comes with your device is compatible with the popular MP3 audio file format. If your MP3 files are already on your computer's hard drive, you need to transfer them to your device's hard drive to listen to them on your device.

### WINDOWS ONLY

# 1

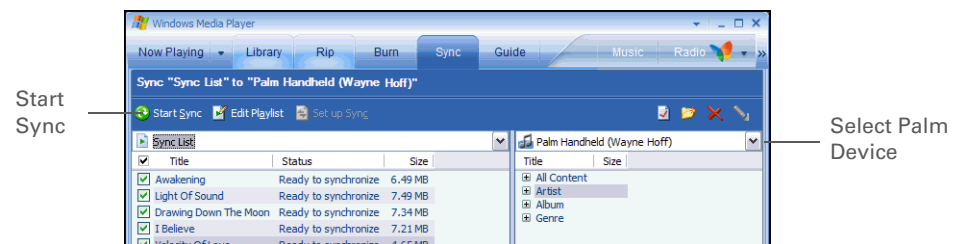
Prepare your computer and your device:

- Connect your device and your computer to the USB sync cable.**
- Go to Favorites** and select Music .

# 2

Prepare Windows Media Player on your computer:

- Open the Windows Media Player application.
- Select the Sync tab.
- Select Palm Device from the device drop-down list.



➤ Continued



- \* **Tip**  
You can also use a card reader accessory (sold separately) to transfer MP3 files from your computer to your expansion card.
- \* **Tip**  
You can also use a card reader accessory (sold separately) to transfer MP3 files from your computer to your expansion card.
- \* **Tip**  
You can also transfer MP3 files on a Mac computer by dragging the music file to the Send To Handheld droplet. Select the destination for the file, and then **synchronize** to transfer it.


**3**

Select Start Sync. The files are transferred to the Music folder on your device's hard drive.

↓ Done

**MAC ONLY****1**

Prepare your computer and your device:

- a. **Go to Applications** and select Drive Mode .
- b. **Connect your device and your computer to the USB sync cable.**

**2**

Open Finder, and then drag the music files you want onto the Music folder under the device icon, which appears as an external drive on your desktop.

**[ ! ] IMPORTANT** When you have finished transferring music files, be sure to properly **disconnect from Drive Mode**.

↓ Done

**[ ! ] Before You Begin**

(Windows only) Install Real Rhapsody 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 device.

**\* Tip**


You can also transfer MP3 files to the Audio folder on your device using **File Transfer** (Windows) or **Drive Mode** (Mac and Windows) on your computer.

## Transferring MP3 files to your device

The PocketTunes software that comes with your device is compatible with the popular MP3 audio file format. If your MP3 files are already on your computer's hard drive, you need to transfer them to your device's hard drive to listen to them on your device.

**WINDOWS ONLY****1**


Prepare your computer and your device:

- a. **Connect your device and your computer to the USB sync cable.**
- b. **Go to Favorites** and select pTunes .

↘ Continued

## 2

Prepare Real Rhapsody on your computer:

- a. Open the Real Rhapsody application.
- b. Click the Transfer tab.
- c. Click the Device Preferences  button and select palmOne Handheld from the pick list.

## FPO

Select  
palmOne  
Handheld

Device  
Preference  
button



Continued

**3**

Transfer the files to your device:

- a. Drag the song files you want from the My Library window into the Transfer window.
- b. Click Transfer. The files are transferred to the Music folder on your device's internal drive.

**[ ! ] IMPORTANT** Do not press the HotSync button on your cable. Real Rhapsody is transferring the files, so there's no need to do anything.

 Done

**[ ! ] Before You Begin**

Set the Windows Media Player Rip Music format setting for mp3. Right-click on the Windows Media Player screen and select Tools, and then select Options. Select the Rip Music tab and then select mp3 from the Format pick list.

**+ Did You Know?**

An interactive tutorial on the software installation CD guides you through adding music. Insert the CD, go to the My Music section of the tutorial and select Add music from a CD.

## Transferring music from a CD to your device

If your songs are on a CD and you want to listen to them on your device, you need to use Windows Media Player on your computer to convert and transfer the files.

**NOTE** Mac users can use iTunes, included with OS X, to transfer music from a CD to their device. Music files should be imported in MP3 format.

**WINDOWS ONLY****1**

Access the music CD from Windows Media Player on your computer:

- a. Open the Windows Media Player application.
- b. Insert the CD into your computer's CD drive.
- c. Select the Rip tab.

↘ Continued

**2**

Rip the songs you want to add to your library:

- a. Select the titles you want to rip from the CD.
- b. Select Rip Music.

Save titles



Rip  
Music

**3**

**Transfer the MP3 files to your device.**

↓ Done

**[ ! ] Before You Begin**

(Windows only) Install Real Rhapsody 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 device.

## Transferring music from a CD to your device

If your songs are on a CD and you want to listen to them on your device, use the Real Rhapsody desktop application on your computer to convert and transfer the files.

**NOTE** Mac users can use iTunes, included with OS X, to transfer music from a CD to their device. Music files should be imported in MP3 format.

**WINDOWS ONLY****1**

Access the music CD from Real Rhapsody on your computer:

- a. Open the Real Rhapsody application.
- b. Insert the CD into your computer's CD drive.

➤ **Continued**

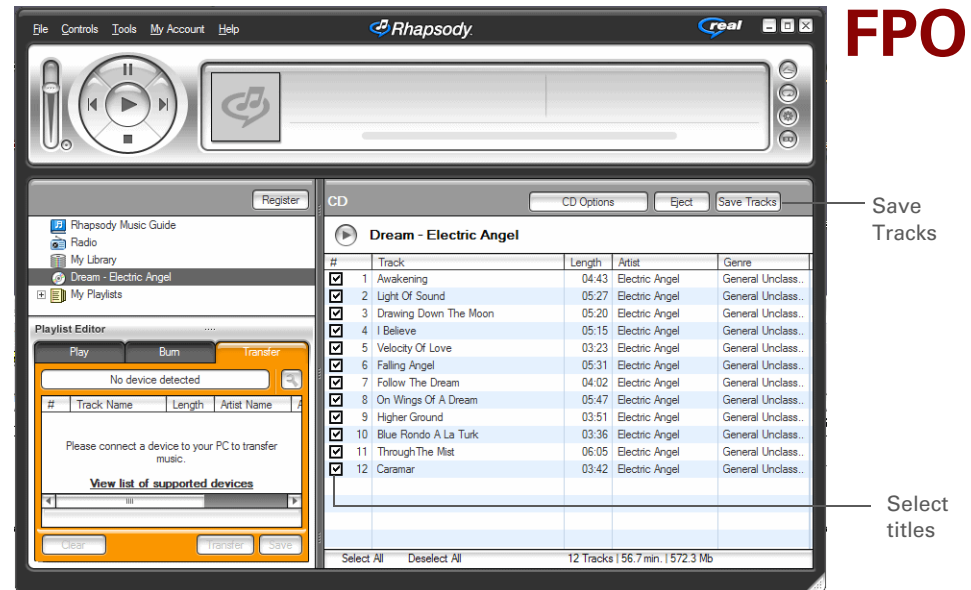
### + Did You Know?

An interactive tutorial on the LifeDrive™ software installation CD guides you through adding music. Insert the CD and go to the My Music section of the tutorial and select Add music from a CD.

## 2

Transfer the songs you want to add to your library:

- a. Select the titles you want to transfer from the CD.
- b. Click Save Tracks.



↘ Continued



**\* Tip**

For tips on using Real Rhapsody on your computer, go to the Help menu in Real Rhapsody or visit [www.real.com](http://www.real.com).

**3**

Prepare your device:

- a. **Connect your device and your computer to the USB sync cable.**
- b. Turn on your device.

[ ! ] **IMPORTANT** Do not press the HotSync button on your cable.

**4**

**Transfer the MP3 files to your device.**

↓ Done


\* **Tip**  
For tips on using Pocket Tunes, **open the Options menu** and select Help.

+ **Did You Know?**  
Pocket Tunes continues playing the songs in your list until it reaches the end of your list or until you tap the Stop button, even if your device screen is off.

\* **Tip**  
You can upgrade Pocket Tunes to a version that supports additional music file formats, such as WMA supports streaming MP3, and includes additional features such as graphic equalizers and bookmarks. For more information, visit [www.pocket-tunes.com/palmone](http://www.pocket-tunes.com/palmone).

## Playing music on your device

1

**Go to Favorites** and select Music .

2

Select a song to play:

- To play the current song, tap the Play button.
- To play a different song, tap the Choose Song button and select a song from the list.



3

When you've finished listening, tap the Stop button.


↓ Done

## Managing playlists

You can create dozens of playlists with your favorite songs.

### Creating a playlist

**1**

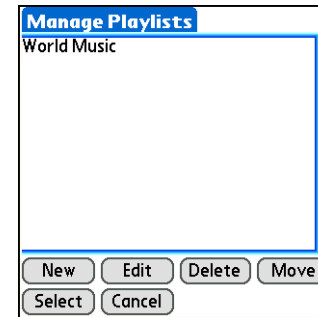
**Go to Favorites** and select Music .

**2**

Open the Edit Playlist screen:

- Open the menus.**
- Select Actions menu.
- Select Manage Playlists.
- Select New.

↘ Continued



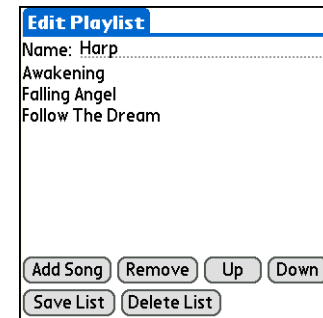
**+ Did You Know?**

The Add Songs to Playlist screen displays all songs on your device's internal drive and on your expansion card.

**3**

Create a playlist:

- Enter a name for the playlist.
- Select Add Song.
- Select the songs you want to include on the playlist.
- Select OK.

**4**

Put the songs in the order you want to hear them:


- Select a song you want to move.
- Select Up or Down to move the song up or down one slot.
- Repeat this process until the songs are in the right order.
- Select Save List.

↓ Done

**\* Tip**

To quickly select all the songs in the list, select **Select All**. To quickly deselect all the songs, select **Select None**.

**Playing songs from a playlist****1**

**Go to Favorites** and select Music .

**2**

Select a song from a playlist:


- Tap Choose Songs button.
- Select the Files icon.
- Select Playlists.
- Select the playlist you want to play.
- Tap the Select All button.

**Done**

Your device 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**

**Go to Favorites** and select Music .

**2**

Open the playlist you want to edit:

- a. **Open the menus.**
- b. Select Actions menu.
- c. Select Manage Playlists.
- d. Highlight a playlist.
- e. Select Edit.

↘ **Continued**

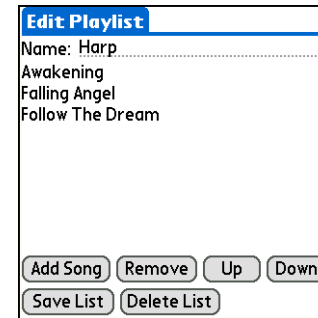
**3**

Select Edit and do any of the following:

**Remove** Select a song and tap Remove to delete the song from the playlist.

**Add Song** Tap Add, check a song's box, and then tap Done.

**Up or Down** Select a song and select Up or Down to move the song up or down one slot.


**4**

Select Save List.

↓ Done

## Deleting a playlist

**1**

**Go to Favorites** and select Music .

**2**

Open the playlist you want to delete:

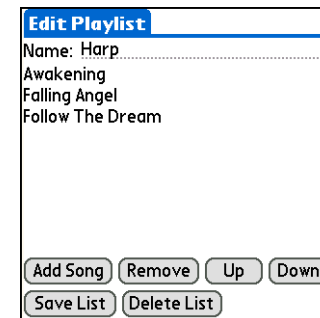
- a. **Open the menus.**
- b. Select Actions menu.
- c. Select Manage Playlists.
- d. Select Edit.

**3**

Delete the list:

- a. Select Delete List.
- b. Select Yes in the confirmation dialog box.
- c. Select Done.

↓ Done






## Customizing your player

You can customize your MP3 player by setting preferences.

### Turning off the screen

Turning off the screen while playing music saves battery power.

1

**Go to Favorites** and select Music .

2

**Open the menus.**

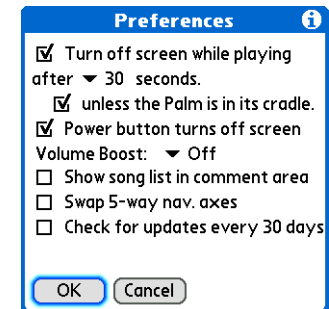
3

Select General Preferences and set screen preferences:

**Turn off screen while playing after x seconds** When you are playing music and not using any of the other device applications, you can set the time period after which the screen turns off.

**unless the Palm is in its cradle** The screen will always remain on when the device power cable is plugged in.

**Power button turns off screen** Pushing the power button turns off the screen but the music keeps playing.




4

Select OK.

↓ Done

## Setting background preferences

1

**Go to Favorites** and select Music .

2

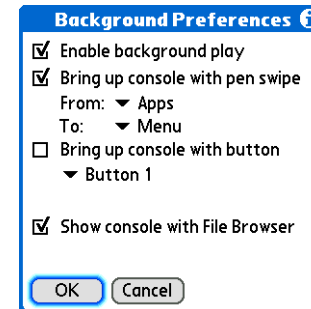
**Open the menus.**

3

Select Background Prefs and set screen preferences:

**Enable background play** When you are playing music, you can continue using any of the other device applications.

**Bring up console with pen swipe** A pen swipe between the selected icons in the input area brings up the pTunes console.



FPO

4


Select OK.

↓ Done

## Flashing the LED when the pTunes console is turned off

When you are playing music while the pTunes console is turned off, you can set the LED to flash to remind you that pTunes is still on and is playing music. This can be a helpful reminder to extend the device's battery life when you are not listening to music.

**1**

**Go to Favorites** and select Music .

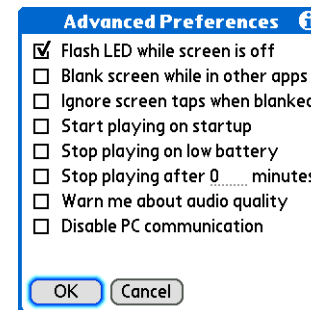
**2**

**Open the menus.**

**3**

Set the preference:

- a. Select Copy From PC Prefs
- b. Check the box to the preference Flash LED while screen is off.

**4**

Select OK.

↓ Done

## Working with Windows Media Player on your computer

### WINDOWS ONLY

Use Windows Media Player on your computer to play and manage your songs. Learn how to use WMP on your computer by using the online Help in WMP. The online Help includes info about the following topics:

- Learning about the parts of the WMP window
- Finding media
- Playing media
- Saving and burning media
- WMP premium services
- Preferences
- Troubleshooting

**Tips & Tricks**

Make your device uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/mylifedrive](http://www.palmOne.com/mylifedrive).

**\* Tip Support**

If you're having problems with Pocket Tunes, go to [www.pocket-tunes.com](http://www.pocket-tunes.com).

## Related topics

Click the link below to learn about these related topics:

**Expansion Cards**

- Inserting and removing expansion cards
- Naming expansion cards
- Viewing the contents of a card

**Managing Info**

- Installing the Windows Media Player software and plug-in on your device and computer
- Using palmOne™ Quick Install and the Send To Handheld droplet

**Common Questions**

Answers to frequently asked questions about Windows Media Player

# 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 device is the perfect place to make a list of the things you need to do.



## Benefits of Tasks

- Set priorities
- Track deadlines
- Stay focused

\* **Tip**  
If no task is currently selected, you can create a new task 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.

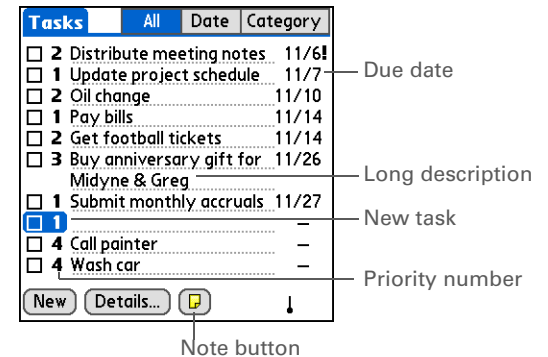
+ **Did You Know?**  
You can **organize your tasks** by filing them into categories. You can also **mark tasks as private** to hide them from prying eyes.

+ **Did You Know?**  
Tasks info is stored in **program memory**. This means that you can view the info only by looking at it in the application and you can **synchronize** the information by pressing the sync button on the USB cable.

## Creating a task

**1** Tap the Tasks  icon in the input area.

**2** Create a task:  
a. Select New.  
b. Enter a description of the task.



**3** [**&**] **OPTIONAL** Assign a priority and due date:

- Tap the priority number and select a number (1 is the most important).
- Tap the due date and select a date from the list, or select Choose Date to select a date from the calendar.

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

**[ ! ] Before You Begin**

Create a task and assign it a due date. A task must have a due date before you can set an alarm.

**\* Tip**

You can **customize the alarm sound for your tasks** in the Task Preferences dialog box.

**+ Did You Know?**

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

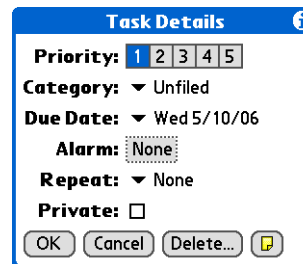
**Setting an alarm****1**

Tap the Tasks  icon in the input area.

**2**

Open the Set Alarm dialog box:

- Select the task you want to assign an alarm to.
- Select Details.
- Select the Alarm box.



**Task Details** ⓘ

**Priority:** 1 2 3 4 5


**Category:** ▾ Unfiled

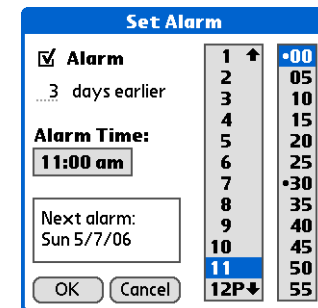
**Due Date:** ▾ Wed 5/10/06

**Alarm:** None

**Repeat:** ▾ None

**Private:**

OK Cancel Delete... 

**Set Alarm**

**Alarm**

...3 days earlier

**Alarm Time:**

11:00 am

Next alarm:  
Sun 5/7/06

OK Cancel

1	↑	•00
2		05
3		10
4		15
5		20
6		25
7		•30
8		35
9		40
10		45
11		50
12P	↓	55

↘ Continued



**\* Tip**

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

**3**

Set the alarm:

- a. Check the Alarm box.
- b. Enter how many days before the due date you want the alarm to sound.
- c. Select the time columns to set the time the alarm sounds.
- d. Select OK, and then select OK again.

↓ Done

**Scheduling a repeating task—standard interval**

Repeating tasks are a great way to add tasks that happen over and over again, like taking out the trash every Thursday night or making monthly mortgage or rent payments.

**1**Tap the Tasks  icon in the input area.**2**

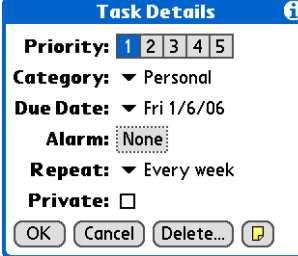
Enter the task you want to repeat and assign it a due date.

↘ 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

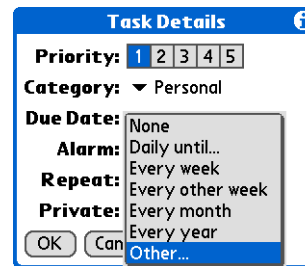
For tasks that don't fit neatly into the preset repeat intervals, you can set up your own repeat intervals. For example, enter tasks for paying a quarterly insurance bill or a credit card bill that is due every 28 days, or changing your smoke detector battery every six months.

**1** Tap the Tasks  icon in the input area.

**2** Enter the task you want to repeat and assign it a due date.

**3** Open the Change Repeat dialog box:

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



↘ Continued

**\* Tip**

To schedule an annual task, such as decorating for a holiday on the first Sunday of a particular month, select Month as the repeat unit, enter 12 on the Every line, and then select Day as the Repeat By setting.

**4**

Set the repeat interval:

- a. Select Day, Week, Month, or Year as the repeat unit.
- b. Select Fixed Schedule to base the due date on the due date of the current task, or select After Completed to base the due date on the date you complete this task. With this option if you complete this task early or late, the due date for the next task adjusts accordingly.
- c. Select the Every line and enter the frequency at which the task repeats.
- d. Select the End on pick list and select an end date, if needed.
- e. If you selected Fixed Schedule in step b and Week in step a, select the day of the week the task repeats. If you selected Fixed Schedule in step b and Month in step a, select Day to select the week within the month, such as the 4th Thursday, or select Date to select the same date within the month, such as the 15th.
- f. Select OK.

↓ Done

+ **Did You Know?**  
Overdue tasks have an exclamation point (!) next to the due date.

\* **Tip**  
Your 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.

## Organizing your tasks

Sometimes you want to look at all the things you need to do, while at other times you want to see only certain types of tasks.

1

Tap the Tasks  icon in the input area.

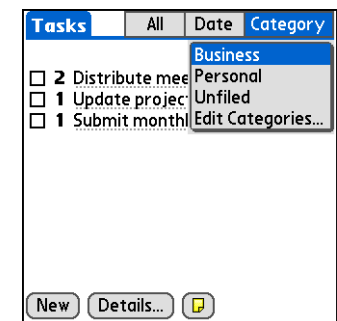
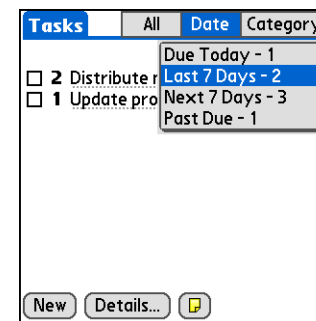
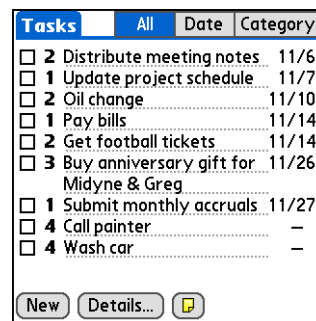
2

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 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 to select a different category.



↓ Done

\* **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.

## Marking a task complete

You can check off a task to indicate that you've completed it.

1


Tap the Tasks  icon in the input area.

2

Check the box on the left side of the task.

↓ Done

Tasks	All	Date	Category
<input checked="" type="checkbox"/> 4	Wash car	11/7	Personal
<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	-	

New Details... 

**NOTE** Palm® Desktop software and Microsoft Outlook handle completed repeating tasks differently. Palm Desktop software checks off all overdue instances of the task, and Microsoft Outlook checks off only the oldest instance of the task.


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

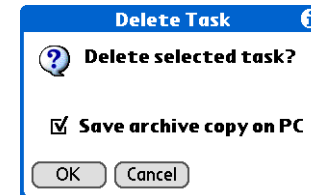
\* **Tip**  
If you save an archive copy of your deleted tasks, you can refer to them later by importing them.

## Deleting 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.

### Deleting a specific task

<b>1</b>	Tap the Tasks  icon in the input area.
<b>2</b>	Select the task you want to delete.
<b>3</b>	<p>Open the Delete Task dialog box:</p> <ol style="list-style-type: none"> <li><b>Open the menus.</b></li> <li>Select Delete Task on the Record menu.</li> </ol>
<b>4</b>	<p><b>[ &amp; ] OPTIONAL</b> Check the box to save an archive copy of the task on your computer.</p>
<b>5</b>	<p>Select OK.</p> <p>↓ Done</p>



## \* 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

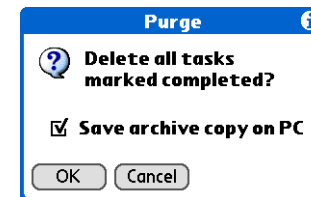
1

Tap the Tasks  icon in the input area.

2

Open the Purge dialog box:

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



3

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

4

Select OK.

↓ Done



+ **Did You Know?**  
Calendar's Agenda View  
also displays your tasks.

## Customizing your Tasks list

Control which tasks show up in the Tasks list and how they are sorted. These settings also affect tasks in Calendar's Agenda View. You can also choose the alarm sound for your tasks.

**1**

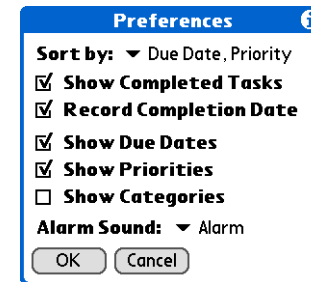
Tap the Tasks  icon in the input area.

**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 device'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.

**Tips & Tricks**

Make your device uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/mylifedrive](http://www.palmOne.com/mylifedrive).

**Support**

If you're having problems with Tasks or with anything else on your device, go to [www.palmOne.com/support](http://www.palmOne.com/support).

## Related topics

Click a link below to learn about these related topics:

**VersaMail**

Sending tasks as attachments to email messages

**Sharing**

- Beaming tasks to other Palm Powered™ devices
- Sending tasks to other Bluetooth® devices by using Bluetooth wireless technology on your device
- 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 device contains applications for storing the most common types of information: contact names and numbers, appointments, and so on. Memos is the tool to use for capturing information that is meaningful to you but does not fall into one of these categories. From meeting notes to recipes and favorite quotations, Memos provides a quick and easy way to enter, store, and share your important information.



## Benefits of Memos

- Store essential but hard-to-remember information
- Send memos to colleagues wirelessly
- Synchronize your information to back it up on your computer

\* **Tip**  
In the Memos list, you can also just start writing to create a new memo. The first letter is automatically capitalized.

\* **Tip**  
Use **Phone Lookup** to quickly add a name and phone number to a memo.

+ **Did You Know?**  
Memos info is stored in **program memory**. This means that you can view the info only by looking at it in the application and you can **synchronize** the information by pressing the sync button on the USB cable. Info in Memos can be synchronized with info in either Palm® Desktop software or Outlook.

## Creating a memo

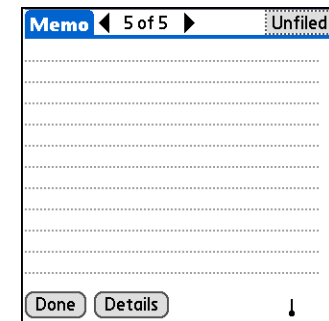
1

Tap the Memos  icon in the input area.

2

Create a memo:

a. Select New.



b. Enter your memo. Tap Enter on the onscreen keyboard or draw the **Graffiti® 2 writing** Return stroke / to move to a new line in the memo.

c. Select Done.



**Done**

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

\* **Tip**  
The Memos list shows the first line of each memo, so make sure that first line is something you will recognize.

+ **Did You Know?**  
You can connect your device 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/mylifedrive](http://www.palmOne.com/mylifedrive) and click the Accessories link.

\* **Tip**  
You can change the size of the text in Memos to enhance readability.

## Viewing and editing a memo

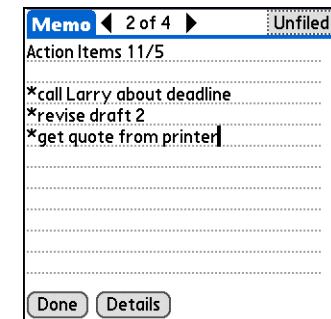
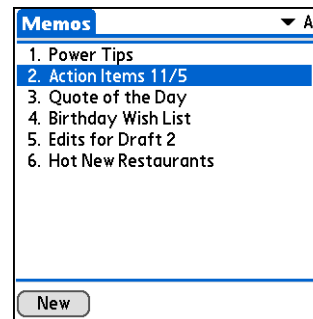
1

Tap the Memos  icon in the input area.

2

View or edit the memo:

a. In the Memos list, select the memo you want.



b. Read or edit the memo, and then select Done.

↓ Done

### + Did You Know?

If you use Palm Desktop software for synchronizing, you can send a memo to your computer by **synchronizing**, and then open the memo on your computer in an application such as Microsoft Word for further editing, formatting, and so on. Right-click the memo on your computer, click Send To, and then select the application to which you want to send the memo.

## Moving 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.

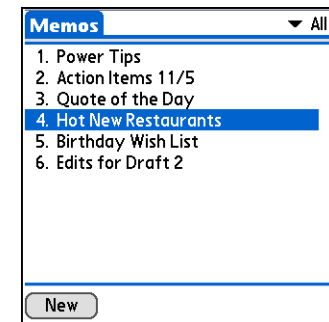
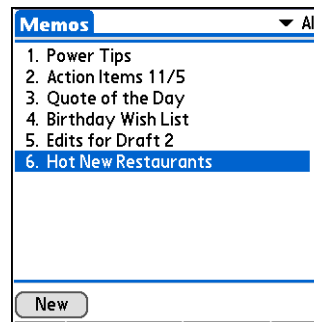
1

Tap the Memos  icon in the input area.

2

Move a memo:

a. Locate the memo you want.



b. Move the memo up or down by dragging the stylus across the screen. A black dotted line appears to represent the memo you are moving.

c. When the line is in the location you want for your memo, lift the stylus.

↓ Done



## \* Tip

Need to retrieve that holiday recipe you stored? If you save an archive copy of your deleted memos, you can refer to them later by importing them.

## Deleting a memo

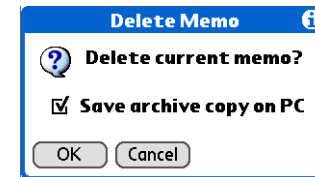
1

Tap the Memos  icon in the input area.

2

Open the Delete Memo dialog box:

- a. Locate the memo you want.
- b. **Open the menus.**
- c. Select Delete Memo on the Record menu.



3

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

4

Select OK.

↓ Done

**\* Tip**

You can copy the text of a memo and paste it into a new Word file in **Documents** on your device. 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 device. 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.

**Tips & Tricks**

Make your device uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/mylifedrive](http://www.palmOne.com/mylifedrive).

**Support**

If you're having problems with Memos or with anything else on your device, go to [www.palmOne.com/lifedrive-userguide](http://www.palmOne.com/lifedrive-userguide).

## 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 device
- Synchronizing with Palm Desktop software and Outlook

**VersaMail**

Sending memos as attachments to email messages

**SMS**

Sending memos as part of a text message

**Common Questions**

Answers to frequently asked questions about Memos

# Writing Notes in Note Pad

## In this chapter

[Creating a note](#)

[Viewing and editing a note](#)

[Deleting a note](#)

[Working with Note Pad on your computer](#)

[Related topics](#)

Need to jot down a phone number or a reminder to yourself? Avoid fumbling for scraps of paper, and write important reminders in Note Pad. You can use Note Pad to do everything you might do with a piece of paper and a pencil, such as drawing a quick sketch. Note Pad gives you a place to draw freehand and take notes in your personal handwriting, which is even faster and more flexible than creating a memo on your device.



## Benefits of Note Pad

- Capture information in the moment
- A picture is worth a thousand words
- See reminders when you set alarms
- Send notes to colleagues wirelessly

**[ ! ] Before You Begin**

Make sure **full-screen writing is turned off**. You cannot create or edit notes in Note Pad when full-screen writing is on.


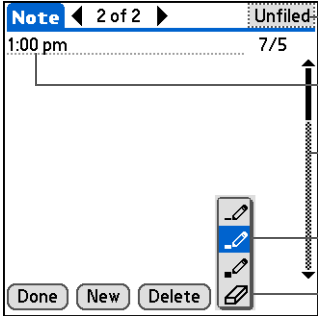
**\* Tip**

Select the pen selector to change the pen width or to select the eraser. To clear the screen completely, select the note (anywhere but the title), **open the Edit menu**, and select Clear Note.

**+ Did You Know?**

Note Pad info is stored in **program memory**. This means that you can view the info only by looking at it in the application and you can **synchronize** the information by pressing the sync button on the USB cable.


## Creating a note

- 1 **Go to Applications** and select Note Pad .
  - 2 Create a note:
    - a. Use the stylus to write your note directly on the device screen.
    - b. Select the time at the top of the screen and enter a title using **Graffiti® 2 writing** or the **onscreen keyboard**.

Category box  
Time or title  
Scroll bar  
Pen selector  
Eraser
  - 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 device automatically saves the note. Make sure you have a current backup. **Synchronize** often.

## Choosing the pen and paper (background) colors

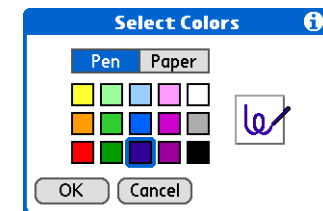
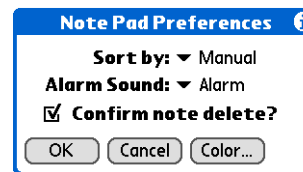
**1**

**Go to Applications** and select Note Pad .

**2**

Open the Select Colors dialog box:

- a. Select Done to display the Note Pad list.
- b. **Open the menus.**
- c. Select Options, and then select Preferences.
- d. Select Color.

**3**

Select the pen and paper colors:

- a. Select Pen, and then select the ink color you want to use.
- b. Select Paper, and then select the background color you want to use.
- c. Select OK, and then select OK again.

↓ Done

- \* **Tip**  
 Change the alarm sound by **opening the Options menu**, selecting Preferences, and then selecting a sound from the Alarm Sound pick list.

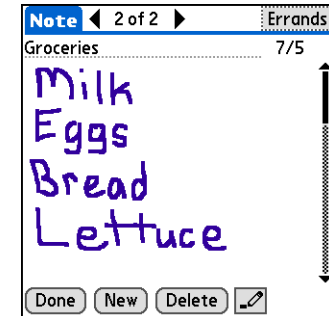
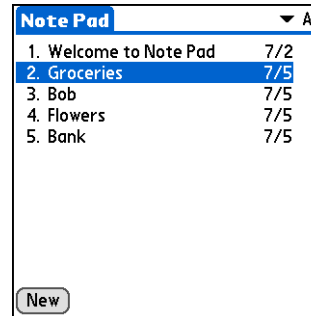
## Setting an alarm

To use a note as a reminder, set an alarm for that note.

**1** Go to **Applications** and select Note Pad .

**2** Open the note:

- Select Done to display the Note Pad list.
- Select the note you want to set an alarm for.



↘ Continued

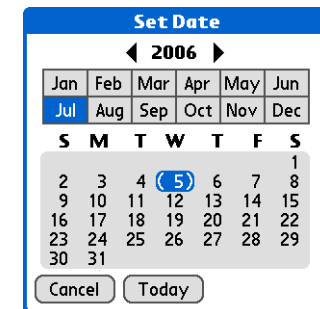
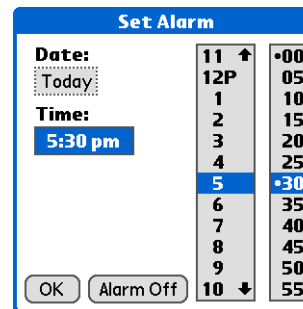
## \* Tip

You can also open the Set Alarm dialog box by selecting a note and tapping the right edge of the screen next to the note title.

## 3

Set the alarm:

- a. **Open the menus.**
- b. Select Options, and then select Alarm.
- c. Select the Date box, and then select the year, month, and date you want the alarm to sound.



- d. Select the time you want the alarm to sound.
- e. Select OK.

↓ Done



\* **Tip**


Sort the Note Pad list alphabetically, by date, or manually. **Open the Options menu**, select Preferences, and then select the Sort by pick list.

If you sort manually, you can rearrange the list by dragging notes to another position in the list.

+ **Did You Know?**

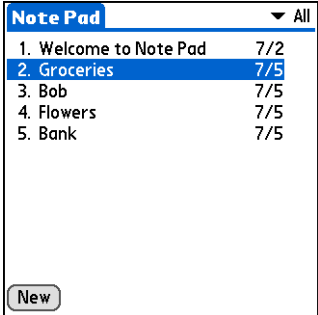

Prevent others from viewing your notes by **marking them as private**.

## Viewing and editing a note


**1** **Go to Applications** and select Note Pad .

**2** Open the note:

- Select Done to display the Note Pad list.
- Select the note you want to view or edit.

**3** Read or edit the note, and then select Done.


 Done

\* **Tip**  
You can also delete a note by **opening the Record menu** and selecting Delete Note.

\* **Tip**  
Want to get rid of those deletion confirmation messages? **Open the Options menu**, select Preferences, and then uncheck the Confirm note delete box.

## Deleting a note

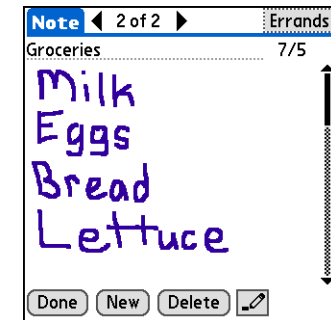
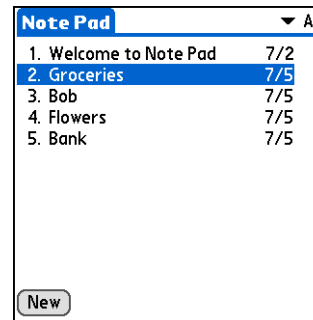
1

**Go to Applications** and select Note Pad .

2

Open the note:

- Select Done to display the Note Pad list.
- Select the note you want to delete.



3

Select Delete, and then select OK to confirm deletion.

↓ Done

## Working with Note Pad on your computer

Use Note Pad on your computer to view and manage the handwritten notes you create on your device. 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.

**Tips & Tricks**

Make your device uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/mylifedrive](http://www.palmOne.com/mylifedrive).

**Support**

If you're having problems with Note Pad or with anything else on your device, go to [www.palmOne.com/support](http://www.palmOne.com/support).

## Related topics

Click a link below to learn about these related topics:

**Moving Around**

- Opening applications
- Using menus

**Sharing**

- Beaming notes to other Palm Powered™ devices
- Sending notes to other Bluetooth® devices by using Bluetooth wireless technology on your device

**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

# Recording Voice Memos

## In this chapter

[Creating a voice memo](#)

[Listening to a voice memo](#)

[Setting an alarm for a voice memo](#)

[Saving a voice memo to an expansion card](#)

An important idea pops into your head, and you need to record it before you forget it. If a brilliant marketing idea hits when you're away from your office, Voice Memo is the tool you need.

Voice Memo provides a place for you to record and play back notes, agenda items, and other important thoughts directly on your handheld. Record client meeting notes on the way to the office, and then send them to your assistant in an e-mail to transcribe them. Or use a voice memo with an alarm as a reminder message for that errand you promised not to forget.



## Benefits of Voice Memo

- Capture thoughts on the fly
- Send recorded memos to colleagues
- Synchronize voice memos to back them up on your computer

+ **Did You Know?**  
You can **automatically store voice memos on an expansion card.**

\* **Tip**  
For best results, hold your device within about one foot of your mouth while recording.

\* **Tip**  
To pause your recording, you must keep the Voice Memo button held down and then tap Pause. For longer recordings where you want to pause multiple times, **use the onscreen control**


+ **Did You Know?**  
Voice Memo info is stored in **program memory**. This means that you can view and listen to memos only in the application and you can **synchronize** the memos by pressing the sync button on the USB cable.

## Creating a voice memo

You can create a quick voice memo using the application button on the side of your device, or you can use the pause control for a longer memo that you can pause and restart as your ideas flow.

### Creating a quick voice memo using the application button

1

Hold down the Voice Memo application button  on the side of your device. A tone indicates that recording has started.

2

Record your voice memo:

- a. Face your device and begin speaking. Continue holding the Voice Memo button while recording.
- b. When you have finished recording, release the Voice Memo button. A tone indicates that recording has stopped and the memo is finished.

**NOTE** Pressing the Voice Memo application button again starts a *new* memo.

3

Select Done.




Done


That's it. Your device automatically saves the voice memo. Make sure you have a current backup. **Synchronize often.**

## Creating a longer voice memo using the pause control

Pause and resume recording as many times as you want to make sure you capture all of your thoughts.

**1**

**Go to Applications** and select Voice Memo .

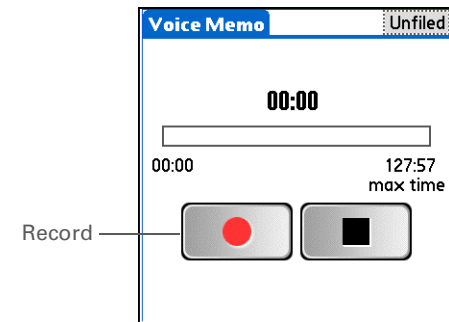
Alternately, you can press and quickly release the Voice Memo application button .

**2**

Record your voice memo:

- Tap New.
- Tap Record. A tone indicates that recording has started.
- Face your device and begin speaking.

↘ Continued



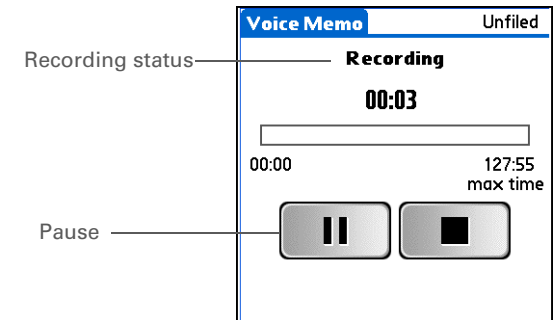
\* **Tip**  
Once you pause your recording, you can use other applications and come back later to resume recording. To resume recording, just tap the Voice Memo icon or press and release the Voice Memo application button, and then tap Record.

\* **Tip**  
You can organize your voice memos by storing them into categories, such as personal or marketing ideas.

## 3

Pause and restart recording:

- Tap Pause to stop recording. A tone indicates that recording has paused.
- Tap Record. A tone indicates that recording has restarted.
- Pause and restart recording as many times as you want. You can use other applications while the voice memo is paused.



## 4

Tap Stop. A tone sounds to indicate that recording has stopped.

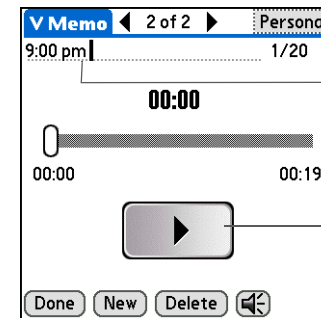


↘ Continued



5

**[ & ] OPTIONAL** Tap on the title line and enter a title for your memo. You can choose to leave the time as part of the title or remove it. You can also select a category to store your memo. If you want to listen to your memo, tap the Play button.



Tap to select a category  
Tap the title line and enter a name  
Play

6

Select Done


↓ Done

\* **Tip**  
You can sort the Voice Memo list by date, alphabetically, by length of memo, or manually. Go to the Preferences menu and tap the Sort by pick list to select a sorting scheme.

\* **Tip**  
Press Right or Left on the navigator to listen to the next or previous voice memo.

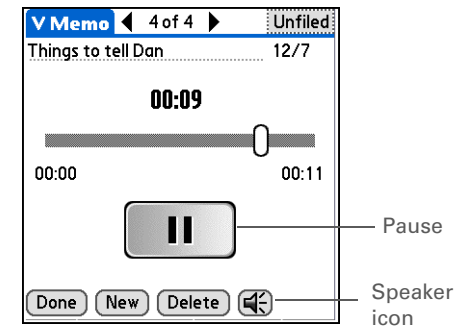
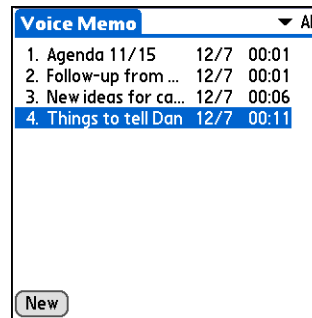
## Listening to a voice memo

1

**Go to Applications** and select Voice Memo .

2

In the Voice Memo list, select the voice memo title. The voice memo begins to play after a few seconds.

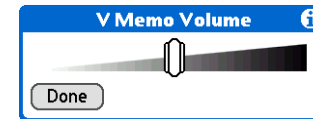


Continued

**3**

**[&] OPTIONAL** Set the volume level:

- a. Select the Speaker icon.
- b. Press Up or Down on the navigator to adjust the volume.
- c. Press Done.

**4**

Select Done.


↓ Done

## \* Tip

You can use a concerto or a bird chirp or to a number of other sounds for your alarm. **Open the menus**, select Options, and then select Preferences. Tap the Alarm pick list to select a sound.

## Setting an alarm for a voice memo

1


**Go to Applications** and select Voice Memo .

2

Select the voice memo to which you want to assign an alarm.

3

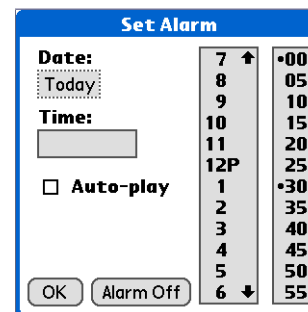
Open the Alarm dialog box:

- Open the menus** .
- Select Options, and then select Alarm.

4

Set the alarm:

- Tap the Date box and select the year, month, and date you want the alarm to sound.
- Tap the Time box and select the hour and minute you want the alarm to sound.



The image shows a 'Set Alarm' dialog box with the following fields and options:

- Date:** A scrollable list with 'Today' selected at the top, followed by numbers 7 through 9, 10 through 12P, and 1 through 6.
- Time:** A scrollable list with minutes 00, 05, 10, 15, 20, 25, 30, 35, 40, 45, 50, and 55.
- Auto-play:** An unchecked checkbox.
- Buttons:** 'OK' and 'Alarm Off' buttons at the bottom.

↘ Continued

**5**

**[ & ] OPTIONAL** Select the Auto-play check box to automatically play the voice memo when the alarm goes off.

**6**

Select OK.

↓ Done

**[ ! ] Before You Begin**

You must have an expansion card inserted in your device's expansion card slot.

**+ Did You Know?**

When you store voice memos on an expansion card, they do not appear in the Voice Memo portion of Palm® Desktop software after a HotSync® operation and are not backed up.



**+ Did You Know?**

You cannot mark voice memos private or attach alarms to voice memos that are stored on an expansion card.

## Saving a voice memo to an expansion card

You can create voice memos for others by storing your voice memos on an expansion card. Voice Memo enables you to store specific voice memos on an expansion card, or to configure your device to always store voice memos on an expansion card when one is present.


### Saving a specific memo to an expansion card

<b>1</b>	<b>Go to Applications</b> and select Voice Memo  .
<b>2</b>	Open a voice memo.
<b>3</b>	Tap the category pick list in the upper-right corner and select Card.
<b>4</b>	Select Done. 

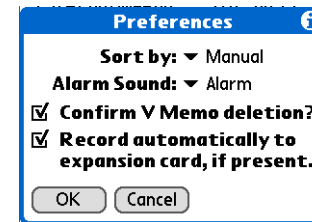
## Automatically storing all voice memos on an expansion card

**1** **Go to Applications** and select Voice Memo .

**2** Open the Alarm dialog box:

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

**3** Select the check box Record automatically to expansion card, if present.



**4** Tap OK.

↓ Done

**My Handheld**

Make your device uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/mylifedrive](http://www.palmOne.com/mylifedrive).

**Support**

If you're having problems with Voice Memo or with anything else on your device, go to [www.palmOne.com/support](http://www.palmOne.com/support).

## Related topics

Click a link below to learn about these related topics:

**Moving Around**

- Opening applications
- Using menus

**Categories**

Organizing voice memos by arranging them into categories and sorting them

**Privacy**

Keeping voice memos private by turning on security options

**Sharing**

- Exchanging voice memos with other palmOne™ device users by beaming them
- Sending voice memos to other palmOne Bluetooth® devices by using Bluetooth technology on your device

**E-mail**

Sending voice memos as attachments to e-mail messages

**Common Questions**

Answers to frequently asked questions about Voice Memo



# Making Wi-Fi Wireless Connections

## In this chapter

[What can I do with the built-in Wi-Fi wireless technology?](#)

[What types of connections can I make?](#)

[Wi-Fi signal strength indicator](#)

[Setting up a Wi-Fi network connection](#)

[Accessing email and the web with Wi-Fi](#)

[Setting up a Wi-Fi device-to-device network](#)

[Related topics](#)

Staying connected means you have the latest wireless technology at your fingertips at all times. Now your device can actually connect you to the wireless world using either Wi-Fi® or **Bluetooth® wireless technology.**

During the day, you need Wi-Fi to access your corporate network. During the evening, connect to the Wi-Fi wireless network at your home or the local coffee shop to access your personal email or browse the Internet.



## Benefits

- Connect to your corporate network wirelessly
- Stay up-to-date by connecting wirelessly anywhere
- Transfer documents wirelessly

**» Key Term**

**Wi-Fi** Wireless technology that enables networks with access points to allow devices such as handhelds, printers, and computers to connect wirelessly to the Internet and corporate networks.

**+ Did You Know?**

If you are out of range of a Wi-Fi access point, you can remain connected using [Bluetooth wireless technology](#).

## What can I do with the built-in Wi-Fi wireless technology?

**Access your corporate network.** Whether you are attending a meeting or roaming the hallway, you can stay connected to the information you need.

**Send email messages.** Whether you send email messages once a week or constantly throughout the day, wireless connectivity means that you can share information.

**Access the web.** Connect to the Internet for news and information in a café or in a meeting.

**Reduce cable clutter by synchronizing wirelessly.** Imagine your desk and workstation without cable clutter. Wireless technology on your device replaces many of the connecting cables with a wireless connection for tasks such as synchronizing.

**Connect to other devices to share files wirelessly.** Transfer a document wirelessly from your desktop computer to your handheld for review when you are away from your desk.

## What types of connections can I make?

With built-in Wi-Fi wireless technology, you can make connections at the following times:

- When you are in range of Wi-Fi access points for public networks, such as wireless cafés and city networks. You can use the networks to browse the Internet or to send and receive email. Some public networks require a subscription fee. Check with the public network provider for details.
- When you are in range of Wi-Fi access points for private networks in a corporation or home. If these networks are secure, you must have the necessary keys to access the network. Once you are on the network, you can browse the Internet, send and receive email, or even access network devices such as your computer.
- When you are in range of other Wi-Fi devices, such as printers or projectors. Create a device-to-device network between your handheld and the other device. Also, check the user guide for the other Wi-Fi device to enable device-to-device networking.

## Wi-Fi signal strength indicator

You can easily check Wi-Fi status and signal strength any time by viewing the Wi-Fi icon on the status bar. You can tap the Wi-Fi icon and open the Preferences screen to also view status, signal strength, and other Wi-Fi information.

### Status

Wi-Fi off

Wi-Fi on  
Connected to a network  
Signal strength:  
Full strength decreasing to  
minimum signal

Wi-Fi on  
Connected to a network  
No signal

Wi-Fi on  
Not connected to a network

### Icons



**[ ! ] Before You Begin**

Contact the network administrator to get the name of the network, also known as an SSID, and the security information, such as WEP or WPA-PSK keys.

**» Key Term****Encryption key**

A series of letters and numbers that enables data to be encrypted and then decrypted so it can be safely shared within a network. Your handheld supports two encryption systems: WEP and WPA-PSK.

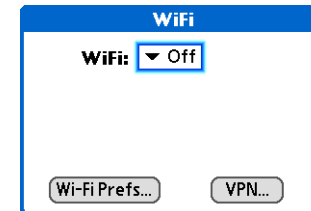
## Setting up a Wi-Fi network connection

**1**

Tap Wi-Fi controls  on the status bar.

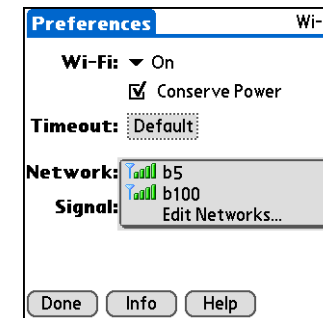
**2**

Select On from the Wi-Fi pick list and then select Wi-Fi Prefs.

**3**

Select the Network pick list, and then do one of the following:

- If the network is listed and does not require an encryption key, select the network. Wait for the connection to finish, and then select Done. You are now connected and this procedure is done.
- If the network is not listed or if the network requires an encryption key, select Edit Networks and go to step 4.

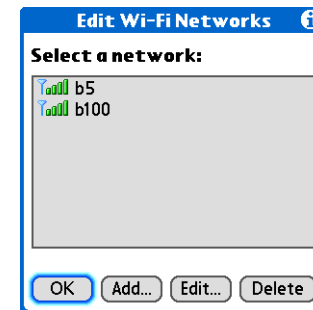


↘ **Continued**

## 4

Add or edit a network:

- If the network appears on the list, select the network and then select Edit to add encryption key information.
- If the network does not appear on the list, select Add. The network may be hidden for security purposes.



## 5

Add the network name or SSID if it does not appear. An SSID is required for hidden networks.

➤ Continued

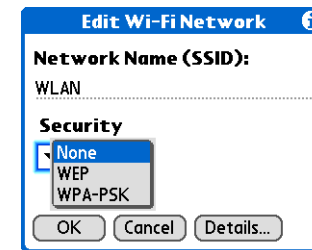


**6**

Select a security option:

- If your network does not require any encryption settings, select None and go to step 9.
- If your network requires WEP encryption, select WEP and go to step 7.
- If your network requires WPA-PSK encryption, select WPA-PSK and go to step 8.

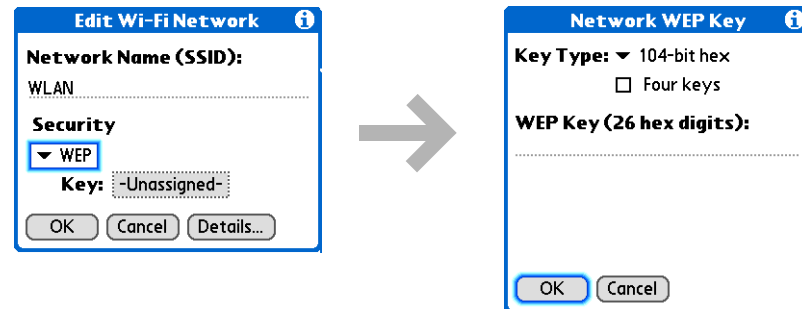
➤ **Continued**



## 7

If you selected WEP in step 6:

- a. Tap the WEP Key box.
- b. Enter the WEP encryption information.
- c. Select OK.
- d. Go to step 9.

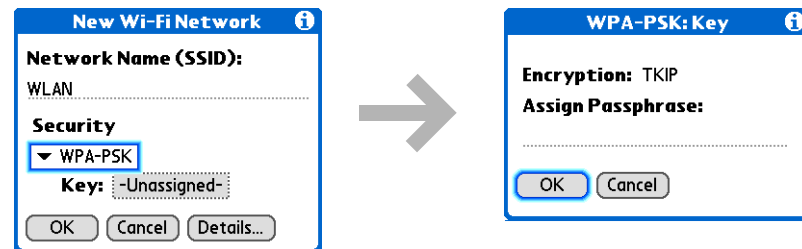


↘ Continued

## 8

If you selected WPA-PSK in step 6:

- a. Check the WPA-PSK box.
- b. Tap the Key box.
- c. Assign a passphrase.
- d. Select OK.



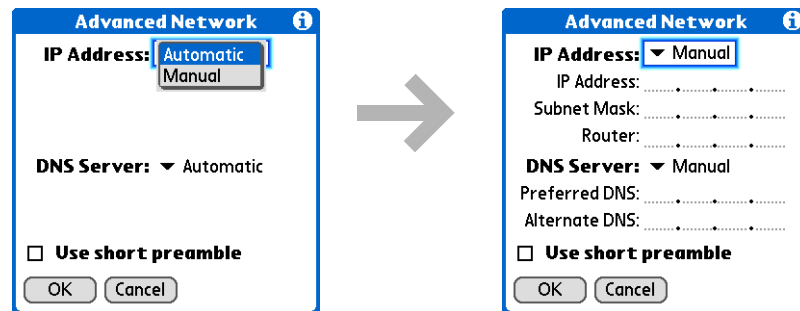
↘ Continued



## 9

**[ & ] OPTIONAL** Manually set your IP or DNS addresses:

- a. Tap Details.
- b. Select Access Point (infrastructure) from the Connect to pick list.
- c. Select Advanced.
- d. Select Manual from the IP Address or DNS Server pick list.
- e. Enter the IP address or DNS server information.
- f. If you want to use a preamble, check the Use short preamble box.
- g. Select OK.



## 10

Select OK and then select Done.



Done


You can now connect to the network any time you are within range of the access point.

## Accessing email and the web with Wi-Fi

After you set up a connection with a Wi-Fi network, you can send and receive email or browse the web wirelessly using this connection.

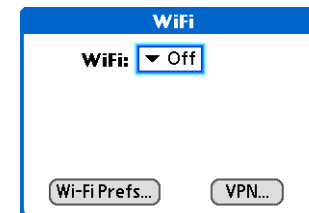
**NOTE** Wi-Fi functionality must be turned on before you can use it to make wireless connections. You must also **set up an email account** on your device before you can send or receive email messages.

**1** Open the **email application** or the **web browser**.

**2** Tap Wi-Fi controls  on the status bar.

**3** Select On from the Wi-Fi pick list, and then select Wi-Fi Prefs.

➤ Continued



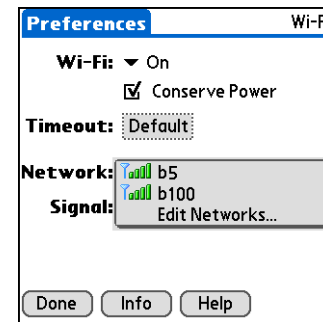
**\* Tip**

When you **enter a URL** in the web browser or select **Get and Send** in the VersaMail® application, a connection is automatically initiated with the last used service.

**4**

Connect to the Wi-Fi network:

- a. Select a Network from the Network pick list.
- b. Wait for the connection to finish, and then select Done.

**Done**

You are now ready to send and receive email messages or to browse the web.

**[ ! ] Before You Begin**

You need to know the following information:

- Name of the network, also known as an SSID
- Security information, such as WEP or WPA-PSK keys
- Channel number

You may also need to know the IP address and DNS server information.

**» Key Term****Encryption key**

A series of letters and numbers that enables data to be encrypted and then decrypted so it can be safely shared within a network. Your handheld supports two encryption systems: WEP and WPA-PSK.

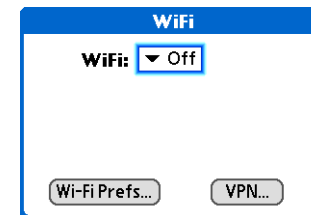
## Setting up a Wi-Fi device-to-device network

**1**

Tap the Wi-Fi controls  on the status bar.

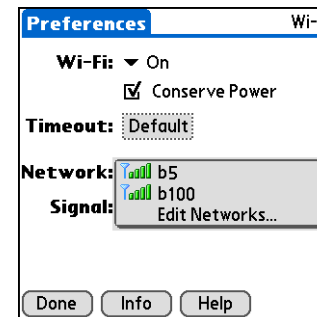
**2**

Select On from the Wi-Fi pick list, and then select Wi-Fi Prefs.

**3**

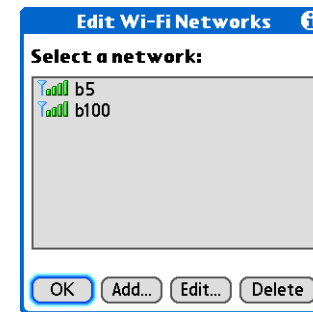
Select Edit Networks.

↳ Continued



4

Select Add.



5

Add the network name or SSID.

➤ Continued

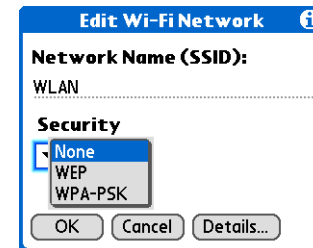


**6**

Select a security option:

- If your network does not require any encryption settings, select None and go to step 9.
- If your network requires WEP encryption, select WEP and go to step 7.
- If your network requires WPA-PSK encryption, select WPA-PSK and go to step 8.

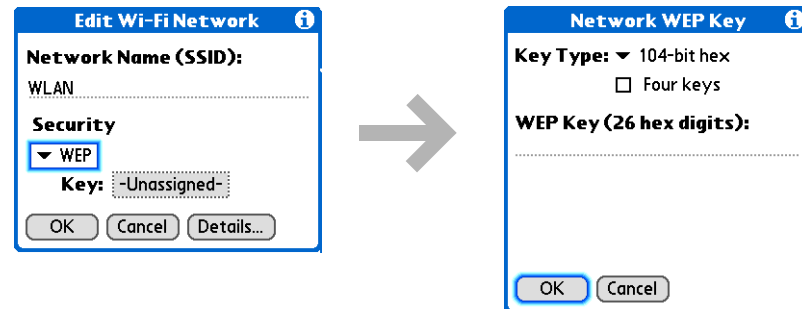
➤ **Continued**



## 7

If you selected WEP in step 6:

- a. Tap the WEP Key box.
- b. Enter the WEP encryption information.
- c. Select OK.
- d. Go to step 9.

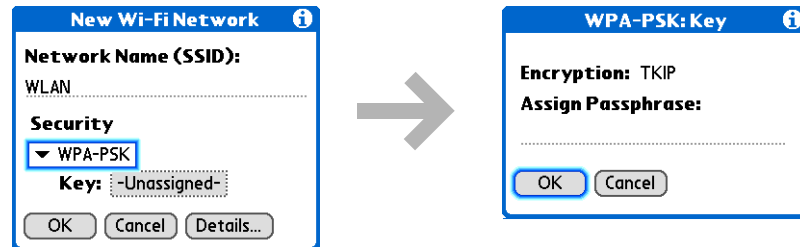


↘ Continued

8

If you selected WPA-PSK in step 6:

- a. Check the WPA-PSK box.
- b. Tap the Key box.
- c. Assign a passphrase.
- d. Select OK.

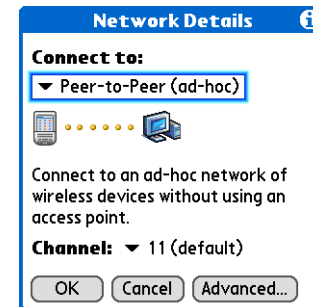


9

Set the connection:

- a. Tap Details.
- b. Select Peer-to-Peer (ad hoc) from the Connect to pick list.
- c. Select the channel number from the Channel pick list.

↘ Continued

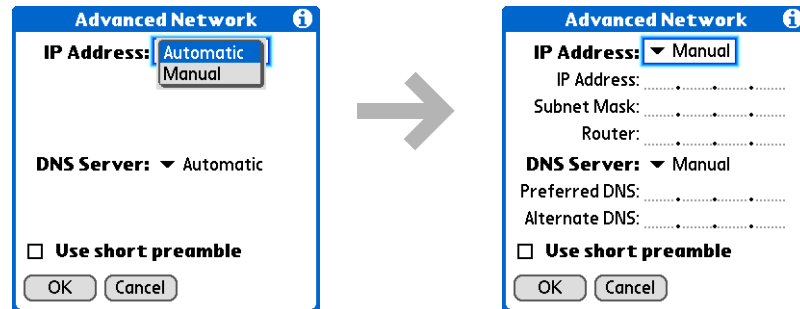




## 10

[ & ] **OPTIONAL** Manually set your IP or DNS address:

- a. Select Manual from the IP Address or DNS Server pick list.
- b. Enter the IP address or DNS server information.
- c. If you want to use a preamble, check the Use short preamble box.
- d. Select OK.



## 11

Select OK three times and then select Done.



Done

You can now connect to the device any time you are within range.

**Tips & Tricks**

Make your device uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/mylifedrive](http://www.palmOne.com/mylifedrive).

**Support**

If you're having problems with your device's wireless capabilities or with anything else on your device, go to [www.palmOne.com/support](http://www.palmOne.com/support).

## Related topics

Click a link below to learn about these related topics:

**Moving Around**

- Opening applications
- Using menus

**Synchronizing**

Synchronizing your device with your desktop PC

**Contacts**

Connecting to telephone numbers in your list of contacts

**VersaMail**

Sending and receiving email messages wirelessly using your device's Wi-Fi technology

**Bluetooth**

Using your device's Bluetooth wireless technology

**Common Questions**

Answers to frequently asked questions about Wi-Fi wireless technology

# Making Bluetooth Wireless Connections

## In this chapter

[What can I do with the built-in Bluetooth wireless technology?](#)

[Entering basic Bluetooth settings](#)

[Setting up a Bluetooth phone connection](#)

[Accessing email and the web with Bluetooth](#)

[Setting up a connection for Bluetooth synchronization](#)

[Setting up a connection to a network](#)

[Creating trusted devices](#)

[Setting advanced Bluetooth features](#)

[Related topics](#)

During the day, you need **Wi-Fi**<sup>®</sup> to access your corporate network. During the evening when you are with your friends, you need Bluetooth<sup>®</sup> wireless technology to share your contacts or your favorite photos.

Staying connected in the world means you have the latest wireless technology at your fingertips at all times. Now your device can actually connect you to the wireless world using either Wi-Fi or Bluetooth wireless technology. Your device'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 device'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, 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 with Bluetooth features enabled. Check the user guide that came with the device for information on how to enable the Bluetooth features.

## What can I do with the built-in Bluetooth wireless technology?

**Connect to your Bluetooth phone to send text or email messages or to access the web.**

Whether you access the Internet or send text or email messages once a week or constantly throughout the day, wireless connectivity means that you can go online anytime by connecting by means of your mobile phone or your laptop connected to the Internet.

**Reduce cable clutter by synchronizing wirelessly.** Imagine your desk and workstation without cable clutter. Bluetooth wireless technology on your device replaces many of the connecting cables with a wireless connection for tasks such as synchronizing.

**Connect to other devices to share files wirelessly.** Wouldn't it be great if you could send files such as photos wirelessly or print wirelessly on a Bluetooth printer? Use the built-in Bluetooth wireless technology to set up connections to devices within approximately 30 feet of your device.

## What types of connections can I make?

With Bluetooth wireless technology, you can make connections using the following types of devices:

- To browse the Internet or access your email account, link through your desktop computer's network connection or establish a connection to a Bluetooth LAN Access Point.
- To access the Internet or an email account, connect to your mobile phone. To use a mobile phone, you must dial your ISP or sign up for an account with a high-speed wireless carrier.
- To send and receive text messages, connect to your mobile phone.
- To synchronize your device with your computer wirelessly, connect to your computer.
- To share files with another Bluetooth device such as a handheld or printer, form a trusted pair with that device.

## What is device discovery?

Discovery is the process in which your device 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 device 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 device. 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 device 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 device 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.

## » Key Term


**Discoverable** Setting that allows other devices to find and connect with your device using Bluetooth wireless technology. If your device is not discoverable, other devices cannot find it to make a connection. Your device must be on in order to be discoverable.

## + Did You Know?

When your Bluetooth icon on the status bar is dimmed, **Bluetooth is off** and your device is not discoverable.

## Entering basic Bluetooth settings

1

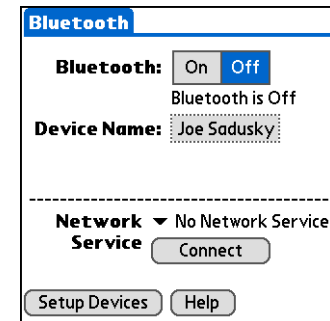
Tap Bluetooth controls  on the status bar.

2

Enter the basic Bluetooth settings:

- Select On.
- Tap the Device Name field and enter a name for your device. This is the name that other Bluetooth devices see when they connect to your device. 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



**[ ! ] 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.

**» Key Term**


**Trusted pair** Two devices—for example, your device 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 again.

## Setting up a Bluetooth phone connection

**[ ! ] IMPORTANT** To set up a phone connection, you must have a GSM or GPRS mobile phone enabled with data services.

You can form a trusted pair between your device 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**

Tap Bluetooth controls  on the status bar.

**2**

Open the Phone Setup dialog box.

- a. Select Setup Devices.
- b. Select Phone Setup.
- c. Select Phone Connection.
- d. Select Next.



↘ Continued

\* **Tip**

If you receive a message that your phone is not ready to accept a connection, check to make sure that your phone is prepared to make a Bluetooth connection. See the instructions included with your phone.

**3**

Select the phone you want to connect to:

- a. Select the Manufacturer and Model pick lists, select the correct entries for your phone, and then select Next.

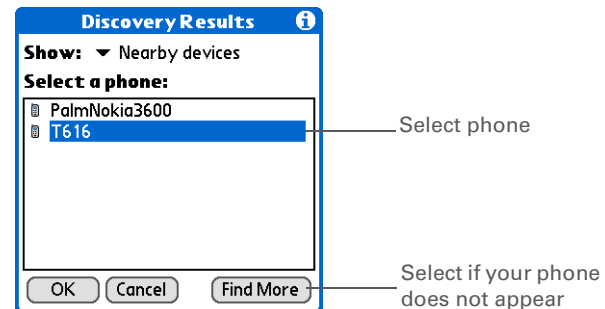
If the phone does not appear on the list, check for phone compatibility at <http://www.palmOne.com/us/support/downloads/phonelink.html>.

- b. The Connection Setup screen displays all Bluetooth phones within range.

If your phone is not listed in the discovery results, check whether your phone is Bluetooth discoverable. Select Find More to search again.

- c. Select the phone you want, select OK, and then select Next again.

**NOTE** Not all features are available if your specific phone model is not in the pick list.



↘ **Continued**



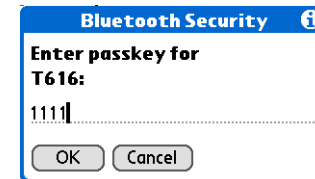
## » Key Term

**Passkey** Like a password, the passkey is a security measure. Connections can happen only between your device and a device that has the same passkey. For example, to connect to your mobile phone, you need to enter the same passkey on your device 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 device and your mobile phone in order to connect to your phone.

- b. Select OK.

5

Select Done to finish phone connection setup.

» Continued

## 6

Determine if you want to be set up with a network:

- a. Select Yes to begin network setup. Go to step 7.
- b. Select No if you want to use your phone connection only to **dial phone numbers from your device** or to **send text messages**. You have finished setup.

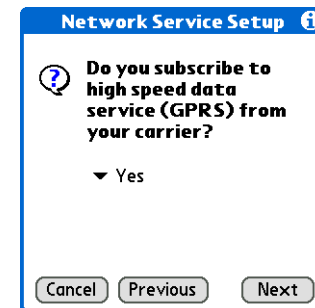


## 7

Begin network setup:

- a. If you select Yes, go to step 8.
- b. If you select No, go to step 9.
- c. Select Next.

➤ Continued



## » Key Term

**GPRS** Acronym for General Packet Radio Service, a method of sending information wirelessly at high speeds. Select Yes in step 6 only if you have a GPRS account for your mobile phone.

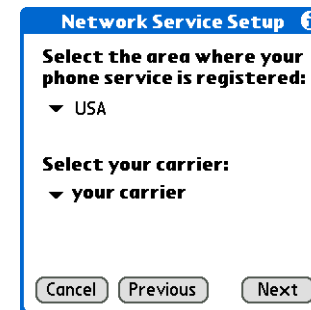
## \* Tip

Contact your ISP (for example, AOL or Earthlink) if you are not sure about one or more of the items to enter in step 8.

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.

**\* Tip**

You can select Bluetooth controls on the status bar to quickly check Bluetooth status and make a connection from any application on your device.

## Accessing email and the web with Bluetooth

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 turned on if you want to use wireless features. You must also **set up an email account** on your device before you can send or receive email messages.

**1**

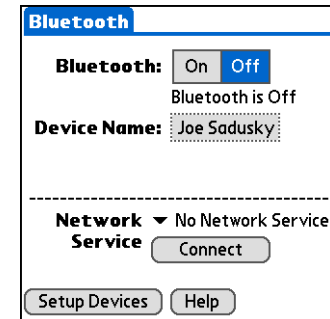
Open the **email application** or the **web browser**.

**2**

Verify Bluetooth status:

- Tap the Bluetooth controls  on the status bar.
- Make sure On is selected.

➤ **Continued**



## » Key Term

**Service** Way of connecting to a mobile phone to send information wirelessly, for example, through a high-speed (GPRS) carrier or a dial-up account with an Internet service provider (ISP).

## \* Tip

When you **enter a URL** in the web browser or select **Get and Send** in the VersaMail® personal email application, a connection is automatically initiated with the last used service.

## 3

Connect to your phone:

- a. Select Prefs from the Bluetooth status screen.
- b. On the Bluetooth preferences screen, select the Network Service pick list and select the service that you want to use to connect to the Internet. If you **set up a phone connection**, the name of the service you configured is listed.
- c. Select Connect.



Done

You are now ready to **send and receive email messages** or to **browse the web**.

\* **Tip**  
After the first time you set up a connection and wirelessly synchronize your device with a computer, you can synchronize with that computer at any time by choosing its device name from the Service pick list and tapping Connect.

## Setting up a connection for Bluetooth synchronization

### WINDOWS ONLY

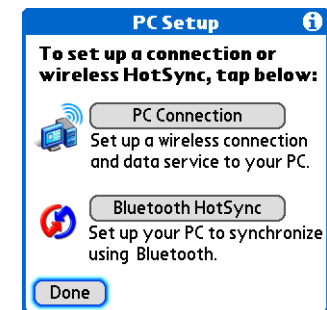
**1**

Tap the Bluetooth controls  on the status bar.

**2**

Open the PC Setup dialog box:

- a. Select Prefs.
- b. Select Setup Devices.
- c. Select PC Setup.
- d. Select Bluetooth HotSync.
- e. Select Next.




↘ Continued

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

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

**3**

Select a computer and select OK.

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

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

**4**

Set up a connection for wireless synchronization:


- a. Follow the instructions for steps 1 through 3 that appear onscreen, selecting Next after each screen.
- b. Select Launch HotSync in step 4.

**Done**

Now you can easily synchronize your device with your computer wirelessly.

## MAC ONLY

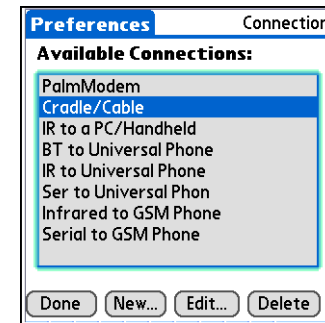
1

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

2

Open the Edit Connection screen:

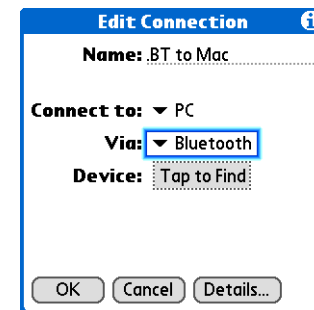
- a. From the Communications Preferences list, select Connection.
- b. Tap New.



3

Set up the connection to your computer:

- a. Enter a name for the connection, such as BT to Mac.
- b. Select the Connect to pick list and select PC.
- c. Select the Via pick list and select Bluetooth.



↘ Continued



**\* Tip**

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

**Cont'd.**

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

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

e. Check the Device box.

**4**

Select the computer:

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

**5**

**[ & ] OPTIONAL** If prompted, enter a passkey:

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



**[ ! ] IMPORTANT** You must enter the same passkey on your device and your computer in order to wirelessly synchronize your device with your computer.

- b. Select OK.

↘ **Continued**

## 6

Synchronize your device with your computer:

- a. **Go to Applications** and select HotSync .
- b. Make sure that Local is selected, and select the connection you created in step 3 from the pick list.
- c. Tap the HotSync  icon.

↓ Done

**[ ! ] Before You Begin**

You must get the passkey, username, and password for the LAN from the system administrator.

**» Key Term**

**LAN** Acronym for *local area network*. LAN refers to a local network that connects computers located in your home or business.

## Setting up a connection to a network

**1**

Tap the Bluetooth controls  on the status bar.


**2**

Open the PC Setup dialog box:

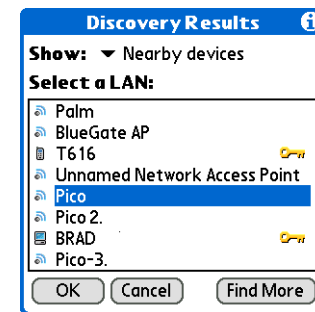
- Select Setup Devices.
- Select LAN Setup.
- Select Next.

**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**

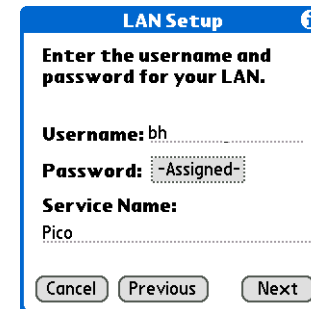
**4**

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


### + Did You Know?

When your device 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.

## Creating trusted devices

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 device. When your device recognizes a trusted device, your device automatically accepts communication, bypassing the discovery and authentication process.

### 1

Tap the Bluetooth controls  on the status bar.

### 2

Begin the discovery process:

- a. Select Setup Devices.
- b. Select Trusted Devices.
- c. Select Add Device.
- d. Select Trusted Devices to begin the discovery process. The Discovery icon



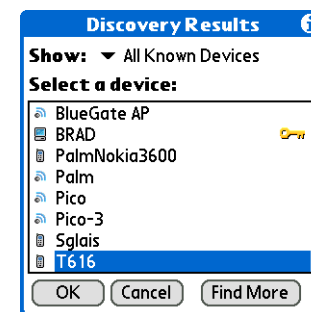
appears to indicate that the discovery process is active.

### 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**

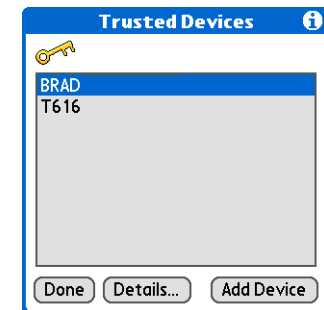
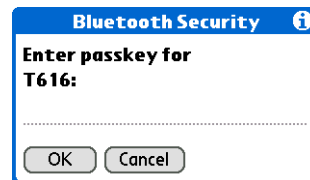
You can delete a trusted device or view the details about a trusted device, such as the device address and your most recent connection. In Bluetooth Manager, select Setup Devices, and then select Trusted Devices. Select the appropriate device and select Details.

**4**

Enter the same **passkey** on your device 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 device.

Many phones also require you to put the phone into a mode where it can accept a key exchange for bonding in a trusted pair. See the documentation included with your phone for information.

**5**

Select Done.

↓ Done

**\* Tip**

If the remote device name has changed, disabling and then enabling the device name cache forces your device to retrieve the new device name.

## Setting advanced Bluetooth features

These advanced settings are used in special circumstances.

### Storing recently found device names

When you enable or disable the device name cache you control whether or not your device retrieves the names of remote devices each time the discovery process takes place. By default, the device name cache is enabled, which means the names of devices that are found are stored in cache. The next time the device is discovered, the name appears very quickly.

**1**

Tap the Bluetooth controls  on the status bar.

**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 device to wake up when it is turned off

You can set your device to receive information through Bluetooth connections when your device is turned off. The radio remains on, but your device is not discoverable. For another Bluetooth device or application to wake up your device, it must know your device name. This limits the connections to devices that are trusted or that have connected with you before.

**1**

Tap the Bluetooth controls  on the status bar.

**2**

**Open the menus.**

**3**

Select Options, and then select Allow wakeup.

The selection on the Option menu toggles to Do not allow wakeup indicating that Allow Wakeup is enabled.

**[ ! ] IMPORTANT** Enabling the Allow Wakeup setting uses battery power even when your device is turned off. Be sure to monitor your battery level.

 Done



**Tips & Tricks**

Make your device uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/mylifedrive](http://www.palmOne.com/mylifedrive).

**Support**

If you're having problems with your device's wireless capabilities or with anything else on your device, go to [www.palmOne.com/support](http://www.palmOne.com/support).

## Related topics

Click a link below to learn about these related topics:

**Moving Around**

- Opening applications
- Using menus

**Synchronizing**

Synchronizing your device with your desktop PC

**Contacts**

Connecting to telephone numbers in your list of contacts

**VersaMail**

Sending and receiving email messages wirelessly using your device's Bluetooth technology

**SMS**

Sending and receiving text messages wirelessly using your device's Bluetooth technology

**Wi-Fi**

Using your device's Wi-Fi wireless technology

**Common Questions**

Answers to frequently asked questions about Bluetooth wireless technology

# Sending and Receiving Email Messages

## In this chapter

[Upgrading an existing email account](#)

[About email accounts](#)

[Creating an account](#)

[Getting and reading messages](#)

[Sending an email message](#)

[Working with email folders](#)

[Working with email messages](#)

[Working with attachments](#)

[Advanced VersaMail application features](#)

[Working with Microsoft Exchange ActiveSync®](#)

[Related topics](#)

You already know how efficient email is for staying in touch with personal and business contacts. Now the VersaMail® application brings you a new level of convenience: email on the go. Enjoy the ease and speed of communicating with friends, family, and colleagues anywhere you can make an Internet connection.

You can email photos to your friends and family. Or use Documents on your device to create Microsoft Word or Excel files and send them to your colleagues. You can also receive any of these file types as attachments to view and edit at your convenience.



## Benefits

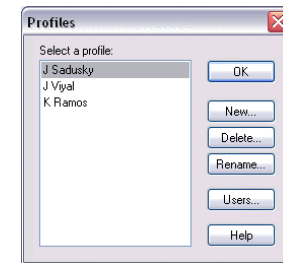
- Access email on the go
- Send and receive photos, sound files, Word and Excel files, and more
- Save messages from your computer to view at a convenient time

## Upgrading an existing email account

If you already use the VersaMail application on a different device and want to keep your username, you can upgrade your existing email account for use on your new device.

**1**

**Synchronize** your new device with your computer. When prompted, select the username associated with your old device; this contains your existing account information.

**2**

On your device, **go to Favorites** and select VersaMail .

**3**

Select Yes to accept the upgrade.

↓ Done

- + **Did You Know?**  
You can create up to eight email accounts.
- + **Did You Know?**  
The VersaMail application provides strong 128-bit AES encryption for your password.
- \* **Tip**  
Go to your email provider's website or contact their customer support to obtain the setup information you need.

## About email accounts

The VersaMail application is software that lets you use your device to access email from **an account with an email provider** (either an Internet service provider, or ISP, such as Earthlink or Yahoo!, or a wireless carrier) or from **your corporate email account**. For each email account you want to access, you must **set up an account** in VersaMail. For example, if you have an Earthlink account and a corporate account, set up one account for each in VersaMail.

After you set up an account, you can send and receive email directly to and from your device wirelessly. Or you can download new messages from your computer to your device—and upload messages from your device to be sent from your computer's email program—when you synchronize.

**[ ! ] IMPORTANT** You must have an account with an email provider or a corporate account. VersaMail works with these accounts to transfer messages to and from your device. The application is not an email service provider.

## Using an email provider

If you are setting up a new email account and have a well-known email provider (ISP or wireless carrier) such as Earthlink or Yahoo!, many of the settings you need during account setup are automatically filled in.

For other ISPs, you need the following information:

- Your email address and password
- The protocol used for incoming mail, such as Post Office Protocol (POP) or Internet Message Access Protocol (IMAP)

**NOTE** Some free web-based email providers such as Hotmail do not support either the POP or the IMAP protocol. You cannot use VersaMail to download messages to your device from an account with one of these providers.

- The name of the incoming mail server

**» Key Term**

**Firewall** A system set up to protect against unauthorized access into a private network.

**+ Did You Know?**

With a corporate email account, you may be able to access Microsoft Exchange, IBM Lotus Domino, or Sun iPlanet mail servers, among others.

- The name of the outgoing mail (Simple Mail Transfer Protocol, or SMTP) server
- Your account's security feature (if it has one), such as **Secure Sockets Layer (SSL)**, **Authenticated Post Office Protocol (APOP)**, or **Extended Simple Mail Transfer Protocol (ESMTP)**

## Using a corporate email account

If you want to access email on your device using your corporate email account, you create this account in exactly the same way that you would with any other account, with one exception: For a corporate email account, you may need to set up a **virtual private network (VPN)**.

If your company has a Wi-Fi® wireless technology network or a Bluetooth® wireless technology access point located behind the corporate firewall, you may not need to set up a VPN to access your corporate email account. See the next section for details.

To set up a corporate email account, you need certain information. Check with your company's server administrator to obtain the following:

**Username and password** This might be your Windows username and password, your Lotus Notes ID username and password, or something else.

**Protocol** Most corporate mail servers use the IMAP protocol for retrieving mail. In rare cases, your company server may use the POP protocol.

**NOTE** Some corporate mail servers do not use either protocol. In this case, you cannot send and receive email wirelessly using VersaMail. You can, however, synchronize email on your device with email in Outlook or Lotus Notes on your computer (Windows only).

**Incoming and outgoing mail server settings** Check with your company's server administrator to obtain these settings.

**NOTE** If your corporate mail system uses Microsoft Exchange Server 2003, you may be able to set up an account that uses Microsoft Exchange ActiveSync® on your device. For more information, see **Working with Microsoft Exchange ActiveSync®**.

## VPNs

If you want to access email on your device using your corporate email account, you may need to set up a virtual private network (VPN) on your device. A VPN enables you to log in to your corporate mail server through the company's firewall (security layer). Without a VPN, you cannot pass through the firewall to gain access to the mail server.

You need to set up a VPN to access corporate email in either of the following situations:

- Your company's wireless local area network (LAN) is located outside the firewall.
- Your company's wireless LAN is located inside the firewall, but you are trying to access the network from outside the firewall (for example, from a public location or at home).

Check with your company's server administrator to see if a VPN is required for you to access the corporate network.


Your device software installation CD contains a link to purchase and download VPN software for the device. Once you purchase and download the software, you **set up a VPN connection** in Preferences on your device. If you are using a VPN connection, make sure the connection is on in VersaMail. In the message list, open the Options menu, and then select Turn VPN On.

**NOTE** The **Auto Sync** feature in VersaMail may not work with a VPN connection. Also, you cannot use **scheduled sending retry** of email with accounts that use a VPN connection.

## Connecting to a VPN

After you set up a VPN, you need to connect to it in order to retrieve email messages from your corporate mail server. You may need to connect to the VPN each time you open VersaMail to retrieve messages from the server.

**1**

**Go to Favorites** and select VersaMail .

**2**

Connect to your VPN:

- a. **Open the menus.**
- b. Select Options, and then select Connect VPN.
- c. Enter the username and password you use to log in to the VPN.
- d. Select OK.

↓ Done

## Creating an account

Before you can use the VersaMail application with a given email account, you need to set up the account in VersaMail. If you have multiple email accounts, you must set up a VersaMail account for each one. You have three setup options:

- On a Windows computer, if the email account is already set up on your computer—for example, if you use Outlook Express on your computer to access your Earthlink account—you can **transfer the account settings** to your device in just a few steps.
- On a Windows computer, if this is a new account, you can quickly **set up the account on your computer** and **synchronize** the information to your device. The steps for setting up an account on your computer depend on whether you are using a common email provider such as Earthlink or Yahoo! or whether you are using a less common provider.
- For either a new or an existing account, you can **set up the account directly on your device**.

If you are setting up a Microsoft Exchange ActiveSync® account to synchronize email and Calendar information with info in Microsoft Exchange Server 2003, see **Working with Microsoft Exchange ActiveSync®** for setup instructions.

You can open VersaMail account setup in one of two ways:

- During software CD installation, select the option to set up your email software on the final installation screen.
- From the Start menu, select Programs, navigate to the palmOne program group, and then select VersaMail Setup.

**[ ! ] IMPORTANT** If you plan to synchronize your new device using an existing username from another device, you must do so before you enter your email account information in VersaMail. If you enter the email account information first and then synchronize your device with your computer using an existing username, the email account information you entered is overwritten.



### + Did You Know?

Your username and email address are already entered on the Account Settings screen based on the account settings that VersaMail finds on your computer.

## Transferring settings from an existing account

### WINDOWS ONLY

# 1

**Open VersaMail account setup.**

# 2

Select your username from the drop-down list at the top of the screen, and then select the option to create a new VersaMail email account. Click Next.

# 3

Select the option to synchronize with an email account detected on your PC, and then select the account from the list. Click Next.

# 4

Enter the basic account information:

- a. In the Name this account field, enter a descriptive name or use the one shown.
- b. In the Enter your Password field, enter your email account password.
- c. Click Next.



# 5

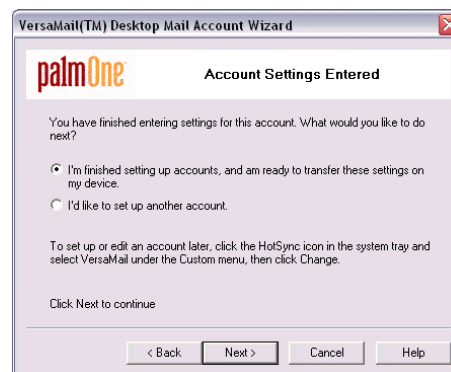
Click Next on the mail servers screen. This information is already filled in based on the account whose settings you are transferring to your device.

➤ Continued

6

**[ & ] OPTIONAL** Set up other accounts:

- a. Select the option to set up another account, and then click Next.
- b. Repeat steps 2 through 5 for each account you want to set up. When you have set up the last account, go to the next step.



7

Finish setting up accounts:

- a. Select the option to synchronize information for this account, and then click Next.
- b. Click Finish.



8

**Do a full sync** to transfer all account information to your device.

↓ Done

## Setting up an account on your computer: Common providers

### WINDOWS ONLY

The settings for many common providers are already included in VersaMail. If you have an account with one of these providers, you just need to enter your username and password during account setup.

**1**

**Open VersaMail account setup.**

**2**

Select your username from the drop-down list at the top of the screen, and then select the option to create a new VersaMail email account. Click Next.

**3**

Select the option to synchronize with a mail service from this list, and then select your mail service from the list. Click Next.

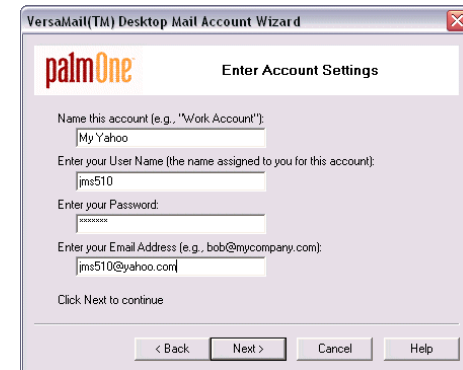
▾ **Continued**

- + **Did You Know?**  
Your incoming and outgoing server settings and whether the account needs ESMTP authentication are already entered based on the account type you select.

4

Enter the basic account information:

- a. Enter a descriptive name for the account or use the one shown.
- b. Enter your account username and password. Your email address is entered automatically based on the username you enter.



5

Click Next on the mail servers screen. This information is already filled in based on the mail service you selected.

6

[ & ] **OPTIONAL** Do one of the following:

- To enter **advanced settings** for this account, click Advanced Settings.
- To test the account settings you have entered, click Test My Settings. Click OK after settings have been tested.

7

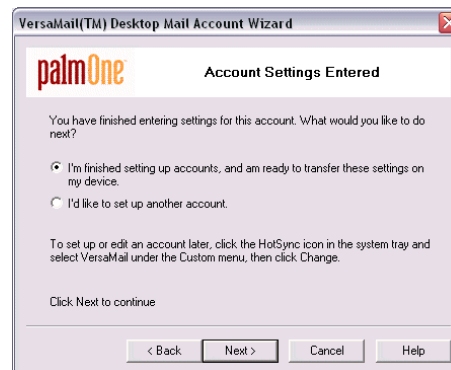
Click Next.

➤ **Continued**

8

**[ & ] OPTIONAL** Set up other accounts:

- a. Select the option to set up another account, and then click Next.
- b. Repeat steps 2 through 5 for each account you want to set up. When you have set up the last account, go to step 9.



9

Finish setting up accounts:

- a. Select the option to synchronize information for this account, and then click Next.
- b. Click Finish.



10

**Do a full sync** to transfer all account information to your device.

↓ Done

## » Key Term

**Protocol** Settings your email provider uses to receive email messages. Most providers use the Post Office Protocol (POP); a few use the Internet Message Access Protocol (IMAP).

## Setting up an account on your computer: Other providers

### WINDOWS ONLY

- 1** Open VersaMail account setup.
- 2** Select your username from the drop-down list at the top of the screen, and then select the option to create a new VersaMail email account. Click Next.
- 3** Select the option to synchronize with a mail service from this list, and then select Other. Click Next.
- 4** Select the protocol for this account. Check with your system administrator if you do not know which protocol is used.  
↳ Continued

**+ Did You Know?**

Your incoming mail server is also called your POP or IMAP server; your outgoing mail server is also called your SMTP server.

**5**

Enter the basic account information:

- a. Enter a descriptive name for the account.
- b. Enter your account username and password.
- c. Enter your email address for this account.
- d. Click Next.

**6**

Enter the names of the incoming and outgoing mail servers for this account, whether the account requires Extended Simple Mail Transfer Protocol (ESMTP), and, if so, the username and password required for ESMTP. Check with your email service provider for this information.

**7**

**[ & ] OPTIONAL** Do one of the following:

- To enter **advanced settings** for this account, click Advanced Settings.
- To test the account settings you have entered, click Test My Settings. Click OK after settings have been tested.

**8**

Click Next.

↘ **Continued**

**9****[ & ] OPTIONAL** Set up other accounts:

- a. Select the option to set up another account, and then click Next.
- b. Repeat steps 2 through 5 for each account you want to set up. When you have set up the last account, go to step 10.

**10**

Finish setting up accounts:

- a. Select the option to synchronize information for this account, and then click Next.
- b. Click Finish.

**11****Do a full sync** to transfer all account information to your device. Done



### + Did You Know?

The Desktop Connection field displays the mail client you use to download messages to your computer—for example, Microsoft Outlook or Lotus Notes—based on the settings VersaMail detects. If no client is detected, VersaMail displays Direct POP or Direct IMAP connection to server, depending on your account protocol.

## Entering advanced account settings on your computer

When you set up an account, VersaMail automatically enters advanced settings such as incoming and outgoing server names, any authentication required, maximum message size, and so on. You can check the advanced settings either to verify that VersaMail entered the information you want or to change a default entry—for example, to change the maximum message size.

# 1

During **account setup on your computer**, click Advanced Settings on the Account Information screen.

# 2

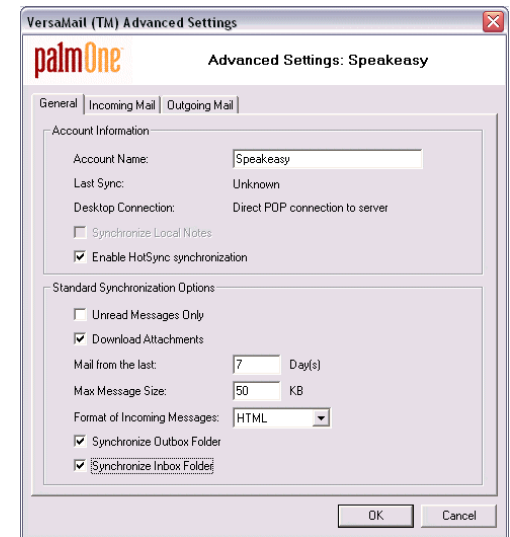
Click the General tab and verify or edit any of the following settings:

**Synchronize Local Notes** (Lotus Notes accounts only) Check the box to synchronize email on your device with email in the local copy of Notes on your computer. You are prompted to enter your Lotus Notes ID and password. Click Browse if you need to locate your Notes ID.

### Enable HotSync synchronization

By default, this box is checked, meaning you can both send and receive email wirelessly and transfer messages to your device from your computer when you synchronize. If you uncheck the box, you can send and receive email wirelessly only.

➤ Continued



**+ Did You Know?**

The POP protocol does not support retrieval of unread mail only from the server. If you have a POP email account, VersaMail downloads all messages from the server regardless of whether you have read them (for example, on your desktop or on the web).

**+ Did You Know?**

The actual message size you can download may be smaller than 5000KB, because some message space is necessary for transferring the message over the Internet.

**Cont'd**

**Unread Messages Only** For IMAP accounts only, select whether to download all messages to your device, or unread messages only. By default, the box is unchecked, meaning that all messages are downloaded. For POP accounts, this box does not appear on the screen.

**Download Attachments** Select whether to download attachments when you retrieve new messages. By default, the box is checked; if you uncheck it, only the body text of any message containing an attachment is downloaded to your device.

**Mail from the last X Days** Set how many days' worth of email should be downloaded.

**Max Message Size (KB)** Enter the maximum message size that can be downloaded to your device—from 1 to 5000KB. The smaller the maximum size, the faster the download, but you must use the **More button** to download any messages over that size. On the other hand, choosing a larger size means that more messages can be completely downloaded automatically, but downloading takes longer.

**Format of Incoming Messages** Select HTML or Plain Text. If you select HTML, any email messages sent as HTML are displayed on your device with basic HTML formatting intact. If you select plain text, all messages are received as plain text only, regardless of the format in which they were sent. The default is HTML.

**Synchronize Outbox Folder** Check the box to synchronize messages in your device's Outbox with messages on your computer during the next synchronization. If the box is unchecked, your Outbox is not included when you synchronize, so messages in your device's Outbox are not sent.

↘ **Continued**

**\* Tip**

Check with your email provider or your system administrator for any incoming or outgoing mail settings you do not know. Also check to see if your account uses SSL, APOP, or ESMTP; or whether you need to change the default port number.

**Cont'd**

**Synchronize Inbox Folder** Check the box to synchronize messages in your device's Inbox with messages on your computer during the next synchronization. The box is checked by default; if unchecked, your Inbox is not included when you synchronize, so new messages in your computer's Inbox are not downloaded to your device.

**3**

Click the Incoming Mail tab and verify or edit any of the following settings:

**Display Name** Enter the name you want to appear on email messages.

**User Name** Enter the username you use to access email for this account.

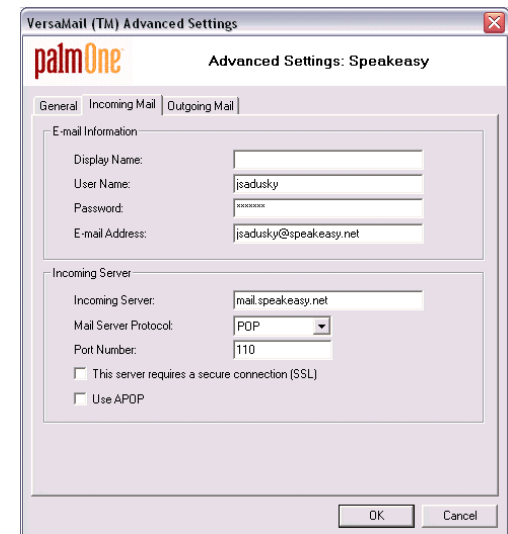
**Password** Enter your email account password.

**E-mail** Enter the email address for this account.

**Incoming Server** Enter the address of your incoming mail server.

**Mail Server Protocol** Select the protocol for this account.

↘ **Continued**



\* **Tip**

Do not check the Secure connection box if VersaMail displays Direct POP or Direct IMAP connection to server in the **Desktop Connection** field. If you check the box, you cannot receive incoming messages correctly. To use SSL with your account, set up the account on your device and check the **Use Secure Connection** box on the appropriate screen.

**Cont'd**

**Port Number** By default, the port number setting is 110 for POP and 143 for IMAP servers. You may need to change the port number if you choose to retrieve incoming mail over a secure connection (see the next item).

**Secure connection** To retrieve incoming mail over a secure (Secure Sockets Layer, or SSL) connection, check the box. The port number for incoming mail then changes to 995.

**APOP (POP accounts only)** To encrypt your username and password when they travel over the network, check this box. Some services work properly only if APOP is used, while others do not work properly if APOP is used.

**4**

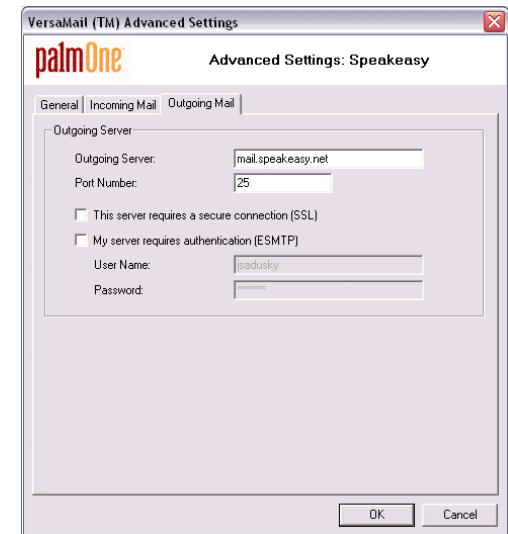
Click the Outgoing Mail tab and verify or edit any of the following settings:

**Outgoing Server** Enter the address of your outgoing mail server.

**Port Number** The default is 25, the port number most SMTP servers use.

**Secure connection** To send outgoing mail over a secure (**Secure Sockets Layer**, or SSL) connection, check the box. This server requires a secure connection (SSL).

↘ **Continued**



### + Did You Know?

If you synchronize a folder, any changes you make to a folder on your device—for example, moving or deleting messages—are automatically updated on the mail server, and vice versa.

#### Cont'd

**Authentication** Check the box if the outgoing server (SMTP) requires **ESMTP authentication**. If you select this option, username and password fields appear. These fields are already filled in based on the account information you entered. In most cases, the information displayed is correct; however, occasionally your authentication username and/or password is different from your account username or password.

#### 5

(IMAP accounts only) Click the Folders tab and verify or edit any of the following settings:

**Sent Folder** Shows the name of your Sent Mail folder on the server.

**Trash Folder** Stores deleted email in the folder you specify on the server.

**Server Folder Synchronization** To synchronize messages on your device with messages on a server folder, click in the Synchronize column to the right of the folder name to select Yes.

#### 6

When you have finished entering or verifying advanced settings, click OK.

↓ Done

## » Key Term

**Protocol** Settings your email provider uses to receive email messages. Most providers use the Post Office Protocol (POP); a few use the Internet Message Access Protocol (IMAP).

## \* Tip


If your email provider appears on the Mail Service pick list, you don't need to select a protocol. The correct protocol is automatically displayed.

## Setting up an account on your device

If you have already set up an account on your computer, you don't need to set up the account on your device. Just **do a full sync** to transfer the account settings to your device.

If you are setting up a Microsoft Exchange ActiveSync account on your device to synchronize email and Calendar information on your device with the info in Microsoft Exchange Server 2003, see **Working with Microsoft Exchange ActiveSync®** for setup instructions.

1

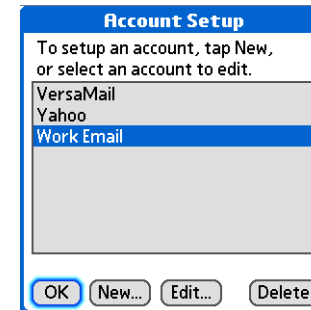
**Go to Favorites** and select VersaMail .

2

Open the Account Setup screen:

- Open the menus.**
- Select Accounts, and then select Account Setup.
- Select New.

↘ Continued



**+ Did You Know?**  
 Your incoming mail server is also called your POP or IMAP server; your outgoing mail server is also called your SMTP server.

**3**

Enter the basic account information:

- In the Account Name field, enter a descriptive name.
- Select the Mail Service pick list, and then select your email provider. Select Other if your provider is not listed.
- If you chose Other, select the **Protocol** pick list, and then select POP or IMAP.
- Select Next.

**4**

Enter the account username and password:

- Enter the username you use to access your email.
- Select the Password box, enter your email account password, and then select OK.
- Select Next.

↘ Continued

## 5

If you chose a common email provider in step 3b, this screen is already filled in. If not, enter the names of the incoming and outgoing mail servers:

- a. Enter your email address.
- b. Enter the names of your mail servers.
- c. Select Next.

## 6

Do one of the following:

**Finish setup** Select Done to finish setup and go to the Inbox of the account you set up, where you can begin **getting** and **sending** email.

**Set additional mail options** Select Advanced to **set advanced mail options**.

↓ Done



\* **Tip**

Check with your email provider or your system administrator for any incoming or outgoing mail settings you do not know. Also check to see if your account uses SSL, APOP, or ESMTP, or whether you need to change the default port number.

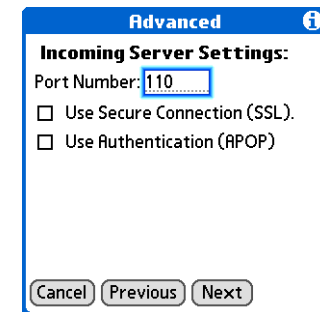
## Setting advanced mail options on your device

1

Set incoming mail server options for the account:

a. Select any of the following:

**Port Number** By default, the port number setting is 110 for POP and 143 for IMAP servers. You may need to change the port number if you choose to retrieve incoming mail over a secure connection.



**Use Secure Connection (SSL)** To retrieve incoming mail over a secure (**Secure Sockets Layer**, or SSL) connection, check the Use Secure Connection box. If you check the box, the port number for incoming mail changes to 995.

**Use Authentication (APOP) (POP accounts only)** Encrypts your username and password when they travel over the network. Some services do not work properly without APOP, while others do not work properly if APOP is used.

b. Select Next.

↘ **Continued**

\* **Tip**

If you need to enter new authentication information, enter your username, select the Password box, enter a password, and then select OK. Check with your email service provider for authentication username and password information.

**2**

Set outgoing mail options:

a. Select any of the following:

**Port Number** The default is 25, the port number most SMTP servers use.

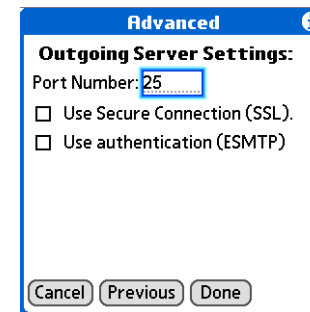
**Use Secure Connection (SSL)**

Check the box to send outgoing mail over a secure (**Secure Sockets Layer**, or SSL) connection.

**Use authentication (ESMTP)** Check the box if the outgoing server (SMTP) requires **ESMTP authentication**. If you select this option, username and password fields appear. These fields are already filled in based on the account information you entered. In most cases, the information displayed is correct; however, occasionally your authentication username and/or password is different from your account username or password.

b. Select Done.

↓ Done



## Testing your new account

After you finish setting up a new email account, the Inbox of the account you just created is displayed. You can test whether the email account is set up and working properly by **getting messages**.

**\* Tip**

You can also edit an account by selecting **Start** in the lower-left corner of your computer screen, selecting **Programs**, navigating to **palmOne**, and then selecting **VersaMail Setup**. Select the username associated with the account, click the **Edit an existing account** button, and then click **Next**. Edit the information on the account information screens.

**Editing an account**

As with setup, you can edit an account either on your computer or on your device.

**Editing an account on your computer****WINDOWS ONLY****1**

Select the account to edit:

- a. Select **HotSync<sup>®</sup> Manager** in the taskbar in the lower-right corner of your computer screen.
- b. Select **Custom**, and then select **VersaMail**.
- c. Click **Change**, and then select the name of the account to edit in the pane on the left of the screen.

**2**

Select one of the following:

**Delete Account** Click the button and click to confirm the deletion.

**Edit Account** Click the button and edit the account settings on the following screens.

**Advanced** Click the button and edit the advanced account settings on the following screens.

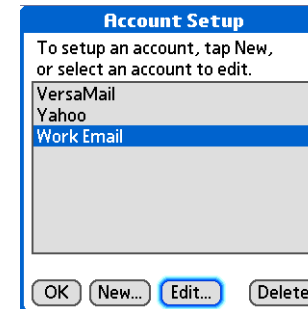
↓ **Done**

## Editing an account on your device

**1**

Select the account you want to edit:

- a. **Open the menus.**
- b. Select Accounts, and then select Account Setup.
- c. Select the name of the account to edit, and then select Edit.

**2**

The same series of screens appears for editing an account as for **creating an account**. Go through the screens by selecting Next, and change the entries you want to edit on the appropriate screens.

↓ Done

\* **Tip**  
On a Windows computer, **do a full sync** to free up the memory associated with an account after you delete it.

\* **Tip**  
You can also delete an account on a Windows computer by selecting HotSync Manager in the taskbar in the lower-right corner of your computer screen, selecting Custom, selecting VersaMail, and then selecting Change. Select the account you want, and then click Delete Account.

## Deleting an account

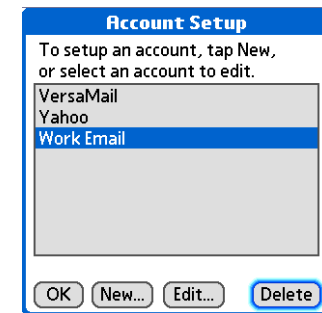
When you delete an account in the VersaMail application, the account is removed from your device. The account still exists on the server, however. For example, deleting your Yahoo! account from the VersaMail application deletes the account only from your device. Your email account still exists at Yahoo.com.

You can delete all but one of your email accounts; you must have at least one account.

### 1

Select the account you want to delete:

- a. **Open the menus.**
- b. Select Accounts, and then select Account Setup.
- c. Select the name of the account that you want to delete, and then select Delete.

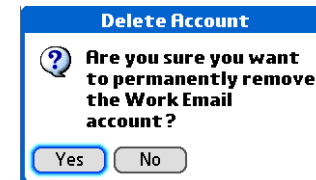


### 2

Delete the account:

- a. Select Yes in the Delete Account dialog box to delete the account and all associated email messages.
- b. Select OK.

↓ Done



## » Key Term

**ESMTP** Acronym for Extended Simple Mail Transfer Protocol.

A method for authenticating outgoing email messages.

## \* Tip

If you need to enter new authentication information, enter your username, select the Password box, enter a password, and then select OK. Check with your email service provider for authentication username and password information.

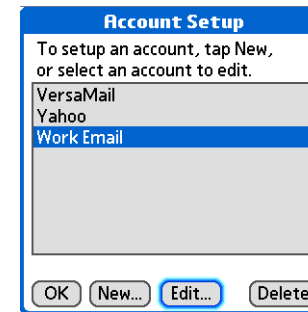
## Adding ESMTP to an account

Some services require ESMTP authentication to validate your username and password on an SMTP server. If you aren't sure if your ISP or web email provider supports ESMTP, check with your email provider.

1

Select the account to which you want to add ESMTP:

- a. **Open the menus.**
- b. Select Accounts, and then select Account Setup.
- c. Select the name of the account, and then select Edit.



2

The same series of screens appears for editing an account as for **creating an account**. Go through the screens by selecting Next, and check the Authentication box on the advanced outgoing mail options screen.

↓ Done

\* **Tip**  
To get and view messages for a different account, open the Accounts menu and select the account you want. Select the folders pick list in the upper-right corner of the screen, and then select Inbox to display messages in the Inbox.


\* **Tip**  
For IMAP accounts, you have the option of wirelessly synchronizing mail folders if the Get Mail Options dialog box is displayed.

## Getting and reading messages

When you get messages, you can choose to see only the subjects of your email (which include message size, sender, and subject), so that you can decide if you want to download the entire message. Or you can choose to get the entire message for all of your incoming email.

**NOTE** See Working with Microsoft Exchange ActiveSync® for special considerations when using a Microsoft Exchange ActiveSync account to synchronize email and Calendar information on your device with info in Microsoft Exchange Server 2003.

1

**Go to Favorites** and select VersaMail .

2

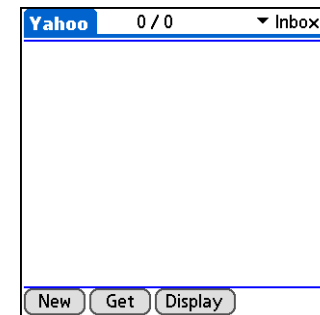
**[ & ] OPTIONAL** If you are using a VPN connection, connect to your VPN.

3

Choose whether to get message subjects only or full messages:

- a. **Open the menus.**
- b. Select Accounts, and then select the account you want.
- c. Select Get or Get & Send.

↘ **Continued**



**+ Did You Know?**

If more than one scheduled Auto Sync happens at the same time (for example, for two separate email accounts), Auto Sync performs any past-due Auto Sync first, and then performs current Auto Sync retrievals according to the order of email accounts in the Accounts menu list.

**4**

**[ & ] OPTIONAL** If you have selected **Ask Every Time** in VersaMail Preferences, select whether to download subjects only or entire messages.

**↓ Done** A list of your messages appears in the Inbox.

**Auto Sync with notification**

You can set up VersaMail to automatically download new email messages to your device with the Auto Sync feature.

If Auto Sync downloads any new messages, your device lets you know with a sound or vibration. A list with the number of new messages retrieved appears on the Reminders screen.

The Auto Sync feature downloads only the first 3KB of each message. You can select the More button on the message screen to download the entire message.

Auto Sync recognizes any **filter criteria** you set up for downloading messages. Messages that don't meet these filter criteria are not downloaded during Auto Sync. You need to turn off all filters and manually retrieve these messages.

**NOTE** See **Working with Microsoft Exchange ActiveSync®** for special considerations when using Auto Sync with a Microsoft Exchange ActiveSync account to synchronize email and Calendar information with info in Microsoft Exchange Server 2003.

**Scheduling Auto Sync**

You can set up different schedules for each of your email accounts, but you can set up only one schedule for each account. For example, if you set up a schedule to get mail on weekdays for your Yahoo! account, you can't set up a separate schedule for weekends for that account.



\* **Tip**

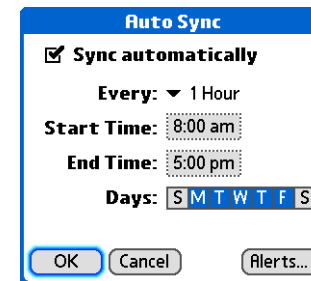
Be sure to manually retrieve any messages using Get or Get & Send after setting up a scheduled Auto Sync. Then only new messages are retrieved during Auto Sync.

Auto Sync may not work with your specific **VPN connection**. It also doesn't work if your security preferences include encrypting databases on the device.

**1**

Select Auto Sync for a given account:

- a. **Open the menus.**
- b. Select Options, and then select Preferences.
- c. Select Auto Sync, and then check the Sync automatically box.

**2**

Set schedule options:

**Interval** Select the Every pick list and select the time interval, from 5 minutes to 12 hours. Note that if you set a more frequent interval, you may need to recharge your device's battery more often.

**Start/End Time** Select the Start and End Time boxes, and then select the hour, the minute, and AM or PM to enter the time for the first and last Auto Sync to take place. Select OK.

**Days** Select the days you want the schedule to be active. You can choose any number of days, but you can set up only one schedule for each email account.

↘ **Continued**

**3**

Select OK.

**4****[ & ] OPTIONAL** Select Get or Get & Send.

Done

### Auto Sync notifications

The Auto Sync feature provides two types of notifications during and after it gets messages:

- Alerts** You can choose to **have your device alert you** with a beep or other sound when a new message arrives in your account.
- Reminders screen** If Auto Sync discovers and downloads new messages for an email account, a notification appears on the **Reminders screen**, telling you the account name and the number of new messages. If Auto Sync is scheduled for more than one account, a separate notification appears for each account.

**+ Did You Know?**

Any custom sound you install on your device appears on the Alert Sound pick list.

**\* Tip**

You can also **adjust the volume** of the alert sound.

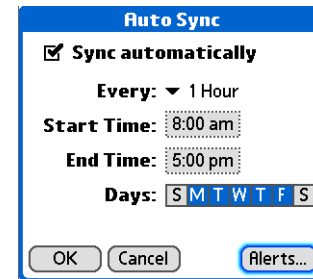
## Setting alert options

You can choose an alert—such as a bird, a phone, or an alarm—to let you know when new email arrives.

**1**

Open the Alerts screen:

- From the Inbox or another folder, **open the menu**.
- Select Options, and then select Preferences.
- Select Auto Sync, and then select Alerts.



↘ Continued

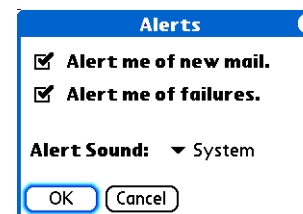
**+ Did You Know?**

If you are viewing the Inbox and an Auto Sync downloads new messages, those messages do not appear on the Reminders screen, because you can already view them in the Inbox.

**2**

Select alert options:

- a. Check the Alert me of new mail box.
- b. Select the Alert Sound pick list, and then select a sound. The device plays a brief demo of the sound.
- c. To receive alerts of successful Auto Sync retrievals only, uncheck the Alert me of failures box. Leave the box checked if you want to receive alerts for both successful and failed Auto Sync retrievals.
- d. Select OK.



↓ Done

## Viewing and using the Reminders screen

The Reminders screen on your device shows info about new email messages. It also shows alerts from other applications, such as Calendar appointments.

To view the Reminders screen, tap Alert  on the status bar when it is blinking.

You can do any of the following:

- Check the box to clear a reminder from the list.
- Select the reminder (either the mail icon or the text description) to go to the Inbox of that account or to read a detailed error message.

**\* Tip**

If the Reminders screen shows an Auto Sync error message for an account, select the message to view more detailed information about the error. You can choose to [disable notifications for Auto Sync failures](#).

- Select Done to close the Reminders screen and return to whatever you were doing on your device before the Reminders screen appeared.
- Select Clear All to delete all reminders on the Reminders screen.

When a notification appears on the Reminders screen, select it to go to the Inbox of that account, or open the VersaMail application and go to that account. Once you open the Inbox, any new messages are removed from the Reminders screen, even if you don't open them. Auto Sync then starts at the next scheduled interval, with the Reminders screen counter reset to 1.

### Auto Sync retries

If the interval for a scheduled Auto Sync is set at “Every 1 hour” or less frequently, and an Auto Sync fails for any reason, the VersaMail application tries to retrieve email every 30 minutes until either the next scheduled Auto Sync occurs or the end time for scheduled email retrieval is reached. If the interval is set for more frequently than “Every 1 hour,” the VersaMail application waits until the next scheduled Auto Sync.

### Resource issues with Auto Sync





The Auto Sync feature can cause the following resource constraints:

**Decreased battery life** If you set the Auto Sync interval for more often than once per hour, your device's battery charge may drain more quickly, and you may need to recharge the battery more frequently.

**Increased monthly charges** Some wireless providers charge a fee for data transactions. If you use one of these providers, using the Auto Sync feature can substantially add to your monthly charges. This is especially true for POP accounts, because POP messages take longer to download than IMAP messages.

## Inbox icons in the VersaMail application

The icons to the left of a message in the Inbox tell you the message's status.

-  Only the subject header information is downloaded.
-  Part or all of the message text is downloaded.
-  Part or all of the message text and attachment information is downloaded.
-  Downloaded message has been marked high priority by the sender.

## Setting preferences for getting messages

**1**

Open the Delivery Options preferences:

- a. In the Inbox or on another folder screen, **open the menus**.
- b. Select Options, and then select Preferences.
- c. Select Delivery Options.

↘ **Continued**

### + Did You Know?

The POP protocol does not support retrieval of unread mail only from the server. If you have a POP email account, the VersaMail application downloads all messages from the server regardless of whether you have read them (for example, on your desktop or on the web).

## 2

Select preferences:

**Get** Select whether to get message subjects only or entire messages.

**Ask Every Time** Check to display a dialog box for choosing subjects only or entire messages each time you retrieve email. Leave unchecked to retrieve messages according to the option you select in the Get pick list.

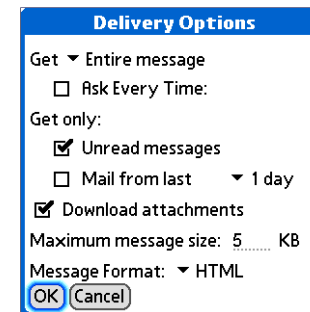
**Get only Unread messages (IMAP account only)** Check the box to download only unread mail to your device. If you don't select this option and you select Get & Send, all of your messages on your provider's mail server are downloaded to your Inbox, including messages you have already read.

**NOTE** For POP accounts, the Unread messages box does not appear on the Delivery Options screen.

**Mail from last X days** Get messages sent within the number of days you specify (default is 7).

**Download attachments** Check the box to automatically download files attached to email messages to your device. Attachments that exceed the maximum message size cannot be downloaded.

↘ Continued



**+ Did You Know?**

Basic HTML includes bold, italics (small font only), colored words, bulleted and numbered lists, and so on.

In an HTML message, certain types of graphics (for example, JPEG or GIF files) may be displayed as a URL in the body of the email message. In some cases, you can **select the URL** to open the graphic.

**\* Tip**

Because downloading large messages can consume device resources, the VersaMail application displays the size of the message and asks if you want to continue downloading any message that exceeds your maximum message size, up to a total size of 5MB.

**Cont'd**

**Maximum message size** Enter the maximum size of an incoming email message in kilobytes (KB). The maximum size of an incoming message is 5KB by default, but you can enter any size up to 5000KB (approximately 5 megabytes, or 5MB), including attachments. The maximum message size that you can retrieve is 60KB for the body text and approximately 5MB of total data for any attachments.

**Message Format** Select to retrieve messages in HTML or plain text format. If you select HTML, any messages sent to you in HTML format are displayed with basic HTML formatting intact. Other messages are displayed as plain text. If you select Plain Text, all messages are displayed as plain text, regardless of the format in which they were sent. The default setting is HTML.

**NOTE** The VersaMail application sends all messages as plain text only, with all HTML tags stripped, even if you are forwarding or replying to a message that was originally received as HTML.

↓ Done



\* **Tip**  
If you use the 5-way navigator to select and open a message, press Center after reading the message to close it and return to the folder where you started.

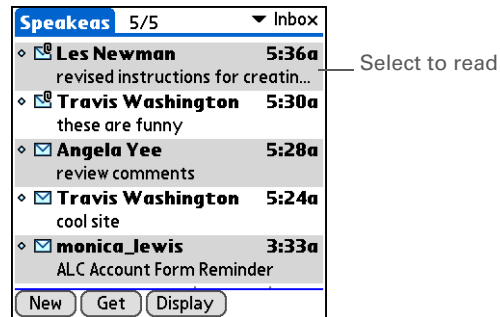
\* **Tip**  
Highlight a message and press Right on the 5-way to open a menu of message commands such as Forward, Reply, and Delete.


\* **Tip**  
Change the font size of a message you are reading by opening the Options menu and selecting Use smaller font or Use standard font.

\* **Tip**  
Use **landscape mode** to see more of the message on a single screen.

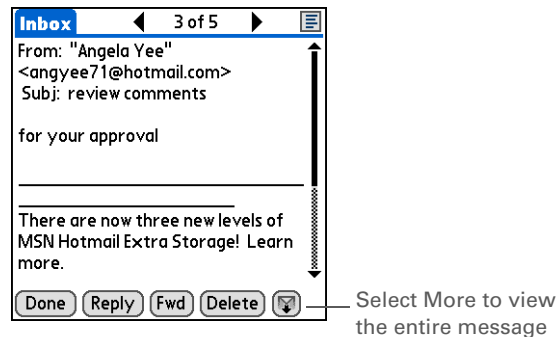
## Reading email messages

To read email, select the email message in the Inbox or the folder where the message is located.



If you chose to **get messages by subjects only**, select the More button  on the message screen to view the body of the email message, plus any attachments, up to the maximum message size you select. If the downloaded message exceeds your maximum message size, only a partial message is displayed. Select the More button to view the entire message.

If you chose to get entire messages, the body of the message is displayed. However, if the downloaded message exceeds your maximum message size, only part of the message is displayed. Select the More button to view the entire message.



**\* Tip**

You can also update an existing Contacts record with a new email address, or create a second Contacts record for a name that has an existing record. The procedure is the same as for adding a new Contacts record. If you select Add to Contacts from an email message and a record already exists for the recipient name, you are prompted either to update the email address for the recipient or to create a new record for the recipient.

**Adding or updating a contact directly from a message**

You can add an email address to Contacts directly from the body of a received email message.

**1**

Open the Add Contact dialog box:

- a. Open the message you want.
- b. On the message screen, **open the menus**.
- c. Select Options, and then select Add to Contacts.

**2**

**[ & ] OPTIONAL** If a display name exists for this Contacts record, the dialog box displays the name in the Last name and First name fields.

If the Last name and First name fields are blank, enter the first and last name associated with the "From" email address.

**3**

Select OK to add the email address to Contacts, and then select OK in the confirmation dialog box.

↓ Done

\* **Tip**  
To mark an outgoing message as high priority, on the message screen, open the Options menu and select Set Priority To High.

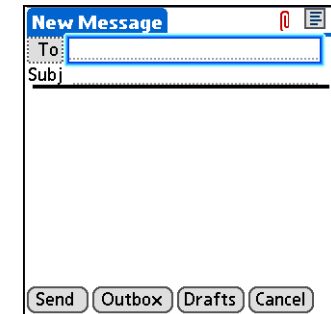
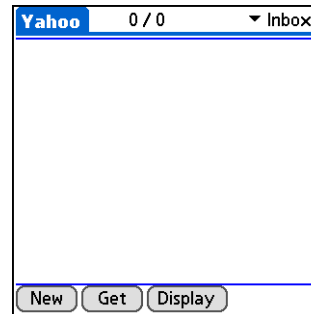
+ **Did You Know?**  
You can set up your device to **automatically try resending** any messages that are not sent correctly the first time.

## Sending an email message

**1** **Go to Favorites** and select VersaMail .

**2** Open a new message:

- Open the menus.**
- Select Accounts, select the account you want, and then select New.



↘ **Continued**

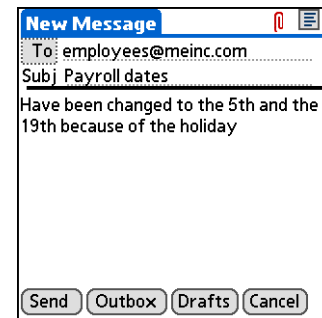
## \* Tip

You can't see the whole list of addresses in a field if the list is longer than two lines. To see the whole list, select the word To, cc, or bcc.

3

Address and compose your message:

- a. **Enter the recipient's email address.**
- b. In the Subject field, enter the subject of your email.
- c. In the area below the Subject line, enter the text of your email.



4

**[ & ] OPTIONAL** **Attach one or more files** to send with your message.

5

Select one of the following options to send your message:

**Send** Sends the email immediately. If the message is not sent successfully on the first attempt, it is moved to the Outbox.

**Outbox** Stores email so you can compose email offline and then send it all during one connection with the server. To send your email, select Get & Send.

**Drafts** Saves your message so you can work on it at another time.

**↓ Done**

**\* Tip**

Continue typing until the entry you want is automatically entered on the To line. For example, if you have a Joe Smith and a Joan Smith in Contacts (and no other names starting with J), once you type "Joe," the entry "Joe Smith" is entered on the To line with the correct email address.

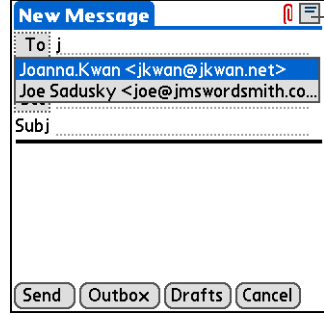
**\* Tip**

Tap the email header icon in the upper-right corner of the screen to display the cc: and bcc: fields.

## Entering an address using Smart Addressing

Smart Addressing completes a recognized email address.

- 1** On the New Message screen, navigate to or tap in the To field.
- 2** Start entering the person's name. Smart Addressing displays matching names and email addresses from Contacts.



The screenshot shows the 'New Message' screen with the 'To:' field active. Below the field, two suggestions are displayed: 'Joanna.Kwan <jkwan@jkwan.net>' and 'Joe Sadusky <joe@jmswordsmith.co...>'. The 'Email header' icon is visible in the top right corner. At the bottom of the screen, there are buttons for 'Send', 'Outbox', 'Drafts', and 'Cancel'.
- 3** When the name you want appears, select it to enter it on the To line.

↓ Done

### + Did You Know?

When you put addresses in the copies (cc:) field, they are visible to all other recipients. Addresses in the blind copies (bcc:) field are hidden from all other recipients.

### \* Tip

As with Smart Addressing, when you begin to enter a name or address on the Recipient List screen, VersaMail displays any matching entries from Contacts. Select a match to automatically enter it in the Recipient List.

### \* Tip

It's OK to enter commas instead of semicolons between addresses, because they're changed to semicolons. But you can't use other punctuation or no punctuation between addresses.

## Entering an address directly in the To field

# 1

On the New Message screen, select or navigate to the To field.

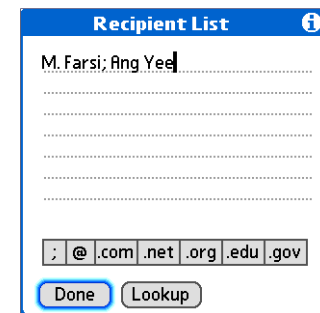
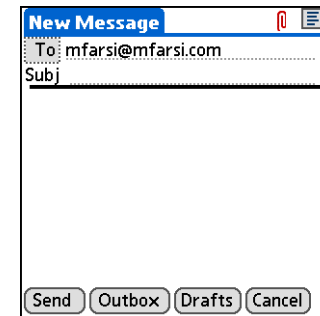
# 2

Enter an address using one of the following methods:

**To field** Enter the address, and then select Done. For multiple addresses, enter a semicolon (;) and then a space between recipient names.

**Recipient List** Select To and enter the name or address on the Recipient List screen, and then select Done. Use the shortcut buttons at the bottom of the screen for quick address entry. For multiple recipients, enter a semicolon (;) and then a space between recipient names.

↓ Done



## Entering an address using Contacts

You can enter a recipient's address by using the Lookup screen to select the address. The names and addresses on the Lookup screen come from Contacts.

**1**

Open the Lookup screen:

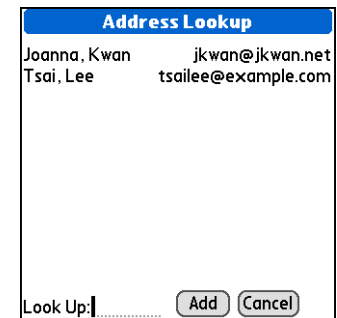
- a. On the New Message screen, select the word To.
- b. On the Recipient List screen, select Lookup.

**2**

Enter the address:

- a. On the Address Lookup screen, select the address you want, and then select Add.
- b. Select Lookup and repeat step "a" for each address you want to add.

↓ Done



The screenshot shows a dialog box titled "Address Lookup". It contains a list of two contacts: "Joanna, Kwan" with email "jkwan@jkwan.net" and "Tsai, Lee" with email "tsailee@example.com". At the bottom of the dialog, there is a text field labeled "Look Up:" followed by two buttons: "Add" and "Cancel".

## Attaching a personal signature

You can attach a personal signature, with info like your company's address and telephone number, to the bottom of all messages you send.

**1**

Open the VersaMail Preferences:

- a. From the Inbox or on another folder screen, **open the menus**.
- b. Select Options, and then select Preferences.
- c. Select Signature.

**2**

Add a signature:

- a. Check the Attach Signature box.
- b. Enter your signature information, and then select OK.

↓ Done



**Signature**

Attach signature:

J. S. User  
Marketing Director  
555-555-5555

OK Cancel