

LifeDrive™

User Guide

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## Software Download Available

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

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# 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?](#)

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[Step 3: Installing your software](#)

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[Using user profiles](#)

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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.



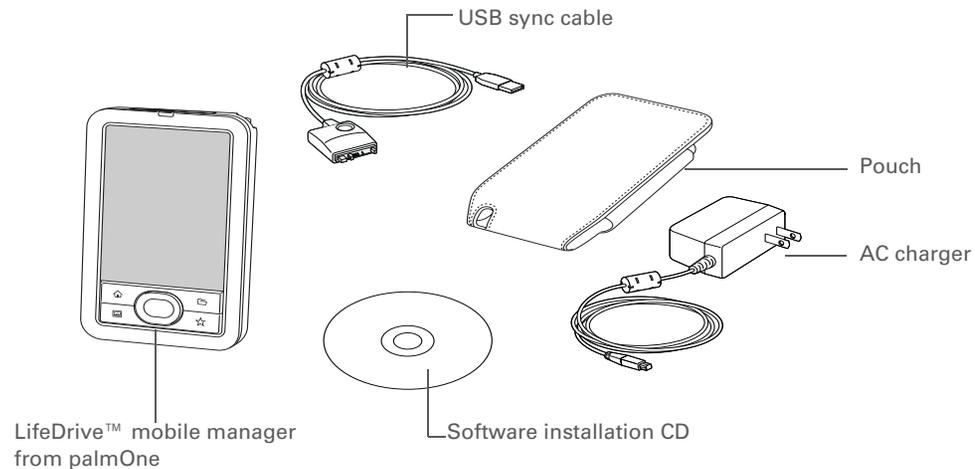
## Benefits

- 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**

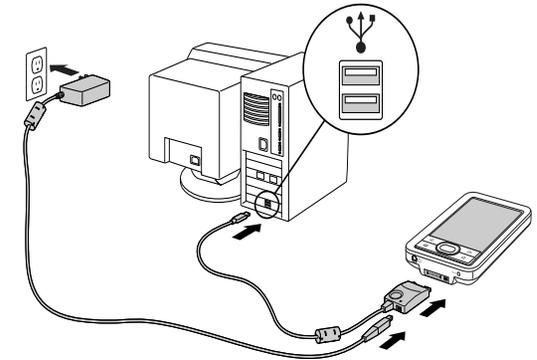
After the initial charge, charge your device at least half an hour every day.

## 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. So that your battery doesn't drain completely, your device's Wi-Fi® functionality and expansion card slot functionality are automatically turned off when you see a "Low battery" warning message, and the Bluetooth® wireless technology and infrared (IR) functionality are turned off when you see a "Critically low battery" warning message.

**NOTE** The memory on your 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 hard 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 card slot.**

**[ ! ] Before You Begin**

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

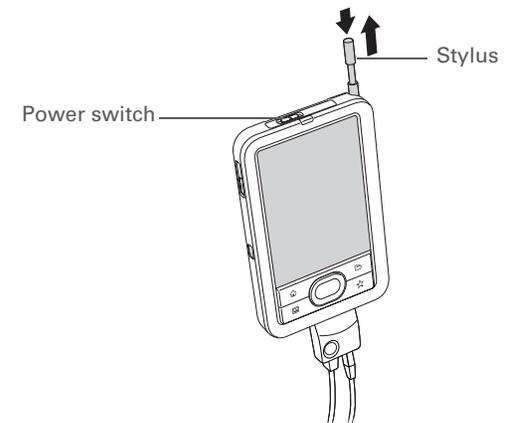
**\* Tip**

After you set up your device, review the Quick Tour on your device and take the tutorial on the software installation 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

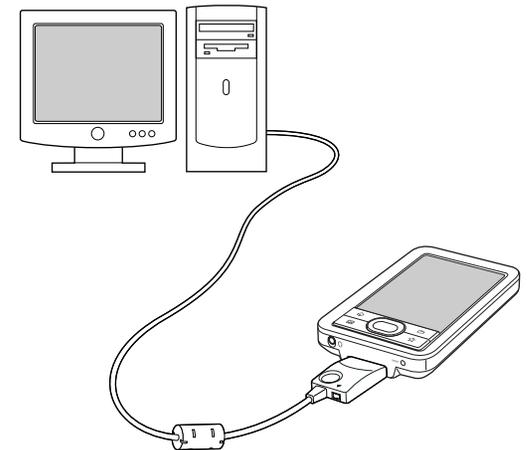
During installation, you connect your device to your computer and **do a full sync** for the first time. Synchronizing simply means that any information you enter in one place (your device or computer) is automatically updated in the other.

[ ! ] **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 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

 **SKIP** 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.

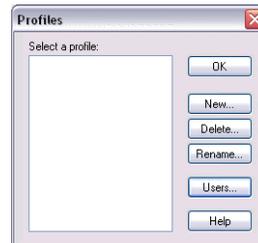
## Creating a user profile

### WINDOWS ONLY

**1**

Open the New Profile screen:

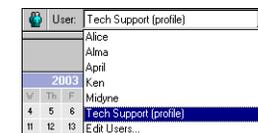
- a. Open Palm Desktop software.
- b. From the Tools menu, select Users.
- c. Click Profiles, and then click New.

**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.

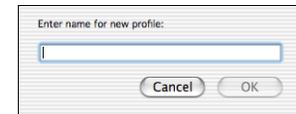


↓ Done

**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.



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

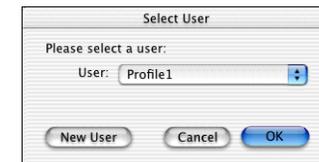
**MAC ONLY****1**

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 or a user synchronizes that device, Palm Desktop software prompts you or the user 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
- 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.

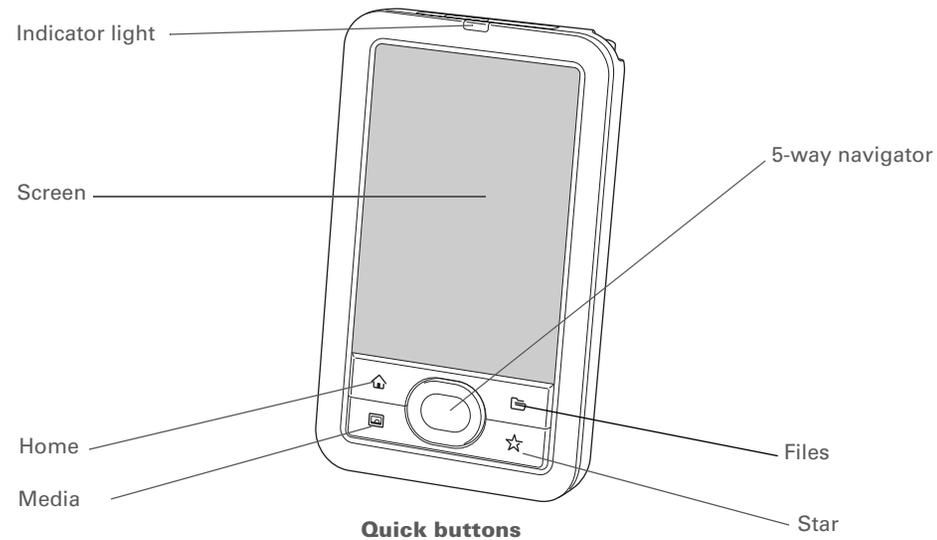


## Benefits

- 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.

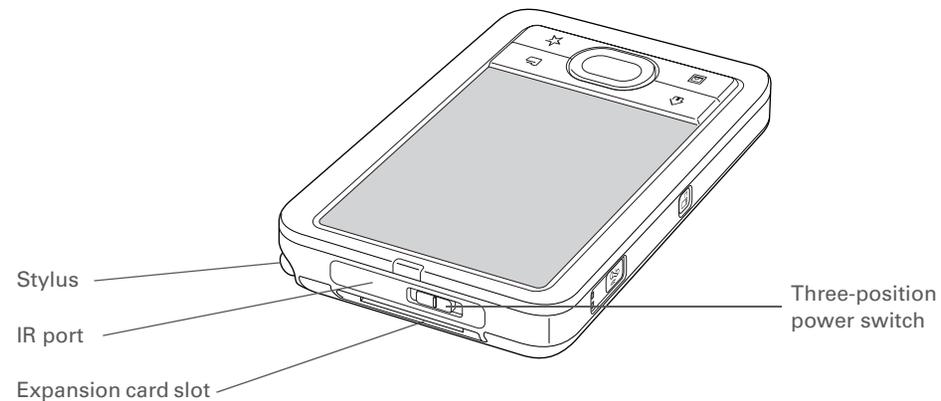
## » Key Term

**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 receives beamed information 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.

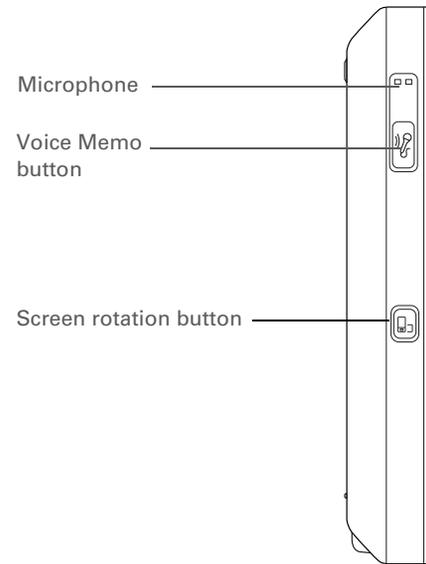
**Stylus**

Lets you enter information on your device by writing or tapping. To remove the stylus from its slot, 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.

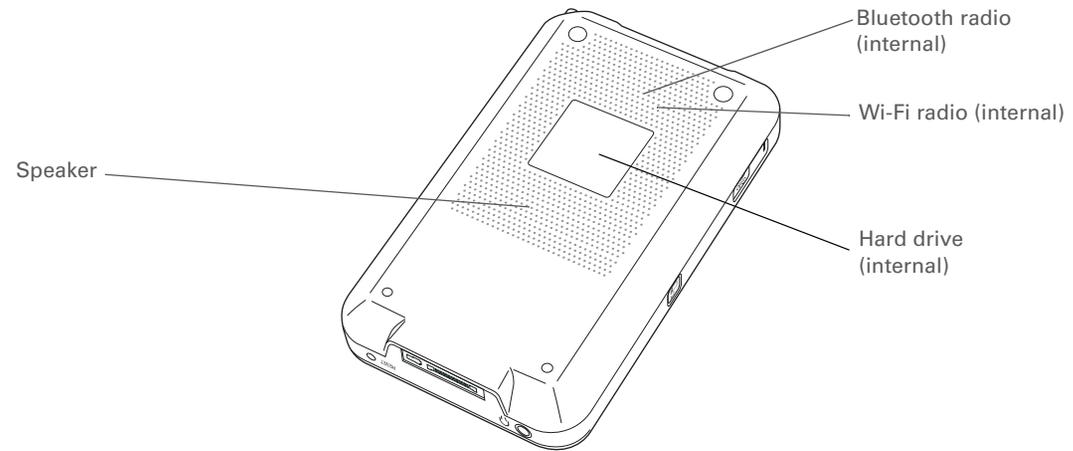
**Voice Memo button**

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.

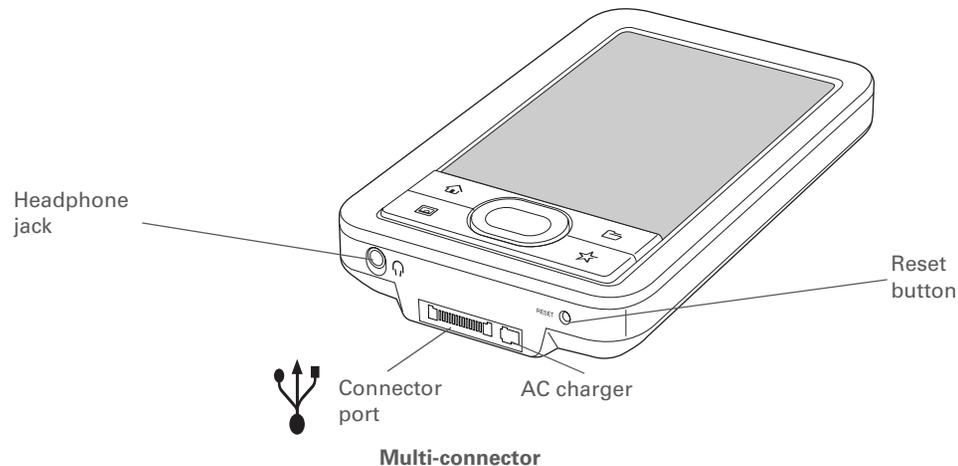
## + Did You Know?

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. During the reset, you see a progress bar, then a screen with the Palm Powered™ logo. 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**

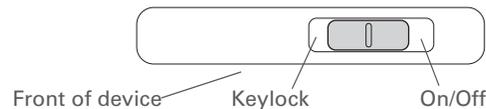
Lets you connect standard 3.5mm stereo headphones (sold separately) to your device so you can listen to music and other audio applications.

**+ 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.

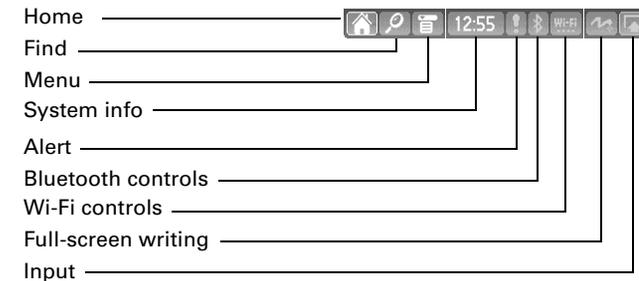
In the System info dialog box, both the hard drive and the program memory are labeled Device. The hard drive is indicated by the larger available memory size.

+ **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.

**Home**

Tap once to open **Applications**, twice to open **Favorites**.

**Find**

Tap to open the **Find dialog box**.

**Menu**

Tap to **open the menu** for the current screen.

**System info**

Tap to open the System information dialog box. The dialog box shows the date and time, available memory, and battery level, and allows you to turn system sounds on and off and to adjust screen brightness.

**Alert**

When the icon is blinking, tap to display the **Reminders screen**.

**Bluetooth controls**

Tap to display the **Bluetooth** dialog box, where Bluetooth functionality can be turned on and off and you can connect to another Bluetooth device. The icon color changes from blue to white when your device's Bluetooth functionality is turned on.

**Wi-Fi controls**

Tap to display the **Wi-Fi** dialog box, where you can make a wireless connection to a Wi-Fi network. The icon displays "Wi-Fi" when Wi-Fi is turned off, and a signal strength indicator when Wi-Fi is turned on.

**NOTE** Tap anywhere outside of the Wi-Fi dialog box to close the box and return to the screen you were viewing.

**Full-screen writing**

Tap to turn **full-screen writing** 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.

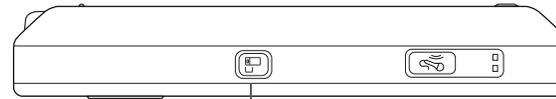
**Input**

Tap to switch between showing and hiding the **input area**. Tap and hold to display the input area selection menu.

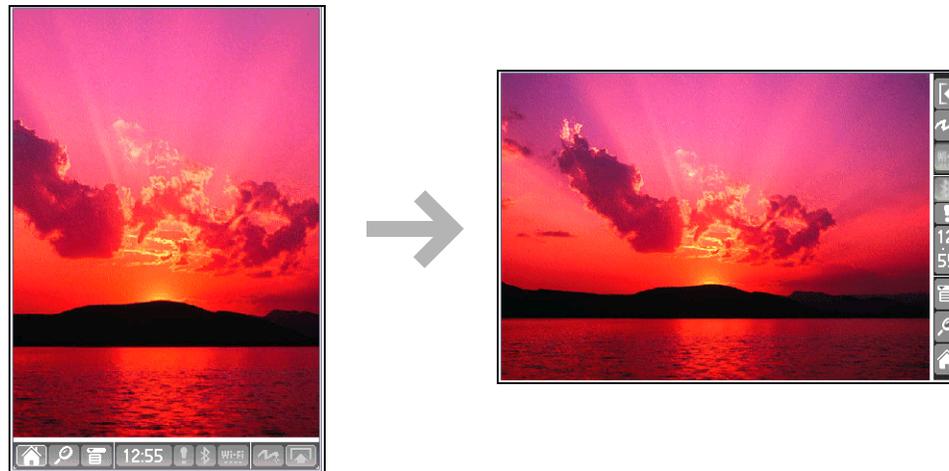
- + **Did You Know?**  
You can customize which way the screen rotates in landscape mode by **choosing right- or left-handed rotation.**

## Rotating the screen

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



Screen rotation button



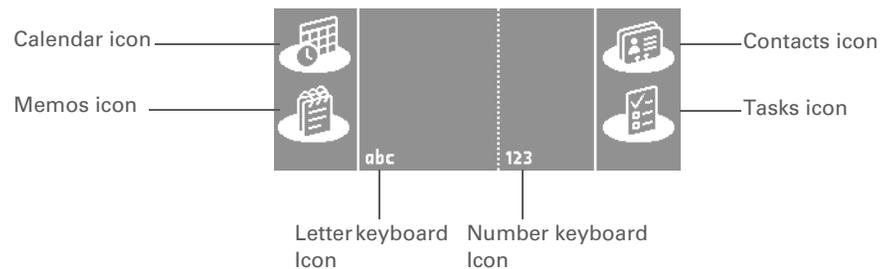
- \* **Tip**  
You can **select an input area** that does not display the application icons.
- \* **Tip**  
If you use another application frequently, customize the input area to display that application's icon. Tap and hold any of the four application icons, and select the new application you want from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

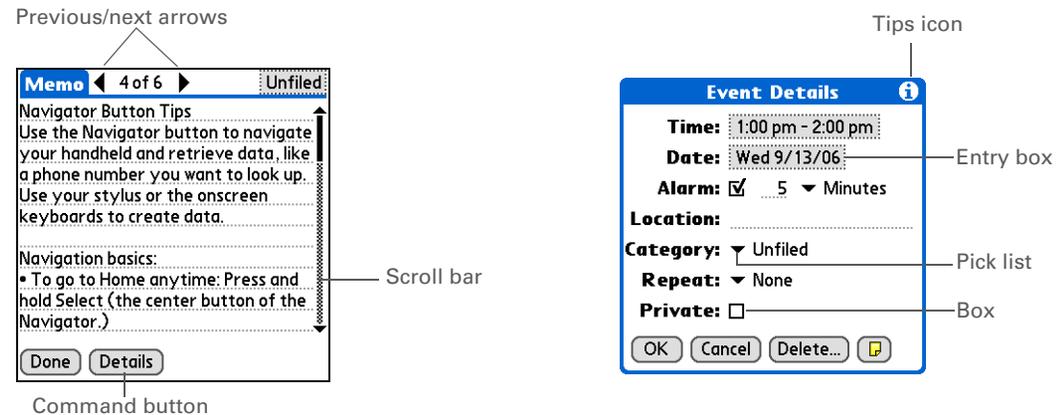
## » Key Term

**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 work with 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 Real Rhapsody desktop application that you can install from the software installation 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 it 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™** Receive notifications of upgrades and patches and then install them onto your device; obtain personalized news and other information as well as user tips at a glance; 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.

\* **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](#).

**Prefs**

Customize your device's sound levels, colors, security, and more.

**Handmark Solitaire**

Enjoy hours of entertainment with this solitaire game.

**World Clock**

Set the time in your home city and two other locations, and set an alarm to wake you up.

**Dialer**

Dial phone numbers directly from your device.

**Expense**

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

## 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.

\* **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.

**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.

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

HotSync Manager



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 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.

**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. The Send To Handheld droplet is installed automatically during the initial CD installation process.

**\* Tip**

Be sure to use the Enterprise Software link to check for new software available from the palmOne enterprise website, such as upcoming software that provides robust security for Wi-Fi authentication and connection to a network.

**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. LifeDrive Manager is installed automatically during the initial CD installation process.

**Manual**

Install a version of the *Getting Started* guide on your device. On Windows, you can also access the full Acrobat version (PDF) of Getting Started from the Help menu of Palm Desktop software and from the Start Programs menu of your Windows desktop. On a Mac, access *Getting Started* from the Palm/Documentation folder.

**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**

Access the palmOne enterprise website, where you can purchase software to 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. You can also purchase software to encrypt individual files and folders to protect your critical information (download requires Internet connection; additional fees may apply).

**AudiblePlayer**

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

**+ 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.



#### 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.

#### Tutorial

Learn to use the popular features of your device. The Tutorial includes a tour of your device and step-by-step instructions. Access it from the **Discover your device** screen on the software installation CD.

**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 work with 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

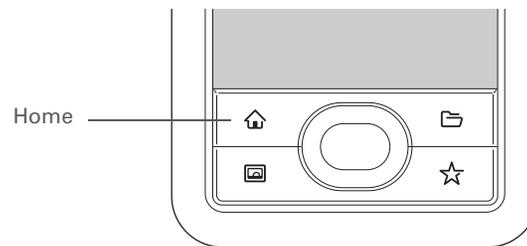
You can open applications from Favorites View or Applications View, or by using the Files application.

**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

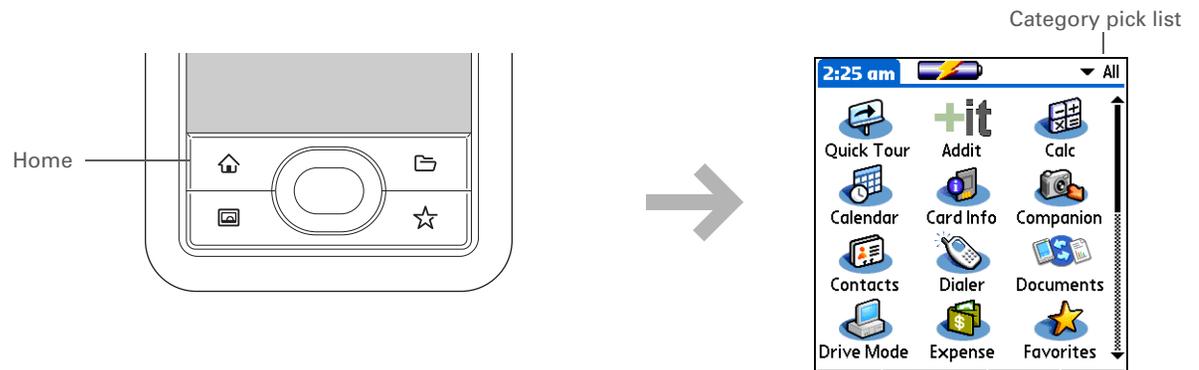


- \* **Tip**  
Also open Applications by tapping the Home icon on the **status bar**.
- \* **Tip**  
You can also open a specific application using one of the **quick buttons** on the front of your device.
- \* **Tip**  
When no item is selected, press Right or Left on the **5-way** to scroll through 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 LifeDrive 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.



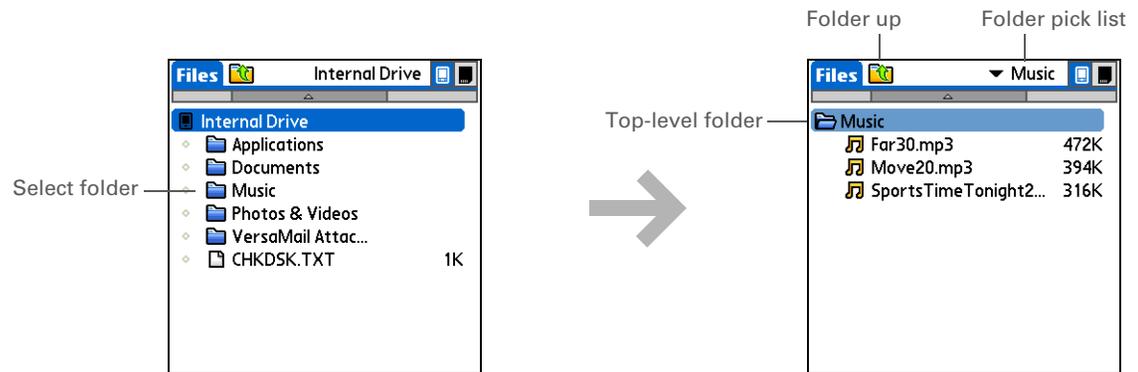
### + Did You Know?

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:

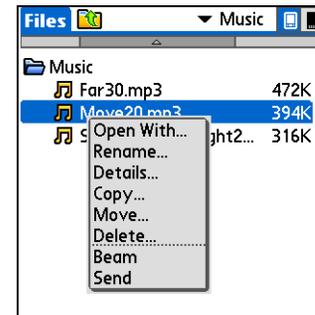
- a. Tap and hold the item name to open a menu that lets you perform any of the following tasks:

**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

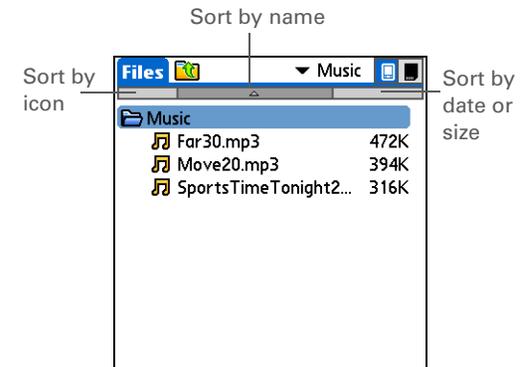
Select your sort options:

**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.

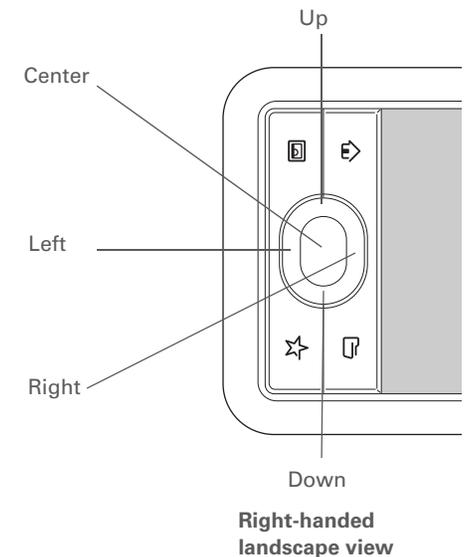
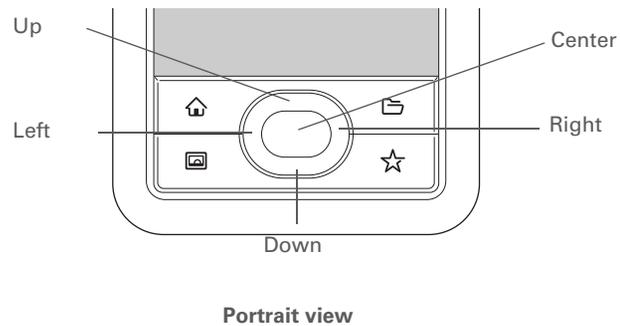
\* **Tip**

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.



## Moving around with the 5-way

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

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

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

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

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

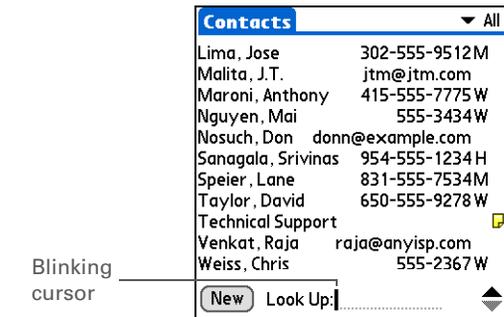
**Blue glow** This highlights elements of the user interface like command buttons, pick lists, and arrows.



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



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



\* **Tip**

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

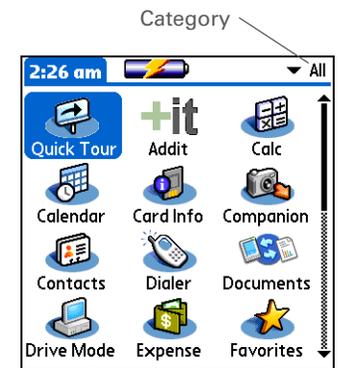
## Moving around in Favorites View

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



## Moving around in Applications View

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



## Moving around in list screens and entry screens

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

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

## Moving around in dialog boxes

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

### Up, Down, Right, or Left

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

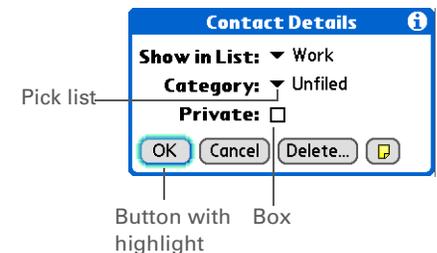
### Center

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

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

**Center** Selects the highlighted entry.

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



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

## Moving around in menus

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

- |                      |   |
|----------------------|---|
| <b>Up or Down</b>    | Scrolls within the current menu list.                 |
| <b>Right or Left</b> | Scrolls to the next or previous menu on the menu bar. |
| <b>Center</b>        | 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.

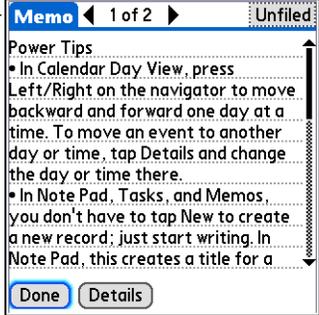
\* **Tip**  
When the menus are open, you can **use the 5-way** to select menus and menu items.

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

↓ Done

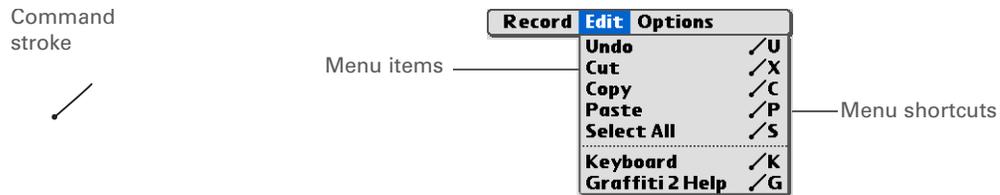
\* **Tip**

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

## Using the Command stroke

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

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

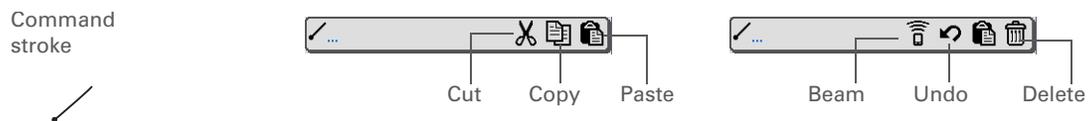


**NOTE** When you write the Command stroke, the Command toolbar appears. See the next section for info on using the Command toolbar.

## Using the Command toolbar

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

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



- \* **Tip**  
If you select text in an application before you tap Find, the selected text automatically appears in the Find dialog box.
- \* **Tip**  
Open an application before you tap Find to display results from that application at the top of the results list.
- \* **Tip**  
Want to stop searching? Select Stop at any time during a search. To continue the search, select Find More.
- + **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—either as part of a file name or within a file—in any application 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”**

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 Mobile Manager**

- 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

**\* Tip**

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

## How can I enter information on my device?

- **Graffiti® 2 writing**
- **The onscreen keyboard**
- **Phone Lookup**
- **Note Pad**
- An accessory keyboard (sold separately; visit [www.palmOne.com/mylifedrive](http://www.palmOne.com/mylifedrive) and click the Accessories link)

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 work with 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

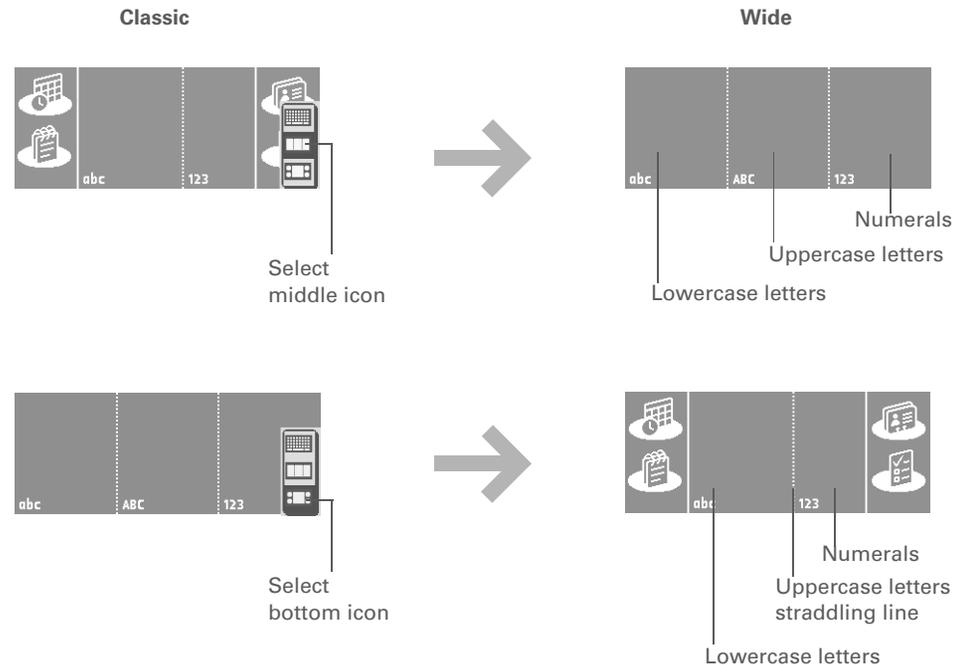
You can enter info directly on your device with Graffiti 2 writing. Graffiti 2 writing includes any character you can type on a standard keyboard. Entering these characters on your device is very similar to the way you naturally write letters, numbers, and symbols. But instead of using a pen and paper,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

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

- \* **Tip**  
Select the top icon to open the **onscreen keyboard**.
- \* **Tip**  
You can choose whether the Graffiti 2 strokes you enter appear as white characters **in the input area**.

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



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

### Using full-screen writing

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

You can write letters or characters in the following areas:

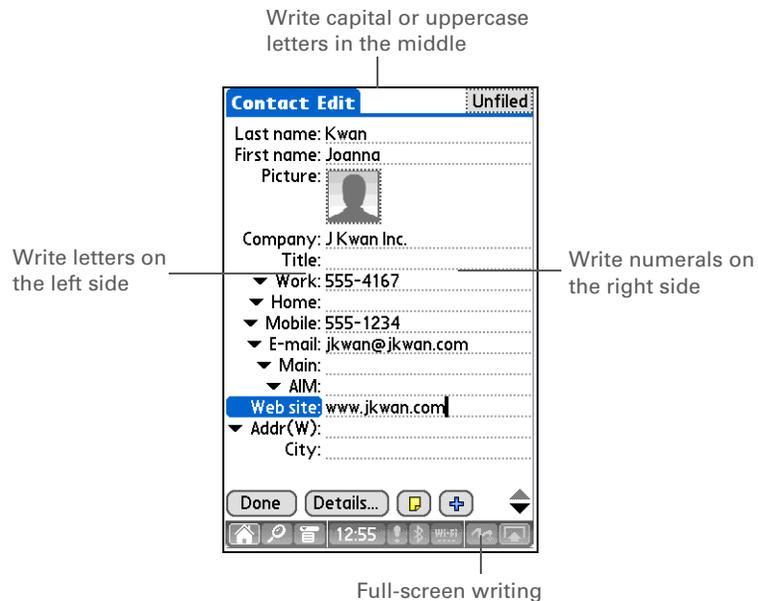
**Left side of the screen** Write letters or characters that are assigned to the abc input area.

**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, whether the input area or the full screen, has two sections. Write lowercase letters on the left, numbers on the right, and capital letters across the middle.
- Write at a natural speed, and do not write on a slant.
- Press firmly.
- Write large characters.

If you're already familiar with Graffiti writing from an older Palm Powered™ 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 and commas or for @. 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 or asterisk symbol? Use the Punctuation Shift stroke first and then make the character.

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

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

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

## Graffiti 2 accented characters

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

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

### Graffiti 2 gestures

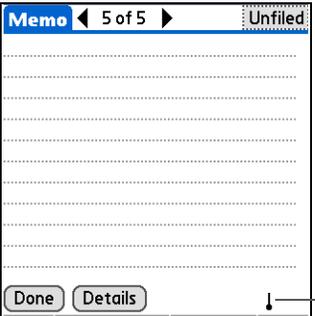
Write gestures on LEFT side, or across the middle of input area			
Gesture	Stroke	Gesture	Stroke
Cut		Paste	
Copy		Undo	

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

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

## Writing Graffiti 2 symbols and other special characters

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

<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

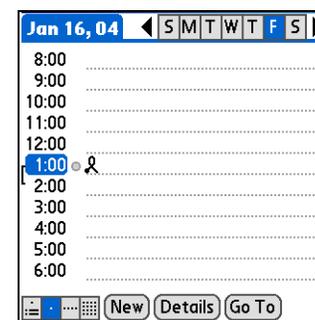
.	,	'	?	!	&	@	\$	~	/	\	"
•	└	┌	<sup>1</sup> ? <sub>2</sub>	<sup>1</sup> ! <sub>2</sub>	&	@	\$	N	/	\	”
;	:	-		(	)	<	>	[	]	{	}
<sup>1</sup> └ <sub>2</sub>	<sup>1</sup> ┌ <sub>2</sub>	-		(	)	<	>	[	]	{	}
+	-	x	÷	=	#	%	^	`	™	®	©
<sup>1</sup> └ <sub>2</sub>	-	<sup>1</sup> x <sub>2</sub>	÷	=	#	%	^	`	™	®	©
‘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

## 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



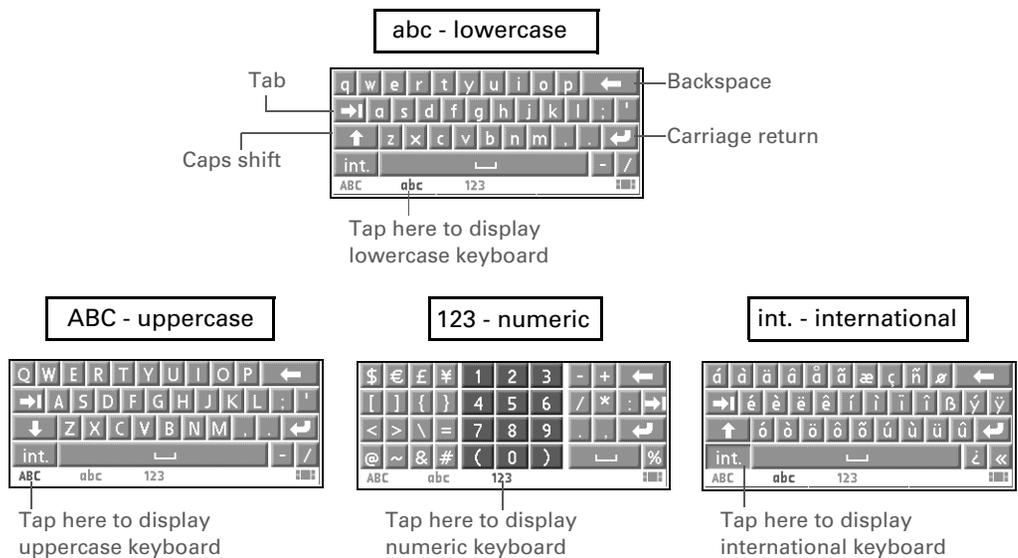
Tap to open keyboards

**\* Tip**

When a keyboard is open, you can tap **abc**, **123**, or **int.** to open any of the other keyboards. Tap the icon in the lower right corner (to the right of **123**) to return to the Graffiti 2 input area.

**4**

**[ & ] OPTIONAL** Select from among five different keyboards.



**NOTE** Tap **int.** and then **ABC** to open the international uppercase keyboard.

**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 the person's name and primary contact info into the appointment you create in Calendar. This feature is available in Calendar, Memos, Tasks, and Expense.

**1**

Open an entry:

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

**2**

Add the contact from Phone Lookup:

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

↘ **Continued**

## \* Tip

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

Cont'd.

d. Select the contact, and then select Add.

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	.....
1:00	◉ <b>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.

**Selecting a line**

Tap three times anywhere in a line to select it. This selects the final return character or space as well as any text.

**\* Tip**

There are even faster ways to copy and paste information:

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

## Copying and pasting information

Copying and pasting information on your 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. Be sure to keep your device plugged into the charger, and the charger plugged into an outlet, when using Drive Mode for an extended period of time or when transferring large files.

**\* 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 working with 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 is 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 **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 LifeDrive, 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.

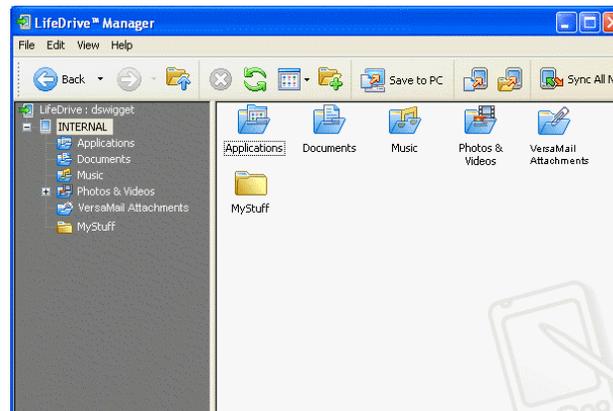
## Transferring information using the LifeDrive Manager window

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 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  or Copy Folder from PC  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 and the two renamed items continue to synchronize. If you rename a sync item on your computer, however, the next time you synchronize, the original item remains as is on your device and is no longer a sync item.

**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 FAT32; do *not* select FAT or any other file system type. If you select any other file system type, your device cannot recognize the information on the 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**

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.

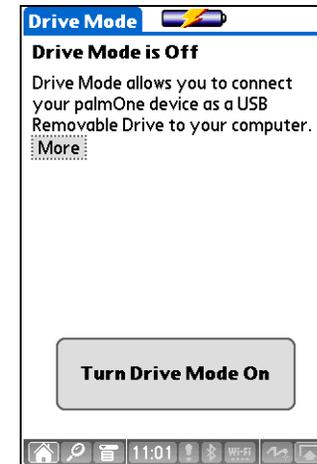
**NOTE** You can use Drive Mode without plugging your device into a power outlet, but we recommend that you keep it plugged in to avoid losing information.

**2**

Turn on Drive Mode:

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

➤ Continued



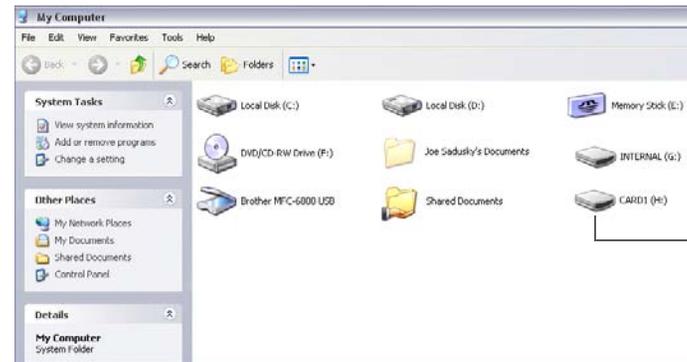
## \* Tip

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 LIFEDRIVE, 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 LIFEDRIVE  
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. All sync items must be located at the root level of the hard drive. 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.

\* **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.

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 **Wi-Fi® capabilities** or **Bluetooth® wireless technology** 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; you cannot use any of the other methods in this list, such as synchronizing using Wi-Fi or Bluetooth functionality. 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.

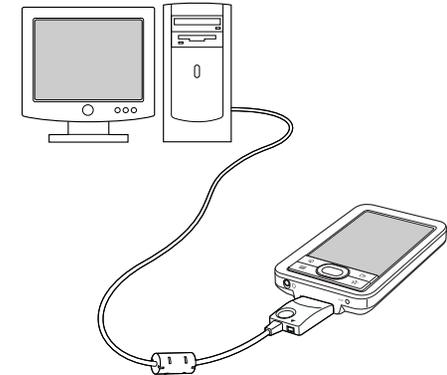
\* **Tip**  
If the Select User dialog box appears during synchronization, select the username of the person whose information you want to synchronize, and then click OK.

\* **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.

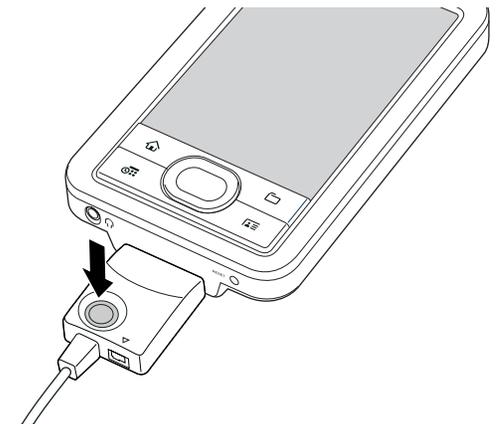


2

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

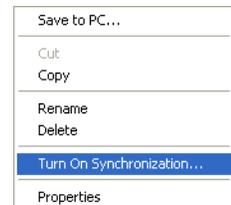
1

**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 sync items** 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

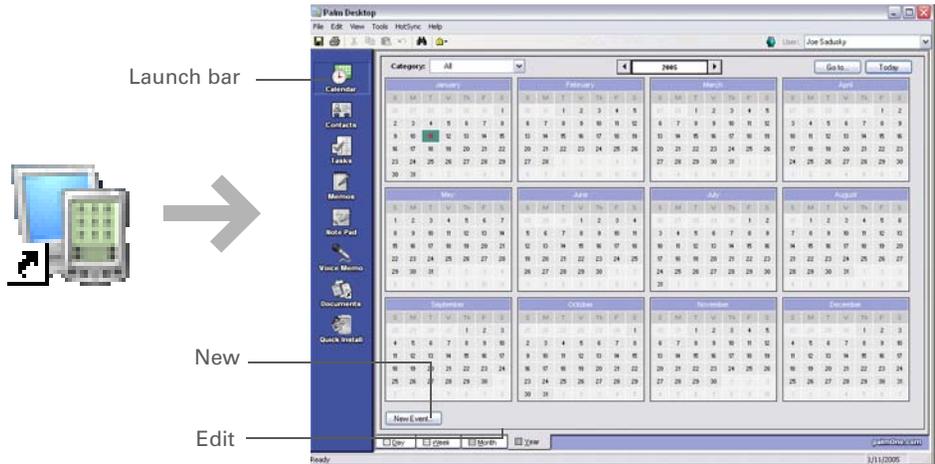
Use Palm Desktop or Outlook to enter information on your computer. When you **do a full sync**, the information is updated on your device.

### 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**

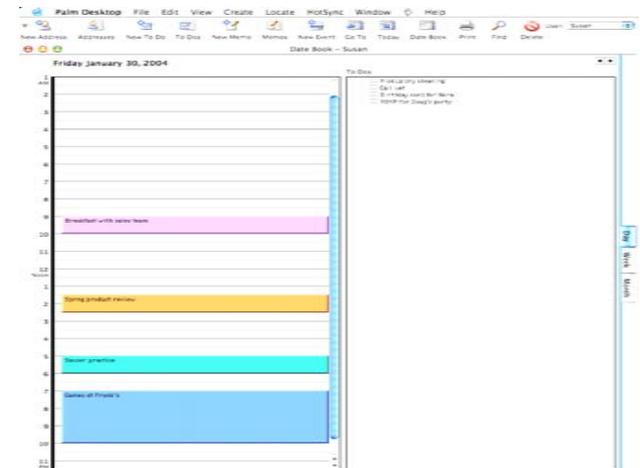
**Do a full sync** to transfer the information to your device.

↓ 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

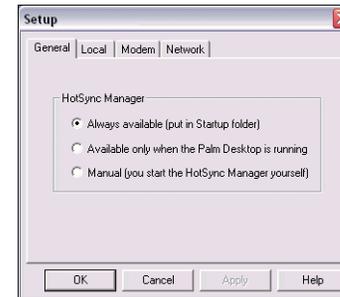
\* **Tip**  
Use the default setting **Always available** if you're not sure which option you want.

\* **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

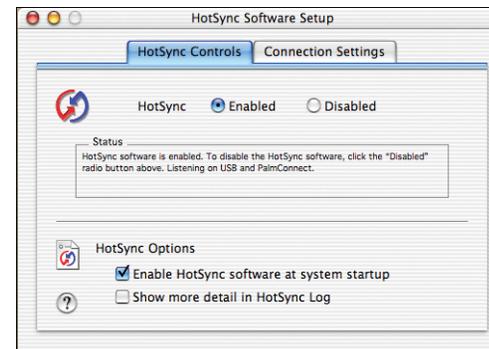
1

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.

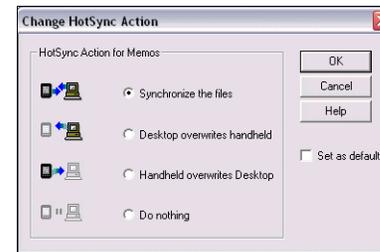
▾ **Continued**

**\* 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.

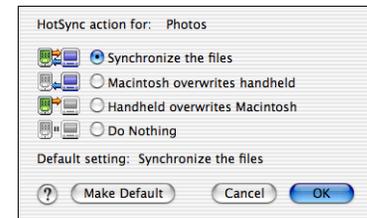
↘ Continued

**\* 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

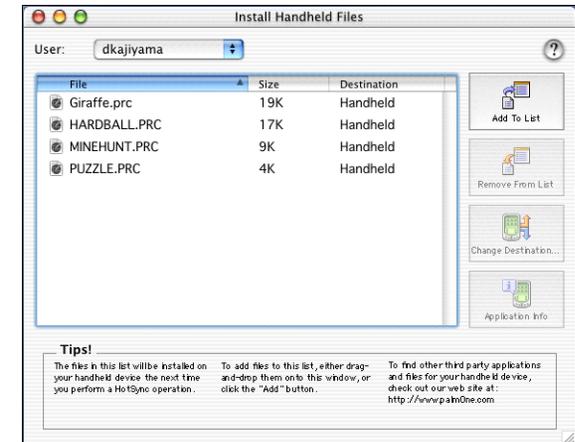
Copy or download the application you want to install on your computer.

# 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**

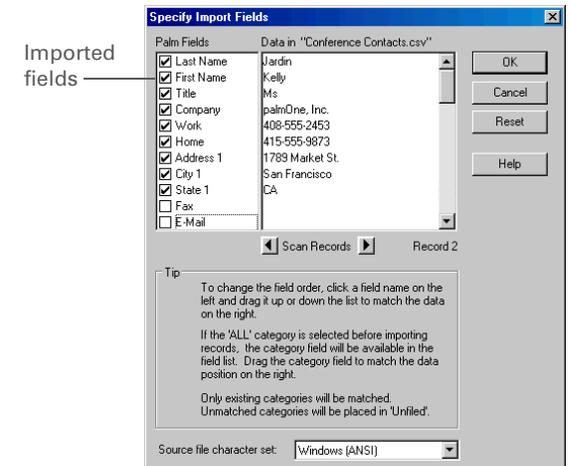
Import the file into Palm Desktop software:

- 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**

<b>1</b>	Save the file on your computer in one of the accepted formats.
<b>2</b>	Import the file into Palm Desktop software: <ol style="list-style-type: none"><li>Double-click the Palm Desktop icon in the Palm folder on your computer.</li><li>Click the icon on the toolbar for the application into which you want to import information.</li><li>Click File, and then click Import.</li><li>Follow the onscreen instructions to import the file.</li></ol>
<b>3</b>	<p><b><u>Do a full sync.</u></b></p> <p>↓ Done</p>

**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

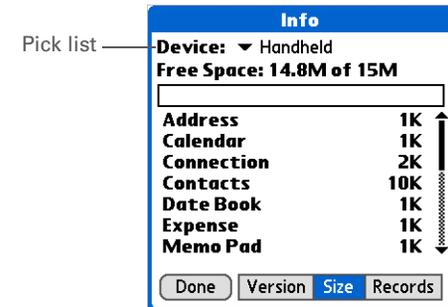
View space info and version numbers:

- 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.

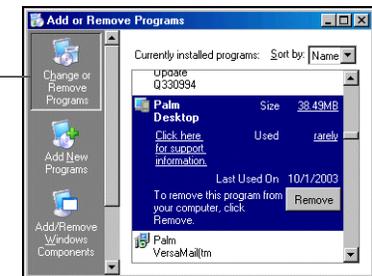
# 2

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 by using your device's built-in Bluetooth® wireless technology and a compatible mobile phone or by beaming. You can even add photos of your loved ones directly to their contact information.



## Benefits of Contacts

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

## \* Tip

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

## + 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 in the input area.

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:

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

↘ **Continued**

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

- First name: **Lee**
- Picture: [Placeholder icon] — Tap here
- 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.

\* **Tip**

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

+ **Did You Know?**

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

4

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

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

**Contact Edit** Unfiled

▼ Addr(W): 4929 Rockaway Dr.  
 City: Anytown  
 State: CA  
 Zip Code: 90000  
 Country:  
 Birthday: -Tap to add -  
 Custom 1:

5

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

↓ **Done**

That's it. Your 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 Edit screen. Also, additional fields apply only to the current contact; you can **duplicate contact information** if you need to apply the same fields to multiple contacts.

+ **Did You Know?**

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

\* **Tip**

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

## Entering additional contact information

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

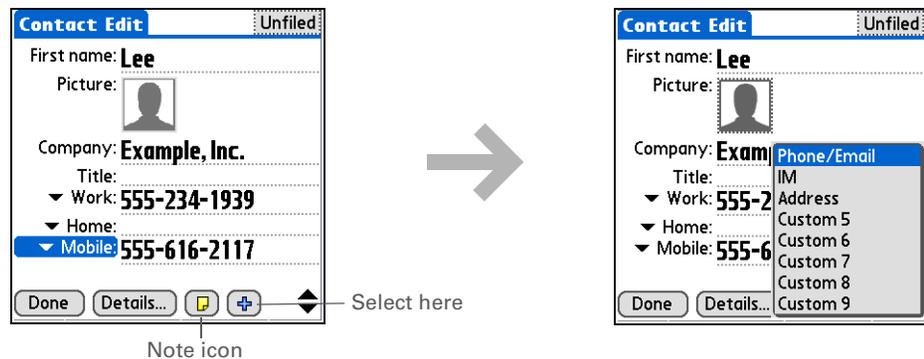
1

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 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

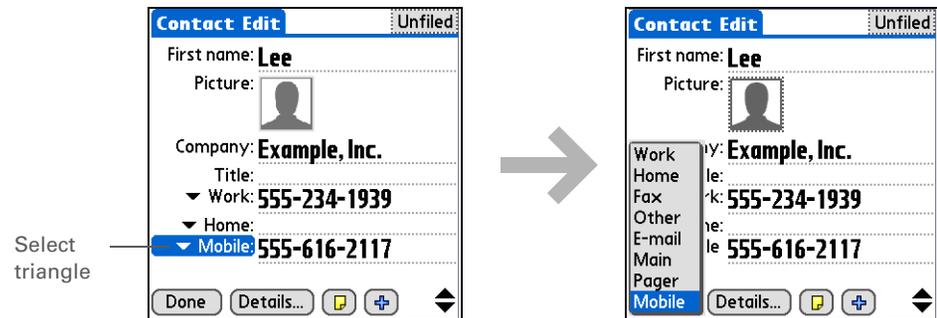
Tap the Contacts  icon in the input area.

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. The new field is defined in all contacts, not just the current contact.

**1**

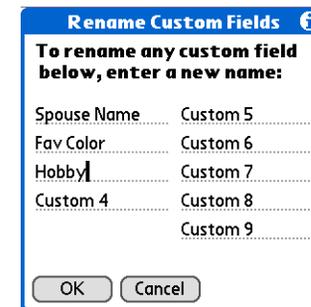
Tap the Contacts  icon in the input area.

**2**

Define the custom fields:

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

↓ Done



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

## Selecting a contact as your business card

You can create a contact with your own information and select it as your business card by opening the Record Menu and selecting Business Card. You can then **beam** or **send** your business card to other 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**

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

+ **Did You Know?**

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

## Locating a contact on your list

1

Tap the Contacts  icon in the input area.

2

Search for the contact:

- Select the Look Up line at the bottom of the screen and enter the first letter of the name you want to find.
- 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® wireless 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 a contact's information screen.

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

### Using Quick Connect

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

**1**

Tap the Contacts  icon in the input area.

↘ **Continued**

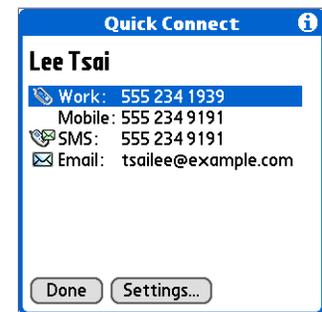
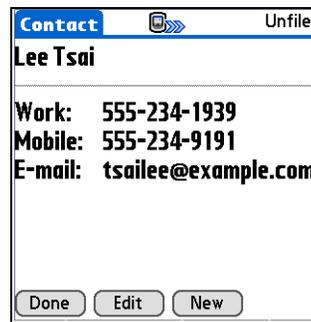
\* **Tip**  
You can also open Quick Connect from the Contact List view by highlighting the contact you want and then pressing right on the 5-way navigator.

\* **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. Select the contact you want.
- b. In the Contact view, select the Quick Connect icon  at the top of the screen to open the Quick Connect dialog box.



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

↓ Done

## Customizing Quick Connect settings

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

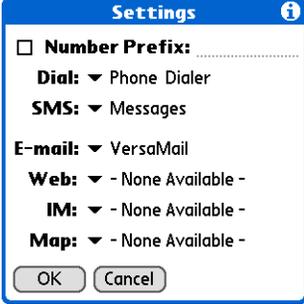
1

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 wireless 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:

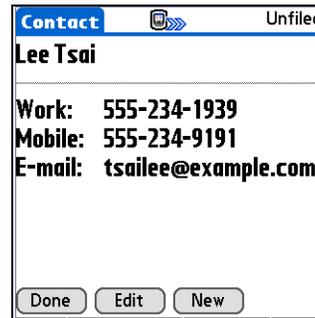
- a. From the Contacts list, **open the menus**.
- b. Select Options, and then select Preferences.
- c. Select Enable Tap-to-Connect, and then select OK.

↘ **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

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

## Working with Contacts on your computer

Use Contacts on your computer to view and manage the contacts you create on your 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.

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



## 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?

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

## Scheduling events

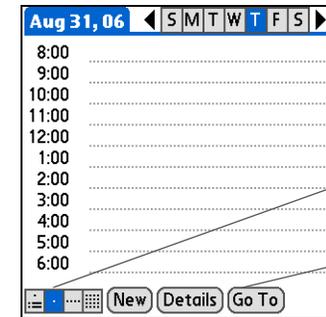
Use Calendar to manage your schedule. You can enter appointments, events without a start time, events that repeat at regular intervals, and events that span a period of time.

### 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 Windows computer, 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 person's names appear when you synchronize with your device. You cannot edit this information on your device.

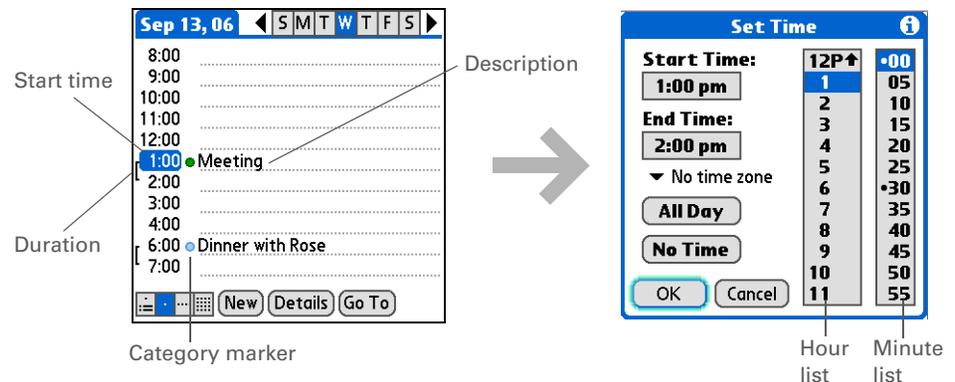
**3**

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

**4**

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

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



**↓ Done**

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

### + Did You Know?

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

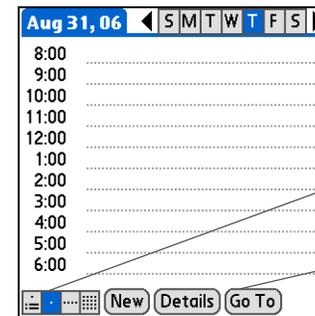
## Scheduling an event without a start time

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

# 1

Open Day View:

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



Day View icon

Go To

# 2

Select the date of the event:

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



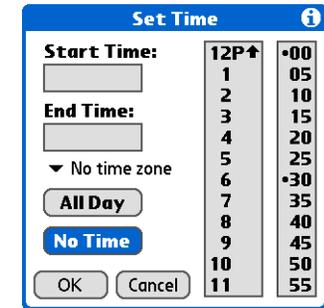
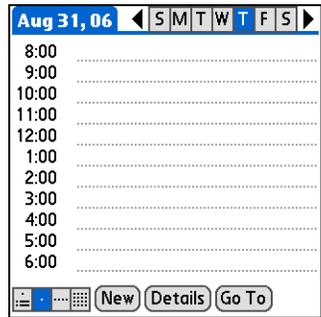
↘ Continued

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

**3**

Add an unscheduled event line:

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



**4**

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

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

↓ Done



\* **Tip**

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

## Scheduling a repeating event—standard interval

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

1

Tap the Calendar  icon in the input area.

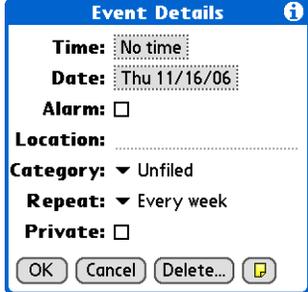
2

**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.

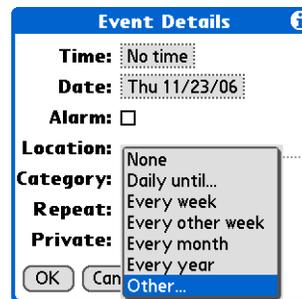
2

**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.



↘ Continued

**\* Tip**

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

**4**

Set the repeat interval:

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

↓ Done

### + Did You Know?

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

### \* Tip

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

## Scheduling an event that is longer than a day

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

- 1 Tap the Calendar  icon in the input area.
- 2 **Enter the event**, and then select the event description.
- 3 Set the repeat interval:
  - a. Select Details.
  - b. Select the Repeat pick list and select Daily until.
  - c. Select the year, month, and date when the event ends.
  - d. Select OK.

**Event Details** ⓘ

**Time:** No time

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

**Alarm:**

**Location:** .....

**Category:** ▾ Unfiled

**Repeat:** ▾ Daily until 11/25/06

**Private:**

OK Cancel Delete... ⓘ

↓ Done

## Entering a location or a note for an event

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

1

Tap the Calendar  icon in the input area.

2

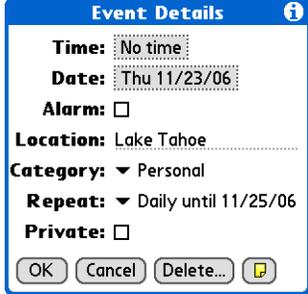
**Enter the event**, and then select the event description.

3

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

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

↘ Continued



**Event Details** ⓘ

**Time:** No time

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

**Alarm:**

**Location:** Lake Tahoe

**Category:** ▼ Personal

**Repeat:** ▼ Daily until 11/25/06

**Private:**

OK Cancel Delete... ⓘ



### + Did You Know?

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

## Scheduling an event with a time zone

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

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

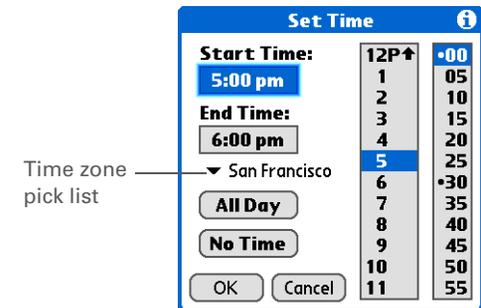
↘ Continued

## 2

Set the time and the time zone:

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

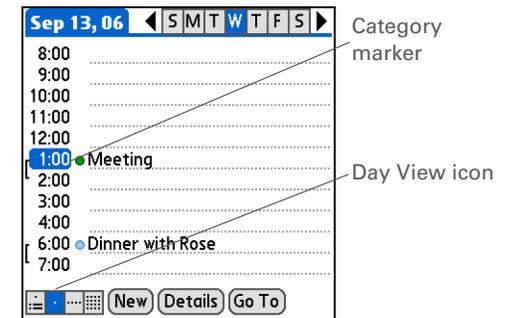
## Managing your color-codes

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:

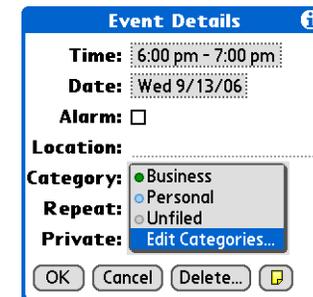
- a. Tap the Calendar  icon in the input area.
- b. Select the Day View icon .



### 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.

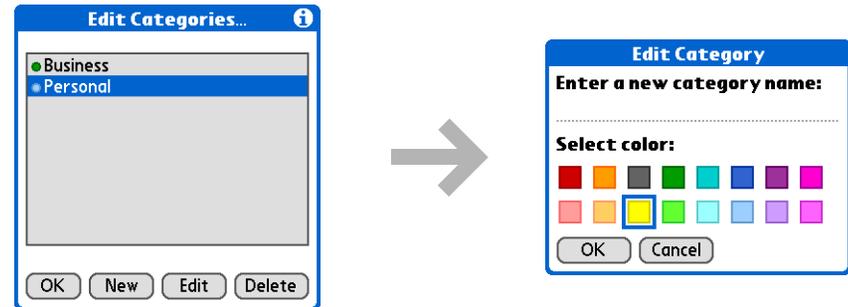


↘ Continued

**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

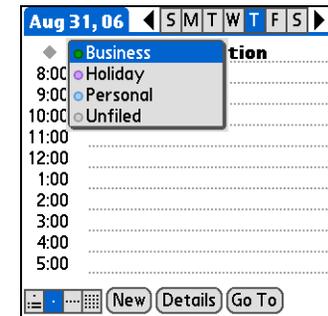
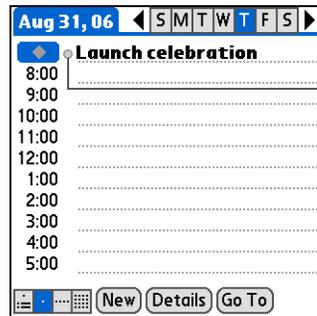
Tap the Calendar  icon in the input area.

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.

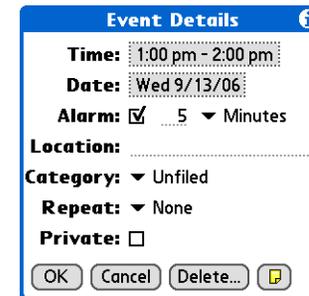
2

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

3

Set the alarm:

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



**Event Details** ⓘ

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

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

**Alarm:**  5 Minutes

**Location:** .....

**Category:** ▼ Unfiled

**Repeat:** ▼ None

**Private:**

OK Cancel Delete... 

↓ Done

## \* 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:

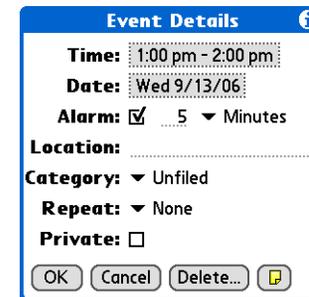
- a. From Day View, select Go To.
- b. Select the year, month, and date of the event.
- c. Select the event description, and edit it if necessary.

**[ ! ] 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

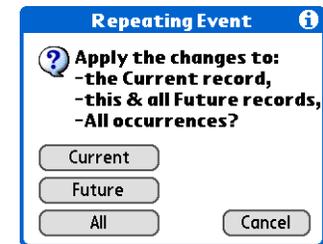
If you're changing a repeating event, select one of the following to select the event(s) you want to apply the changes to:

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

### Deleting a specific event

1

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

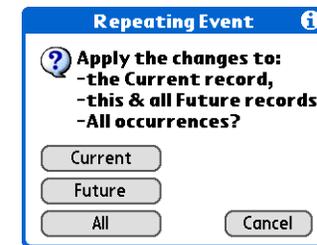
If you're deleting a repeating event, select one of the following to select the event(s) you want to delete:

**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

- \* **Tip**  
Press the **Calendar** button repeatedly to cycle through the four different views.
- + **Did You Know?**  
Agenda View shows how many unread messages you have in the VersaMail® application.
- + **Did You Know?**  
You can use a favorite photo as the background for your Agenda View.

## Checking your schedule

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

### Viewing your appointments and tasks together

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

**1**

Tap the Calendar  icon in the input area.

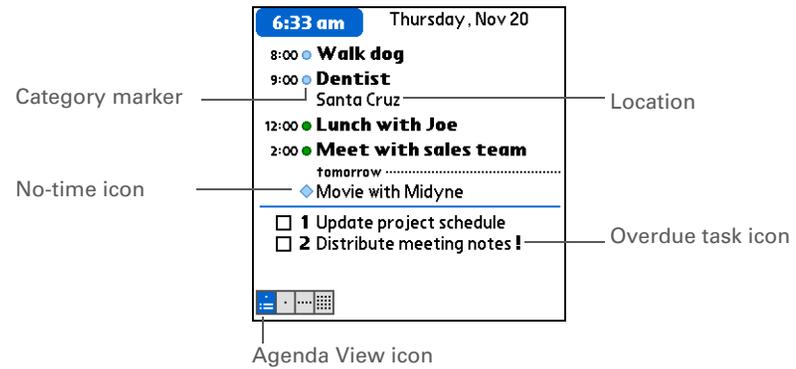
**NOTE** If Calendar is already open, select the Agenda View icon  instead.

↘ **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.



↓ Done

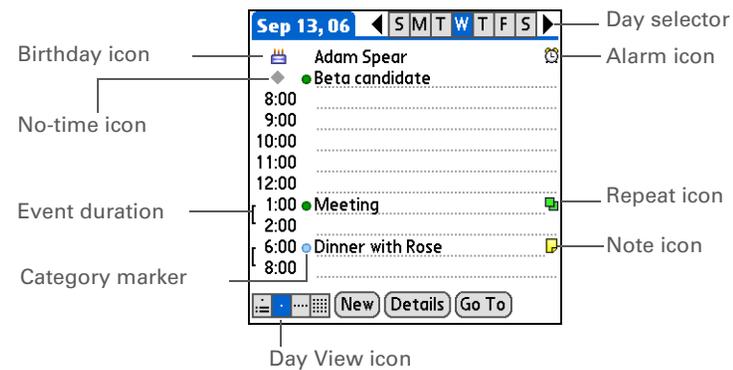
## Viewing your daily schedule

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

### 1

Open Day View:

- a. 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.

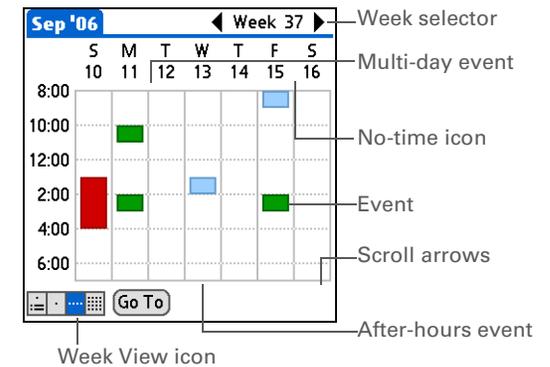
**Viewing your weekly schedule**

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.

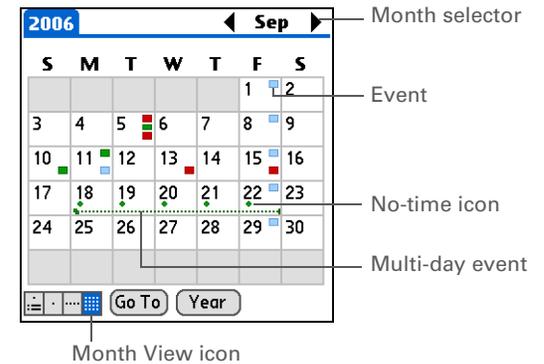
**Viewing your monthly schedule**

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.

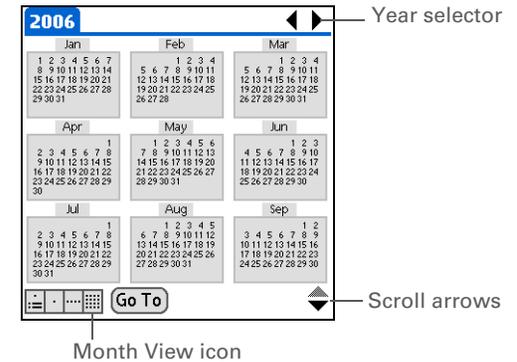
**Viewing a yearly calendar**

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**

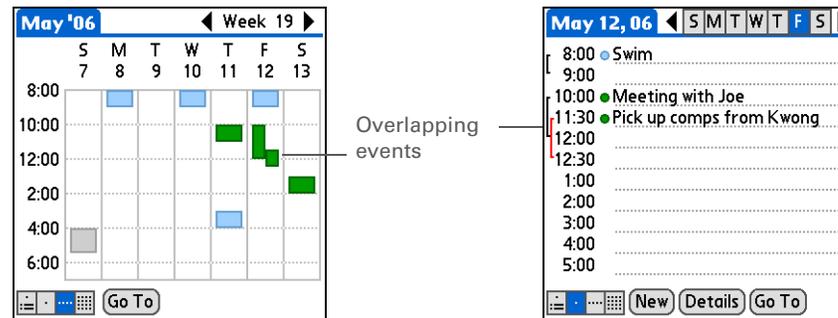
Do any of the following to view a yearly calendar:

- 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.

## Customizing display options for your calendar

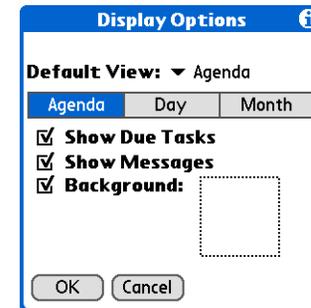
**1**

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.

↘ **Continued**

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

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

4

Set any of the following Agenda View display options:

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

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

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

5

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

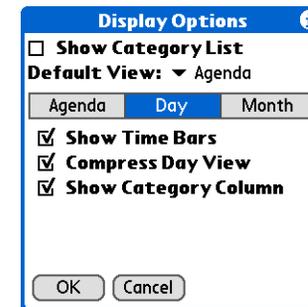
**Show Category List** Display the category pick list. By default, the Category pick list doesn't appear.

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

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

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

↘ **Continued**



6

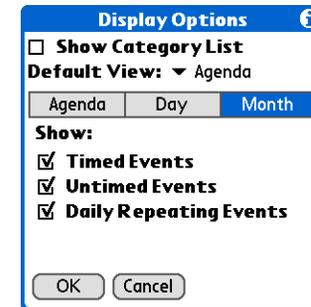
Select Month and set any of the following Month View options:

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

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

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

**Daily Repeating Events** Show events that repeat every day.



7

Select OK.

↓ Done

**\* Tip**

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

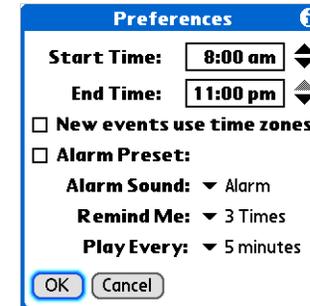
**Setting alarm and time options****1**

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

**\* Tip**

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

**+ Did You Know?**

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

## Working with Calendar on your computer

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

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

### WINDOWS ONLY

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

### MAC ONLY

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

**Tips & Tricks**

Make your 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 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

### + Did You Know?

You can also choose to manage the transfer of your documents using the Documents companion application called Documents To Go located on your computer. Documents To Go allows you 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, or PowerPoint files in their native format (DOC, XLS, or PPT).
- Create or edit a Word document or Excel spreadsheet on your device and save it in their native format.
- Create or edit a PowerPoint-compatible presentation that is optimized for 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 you are always viewing? **Add it to your Favorites list** for easy access.

## Opening files from within Documents

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

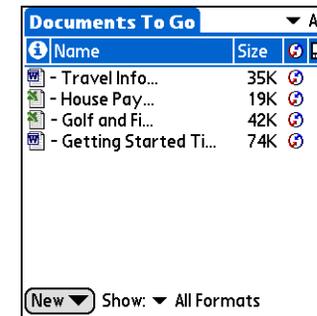
**1**

**Go to Applications** and select Documents.

**2**

Select the file you want from the list.

↓ Done



The screenshot shows the 'Documents To Go' application window. It has a title bar with the text 'Documents To Go' and a dropdown menu set to 'All'. Below the title bar is a table with columns for 'Name', 'Size', and a status icon. The table contains four rows of data. At the bottom of the window, there is a 'New' button and a 'Show:' dropdown menu set to 'All Formats'.

Name	Size	Status
- Travel Info...	35K	🔍
- House Pay...	19K	🔍
- Golf and Fi...	42K	🔍
- Getting Started Ti...	74K	🔍

New Show: All Formats

**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](#)

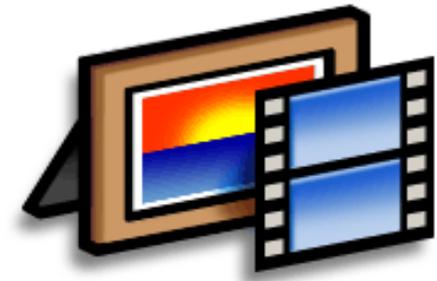
[Deleting a photo or video](#)

[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, ASF (MPEG4+ADPCM), and AVI (MJPEG+ADPCM) or (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 and smaller file size 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 copied; the original file is not copied.

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 manage 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.

Albums are subfolders located only in the Photos & Videos special folder on the hard drive and in the DCIM special folder on an expansion card. Only first level subfolders in these special folders are recognized as albums.

When you copy your media from your camera card using Camera Companion, the media is copied to the DCIM folder on the hard drive. Since this is not a special folder, no albums can be created in the folder. To access the media, you need to browse to the subfolders where the pictures are located. If you want to add media from the DCIM folder to an album, you must use Files to copy the media to a subfolder in the Photos & Videos special folder.

**\* 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 and List View

**1**

Press the Media  button.

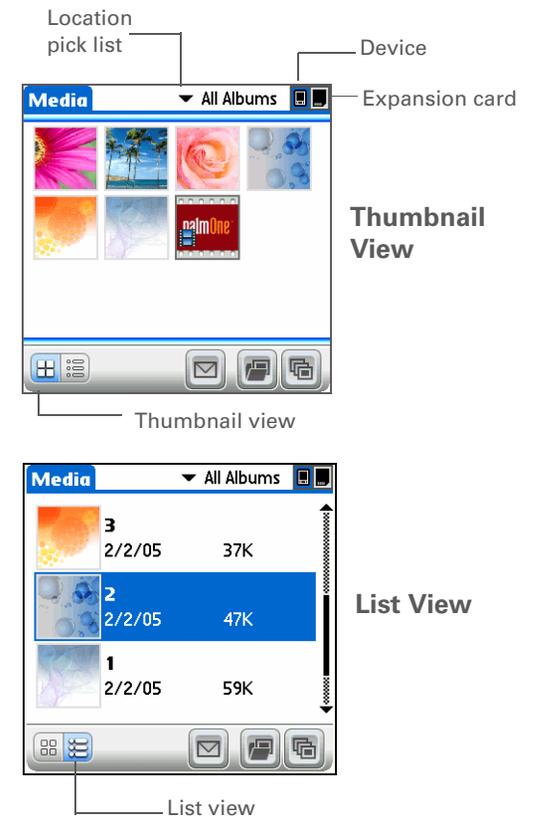
↘ Continued

## 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



- \* **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.

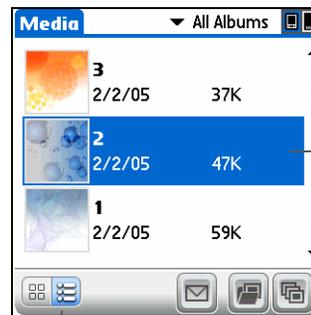
**3**

Select the photo or video you want to view. A video automatically starts playing when you select it.

**Thumbnail View**

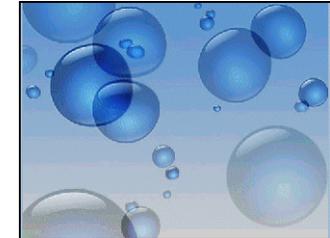
Select a photo or video to view

Thumbnail view

**List View**

Select a photo or video to view

List view



↘ Continued

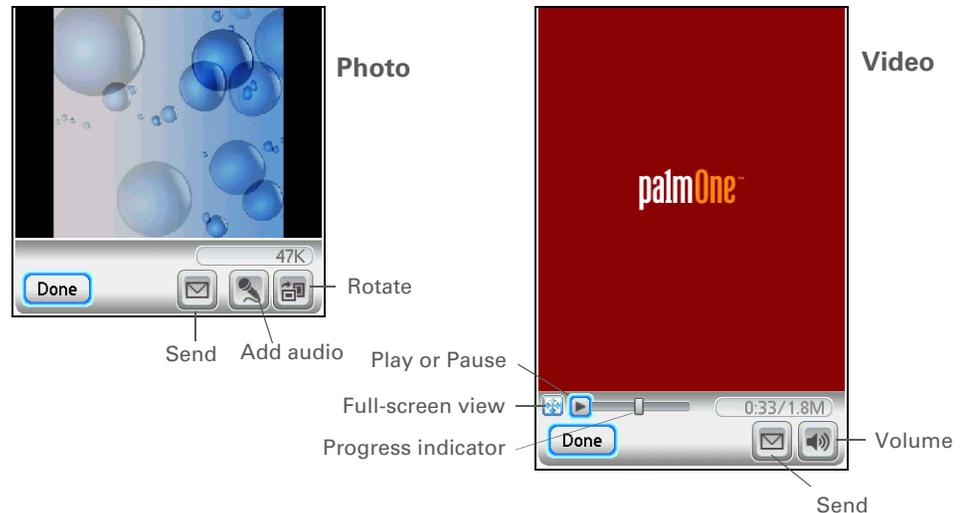
### + Did You Know?

When viewing a video, you can use your **navigator** controls. Press Up and Down to control the volume. Press and hold Left and Right to move the video forward and backward in 5-second increments. You can also press Left and Right to move to the previous or next media file.

## 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

### + Did You Know?

In a slide show, videos and **photo audio clips** 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:

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



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

**Audio** Add or remove audio. Play the **photo audio 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**

### + Did You Know?

When viewing a slide show, you can use your **navigator** controls. Press Up and Down to control the volume. Press Left and Right to move to the previous or next media file. When viewing a video, press and hold Left and Right to move the video forward and backward in 5-second increments.

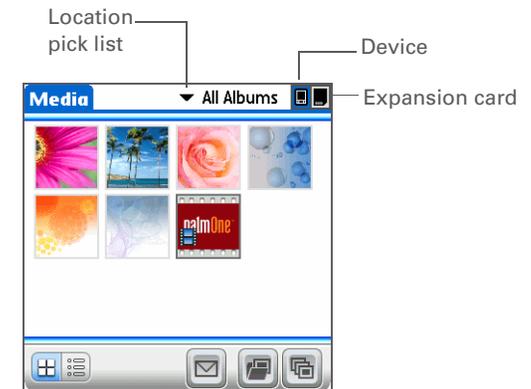
### + Did You Know?

Once you have **positioned a photo**, that position is shown in the slide show. This allows you to focus on sections of the photo you would like to highlight. This feature does not save the zoom setting.

## 3

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

- Select Device  or Expansion Card .
- 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:

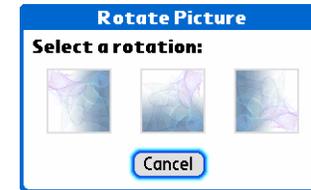
- a. Select Device  or Expansion Card .
- b. Select the Location pick list in the upper-right corner and select the location of the photo or video you want to view:
  - If the photo is in the Photos & Videos folder on your device's hard drive or on an expansion card, select the correct location from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

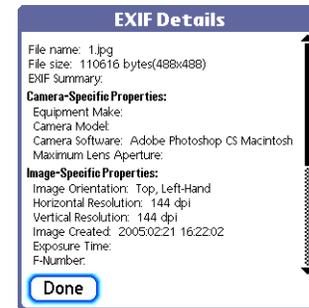
**Add notes** Select the Notes field and enter a note for the photo or video.

» **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.

+ **Did You Know?**

Albums are subfolders located only in the Photos & Videos special folder on the hard drive and in the DCIM special folder on an expansion card. Only first level subfolders in these special folders are recognized as albums.

## 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 Photos and Videos. 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.



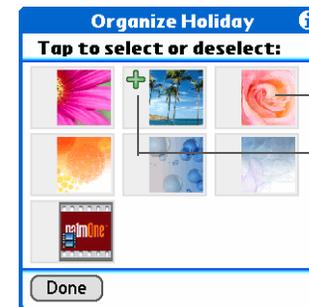
## 4

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

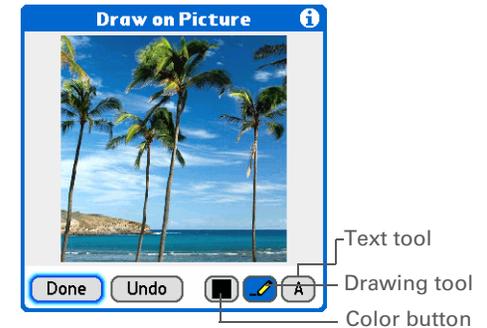
# 1

Press the Media  button.

# 2

Draw on a photo:

- a. In the Thumbnail or List View, select the photo you want.
- b. **Open the menus.**
- c. Select Draw on Picture from the Media menu.
- d. Draw on the photo using the following tools:



**Drawing tool** Draw anywhere on the photo using the stylus.

**Text tool** Enter text in the field. Tap anywhere on the screen to open a text field in a new location.

**Color button** Select a drawing color.

- e. Select Done.

↘ Continued

## 3

Select one of the following to save or reject changes:

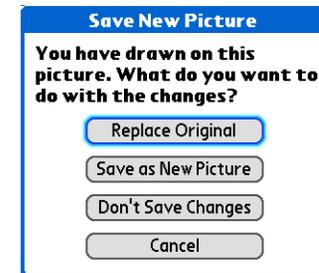
**Replace Original** Saves the photo with the drawing in place of the original photo with no drawing; the original photo is lost.

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

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

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

↓ Done



**+ Did You Know?**  
When viewing a photo that has audio, you can tap the microphone

## Adding audio to a photo

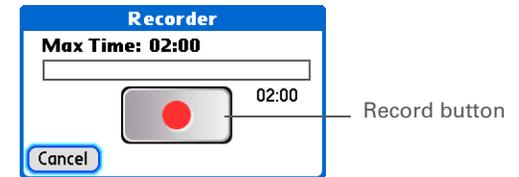
**1** Press the Media  button.

**2** Access the photo controls:

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

**3** Add sound to a photo:

- Select the Audio  button.
- Select the Record button to begin recording.
- Select the Stop Recording button to stop and close the Record dialog box.
- Select Done.

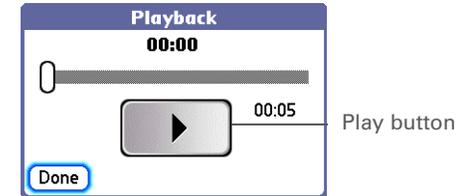


 Continued

**4**

Listen to the sound clip:

- When the photo controls are available, select the Audio  button and select the Play button to listen to the audio clip.
- When the photo controls are not available, tap the Play icon located in the photo.

**5** 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.

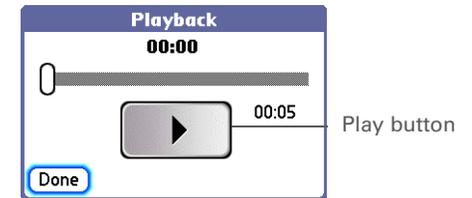
- 1** Press the Media  button.
- 2** Select a photo or video to copy:
  - a. Select Device  or Expansion Card .
  - b. Select the Location pick list in the upper-right corner and select the location of the photos or videos you want to copy.
  - c. Select the photo or video.
- 3** Copy the photo:
  - 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

## 4

Listen to the sound clip:

- When the photo controls are available, select the Audio  button and select the Play button to listen to the audio clip.
- When the photo controls are not available, tap the Play icon located in the photo.



## 5

Select Done.

 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 **Wi-Fi** and **Bluetooth**® wireless technology to wirelessly send photos and videos to other Wi-Fi and 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

**VersaMail**

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?**

You can disable the camera card auto-detect feature by **opening the menu** and selecting **Disable auto-detect** under the **Options** menu.

**+ Did You Know?**

(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

## 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.

You can copy your photos and videos to your computer or your device. 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.

Albums are subfolders located only in the Photos & Videos special folder on the hard drive and in the DCIM special folder on an expansion card. Only first level subfolders in these special folders are recognized as albums.

When you copy your media from your camera card using Camera Companion, the media is copied to the DCIM folder on the hard drive. Since this is not a special folder, no albums can be created in the folder. To access the media, you need to browse to the subfolders where the pictures are located. If you want to add media from the DCIM folder to an album, you must use Files to copy the media to a subfolder in the Photos & Videos special folder.

**1**

**Insert your digital camera card into your device.**

**2**

Open Camera Companion:

- If auto-detect is enabled, the application automatically opens.
- If auto-detect is disabled, **go to Favorites** and select Camera Companion .

↘ **Continued**

\* **Tip**

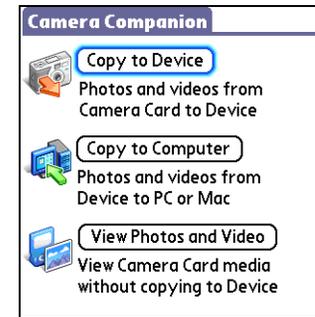
Always format your camera cards on your camera. Your device can read SD and MMC cards formatted by your camera. However, your camera may be unable to read cards formatted by your device.

**3**

Select the copy location:

**Copy to Device** Copies the photos and videos from the DCIM (Digital Camera Image) folder on your camera card to the DCIM folder 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.

**4**

**[ & ] 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.

**5**

**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.

+ **Did You Know?**  
Some cameras use a video format that cannot be viewed on your device. You can store the video file on your device until you are able to transfer the file to your desktop computer where you can view the video.

## 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.**

2

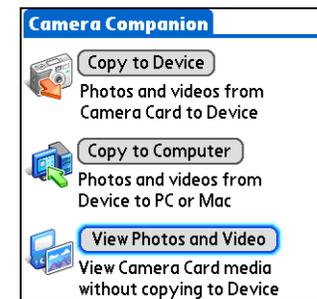
Open Camera Companion:

- If auto-detect is enabled, the application automatically opens.
- If auto-detect is disabled, **go to Favorites** and select Camera Companion .

3

Select View Photos and Video.

➤ Continued



**4**

View your media:

- a. Select the folder where the photos and videos are located.
- b. 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

**VersaMail**

Sending photos and videos as attachments to email messages

# Listening to Music

## In this chapter

[Transferring MP3 files to your device using Rhapsody](#)

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

[Playing music on your device](#)

[Managing playlists](#)

[Customizing your player](#)

[Working with Rhapsody on your computer](#)

[Related topics](#)

Are you tired of listening to small talk during that long commute on the bus or train? Do you need something smaller than a CD player when you're out for a walk or at the gym? There is no need to buy an expensive MP3 player. 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) Perform the following:

- Install 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 Rhapsody installed on your computer. The version on the CD contains all of the components needed to transfer music files to your device.
- After you install the software, you must **synchronize** your device with your computer in order for Rhapsody to recognize your device.

## Setting up Rhapsody for MP3

Rhapsody settings must be changed to support MP3 to be compatible with Pocket Tunes.

### WINDOWS ONLY

# 1

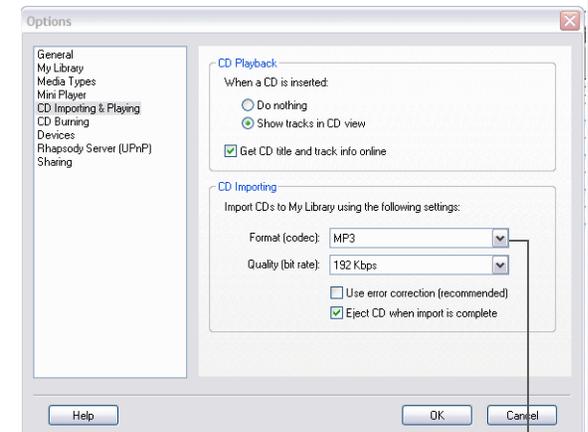
Prepare your computer and your device:

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

# 2

Set Rhapsody format setting on your computer:

- Open the Rhapsody application on your computer.
- Click Tools, and then click Preferences.
- Click CD Importing & Playing.
- Click the Format (codec) pick list, and then select MP3.
- Click OK.



Select mp3



Done

You now have set up Rhapsody to import and play MP3 files.

[ ! ] **Before You Begin**  
(Windows only) You must set up **Rhapsody to support MP3 files**.

\* **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.

\* **Tip**  
The Star quick button opens the Pocket Tunes music application by default, but you can **customize it** to open any application you choose.

## Transferring MP3 files to your device using Rhapsody

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:

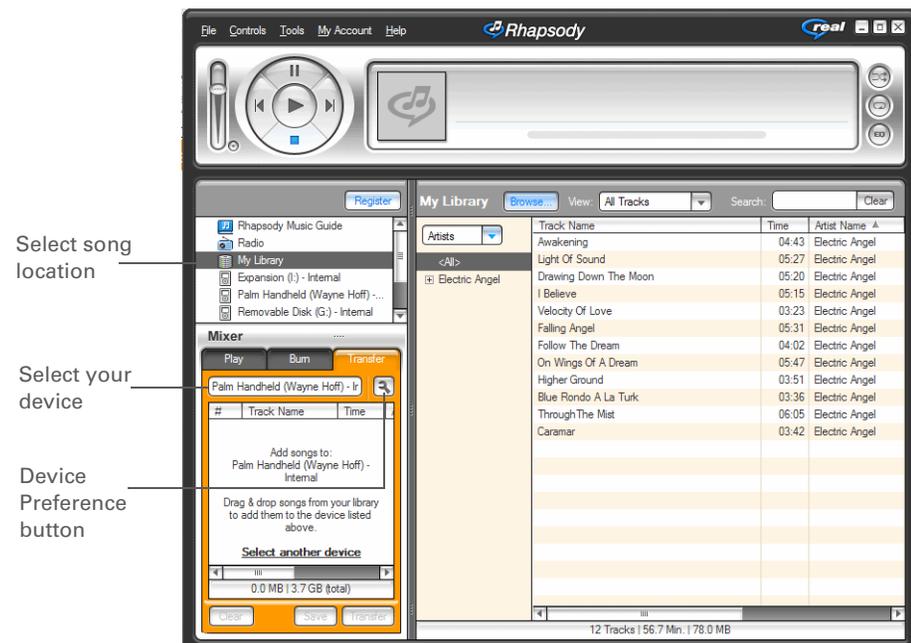
- a. **Connect your device and your computer to the USB sync cable.**
- b. **Go to Favorites** and select Music .

↘ **Continued**

## 2

Prepare Rhapsody on your computer:

- a. Open the Rhapsody application.
- b. Click the Transfer tab in the Mixer window.
- c. Click the Device Preferences  button and select your device from the pick list.
- d. Click the location, such as My Library, where the songs are stored on your computer.



➤ Continued

## 3

Transfer the files to your device:

- a. Drag the song files you want from the song location 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 sync button on your cable. Rhapsody is transferring the files, so there's no need to do anything.

↓ Done



**\* Tip**

You can also use a card reader accessory (sold separately) to transfer MP3 files from your computer to 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.

**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) You must set up [Rhapsody to support MP3 files](#).

## Transferring music from a CD to your device using Rhapsody

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

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

### WINDOWS ONLY

**1**

Access the music CD from Rhapsody on your computer:

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

↘ **Continued**

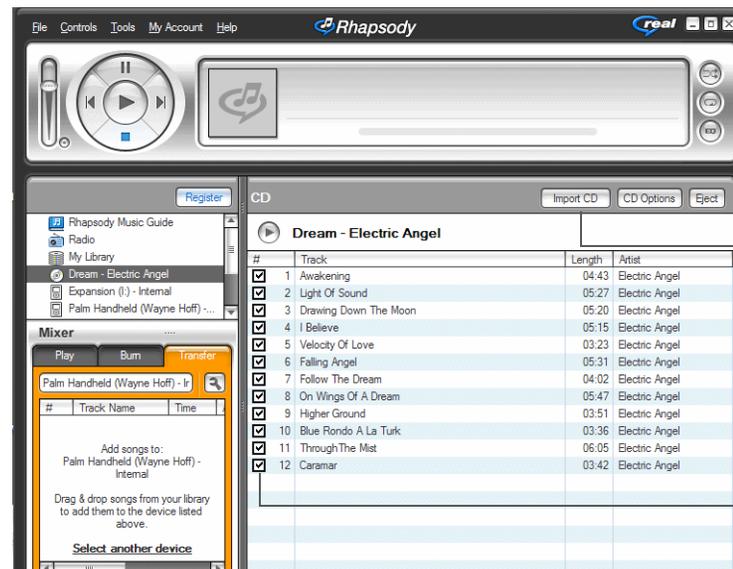
+ **Did You Know?**  
An interactive tutorial on the LifeDrive™ software installation CD guides you through adding music. Insert the CD and go to the My Music section of the tutorial and select Add music from a CD.

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

## 2

Transfer the songs you want to add to your library:

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



Import  
CD

Select  
titles

## 3

**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, subscription music, 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:

- a. **Open the menus.**
- b. Select Actions menu, and then select Manage Playlists.
- c. Select New.

↘ **Continued**



**+ Did You Know?**

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

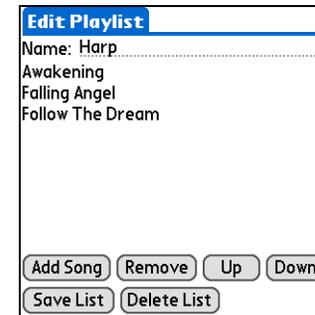
**\* Tip**

To add all the songs in an album to your playlist, select Add Song, select an album, and then select Select All.

**3**

Create a playlist:

- 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

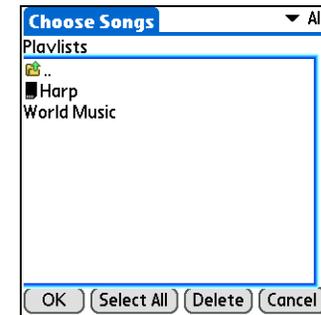
1

**Go to Favorites** and select Music 

2

Select a song from a playlist:

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



**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, and then select Manage Playlists.
- c. Highlight a playlist.
- d. Select Edit.

↘ **Continued**

**3**

Select Edit and do any of the following:

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

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

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

**4**

Select Save List.

↓ Done

## Deleting a playlist

**1**

**Go to Favorites** and select Music 

**2**

Open the playlist you want to delete:

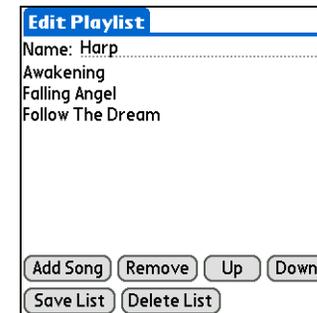
- a. **Open the menus.**
- b. Select Actions, and then select Manage Playlists.
- c. Select Edit.

**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.**

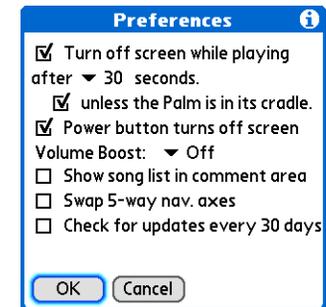
3

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.

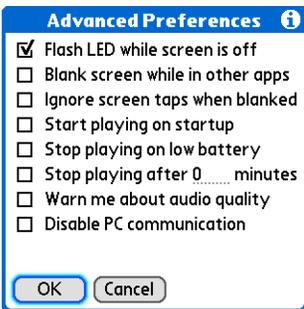
↓ Done

## 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. This feature is not available when viewing a **slideshow** in the Media application.  
  
**Bring up console with pen swipe** A pen swipe between the selected icons in the input area brings up the pTunes console.
- 4** Select OK.  
  
↓ Done

## 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.

<b>1</b>	<b><u>Go to Favorites</u></b> and select Music 
<b>2</b>	<b><u>Open the menus.</u></b>
<b>3</b>	Set the preference: a. Advanced Prefs b. Check the Flash LED while screen is off box. 
<b>4</b>	Select OK.  Done

## Working with Rhapsody on your computer

### **WINDOWS ONLY**

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

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

**Tips & Tricks**

Make your 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 Rhapsody 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 Rhapsody

# Managing Your Tasks

## In this chapter

[Creating a task](#)

[Organizing your tasks](#)

[Marking a task as 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.

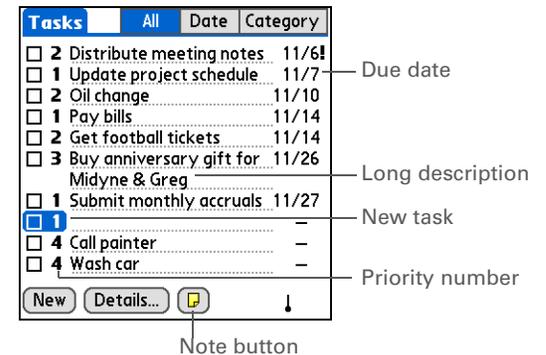
+ **Did You Know?**  
You can **organize your tasks** by filing them into categories. You can also **mark tasks as private** to hide them from prying eyes.

## Creating a task

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

**2** Create a task:

- Select New.
- 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 Tasks Preferences dialog box.

**+ Did You Know?**

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

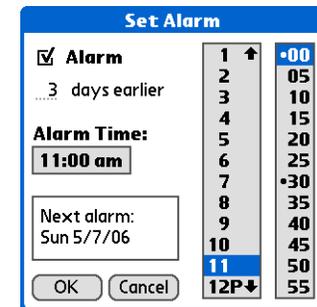
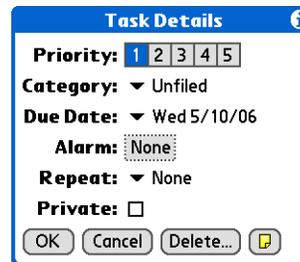
**Setting an alarm****1**

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.



↘ 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

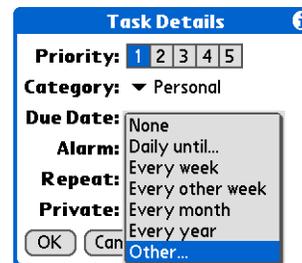
For tasks that don't fit neatly into the preset repeat intervals, you can set up your own repeat intervals. For example, enter tasks for paying a quarterly insurance bill or a credit card bill that is due every 28 days, or changing your smoke detector battery every six months.

**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:

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



↘ Continued

**\* Tip**

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

**4**

Set the repeat interval:

- a. Select Day, Week, Month, or Year as the repeat unit.
- b. Select Fixed Schedule to base the due date on the due date of the current task, or select After Completed to base the due date on the date you complete this task. With this option if you complete this task early or late, the due date for the next task adjusts accordingly.
- c. Select the Every line and enter the frequency at which the task repeats.
- d. Select the End on pick list and select an end date, if needed.
- e. If you selected Fixed Schedule in step b and Week in step a, select the day of the week the task repeats. If you selected Fixed Schedule in step b and Month in step a, select Day to select the week within the month, such as the 4th Thursday, or select Date to select the same date within the month, such as the 15th.
- f. Select OK.

↓ Done

- + **Did You Know?**  
Overdue tasks have an exclamation point (!) next to the due date.
  
- \* **Tip**  
Your Tasks Preferences settings control which tasks appear in the Tasks list, such as completed or due tasks. To change these settings, [open the Options menu](#) and select Preferences.
  
- \* **Tip**  
Create a new category for tasks by selecting Edit Categories in the Category pick list.

## Organizing your tasks

Sometimes you want to look at all the things you need to do, while at other times you want to see only certain types of tasks.

1

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 corner of the screen to select Due Today, Last 7 Days, Next 7 Days, or Past Due.

**Category** Displays tasks that are assigned to the selected category. Select the pick list in the upper-right corner to select a different category.

Tasks	All	Date	Category
<input type="checkbox"/> 2 Distribute meeting notes			11/6!
<input type="checkbox"/> 1 Update project schedule			11/7
<input type="checkbox"/> 2 Oil change			11/10
<input type="checkbox"/> 1 Pay bills			11/14
<input type="checkbox"/> 2 Get football tickets			11/14
<input type="checkbox"/> 3 Buy anniversary gift for Midyne & Greg			11/26
<input type="checkbox"/> 1 Submit monthly accruals			11/27
<input type="checkbox"/> 4 Call painter			-
<input type="checkbox"/> 4 Wash car			-

New Details... 

Tasks	All	Date	Category
<input type="checkbox"/> 2 Distribute meeting notes		Due Today - 1	
<input type="checkbox"/> 1 Update project schedule		Last 7 Days - 2	
<input type="checkbox"/> 2 Oil change		Next 7 Days - 3	
<input type="checkbox"/> 1 Pay bills		Past Due - 1	

New Details... 

Tasks	All	Date	Category
<input type="checkbox"/> 2 Distribute meeting notes			Business
<input type="checkbox"/> 1 Update project schedule			Personal
<input type="checkbox"/> 2 Oil change			Unfiled
<input type="checkbox"/> 1 Pay bills			Edit Categories...

New Details... 

↓ Done

**\* Tip**

You can set Tasks Preferences to record the date that you finish your tasks, and you can show or hide finished tasks. To change these settings, **open the Options menu** and select Preferences.

## Marking a task as complete

You can check off a task to indicate that you've completed it.

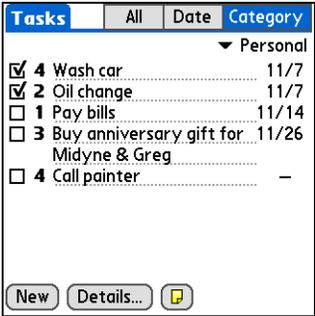
1

Tap the Tasks  icon in the input area.

2

Check the box on the left side of the task.

 Done



Tasks	All	Date	Category
▼ Personal			
<input checked="" type="checkbox"/> 4 Wash car		11/7	
<input checked="" type="checkbox"/> 2 Oil change		11/7	
<input type="checkbox"/> 1 Pay bills		11/14	
<input type="checkbox"/> 3 Buy anniversary gift for Midyne & Greg		11/26	
<input type="checkbox"/> 4 Call painter		-	

**NOTE** Palm® Desktop software and Microsoft Outlook handle completed repeating tasks differently. Palm Desktop software checks off all overdue instances of the task, and Microsoft Outlook checks off only the oldest instance of the task.

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

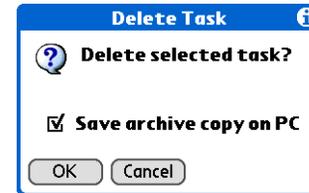
\* **Tip**  
If you save an archive copy of your deleted tasks, you can refer to them later by importing them.

## Deleting tasks

If a task is canceled, you can delete it from your Tasks list. When you delete a repeating task, you delete all instances of the task. You can also delete all your completed tasks.

### Deleting a specific task

<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

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

## Working with Tasks on your computer

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

- Learning about the parts of the Tasks window
- Entering, editing, and deleting tasks
- Creating repeating tasks
- Marking tasks as private
- Showing, masking, and hiding private tasks
- Assigning tasks to categories
- Printing your task list
- Selecting how to view tasks
- Sorting tasks by due date, priority level, or categories

### **WINDOWS ONLY**

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

### **MAC ONLY**

To open Tasks on your computer, double-click the Palm Desktop icon in the Palm folder, and then click To Dos.

**Tips & Tricks**

Make your 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 task private by turning on security options

**Categories**

Organizing tasks by type

**Common Questions**

Answers to frequently asked questions about Tasks

# Writing Memos

## In this chapter

[Creating a memo](#)

[Viewing and editing a memo](#)

[Moving 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.

## Creating a memo

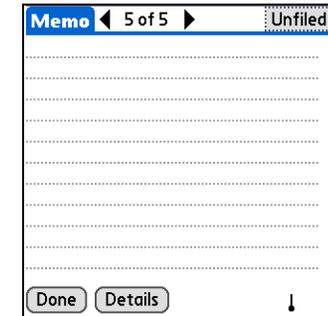
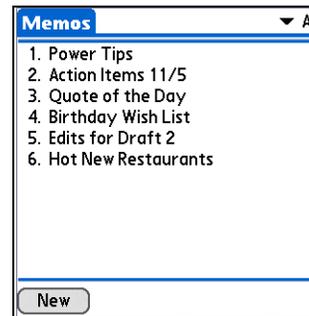
1

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

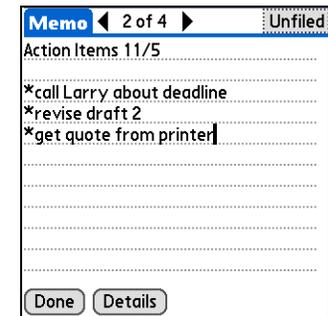
1

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.

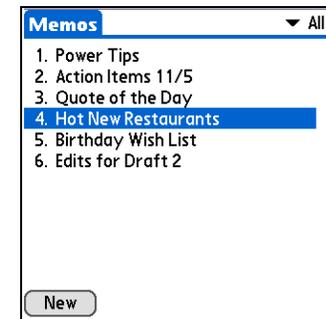
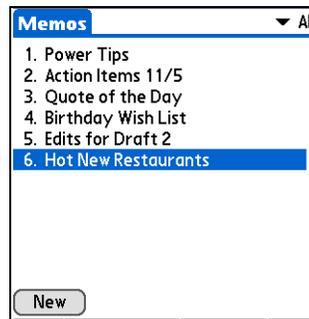
1

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:

- Locate the memo you want.
- Open the menus.**
- Select Delete Memo on the Record menu.

**3**

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

**4**

Select OK.

↓ Done

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

\* **Tip**  
You can copy the text of a memo and paste it into a new Word file in **Documents** on your 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 as private
- Showing, masking, and hiding private memos
- Printing memos
- Changing between the list and single memo views
- Adding a date and time stamp to a memo
- Organizing memos into categories
- Sorting memos
- Sharing memos

### WINDOWS ONLY

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

### MAC ONLY

To open Memos on your computer, launch Palm Desktop software from the Palm folder, and then select Memos.

**Tips & Tricks**

Make your 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/support](http://www.palmOne.com/support).

## Related topics

Click a link below to learn about these related topics:

**Moving Around**

- Opening applications
- Using menus

**Entering Information**

Adding a phone number or other contact information to a memo using Phone Lookup

**Categories**

Organizing memos by arranging them into categories and sorting them

**Privacy**

Keeping memos private by turning on security options

**Sharing**

- Beaming memos to other Palm Powered™ 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?**

Prevent others from viewing your notes by **marking them as private**.

## Creating a note

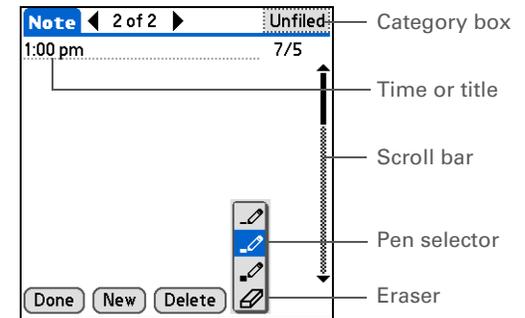
**1**

**Go to Applications** and select Note Pad .

**2**

Create a note:

- Use the stylus to write your note directly on the device screen.
- Select the time at the top of the screen and enter a title using **Graffiti® 2 writing** or the **onscreen keyboard**.

**3**

**[ & ] OPTIONAL** Assign the note to a category by selecting the Category box in the upper-right corner, and then selecting a category.

**4**

Select Done.

**Done**

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

## Choosing the pen and paper (background) colors

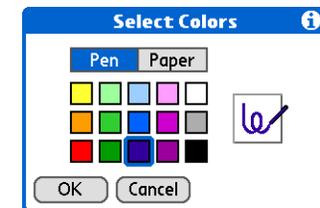
**1**

**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.

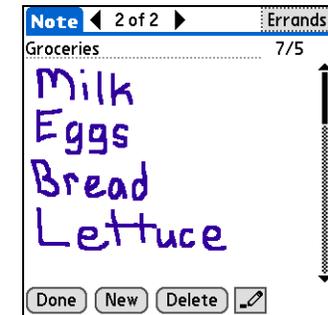
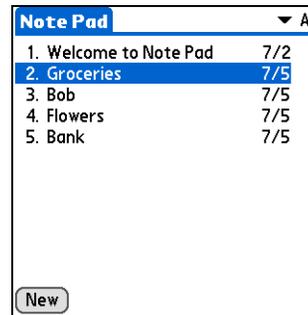
1

**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

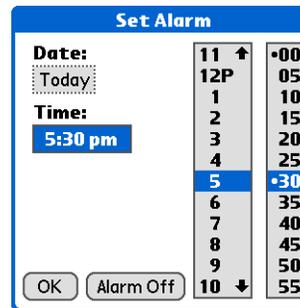
**\* Tip**

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.

## Viewing and editing a note

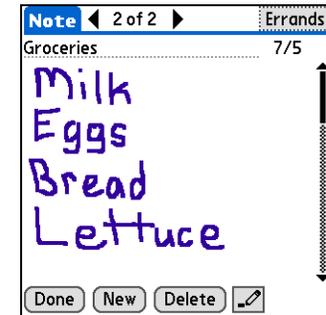
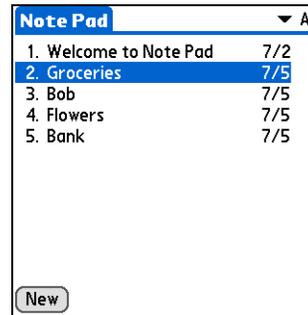
1

**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.

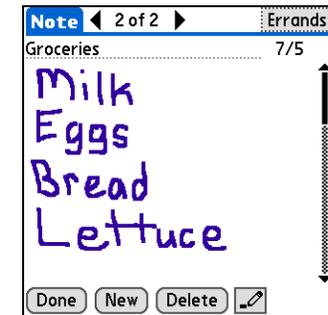
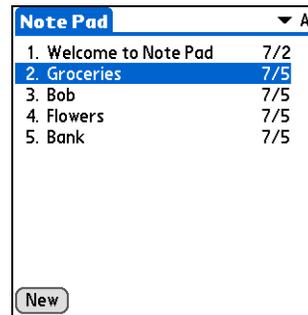
\* **Tip**  
Want to get rid of those deletion confirmation messages? **Open the Options menu**, select Preferences, and then uncheck the Confirm note delete box.

## 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 as private
- Showing, masking, and hiding private notes
- Printing notes
- Changing between the List and Preview views
- Sorting notes
- Sharing notes

### **WINDOWS ONLY**

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

### **MAC ONLY**

To open Note Pad on your computer, double-click the Note Pad icon in the Palm folder.

### Tips & Tricks

Make your 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 Note Pad

# Recording Voice Memos

## In this chapter

[Creating a voice memo](#)

[Listening to a voice memo](#)

[Setting an alarm for a voice memo](#)

[Storing voice memos](#)

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 email 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

\* **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 remembers the last storage location and stores all new memos to that location unless you change it. Tap the category pick list in the upper-right corner and select a category or a location.

## 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:

- Face your device and begin speaking. Continue holding the Voice Memo button while recording.
- 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.

↘ Continued

↓ Done That's it. Your device automatically saves the voice memo to the storage location set in the category pick list. If you are storing memos in program memory, make sure you have a current backup by synchronizing 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 .

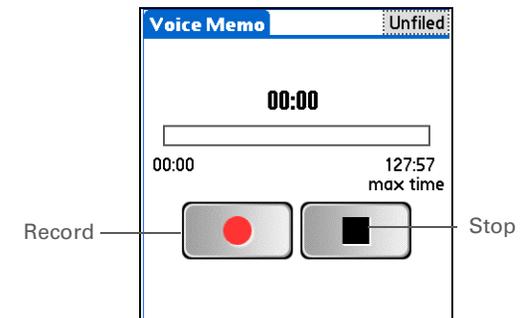
Alternately, you can press and quickly release the Voice Memo application button .

**2**

Record your voice memo:

- a. Select New.
- b. Select Record. A tone indicates that recording has started.
- c. 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.

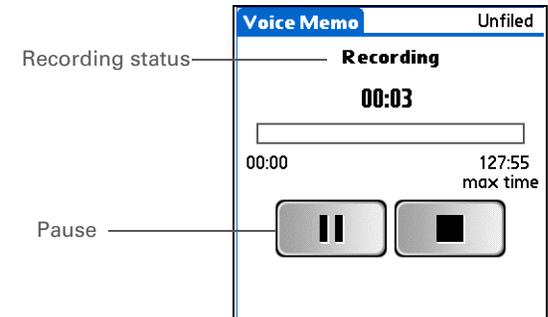
\* **Tip**  
You can organize your voice memos by storing them into categories, such as personal or marketing ideas.

## 3

Pause and restart recording:

- a. Select Pause to stop recording. A tone indicates that recording has paused.
- b. Select 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

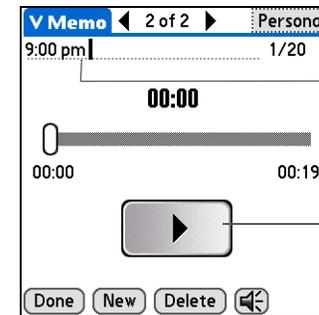
Select Stop. A tone sounds to indicate that recording has stopped.



↘ 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.



Select to select a category

Select the title line and enter a name

Play

6

**[ & ] OPTIONAL** Select the category pick list in the upper-right corner and select a category or a location.

7

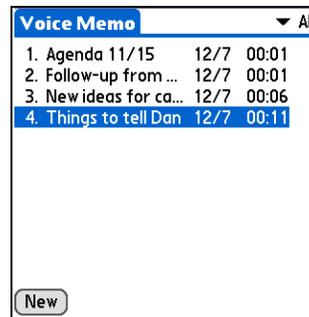
Select Done

↓ 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** Select the category pick list in the upper-right corner and select All, or a category or location where the memo is located.
  
- 3** In the Voice Memo list, select the voice memo title. The voice memo begins to play after a few seconds.

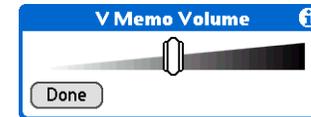


Continued

**4**

**[&] OPTIONAL** Set the volume level:

- a. Select the Speaker icon.
- b. Press Up or Down on the 5-way to adjust the volume.
- c. Select Done.

**5**

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.

## + Did You Know?

You cannot set an alarm if the memo is **stored on an expansion card or the internal drive**.

## 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

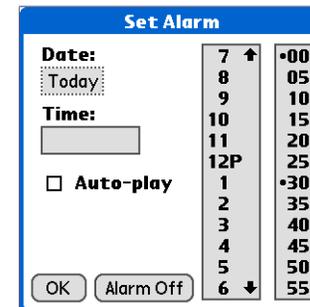
Open the Alarm dialog box:

- Open the menus**.
- Select Options, and then select Alarm.

4

Set the alarm:

- Select the Date box and select the year, month, and date you want the alarm to sound.
- Select the Time box and select the hour and minute you want the alarm to sound.



**Set Alarm**

**Date:** Today

**Time:**

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

Auto-play

OK Alarm Off

↘ Continued

**5**

**[ & ] OPTIONAL** Check the Auto-play box to automatically play the voice memo when the alarm goes off.

**6**

Select OK.

↓ Done

**[ ! ] Before You Begin**

If you are storing voice memos on an expansion card, you must have an **expansion card** inserted in your device's expansion card slot.

## Storing voice memos

By default, voice memos are stored in **program memory**. When you store memos in **categories** such as Unfiled, Business, or Personal, you are storing the memos in program memory. This means that you can view and listen to memos only in the Voice Memo application and you can **synchronize** the memos. You can also **mark memos as private** and **set alarms**.

You can change your voice memo storage location to the **internal drive** or an **expansion card**. When you store voice memos on the internal drive or 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. Also, you cannot mark voice memos as private or attach alarms.

You can still **beam memos** and **send memos** from any storage location.

Voice Memo remembers the last storage location and stores all new memos to that location unless you change it. You can configure your device to **always store voice memos on an expansion card** when one is present.

## Saving a voice memo to another location

You can change your voice memo storage location to program memory, the **internal drive**, or an expansion card. Storing your voice memos on an expansion card allows you to share voice memos with others.

**1**

**Go to Applications** and select Voice Memo .

**2**

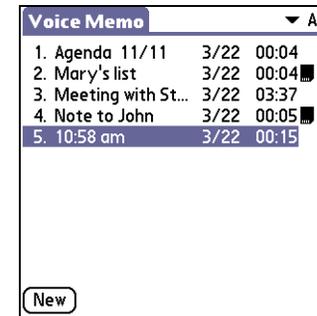
Highlight a voice memo.

↘ **Continued**

## 3

Select the category pick list in the upper-right corner and select a category or location:

- To store memos in your program memory, select a category or Unfiled.
- To store memos on your hard drive, select LifeDrive.
- To store memos on your expansion card, select the card name.



Category pick list

Icon indicates memo is stored on internal drive or expansion card

## 4

Select Done.

↓ Done

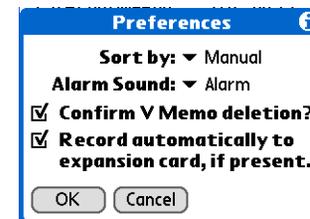
## Automatically storing all voice memos on an expansion card

**1** **Go to Applications** and select Voice Memo .

**2** Open the Alarm dialog box:

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

**3** Check the Record automatically to expansion card, if present box.



**4** Select 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

**VersaMail®**

Sending voice memos as attachments to email 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](#)

[Setting up a connection for Wi-Fi synchronization](#)

[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, computers, and printers 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 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 Wi-Fi access points for public networks, such as wireless cafés and city networks, you can use the networks to browse the Internet or to send and receive email. Some public networks require a subscription fee. Check with the public network provider for details.
- When you are in range of other Wi-Fi devices, such as printers or projectors, create a device-to-device network 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.



Wi-Fi  
control

### 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. If your computer is behind an Internet firewall, you may need VPN access information to connect.

**» 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

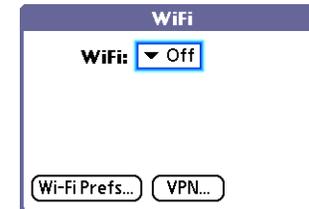
**1**

Tap Wi-Fi controls  on the status bar.

**2**

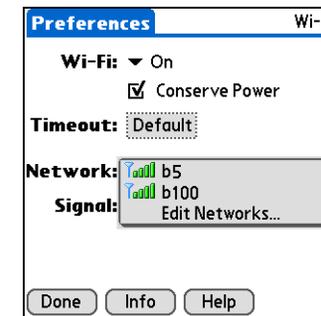
Select the Wi-Fi pick list, and then select On. Go to step 3.

If Wi-Fi is already on, select Scan. Go to step 4.

**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.

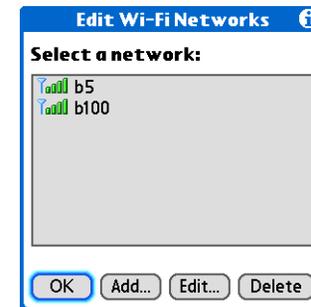


↘ **Continued**

## 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. Go to step 6.
- 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 the Security pick list, and then 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**



### + Did You Know?

64-bit WEP keys are commonly called 40-bit keys and 128-bit keys are commonly called 104-bit keys because the other 24 bits are automatically assigned.

### \* Tip

You can use a passphrase to generate the keys. If you have problems, ask your network administrator for the hex equivalent, and use that instead.

## 7

If you selected WEP in step 6, enter the WEP encryption information:

- a. Select the Key box.
- b. Select the Key Type pick list and select a key type:

**40-bit hex** Creates a 10-digit hexadecimal number.

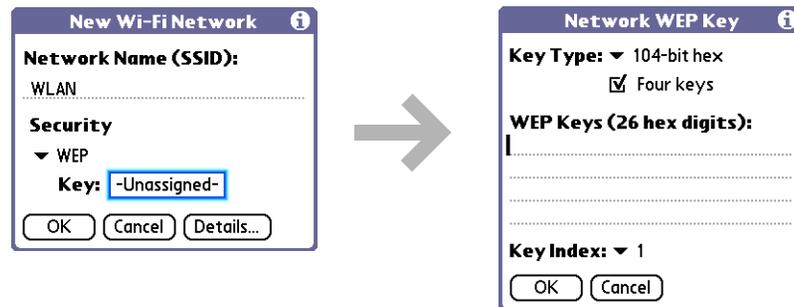
**40-bit ASCII** Creates a five-character string.

**40-bit passphrase** Creates a variable-length string.

**104-bit hex** Creates a 26-digit hexadecimal number.

**104-bit ASCII** Creates a 13-character string.

**104-bit passphrase** Creates a variable-length string.



↙ Continued

## » Key Term

**Key index**

Specifies which of the four keys to use at a given time. Some access points automatically broadcast their key index.

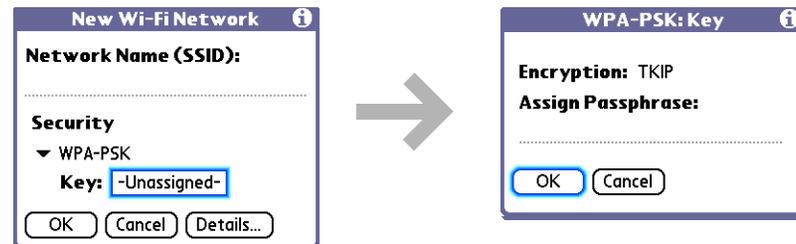
**Cont'd**

- c. If you want to enter more than one WEP key, or you want to generate four WEP keys from a passphrase, check the Four keys box.
- d. Enter the WEP key(s).
- e. If you checked the Four keys box, select an index number from the Key Index pick list.
- f. Select OK and go to step 9.

**8**

If you selected WPA-PSK in step 6:

- a. Select the Key box.
- b. Assign a passphrase.
- c. Select OK.

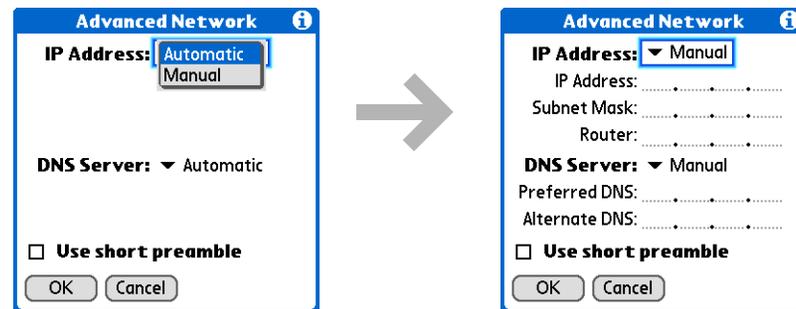


↘ Continued

## 9

**[ & ] OPTIONAL** Manually set your IP or DNS addresses:

- a. Select Details.
- b. Select the Connect to pick list, and then select Access Point (infrastructure).
- c. Select Advanced.
- d. Select the IP Address or DNS Server pick list, and then select Manual.
- e. Enter the IP address or DNS server information.
- f. If you want to use a preamble, check the Use short preamble box.
- g. Select OK.



## 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.

**[ ! ] Before You Begin**

You need to perform the following:

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

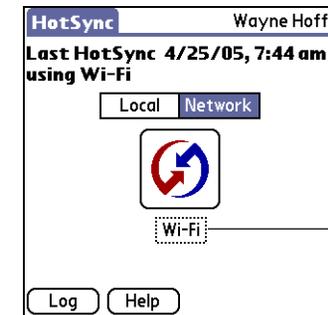
## Setting up a connection for Wi-Fi synchronization

**1**

**Go to Applications** and select HotSync .

**2**

Select Network.



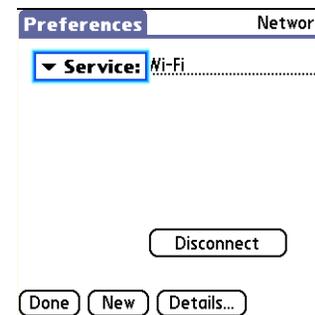
Network service box

**3**

Make sure the network service box is set to Wi-Fi.

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

- Tap the network service box.
- Select Wi-Fi from the Service pick list, and then select Done.



➤ Continued

\* **Tip**

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

+ **Did You Know?**

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

+ **Did You Know?**

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

4

Select HotSync  to synchronize your device with your computer.

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

5

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

- Click the HotSync Manager icon  on the taskbar in the lower-right corner of your computer screen.
- Select Network.

6

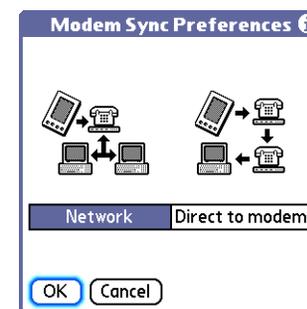
On your device, **go to Applications** and select HotSync .

7

Set the ModemSync preference:

- Open the menus.**
- Select ModemSync Prefs on the Options menu, and then select Network.

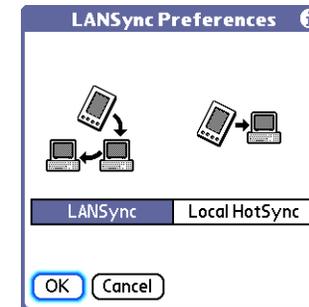
↘ **Continued**



8

Set the LANSync preferences:

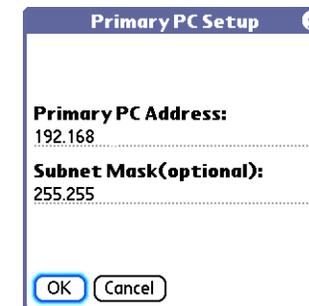
- a. **Open the menus.**
- b. Select LANSync Prefs on the Options menu, and then select LANSync.



9

Make sure your computer and device settings match:

- a. On your device, **open the menus.**
- b. Select Primary PC Setup on the Options menu.
- c. On your computer, click the HotSync Manager icon  on the taskbar in the lower-right corner of your computer screen.



↘ Continued

**Cont'd**

- d. Click Setup, and then click the Network tab.
- e. Click TCP/IP Settings.
- f. Make sure that the Primary PC Address and Subnet Mask settings match the settings on your device. If the settings don't match, change the settings on your device.

**10**

Select HotSync  to synchronize your device with your computer.

If your device still does not synchronize with your computer, go to step 11.

**11**

Delete Subnet Mask fields on your device:

- a. **Open the menus.**
- b. Select Primary PC Setup on the Options menu.
- c. Delete the entry in the Subnet Mask field.

**12**

Select HotSync  to synchronize your device with your computer.

If you still can't synchronize your device with your computer, contact your Wi-Fi system administrator for assistance. You can also check the support website at **[www.palmOne.com/support](http://www.palmOne.com/support)**.

↓ Done

**[ ! ] Before You Begin**

You need to perform the following:

- You must set up a **Wi-Fi network connection**.
- You must **set up an email account** on your device before you can send or receive email messages.

**\* Tip**

If Wi-Fi is already on, you can change to another network by tapping the Wi-Fi controls on the status bar, and then selecting Scan. Your device scans for available networks. Select the network you want to from the available networks list.

**\* Tip**

When you **enter a URL** in the web browser or select Get & Send in the **VersaMail® application**, a connection is automatically initiated with the last used service.

## 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.

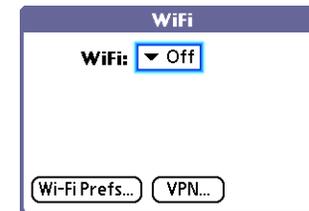
**1**

Open the **email application** or the **web browser**.

**2**

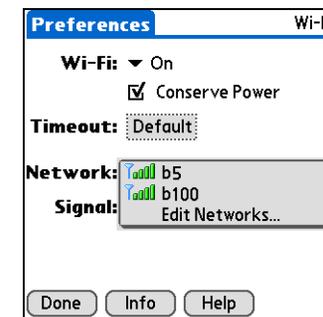
Select the Wi-Fi pick list, and then select On. Go to step 3.

If Wi-Fi is already on, select Scan. Go to step 4.

**3**

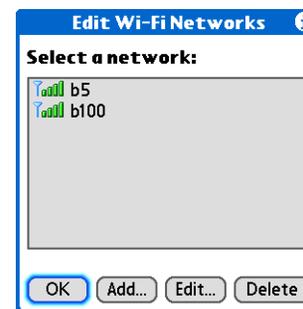
Select the Network pick list, then select the network. Wait for the connection to finish, and then select Done. You are now ready to **send and receive email messages** or to **browse the web**.

⌵ Continued



**4**

Select a network, and then select OK.

**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 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

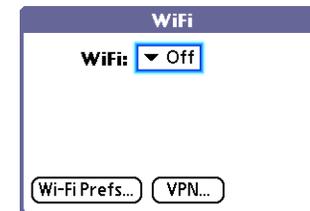
**1**

Tap the Wi-Fi controls  on the status bar.

**2**

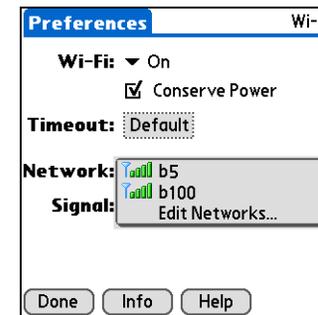
Select the Wi-Fi pick list, and then select On.

If Wi-Fi is already on, select Scan. Go to step 4.

**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

Select Add.



5

Add the network name or SSID.

➤ Continued



**6**

Select the Security pick list and then select a security option:

- If your network does not require any encryption settings, select None and go to step 8.
- If your network requires WEP encryption, select WEP and go to step 7.

➤ Continued



### + Did You Know?

64-bit WEP keys are commonly called 40-bit keys and 128-bit keys are commonly called 104-bit keys because the other 24 bits are automatically assigned.

### \* Tip

You can use a passphrase to generate the keys. If you have problems, ask your network administrator for the hex equivalent, and use that instead.

## 7

If you selected WEP in step 6, enter the WEP encryption information:

- a. Select the Key box.
- b. Select the Key Type pick list and select a key type:

**40-bit hex** Creates a 10-digit hexadecimal number.

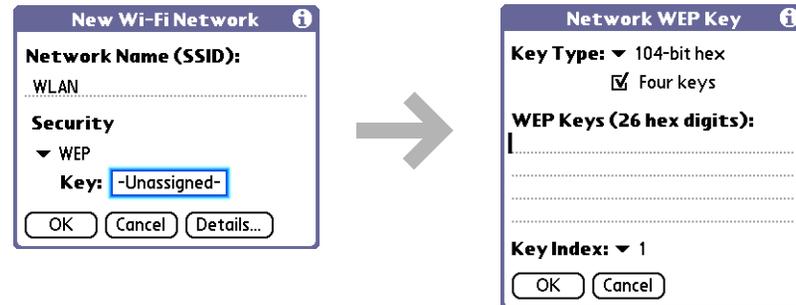
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**40-bit passphrase** Creates a variable-length string.

**104-bit hex** Creates a 26-digit hexadecimal number.

**104-bit ASCII** Creates a 13-character string.

**104-bit passphrase** Creates a variable-length string.



↘ Continued

## » Key Term

**Key index**

Specifies which of the four keys to use at a given time. Some access points automatically broadcast their key index.

**Cont'd**

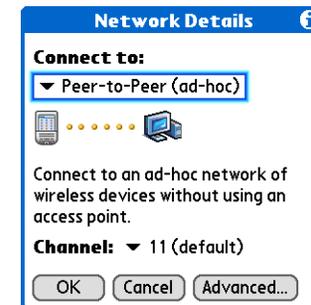
- c. If you want to enter more than one WEP key, or you want to generate four WEP keys from a passphrase, check the Four keys box.
- d. Enter the WEP key(s).
- e. If you checked the Four keys box, select an index number from the Key Index pick list.
- f. Select OK and go to step 9.

**8**

Set the connection:

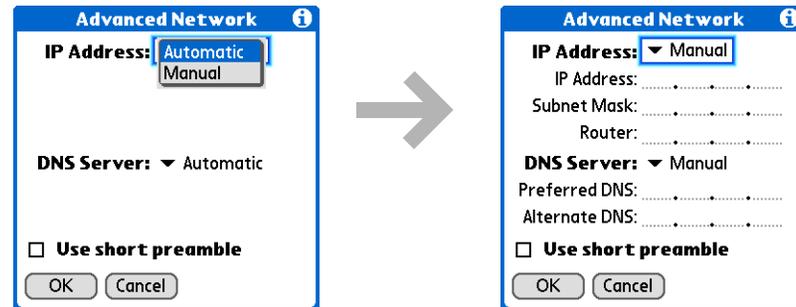
- a. Select Details.
- b. Select Peer-to-Peer (ad hoc) from the Connect to pick list.
- c. Select the channel number from the Channel pick list.

↘ Continued



**9****[ & ] OPTIONAL** Manually set your IP or DNS address:

- a. Select the IP Address or DNS Server pick list, and then select Manual.
- b. Enter the IP address or DNS server information.
- c. If you want to use a preamble, check the Use short preamble box.
- d. Select OK.

**10**

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 computer

**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 Bluetooth network](#)

[Creating trusted devices](#)

[Setting advanced Bluetooth features](#)

[Related topics](#)

Staying connected in the world means you have the latest wireless technology at your fingertips at all times. Now your 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.

With Bluetooth connections, you can share contacts or your favorite photos with other people. You choose who you share with by managing your wireless privacy through trusted connections to other devices, and setting levels of visibility.



## Benefits of your device's Bluetooth wireless technology

- Connect to your Bluetooth phone to send text or email messages or to access the web
- Reduce cable clutter by synchronizing wirelessly
- Connect to other devices to share files wirelessly

» **Key Term**  
**Bluetooth®** Technology that enables devices such as devices, 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. For a list of compatible phones, go to <http://www.palmOne.com/us/support/downloads/phonelink.html>.

**Reduce cable clutter by synchronizing wirelessly.** Imagine your desk and workstation without cable clutter. Bluetooth wireless technology on your 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? You can also find your way using a Bluetooth GPS navigator. Use the built-in Bluetooth wireless technology to set up connections to devices within approximately thirty feet of your 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 device 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.

## » Key Term

When the Bluetooth icon on the status bar is dimmed, **Bluetooth is off** and your device is not discoverable.

## Entering basic Bluetooth settings

1

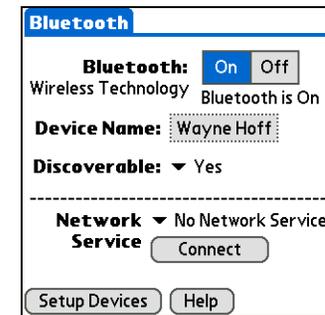
Tap Bluetooth controls  on the status bar.

2

Enter the basic Bluetooth settings:

- Select Prefs.
- 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 Prefs.
- b. Select Setup Devices.
- c. Select Phone Setup.
- d. Select Phone Connection.
- e. Select Next.



↘ Continued

**\* Tip**

If you receive a message that your phone is not ready to accept a connection, check to make sure that your phone is prepared to make a Bluetooth connection. See the instructions included with your phone.

**3**

Select the phone you want to connect to:

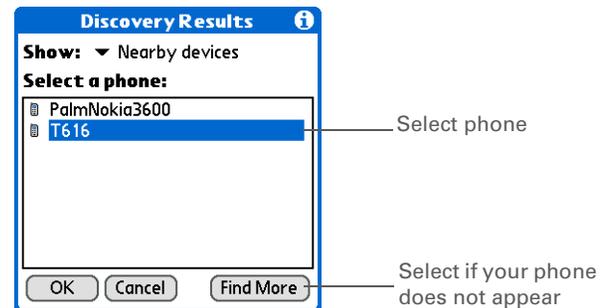
- a. Select the Manufacturer and Model pick lists, select the correct entries for your phone, and then select Next.

If the phone does not appear on the list, check for phone compatibility at <http://www.palmOne.com/us/support/downloads/phonelink.html>.

- b. The Discovery Results displays all Bluetooth phones within range. Select the phone you want, select OK, and then select Next.

If your phone is not listed in the discovery results, check whether your phone is **discoverable** using Bluetooth wireless technology. Select Find More to search again.

**NOTE** Not all features are available if your specific phone model is not in the pick list.



➤ Continued

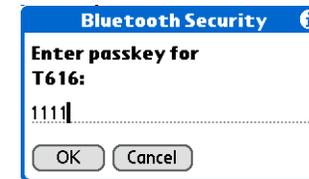
## » Key Term

**Passkey** Like a password, the passkey is a security measure. Connections can happen only between your 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.

Select OK, and then select Done to finish phone connection setup.

5

Do one of the following:

- Select Yes to begin network setup. Go to step 6.
- Select No to use your phone connection only to **dial phone numbers from your device** or **send text messages**. You cannot use the phone connection to access the Internet or send email. You are done with this procedure.



↘ 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.

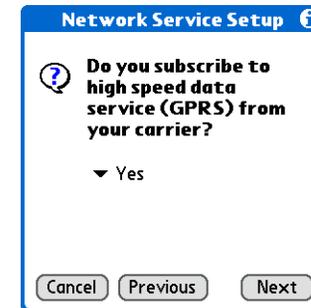
## \* Tip

Contact your ISP (for example, AOL or Earthlink) if you are not sure about one or more of the items to enter in step 7.

6

Begin network setup:

- Select Yes, and then select Next. Go to step 7.
- If you select No, and then select Next. Go to step 8.



7

Select the service area and carrier:

- Select the pick lists and select the correct information for your cellular carrier.
- Select Next, and then select Done.



➤ Continued

**8**

If you selected No in step 6, enter your dial-up information:

- 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.**

[!] **Before You Begin**  
You must perform the following:

- Set up a **Bluetooth phone connection with network service**.
- **set up an email account** on your device before you can send or receive email messages.

\* **Tip**  
You can select Bluetooth controls on the status bar to quickly check Bluetooth status and make a connection from any application on your 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.

**1**

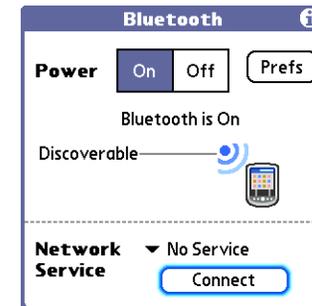
Open the **email application** or the **web browser**.

**2**

Verify Bluetooth status:

- Tap 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 & Send in the **VersaMail® application**, a connection is automatically initiated with the last used service.

## 3

Connect to your phone:

- a. Select the Network Service pick list and select the service that you want to use to connect to the Internet. If you **set up a phone connection**, the name of the service you configured is listed.
- b. Select Connect.



Done

You are now ready to **send and receive email messages or to browse the web.**

\* **Tip**  
After the first time you set up a connection and wirelessly synchronize 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

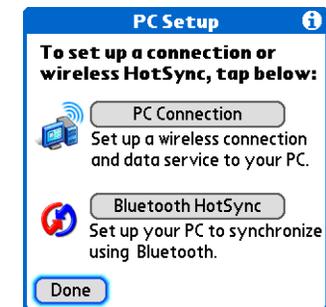
**1**

Tap Bluetooth controls  on the status bar.

**2**

Open the PC Setup wizard:

- a. Select Prefs.
- b. Select Setup Devices.
- c. Select PC Setup.
- d. Select Bluetooth HotSync.
- 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 onscreen instructions for steps 1–3, selecting Next after each step.
- b. Select Launch HotSync® Manager in step 4.
- c. Select HotSync  to synchronize your device with your computer.

 **Done**

Now you can easily synchronize your device with your computer wirelessly.

## MAC ONLY

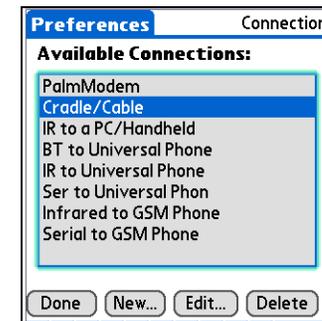
1

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

2

Open the Edit Connection screen:

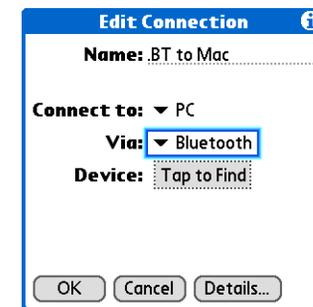
- a. From the Communications Preferences list, select Connection.
- b. Select New.



3

Set up the connection to your computer:

- a. Enter a name for the connection, such as BT to Mac.
- b. Select the Connect to pick list and select PC.
- c. Select the Via pick list and select Bluetooth.



↘ Continued

**\* Tip**

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

**4**

Select the computer:

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

**5**

**[ & ] OPTIONAL** If prompted, enter a passkey:

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

**[ ! ] IMPORTANT** You must enter the same passkey on your device and your computer in order to wirelessly synchronize 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 then select the connection you created in step 3 from the pick list.
- c. Select HotSync .

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

**[ ! ] Before You Begin**

You must get the passkey, username, and password for the LAN from the system administrator.

**» Key Term**

**LAN** Acronym for *local area network*. LAN refers to a local network that connects computers located in your home or business.

## Setting up a connection to a Bluetooth network

**1**

Tap Bluetooth controls  on the status bar.

**2**

Open the PC Setup wizard:

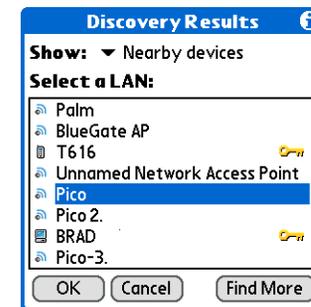
- Select Prefs.
- Select Setup Devices.
- Select LAN Setup.
- Select Next.

**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 Bluetooth controls  on the status bar.

**2** Begin the discovery process:

- Select Prefs.
- Select Setup Devices.
- Select Trusted Devices.
- Select Add Device.
- Select Trusted Devices to begin the discovery process. The Discovery icon  appears to indicate that the discovery process is active.

**3** Select the device you want to add as a trusted device, and then select OK.

If the device you want to add does not appear on the discovery results list, select Find More to search again.

↘ **Continued**



**\* Tip**

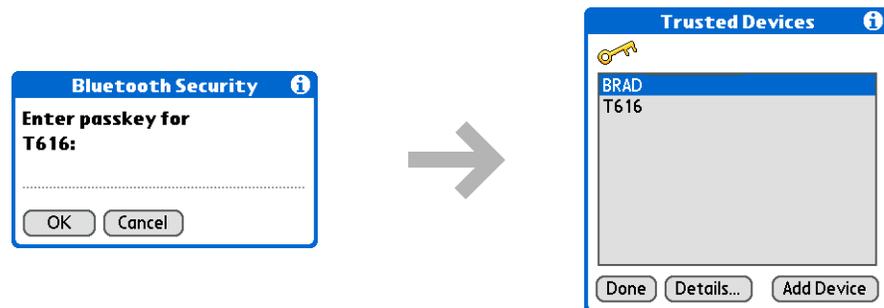
You can delete a trusted device or view the details about a trusted device, such as the device address and your most recent connection. In Bluetooth Manager, select Setup Devices, and then select Trusted Devices. Select the appropriate device and select Details.

**4**

Enter the same **passkey** on your 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 Bluetooth controls  on the status bar.

**2**

**Open the menus.**

**3**

Select Options, and then select Disable device name cache.

The selection on the Options menu toggles to Enable device name cache. This indicates that the cache is disabled.

 Done

## Allowing your 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 Bluetooth controls  on the status bar.

**2**

**Open the menus.**

**3**

Select Options, and then select Allow wakeup.

The selection on the Options menu toggles to Do not allow wakeup indicating that Allow Wakeup is enabled.

**[ ! ] IMPORTANT** Enabling the Allow Wakeup setting uses battery power even when your 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 computer

**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](#)

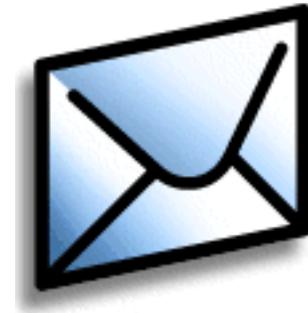
[Advanced VersaMail application features](#)

[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 create Microsoft Word or Excel files and send them to your colleagues. You can also receive attachments to view and edit at your convenience. If your corporate mail system uses Microsoft Exchange Server 2003, you may be able to set up an account that uses Microsoft Exchange ActiveSync® on your device.



## Benefits

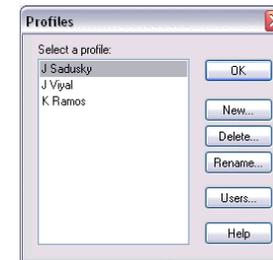
- Access email on the go
- Send and receive photos, sound files, Word and Excel files, and more
- Save messages from your computer to view at a convenient time

## 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)

**N 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.

**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.

The **Enterprise Software link** on 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 Connect VPN.

**NOTE** If your corporate mail system uses Microsoft Exchange Server 2003, you may be able to set up an account that uses Microsoft Exchange ActiveSync® on your device. For more information, see **Working with Microsoft Exchange ActiveSync**.

## Connecting to a VPN

After you set up a VPN, you need to connect to it in order to retrieve email messages from your corporate mail server. You may need to connect to the VPN each time you open 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** to transfer 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 you are using a less common provider.
- For either a new or an existing account on a Windows or Mac computer, 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 on a Windows computer in one of two ways:

- During software CD installation, select the option to set up your email software on the final installation screen.
- From the Start menu, select Programs, navigate to the 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:

- In the Name this account field, enter a descriptive name or use the one shown.
- In the Enter your Password field, enter your email account password.
- 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

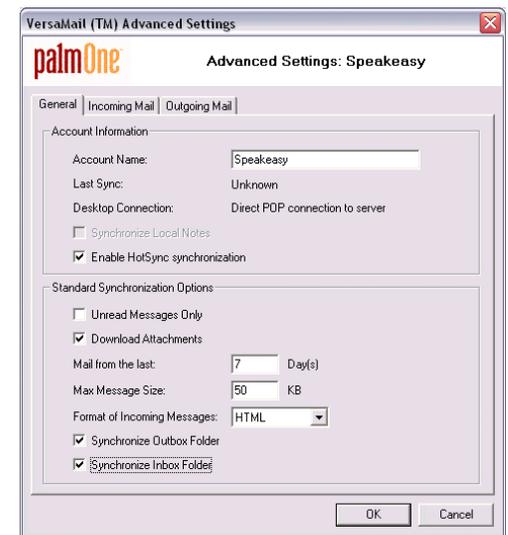
Click the General tab and verify or edit any of the following settings:

**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.

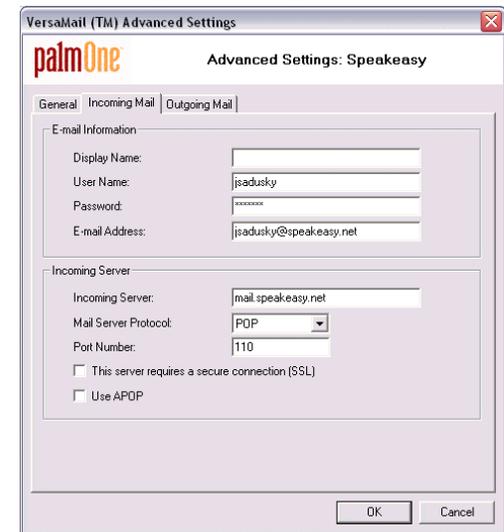
**Password** Enter your email account password.

**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**

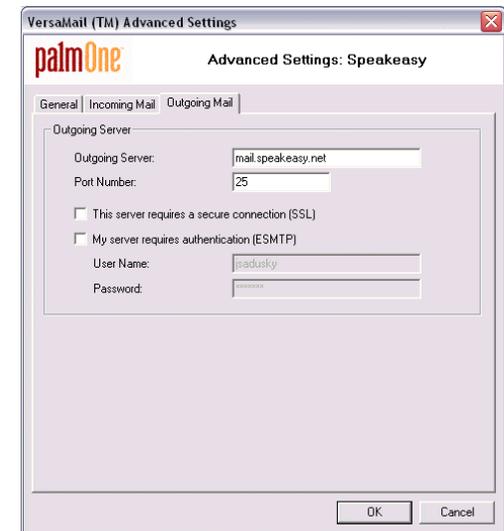
Click the Outgoing Mail tab and verify or edit any of the following settings:

**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

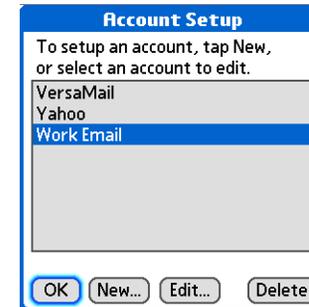
**Go to Favorites** and select VersaMail .

2

Open the Account Setup screen:

- a. **Open the menus.**
- b. Select Accounts, and then select Account Setup.
- c. 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**

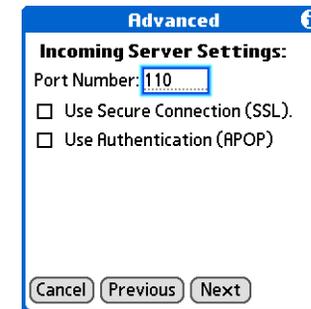
Check with your email provider or your system administrator for any incoming or outgoing mail settings you do not know. Also check to see if your account uses SSL, APOP, or ESMTP, or whether you need to change the default port number.

**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® 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.

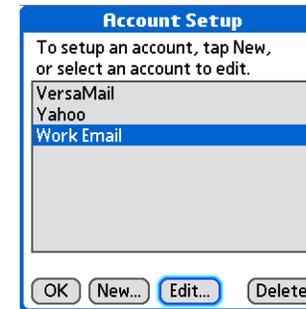
↓ **Done**

## 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

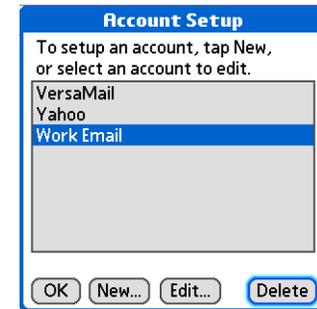
When you delete an account in the VersaMail application, the account is removed from your device. The account still exists on the server, however. For example, deleting your Yahoo! account from the VersaMail application deletes the account only from your device. Your email account still exists at Yahoo.com.

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.

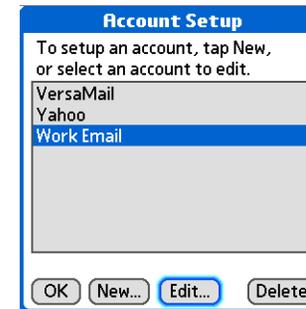
## Adding ESMTP to an account

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 .

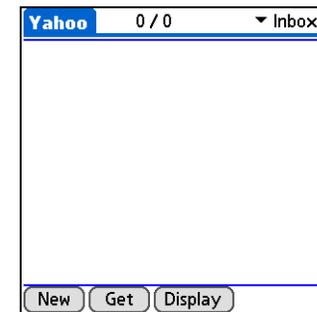
2

**[ & ] 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**

**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

**NOTE** Some email service providers, such as CompuServe and AOL, do not support the Auto Sync feature. Check with your provider to see if Auto Sync is supported.

You can set up 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.

**+ 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.

## Scheduling Auto Sync

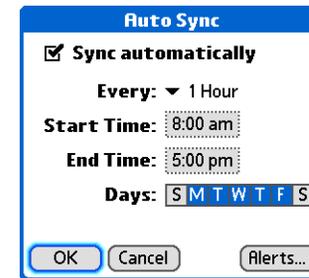
You can set up different schedules for each of your email accounts, but you can set up only one schedule for each account. For example, if you set up a schedule to get mail on weekdays for your Yahoo! account, you can't set up a separate schedule for weekends for that account.

Auto Sync may not work with your specific **VPN connection**. It also doesn't work if your security preferences include encrypting databases on 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.



➤ **Continued**

**\* 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.

**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.

**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.

+ **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.

**Reminders screen** If Auto Sync discovers and downloads new messages for an email account, a notification appears on the **Reminders screen**, telling you the account name and the number of new messages. If Auto Sync is scheduled for more than one account, a separate notification appears for each account.

## Setting alert options

You can choose an alert—such as a bird, a phone, or an alarm—to let you know when new email arrives.

# 1

Open the Alerts screen:

- a. From the Inbox or another folder, **open the menus**.
- b. Select Options, and then select Preferences.
- c. Select Auto Sync, and then select Alerts.



↘ Continued

**+ Did You Know?**

If you are viewing the Inbox and 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?

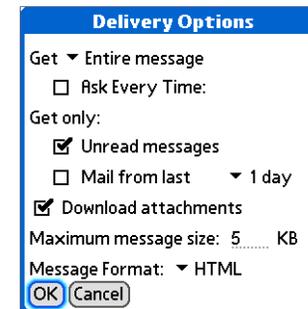
The POP protocol does not support retrieval of unread mail only from the server. If you have a POP email account, the VersaMail application downloads all messages from the server regardless of whether you have read them (for example, on your desktop or on the web).

## 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.

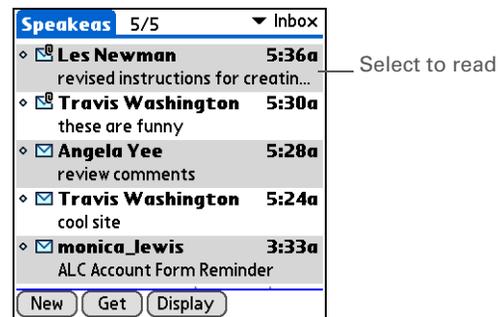
\* **Tip**  
Highlight a message and press Right on the 5-way to open a menu of message commands such as Forward, Reply, and Delete.

\* **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.

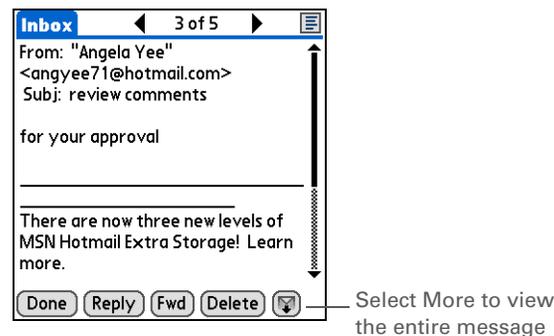
## Reading email messages

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

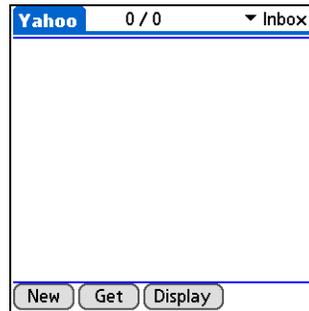
**1**

**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**

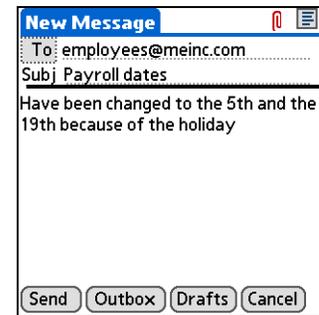
## \* Tip

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**

You can also type the first initial and last name of the person you want. Smart Addressing displays any entries matching the initial and last name.

\* **Tip**

Tap the email header icon in the upper-right corner of the screen to display the cc: and bcc: fields.

## Entering an address using Smart Addressing

Smart Addressing completes a recognized email address.

- 1** On the New Message screen, navigate to or tap in the To field.
- 2** Start entering the person's name. Smart Addressing displays matching names and email addresses from Contacts.



The screenshot shows a 'New Message' dialog box. The 'To:' field is active, and a dropdown menu is open, showing two suggestions: 'Joanna.Kwan <jkwan@jkwan.net>' and 'Joe Sadusky <joe@jmswordsmith.co...>'. The 'Email header' icon is in the top right corner. At the bottom, 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.

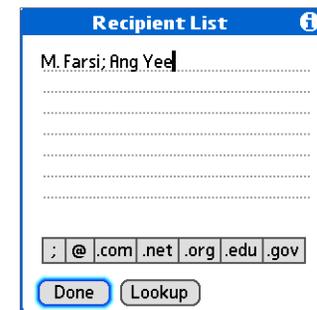
# 2

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:

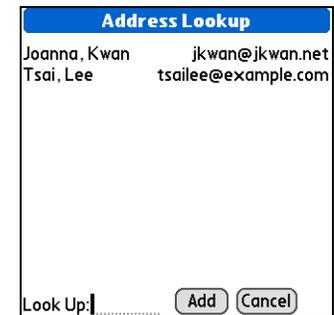
- a. On the New Message screen, select the word To.
- b. On the Recipient List screen, select Lookup.

**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



## 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

### + Did You Know?

Send retry doesn't work for **VPN** connections, or for accounts for which your ISP requires you to log in to the mail server before sending mail. It also doesn't work if you have **configured the security preferences** on your device to encrypt databases on the device.

### \* Tip

Select the notification to view a detailed error message. Viewing the error message deletes the notification from the Reminders screen.

## Send retry

If a send attempt fails for any reason after you select Send (for example, your device is out of range, or the application cannot connect to the mail server), you can choose to have the application move the message to the Outbox and keep trying to send the message every 30 minutes, a maximum of three times.

If you put a message in the Outbox, you must select Send to send the message on the first try. The VersaMail application attempts automatic send retry only after the first send attempt fails. Keep in mind the following regarding automatic send retry:

- Automatic send retry occurs only if you select Send to send the message manually. It doesn't work if you select Get & Send.
- To select automatic send retry, select Yes in the dialog box notifying you that manual send has failed.
- If automatic send retry succeeds, the message is moved to the Sent folder.
- If automatic send retry fails after the third try, you must send the message manually.

## Send retry notifications

If automatic send retry fails after the third try, a notification appears on the **Reminders screen**. Send retry notification features include the following:

- A broken envelope icon  shows that automatic send retry has failed. A separate notification appears for each email account.
- You can choose to **disable notifications** for send retry failures.
- The Reminders screen shows only the most recent notification for an email account, no matter how many automatic send retries have been attempted for that account.

**\* Tip**

If you **perform a soft reset** or **synchronize** during a send retry, the retry is canceled. You must manually send any messages in the Outbox.

## Modifying messages in the Outbox

A message in the Outbox waiting for the next automatic send retry can be edited, moved, or deleted. However, if you edit the message, you must manually send the message. If the manual send fails, you can choose to store the message in the Outbox to wait for the next automatic send retry.

During automatic send retry, any message that the VersaMail application is trying to send is in a locked state. You cannot edit, move, or delete these messages. If you try to modify a message in the locked state, an error message appears.

If a send retry fails after the third try, the message is stored in the Outbox in the error state. You can send the message again manually, or edit, move, or delete the message. However, if you edit the message, you must send the message manually. If the manual send fails, you can choose to store the message in the Outbox to wait for the next automatic send retry.

## Outbox icons in the VersaMail applications

The icons to the left of a message in the Outbox show the message's status.

 Message is waiting either to be manually sent or to be sent during the next send retry. You can edit, move, or delete a message in this state.

 Send retry is currently in process; you cannot edit, move, or delete a message in this state.

 Third automatic send retry has failed. You must manually send a message in this state by selecting Get & Send.

## Working with email folders

By default, the VersaMail application displays the messages in an account's Inbox folder. You can easily view the messages in a different folder. You can also customize the appearance of the message list in your email folders, move messages between folders, and create and edit folders.

### Viewing another folder

**1**

On a folder screen, select the folders pick list in the upper-right corner of the screen.

**2**

Select the folder you want to view.

↓ Done

**+ Did You Know?**  
The customization options you choose apply to all email folders, not just the one you are in.

**\* Tip**  
Select Sort on the message list to quickly sort the list by date, subject, or sender.

## Customizing the appearance of the message list

You can change display options on the message list, as well as the size of columns in the list.

**NOTE** Changing column size is available for one-line message view only.

1

In the Inbox or on another folder screen, select Display.

2

Customize any of the following:

**Sort by** Select the Sort by pick list, and then select the column name. Default is Date.

**Sort order** Select Descend or Ascend. Default is Descend.

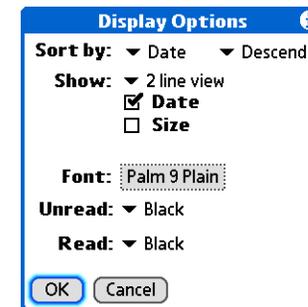
### One- or two-line column view

Select the Show pick list, and then select 1 line or 2 line view. Default is 2 line.

**Columns shown** Check the box under the Show pick list for each column you want to show. The column options change depending on whether you choose a one-line or a two-line view. Defaults are Sender, Date, and Subject.

**Font** Select the Font field. Select each pick list in the Select Font dialog box (Font, Size, Style) and select the option you want. Default is Palm 9 Plain.

**Unread and read message color** Select the Read and Unread pick lists, and then select the color you want for each type of message. Default is black.



↘ Continued

**3**

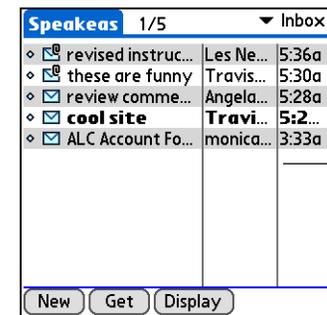
Select OK.

**4**

If you selected 1 line view in step 2, change the size of columns in the message list:

- Tap on the column divider.
- Drag the column divider to change the width of the column.

↓ Done



Column divider

\* **Tip**  
You can use the 5-way to move a single message. Select the message you want to move, press Right to open the Message menu, and then select Move To. Then select the folder you want from the folders list.

\* **Tip**  
You can also **open the menus**, select Message, and then select Move To.

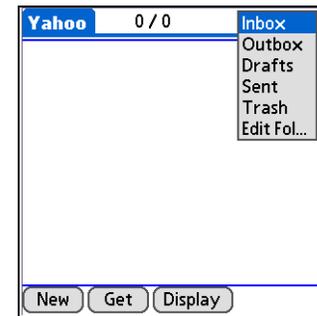
## Moving messages between folders

You can move one or more email messages between folders.

1

In the Inbox or on another folder screen, select the folder pick list in the upper-right corner and select the folder containing the message(s) you want to move.

↘ Continued

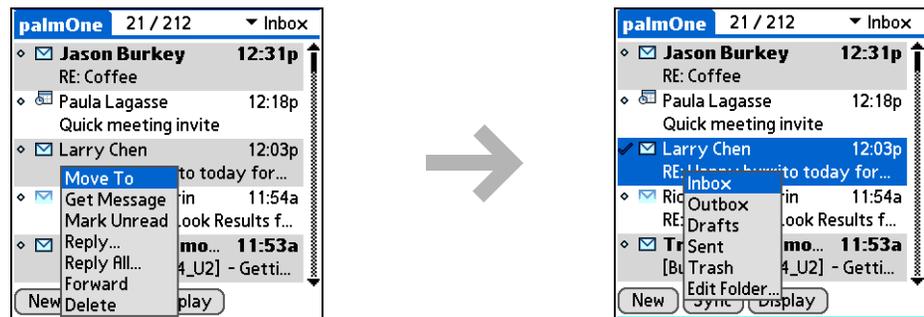


- \* **Tip**  
To select a group of adjacent messages, drag the stylus to the left of the message icons.

**2**

Move a single message:

- a. Tap the envelope icon to the left of the message you want to move, and then select Move To from the list.



- b. From the folders list, select the destination folder you want.

**3**

Move multiple messages:

- a. Tap to the left of the icon for each message you want to move. A checkmark appears next to each selected message.
- b. Tap a message icon next to a selected message, and then select Move To from the list.
- c. From the folders list, select the destination folder you want.

**4**

Select OK.

↓ Done

## Creating and editing mail folders

The VersaMail application has certain preset folders, such as Inbox, Outbox, Sent, Drafts, and Trash. You can create new folders so that you can store email messages by subject, person, or project.

**1**

In the Inbox or on another folder screen, select the folder pick list in the upper-right corner, and then select Edit Folders.

**2**

Do one of the following:

**Create a new folder** Select New, and then enter the new folder name.

**Rename a folder** Select the folder name from the list on the screen, select Rename, and then enter the new folder name.

**Delete a folder** Select the folder name from the list on the screen, and then select Delete.



**NOTE** For IMAP accounts only, check the box if you want the change (create, rename, or delete) to take place on the server as well as on your device.

**3**

Select Done.

↓ Done

+ **Did You Know?**

You can forward email messages from any folder other than the Outbox folder.

+ **Did You Know?**

Forwarded messages are always sent as text only, even if you received the original message in HTML format.

## Working with email messages

When you receive an email message, you can reply to it or forward it to someone else. You can also open web addresses (URLs) within messages.

### Forwarding an email message

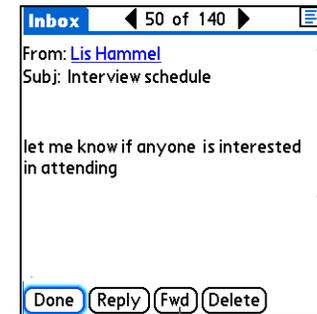
1

On a folder screen, select the folder pick list in the upper-right corner, and then select the folder that contains the message you want to forward.

2

Select the message you want to forward:

- Select the email message to open it.
- Select Fwd (Forward).



Select Fwd

3

**[ & ] OPTIONAL** Add any desired text to the message beneath the subject line.

4

**Address** and **send** the message.

↓ Done

**+ Did You Know?**

Replies are always sent as text only, even if you received the original message in HTML format.

**\* Tip**

On the message screen, you can also select Reply from the Options menu.

**\* Tip**

To reply to a message from the message list, tap the envelope icon next to the message you want, and then select Reply from the list. Or open the Options menu and select Reply.

## Replying to an email message

You can reply to an email message as you are reading it, or you can reply to messages in the message list.

**1**

Select the message you want to reply to.

**2**

Create the reply:

- a. Select Reply.
- b. Select whether to reply to the sender only or to all message recipients listed in the menu.
- c. Enter a reply.

**3**

Select Send to send the reply now, Outbox to send it later, or Drafts to work on it later.

↓ Done

## Setting reply preferences

You can set reply preferences, including whether to include the original message text in a reply, as well as the name and email address to show on your reply. The preferences you set apply to all reply messages you send.

### 1

Open Reply Options preferences:

- a. In the Inbox or on another folder screen, **open the menus**.
- b. Select Options, and then select Preferences.
- c. Select Reply Options.

↘ **Continued**

## 2

Set the preferences you want:

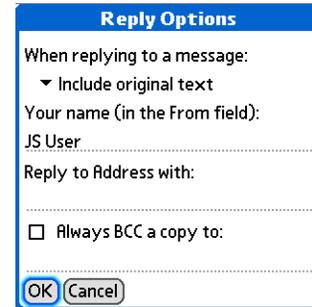
**Message text** Select whether to include original message text with a reply.

**Your name** Enter the name you want to appear on your outgoing messages, such as "Joe Smith."

**Reply to Address with** Enter the email address that you want recipients to see and reply to on your email messages, only if this is different from the email address from which you are sending the message. For example, if you are sending a message from me@yahoo.com but you want recipients to reply to me@earthlink.net, enter the reply-to address here. A reply-to address makes it look as though the email came from the address you entered.

**BCC** Check the BCC box to send a blind copy of any email message you send to another email address. The blind copy email address is not seen by the other recipients of the message. For example, if you want a copy of all messages you send from your device to be sent to your corporate email account, enter that email address.

↓ Done



The screenshot shows a dialog box titled "Reply Options" with a blue header. It contains the following settings:

- When replying to a message:
  - Include original text (checked)
- Your name (in the From field): JS User
- Reply to Address with: (empty field)
- Always BCC a copy to: (unchecked checkbox)

At the bottom, there are "OK" and "Cancel" buttons.

**\* Tip**

URLs, email addresses, and phone numbers in HTML messages appear as blue underlined text. In text messages, most URLs begin with “http://” or “www.” To view a page or file associated with a URL that does not begin with “http://” or “www,” select the URL, copy it, and paste it into the address bar in the web browser.

**\* Tip**

To receive an alert confirming that you want to delete a message, open the Preferences menu, select Deletion, and check the Confirm deletions box.

## Working with URLs, email addresses, and phone numbers in a message

In email messages you receive, you can do the following:

- Select a URL to view the web page or file associated with the URL. Selecting the URL opens the web browser on your device so that you can view the page or file.
- Select an email address to open a new message screen with the address in the To field.
- Select a phone number to dial that number.

## Deleting a message

You can delete email messages from any folder. For example, you can delete old messages in the Inbox or messages that you were working on in the Drafts folder. When you delete a message, it is placed in the **Trash** folder.

**1**

On a folder screen, select the folders pick list, and then select the folder that contains the message you want to delete.

**2**

Select the bullet next to the icon of each message that you want to delete. To select adjacent messages, drag the stylus across the bullet to the left of each message. Lift the stylus and drag again to select additional adjacent messages.

↘ Continued

**\* Tip**

You can also select the message icon next to a message and select Delete in the menu to delete a message.

**\* Tip**

To delete messages on the server when you empty the trash on your device, **select the Delete Msgs on Server setting** in VersaMail Preferences. Many email providers have size restrictions for mail storage. If your mailbox on the server becomes full, messages are returned to the senders.

**3**

Delete the message or messages:

- a. **Open the menus.**
- b. Select Delete in the Message menu.
- c. Select Also delete message(s) on server if you want to delete the messages from the server now.

**[ ! ] IMPORTANT** If you delete a message from the server, you cannot retrieve it and view it again later.

- d. Select OK.

↓ Done

**Deleting old messages****1**

Open the Delete Old Messages dialog box:

- a. On a folder screen, **open the menus.**
- b. Select Delete Old on the Message menu.

↘ Continued

### + Did You Know?

Messages you delete from a folder are moved to the Trash folder and remain there until you **empty the trash**.

## 2

Choose settings for deleting old messages:

- a. Select the Folder pick list, and then select the folder that contains the messages you want to delete.
- b. Select the Older than pick list, and then select One Week, One Month, or Choose Date. If you select Choose Date, select a date from the calendar.



## 3

Delete messages:

- a. Select Delete.
- b. Select Also delete message(s) on server if you want to delete the messages from the server now.



**[ ! ] IMPORTANT** If you delete a message from the server, you cannot retrieve it and view it again later.

- c. Select OK.

↓ Done

**\* Tip**

You can set a preference to **automatically empty the trash**.

**+ Did You Know?**

Many email providers, such as Yahoo!, have size restrictions for mail storage. If your mailbox on the server becomes full, messages are returned to the senders.

## Emptying the trash

When you delete a message, it is moved to the Trash folder. Deleted email accumulates in the Trash folder and takes up space on your device. To increase memory, you should empty the trash regularly.

**1**

Open the Empty Trash dialog box:

- a. On a folder screen, **open the menus**.
- b. Select Empty Trash on the Message menu.

**NOTE** If you select to **automatically empty the trash**, a message asks if you want to delete the trash.

**2**

**[ & ] OPTIONAL** Select Details to see how many messages are in the trash and whether the messages are set to be deleted from the server.

**3**

Select one of the following options for emptying the trash:

**To delete messages from your device as well as from the server** Select Both.  
Select Yes if you want to update the server now.

**To delete the message from only your device now** Select Device.

↓ Done

**+ Did You Know?**

By default, trash is set to be emptied automatically, and the time interval is set at Older Than 1 Day.

**Setting the trash to be emptied automatically****1**

Open the Deletion preferences:

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

**2**

Select the settings for automatically emptying the trash:

- a. Check the Auto-Empty Mail from Trash box if it is not checked.
- b. Select the pick list, and then select one of the following:
  - Select Immediately if you want the trash emptied automatically each time you delete messages.
  - Select a time period if you want messages emptied from the trash periodically.
- c. Select OK.



↓ Done

### + Did You Know?

In one-line view, read messages appear in plain text in the message list; unread messages appear in bold text.

### + Did You Know?

POP mail servers do not support the read or unread message feature. For POP accounts, messages that you mark appear in plain or bold text on your device, but the difference is not recognized on the server.

## Marking messages as read or unread

When you select a message to read it, it is automatically marked as read. You can also manually mark messages as read or unread.

# 1

Select the message or messages to mark:

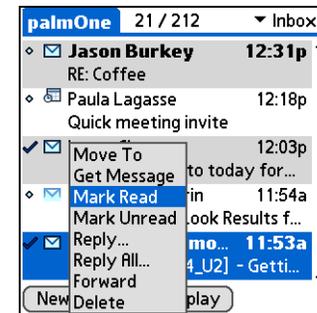
- In the Inbox or on another folders screen, select the folders pick list, and then select the folder containing the message you want to mark.
- Select the icon next to the message you want to mark. To mark multiple messages, select the bullets next to the messages you want to mark.

# 2

Do one of the following to mark the message or messages:

**Single message** Select Mark Read or Mark Unread from the list.

**Multiple messages** Open the menus, select Message, and then select Mark Read or Mark Unread.



↘ Continued

## \* Tip

Selecting Both and then OK also processes any other pending actions on the server, such as deleting messages in the Trash folder.

## 3

For IMAP accounts only, select one of the following:

**To mark the messages as read or unread on your device only**  
Select Device.

**To mark the messages on both your device and the server and have the messages marked on the server immediately** Select Both, and then select OK on the confirmation screen.

**To mark the messages on both the device and the server and have the messages marked on the server the next time you synchronize or connect to the server** Select Both, and then select Cancel on the confirmation screen.

↓ Done



## Working with attachments

Email may contain attached files, such as Microsoft Word documents, photos, or videos, that you want to save, view, or install on your device. When you receive a message that has an attachment, the VersaMail application scans your device to see if you have an application that can **open the attachment**.

Attachment file types you can download and open include photos and videos; Microsoft Word, Excel, and PowerPoint files; HTML pages; text files; and information from applications on your device such as Contacts, Calendar, and Tasks.

You can also work with attached Palm OS® applications and related files (PRC and PDB files), as well as compressed ZIP files that contain other files.

**\* Tip**

If an attachment is not downloaded, the paper clip does not appear on the envelope icon. You need to open the message and download the complete message to see if there are any attachments.

**+ Did You Know?**

You can download a maximum of ten attachments for any received messages.

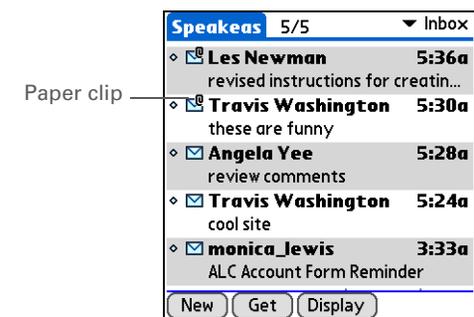
For other types of files, your device may contain a viewer that can open and view attachments for that file type. You can open the attachment only if your device has such a viewer. Among the file types that may be supported are MP3 and AAC files.

## Working with a downloaded attachment

In the message list, a paper clip on a message's envelope icon indicates that the message has an attachment that has been downloaded. You can save an attached file or view, edit, or install the file, depending on the file type.

**1**

In the Inbox, select the message with the attachment.

**2**

**[ & ] OPTIONAL** If you choose to get messages by subject only, or if you choose to get entire messages but the message plus any attachments exceeds your maximum message size, select More to view the body of the email message plus any attachments. If prompted, select Yes if you want to download an attachment that exceeds your maximum message size.

↘ Continued

### + Did You Know?

Because downloading large messages can consume device resources, the VersaMail application displays the size and asks if you want to continue downloading any message that exceeds your maximum message size, up to a total size of 5MB.

### \* Tip

Downloaded attachments are automatically saved to the VersaMail Attachments folder on the hard drive. Select Save if you want to also save the attachment to a specific location on the drive or to an expansion card.

### \* Tip

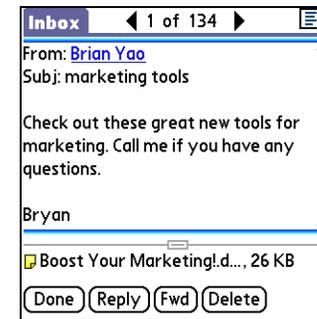
Tap and hold the stylus on the line above the attachment name and drag the line up to view more downloaded attachments.

## 3

Select the attachment you want from the list at the bottom of the screen, and then do one of the following:

**To open the attachment in the default viewer** Tap the attachment name.

**To open the attachment menu** Tap the folder icon to the left of the attachment name.



## 4

**[ & ] OPTIONAL** If you open the attachment menu, select Save to card to save the attachment to the hard drive or to an expansion card, or do one of the following, depending on the attachment file type:

**Viewable file: text, Word document, task, HTML, graphic, and so on**

Select View to view the attachment, or select Select Viewer to choose a viewer for that attachment. For example, if you have two photo-viewing applications on your device and you select a photo attachment from the list, you can select which application to use to view the photo.

↘ Continued



**Cont'd**

**Palm OS application or database file (PRC or PDB)** Select View. The file is installed automatically.

**Compressed Zip file** Select Unzip. The file decompresses, and the files it contains are listed. Select the name of the file you want, and then select Save, View, or Install.

**5**

When you finish with the attachment, do one of the following:

**Done button appears on screen** Select Done. This returns you to the list of attachments, where you can select another attachment.

**No Done button appears** **Go to Favorites** and select VersaMail  to return to the Inbox of the account you were viewing.

↓ Done

### + Did You Know?

Attachments must be fully downloaded before they appear in the VersaMail Attachments folder. This may take a few minutes for large attachments.

## Saving attachments

Downloaded attachments are saved automatically to a default location on your device's hard drive; in addition, you can manually save them to a location you choose.

**NOTE** You cannot create any subfolders in the VersaMail Attachments folder. You can manually save attachments to any other folder or subfolder on the hard drive.

**Automatic** By default, whenever an attachment is downloaded, it is saved in the VersaMail Attachments folder on your drive. The email message containing the attachment is saved in your device's program memory; only the attachment is saved on the drive.

Items in the VersaMail Attachments folder remain linked to the message to which they were attached. For example, if you delete the message in VersaMail, the attachment is deleted from the folder. Or, if the message is automatically deleted after a certain number of days, the attachment is deleted from the folder at that time.

You can view and work with attachments in the VersaMail Attachments folder in the same way that you can view and work with any other file on your drive. Use **Files** to open, edit, or move the attachment, or use **LifeDrive™ Manager** to copy the attachment to your computer or to identify it as a **sync item**.

**NOTE** If you edit an attachment in the VersaMail Attachments folder, you are prompted to save the attachment to a different location on the drive so that the original attachment stays unchanged.

**Manual** When an attachment is downloaded, you can choose to **save the attachment** to a location you specify on your drive or to an expansion card. If you choose this option, the attachment is saved both in the VersaMail Attachments folder and to the selected location, where you can work with it as you do with any other file on the drive or on an expansion card.

Attachments you manually save are no longer linked to the original message. If you delete the message in VersaMail, the attachment remains on the drive or on the card.

**\* Tip**

If you open a message from the Drafts folder, you must first select Edit before you can add an attachment.

**+ Did You Know?**

You can attach a file to forwarded messages and replies as well as to messages you create.

**\* Tip**

You can attach files from any location on the hard drive or from an expansion card inserted into your device's expansion card slot.

## Attaching files to outgoing messages

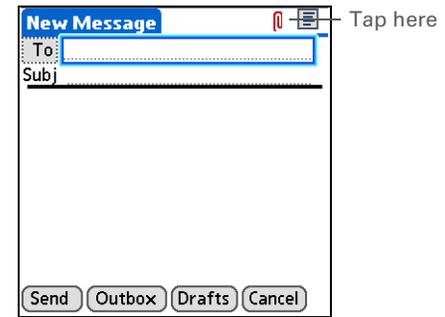
You can attach files on your device to email messages you send. For example, you can attach photos or videos; Word, Excel, and PowerPoint files; and entries from Contacts, Calendar, Memos, and Tasks.

The maximum size message you can send is 60KB for the body text and approximately 5MB of total data for any attachments. The maximum number of attachments for any email message is ten, regardless of the attachments' total size.

**1**

On the New Message screen, tap the red paper clip icon in the upper-right corner.

↘ Continued



### + Did You Know?

If you select Files on Card, the VersaMail application displays all file types on the card. You can select a particular file type, or select All Files to view all files on the card.

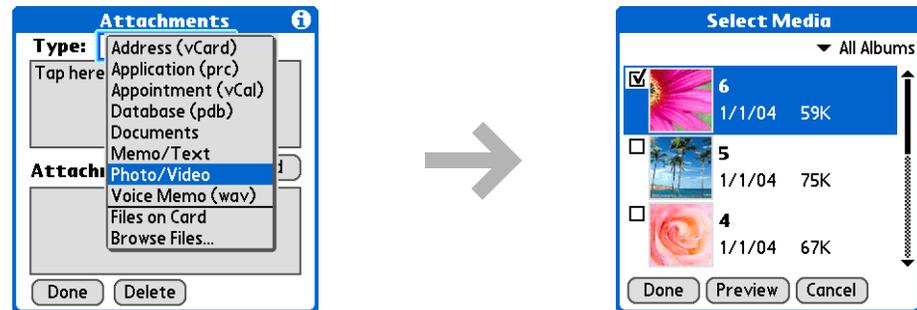
### \* Tip

To remove an attachment from an email message, select the attached file in the Attachments box, and then select Delete.

## 2

Attach the file:

- a. Select the Type pick list, and then select the file type. The VersaMail application displays all file types on your device that you can attach to an email message. Or select to browse files on your device's hard drive or on an expansion card.



- b. Select the file that you want to attach, select Add or Attach, and then select Done. For photos and videos, check the box next to the items you want, and then select Done.

**NOTE** For some file types—for example, addresses or memos—the files to attach appear in the box at the top of the Attachments screen. For others—for example, Word or Excel files—a new screen appears from which you can select the file to attach.

- c. Repeat steps a and b for each attachment you want to add, and then select Done.

↓ Done

## Advanced VersaMail application features

You can customize and optimize your experience using the VersaMail application in any of the following ways:

- Creating and using filters to determine the types of email messages that are downloaded to your device
- Managing settings for incoming and outgoing mail
- Adding APOP to an account
- Setting advanced account preferences
- Changing email header details
- Backing up mail databases
- Synchronizing IMAP mail folders wirelessly
- Working with root folders
- Using Secure Sockets Layer (SSL)

### Creating and using filters

Filters provide efficient ways to manage email retrieval and storage. When you select Get or Get & Send, filters determine which email messages are downloaded to your device and in which folder the downloaded messages are stored.

**[ ! ] IMPORTANT** If you create a filter, only messages that meet the filter criteria are downloaded to your device. You don't see any other messages that have been sent to you, even in your Inbox. To avoid this, you must set up two filters. For example, suppose you create a filter to have all messages with "onlinebroker" in the From field moved to your Finance folder. You must then create a second filter specifying that all mail *not* containing "onlinebroker" in the From field should be moved to the Inbox (or other folder you designate). If you don't create this second filter, only messages containing "onlinebroker" in the From field are downloaded to your device.

**\* Tip**

Use filters to organize your incoming messages. For example, create a filter so that whenever you receive email about sales meetings, it goes immediately into a folder you create called Sales. Or create a filter so that stock quotes sent to you by your online brokerage service go to a folder you create called Finance.

**1**

**Go to Favorites** and select VersaMail  .

**2**

Open the Filters dialog box:

- a. In the Inbox or on another folder screen, **open the menus**.
- b. Select Options, and then select Preferences.
- c. Select Filters.
- d. Select New.

↘ **Continued**

### + Did You Know?

Filters you create on your device also apply when you synchronize email on your device with email on your computer.

## 3

Enter the filter information:

- a. Enter a short description of the filter in the Name field.
- b. Enter filter criteria:

**To pick list** Select the message header field with the information contained in the edit line: To, From, Subject, cc, Size. For example, you might select From to download only messages from a particular sender.

**Contains pick list** Select a filter action: Contains, Starts with, Does NOT Contain.

**Edit line** Enter the text that must be found in the header field. For example, if you want to sort email with the subject Sales, enter "Sales." If you enter more than one criteria, separate each with a comma—for example, Sales, New York.

**Then get mail and move to pick list** Select the folder or mailbox into which you want your filtered email to go. You can also create a new folder for storing the incoming email. Select Edit Folders, and then create a new folder or delete or rename existing ones.

- c. Select OK. The filter appears in the Filters list.

↓ Done



**\* Tip**

Filters that are turned on execute in the order in which they appear on the Filters list. To ensure that filters execute in the correct order, move them up and down the list by selecting the pick list to the left of the filter name.

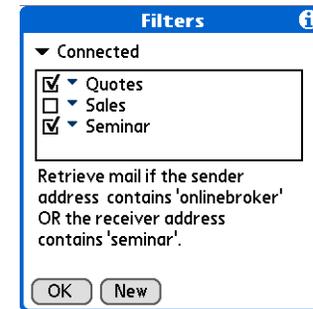
**Turning filters on and off**

A filter that is turned on applies to all subsequent downloads of email until you deselect it. More than one filter can be in effect at once. Before you download email, be sure to turn on the filters you want and turn off those you don't want.

**1**

Open the Filters dialog box:

- a. In the Inbox or on another folder screen, **open the menus**.
- b. Select Options, and then select Preferences.
- c. Select Filters. The Filters dialog box appears with the filters you created.



↘ Continued

\* **Tip**

If you don't want a filter to apply to any downloads at all, be sure to deselect the filter under both **Connected** and **Synchronize**.

**2**

Turn filters on or off:

- a. Select the pick list in the upper-left corner and select one of the following:

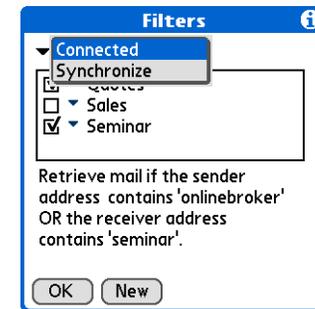
**Connected** Applies a filter to messages downloaded to your handheld over a network connection.

**Synchronize** Applies a filter to messages downloaded to your handheld when you synchronize.

- b. Check or uncheck the filter boxes to select the filters you do and don't want to use for subsequent email transactions.

- c. Select OK.

↓ Done



\* **Tip**  
Edit a filter to change either its name or any of its criteria.

## Editing or deleting a filter

**1**

Select the filter to edit or delete:

- a. In the Inbox or on another folder screen, **open the menus**.
- b. Select Options, and then select Preferences.
- c. Select Filters, and then select the name of the filter.

**2**

Do one of the following:

**Edit** Revise your entry in the Name field, your selections in the pick lists, or the text in the edit line. Select OK.

**Delete** Select Delete, select Yes to confirm the deletion, and then select OK.

**3**

Select OK.

↓ Done

\* **Tip**

Any connection preferences you set are account-specific; they apply only to the account you are currently in.

+ **Did You Know?**

The default Timeout setting is 45 seconds. It can be any number greater than 0 seconds; however, if you set the number too low, your connection attempt may time out before you make a connection with the email service provider.

## Setting connection preferences

### 1

Open the Connection Preferences screen:

- a. In the Inbox or on another folder screen, **open the menus**.
- b. Select Options, and then select Preferences.
- c. Select Connection.

### 2

Select any of the following preferences:

**Timeout** Sets the number of seconds to try to connect before timing out. To change the timeout period, select the Timeout field and enter a new value.

**Auto-disconnect** Automatically disconnects your remote connections after each command.

Each command you perform initiates a new call to your ISP. This setting is not recommended if you plan to perform multiple email transactions in a short amount of time.



↘ **Continued**

**Cont'd**

**Disconnect on Exit** Disconnects from the network only after you leave VersaMail. This feature is an alternative to Auto-disconnect. This option keeps your connection active while you perform multiple transactions in the VersaMail application, but automatically disconnects when you move on to a different application on your device. If this option is not selected, you must manually disconnect from your ISP.

**Modem wait** Displays the number of seconds that the modem takes to initialize itself. If you have a modem, select and enter a number of seconds for the wait. The typical setting for a wireless modem is 3, and the typical setting for most normal modems is 0.

↓ Done

**Setting server preferences**

Server preferences differ for POP and IMAP email accounts.

**1**

Open the Server Preferences screen:

- a. In the Inbox or on another folder screen, **open the menus**.
- b. Select Options, and then select Preferences.
- c. Select Server.

↘ Continued

\* **Tip**  
Any server preferences you set are account-specific; they apply only to the account you are currently viewing.

## 2

Select any of the following preferences:

**Leave mail on server (POP accounts only)** To get email on your device but leave it on the server so you can view it later on your computer, check the Leave mail on server box.

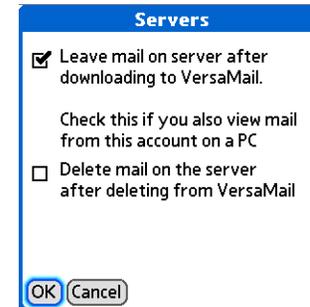
**Root Folders (IMAP accounts only)** Defines the **root folder** on your IMAP server.

**Deleted Mail (IMAP accounts only)** Stores deleted email in the folder you specify on the server.

**Sent Mail (IMAP accounts only)** Shows the name of your Sent Mail folder on the server.

**Delete mail on the server** Check this box to delete messages on your provider's mail server when they are deleted in the VersaMail application.

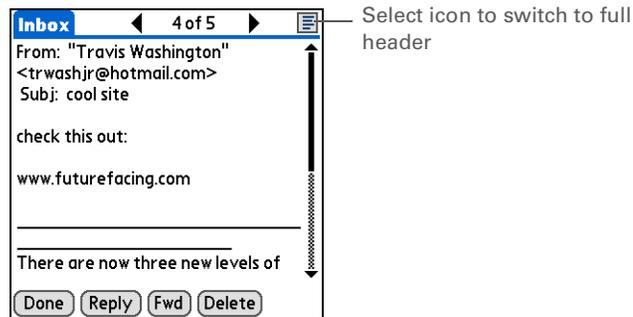
↓ Done



## Changing email header details

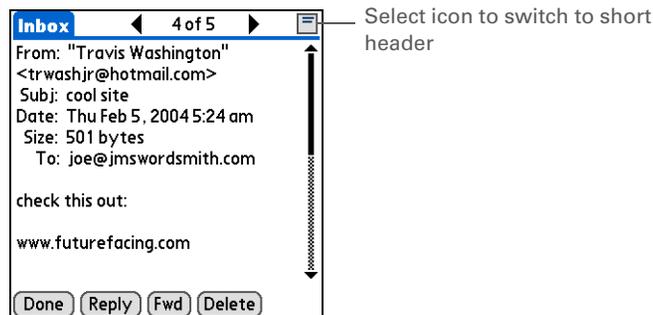
When viewing a message in any folder, you can change the view of the message header. The email header options are as follows:

**Short header** Shows sender's name or address (From field) and subject line (Subj field).

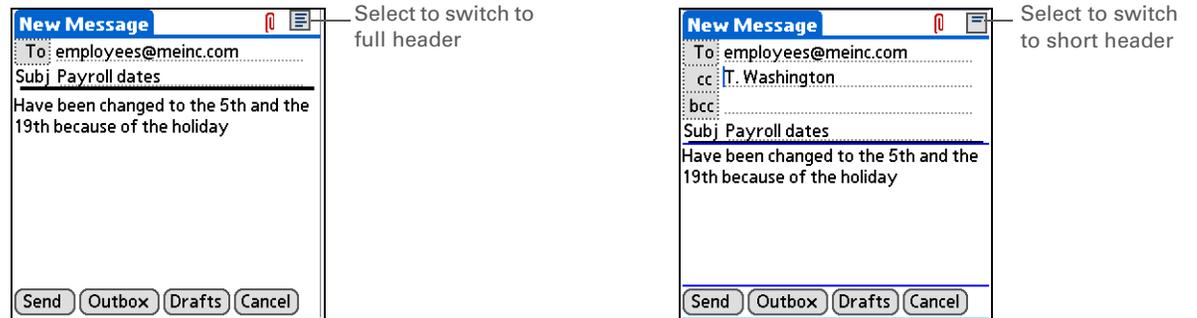


**Full header** Shows the following:

- Sender's name or email address (From field)
- Subject line (Subj field)
- Date message was composed, sent, or received (Date field)
- Size of message including any attachments (Size field)
- Recipient's name or email address (To field)



You can also switch between a short header and a full header for a message you are composing. Short header shows the To and Subject fields only; full header shows the To, cc:, bcc:, and Subject fields.



To switch between short and full headers on either a folder screen or a message screen, select the header icon in the upper-right corner of the screen.

## Synchronizing IMAP mail folders wirelessly

If you create an IMAP folder in an account on your device that matches a folder on the mail server, you can wirelessly synchronize email messages that you move into or out of the IMAP folder or that you delete in the folder with messages on your device.

When you synchronize a folder with your device, any email messages in the selected folder on the mail server are downloaded to the same folder on your device. Any messages moved out of the selected folder on your device or deleted on your device are moved or deleted in the folder on the mail server.

### + Did You Know?

You can synchronize folders whose names are up to 16 characters in length. You can synchronize up to 11 custom folders you create, in addition to the default folders Inbox, Outbox, Drafts, Sent, and Trash.

### \* Tip

If you have a folder on your handheld that matches a folder on the mail server, you do not need to do anything before synchronizing wirelessly.

## Prerequisites for wireless IMAP folder synchronization

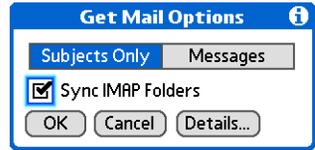
Depending on how you have set up IMAP folders on your device and/or the mail server, you may need to do one of the following before you can wirelessly synchronize email messages on your device with messages on the server:

- If you need to create a folder on both your device and the server, **create the folder** on your device and check the Also create on server box.
- If there is a folder on the mail server but you need to **create it on your device**, you do not need to check the Also create on server box.

You can turn folder synchronization on or off when getting mail, or you can set synchronization options from a menu.

## Turning IMAP folder synchronization on or off

If you choose to **display the Get Mail Options dialog box**, you can turn IMAP folder synchronization on or off in the box.

<b>1</b>	From within an IMAP email account, select Get or Get & Send.
<b>2</b>	<p>Check or uncheck the Sync IMAP Folders box, and then select OK.</p> <p style="text-align: center;">↓ Done</p> 

**+ Did You Know?**

After you select the folders to synchronize, a connection is made to your email service provider to update the server with changes from your handheld, and to update your device with changes from the server.

## Synchronizing device and mail server IMAP folders from the Options menu

**1**

Open the Sync IMAP Folders screen:

- a. In the Inbox or on another folder screen of an IMAP account, **open the menus.**
- b. Select Options, and then select Sync IMAP Folders.

**2**

Select the folder or folders you want to synchronize from the pick list.

↓ Done

## Working with root folders

For IMAP accounts, if you want to synchronize email messages on your device with messages on the mail server folder, you need to **enter the root folder** for the account on your device.

Check with your email provider to find out the root folder for your IMAP account.

## Using Secure Sockets Layer (SSL)

Secure Sockets Layer (SSL) is a protocol designed to ensure that data you send or receive over a network or the Internet is secure and authentic. The VersaMail application uses SSL to help guarantee the secure transmission of email messages that you send or receive. When you set up an account in the VersaMail application, you are given the option of selecting SSL for incoming and outgoing mail.

**[ ! ] IMPORTANT** For most email providers that support SSL, you must select SSL for both incoming and outgoing mail. If you select just one or the other, your messages cannot be sent or received successfully.

If you set up an account that uses an SSL connection on Outlook, Outlook Express, or Eudora, then SSL is supported in the VersaMail **conduit** when you synchronize with that account as well.

## Working with Microsoft Exchange ActiveSync

If your corporate email system uses Microsoft Exchange Server 2003, you may be able to use Microsoft Exchange ActiveSync® on your device. Microsoft Exchange ActiveSync works with the VersaMail and Calendar applications on your device to directly download email and calendar information from the server—without going through your desktop computer.

When you create a Microsoft Exchange ActiveSync account in the VersaMail application, both your email and calendar info synchronize directly with info on the Exchange server; they do not synchronize with info in your desktop software application, such as Palm® Desktop software or Microsoft Outlook. Other information on your device, such as contacts, tasks, and memos, continues to synchronize with information in your desktop software application.

### What do I need to use Microsoft Exchange ActiveSync?

To use Microsoft Exchange ActiveSync on your device, you must obtain the following information from your system administrator:

- Whether the corporate mail system uses a Microsoft Exchange 2003 mail server. If it does not, you cannot use Microsoft Exchange ActiveSync.
- The name of the mail server that provides wireless access to your mail system. Some companies do not give out this information because they do not want wireless access to the system. If you cannot obtain the server name, you cannot use Microsoft Exchange ActiveSync.
- Whether a proxy server is used, and, if so, the name of the server.
- Whether a **virtual private network (VPN)** is required to access the server.

### + Did You Know?

When you set up a Microsoft Exchange ActiveSync account, all existing Calendar events are purged from your device. Then, when you synchronize your device with your Exchange server, events from the past seven days are downloaded to your device. So you don't end up with duplicate events.

### \* Tip

Another way an account that uses Microsoft Exchange ActiveSync differs from other accounts is that there is no **bcc** option when you send a message.

## How does a Microsoft Exchange ActiveSync email account differ from other accounts?

An email account that uses Microsoft Exchange ActiveSync differs from other accounts in the following areas:

- Setting up an account
- Getting messages
- Sending messages
- Downloading attachments
- Receiving and working with meeting invitations
- Receiving and working with Calendar events

These features are discussed in this chapter. Most other features of a Microsoft Exchange ActiveSync account, such as attaching files to messages, work like the features of any other account.

**NOTE** Email accounts that use Microsoft Exchange ActiveSync do not support **mail filters**. Also, you cannot set **server preferences** from the VersaMail Preferences screen for this type of account.

## Setting up a Microsoft Exchange ActiveSync account

Although Microsoft Exchange ActiveSync works with both the VersaMail and Calendar applications, you must set up a Microsoft Exchange ActiveSync account in VersaMail.

On a Windows computer, you can quickly set up a Microsoft Exchange ActiveSync account on your computer and then synchronize the settings to your device. On a Mac computer, you must set up the account on your device. You can set up only one Microsoft Exchange ActiveSync account.

**+ Did You Know?**

If you set up a Microsoft Exchange ActiveSync account on your computer, you cannot synchronize email messages and Calendar events on your computer with messages and events on your device by doing a **full sync**. You must **select Sync** within VersaMail to synchronize messages and events on your computer with messages and events on your device.

**[ ! ] IMPORTANT** If you set up an email account to use Microsoft Exchange ActiveSync, Calendar events on your device automatically synchronize directly with info on the Exchange server, along with email messages. You cannot choose to synchronize Calendar events with info in Palm Desktop software or Outlook once you set up a Microsoft Exchange ActiveSync email account. If you do not want to synchronize Calendar events with info on the server, do not set up a Microsoft Exchange ActiveSync account in VersaMail.

## Setting up a Microsoft Exchange ActiveSync account on your computer

### WINDOWS ONLY

**1**

**Open VersaMail account setup.**

**2**

Select your username from the drop-down list at the top of the screen, and then select the option to create a new VersaMail email account. Click Next.

**3**

Select the option to synchronize with a mail service from this list, and then select Exchange ActiveSync. Click Next.

↘ **Continued**

**4**

Enter the basic account information:

- a. Enter a descriptive name for the account.
- b. Enter your account username and password.
- c. Enter your email address for this account.
- d. Click Next.

**5**

Enter the name of the Exchange server, the port number for the server, and the maximum message size you want to download. Check one or both boxes if the server requires authentication and/or if you are using a proxy server. Check with your system administrator to obtain this information.

➤ Continued



**6**

**[ & ] OPTIONAL** If you are using a proxy server, enter the server name. Click Next.

**7**

**[ & ] OPTIONAL** To test the account settings you have entered, click Test My Settings. Click OK after settings have been tested.

**8**

Click Finish.

**9**

Do one of the following:

- a. To synchronize the account information to your device, click the top button.
- b. To set up another email account, click the bottom button.

**NOTE** You can set up only one Microsoft Exchange ActiveSync account. If you choose to set up another email account, it must be a different type.

**10**

Click Next.

**11**

When you have finished setting up all accounts, click Finish on the Transfer Settings screen.

↓ Done

## Setting up an account on your device

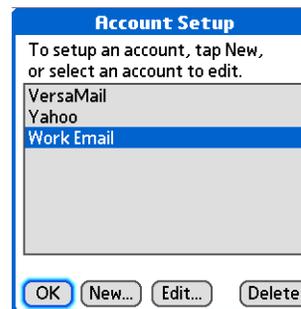
1

**Go to Favorites** and select VersaMail .

2

Open the Account Setup screen:

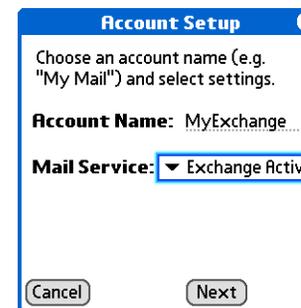
- a. **Open the menus.**
- b. Select Accounts, and then select Account Setup.
- c. Select New.



3

Enter the basic account information:

- a. In the Account Name field, enter a descriptive name.
- b. Select the Mail Service pick list, and then select Exchange ActiveSync.
- c. Select Next.

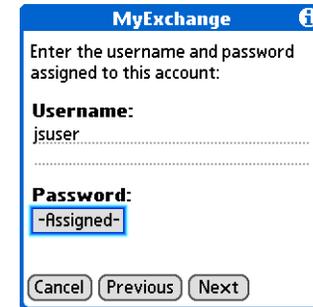


↘ **Continued**

4

Enter the account username and password:

- a. Enter the username you use to access your email.
- b. Select the Password box, enter your email account password, and then select OK.
- c. Select Next.

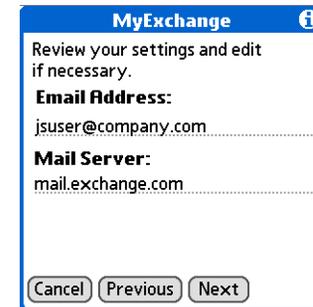


The screenshot shows a dialog box titled "MyExchange" with an information icon. The text inside reads: "Enter the username and password assigned to this account:". Below this, there are two input fields. The first is labeled "Username:" and contains the text "jsuser". The second is labeled "Password:" and contains the text "-Assigned-". At the bottom of the dialog, there are three buttons: "Cancel", "Previous", and "Next".

5

Enter your email address and Exchange mail server name. Select Next.

➤ Continued



The screenshot shows a dialog box titled "MyExchange" with an information icon. The text inside reads: "Review your settings and edit if necessary:". Below this, there are two input fields. The first is labeled "Email Address:" and contains the text "jsuser@company.com". The second is labeled "Mail Server:" and contains the text "mail.exchange.com". At the bottom of the dialog, there are three buttons: "Cancel", "Previous", and "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**.

**Test settings** Select Test My Settings to test settings for this account, and then select Done.

↓ Done



## \* Tip

In most cases, you do not need to change the default advanced mail options. Check with your system administrator to see if you need to change the port number, uncheck the Use Secure Connection box, or enter proxy server information.

## Setting advanced mail options on your device

1

Set incoming mail server options:

a. Select any of the following:

**Port Number** By default, the port number setting is 443. You may need to change the port number if you choose not to retrieve incoming mail over a secure connection.

**Use Secure Connection (SSL)** By default, this box is checked, meaning you can retrieve incoming mail over a secure (**Secure Sockets Layer**, or SSL) connection. Uncheck the box if you do not want to receive email over an SSL connection.

b. Select Next.

**Advanced** ⓘ

**Incoming Server Settings:**

Port Number: 443

Use Secure Connection (SSL).

Cancel Previous Next

2

If you use a proxy server, enter the proxy server name and port number, and check the box if your server requires authentication. Check with your system administrator for this information. When you have finished, select Done.

↓ Done

**Proxy Server Settings** ⓘ

**Proxy Server:**  
mail.proxy.com

Port Number: 80

Proxy authentication

**Username:**  
jsuser

**Password:**  
-Assigned-

Cancel Previous Done

\* **Tip**

**Increase the time interval** for how many days' worth of email to retrieve so that recent messages are not removed from your device. Note that the interval for Calendar event retrieval is always seven days.

+ **Did You Know?**

When you set preferences for getting messages for a Microsoft Exchange ActiveSync account, the **Ask Every Time** option does not appear.

## Getting email messages

The steps you take for manually getting messages in a Microsoft Exchange ActiveSync account are the same as for all other accounts, with one exception: You select Sync instead of Get or Get & Send.

However, what takes place during message retrieval for this type of account is different from that of other accounts. Here are the important differences:

**NOTE** These differences apply to an account that uses Microsoft Exchange AutoSync whether you manually retrieve messages or **set up an Auto Sync schedule**.

**Message retrieval** When you get messages manually or through Auto Sync, Microsoft Exchange ActiveSync not only retrieves email messages directly from the server for the time interval set on your device (default is seven days); it also retrieves *all Calendar events* directly from the server for the preceding seven days. The interval for Calendar event retrieval is always seven days, regardless of the interval you set on your device.

**Wireless synchronization** Microsoft Exchange ActiveSync supports wireless synchronization with the server only. To retrieve email messages and Calendar events, you must select Sync in VersaMail to make a wireless connection to the server. If you synchronize your device with your computer, info from other applications—Contacts, Memos, and so on—is synchronized, but email messages and Calendar events are not.

**Message removal** Microsoft Exchange ActiveSync removes any email messages from your device that fall outside the time interval set on the device. For example, if the time interval is set at seven days, any email messages that are eight days old are removed from your device. This info is not removed from the Exchange server.

**+ Did You Know?**

When you synchronize a Microsoft Exchange ActiveSync account, a copy of any messages sent from your device is placed in the Sent Items folder on the Exchange server. A copy of any messages deleted from your device is placed in the Deleted Items folder on the server.

**+ Did You Know?**

When you forward or reply to a message, the text is sent from the server copy of the message, not from the copy on your device. This is faster and may save on data charges.

**1**

**Go to Favorites** and select VersaMail .

**2**

**[ & ] OPTIONAL** If you are using a VPN connection, **connect to your VPN**.

**3**

Get messages:

- a. **Open the menus.**
- b. Select Accounts, and then select your Microsoft Exchange ActiveSync account.
- c. Select Sync. This updates your Calendar events also.

**Done**

**A list of your messages appears in the Inbox. To see downloaded Calendar events, tap Calendar .**

## Sending messages

You manually send messages from a Microsoft Exchange ActiveSync account in the same way that you send messages from any other type of account. However, Microsoft Exchange ActiveSync accounts feature a "Live Outbox": If a message isn't sent successfully the first time, the message is stored in the Outbox and VersaMail keeps trying to send the message until it is successful.

### + Did You Know?

For Microsoft Exchange ActiveSync accounts, if you turn off your device or go outside a coverage area while a message is still in the Outbox, the VersaMail® application will try to send the message when you turn your device back on or re-enter a coverage area.

### \* Tip

You can [add names and email addresses directly to Contacts](#) from the To field of an invitation.

### + Did You Know?

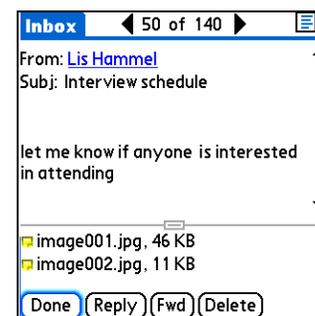
If you receive meeting invitations, the [Reminders screen](#) displays both the number of new email messages and the number of new meeting invitations for that account—for example, 5 new messages/2 new meetings.

Because of the Live Outbox feature, you do not need to set up **scheduled sending retry** for a Microsoft Exchange ActiveSync account.

## Previewing attachments

Microsoft Exchange ActiveSync accounts let you view a list of all attachments to a message, with approximate file size, so you can decide which ones you want to download. Unlike with other accounts, you do not need to fully download a message to view the list of attachments; it appears dimmed at the bottom of the message screen whether or not the message is fully downloaded. Also unlike other accounts, a paper clip icon appears next to a message with an attachment in the Inbox whether or not the attachment is fully downloaded.

Select an attachment from the list to download it. Once the message is downloaded, you can **work with it** just like any you work with other attachment.



## Working with meeting invitations

For Microsoft Exchange ActiveSync accounts only, each time you retrieve messages either manually or through **Auto Sync**, Exchange meeting invitations are downloaded to your Inbox.

**NOTE** You cannot create meeting invitations on your device. You can only receive meeting invitations sent to you.

\* **Tip**

After opening an invitation, you can switch between full and concise meeting details by **switching between full header view and short header view**.

+ **Did You Know?**

You can forward meeting invitations in the same way that you forward email messages. The recipient receives the message as a meeting invitation.

1

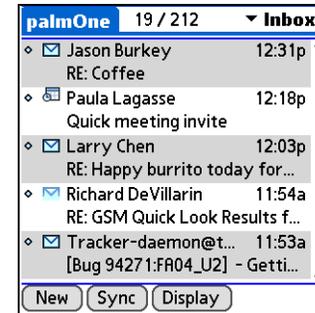
**Go to Favorites** and select VersaMail  .

2

**Get messages.**

3

Select a meeting invitation to open it. Meeting invitations are displayed with a unique icon .



4

**[ & ] OPTIONAL** If the invitation contains an attachment, **open the attachment and view or save it** before responding to the invitation. Once you respond to the invitation the attachment is removed.

↘ **Continued**

### + Did You Know?

When you send your response, the server is updated with the new meeting event and immediately synchronizes the event to the Calendar application on your device. If you select Accept, the event appears as a confirmed appointment.

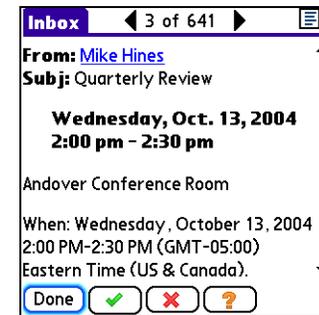
### \* Tip

If you receive an updated meeting invitation, you can again choose to accept, decline, or tentatively accept. If you receive a meeting cancellation, you don't need to do anything.

## 5

Respond to the invitation:

- a. After reading the invitation, select Accept  , Decline  , or Tentative   (tentatively accept).
- b. Select the response option you want from the dialog box:



**Respond without comments** Sends an immediate email response to the meeting organizer by means of the Exchange server.

**Respond with comments** Opens an email response form to which you can add comments before sending your response. Select Send to send the response to the meeting organizer by means of the Exchange server.

**Don't respond** Updates the server with your reply, but does not send a response to the meeting organizer.

**NOTE** If you decline an invitation, the invitation is automatically put into the Trash folder.

↓ Done

## Working with Calendar events

When you set up an account in VersaMail that uses Microsoft Exchange ActiveSync, the Calendar application is synchronized directly with the info on the Exchange server as well. Any new Calendar events on the server for the preceding seven days are downloaded to your device. The interval for synchronizing Calendar events is always seven days, even if you set a different interval on your device for synchronizing email messages.

**[ ! ] IMPORTANT** You cannot choose to synchronize Calendar events with info in Palm Desktop software or Outlook once you set up a Microsoft Exchange ActiveSync email account. If you want to stop synchronizing Calendar events with the server, you must delete the Microsoft Exchange ActiveSync email account.

Only Calendar and VersaMail information is synchronized directly with info on the Exchange server. Other information on your device, such as contacts, tasks, and memos, continues to be synchronized with information in your desktop software application—either Palm Desktop or Outlook.

When using Calendar with Microsoft Exchange ActiveSync, note the following important features:

**Time zones** Time zones are always included for Calendar events when you use Microsoft Exchange ActiveSync. When you synchronize your device with the Exchange server and download new events, the time zone information is included with each event. If you travel to a different time zone, the event times are automatically adjusted in Calendar on your device when you update your location on your device.

**Attendees** For meetings, you can see a full list of attendees to the meeting. From the Day View, select the event, and then select Details. Select the With field.

**NOTE** The Attendees field does not appear if the event is not a meeting. It is not available for events you create on your device.

### + Did You Know?

All Calendar events are also purged from your device when you change the time interval for retrieving email for a Microsoft Exchange ActiveSync account, or when you change the username, password, or server name for this type of account. The next time you synchronize your device with the Exchange server, all events are downloaded to your device, so you don't end up with duplicate events.

## Synchronizing Calendar events using Microsoft Exchange ActiveSync

When you synchronize Calendar events with the info on Exchange server, all of the following take place:

- Any events you create on your device are synchronized with info on the server.

**NOTE** You cannot create meeting invitations on your device. You can only receive meeting invitations sent to you.

- Any events you create or change in Outlook on your computer that are on the Exchange server are synchronized to your device.
- Any meeting invitations are displayed in the Inbox of your Microsoft Exchange ActiveSync account in VersaMail. When you respond to an invitation, your device is synchronized with the server to transfer the response to the server, and then the server is synchronized with your device to transfer the response to Calendar on your device.

## Updating Calendar events when you delete a Microsoft Exchange ActiveSync account

You cannot choose to synchronize Calendar events with info in Palm Desktop software or Outlook once you set up a Microsoft Exchange ActiveSync email account. If you want to stop synchronizing Calendar events with info on the server, you must **delete the Microsoft Exchange ActiveSync email account**.

When you delete a Microsoft Exchange ActiveSync account, all Calendar events are purged from your device. Then, when you synchronize Calendar with your desktop software application—Palm Desktop or Outlook—the events synchronize to your device, so you don't end up with duplicate events.

**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 the VersaMail application 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**

Using the Graffiti® 2 command stroke in email messages

**Entering Info**

Cutting, copying, and pasting text from an email message

**Managing Info**

Downloading email messages from your computer to your device

**Connecting**

Setting up a phone connection for sending and receiving email wirelessly

**Customizing**

Setting preferences for connecting to a network

**Common Questions**

Answers to frequently asked questions about the VersaMail application

# Sending and Receiving Text Messages

## In this chapter

[Creating and sending a text message](#)

[Receiving and viewing a text message](#)

[Editing a draft text message](#)

[Setting advanced messaging features](#)

[Related Topics](#)

If you need to get a short message to a friend or co-worker fast, send a text message from your device by means of your mobile phone (GSM phone with IR or Bluetooth® wireless technology required; sold separately) to their mobile phone. Messaging is a popular way for people to stay connected using the text messaging features of their mobile phone.



## Benefits

- Enjoy quick communication
- Use text messaging to chat with friends

**[ ! ] Before You Begin**

Before you can send and receive text messages, you must **set up a phone connection** on your device to send and receive information wirelessly.

**» Key Term**

**SMS** More commonly known as text messages, Short Message Service messages can be received by most mobile phones.

## Creating and sending a text message

**[ ! ] IMPORTANT** Many SMS service providers charge per text message or part of a text message. Each message or part is 160 characters. If you create a text message under 161 characters, you are charged for one message. If you create a message that is 161 to 320 characters, you may be charged for two messages, and so forth. A counter appears at the top of the page to indicate the number of characters. Even though a message has more than 160 characters, the message appears as one message to the person receiving the message.

1

**Go to Applications** and select SMS .

2

Select New.

Unread message

SMS 0 unread
▼ Inbox

•	336558986	Let's meet at ...
•	336558986	have some ide...
•	5559191	Sorry I will be l...
•	6505551234	did u hear fro...

New
Send & Check

➔

New Message
Length: 0

To: .....

.....

.....

.....

.....

.....

.....

.....

Send
Outbox
Cancel

↙ Continued

**\* Tip**

If you are concerned about the length of your messages, you can have a warning appear when multipart messages exceed the specified number of parts. **Open the Options menu** and select Preferences. Select Details and then select the number of parts from the Warn over pick list.

**+ Did You Know?**

You can create a signature that you use to sign your messages by **opening the Options menu** and selecting Preferences. Enter a signature on the lines. You can add your signature to your message by **opening the Options menu** and selecting Add Signature.

**3**

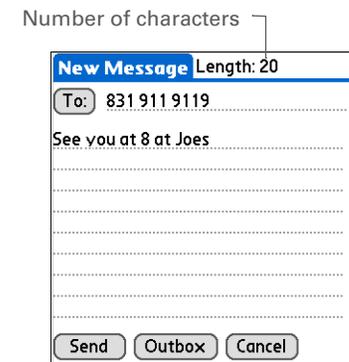
Enter the recipient's address using one of the following methods:

**Select To** Select the recipient's name on the Mobile Number Lookup list, and then select Add.

**Enter directly** Enter the recipient's mobile phone number on the To line.

**4**

In the area below the To line, enter the text of your message.

**5**

**[ & ] OPTIONAL** You can store your message in your Draft category and work on it later:

- a. **Open the menus.**
- b. Select Draft on the Message menu.

↘ **Continued**

**6**

Send your message:

**Select Send** Sends the current message now. Selecting Send does not send any of the other messages in your Outbox.

**Select Outbox** Sends your message to the Outbox to be sent later.

↓ Done

\* **Tip**  
If you want to check your messages but you don't want to send the messages stored in your Outbox, **open the Messages menu** and select Check.

\* **Tip**  
You can also send all the messages in your Outbox by **opening the Messages menu** and selecting Send.

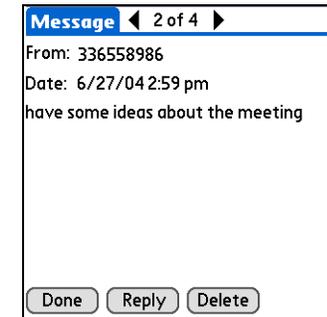
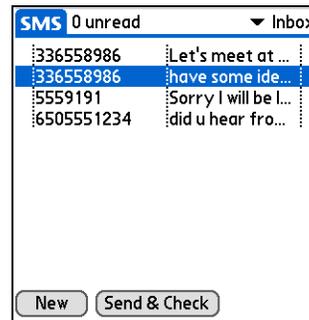
+ **Did You Know?**  
You can set an alert that lets you know a new message has arrived. **Open the Preferences menu** and check the Alert sound box. Select the Alarm pick list to choose a sound.

## Receiving and viewing a text message

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

**2** Select Send & Check.

**3** Select the message to open and read it.



↘ Continued

**+ Did You Know?**

You can change how your messages are listed. You can sort the messages in order of one of the following: Alphabetic, Date, Phone Number, and Status. You can also choose to display the date the message was received. **Open the Options menu** and select Preferences. Select from the Sort by pick list and select Show date.

**4**

Store, delete, or reply to the message:

**Select Done** The message is kept in the Inbox.

**Select Reply** A new message is created with the sender's phone number in the To line. Any selected text is copied into the new message.

**Select Delete** The message is sent to the Trash category.

**Archive the message** You can store your message in the Archive category:

- a. **Open the menus.**
- b. Select Archive on the Message menu.

↓ Done

**+ Did You Know?**

You can store your message in your Draft folder and work on it later by **opening the Message menu** and selecting Draft.

## Editing a draft text message

**1**

**Go to Applications** and select SMS .

**2**

Edit the message:

- a. Select Draft from the categories pick list.
- b. Select the message you want to edit.
- c. In the message view, select Edit and edit your message.

**3**

Send or store the draft message:

**Select Send** Sends the current message now. Selecting Send does not send any of the other messages in your Outbox.

**Select Outbox** Sends your message to the Outbox to be sent later.

**Select Cancel** Opens a dialog box that asks if you want to save the message in the Draft category. Select Yes to keep your changes and return the message to the Draft category. Select No to discard your changes and return the message to the Draft category.

 Done

## Setting advanced messaging features

**1**

**Go to Applications** and select SMS .

**2**

Go to the Preferences menu:

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

**3**

**[ & ] OPTIONAL** Set the following parameters:

**Confirm Deleted Message** Indicates whether a confirmation message appears each time you delete a message or you select the Empty Trash option from the Message menu. To display confirmation messages, check this box.

**Delete After Transfer** Indicates whether data messages are deleted after you accept the data in the appropriate application. To keep data messages after you transfer them to the application, uncheck this box.

↘ **Continued**

**+ Did You Know?**

Outgoing SMS message settings may depend on the service offered by your SMS carrier.

**4**

**[ & ] OPTIONAL** Select Details and set the following parameters:

**Leave Messages on Phone** Indicates whether messages are deleted from your phone after you download them to your device. To keep messages on your phone after you transfer them to your device, select this box.

**Return Receipt** Determines whether you receive receipt confirmation notices. To receive receipt confirmation notices, select Requested.

**Expires** Indicates how long unsent messages remain in your Outbox. Select from the following options: 4 Hours, 1 Day, 1 Week, 2 Weeks, 1 Month, and Max. Time.

**Message Center** Indicates whether your device obtains your mobile phone service provider's Message Center number directly from the phone, or whether you need to enter the number manually. If your phone is already configured to use SMS, you do not need to change this setting.

**5**

Select OK twice.

↓ Done

**Tips & Tricks**

Make your 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 SMS or with anything else on your device, go to [www.palmOne.com/support](http://www.palmOne.com/support).

## Related Topics

Click the link below to learn about these related topics:

**Moving Around**

- Opening applications
- Using menus

**Categories**

Organizing messages by arranging them into categories and sorting them

**Privacy**

Keeping messages private by turning on security options

**Sharing**

- Exchanging messages with other palmOne™ device users by beaming them
- Sending messages to other Bluetooth® devices by using Bluetooth wireless technology on your device

**Connecting**

Setting up a phone connection using the Bluetooth technology on your device to send and receive messages wirelessly

# Browsing the Web

## In this chapter

[Accessing a web page](#)

[Quickly jumping to a page](#)

[Changing how you view a page](#)

[Bookmarking your favorite pages](#)

[Disconnecting from and connecting to the Internet](#)

[Downloading files and pages](#)

[Communicating with other users](#)

[Changing your home and start pages](#)

[Setting advanced browser options](#)

[Related topics](#)

You use the web for so many things: checking email, finding driving directions, getting news, buying gifts. Now you can take the web with you almost anywhere you go. Use your device to make a Wi-Fi® or Bluetooth® wireless Internet connection through a network, computer, or even your mobile phone, and the web browser opens the entire web to you.



## Benefits of the web browser

- Carry the web with you
- View web pages in device-friendly format
- Store pages for offline viewing

**[ ! ] Before You Begin**

To browse the web, you must **set up a connection to the Internet** from your device.

If you are accessing a VPN network, you need to **install VPN software and set up VPN access**. You can turn on VPN from the web browser by **opening the Options menu** and selecting Connect VPN.

**» Key Term**

**URL** Stands for *uniform resource locator*, the technical name for a web address. For example, the URL for palmOne is `http://www.palmone.com`.

## Accessing a web page

You can open web pages, navigate the pages, and do the same things you can do with a desktop browser.

### Accessing a web page using the action bar

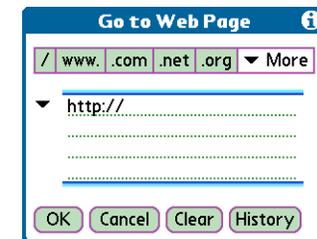
**1**

**Go to Favorites** and select Web .

**2**

Go to the web page you want to view:

- a. Select Go to Web Page .



- b. Enter the address of the web page you want to visit. Use the buttons in the Go to Web Page dialog box for quick entry of characters commonly used in web addresses. If the web browser recognizes the address that you are entering due to a previous entry and **autofill is enabled**, autofill automatically completes the address.

- c. Select OK.

 Done

\* **Tip**

You can also hide the address field to show more of the web page. **Open the Options menu** and select Preferences. Uncheck the Show Address Bar box.

\* **Tip**

Create a **bookmark** to save the location, or create a **saved page** to save the content of a web page indefinitely.

## Accessing a web page using the address field

1

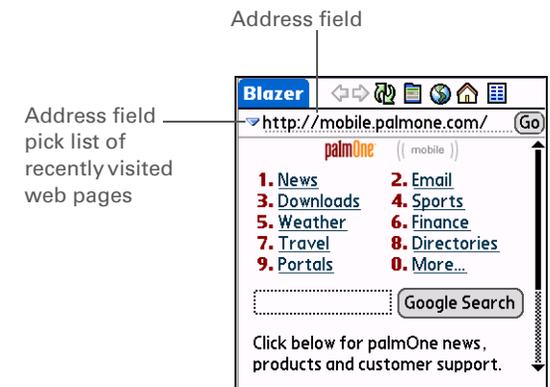
**Go to Favorites** and select Web .

2

Go to the web page you want to view:

- Enter the address of the web page in the address field, and then select Go.
- If you are going to a web page you recently visited, select the Address field pick list, and then select Go.

↓ Done



**\* Tip**

Some websites allow you to check a box to have your sign-in name automatically entered each time you visit a particular web page.

## Using a password to access a web page

Some websites require you to use a password to gain access to information.

**1**

**Go to Favorites** and select Web .

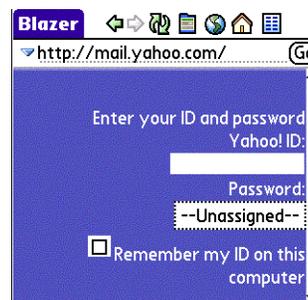
**2**

**Go to the web page** where you must enter the password.

**3**

Enter your password to access the web page:

- Enter your sign-in name in the appropriate field.
- Tap in the password box, enter your password, and then select OK.
- Select the button that lets you view the page (Sign In, Enter, Go, and so on).



↓ Done

**+ Did You Know?**

Find locates any text, whether it is letters or numbers. Find is not case-sensitive.

**\* Tip**

Because of the limited space on the device screen, sometimes the current web address (URL) is not fully visible. Use the Page Properties dialog box to view the full URL. **Open the Page menu**, select Page, and then select Page Info.

**Finding information on a web page****1**

**Go to Favorites** and select Web .

**2**

Open the Find field:

- a. **Go to the web page** you want to search.
- b. **Open the menus.**
- c. Select Page, and then select Find Text on Page.

**3**

Search the web page:

- a. Type the text you want to find.
- b. Select Find.

 Done

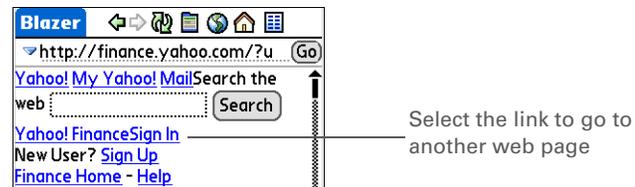


## Quickly jumping to a page

The action bar icons allow you to quickly move from page to page.

## Following a link

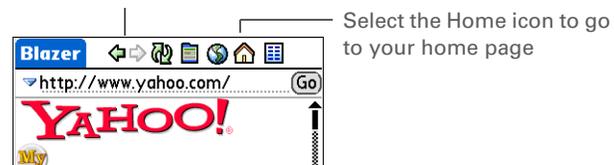
Many web pages contain underlined links, which are text or pictures that, when selected, take you to another web page or to another part of the same page.



## Returning to your home page or a page you recently visited

No matter where you navigate on the Internet, you can always return to your home page quickly or return to a page you have recently visited.

Select the back and forward arrows to go to previous pages



\* **Tip**  
 You can change your font size for easier viewing.

+ **Did You Know?**  
 In the Optimized mode, use the navigator to browse the web page. Press Left or Right to jump to the previous or next link. When a link is highlighted, press Center to go to the link. Press Up and Down to scroll through the web page.

## Changing how you view a page

You can change how you view web pages by selecting different display views and dragging the screen to view different parts.

1

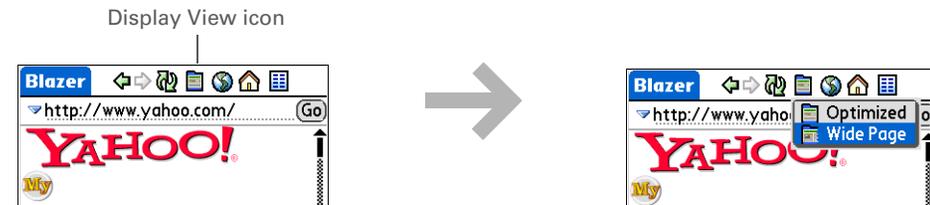
**Go to Favorites** and select Web .

2

**Go to the web page** you want to view.

3

Select the Display View icon  in the action bar.



4

Select from one of the following views:

**Optimized** Displays a modified version of the web page so that it is optimized for device viewing.

**Wide Page** Displays the web page as it would appear in a desktop computer web browser.

⌵ **Continued**

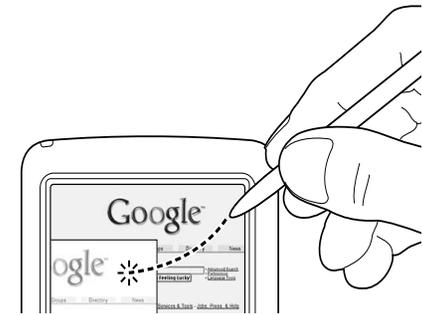
## 5

**[ & ] OPTIONAL** If the web page is larger than your screen, you can tap and drag the stylus to move the web page in any direction to view different parts of the web page.

To activate the Tap and Drag scrolling, you must set the Tap and Drag setting in the General Preferences tab under the Options menu.

This feature is disabled when you turn on **Writing Area Preferences** and use the full screen for Graffiti® 2 writing.

↓ Done



» **Key Term**  
**Bookmark** A pointer to a web page. The actual page is not stored, only the URL. Also called a Favorite in some browsers.

\* **Tip**  
 You can set your bookmark list as your **start page**.

## Bookmarking your favorite pages

Bookmarking your favorite web pages allows you to quickly return to those pages.

### Adding a bookmark

1

**Go to Favorites** and select Web .

2

**Go to the web page** that you want to bookmark.

3

Open the Bookmark Page dialog box:

- a. **Open the menus.**
- b. Select Page, and then select Add Bookmark.

4

**[ & ] OPTIONAL** Change the bookmark name, description, or URL.

↳ Continued



\* **Tip**  
You can also view your list of bookmarks by selecting View Bookmarks from the Page menu.

+ **Did You Know?**  
A saved page is displayed like a bookmarked page, except that at the top of the page appears the text "Page saved on *date - size k.*"

5

Select OK.

 Done

## Viewing a bookmarked or saved page

Bookmarks and saved pages both appear in the Bookmarks View. Saved pages are indicated by a small triangle in the upper-right corner of the bookmark.

1

**Go to Favorites** and select Web .

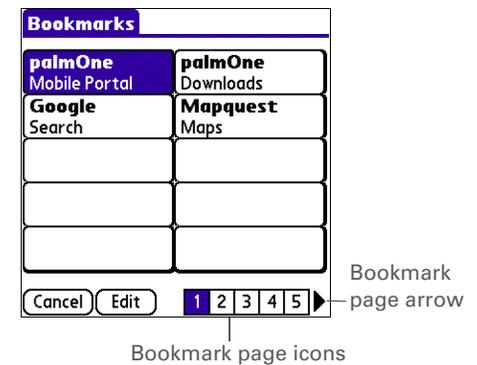
2

Select the Bookmark icon .

3

Select the name of the bookmarked or saved page you want to visit.

On the bottom right of the screen are five icons representing the first five Bookmarks pages. Select a Bookmarks page icon to display the page. You can also tap the arrow to go to the next page.

 Done


**\* Tip**

You can clean up your bookmark list by deleting old bookmarks or saved pages you no longer use. Select the bookmark, select Edit, and then select Delete.

**Editing information about a bookmark or saved page**

- 1** **Go to Favorites** and select Web .
- 2** Select the Bookmark icon .
- 3** Go to the Edit Bookmarks List dialog box:
  - a. **Open the menus.**
  - b. Select Bookmarks, and then select Edit Bookmarks.
- 4** Edit the bookmark information:
  - a. Select the name of the bookmarked or saved page that you want to edit.
  - b. Change the bookmark or saved page name, description, or address (URL) by selecting the appropriate option.
- 5** Select OK.  
 Done

## Arranging the bookmark list

The web browser includes ten pages so that you can arrange bookmarks and saved pages in a logical fashion. For example, you can store travel links on one page, stock links on another, and business links on a third page.

**1**

**Go to Favorites** and select Web .

**2**

Go to the Edit Bookmarks List dialog box:

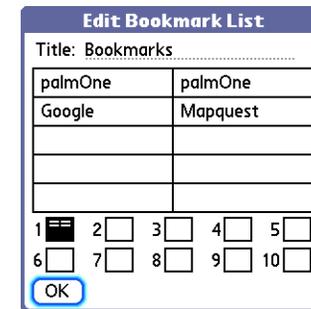
- a. Select the Bookmark icon .
- b. **Open the menus.**
- c. Select Edit Bookmarks in the Bookmarks menu.

↘ **Continued**

**3**

Arrange the bookmarks:

- a. Use the stylus to drag and drop bookmarks into different slots on the current page to organize them.
- b. Move a bookmark to a different page by dragging and dropping it onto the Page icon. Ten page icons at the bottom of the dialog box represent the pages on each of which you can add ten bookmarks.

**4**

Select OK.

↓ Done

**+ Did You Know?**

Generally, if you are using a GPRS service, you are charged only for the data sent. If you are using a GSM service, you are charged for the time you are connected. If you are using Wi-Fi, any charges depend on your service contract.

**\* Tip**

When you are in another application and you tap a URL, the web browser connects to the Internet and displays the page. The web browser also opens when you select an HTML file that you receive as an email attachment.

## Disconnecting from and connecting to the Internet

While you're working with stored information in the web browser, such as saved pages, stored versions of pages, and so forth, you can disconnect from the Internet to reduce usage charges. You can connect to the Internet again when you need access.

### Disconnecting from the Internet

**1**

**Go to Favorites** and select Web .

**2**

Disconnect from the Internet:

- a. **Open the menus.**
- b. Select Page, and then select Disconnect.

 Done

**\* Tip**

If the connection is not established, do one of the following:

Select **Cancel** to stop the connection process.

Select **Change Network** to select a different service to connect to.

## Connecting to the Internet

**1**

**Go to Favorites** and select Web .

**2**

Connect to the Internet:

a. **Open the menus.**

b. Select **Page**, and then select **Connect**.

Alternately, you can enter a URL on the address line and select **Go**.

↓ Done

**\* Tip**

If you decide that the download process is taking too long, you can stop it. To stop a web page from downloading, select the Stop icon in the action bar. To stop a file from downloading, select Cancel in the Download dialog box.

## Downloading files and pages

You can download files or save files for viewing when you are not connected to the Internet.

### Downloading a file

- 1** **Go to Favorites** and select Web .
- 2** **Go to the web page** you want to view.
- 3** Select the link of the file you want to download.
- 4** Select a download option:  
**Application name** Downloads the file to an application. For example, if you are downloading a Word document, the file downloads into Documents To Go.  
**Card** If you have an expansion card installed, the file downloads onto the card. If you don't have an expansion card installed, the file is downloaded into the default folder for that file type on the device's **internal drive**. If that file type does not have a default folder, it downloads into a folder called Blazer Downloads.
- 5** Select Yes.  
 Done

+ **Did You Know?**

Saved pages are listed with the bookmarks in the **Bookmark List**. The saved pages have an orange corner.

+ **Did You Know?**

The web browser also functions as a viewer, enabling you to quickly view certain files while working in other applications. For example, if you read an email message that has a file attached in HTML format, select the file and the web browser opens so that you can view the file.

\* **Tip**

Saving a web page on your device allows you to view a web page without being online.

## Saving a web page

If you want to save a web page (such as a travel itinerary or Internet order receipt) indefinitely, you can create a saved page. The copy is stored on the device until you delete it.

1

**Go to Favorites** and select Web .

2

**Go to the web page** you want to save.

3

Go to the Save Page dialog box:

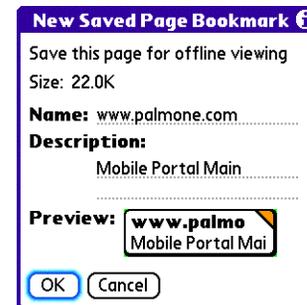
- a. **Open the menus.**
- b. Select Page, and then select Save Page.

4

Save the web page:

- a. Change the page name or description if you want.
- b. Select OK.

↓ Done



**\* Tip**

Suppose you have an HTML file on your desktop computer that you want to carry with you. Download the file onto the device's **internal drive** or expansion card and use the web browser to view the page on your device.

**Viewing a saved file**

You can use the web browser to view web pages or image files that are on the device's **internal drive** or an expansion card. The types of files that can be viewed include HTML, HTM, GIF, and JPG.

**1**

**Go to Favorites** and select Web .

**2**

Select a file or folder to open it.

A web browser icon appears to the left of the file name in the Files list if it is a file that is automatically opened in web browser.

**3**

Enter the file name using the format file://<cardname>/<path>.

 Done

## Communicating with other users

You can communicate with others by means of email or **beaming**.

### Sending email by means of an Internet email account

You can use your Internet email account to send an email message and attachments.

- 1** **Go to Favorites** and select Web .
- 2** **Log in** to your Internet email account.
- 3** Compose your email message.
- 4** Send or save the email message.  
 Done

## Changing your home and start pages

You can change the page that your **Home Page** icon  goes to, or change the page that the web browser starts with when it is first opened.

### Changing your home page

You can choose a home page from any web address.

**1**

**Go to Favorites** and select Web .

**2**

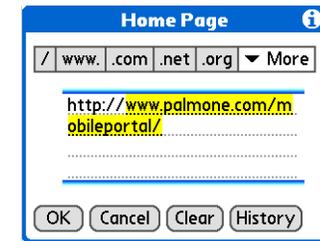
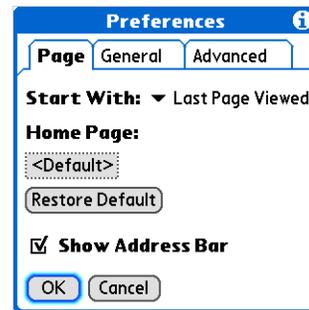
Open the Preferences Page dialog box:

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

↘ **Continued**

**3**

Select the Home Page box.

**4**

Enter a URL on the Address line.

**5**

Select OK twice.

↓ Done

## Changing your start page

You can select the start page you want your device to open to when you first open the web browser.

**1**

**Go to Favorites** and select Web .

**2**

Open the Preferences Page dialog box:

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

**3**

Select the Start with pick list, and select the page you want to start with when you first open the web browser:

**Home Page** The page you have set as your home page.

**Last Page Viewed** The last page you viewed before exiting the web browser.

**Bookmarks** The Bookmarks dialog box opens. The web browser does not connect to the Internet.

**Blank Page** An empty page with no URL or dialog box

**4**

Select OK.

↓ Done

## Setting advanced browser options

You can change options on your device to improve the speed, ease of use, and security of your browsing experience.

### Changing how images are downloaded

Images in web pages can be very large. You can set an option to make web pages download faster by removing images altogether.

**1**

**Go to Favorites** and select Web .

**2**

Open the General Preferences dialog box:

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

**3**

Check or uncheck the Disable Images box to disable or enable images.

**4**

Select OK.

 Done

\* **Tip**

Filling out an order form or application on the web usually requires entering several pieces of information: your name, address, phone number, and so on. When you enable autofill, your device stores the information you entered in these fields. The next time you use that order form and type the first few letters in a field, your device remembers the last item you entered in that field that started with those letters, and fills in the field.

## Setting whether to automatically complete web addresses and form fields

Your device can store information, such as web addresses and form fields. If autofill is enabled, when you enter the first few letters of a URL you've entered before in the URL Entry field, your device completes the URL for you. Also, when you are filling out forms and applications, your device can complete the information for you.

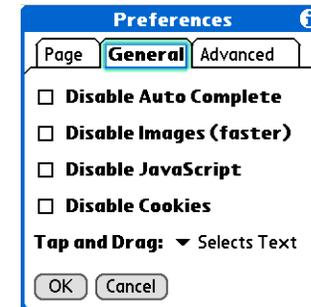
1

**Go to Favorites** and select Web .

2

Open the General Preferences dialog box:

- Open the menus.**
- Select Options, and then select Preferences.
- Select General tab.



3

Check or uncheck the Disable Auto Complete box to disable or enable autofill.

4

Select OK.

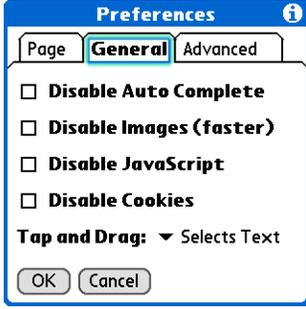
↓ Done

## » Key Term

**Cookie** Some websites store information in a small text file, called a cookie, that is saved on your device. A cookie usually stores information about you and your preferences for that website. A site can use this information to customize the pages you see the next time you visit. Allowing a website to create a cookie does not give the site access to the rest of your device. A cookie stores only the information you provide while visiting the website.

## Allowing websites to remember personal information

By default, your device saves the cookies it receives. If you want more privacy, you can tell your device not to accept cookies.

<b>1</b>	<p><b>Go to Favorites</b> and select Web .</p>
<b>2</b>	<p>Open the General Preferences dialog box:</p> <ol style="list-style-type: none"> <li><b>Open the menus.</b></li> <li>Select Options, and then select Preferences.</li> <li>Select General tab.</li> </ol> 
<b>3</b>	<p>Check or uncheck the Disable Cookies box.</p>
<b>4</b>	<p>Select OK.</p> <p>↓ Done</p>

## Clear Cookies and cache preferences

**1**

**Go to Favorites** and select Web .

**2**

Open the Advanced Preferences dialog box:

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

↘ **Continued**

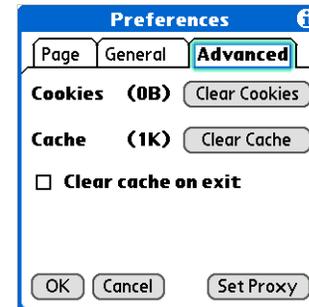
**3**

Clear Cookies and the cache by using the following options:

**Cookies** Indicates how much memory is being used by cookies.

**Clear Cache** Clears the cache immediately and frees the memory.

**Clear cache on exit** Check the box to clear the cache each time you exit the web browser. Uncheck the box to keep the cache from session to session.

**4**

Select OK.

↓ Done

**» Key Term**

**Proxy server** A server that provides access to files from other servers by retrieving them either from its local cache or from the remote server.

**Setting preferences for using a proxy server**

Your device comes with the proxy server turned off. You can turn the proxy server on and configure a proxy server.

**1**

**Go to Favorites** and select Web .

**2**

Open the Advanced Preferences dialog box:

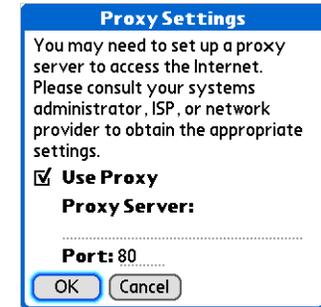
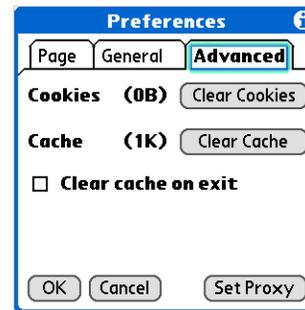
- a. **Open the menus.**
- b. Select Options, and then select Preferences.
- c. Select Advanced tab.

↘ **Continued**

**3**

Set your proxy server preferences:

- a. Select Set Proxy.
- b. Check or uncheck the Use Proxy box to use or not use a proxy server.
- c. If you want to use a proxy server, select the Use Proxy box and enter the appropriate server address and port number.



- d. Select OK.

**4**

Select OK.

↓ Done

## Setting whether to accept JavaScript

You can choose to bypass JavaScript elements on the web pages you view. JavaScript is often used on web pages for interactive content.

**1**

**Go to Favorites** and select Web .

**2**

Open the General Preferences dialog box:

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

**3**

Check or uncheck the Disable JavaScript box to disable or enable JavaScript.

**4**

Select OK.

 Done

**Tips & Tricks**

Make your 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 the web browser 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 messages by arranging them into categories and sorting them

**Bluetooth®**

Setting up a phone connection using the Bluetooth wireless technology on your device

**Wi-Fi®**

Setting up a network connection using Wi-Fi wireless technology on your device

**VersaMail®**

Sending email messages.

# Dialing Phone Numbers from Your Device

## In this chapter

[Dialing a number](#)

[Using speed dial](#)

[Related topics](#)

Need to dial a number? You can dial phone numbers directly from a contact using **Quick Connect**. If you don't have the number listed as a contact, you can tap out the number on the Dialer keypad, tap Dial. Your mobile phone begins dialing (GSM phone required; sold separately). Your call history stays on your device for easy access later.



## Benefits of Dialer

- Easily dial numbers that are not in Contacts by using the keypad on your device screen
- Keep your call history on your device
- Quickly dial numbers using speed dial

**[ ! ] Before You Begin**

Before you can dial a number, you must **set up a phone connection** on your device.

## Dialing a number

Tapping out a number on your device is sometimes easier than using your mobile phone.

### Entering a number

**1**

Go to **Applications** and select **Dialer** .

**2**

Tap the telephone number on the keypad.



Digits appear in the numeric display

Enter phone number and tap Dial

Tap Clear to delete last digit from numeric display.  
Tap and hold to clear entire numeric display

Tap and hold the 0 key to add a + (plus) to the number sequence

**3**

Tap **Dial**.

↓ Done

## Redialing the most recently used number

**1**

**Go to Applications** and select Dialer .

**2**

Dial the most recently used number:

- a. Tap Dial to display the most recently used number.



The most recently dialed number is displayed

Tap Dial

- b. Tap Dial again to dial the number.

↓ Done

- + **Did You Know?**  
Dialer keeps a list of 11 of the most recently dialed numbers.
- + **Did You Know?**  
If the number is a speed-dial entry, the name from the speed dial entry appears in the Call History list.

## Dialing a number from the Call History List

**1**

**Go to Applications** and select Dialer .

**2**

Dial the number from the list:

- a. Tap History.
- b. Tap an entry from the History list.

Call History	
1999555555	1/20/04 5:24 pm
Wayne's Pizza	1/20/04 5:23 pm
Arthur	1/20/04 5:23 pm
Brad	1/20/04 5:22 pm

Done

—— Tap entry to enter number on Dialer view

- c. Tap Dial.

↓ Done

## Using speed dial

Speed dial allows you to store ten of your most commonly used numbers and to dial one with a single tap.

### Adding a speed-dial entry

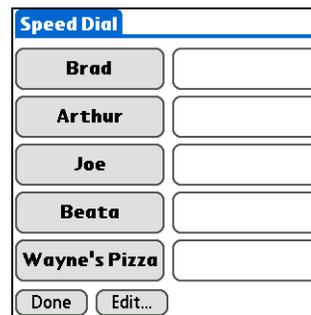
1

**Go to Applications** and select Dialer .

2

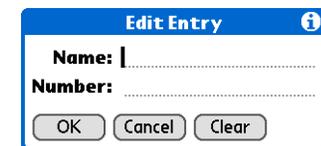
Add a speed-dial entry:

- a. Tap Speed.
- b. Tap an empty speed-dial button.



Speed Dial	
Brad	
Arthur	
Joe	
Beata	
Wayne's Pizza	
Done	Edit...

Tap empty speed-dial button

**Edit Entry** 

**Name:** | .....

**Number:** | .....

OK Cancel Clear

- c. Enter a name and telephone number.
- d. Tap OK.

↓ Done

## Dialing a number using speed dial

**1**

**Go to Applications** and select Dialer .

**2**

Dial the number:

- a. Tap Speed.
- b. Tap one of the named speed-dial buttons.

↓ Done

Speed Dial	
Brad	<input type="text"/>
Arthur	<input type="text"/>
Joe	<input type="text"/>
Beata	<input type="text"/>
Wayne's Pizza	<input type="text"/>
Done	Edit...

- \* **Tip**  
 You can go directly to the Edit Entry dialog box by tapping and holding a speed dial button.

## Editing a speed-dial entry

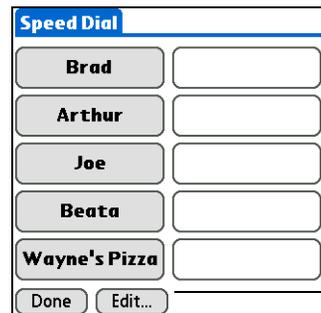
1

**Go to Applications** and select Dialer .

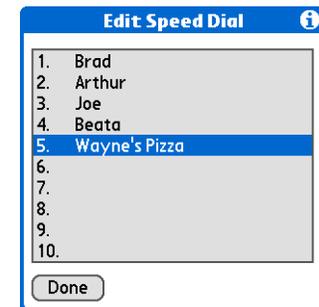
2

Edit an entry:

- a. Tap Speed.
- b. Tap Edit.



Tap Edit



- c. Tap an entry.
- d. Edit the entry.
- e. Tap OK, and then tap Done.

↓ Done

**Tips & Tricks**

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**Support**

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## Related topics

Click a link below to learn about these related topics:

**Moving Around**

Opening applications

**Connecting**

Connecting your device to a mobile phone

**Contacts**

Using Quick Connect and Tap-to-Connect in Contacts to dial phone numbers

# Sharing Information

## In this chapter

[Using the Send command](#)

[Beaming](#)

[Other ways of sharing information](#)

[Related topics](#)

You have to get this memo to your boss—*now*. Or the photo of the grandkids in their Halloween costumes to your mom. After you've used your device to create or capture that important business and personal information, it's time to share it with others.

Your device comes equipped with a variety of options for sharing information, so that you can choose the quickest, most convenient way of sending your info.



## Benefits of sharing

- Keep others up-to-date with meaningful business and personal information
- Choose the most convenient sharing method from a variety of options
- Create an informal backup copy of important info

**[ ! ] Before You Begin**

You must complete all the prerequisites for the **messaging** application.

To use your device's built-in Bluetooth wireless 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.

**+ Did You Know?**

You can also easily send information from the desktop component of many applications. For example, you can send photos from the palmOne™ Media desktop application. See the online desktop help for information.

**\* Tip**

If you are unable to send information to another device, try moving closer to the receiving device.

## Using the Send command

You can send information from within an application—such as a photo or video, a contact, or an appointment—to other Palm OS® device users. You can also send a category of information or even an entire application.

You can use the Send command in many applications to send information wirelessly using one of the following methods:

- Using the built-in Bluetooth® wireless technology on your device
- As an attachment to an **email message**
- As part of a **text message**

## Sending information from within an application using Bluetooth® technology

You can use your device's built-in Bluetooth technology to send information directly to another device that includes Bluetooth technology. You must be within range of the receiving device to send information using Bluetooth technology. The maximum range is approximately 25–30 feet (8–10 meters); however, the shorter the range, the more quickly and accurately you can send information.

**+ Did You Know?**

In most applications, the leftmost menu is named Record.

**1**

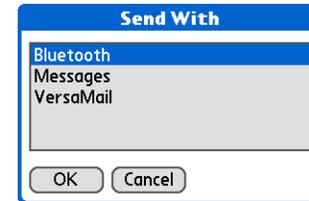
Select the information you want to send:

- a. **Open an application.**
- b. Select the entry you want.

**2**

Select a sending method:

- a. **Open the menus.**
- b. Select the Send menu item in the leftmost menu. In most applications, the leftmost menu is named Record.
- c. Select Bluetooth, and then select OK.

**3**

Select the receiving device on the Discovery Results screen, and then select OK.

**Done**

The information is sent to the receiving device.

\* **Tip**  
Create a category of Calendar events such as your child's soccer schedule, and then send the entire category to your spouse's device.

\* **Tip**  
When you send a category, the individual entries within the category (contacts, memos, photos, and so on) appear as unfiled items on the receiving device.

## Sending a category using Bluetooth technology

**1**

Select the category you want to send:

- a. **Open an application.**
- b. From the list view, select the pick list in the upper-right corner and select the category you want. This takes you to the list view within the selected category.

**2**

Send the category:

- a. **Open the menus.**
- b. Select the Send Category menu item in the leftmost menu.
- c. Select Bluetooth, and then select OK.

**3**

Select the receiving device on the Discovery Results screen, and then select OK.

**Done**

The information is sent to the receiving device.

## \* Tip

Select the Send From pick list to send an application from an expansion card inserted into the expansion slot.

## Sending an application using Bluetooth technology

1

Select the application you want to send:

- a. **Go to Applications.**
- b. **Open the menus.**
- c. Select Send on the App menu.
- d. Select the application you want to send.



**NOTE** You cannot send an application that has a lock icon next to the application size.

2

Send the application:

- a. Select Send.
- b. Select Bluetooth, and then select OK.

3

Select the receiving device on the Discovery Results screen, and then select OK.



Done

The information is sent to the receiving device.

### Using the Send command with the VersaMail® application

You can send information as an attachment to an email message using the Send command. Follow the procedures for sending **information**, a **category**, or an **application**. Select VersaMail in the Send With dialog box. The VersaMail® application opens, displaying a blank message with the information you want to send as an attachment. **Address the message**, enter a subject line, and then select Send or Get & Send.

### Using the Send command with SMS

**NOTE** You cannot send a category or an application with SMS.

You can send information as part of a text message using the Send command. Follow the procedure for sending **information**. Select SMS in the Send With dialog box. The SMS application opens, displaying a new text message with the information you want to send as the body of the message. **Address the message**, and then select Send.

**\* Tip**

For best results when beaming, the devices should be between 4 and 39 inches (10 centimeters and one meter) apart, and there should be a clear path between them.

**\* Tip**

Beaming works best for smaller items. If you have larger items, you can use [Bluetooth® wireless technology. Expansion cards](#) are convenient for sharing very large items.

## Beaming

Using the [IR port](#) on your device, you can beam information from within an application, such as a photo or video, a contact, an appointment, or a task, to other Palm Powered™ devices. You can also beam a category of information or even an entire application.

**NOTE** The receiving device must be turned on. Depending on the receiving device model, not all information may be sent correctly.

### Beaming information from within an application

**1**

Select the information you want to beam:

- a. **Open an application.**
- b. Select the entry you want.

↘ Continued

- \* **Tip**  
The leftmost menu in most applications is named Record.
- \* **Tip**  
In Contacts, you can create a contact with your own information and select it as your business card by **opening the Record Menu** and selecting Business Card. Beam your business card to other devices by holding down the Contacts Quick button until the Beam dialog box appears.

**2**

Beam the information:

- a. **Open the menus.**
- b. Select the Beam menu item in the leftmost menu. The leftmost menu in most applications is named Record.
- c. When the Beam dialog box appears, point your device's IR port directly at the IR port of the other device.

**3**

Wait for the Beam dialog box to indicate that beaming is complete.

↓ Done

**\* Tip**

Create a category of Calendar events such as your meeting schedule, and then beam the entire category to your business partner's device.

**\* Tip**

When you receive a beamed item, you can file the item in a category using the Receive dialog box.

## Beaming a category

**1**

Select the category you want to beam:

- a. **Open an application.**
- b. From the list view, select the pick list in the upper-right corner and select the category you want. This takes you to the list view within the selected category.

**2**

Beam the category:

- a. **Open the menus.**
- b. Select the Beam Category menu item in the leftmost menu.
- c. When the Beam dialog box appears, point your device's IR port directly at the IR port of the other device.

**3**

Wait for the Beam dialog box to indicate that beaming is complete.

↓ Done

## \* Tip

Select the Beam From pick list to beam an application from an expansion card inserted into the expansion slot.

## Beaming an application

1

Select the application you want to beam:

- a. **Go to Applications.**
- b. **Open the menus.**
- c. Select Beam in the App menu.
- d. Select the location of the app from the Beam From pick list.
- e. Select the application you want to beam.

**NOTE** You cannot beam an application that has a lock icon next to the application size.

↘ Continued



**2**

Beam the application:

- a. Select Beam.
- b. When the Beam dialog box appears, point your device's IR port directly at the IR port of the other device.

**3**

Wait for the Beam dialog box to indicate that beaming is complete.

↓ Done

## Other ways of sharing information

Here are some other ways of sharing information:

- Copy information or an application onto an **expansion card** inserted into the expansion slot, and view the information by inserting the card into the slot on another Palm Powered device.
- Copy information such as a photo or video from your device to your computer, or from your computer to your device by **synchronizing**.

**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 sharing 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:

- |                                |  |
|--------------------------------|--|
| <b><u>Moving Info</u></b>      | Sharing information by synchronizing your device with your computer                          |
| <b><u>Expansion</u></b>        | Sharing information by saving it to an expansion card that can be viewed from another device |
| <b><u>Connecting</u></b>       | Setting up a connection with a phone to share information wirelessly                         |
| <b><u>VersaMail</u></b>        | Sending information as an attachment to an email message                                     |
| <b><u>SMS</u></b>              | Sending information as part of a text message  |
| <b><u>Common Questions</u></b> | Answers to frequently asked questions about sharing information                              |

# Managing Your Expenses

## In this chapter

[Adding an expense](#)

[Choosing currency options](#)

[Deleting expenses](#)

[Customizing the expense list](#)

[Working with Expense on your computer](#)

[Related topics](#)

Tired of trying to re-create your business trip when you return? Expense makes it easy to keep track of what you paid for that dinner in New York with your new sales group.

You can track costs for meals, lodging, transportation, entertainment, and more, and save all of the information in one convenient place. You can even transfer the information to a spreadsheet on your computer.



## Benefits of Expense

- Monitor your business and personal expenses
- Easily retrieve expense information
- Create expense reports faster

### + Did You Know?

Expense is not just for business. Use it to help plan your budget by figuring out how much you spend each month on things like entertainment and dining out.

### \* Tip

Add an expense simply by entering the first letter of the expense type. For example, entering *D* opens a dinner item with today's date.

To enable this feature on your device, open the **Options menu** and select Preferences. Check the automatic fill box.

### \* Tip

Change the date of an expense by selecting the date of the item.

## Adding an expense

1

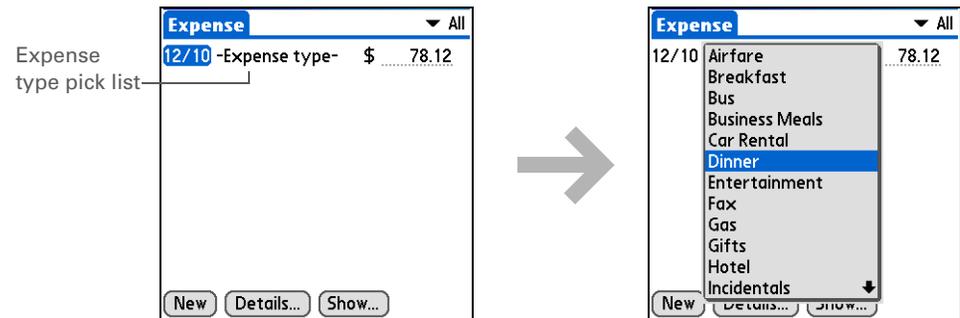
**Go to Applications** and select Expense .

2

Enter the expense:

- Tap New.
- Enter the amount of the expense.
- Tap the Expense type pick list and select a type.

**NOTE** You must select an Expense type if you want to save the item.



↘ Continued

\* **Tip**  
Add extra information to your expense items. Select the item and select Details. Then select Note and enter the information.

\* **Tip**  
Select **Lookup** in the Attendees list to pull names from Contacts.

+ **Did You Know?**  
After you synchronize, you can **send your expense information to a spreadsheet** on your computer.

## 3

Enter the details of the expense:

- a. Tap Details.
- b. Select each field where you want to enter information, and enter it.

**Receipt Details**

**Category:** ▼ Unfiled  
**Type:** ▼ Dinner  
**Payment:** ▼ Unfiled  
**Currency:** ▼ \$  
**Vendor:** .....  
**City:** .....  
**Attendees:** Who.....

OK Cancel Delete Note

**Category** Select a **category** to sort your expenses.

**Type** Enter the expense type.

**Payment** Select how you paid for the expense.

**Currency** Select the currency used to pay the expense. You can **preset this symbol**.

**Vendor and City** Enter the vendor and city associated with the expense. For example, a business lunch might be at Rosie's Cafe in San Francisco.

**Attendees** Enter the people associated with the expense.

- c. Select OK.

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

\* **Tip**

If you travel a lot, update the currency pick list, so that you can quickly get to the symbols you need.

+ **Did You Know?**

Use separate categories for related expenses. For example, create a London category for a trip to London. After you file your expense report for the London trip, you can easily delete the related expenses with the **Purge** command.

## Choosing currency options

Expense is even easier to use when you customize the currency list. You can choose what currencies appear in the pick list, and what symbol automatically appears in new expenses, and you can even create your own currency symbol.

### Customizing the currency pick list

Place the currency symbols that you use most often in the currency pick list.

1

**Go to Applications** and select Expense .

2

Open the Receipt Details dialog box:

- a. Tap an expense item.
- b. Tap Details.

3

Select the currency symbol(s) that you want to see in the pick list:

- a. Select the Currency pick list, and then select Edit currencies.

↘ **Continued**



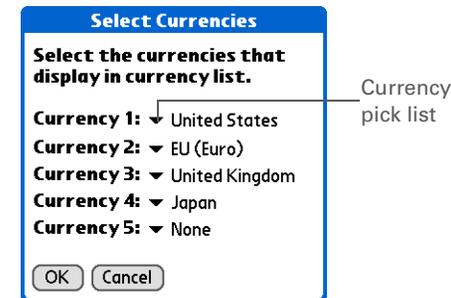
\* **Tip**

If you're entering several expenses that all use the same currency, change the preset currency to that symbol to save time.

When you're finished with those expenses, change it again to the next one you'll use.

**Cont'd.**

- b. Select one of the Currency pick lists and select the name of the country whose currency symbol you want to display.
- c. Select OK, and then select OK again.



⏴ **Done** The expense list now displays the currencies you selected.

## Presetting the currency symbol

Choose which currency symbols appear when you add a new expense.

**1**

**Go to Applications** and select Expense .

**2**

Open Expense Preferences dialog box:

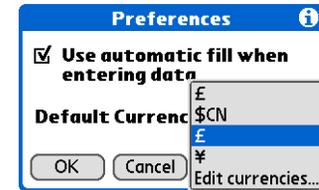
- a. **Open the menus.**
- b. Select Options, and then select Preferences.

⏴ **Continued**

3

Choose the default currency:

- a. Select the Default Currency pick list.
- b. Select the symbol you want to appear when you add new expenses.
- c. Select OK.



↓ Done

## Creating a currency symbol

If the currency you want to use is not in the pick list of countries, you can create your own symbol.

1

**Go to Applications** and select Expense .

2

Open the Custom Currencies dialog box:

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

↘ Continued

**3**

Create the custom symbol:

- a. Select a Country box.
- b. Enter the name of the country and the symbol that you want.
- c. Select OK, and then select OK again.

↓ Done



## Deleting expenses

Delete individual expenses, or an entire category of expenses at once.

### Deleting an individual expense

<b>1</b>	<b>Go to Applications</b> and select Expense  .
<b>2</b>	Tap the expense you want to delete.
<b>3</b>	Delete the item: a. <b>Open the menus.</b> b. Select Delete Item in the Record menu.
<b>4</b>	<b>[ &amp; ] OPTIONAL</b> Check the box to save an archive copy of the expense on your computer.
<b>5</b>	Select OK.   Done

\* **Tip**

To combine expenses from different categories, rename one category to match the other category's name.

+ **Did You Know?**

There is another way to delete a category. Select the Category pick list and select Edit Categories. Select the Delete command to delete the selected category and move all of its entries to the Unfiled category.

## Deleting an entire category of expenses

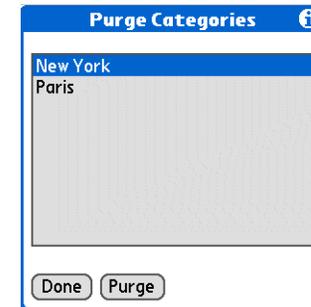
1

**Go to Applications** and select Expense .

2

Open the Purge Categories dialog box:

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



3

Delete the category and all of its items:

- a. Select the category you want to delete.
- b. Select Purge.
- c. Select Done.

↓ Done

### + Did You Know?

Customizing the expense list makes it easy to see how much you spent on each type of expense. For example, to see how much you spent on taxis, sort your expenses by type so that all your taxi expenses appear together in the list.

Use **categories** to further refine your list.

## Customizing the expense list

You can change the appearance of the expense list.

- 1** **Go to Applications** and select Expense .
- 2** Select Show.
- 3** Select the pick lists to change any of the following items, and then select OK:
 

**Sort by** Sort expenses by date or type.

**Distance** Show distance in miles or kilometers.

**Show currency** Show or hide the currency symbol in the expense list.

 Done



## Working with Expense on your computer

### WINDOWS ONLY

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

- Adding, editing and deleting expense items
- Organizing your expenses by date, type, amount, notes, or category
- Viewing expense items as a list, large icons, or small icons
- Converting a list of expenses to a single currency
- Printing expense reports
- Transferring expense information to other applications, such as Microsoft Excel, using the Send or Export command in Palm Desktop software

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

**Tips & Tricks**

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**Support**

If you're having problems with Expense 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:

**Moving Around**

- Opening applications
- Using menus

**Entering Information**

- Adding contacts to the attendees list with Lookup
- Entering information with Graffiti® 2 characters and ShortCuts

**Calculator**

Performing basic math calculations associated with your expenses

**Categories**

- Creating and editing categories
- Organizing expenses by type and sorting them

**Customizing**

Setting number formats

# Performing Calculations

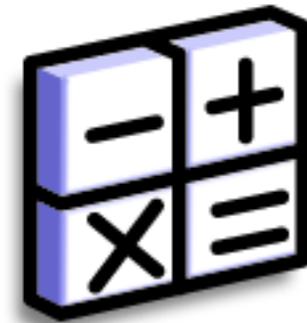
## In this chapter

[Calculator buttons](#)

[Viewing recent calculations](#)

[Related topics](#)

Whether you're figuring the tip on a restaurant bill or balancing your checkbook, it's always nice to have a calculator on hand. And because it's part of your device, there's no need to carry a separate calculator.



## Benefits of Calculator

- Always have a calculator with you
- Store calculations for later use

- \* **Tip**  
Use the memory buttons to store and recall a number you enter in multiple calculations.
- \* **Tip**  
If you make a mistake entering a number in the middle of a calculation, use the CE button to re-enter the number without starting the calculation over.
- \* **Tip**  
Open the Options menu and select Advanced Mode to display a scientific calculator.

## Calculator buttons



Clear any value in the Calculator memory.



Recall the stored value from the memory and enter it into the current calculation.



Place the current number into memory. The current number is added to the total that is already in the memory. Tapping this button does not affect the current calculation; it just places the value in memory.



Clear the last number you entered.



Clear the entire calculation so that you can start over.



Enter a number, and then select this button to change it to a percentage.



Enter a number, and then select this button to calculate the square root of the number.



Enter a number, and then select this button to make it negative.

+ **Did You Know?**

Viewing recent calculations is helpful when double-checking the math in your checkbook register.

+ **Did You Know?**

Calculator History also has these functions:

**Clear** Select to clear the calculator's history.

**Copy** Select to copy the history of calculations. Then paste them into another application by opening the Edit menu and selecting Paste in the other application.

## Viewing recent calculations

View recent calculations to confirm that you entered everything correctly.

1

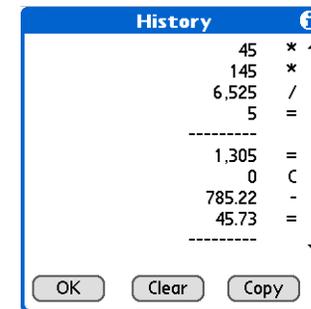
**Go to Applications** and select Calculator .

2

Open the History dialog box:

- a. **Open the menus.**
- b. Select Edit, and then select Show History.
- c. Select OK.

↓ Done



## Accessing different calculators

Do you need a scientific or financial calculator? Your calculator has a variety of modes that can help you calculate formulas in a number of different areas.

**1**

**Go to Applications** and select Calculator .

**2**

Access the advanced mode calculators:

- a. **Open the menus.**
- b. Select Options, and then select Advanced Mode. You can now use the scientific calculator.
- c. If you want to use other calculators, such as finance, logic, statistics, or area, **open the menus,** select Options, and then select a mode from the list.

↓ Done

**Tips & Tricks**

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**Support**

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

## Related topics

Click the links below to learn about these related topics:

**Moving Around**

- Opening applications
- Using menus

**Entering Information**

Entering numbers with Graffiti® 2 characters

# Keeping Your Information Private

## In this chapter

[Choosing a security level](#)

[Marking information as private](#)

[Setting the level of privacy](#)

[Using a password](#)

[Locking your device](#)

[Using Quick Unlock](#)

[Encrypting your information](#)

[Limiting the number of password attempts](#)

[Related topics](#)

You probably wouldn't leave your door unlocked at night, so why should it be any different with your device? When you think about the amount of personal and private information stored there, you'll definitely want to protect it.



## Benefits of privacy

- Protect information if your device is misplaced
- Hide private information
- Unlock your device using only one hand

\* **Tip**  
Use the [Enterprise Software link](#) to download software to create a secure wireless connection to your corporate network and encrypt individual files and folders to protect your critical information.

## Choosing a security level

There are a variety of security levels available for your device. Choose the level that provides the best mix of security and convenience.

**Activating no security features** All entries are accessible to anyone who has your device. This includes entries that are marked **private** but are not masked or hidden.

**Masking private entries without creating a password** Masked entries are displayed when selected. This provides some degree of privacy for private entries, but anyone can view the info by simply selecting it.

**Hiding private entries and creating a password** Private entries are displayed when the password is entered. This is the basic level of security.

**Encrypting entries (requires assigning a password)** Entries are scrambled whenever your device locks, and are only displayed when the password is entered. Choose to encrypt all information, or just private entries. This feature provides better security than hiding private entries and assigning a password.

**Limiting the number of password attempts** Selected information is deleted after a specified number of incorrect password attempts. Use this feature along with encryption for the highest level of security.

## Marking information as private

Marking an entry as private is the first step in protecting your info.

**1**

**Open an application.**

**2**

Create a new entry, or select the entry that you want to make private.

**3**

Mark it as private:

- a. For existing Contacts, select Edit.
- b. Select Details.
- c. Check the Private box.
- d. Select OK.
- e. In Contacts and Memos, select Done.

↓ Done



Private box

**\* Tip**

You can also set the level of privacy from within certain applications.

**Open the Options menu**, select Security, and then select the level of privacy from the Privacy pick list.

## Setting the level of privacy

Add further protection to your private entries by setting the privacy level (hidden/masked).

### Hiding or masking private entries

**1**

Open Security:

- a. **Go to Applications**, and then select Prefs .
- b. Select Security.

**2**

Select the display option for private entries:

- a. Select the Private Records pick list.
- b. Select one of these options, and then select Done.

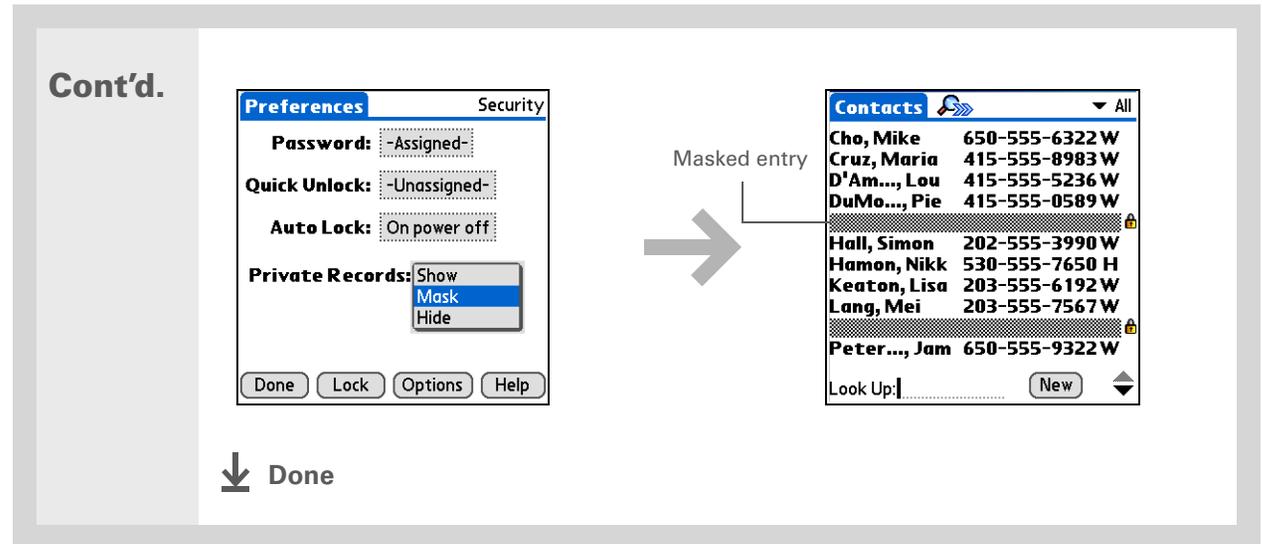
**Show** Display private entries.

**Mask** Cover entries with a gray mask; you can see the mask onscreen, but you can't see the content of the entry.

**Hide** Make private entries invisible.

↘ **Continued**

- \* **Tip**  
Use a password to protect confidential work or personal information. If your device is lost or stolen, this information will be safe.



## Viewing an entry that is masked

To open a masked entry, select the entry. If you have a **password**, enter it in the Show Private Records dialog box, and then select OK. When you close a masked entry, it remains masked.

## Using a password

Further protect your hidden or masked entries by creating a password, which is needed to display the contents of hidden/masked entries.

## \* Tip

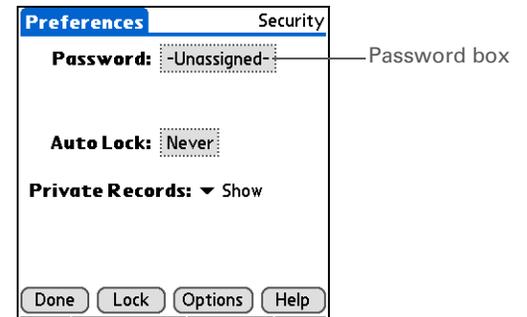
The best passwords consist of a mix of letters, characters, and numbers. Longer passwords are better than short ones. Any password you create is case-sensitive.

## Creating a password

1

Open Security:

- Go to Applications**, and then select Prefs .
- Select Security.



2

Create a password:

- Select the Password box.
- Enter a password with Graffiti® 2 writing, the numeric keypad, or the onscreen keyboard.
- Select OK.



➤ Continued

**\* Tip**

In Palm® Desktop software, you can require password entry for private info to display. Open the Tools menu and click Options, and then click Security. The password is the same one used by your device.

**3**

Confirm the password and enter a hint:

- a. Enter the password again, and then select OK.
- b. Enter a hint to help you remember the password if you forget it, and then select Done.

**4**

Select Done.

↓ Done

## Changing a password

You can change your password at any time. You must enter the current password before you can change it.

**1**

Open Security:

- a. **Go to Applications**, and then select Prefs .
- b. Select Security.

↘ Continued



**2**

Enter your current password:

- a. Select the Password box.
- b. Enter the current password, and then select OK.

**3**

Change your password:

- a. Select OK.
- b. Enter a new password, and then select OK.

**4**

Confirm the password and enter a hint:

- a. Enter the password again, and then select OK.
- b. Enter a hint to help you remember the password if you forget it, and then select Done.

**5**

Select Done.

↓ Done

## Deleting a password

You can delete your password at any time. You must enter the current password before you can delete it.

**1**

Enter your password:

- a. Select the Password box.
- b. Enter the current password, and then select OK.

**2**

Delete your password:

- a. Select Unassign.
- b. Select Done.

↓ Done



## Deleting a forgotten password

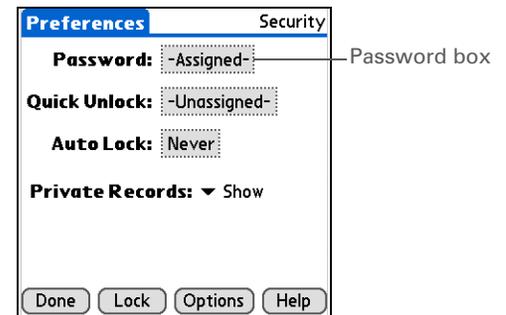
If you forget your password, your device displays the password hint (if you entered one) to help you remember the password. If you still can't remember the password, you can delete it from your device. Deleting a forgotten password also deletes all entries marked as private.

**[ ! ] IMPORTANT** Be sure to synchronize your device with your computer before and after this procedure, so you can restore any private entries that were deleted along with the password.

# 1

Open Security:

- a. **Go to Applications**, and then select Prefs .
- b. Select Security.



# 2

Open the Incorrect Password dialog box:

- a. Select the Password box.
- b. Tap any number on the keypad, and then select OK.

➤ Continued



**[ ! ] Before You Begin**

To use the locking feature, you must first **create a password** for your device.

**\* Tip**

To start your device when it is locked, turn it on. Enter your password, and then select Done.

**3**

Delete the forgotten password:

- a. Select Lost Password.
- b. Select Delete Password.

**4**

**Synchronize your device with your computer** to restore any private entries that were deleted.

**5**

**[ & ] OPTIONAL** **Create a new password.**

↓ Done

## Locking your device

Protect the entire contents of your device, whether marked private or not, by using your password to lock your device. You can set your device to lock automatically, or you can lock it manually.

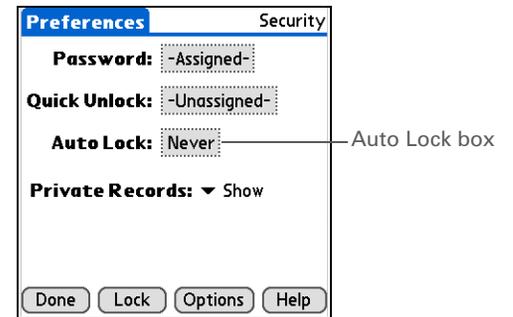
**[ ! ] IMPORTANT** If you lock your device, you must enter the exact password to unlock it. If you forget the password, your device will show you the hint you entered to help you remember the password. If you still cannot remember the password, you must do a **hard reset** to resume using your device. A hard reset deletes all of the information on your device, including your password. You can restore the information by **synchronizing** your device with your computer.

## Locking your device automatically

**1**

Open Security:

- a. **Go to Applications**, and then select Prefs .
- b. Select Security.

**2**

Open the Lock Device dialog box:

- a. Select the Auto Lock box.
- b. If necessary, enter your password, and then select OK.

➤ **Continued**

**3**

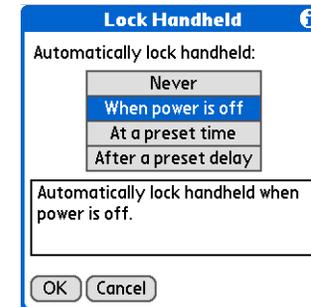
Select one of these lock options:

**Never** Always leave your device unlocked.

**When power is off**  
Automatically lock your device whenever you turn it off.

**At a preset time** Set a time when your device will automatically lock.

**After a preset delay** Set a period of inactivity after which your device will automatically lock.

**4**

Select OK, and then select Done.

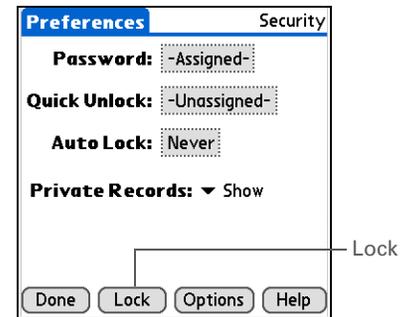
↓ Done

## Locking your device manually

**1**

Open Security:

- a. **Go to Applications**, and then select Prefs .
- b. Select Security.

**2**

Select Lock.

**3**

Select Lock Device.

↓ Done



**[ ! ] Before You Begin**

To use Quick Unlock, you must first **create a password** for your device.

**\* Tip**

You can change a Quick Unlock combination at any time. Follow the same steps you used to create the combination.

## Using Quick Unlock

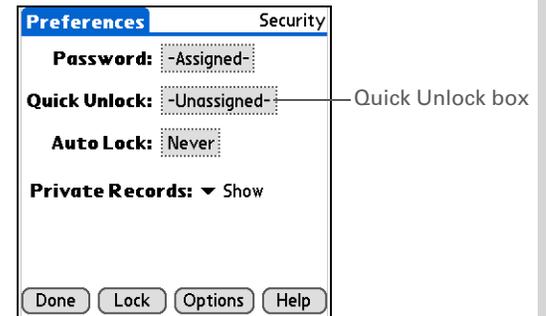
You can unlock your device by creating a special combination sequence with the 5-way navigator—similar to the combination you use to open a padlock. Use this sequence in place of your password to quickly unlock your device. Quick Unlock works only with your first three attempts to unlock your device. After three attempts, you must use your password to unlock your device.

### Creating a Quick Unlock combination

# 1

Open Security:

- a. **Go to Applications**, and then select Prefs .
- b. Select Security.



# 2

Open the Quick Unlock dialog box:

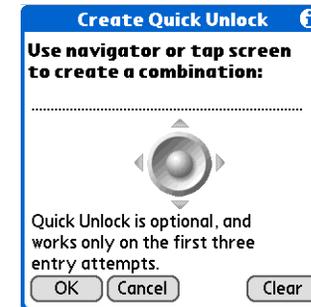
- a. Select the Quick Unlock box.
- b. If necessary, enter your password, and then select OK.

➤ **Continued**

**3**

Create a Quick Unlock combination sequence:

- a. Use the 5-way or tap the onscreen navigator to create a combination.  
For example, you might choose Left-Right-Left as a combination.
- b. Select OK.

**4**

Select Done.

**↓ Done**

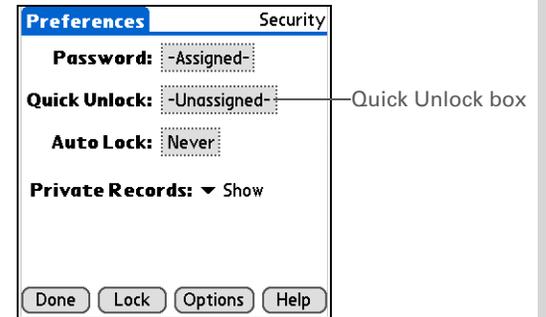
When your device is locked, you can now unlock it by using the Quick Unlock combination. If you forget your combination, you are asked to enter your password.

## Deleting your Quick Unlock combination

### 1

Open Security:

- a. **Go to Applications**, and then select Prefs .
- b. Select Security.



### 2

Open the Quick Unlock dialog box:

- a. Select the Quick Unlock box.
- b. If necessary, enter your password, and then select OK.

### 3

Delete the Quick Unlock combination:

- a. Select Unassign.
- b. Select Done.



↓ Done

**[ ! ] Before You Begin**

To use encryption, you must first **create a password** for your device.

## Encrypting your information

You can encrypt selected information whenever your device locks. This means that your information is scrambled so that it cannot be read. When you unlock your device and enter your password or Quick Unlock combination, the encrypted information is unscrambled.

The more information you select for encryption, the longer your device takes to scramble (and unscramble) the information. Also, applications that use large files, such as palmOne™ Media, take a long time to encrypt. In these cases, consider the trade-off between security and convenience.

**1**

Open Security:

- a. **Go to Applications**, and then select Prefs .
- b. Select Security.

➤ **Continued**



**2**

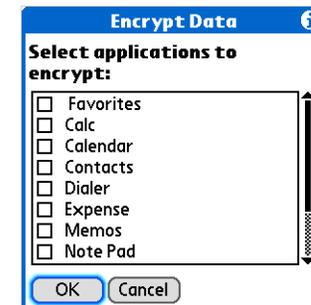
Open the Encrypt Data dialog box:

- a. Select Options and then select Security Options.
- b. If necessary, enter your password, and then select OK.
- c. Check the Encrypt data when locked box.
- d. Select Choose Applications.

**3**

Select the applications you want to encrypt, and then select OK.

➤ Continued



\* **Tip**  
Synchronize your device with your computer frequently to prevent loss of information if intrusion protection is triggered.

+ **Did You Know?**  
 Incorrect Quick Unlock attempts are not included in the intrusion protection counter.

4

[ & ] **OPTIONAL** To encrypt only the **private entries** in the applications you selected, check the Encrypt private records only box.



5

Select OK, and then select Done.

↓ Done

## Limiting the number of password attempts

You can set the number of incorrect password attempts that are allowed before selected information is deleted from your device. This feature, called intrusion protection, protects sensitive information from an intruder who uses an automated means to try every possible combination until the password is found. Use intrusion protection if you keep highly confidential information on your device.

[ ! ] **IMPORTANT** If you limit the number of password attempts, be sure to use Quick Unlock to prevent accidental password attempts while your device is in a purse or pocket.

## 1

Open Security:

- a. **Go to Applications**, and then select Prefs .
- b. Select Security.



## 2

Set the number of password attempts:

- a. Select Options and then select Security Options.
- b. If necessary, enter your password, and then select OK.
- c. Select the Intrusion Protection box.
- d. Enter the number of password attempts that are allowed before selected information on your device is deleted.



Intrusion Protection box

➤ Continued

## \* Tip

The number of password attempts must be between 5 and 99.

## 3

Select the information that is deleted after the set number of failed attempts:

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

**No Data** No information is deleted after the set number of failed attempts.

**Private Records** All entries **marked private** are deleted after the set number of failed attempts.

**All Data** All information you entered and all applications you installed on your device are deleted after the set number of failed attempts.

- b. Select OK.



## 4

Select OK two more times, and then select Done.

↓ Done

**Tips & Tricks**

Make your 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 private entries 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:

**Moving Around**

- Opening applications
- Using menus

**Managing Info**

Creating a backup of your information

**Customizing**

Entering your owner information in case your device is lost or stolen

**Maintaining**

Doing a hard reset

**Common Questions**

Answers to frequently asked questions about privacy

# Using Categories to Organize Information

## In this chapter

[Adding a category](#)

[Renaming a category](#)

[Deleting a category](#)

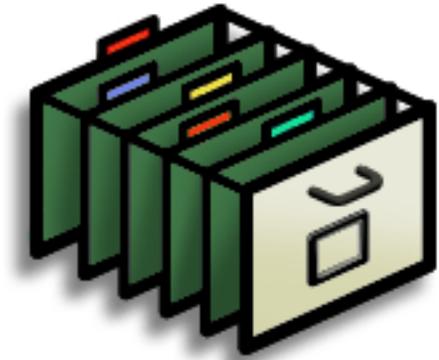
[Placing information in a category](#)

[Viewing information by category](#)

[Related topics](#)

If you're like most people, you use your device to manage your work life and your personal life. Yet these two areas contain so many details: your children's after-school activities, your conference schedule, your shopping list for the week, and entertainment.

Categories help you organize different aspects of your life, no matter how you choose to group them.



## Benefits of categories

- Better organize your information
- Easily retrieve the information you need

### + Did You Know?

You can have up to 15 categories in an application.

### \* Tip

**Colors** make it easy to find the info you need in Calendar.

### \* Tip

Add a category in Contacts that contains all of your medical numbers for quick access.

Other useful categories in Contacts are Emergency, for fire, ambulance, and police; Children, for your children's school and friends; and Entertainment, for restaurants or theaters that you visit often.

## Adding a category

You can add categories in many applications: Contacts, Expense, Memos, Note Pad, Tasks, and palmOne™ Media. (In palmOne Media, categories are called **albums**.) Place individual entries in these categories to easily get to a group of related items.

In addition to putting individual entries into a category, you can also put entire applications into categories. For instance, you may find it convenient to put Expense and Calculator into a category called Money.

# 1

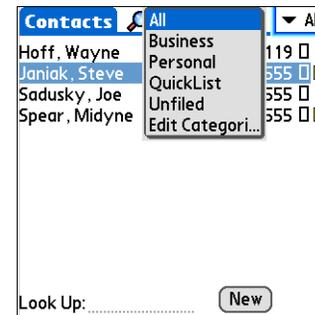
Do one of the following:

- To add a category for individual entries in one of the applications above, **open that application**.
- To add a category for applications, **go to Applications**.

# 2

Add a new category:

- Select the pick list in the upper-right corner, and then select Edit Categories.
- Select New and enter the name of the new category.
- Select OK, and then select OK again.



↓ Done

**\* Tip**

If you want to combine items in different categories, rename one category to the other category name.

**+ Did You Know?**

Some categories, like All and Unfiled, come with your device and cannot be changed.

## Renaming a category

**1**

Do one of the following:

- To rename a category within an application, **open that application**.
- To rename a category for applications, **go to Applications**.

**2**

Rename the category:

- a. Select the pick list in the upper-right corner, and then select Edit Categories.
- b. Select the name of the category you want to change, and then select Rename.
- c. Enter a new category name, and then select OK.
- d. Select OK again.

↓ Done

\* **Tip**  
In Expense, you can delete a category, including its contents, with the **Purge** command.

\* **Tip**  
To display the category pick list in Calendar Day View, open the Options menu, select Display Options, tap Day, and then check the Show Category List box.

## Deleting a category

If you delete a category, the items in that category will move to the Unfiled category.

**1**

Do one of the following:

- To delete a category within an application, **open that application**.
- To delete a category for applications, **go to Applications**.

**2**

Go to the Edit Categories dialog box:

**Calendar** Select an event, select Details, select the Category pick list, and then select Edit Categories.

**All other applications** Select the pick list in the upper-right corner, and then select Edit Categories.

**3**

Delete the category:

- a. Select the name of the category you want to delete.
- b. Select Delete.
- c. Select Yes
- d. Select OK.

↓ Done

**\* Tip**

You can also enter new information into a category by opening the application, and then selecting the category from the upper-right corner. Select New and enter the information.

## Placing information in a category

You can place individual entries into categories within an application. For example, you may want to place some of your contacts in a category called Medical.

You may also find it convenient to view applications in groups. You may want all of your games in one category, or all of your multimedia applications in another. Then you can go right to the group of applications you need.

**NOTE** An entry or application cannot be placed in more than one category.

### Placing an entry in a category

**1**

**Open an application** that contains a category option. In Calendar, go to Day View.

**2**

Open an entry.

**3**

In Note Pad only: skip to step 5.

**4**

Open the Details dialog box:

**Contacts** Select Edit, and then select Details.

**All other applications** Select Details.

↘ **Continued**

- \* **Tip**  
To place an entry in a different category, simply select a different category from the Category pick list.

## 5

Place the entry in a category:

- a. Select a category from the Category pick list.

The screenshot shows the 'Contact Edit' dialog box with the 'Unfiled' category selected. The 'Category' dropdown menu is open, showing options: Business, Personal (highlighted), QuickList, Unfiled, and Edit Categories... The contact details include: First name: Lee, Picture: [Placeholder], Company: Example, Inc., Title: [Placeholder], Work: 555-234-1939, Home: [Placeholder], and Mobile: 555-616-2117. Buttons for OK and Cancel are visible at the bottom.



The screenshot shows the 'Contact Edit' dialog box with the 'Personal' category selected. The contact details are the same as in the previous screenshot. A line points from the word 'Category' to the 'Personal' selection in the top right corner. Buttons for Done, Details..., and a plus sign are visible at the bottom.

- b. If necessary, select OK.  
c. If necessary, select Done.

↓ Done

## Placing an application in a category

**1**

**Go to Applications.**

**2**

Open the Category dialog box:

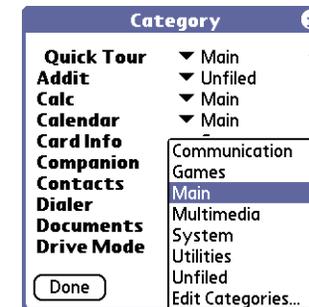
- a. **Open the menus.**
- b. Select Category in the App menu.

**3**

Place the application in a category:

- a. Select the pick list next to the application you want to place in a category.
- b. Select a category, and then select Done.

↓ Done



\* **Tip**  
In Applications view, scroll through the categories by pressing Right or Left on the 5-way navigator. To view all of the applications on your device, select the All category.

\* **Tip**  
Scroll through the categories in Contacts by repeatedly pressing the Contacts button.

## Viewing information by category

1

Do one of the following:

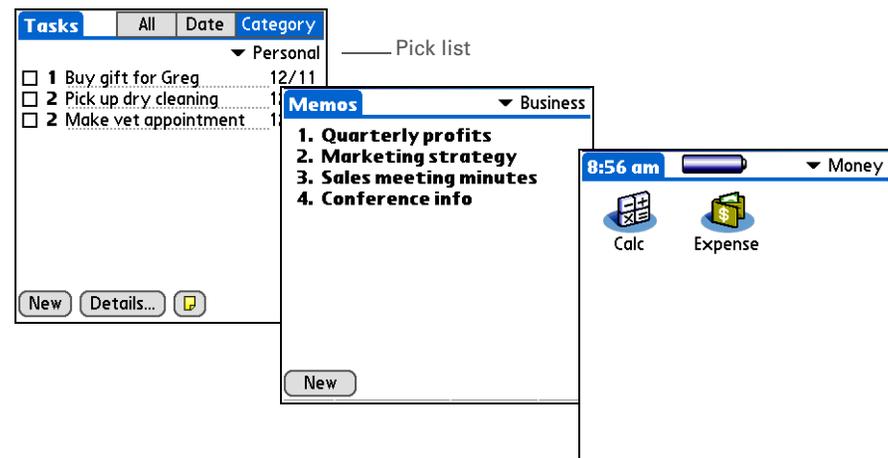
- To view entries by category, **open an application** that contains categories.
- To view applications by category, **go to Applications**.

2

Display the category you want to view:

**Calendar** Select **Show Category List**, and then select the category you want to view from the pick list.

**All other applications** Select the category you want to view from the pick list in the upper-right corner.



**Tips & Tricks**

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**Support**

If you're having problems with categories 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:

**Moving Around**

- Opening applications
- Using menus

**Calendar**

Color-coding your events in Calendar

**Media**

Organizing photos or videos into albums

**Sharing**

Beaming a category to another Palm Powered™ device

# Managing Clock Settings

## In this chapter

[Checking the current date and time](#)

[Setting the primary location](#)

[Choosing secondary locations for other time zones](#)

[Modifying the locations list](#)

[Setting the alarm clock](#)

[Changing the clock display](#)

[Related topics](#)

Forget your watch? Or just forget to reset it when you landed in Toronto? Neither matters, as long as you have your device. Not only can you rely on it for the correct time, but you can even set an alarm so you don't miss that early flight back home.



## Benefits of World Clock

- Always have the correct time, no matter where you are
- No need to carry a separate alarm clock

## » Key Term

**Primary location**

Typically a city in the time zone in which you live.

## Checking the current date and time

You can easily check the current date and time:

- a. **Go to Applications** and select World Clock .
- b. Tap the Calendar  icon in the input area, and select the Agenda View icon .
- c. Tap the System Info icon on the **status bar**.

## Setting the primary location

In World Clock, you can set the location, date, and time for a primary location. The settings for this primary location are used by all of the applications on your device.

1

**Go to Applications** and select World Clock .

2

Select the primary location:

- a. Select the primary location pick list.
- b. Select the location you want to be the primary location.

If you need more choices, **modify the locations list**.

↓ Done

Primary location pick list



### + Did You Know?

When the Daylight Savings settings are active, the time changes according to the rule for the primary location. For example, in North America, the time changes at 2:00 a.m.; in Europe, it changes at 1:00 a.m.

## Setting the date and time for the primary location

You can **set the date and time in Preferences**, as you did during the initial setup of your device, or in World Clock. When you change the date and time in one application, it is automatically changed in the other.

1

**Go to Applications** and select World Clock .

2

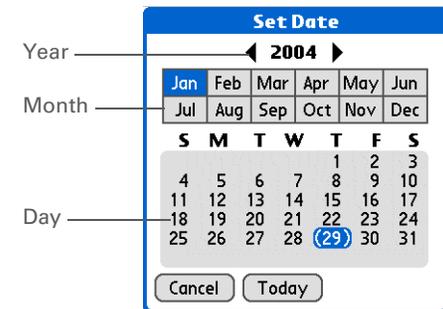
Select Set Date & Time.

3

Set the date:

- Select the Set Date box.
- Select the arrows to select the current year.
- Select the current month.
- Select the current day.

↘ Continued

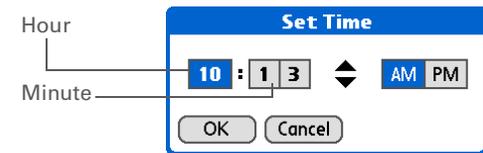


\* **Tip**  
Selecting a time zone when creating a new event in Calendar allows you to travel and have your events automatically adjust to the time zone in your new location. **Time zones in Calendar** work only if you are synchronizing with Outlook or Exchange ActiveSync.

**4**

Set the time:

- a. Select the Set Time box.
- b. Select the hour and minute boxes, and then select the arrows to change them.
- c. Select AM or PM, and then select OK.

**5**

Select Done.

 Done

- \* **Tip**  
 If you have friends, family, or colleagues in another time zone, select a city in their zone as your secondary location. When you need to contact them, you can easily check to see what time it is where they are.

## Choosing secondary locations for other time zones

Set World Clock to display the date and time for two other locations.

1

**Go to Applications** and select World Clock .

2

Select the pick list next to one of the secondary locations.



3

Select the location you want to use as the new secondary location.

If you need more choices, **modify the locations list**.

↓ Done

**\* Tip**

If you know what you're looking for in a long pick list, use **Graffiti@ 2** **writing** to find it faster. Enter the first letter of the word, and then locate your item.

## Modifying the locations list

You can edit the locations list so that the locations you use most often are easy to find.

### Adding new locations

**1**

**Go to Applications** and select World Clock .

**2**

Open the Edit List dialog box:

- a. Select a location pick list.
- b. Select Edit List.

**3**

Add the new location:

- a. Select Add.
- b. Scroll through the list to select a location that is in the same time zone as the city you want to add.
- c. Select OK.

↘ **Continued**



4

**[ & ] OPTIONAL** Select each setting you want to change.

**Name** Enter the name of the location.

**Time Zone** Select the time zone for the location.

**Daylight Saving Time box**  
Check for your device to automatically adjust the date and time for Daylight Saving Time in this location.

**Start and End dates** Select the boxes to change the start and end dates of Daylight Saving Time, if necessary.

**Edit Location**

**Name:** New Orleans

**Time Zone:** USA (Central)

**Location:** 29°57'N 90°4'W

**This location observes Daylight Saving Time**

**Start:** First Sunday of April

**End:** Last Sunday of October

OK Cancel Done

5

Select OK, and then select Done.

↓ Done

## Deleting a location

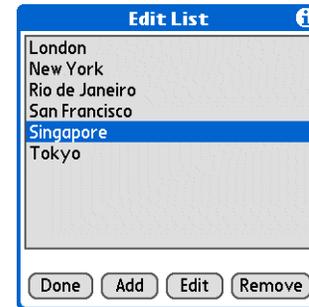
**1**

**Go to Applications** and select World Clock .

**2**

Select the location you want to delete:

- Select a location pick list.
- Select Edit List.
- Select a location, and then select Remove.

**3**

Select OK, and then select Done.

↓ Done

+ **Did You Know?**  
Use World Clock to set an alarm within the next 24 hours. **Set alarms outside of this time frame** in Calendar.

+ **Did You Know?**  
Remember to put your device on local time. If you travel from San Francisco to London, make London your primary location so that all your alarms ring on time, instead of eight hours late.

\* **Tip**  
Set an alarm while you're working to remind you when to leave to get to your appointment on time.

## Setting the alarm clock

1

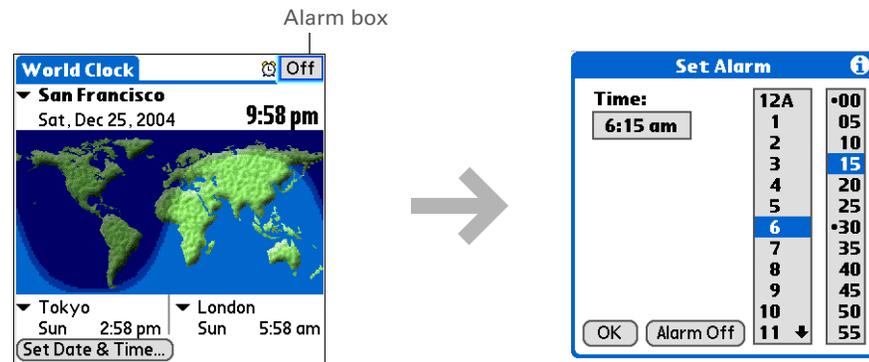
**Go to Applications** and select World Clock .

2

Set the alarm:

- a. Select the Alarm box.
- b. Select the time columns to set the hour and minute, and then select OK.

**NOTE** Alarms set in World Clock use the time set for the primary location.



↘ Continued

\* **Tip**  
To turn off an alarm before it sounds, select the Alarm box, and then select Alarm Off.

### 3

[ & ] **OPTIONAL** Select the alarm sound and volume:

- a. **Open the menus.**
- b. Select Options, and then select Alarm Preferences.
- c. Select the pick lists to select the alarm sound and volume.

**NOTE** This volume setting does not affect the other sounds on your device, including the alarms you set in Calendar. You can change the volume of these other sounds in Preferences.

- d. Select OK.

↓ Done

## Responding to the alarm clock

When the World Clock alarm sounds, select one of these three options:

**OK** Cancel the reminder message and return to the current screen.

**Snooze** Close the alarm reminder message and return to the current screen. The message appears again in five minutes. In the meantime, an indicator blinks in the upper-left corner of the screen to remind you of the upcoming alarm.

**Go To** Cancel the reminder message and open World Clock.

## Changing the clock display

**1**

**Go to Applications** and select World Clock .

**2**

Open the Display Options dialog box:

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

**3**

Select any of the following options, and then select OK:

**Show Multiple Locations** Display the secondary locations. Uncheck it to display only the primary location.

**Show Date** Display the date in World Clock.

↓ Done

**Tips & Tricks**

Make your 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 World Clock 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:

**Moving Around**

- Opening applications
- Using menus

**Calendar**

Setting an alarm outside of the next 24 hours

**Customizing**

Changing the volume of other system sounds

# Customizing Your Device

## In this chapter

[Customizing Favorites View](#)

[Customizing Applications View](#)

[Making the screen easier to read](#)

[Assigning a button to your frequently used applications](#)

[Setting the date and time](#)

[Customizing the way you enter information](#)

[Selecting sound settings](#)

[Entering your owner information](#)

[Conserving battery power](#)

[Connecting your device to other devices](#)

[Customizing network settings](#)

[Setting up a VPN](#)

[Related topics](#)

Although customizing your device is optional, it's like changing the preset radio stations in your car. Since you're probably not driving around with the dealer's preset radio stations, why not personalize your device, too?

You can easily customize the sound levels, fonts, and screen colors on your device by using preferences and menus. Or customize the Star button to open your most important application with one press. Preference settings can even help extend the life of your device's battery.



## Benefits of customizing

- Access applications quickly
- Conserve power
- Enjoy your device more
- Make your screen easy to read

## Customizing Favorites View

You can personalize Favorites View by changing the background image to your favorite photo. You can also change the entries to those you use most often.

### Changing the background photo in Favorites View

Use your favorite photo as the background in Favorites View.

**1****Go to Favorites.****↳ Continued**

**2**

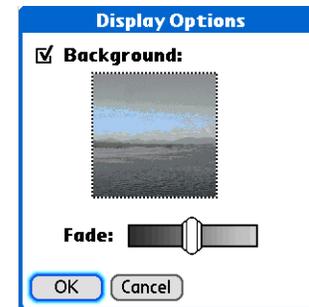
Open the Display Options dialog box:

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

**3**

Select a photo for the background:

- a. Check the Background box.
- b. Select the picture box.
- c. Select a picture.
- d. Select Done.

**4**

Adjust the fade setting so that the text is easy to read against the photo, and select OK.

↓ Done

## Changing entries in Favorites

Change the entries in Favorites View to include the applications, files, folders, or web links you use most often.

**+ Did You Know?**  
You can move a favorite to a different location on the Favorites list by opening the Favorite menu and then selecting Rearrange Favorites. Drag the favorite you want to the new location.

**\* Tip**  
You can also tap and hold on the favorite you want to change.

**1****Go to Favorites.****2**

Open the Edit Favorites dialog box:

- Using the 5-way, highlight the favorite you want to change.
- Tap Menu  on the status bar.
- Select Edit Favorite.

↘ Continued

**\* Tip**

You can also add a new favorite to any of the four Favorites pages. Tap and hold the stylus on any blank favorite space to open the Edit Favorite dialog box, and then select and enter the information for the new favorite.

**3**

Change the favorite:

- a. Select the favorite type from the Type pick list: application, file/folder, or web link.



- b. Select the application from the Original pick list, select to browse to the file or folder, or select to enter the web address you want.
- c. Enter a name for your new favorite and select OK.

↓ Done

## Customizing Applications View

Use your favorite photo as the background in Applications View. You can also display your application icons in list format with small icons so that you can see more applications without scrolling.

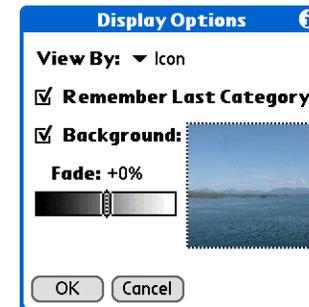
**1**

**Go to Applications.**

**2**

Open the Display Options dialog box:

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

**3**

Select the View By pick list and select List or Icon as the display format.

**4**

If you want the last category you viewed to reappear the next time you go to Applications, check the Remember Last Category box.

↘ **Continued**

**5**

Select a photo for the background:

- a. Check the Background box.
- b. Select the picture box.
- c. Select a picture.
- d. Select Done.
- e. Adjust the fade setting so that the text is easy to read against the photo.
- f. Select OK.

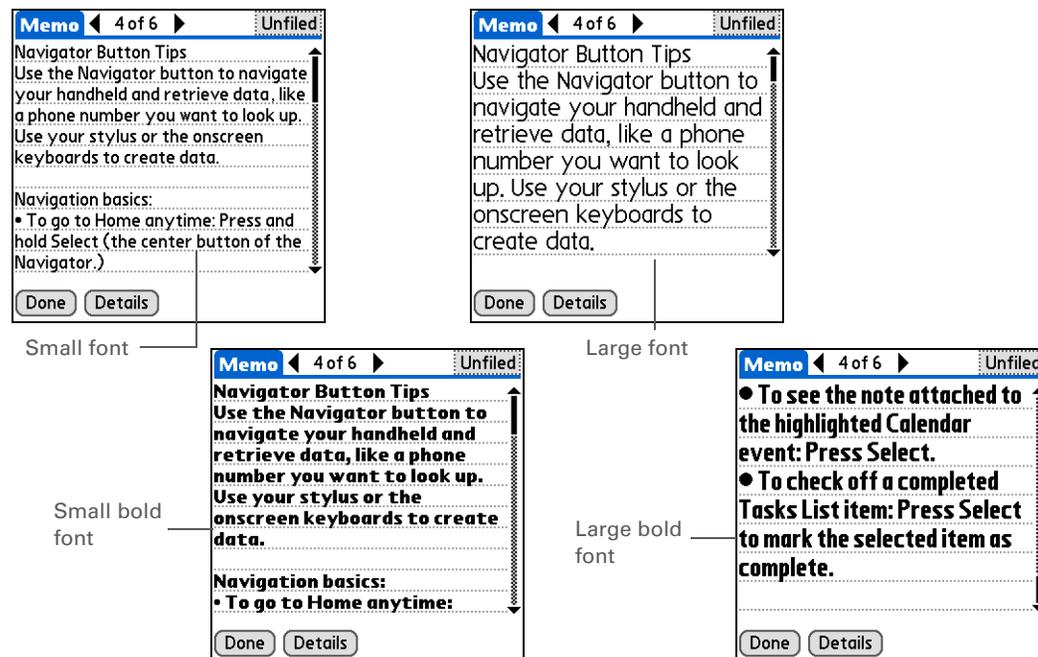
↓ Done

## Making the screen easier to read

In many applications, you can change the font style to make text easier to read. There are four font styles available.

In certain lighting conditions, you may also need to adjust the brightness to read the information on the screen.

### Changing the screen fonts



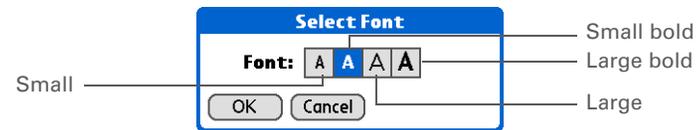
**1****Open an application.****2**

Open the Select Font dialog box:

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

**3**

Select the font style you want to use, and then select OK.

**↓ Done**

## Adjusting the brightness

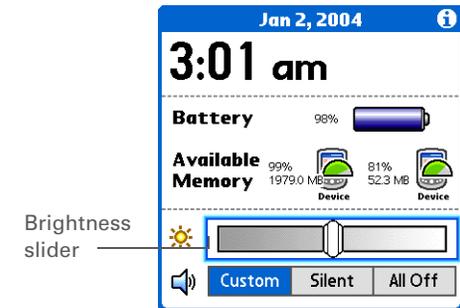
**1**

Tap System Info **4:44**, which shows the current time, on the status bar.

**2**

Drag the slider to adjust the brightness level, and then tap outside the dialog box.

↓ Done



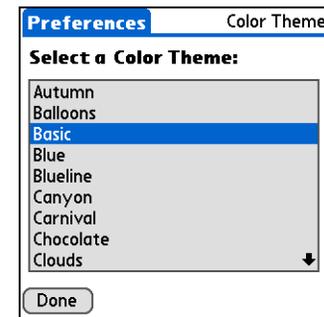
## Changing screen colors

Choose a new set of text and background colors for all your applications.

**1**

Open Color Theme Preferences:

- a. **Go to Applications.**
- b. Select Prefs .
- c. Select Color Theme.

**2**

Select a theme, and then select Done.

↓ Done

## Changing handedness orientation of the screen

The Handedness preferences enable you to select right-hand or left-hand orientation when you rotate the screen into landscape mode.

**1**

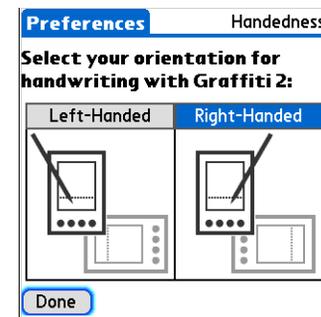
Open Handedness Preferences:

- a. **Go to Applications.**
- b. Select Prefs .
- c. Select Handedness.

**2**

Select your orientation, and then select Done.

↓ Done



\* **Tip**  
To restore all the buttons to the original palmOne settings, select Default.

+ **Did You Know?**  
You can assign input area icons to different applications also. Tap and hold the input area icon and select an application from the dialog box.

## Assigning a button to your frequently used applications

Tired of going to Applications View to open an application you use frequently? Use the Buttons Preferences screen to reassign the applications associated with the buttons on the front of your device and the sync button. Customize the Star button so that it opens your most important application, and then reassign the other buttons as needed.

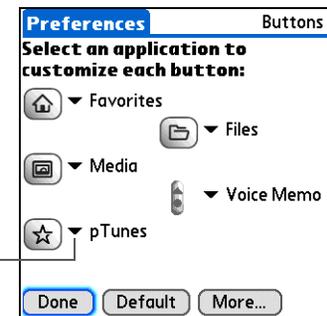
For example, if you use Documents often, you can assign Documents to a button so that you don't have to scroll through Applications View whenever you want to use that application.

### 1

Open Buttons Preferences:

- a. **Go to Applications.**
- b. Select Prefs .
- c. Select Buttons.

Select pick list



### 2

Select the pick list next to the button you want to reassign, and select the application that you want to assign to that button.

↘ **Continued**

## » Key Term

**Full-screen pen stroke** A stroke that is drawn from the bottom of the input area to the top of the screen. You can use this stroke as a quick way to do a selected task, such as opening the Graffiti® 2 Help screen.

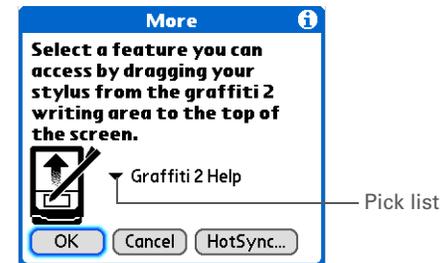
## \* Tip

If you have purchased an external modem accessory (sold separately), you can also assign the sync button on the modem by selecting the second pick list.

3

Assign the full-screen pen stroke:

- Select More.
- Select the pick list and select the action you want to assign to the full-screen pen stroke.
- Select OK.

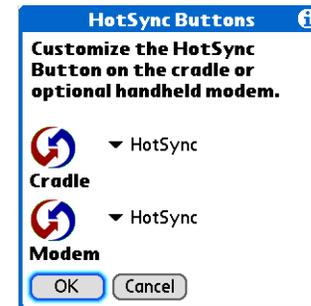


Pick list

4

Assign the sync button:

- Select HotSync.
- Select the pick list next to the icon labeled Cradle and select the application you want to assign to the button.
- Select OK.



5

Select Done.

↓ Done

**+ Did You Know?**

The location you select also appears as the primary location in [World Clock](#).

## Setting the date and time

You can set the date, time, and location for all the applications on your device that require this information. You can also select the format in which the date, time, and numbers appear.

### Selecting a location

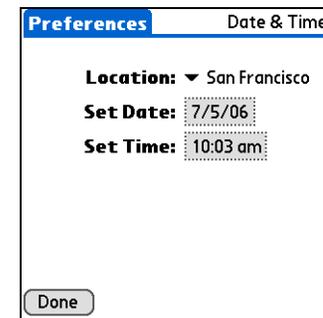
You can set the current date and time based on your location. When you travel to a new time zone, change the Location setting to quickly reset the date and time. Your appointments stay at the time you entered them—no adjustments for time zones. So always enter your schedule based on the time zone you will be in on the day of the event.

**1**

Open Date & Time Preferences:

- a. **Go to Applications.**
- b. Select Prefs .
- c. Select Date & Time.

↘ Continued



## \* Tip

You can rename the location to the city where you live. Select the Name field, and then modify the location name.

## \* Tip

If you are synchronizing with Outlook on your computer, you can also **select a time zone** when creating a new event in Calendar

## 2

Select the location:

- a. Select the Location pick list, and select a city in your time zone. If you found a city in the list, go to step 3.

No nearby city? Select Edit List, and do steps b through e.

- b. Select Add.
- c. Select a city in your time zone, and then select OK.
- d. Select OK again, and then select Done.
- e. Select the Location pick list, and select the city you just added.

## 3

Select Done.

↓ Done

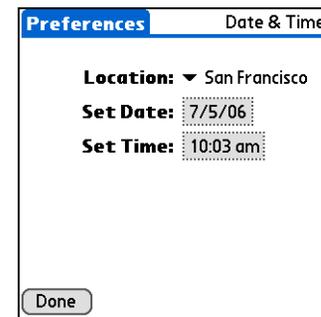
## Resetting the date and time

In most cases you won't need to reset the date and time. However, you may need to do this if you do a hard reset on your device.

**1**

Open Date & Time Preferences:

- a. **Go to Applications.**
- b. Select Prefs .
- c. Select Date & Time.

**2**

**Select the location.**

↘ Continued

## 3

Set the date:

- Select the Set Date box.
- Select the arrows to select the current year.
- Select the current month.
- Select the current date.

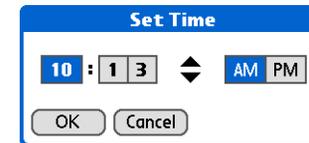


Year  
arrows

## 4

Set the time:

- Select the Set Time box.
- Select the hour and minute boxes, and then select the arrows to change them.
- Select AM or PM, and then select OK.



**NOTE** If you're using a 24-hour clock format, you won't see the AM and PM options.

## 5

Select Done.

↓ Done

## Selecting formats for dates, times, and numbers

Would you rather see the time displayed in a 24-hour format, or dates that begin with the month or year? Use the Formats Preferences screen to change these settings and to apply them to all the applications on your device.

You can quickly choose the preset formats based on geographic regions where you might use your device. For example, in the United Kingdom, time often is expressed using a 24-hour clock. In the United States, time is expressed using a 12-hour clock with an AM or PM suffix. You can use the original preset formats or change them based on your personal preferences.

**1**

Open Formats Preferences:

- a. **Go to Applications.**
- b. Select Prefs .
- c. Select Formats.

↘ Continued

Preferences	Formats
<b>Preset to:</b> United States	
<b>Time:</b>	▼ HH:MM am/pm 2:36 pm
<b>Date:</b>	▼ M/D/Y 12/8/06 Dec 8, 2006
<b>Week starts:</b>	▼ Sunday
<b>Numbers:</b>	▼ 1,000.00
<input type="button" value="Done"/>	

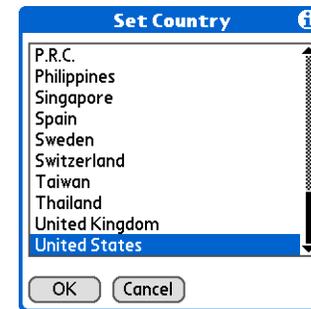
\* **Tip**

The country setting changes only the way the date and time look. It doesn't change your device's time to that country's time. To do that, go to [Date & Time Preferences](#) or to [World Clock](#).

**2**

Select a country:

- a. Select the Preset to box to open the Set Country dialog box.
- b. Select a country.
- c. Select OK.

**3**

**[ & ] OPTIONAL** Customize any of the following preset formats:

**Time** Controls whether the time is displayed in 12-hour or 24-hour format and which symbol separates the numbers.

**Date** Controls the sequence in which the day, month, and year appear and which symbol separates the segments.

**Week starts** Controls whether applications treat Sunday or Monday as the first day of the week.

**Numbers** Controls the decimal and thousands separator symbols.

**4**

Select Done.

↓ Done

- + **Did You Know?**  
You can change the input area anytime by tapping and holding Input on the **status bar**.

## Customizing the way you enter information

Your device lets you choose how you enter information. You can choose the input area—the area where you write Graffiti® 2 characters—choose Graffiti 2 strokes, and create ShortCuts to make entering information faster.

### Customizing the input area

You can configure your input area with preferences for keyboards or for Graffiti® 2 writing. You can also choose to see your strokes as you write.

**1**

Open Input Preferences:

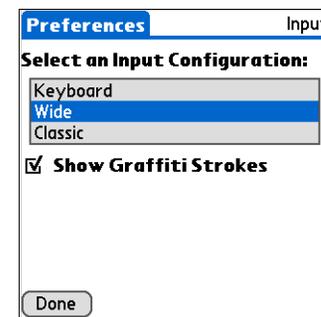
- a. **Go to Applications**.
- b. Select Prefs .
- c. Select Input.

**2**

Select the type of input area you want:

- **Keyboard**
- **Wide**
- **Classic**

↘ **Continued**



\* **Tip**

Right after you write a character, your device interprets a quick tap on the screen as a period character. If you want to tap a button, either wait a few seconds or tap the Full-screen writing icon on the [status bar](#).

3

**[ & ] OPTIONAL** Uncheck the Show Graffiti Strokes box if you don't want to have the Graffiti strokes shown as you write a character in the input area.

⏴ Done

## Customizing Graffiti<sup>®</sup> 2 strokes

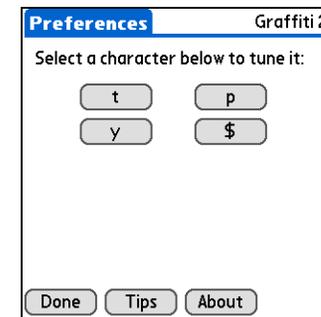
There is more than one way to write certain Graffiti 2 characters. Use the Graffiti 2 Preferences screen to select an alternate stroke shape for these characters.

1

Open Graffiti 2 Preferences:

- a. **Go to Applications.**
- b. Select Prefs .
- c. Select Graffiti 2.

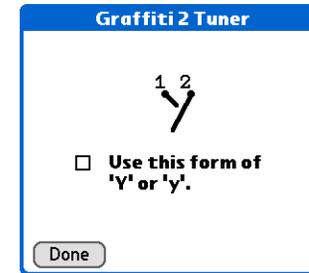
⏴ Continued



**2**

Select alternate strokes:

- a. Tap a character to view its alternate stroke.
- b. Check the box to use the alternate stroke, and then select Done.

**3**

Repeat step 2 for each stroke you want to reassign, and then select Done.

↓ Done

\* **Tip**  
You may want to add a space character after the last word in your ShortCut text. This way, a space automatically follows the ShortCut text.

\* **Tip**  
To learn how to use ShortCuts while entering information, see [Writing Graffiti 2 ShortCuts](#).

+ **Did You Know?**  
Your ShortCuts are backed up on your computer when you synchronize.

## Setting up ShortCuts

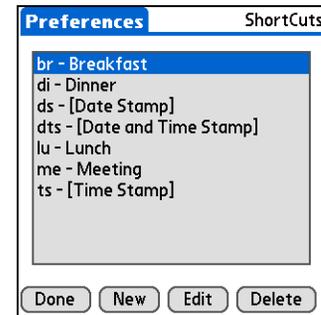
Are you looking for a quicker way to enter information on your device? Use ShortCuts to define abbreviations for any words, letters, or numbers that you enter often. You can use your ShortCuts anywhere you enter info with Graffiti 2 writing.

# 1

Open ShortCuts Preferences:

- a. **Go to Applications.**
- b. Select Prefs .
- c. Select ShortCuts.

⌵ **Continued**



**\* Tip**

The ShortCut Text can be 45 characters long. That's long enough for a name whose spelling you always forget or a complex email address.

**2**

Create a ShortCut:

- a. Select New.
- b. On the ShortCut Name line, enter the abbreviation.
- c. On the ShortCut Text line(s), enter the text you want to insert when you write the abbreviation.
- d. Select OK, and then select Done.

↓ Done

**ShortCut Entry** ⓘ

**ShortCut Name:**  
dir .....

**ShortCut Text:**  
Directions .....

.....

.....

OK Cancel

**\* Tip**

To delete a ShortCut, open ShortCuts Preferences and select the ShortCut. Select Delete, select Yes, and then select Done.

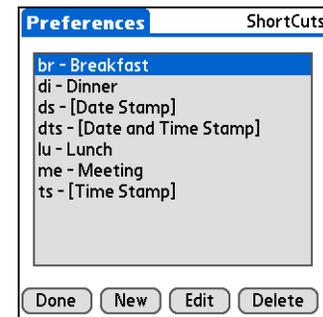
## Changing ShortCuts

After you create a ShortCut, you can modify it at any time.

**1**

Open ShortCuts Preferences:

- a. **Go to Applications.**
- b. Select Prefs .
- c. Select Shortcuts.

**2**

Edit the ShortCut:

- a. Select the ShortCut you want to change.
- b. Select Edit.
- c. Make your changes.
- d. Select OK, and then select Done.

↓ Done

## » Key Term

**Touchscreen** Another name for your device's screen and the internal circuitry that enables it to respond appropriately to taps.

## \* Tip

If your screen is not responding to taps, use the 5-way navigator to open Touchscreen Preferences.

## » Key Term

**Calibration** The process of aligning your device's touch-sensitive screen so that when you tap an element on the screen, your device detects exactly what you want it to do.

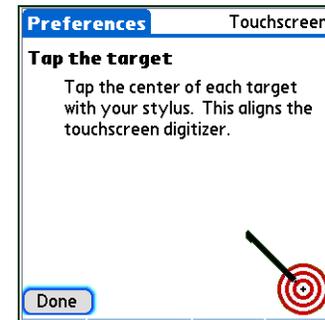
## Correcting problems with tapping

Is your screen not responding to taps? Are you getting unexpected results when you tap? For example, when you tap the number keyboard icon, does the Bluetooth® dialog box open instead? If this happens, it's time to align the screen.

1

Open Touchscreen Preferences:

- a. **Go to Applications.**
- b. Select Prefs .
- c. Select Touchscreen.



2

Tap the targets on the screen as precisely as possible, and then select Done.

**NOTE** You need to tap at least three targets—maybe more if you don't tap carefully.

↓ Done

\* **Tip**

You can choose different types of sounds for Calendar, Tasks, and World Clock. Go to the application, **open the Options menu**, and then select Preferences.

+ **Did You Know?**

When you connect headphones to your device, the external speaker is automatically silenced, the Sounds & Alerts settings are maintained, and all volume levels are automatically adjusted for use with headphones.

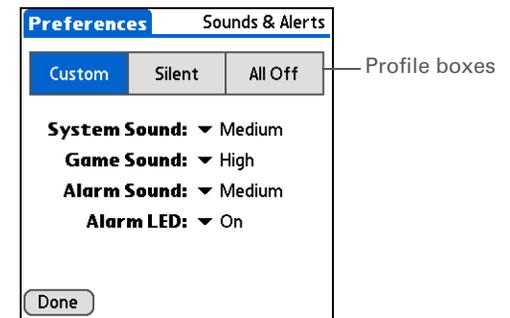
## Selecting sound settings

Are sounds too soft or too loud? Set the volume levels for the system, game, and alarm tones, or turn sounds off altogether with the Silent profile.

1

Open Sounds & Alerts Preferences:

- a. **Go to Applications.**
- b. Select Prefs .
- c. Select Sounds & Alerts.



2

Select Custom, Silent, or All Off.

3

If you selected Silent or All Off in step 2, select Done.

If you selected Custom in step 2, select the System Sound, Game Sound, Alarm Sound, and Alarm LED pick lists and select the volume level for each sound; then select Done.

↓ Done

\* **Tip**  
In addition to entering owner information, you can **assign a name to your device for Bluetooth communication**.

+ **Did You Know?**  
If you **use Security Preferences** to turn off and lock your device with a password, your owner info appears when you select the Owner button the next time you turn on your device.

\* **Tip**  
If you assigned a password in Security Preferences, you must select Unlock and enter your password to change your owner info.

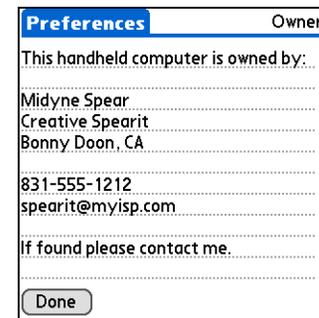
## Entering your owner information

It's a good idea to enter information that could help someone contact you if you ever lose your device (if there's enough battery power to turn it on). By default, the Owner Preferences screen contains the information you entered when you installed the software installation CD and set up your device, but you can update or add to this information. Owner information does not include your username or passwords.

### 1

Open Owner Preferences:

- a. **Go to Applications.**
- b. Select Prefs .
- c. Select Owner.



### 2

Modify or enter the text, and then select Done.

↓ Done

**\* Tip**

You can also save battery power by turning **Keylock** on to prevent your device from turning on accidentally.

## Conserving battery power

You can save battery power by adjusting the Power Preferences settings.

**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 in program memory and on the drive reappears.

### Selecting power-saving settings

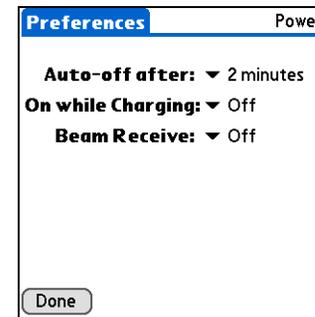
The Power Preferences screen enables you to set power consumption options.

**1**

Open Power Preferences:

- a. **Go to Applications.**
- b. Select Prefs .
- c. Select Power.

↘ Continued



**2**

Select the pick lists to change any of the following settings, and then select Done.

**Auto-off after** Select how quickly your device automatically turns off after a period of inactivity: 30 seconds, 1 minute, 2 minutes, or 3 minutes.

**On while charging** Select whether your device stays on continuously when it is connected to the AC charger. When this option is off, you can still turn on your device to view your info while your device charges, but it turns off automatically after a period of inactivity.

**Beam Receive** Select whether you can receive beamed information on your device. Turn this setting on to receive beamed info, or turn it off to prevent receiving beamed info.

 Done

**» Key Term**

**ISP** Acronym for Internet service provider. This is the service you use to connect to the Internet, such as AOL, CompuServe, or Earthlink.

**+ Did You Know?**

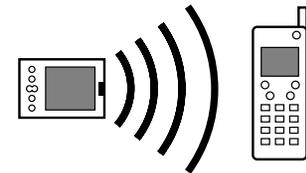
You cannot rename or delete the preset connection settings.

## Connecting your device to other devices

**NOTE** You do not need to use Connection Preferences if you are using the built-in Bluetooth wireless technology to connect your device to another device or using the Wi-Fi® functionality to connect your device to a Wi-Fi network. See the **Bluetooth** and **Wi-Fi** chapters for connection setup instructions. Use Connection Preferences for other connection types.

Connection Preferences let you connect your device to other devices. You can use preset connection settings, modify the preset settings, or create your own connection settings from scratch. The list of preset connections varies depending on the applications you've added to your device.

For example, you can create a connection between the IR port of your device and a modem so that you can dial in to your ISP or corporate network. The modem can be attached to or within a mobile phone or other device containing an IR port. (Some infrared phones can act as modems. To set up a phone connection, you must have a GSM or GPRS mobile phone enabled with data services and a driver for your phone. Check [www.palmOne.com](http://www.palmOne.com) for available phone drivers or contact the phone manufacturer.)



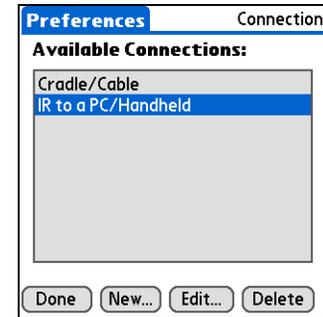
### Changing the preset connection settings

The following steps show you how to adjust the communication speed in the preset IR to a PC/Handheld connection setting. You can similarly edit other connections or settings.

**1**

Open Connection Preferences:

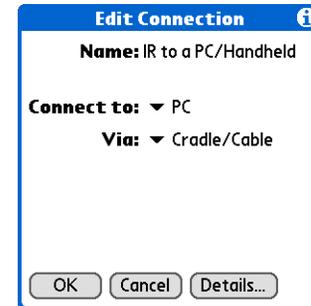
- a. **Go to Applications.**
- b. Select Prefs .
- c. Select Connection.

**2**

Open the Edit Connection dialog box:

- a. Select the IR to PC/device connection.
- b. Select Edit.

➤ Continued

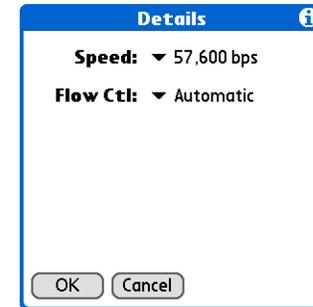


**3**

Change the speed setting:

- a. Select Details.
- b. Select the Speed pick list and select the appropriate speed.
- c. Select OK.
- d. Select OK again, and then select Done.

↓ Done



**\* Tip**

To delete a connection that you created, select it on the Connection Preferences screen, and then select Delete.

## Creating your own connection settings

If none of the preset connection settings are close to what you need, or if you're already using all the connections as they are, you can create a new connection.

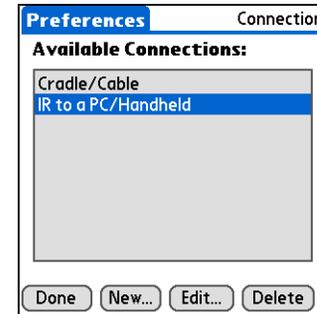
**NOTE** See the [Bluetooth](#) and [Wi-Fi](#) chapters for instructions on setting up a new connection using the built-in Bluetooth wireless technology or Wi-Fi functionality on your device.

**1**

Open Connection Preferences:

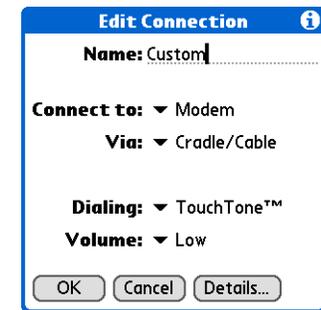
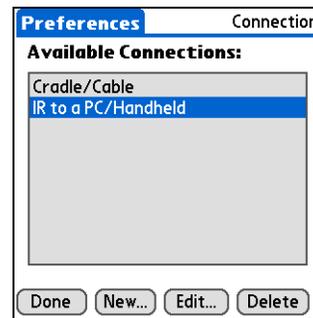
- a. **Go to Applications.**
- b. Select Prefs .
- c. Select Connection.

↘ Continued



2

From the Connection Preferences screen, select New.



↙ Continued

**3**

Enter the basic settings:

**Name** Enter a name for your connection settings. This name will appear on the Connection Preferences screen so that you can select your connection later.

**Connect to** Select the type of device you want to connect to: PC, Modem, or Local Area Network.

**Via** Select the method you want to use to connect to the device you selected: Bluetooth—the Bluetooth radio on your device; Cradle/Cable—the USB sync cable that came with your device; Infrared—the IR port on your device.

**NOTE** The Dialing and Volume settings won't appear unless you select Modem as the Connect to setting.

**Dialing** Select whether your modem uses TouchTone™ or Rotary dialing.

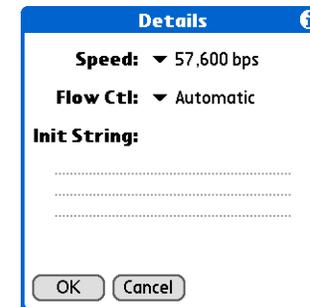
**Volume** Select the volume level for your modem's speaker: Off, Low, Medium, or High.

↘ **Continued**

## 4

Enter the details settings:

- a. Select Details.
- b. Select the Speed pick list and select the appropriate speed.
- c. Select the Flow Ctl pick list and select whether the connection uses flow control:



**Automatic** Your device determines when to use flow control.

**On** Flow control is always on.

**Off** Flow control is always off.

- d. For a modem connection, enter the initialization string.
- e. Select OK.

## 5

Select OK, and then select Done.

↓ Done

**\* Tip**

If your phone doesn't appear on the list, you need to [install the phone settings for your phone](#) onto your device.

## Connecting your device to a mobile phone

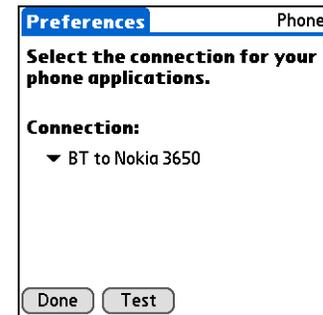
**NOTE** You do not need to use Phone Preferences if you are using the built-in Bluetooth wireless technology to connect your device to a mobile phone enabled with Bluetooth technology. See the [Bluetooth](#) chapter for connection setup instructions.

Phone Preferences let you configure your device to exchange messages and dial phone numbers when your device is connected to a GSM mobile phone (sold separately). The GSM mobile phone account must also include data services.

**1**

Open Phone Preferences:

- a. **Go to Applications.**
- b. Select Prefs .
- c. Select Phone.

**2**

Select the connection:

- a. Select the Connection pick list and select your mobile phone from the list.
- b. Select Test to make sure the settings work with your phone.
- c. Select Done.

↓ Done

**[ ! ] Before You Begin**

You need the following:

- A mobile phone with a Bluetooth radio or an IR port (sold separately)
- A wireless service provider account that includes high-speed data services or that supports dial-up connections (additional fees may apply)
- An ISP account or a corporate remote access account (additional fees may apply)
- Connection Preferences settings for your mobile phone enabled with IR or Bluetooth wireless technology

## Customizing network settings

Your device includes software that lets you connect your device to your Internet service provider (ISP) or to a dial-in (remote access) server using a mobile phone. After you configure your network settings, you can establish a connection either by using the menus from the Network Preferences screen or by using a third-party application.

### Setting up a service profile

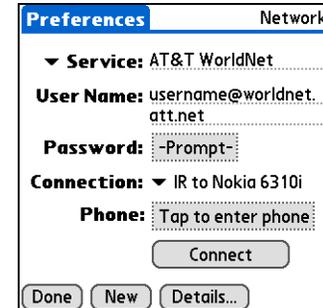
Service profiles store the network settings for your ISP or dial-in server. You can create, save, and reuse service profiles. You can create additional service profiles from scratch or by duplicating an existing profile and editing the information.

# 1

Open Network Preferences:

- Go to Applications.**
- Select Prefs .
- Select Network.

➤ Continued



The screenshot shows the 'Network' preferences screen. At the top, there are two tabs: 'Preferences' (selected) and 'Network'. Below the tabs, the following settings are visible:

- Service:** AT&T WorldNet (with a dropdown arrow)
- User Name:** username@worldnet.att.net
- Password:** -Prompt-
- Connection:** IR to Nokia 6310i (with a dropdown arrow)
- Phone:** Tap to enter phone:

At the bottom of the screen, there are three buttons: 'Done', 'New', and 'Details...'. A 'Connect' button is also visible below the 'Phone' field.

\* **Tip**  
Instead of creating a new profile, you can copy an existing profile and change the settings. Select the profile you want to copy, and then **open the Service menu** and select Duplicate.

+ **Did You Know?**  
Most dial-in servers do not accept spaces in the username.

\* **Tip**  
If you're concerned about security, don't enter a password. Just leave the word "Prompt" in the Password box and your device will ask you to enter a password each time you log in.

## 2

Enter the basic settings:

**Service** Select the Service pick list and select your ISP or your dial-in server type from the list. If your ISP or server type isn't on the list, select New and enter a name for the service profile.

**User Name** Enter your username. This is the part of your email address that's before the @ sign and it's the name that you use when you log in to your ISP or your dial-in server. This field can contain multiple lines of text, but only two lines appear onscreen.

**Password** Enter the password you use to log in to your ISP or dial-in server, and then select OK. The word "Assigned" appears in this box and you don't need to enter a password when you log in.

**Connection** Select the Connection pick list and select the method you want to use to connect to your ISP or to a dial-in server. See **Connecting your device to other devices** for info on creating and configuring connection settings.

## 3

If you're using a phone or modem connection, enter the phone settings:

a. Select the Phone box.

↘ Continued

**Phone Setup** ⓘ

Phone #: |.....|

Dial prefix: 9.....

Disable call waiting: 1170.....

Use calling card: .....

OK Cancel

**\* Tip**

It's a good idea to add at least three commas before your calling card number to allow for the cue delay. Each comma delays transmission of your calling card number for two seconds.

**Cont'd.**

b. Enter any of the following settings, and then select OK:

**Phone #** Enter the phone number for your ISP or dial-in server.

**Dial prefix** Check the Dial prefix box, and then enter the number that you dial before the telephone number to access an outside line. For example, many offices require that you first dial 9 to dial a number outside the building.

**Disable call waiting** If your phone has Call Waiting, check the Disable call waiting box, and then enter the code to disable Call Waiting. Call Waiting can cause your session to end if you receive a call while you are connected. Contact your local phone company for the code that is appropriate for you.

**Use calling card** If you want to use your calling card when dialing your ISP or dial-in server, check the Use calling box to select it. Enter your calling card number on the Use calling card line.

**[ ! ] IMPORTANT** Because MCI works differently, enter the MCI calling card number in the Phone # field and the phone number in the Use calling card field.

**4**

Select Done.

↓ Done

\* **Tip**

To see expanded Service Connection Progress messages, press Down on the 5-way. To see more information, open the Options menu and select View Log.

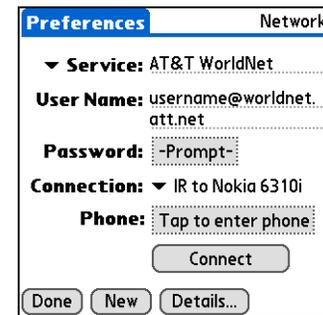
## Connecting to your service

After you set up your Connection and Network Preferences, establishing a connection to your ISP or your company's network (dial-in server) is easy.

### 1

Open Network Preferences:

- a. **Go to Applications.**
- b. Select Prefs .
- c. Select Network.



### 2

Make the connection:

- a. Make sure the service profile you want to use appears in the Service field. If not, select it.
- b. Select Connect.

### 3

End the connection when you've finished using it:

- a. Select Disconnect.
- b. Select Done.

 Done

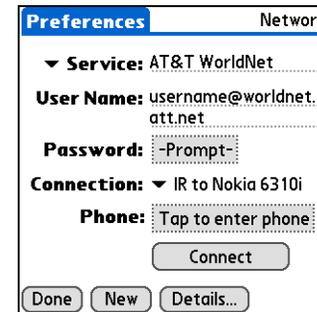
## Adding details to a service profile

If you're using one of the predefined service profiles, you probably need to **enter only your username, password, and telephone number**. If you're creating a new service profile, you may need to use the Details dialog box to add more information to your service profile.

### 1

Open Network Preferences:

- a. **Go to Applications.**
- b. Select Prefs .
- c. Select Network.

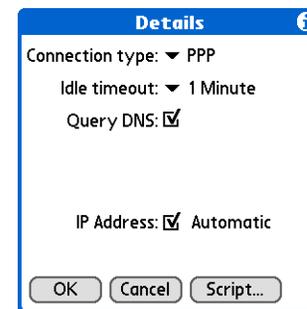


### 2

Open the Details dialog box:

- a. Select the Service pick list and select the service you want to add details to.
- b. Select Details.

➤ **Continued**



**»» Key Term**

**DNS** Domain name system. The Internet uses this system to translate the names of host computers into IP addresses. A DNS number identifies the server that handles the translation.

Each IP address has four numbers (from 0 to 255) that are separated by periods.

**»» Key Term**

**IP** Internet protocol. Everyone who logs in to the Internet needs a unique identifier (an IP address). Some networks dynamically assign a temporary IP address upon login while others assign a permanent IP address.

**3**

Adjust any of the following settings:

**NOTE** Ask your ISP or system administrator if you need information on any of these settings.

**Connection type** Select the pick list and choose the communication protocol for this service: PPP, SLIP, or CSLIP. Most email applications use the PPP or SLIP protocols.

**Idle timeout** Select the pick list and select how long your device waits before dropping the connection with your ISP or dial-in server when you switch out of an application that requires a connection: 1 Minute, 2 Minutes, 3 Minutes, or Never.

**Query DNS** Check the Query DNS box if you're not sure whether you need to enter DNS addresses. Many systems do not require that you enter DNS addresses. If you do need DNS addresses, uncheck the DNS box, tap the space to the left of each period in the Primary and Secondary DNS fields, and then enter the appropriate sections of each address.

**IP Address** Check the IP Address box to use a temporary IP address. Uncheck the IP Address box to enter a permanently assigned address.

**4**

Select OK, and then select Done.

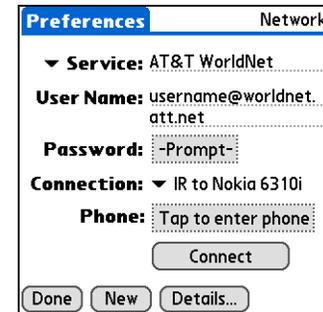
↓ Done

## Deleting a service profile

**1**

Open Network Preferences:

- a. **Go to Applications.**
- b. Select Prefs .
- c. Select Network.

**2**

Delete the service you want to delete:

- a. Select the Service pick list and select the service you want to delete.
- b. **Open the menus.**
- c. Select Delete in the Service menu.
- d. Select OK, and then select Done.

↓ Done

\* **Tip**

**Windows** You can also create login scripts with a text editor on your desktop computer. Create a file with the extension PNC, and then install the file on your device using Quick Install.

+ **Did You Know?**

Your login scripts can also use non-ASCII and literal characters.

## Creating login scripts

A login script is a series of commands that automates logging in to a network server—for example, your corporate network or your ISP. A login script is associated with a specific service profile created in Network Preferences.

A login script is something that you are likely to receive from your system administrator if you log in to the corporate servers from your device using a phone/modem or network connection. The script is generally prepared by the system administrator and distributed to users who need it. It automates the events that must take place to establish a connection between your device and the corporate servers.

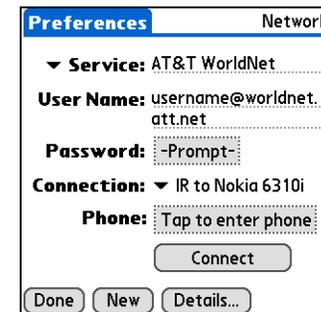
You can create login scripts by selecting commands from the Command pick list in the Login Script dialog box. Some commands, such as Send, require you to supply additional information. If the command requires additional info, a field appears to the right of the command where you can enter the info.

1

Open Network Preferences:

- a. **Go to Applications.**
- b. Select Prefs .
- c. Select Network.

⌵ **Continued**

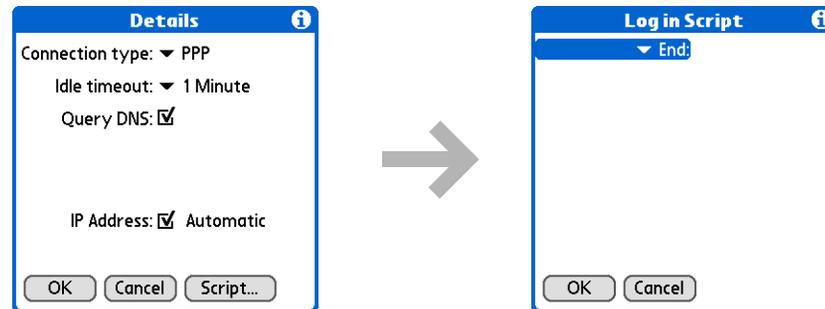


The screenshot shows the 'Network' tab of the 'Preferences' dialog box. It is configured for the 'AT&T WorldNet' service. The 'User Name' field contains 'username@worldnet.att.net', the 'Password' field is set to '-Prompt-', and the 'Connection' is set to 'IR to Nokia 6310i'. The 'Phone' field is set to 'Tap to enter phone'. There are 'Connect', 'Done', 'New', and 'Details...' buttons at the bottom.

**2**

Open the Login Script dialog box:

- a. Select the Service pick list and select the service you want to add a script to.
- b. Select Details.
- c. Select Script.

**3**

Select the End pick list and select one of the following commands from the list:

**Wait For** Tells your device to wait for specific characters from the server before executing the next command.

**Wait For Prompt** Detects a challenge-response prompt coming from the server, and then displays the dynamically generated challenge value. You then enter the challenge value into your token card, which in turn generates a response value for you to enter on your device. This is a two-part command that is separated by a vertical bar (|) on the input line.

↘ **Continued**

**Cont'd.**

**Send** Transmits specific characters to the server that you're connecting to.

**Send CR** Transmits a carriage return or line feed (LF) character to the server.

**Send User ID** Transmits the User Name field from Network Preferences.

**Send Password** Transmits the Password field from Network Preferences. If you didn't enter a password, this command prompts you to enter one. The Password command is usually followed by a Send CR command.

**Delay** Tells your device to wait a specific number of seconds before going to the next command in the login script.

**Get IP** Reads an IP address and uses it as the IP address for your device. This command is used with SLIP connections.

**Prompt** Opens a dialog box and prompts you to enter certain text (for example, a password or a security code).

**End** Identifies the last line in the login script.

**4**

Complete the script:

- a. Repeat step 3 until the login script is complete.
- b. Select OK, and then select OK again.
- c. Select Done.

↓ Done

**\* Tip**

For more info on creating plug-in applications, contact Developer Support at PalmSource.

## Adding plug-in applications

You can create plug-in applications containing script commands that extend the functionality of the built-in script commands. A plug-in application is a standard PRC application that you install on your device just like any other application. After you install the plug-in application, you can use the new script commands in a login script.

For example, you might use a plug-in application in the following situations:

- You need the login script to properly respond to different connection scenarios defined by the authentication server.
- You want to perform conditional tests and branching as part of the login process.

Plug-in applications have the following characteristics:

- Written in C language
- Compiled into a device executable
- Called properly from a login script
- Able to return control to a login script after it terminates
- Created using a development environment that supports Palm OS<sup>®</sup> software, such as Metrowerks CodeWarrior tools.

**[ ! ] Before You Begin**

You must purchase and install a compatible VPN client onto your device. You also need the VPN settings from your corporate system administrator.

**+ Did You Know?**

Once you have installed and set up a VPN, you can connect or disconnect VPN from within the web browser.

## Setting up a VPN

If you want to use your device to access your corporate email account or other files on your corporate server, you may need to set up a virtual private network (VPN) on your device. A VPN enables you to log in to your corporate server through the company's firewall (security layer). Without a VPN, you cannot pass through the firewall to gain access to the server. You need to set up a VPN to access a corporate server in either of the following situations:

- Your company's wireless local area network (LAN) is located outside the firewall.
- Your company's wireless LAN is located inside the firewall, but you are trying to access the network from outside the firewall (for example, from a public location or at home).

Check with your company's system administrator to see if a VPN is required to access the corporate network. If you need a VPN, you must either use the **Enterprise Software link** on the software installation CD to download and purchase a VPN client, or purchase and install a third-party VPN client, to use this feature.

## Setting up a VPN account on your device

**1**

Open VPN Preferences:

- a. **Go to Applications.**
- b. Select Prefs .
- c. Select VPN.

▾ **Continued**

**2**

Set up a VPN account on your device:

- a. Select the Add Account box.
- b. Follow the instructions to enter the settings provided by your corporate system administrator.
- c. Select Done.

↓ Done

## Establishing a VPN connection

**1**

Open VPN Preferences:

- a. **Go to Applications.**
- b. Select Prefs .
- c. Select VPN.

**2**

Establish a VPN connection:

- a. Select a VPN account from the VPN Account pick list.
  - b. Select Connect VPN.
  - c. If prompted, enter your VPN username and password.
- ↓ Done

## Ending a VPN connection

**1**

Open VPN Preferences:

- a. **Go to Applications.**
- b. Select Prefs .
- c. Select VPN.

**2**

Select Disconnect VPN.

↓ Done

**Tips & Tricks**

Make your 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 customization 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:

**Your Mobile Manager**

Locating the input area and other controls on your device

**Moving Around**

- Opening applications
- Using menus

**Entering Information**

- Using Graffiti 2 writing to enter information
- Using ShortCuts to quickly enter text phrases

**Connecting**

Customizing Bluetooth communication settings

**Privacy**

Keeping information private by locking your device with a password

**Categories**

Creating categories so you can organize your applications and information

**World Clock**

Viewing the date and time in other cities

# Expanding Your Device

## In this chapter

[What type of expansion cards can I use?](#)

[How can expansion cards help me?](#)

[Removing an expansion card](#)

[Inserting an expansion card](#)

[Opening an application on an expansion card](#)

[Opening files on an expansion card](#)

[Viewing card information](#)

[Renaming a card](#)

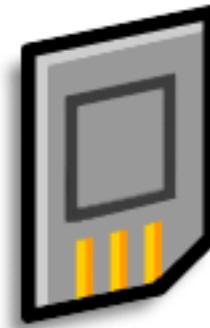
[Copying applications to an expansion card](#)

[Removing all information from a card](#)

[Related topics](#)

A Chinese proverb says, “Life just gives you time and space; it's up to you to fill it.” But doesn't it always seem that no matter how much space you have, you still need more?

Expansion cards (sold separately) provide a compact and limitless answer to the storage dilemma. When one card becomes full, simply use another card. Use the Camera Companion application on your device to work with photos and videos from a digital camera card. Also use expansion cards to install and run cool games and other types of software, from dictionaries to travel guides, on your device.



## Benefits of expansion cards

- Import photos and videos from a digital camera card, and then delete them from the card to use it again
- Back up info
- Add more games and other software
- Add accessories
- Store, carry, and exchange info

**» Key Term**

**SDIO** An acronym for Secure Digital input/output.

**\* Tip**

Looking for a handy way to carry your expansion cards? You can purchase a variety of carrying cases. Visit [www.palmOne.com/mylifedrive](http://www.palmOne.com/mylifedrive) and click the Accessories link.

## What type of expansion cards can I use?

Your device is compatible with SDIO, SD, and MultiMediaCard expansion cards. SDIO expansion cards let you add accessories to your device. SD and MultiMediaCard expansion cards let you store information and applications. Your device also works with memory cards from your digital camera.

## How can expansion cards help me?

**Work with photos and videos.** Insert a memory card from your digital camera and use the **Camera Companion** application on your device to import photos and videos and work with them on your device or copy them to your computer.

**Back up info.** Make a copy of your important information for safekeeping in case your device becomes damaged or is stolen.

**Add games and other software.** Purchase popular games, dictionaries, travel guides, and more. To check out the variety of expansion cards available for your device, visit [www.palmOne.com/mylifedrive](http://www.palmOne.com/mylifedrive) and click the Accessories link.

**Add accessories.** Attach SDIO accessories, such as a presentation module, to your device.

**Store all your info.** Never worry about running out of space on your device. Purchase as many expansion cards as you need to store your music, photos, videos, and other information. Expansion cards come in a variety of capacities, and they're very small, easy to store, and affordably priced.

**\* Tip**

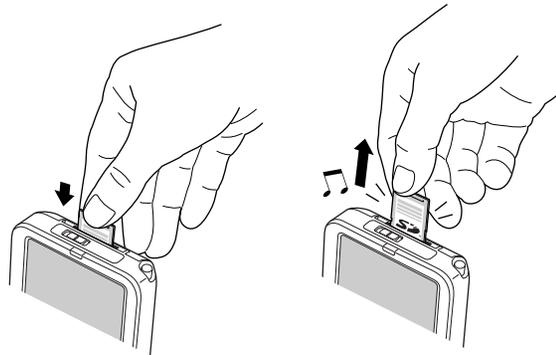
To prevent damaging the card and the info on it, always wait for your device to finish writing to the expansion card before you remove the card from the slot.

## Removing an expansion card

**NOTE** Your device comes with a dummy card inserted into the expansion card slot. You must remove this card before you can put a real card into the slot.

**1**

Push lightly against the card with your thumb until you hear the confirmation tone.

**2**

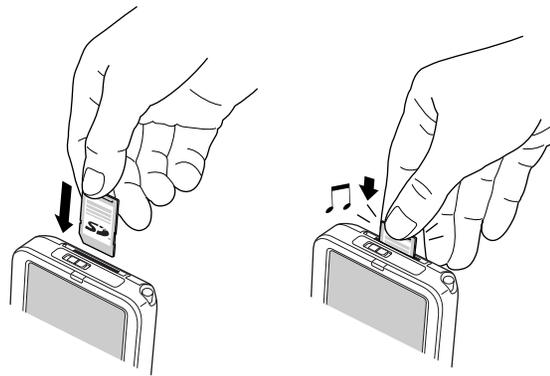
Slide the card out of the expansion slot.

↓ Done

## Inserting an expansion card

**1**

Insert the card into the expansion slot with the label side facing the front of the device.

**2**

Push the card in with your thumb until you feel the card “click” in place and hear the confirmation tone.

**NOTE** No confirmation tone? Check the [Sounds & Alerts Preferences](#) to make sure the System Sound setting is turned on.

↓ Done

+ **Did You Know?**  
You can **install applications and other files** to an expansion card during synchronization.

\* **Tip**  
When the highlight on Applications View is not active, you can press and hold the Select button to open the category pick list.

## Opening an application on an expansion card

When you insert an expansion card into the expansion slot, your device adds the expansion card to the category list in the upper-right corner of Applications View. You can easily switch between applications installed on your device and on the expansion card.

**NOTE** Some applications may not run correctly when you install them on an expansion card. Try installing these applications on your device instead. If you still have problems, contact the developer.

1

**Insert the expansion card.**

2

**Go to Applications** and select the expansion card from the category pick list.



Category pick list

3

Select an application icon to open that application.

↓ Done

\* **Tip**  
Use LifeDrive™ Manager (Windows only) to install applications and transfer folders and files from your Windows computer to an expansion card.

## Opening files on an expansion card

You can open files on an expansion card when you insert the card into the expansion slot.

**1** Open the application associated with the files you want to open.

**2** Insert the expansion card.

**3** Select the entry you want to view.

↓ Done

\* **Tip**  
Reading and writing info on an expansion card uses more battery power than doing the same task on your device. If you have enough space on your device, consider copying the info to your device.

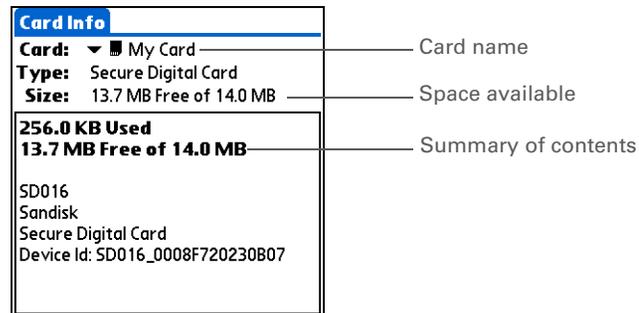
\* **Tip**  
If your device's battery is very low, access to the expansion card may be disabled. If this occurs, recharge your device as soon as possible.

+ **Did You Know?**  
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**.

## Viewing card information

It's easy to forget which files you put on a particular expansion card. When you have a card inserted into the expansion slot, use the Card Info application to view the card name and type, available storage space, and a summary of the card's contents.

**Go to Applications** and select Card Info .



\* **Tip**  
You can also use the [Files application](#) to rename your card.

## Renaming a card

The expansion card name appears in the category pick list and in other lists that let you choose where to store your info. When you buy a new card, give it a name that helps you remember what's on the card. You can rename the card later if you decide to store different info on the card.

**1**

**Insert an expansion card.**

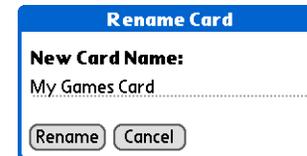
**2**

**Go to Applications** and select Card Info .

**3**

Open the Rename Card dialog box:

- a. **Open the menus.**
- b. Select Rename Card on the Card menu.

**4**

Enter the new name for the card, and then select Rename.

↓ Done

\* **Tip**

If you use a card reader to view your card on a computer, the file names may differ from the names you see on your device.

+ **Did You Know?**

Some applications, such as **Media**, let you copy or move info between your device and an expansion card. See the information on each application for details.

## Copying applications to an expansion card

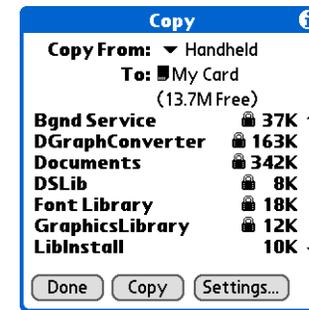
1

**Insert the expansion card**, and then **go to Applications**.

2

Open the Copy dialog box:

- a. **Open the menus.**
- b. Select Copy on the App menu.



3

Copy the application:

**NOTE** A lock appears next to applications that are copy-protected. You cannot copy or beam these applications.

- a. Select the Copy From pick list and select Device.
- b. Select the application you want to copy.
- c. Select Copy.
- d. Select Done.

↓ Done

## Removing all information from a card

Formatting a card removes all of its info and prepares it to accept new applications and files.

**[ ! ] IMPORTANT** We do not recommend formatting backup cards. Formatting removes the backup application and turns the card into a blank memory card.

**1**

**Insert an expansion card.**

**2**

**Go to Applications** and select Card Info .

**3**

Format the card:

- a. **Open the menus.**
- b. Select Format Card on the Card menu.
- c. When asked if you want to format the card, select OK.

↓ Done



**Tips & Tricks**

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**Support**

If you're having problems with expansion cards 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**

- Exchanging applications and information with other Palm Powered™ devices by exchanging cards or beaming items between devices
- Sending applications and information to other Bluetooth® devices by using Bluetooth wireless technology on your device

**Managing Info**

Adding applications from your computer to an expansion card, and installing other files such as photos, videos, or music

# Maintaining Your Device

Your device is designed to be rugged and reliable and to provide you with years of trouble-free service. Taking care of your device helps keep it working properly and ensures that it's available when you need it.

## Device do's and don'ts

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

### Device do's

- Always store your device in the included pouch when not in use.
- Use only the stylus to tap the screen—no pens, pencils, paper clips, or other sharp objects.
- Use only the supplied AC charger to charge your device.
- **Keep the battery charged.**
- Keep the screen free of dust (or anything else that could make it dirty).
- For general cleaning, use a soft, damp cloth. If the screen becomes dirty, use a soft cloth moistened with a diluted window-cleaning solution.
- Use only 3.5mm stereo headphones (sold separately) in your device's headphone jack.

**\* Tip**

Your device contains a hard drive and other components that may become warm when used for extended periods of time. This is normal and should not affect the performance or reliability of your device.

- Be sure to **get rid of any static electricity buildup** before you connect your device to any cable or accessory.
- If you are using your device in **Drive Mode** for an extended period of time or you are using the **Camera Companion** application, or if the battery is low while in Drive Mode or while using Camera Companion, keep your device connected to the AC charger plugged into a power outlet.
- **Synchronize** often to maintain a backup copy of your important information on your computer.

## Device don'ts

**[ ! ] IMPORTANT** Do not open your device for any reason. There are no user-serviceable parts inside. Attempting to remove the hard drive voids the warranty on your device.

- Do not drop, bang, or otherwise cause a strong impact to your device. If you drop the device while the amber indicator light is flashing—indicating that the hard drive is processing information—you may damage the hard drive.
- Do not carry your device in your back pocket; you might sit on it by mistake.
- Do not let your device get wet; don't even leave it in a damp location.
- Do not expose your device to very hot or cold temperatures, including placing it near a heater, leaving it in the trunk of a car, or setting it by a window in direct sunlight.
- Do not carry or use your device at extremely high altitudes, unless you're in an airplane.
- Do not place your device near strong magnetic fields such as wireless modems. This could cause loss of information on the hard drive.

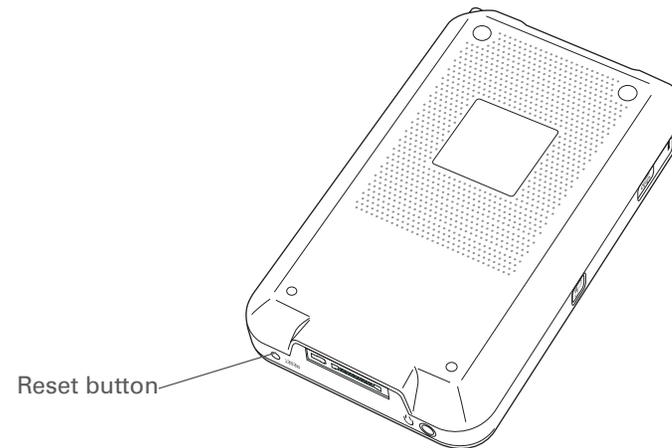
## Resetting your device

On rare occasions your device may not respond when you press a button or tap the screen. In this case, you need to reset your device.

### Doing a soft reset

A soft reset tells your device to stop what it's doing and start over again. None of your information will be lost. After a soft reset, a screen appears that lets you reset the date and time, if needed.

To do a soft reset, use the tip of the stylus to gently press the reset button on the bottom of your device.



If your device does not respond after a soft reset, you need to do a hard reset.

## Doing a hard reset

Only do a hard reset if a soft reset doesn't solve your problem, or if you want to clear all of your information from your device.

**[ ! ] IMPORTANT** A hard reset deletes all records and entries stored on your device, including the username that identifies the device. This is another reason why it's important to synchronize often, so you have an up-to-date backup available. Before you do a hard reset, be sure to do a full sync.

1

Slide the power switch to the right and hold it in that position.

2

While holding the switch to the right, use the tip of the stylus (or a similar object *without* a sharp tip) to gently press and release the reset button on the bottom of your device.

3

Wait for the reset screen to appear, and then release the power switch.

➤ Continued



- \* **Tip**  
When doing a Secure Erase reset, be sure that the AC charger is connected to your device and plugged into an outlet.
- \* **Tip**  
When the reset screen appears, press Center on the 5-way to cancel the hard reset and keep all info on your device.

## 4

On the reset screen, do one of the following:

**Quick Erase** Press Up on the 5-way navigator to do a Quick Erase reset. This eliminates user information on the drive in such a way that there is no info available to anyone using the device. A Quick Erase reset takes approximately 5 minutes.

**Secure Erase** Press Down on the 5-way to do a Secure Erase reset. This completely deletes all user info on the drive. A Secure Erase reset takes about 20-25 minutes.



**[ ! ] IMPORTANT** Do a Secure Erase reset if you are turning the device over to a new owner. A Secure Erase helps prevent your files from being restored or recompiled by a new owner who might remove the hard drive and use a drive reader to access your information. Do a Quick Erase reset for a regular hard reset, to get your device to wake up and respond again.

**[ N ] NOTE** If you use a **password** to protect your device, you must do a Secure Erase when you hard reset your device; the Quick Erase option does not appear on the reset screen.

During the reset process, a status screen appears with the words “Quick Erase” or “Secure Erase” and a progress bar, followed by screens showing the palmOne, Palm Powered™ and LifeDrive™ logos.

↘ **Continued**

## 5

When prompted, tap to align the screen, and then select the language you want to use on your device. A screen appears showing the palmOne logo and a progress bar.

- Tap the center of the target
- Tippen Sie auf die Mitte des Ziels
- Toque en el centro del blanco
- Appuyez sur le centre de la cible
- Toccare il centro del bersaglio
- Toque no centro do alvo



English	Select Language
Deutsch	Sprache auswählen
Español	Seleccionar idioma
Français	Sélection de la langue
Italiano	Seleziona lingua
Português	Selecione idioma

## 6

When the Welcome screen appears, the hard reset is complete. Follow the instructions to set up your device.

↓ Done

**Welcome**

**Setup your device**

1. Connect the power and HotSync® cables. (See "Read This First" for help.)
2. Fully charge your device (2-3 hours).
3. Tap Next and configure your device.
4. Insert the CD to install Palm™ Desktop software on your computer.

**Next**

## Restoring your information after a hard reset

If you synchronized before doing a hard reset, you can now put that information back on your device. However, you may need to re-enter some of your **personal settings**, as well as your **color-coded categories** in Calendar.

### WINDOWS ONLY

**1**

Open the Custom menu in the HotSync® application:

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

**2**

Select the correct username from the list at the top of the box.

↘ Continued

**3**

Set the transfer options:

- a. Select an application in the Conduit list, and then click Change.
- b. Select Desktop overwrites device.



**NOTE** This change applies only to the next synchronization.

- c. Click OK.

**4**

Repeat step 3 for the other applications in the list that you want to restore, and then click Done.

**5**

**Synchronize your device with your computer.**

↓ Done

**My Device**

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 resets 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:

**Managing Info**

Creating a backup of your information

**Customizing**

Customizing your device again after doing a hard reset

# Common Questions

Although we can't anticipate all the questions you might have, this chapter provides answers to some of the most commonly asked questions.

## Setup

### **Nothing happens when I insert the CD.**

#### **WINDOWS ONLY**

1. Click Start on your computer, and then select Run.
2. Click Browse and navigate to your CD-ROM drive.
3. Select Autorun, click Open, and then click OK.

### **I cannot install Palm<sup>®</sup> Desktop software.**

#### **WINDOWS ONLY**

- Disable any virus-scanning software on your computer.
- Close any open applications.
- Make sure your computer has at least 170MB of disk space available.
- Delete all temporary files.

- Run ScanDisk (or another disk verification tool) on your computer.
- Install the latest Windows software updates to your computer.
- If you are upgrading from an older Palm Powered™ device, remove any previous version(s) of Palm® Desktop software by clicking Start, navigating to Settings, and clicking Control Panel. Click Add or Remove Programs.
- Uninstall and then reinstall the current version of Palm Desktop software.

**MAC ONLY**

- Disable any virus-scanning software on your computer.
- Quit any open applications.
- Make sure your computer has at least 190MB of disk space available.
- Install the latest Mac software updates to your computer.
- If you are upgrading from an older Palm Powered device, remove any previous version(s) of Palm Desktop software.
- Uninstall and then reinstall the current version of Palm Desktop software.

## Device

**[ ! ] IMPORTANT** Do not open your device; there are no serviceable parts inside. Opening your device voids the warranty and is not recommended under any circumstances.

### I want to see how much battery life I have left.

A battery icon  appears at the top of Favorites and Applications views. Check the icon periodically to see if your device needs to be recharged. If the battery becomes low, a message appears on the screen prompting you to recharge the battery.

### I'm not sure when I need to recharge my device.

We recommend that you recharge your device for at least half an hour every day. Ideally, connect your device to a power source every night and recharge it while you sleep.

### My battery is drained.

The memory on your device is designed to store your information even if the battery becomes drained completely. When you recharge your device, all of your existing information, both in program memory and on the hard drive, should appear.

### My battery drains too quickly.

You can conserve battery life by doing any of the following:

- **Adjust the screen brightness.**
- **Reduce the Auto-off setting.**
- **Use Keylock to prevent your device from turning on by accident.**
- Stop **music** or **video** playback when not in use.

**\* Tip**

After a soft reset, the Preferences screen appears with the Date & Time option highlighted so you can reset the date and time if necessary.

- 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.**

**When I connect my device to the AC charger, it does not charge.**

- Confirm that your device is firmly connected to the AC charger.
- Confirm that your AC charger is plugged into an AC outlet that has power.

A lightning bolt over the battery icon indicates that your device is charging. If your battery is completely drained, you'll need to charge it for a few minutes before you can turn it on and see the battery icon.

**My device is not responding.**

On rare occasions your device may not respond when you press a button or tap the screen. If this happens, first check that **Keylock** is not turned on.

If Keylock is off and your device is still not responding, you need to reset your device. A **soft reset** tells your device to stop and start over again. This does not affect any of the information or applications on your device.

**NOTE** If you had a network connection that was cut off, your device may not respond for up to 30 seconds. Wait 30 seconds before performing a soft reset.

**\* Tip**

When you purge or delete items, you are given the option to save an archive copy on your computer the next time you **synchronize**.

If your device does not respond after a soft reset, you need to **perform a hard reset**.

If your device still does not respond after a reset, check your third-party applications for **incompatible applications**.

**I don't see anything on my device's screen.**

- Press an application button to ensure that your device is turned on.
- If your device was exposed to cold, make sure it is at room temperature.
- Charge your device.
- **Perform a soft reset**. If your device still doesn't turn on, **perform a hard reset**.

**I get a warning message telling me my storage volume is full.**

The term "storage volume" refers to your device's **program memory**. If you get a message that your program memory is full, try the following:

- If you have installed additional applications on your device, **remove them** to recover memory.
- **Purge items** from Calendar and Tasks. This deletes Tasks items and past Calendar events from the memory of your device.
- **Delete unused memos, photos, and other items**, or save them to an **expansion card**.
- Move infrequently used applications to the Applications folder on the **hard drive**. Note that some applications must be installed in program memory in order to run correctly.

**My device becomes warm when I use it for extended periods of time.**

Your device contains a hard drive and other components that may become warm when used for extended periods of time. This is normal and should not affect the performance or reliability of your device.

### **My device keeps turning itself off.**

Your device is designed to turn itself off after a period of inactivity. This period can be set at 30 seconds or at one, two, or three minutes. Check the Auto-off after setting on the **Power Preferences** screen.

### **My device is not making any sounds.**

Check the **System, Alarm, and Game Sound** settings.

### **I get a blank screen when I reset my device.**

It takes a little while for your device to reset when you press the reset button. During a soft reset, you see a progress bar, then a screen with the Palm Powered™ logo. Resetting is complete when the **Date & Time Preferences** screen appears.

### **The current date and time are incorrect.**

The current date and time are tied to the Location setting. If you **change the date and time** without **changing the Location setting**, the current date and time may appear incorrect.

### **My application is responding slowly.**

#### **WINDOWS ONLY**

If you are transferring files using LifeDrive™ Manager and you are working with a large application on your device such as a game, the application may perform slowly. Wait until the file transfer has finished before you use the application.

## Moving around

### I can't find the icon I want in Applications View.

- Select the category pick list in the upper-right corner of Applications View and select All. You may need to scroll down a bit, but you should now see an icon for each of the applications on your device.
- The application you want may be installed on your device's hard drive. To view these applications, select the category pick list in the upper-right corner of Applications View and select LifeDrive.
- Some of the applications that come with your device are not preinstalled. You need to **install these extra applications from the software installation CD.**
- If you have an **expansion card** inserted in the expansion slot on your device, the application you want may be installed on the card instead of on your device. To view the applications installed on the card, select the pick list in the upper-right corner of Applications View and select the expansion card's name from the list.

## Entering information

### My device doesn't respond to taps correctly.

If your device is not responding to taps correctly, you need to **align the screen.**

### When I tap Menu on the status bar, nothing happens.

- Tap the upper-left corner of the screen to try to open the menus.
- **Align the screen** and try tapping Menu again.
- If nothing happens, you may be in an application or screen that does not use menus. Switch to a different application and try tapping Menu. If it works in the second application, then the first does not use menus.
- If tapping Menu does not work in the second application, try aligning the screen again.

### I can't get my device to recognize my handwriting.

For your device to recognize handwriting input with the stylus, you need to use **Graffiti® 2 writing**. Use the Graffiti 2 help to learn how to write characters.

**NOTE** Your device recognizes strokes entered with the stylus other than Graffiti 2 strokes in the Note Pad application only.

- Make the Graffiti 2 character strokes in the Graffiti 2 input area, not on the display part of the screen. If you want to write on the display part of the screen, **turn full-screen writing on**.
- Write Graffiti 2 strokes for lowercase letters in the left side, strokes for capital letters in the middle, and strokes for numbers in the right side of the Graffiti 2 writing area.
- Make sure that Graffiti 2 is not in **shift mode or in Punctuation Shift mode**.

### The info I entered does not appear in an application.

- Check the Categories pick list in the upper-right corner of Applications View. Select All to display all the records for the application.
- Did you set private records to be hidden? Check **Security Preferences** to see that Private Records is set to Show private records.
- Open the Options menu and select Preferences. Make sure Show Completed Tasks is selected.

### I don't know how to save the info I entered in an application.

Each time you complete an entry such as a contact, memo, or note, your device automatically saves the information you entered. You don't have to do anything special to save your info. To protect your info and create a backup of your info, **do a full sync** often to back up the info on your device to your computer.

**\* Tip**

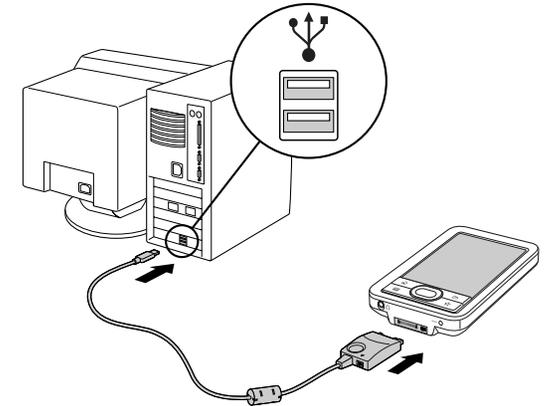
Need more help with synchronizing your device? Open Palm Desktop software, go to the Help menu, and select HotSync Online Troubleshooting Guide.

## Synchronizing

### I can't synchronize my device with my computer.

**NOTE** You must install the software installation CD before you can synchronize.

- Make sure the USB sync cable is connected securely.
- Make sure the date on your computer matches the date on your device.
- Read the HotSync log for the user account for which you are synchronizing.



#### WINDOWS ONLY

Click the HotSync Manager  icon in the Windows taskbar in the lower-right corner of your screen. Make sure Local USB has a checkmark next to it. If not, click it.



**NOTE** If you don't see the HotSync Manager icon, click Start in the Windows taskbar, and then select Programs. Go to the palmOne program group and select HotSync Manager.

#### MAC ONLY

- Make sure HotSync Manager is enabled: Open the Palm folder and double-click the HotSync Manager icon. On the HotSync Controls tab, be sure Enabled is selected. If it is not, click it.
- Disconnect the USB sync cable from your computer, and then reconnect the cable and restart your computer.

**[ ! ] Before You Begin**

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

**When I synchronize, nothing happens on Palm Desktop software, and my device times out.**

- **Perform a soft reset.**
- Make sure that **HotSync Manager is running** on your computer.
- Make a copy of the folder containing your information. This folder is named with either your full username or a shortened version of the name. Uninstall and then reinstall Palm Desktop software.
- Turn on your device, and **go to Applications**. Select HotSync , and then select Local.

**I want to change from synchronizing my device with Palm Desktop software to synchronizing with Outlook.****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 info in Outlook. You can also set up the VersaMail® application to synchronize email messages 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. Select Change your synchronization method.
3. Follow the onscreen instructions for the desktop software you want to use.

## I can't synchronize my device with Microsoft Outlook.

### WINDOWS ONLY

**NOTE** If you choose to synchronize your device with Outlook, information from Contacts, Calendar, Tasks, and Memos is synchronized with info in Outlook. Other information, such as voice memos and notes, is synchronized with info in Palm Desktop software.

- Click the HotSync Manager icon  and select Custom. Check the following:
  - Make sure that you have the correct username selected from the drop-down list.
  - Make sure that the applications you want are set to synchronize the files. If not, select each application, click Change, and then choose Synchronize the files.
  - Make sure that the correct application name is selected. For example, the older version of Calendar was called Date Book. If you have upgraded from an older device, make sure that Calendar is set to Synchronize the files, and Date Book is set to Do Nothing.
  - If you synchronize your device with more than one computer, click Settings and select Enable synchronization to multiple PCs for each application you want to synchronize. This helps avoid duplicating the same information on a single computer.

**NOTE** Check the Set as default box to use this setting each time you synchronize. Otherwise, it applies during the next synchronization only.

- Be sure that the application you want is installed. Reinstall the HotSync Manager and make sure that the application is selected.
- Reinstall Palm Desktop software and select the option to synchronize with Microsoft Outlook.

## I can't synchronize wirelessly using my device's Bluetooth technology.

- Make sure that the HotSync Manager is running on your desktop computer. The HotSync Manager icon  must appear in the taskbar in the lower-right corner of your screen.
- Click the HotSync Manager icon  and verify that there is a checkmark next to Local.

- Your device may not be able to recognize the virtual serial port on your Windows computer. Try validating the virtual serial port you're using, or create a different virtual port and change the HotSync Manager settings to use the new virtual port. To change the virtual serial port, click the HotSync Manager icon . Select Setup, and then select the Local tab. Select a port from the Serial port pick list.

When you synchronize wirelessly, your device attempts to connect to a Bluetooth virtual serial port on your computer. First it looks for a Bluetooth serial HotSync port. If it cannot find that port, it then looks for a generic Bluetooth serial port. However, some generic Bluetooth serial ports do not support synchronization. Refer to the documentation that came with your computer operating system for instructions on creating/changing the virtual port for serial communication.

If the virtual serial port you want to use is used by other applications, exit those applications before setting up your computer for wireless synchronization.

### Some of my applications do not synchronize.

If you have synchronized successfully but you can't find the information from your device on your computer, check to see that you have the correct username selected for viewing information.

**NOTE** If you upgraded from a previous device, go to [www.palmOne.com/support](http://www.palmOne.com/support), select your country, select the LifeDrive™ device from the main page, and click the Upgrade link.

#### WINDOWS ONLY

Click the HotSync Manager icon  in the lower-right corner of your screen, and then select Custom. Check that the application is set to synchronize the files. If it is not, select the application, click Change, and then select Synchronize the files. Check the Set as default box to use this setting each time you synchronize. Otherwise, it applies during the next synchronization only.

#### MAC ONLY

Double-click the HotSync Manager icon  in the Palm folder. From the HotSync menu, select Conduit Settings. Select your username from the User pop-up menu, and be sure that the application is set to synchronize.

### **I can't open the HotSync Manager.**

On a Windows computer, **uninstall Palm Desktop software** from your computer, and then reinstall the software from the software installation CD.

On a Mac computer, just reinstall Palm Desktop software.

### **When I synchronize, I receive the 8009 error message: An application has failed to respond to a HotSync notification.**

#### **WINDOWS ONLY**

The 8009 error indicates that the Windows registry is corrupt. You need to rebuild the HotSync Manager registry entries. For information on rebuilding the registry entries, go to [www.palmOne.com/support](http://www.palmOne.com/support) and search the palmOne Knowledge Library for "error 8009."

### **My files didn't install during synchronization.**

- If files do not install after you synchronize, the file type was not recognized. On your device, open the application associated with those files. Then synchronize again. If the files remain in the palmOne™ Quick Install list on your computer (Windows only), they are not associated with an application on your device and cannot be installed by synchronizing. You can install the files using **LifeDrive Manager** (Windows) or **Drive Mode** (Mac or Windows).
- If you are trying to install files to an expansion card, make sure that a card is inserted into your device's expansion slot before you synchronize.

### **I can't add more files to the Quick Install list.**

Make sure the dialog box that confirms where the files will be installed is closed. You cannot add more files to the list when the confirmation dialog box is open.

**When I add a zipped file (ZIP) to Quick Install, some of the files don't appear in the Quick Install list.**

Unzip the file with a file compression utility, such as WinZip, and then add the unzipped files to Quick Install.

**I receive an authentication error when I try to synchronize wirelessly through a LAN access point.**

Make sure you entered the correct username and password for the selected network service profile in the **Network Preferences** screen.

**When I try to synchronize wirelessly through a LAN access point, it connects, but nothing happens.**

- Make sure that Network is selected in the HotSync Manager menu on your computer.
- Contact your system administrator to make sure your network computer is properly set up.

**I want to synchronize my computer with more than one device.**

If the computer running Palm Desktop software synchronizes with more than one device, each device should have a unique name. Synchronizing more than one device with the same username causes unpredictable results and, potentially, loss of your personal information. Assign a username to your device the first time you synchronize.

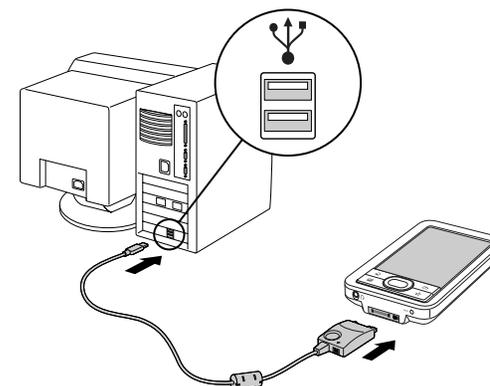
If you are synchronizing with Outlook, make sure the right profile is selected for the applications you want to synchronize in HotSync Manager. In Palm Desktop software, click HotSync, and then select Custom.

## LifeDrive™ Manager/Drive Mode

### I can't move or copy files using LifeDrive™ Manager.

#### WINDOWS ONLY

- Make sure your device is connected securely to the USB sync cable, and that the cable is connected to a USB port on the back of your computer.
- Make sure no other applications—such as HotSync Manager or Pocket Tunes™—are using the USB sync cable. To check, press the Home button . If Favorites opens, then no other applications are using the sync cable. If Favorites does not open, then another application may be using the cable.
- Try to synchronize. If synchronizing doesn't work, LifeDrive™ Manager doesn't work, either.
- If LifeDrive Manager was working but stops, disconnect and reconnect your device. If this does not solve the problem, **perform a soft reset**.



### I can't see a file I moved from my computer to my device.

Your device stores information in two places: in **program memory** and on the **hard drive**. When you view files on your device using LifeDrive Manager on your computer or Files on your device, only files on the drive are displayed.

If you used Quick Install to move a file to your device, depending on the file type, the file may be located in your device's program memory. If this is the case, you can't view the file using LifeDrive Manager or Files, but you can access it by using the appropriate application. If you want to be able to see the file in the LifeDrive Manager window or the Files screen, copy it to your device's drive using LifeDrive Manager.

### **I made updates to a file on my device, but when I synchronize, the changes don't show up in the file on my computer.**

If you use LifeDrive Manager to transfer a file or folder to your device, you must select whether that item synchronizes. You can either select the **Keep synchronized** option during file transfer, or make the file or folder a **sync item** once it is on the hard drive.

If you move an item into a **sync folder** on the hard drive, the item automatically synchronizes. However, the item synchronizes to the copy of the sync folder on your computer, not to its original location—the version in the original location remains unchanged.

### **File transfer is taking place slowly.**

If you are working with large files or using large applications such as games on your device, file transfer may go more slowly. Quit all device applications to speed file transfer.

### **I want to transfer files and use my device with a USB 1.1 connection.**

You may be able to connect your device to your computer using a USB 1.1 connection, but we do not recommend this, because the USB 1.1 connection is very slow. For best performance, connect your device to your computer using a USB 2.0 connection. You may need to purchase and install a USB 2.0 cable and software on your computer to do this.

### **When I try to delete a file using LifeDrive Manager, a message appears saying the file is busy.**

If you are working with a file on your device—for example, editing a document or listening to a music file—you cannot delete the file using LifeDrive Manager. Close the file on your device and then delete it.

### **I can't write a memo or enter a contact when my device is in Drive Mode.**

When your device is in Drive Mode, it works just like any external drive such as a CD drive. You cannot enter or work with information directly on your device while it is in Drive Mode. To work with information directly on your device, turn Drive Mode off.

\* **Tip**  
Visit [www.palmOne.com/support](http://www.palmOne.com/support) for more information on what to do if your device does not show up as a drive on your computer when the device is in Drive Mode.

When your device is in Drive Mode and is connected to a computer, you can open files from your device's drive on the computer using Windows Explorer or My Computer (on a Windows computer) or Finder (on a Mac computer), and work with them there.

Your device still displays alerts, such as for appointments or new email messages, when in Drive Mode.

## **My device and/or the expansion card is not showing up as a drive in Windows Explorer or My Computer when I have the device in Drive Mode.**

### **WINDOWS ONLY**

When you turn on Drive Mode, connect your device to your computer, and then open My Computer or Windows Explorer, the window you open shows two new drives. These drives are assigned the next available drive letters, for example, E:, F:, and so on. If no letters are available because you have multiple external devices connected to your computer (such as a card reader or a camera), or because you are using mapped network drives, the window does not display your device or the expansion card as a drive. To display them, remove some of the external devices connected to your computer, or remove some of the mapped network drives.

## Calendar

### **I selected the Today button, but it does not show the correct date.**

Make sure the Set Date box on the [Date & Time Preferences](#) screen displays the current date.

### **I created an event, but it doesn't appear in Week View.**

- If scroll arrows appear on the right of your screen, scroll down to see if the event appears farther down the screen.
- If you have two or more events with the same start time, the events appear as multiple bars starting at the same time in Week View. To see the overlapping events, select the individual bars, or select Day View. For more information, see [Finding events that overlap](#).

- If you marked the event as private, check **Security Preferences** to see that Private Records is set to Show private records.

### **Time zones don't appear on my Palm Desktop software.**

Palm Desktop software does not recognize time zones. Only Outlook recognizes times zones.

### **I set the global time zone preference, but only some of my events are responding to my time zone change.**

Only new events created after the preference is set are affected. The events you created earlier without time zones do not have the time zone set. You can **edit the earlier events to include a time zone.**

### **I created my event with a time zone, but only that event is responding to my time zone change.**

When you create an event with a time zone setting, only that event is affected. To have all events automatically include a time zone setting, **set the New events include time zones preference.**

## Memos

### **I'm having problems listing memos the way I want to see them.**

If you cannot manually arrange the order of memos on the list screen, open the Options menu and select Preferences. Make sure that Sort by is set to Manual.

If you choose to view your memos alphabetically on Palm Desktop software and then synchronize, the memos on your device still appear in the order defined in the Preferences setting. In other words, the sort settings you use with Palm Desktop software are not transferred to your device.

## Note Pad

### **I'm having problems listing notes the way I want to see them.**

If you cannot manually arrange the order of notes on the list screen, select Preferences from the Options menu and make sure that Sort by is set to Manual.

If you choose to view your notes alphabetically on Palm Desktop software and then synchronize, the notes on your device still appear in the order defined in the Preferences setting. In other words, the sort settings you use with Palm Desktop software are not transferred to your device.

## Media

### **I can't find the Media icon in Applications.**

Select the pick list in the upper-right corner of Applications View and select Multimedia. You should now see an icon for the Media application.

In Favorites View, the entry associated with the Media application is called Photos & Videos. You can **edit the Favorites list** to change this to Media, as well as to create or change any other favorite file, folder, web link, or application.

## Camera Companion

### **I want to use the same expansion card both for saving photos on my camera and for storing applications for my device.**

Your device can read and use an SD card or MultiMediaCard formatted by your camera. Your camera, however, may be unable to read a card formatted by your device. Although you can use the same card to save pictures and videos with your digital camera and to store applications with

your device, we recommend that you use one card for device applications and a different one for digital camera pictures. We also recommend that you use your camera to format any card that you are using to save photos.

### **I cannot view the videos I transferred from my camera to my device.**

Some cameras take video in a format that your device is unable to recognize and play. You can transfer a video in any format to your device and then transfer it to your computer for viewing; however, you can only view videos in **supported formats** on your device.

## Pocket Tunes™

### **I would like better-quality sound during playback.**

Saving music files at a lower bit rate creates a smaller file size, but also gives a lower playback quality. Increase the bit rate to improve playback sound quality, but remember that this increases file size.

### **My music file stutters during playback.**

#### **WINDOWS ONLY**

If you are transferring files using LifeDrive Manager and you are listening to music files on your device, the music playback may stutter. Wait until the file transfer is finished to listen to the music file.

### **My device doesn't play the music files I burned from a CD.**

The Pocket Tunes application installed on your device plays music files in MP3 format only. You must **change the settings in your desktop music application** to save files from a CD as MP3 files. To play files in other formats such as WMA, upgrade to the deluxe version of Pocket Tunes—you can purchase it by using **the Addit™ application** on your device or visiting **[www.palmOne.com](http://www.palmOne.com)**.

### **My device doesn't play the music files I downloaded from my favorite online music store.**

The Pocket Tunes application installed on your device plays music files in MP3 format only. To play files in other formats such as WMA, upgrade to the deluxe version of Pocket Tunes—you can purchase it by using **the Addit™ application** on your device or visiting [www.palmOne.com](http://www.palmOne.com).

### **When I save songs from a CD, I do not see the song title or artist name.**

When capturing songs from a CD, you must have an active Internet connection to obtain song title and artist information. This information is supplied from the GraceNote server on the web.

## Tasks

### **The info I entered does not appear in an application.**

- Open the Options menu and select Preferences. If Show Completed Tasks is selected, deselect it to display the missing tasks.
- If you marked the task as private, check **Security Preferences** to see that Private Records is set to Show private records.

## Connecting wirelessly

### **My passkey is rejected when I attempt to form a trusted pair with my mobile phone.**

Some mobile phones require that you enter the passkey within a specific time frame. Make sure you have a passkey in mind and that you enter it immediately when prompted.

If your passkey is rejected, your phone may have a preassigned passkey; see the documentation included with your phone for information. The documentation might refer to a Bluetooth connection as a Bluetooth pair, Bluetooth link, or bonded pair.

### **My device cannot connect to my mobile phone.**

Use the following steps to test the connection:

1. Tap Bluetooth controls  on the status bar to open the Bluetooth settings screen. You can select the indicator even if it is dimmed.
2. Make sure On is selected.
3. Select the Service pick list and **select the service** that you want to use to connect to your phone.
4. Select Connect.

If the connection is successful, open the application that requires the connection and complete the desired task.

If the connection is not successful, try the following steps:

- Make sure that your phone is equipped with Bluetooth technology, that Bluetooth technology is enabled, and that the power is on.
- You may need to **set up a connection with your phone**. See the documentation included with your phone for assistance with completing the connection setup process.

### **My phone connection drops before I finish using it.**

You need to increase the Idle timeout setting on the **Network Preferences Details** screen.

### **I get an error message when I try to dial a phone number using my device.**

- Make sure that the **proper phone driver is installed** on your device.
- You may need to **set up a connection with your phone**. See the documentation included with your phone for assistance with completing the connection setup process.
- Check the **Phone Preferences** screen and make sure the correct phone connection is selected.

## The VersaMail® application

### **I am having problems accessing my account.**

Occasionally you may experience problems using an email account after you set it up. If you followed the **account setup procedure** and are experiencing problems using the account, verify that the account complies with your email provider's requirements by following these steps:

- Verify both your password and your username for your email account.
- If you are connecting using a mobile phone through the built-in Bluetooth technology on your device, a cable, or the IR port on your device, verify that you have either a data-enabled GSM or a high-speed GPRS account with your wireless service provider.
- Some wireless service providers require you to be on their network to use your email account. If this is the case, be sure to use your provider's network as the connection type for the account.
- Some wireless service providers have other requirements specific to their service. For example, Yahoo! requires you to pay for a POP account in order to download email messages from your Yahoo! account to your device. Check with your service provider to see if any provider-specific requirements exist.

- Service provider settings frequently change. If your email account was working but you are currently experiencing problems, check with your service provider to see if any of the account settings have changed.

### **I am having problems sending and receiving email.**

- Short periods of time when email is unavailable are common due to server problems or poor wireless coverage. If you have problems sending or receiving mail for an extended period of time, check with your ISP or email service provider to verify that the service is working properly.
- Make sure your ISP or email provider allows you to send and receive email on a wireless device. Several providers, like Hotmail, do not offer this option at all.

### **Auto Sync is not working.**

- If Auto Sync is occurring and you turn your handheld off or the connection to your email service provider is disconnected, Auto Sync fails.
- If you are attempting Auto Sync over a network, you must be in range of a network access point for Auto Sync to work.

### **I can receive email fine, but am having problems sending email.**

If you are able to receive email messages but cannot send them, try these steps, in turn:

- Make sure your ISP or email provider allows you to access email on a wireless device. Several providers do not offer this option at all; other providers require an upgrade to access email on a wireless device.
- **Turn on ESMTP.** Many services require authenticated access to use their SMTP servers, or ESMTP.
- **Enter the name of a different outgoing mail server** for sending mail. Many ISPs, such as cable companies, require that you have an Internet connection to their network to send email through their servers. In this case, you can almost always receive email from these accounts, but if you want to send email, you must send it through another server.

### **I can't download any messages.**

If the program memory on your device fills up, you cannot download any more messages to your device. Delete some messages to free up program memory, and try downloading again.

### **I am trying to synchronize messages on my device with messages on my computer, but it's not working.**

On your computer, check the **advanced account settings** for the account you want. Make sure that the box is checked that allows you to synchronize messages on your device with messages on your computer.

### **My vCard or vCal email attachment isn't forwarding correctly.**

#### **WINDOWS ONLY**

Palm Desktop software provides several features that work with email client software on a Windows computer. For these features to work correctly, the email client software must be properly set up. Follow these steps to check the settings:

1. Click Start on your computer, and then select Settings.
2. Select Control Panel.
3. Select Internet Options, and then click the Programs tab.
4. Make sure that the email field is set to the correct email client software.
5. Click OK.
6. Start the email client software and make sure it is configured as the default MAPI client. Consult the documentation for your desktop email application for more information.

## Privacy

### **I've made records private, but I can't remember my password to display them.**

First, use the password hint to try to remember the password. If this doesn't help or if you do not have a password hint, you can use **Security Preferences** to delete the password, but your device deletes all entries marked as private. However, if you synchronize before you delete the password, the synchronization process backs up all entries, whether or not they are marked private. Then you can follow these steps to restore your private entries:

1. In Security Preferences, tap in the password box and enter a guess at the password.
2. In the dialog box that appears, select Lost Password.
3. Select Delete Password to remove the password and delete all private records.
4. Synchronize your device with your computer again.

### **I forgot the password, and my device is locked.**

First, use the password hint to try to remember the password. If this doesn't help or if you do not have a password hint, you must **perform a hard reset** to continue using your device. Performing a hard reset deletes all of the information on your device. To protect your info and create a backup of your info, **do a full sync** to back up the contents of your device to your computer often.

## Sharing

### I can't beam information to another device or other device.

**NOTE** Depending on the receiving device model, not all information may be sent correctly.

- If you are beaming to another Palm Powered device, confirm that your device and the other device are 4 to 39 inches (approximately ten centimeters to one meter) apart and that the path between the two devices is clear of obstacles. Beaming distances to other devices with an IR port may be different.
- Move your device closer to the receiving device.
- Make sure the receiving device has **beam receive enabled**.
- **Perform a soft reset** on both your device and the receiving device.
- Avoid beaming in bright sunlight or fluorescent light. These produce infrared noise that can make beaming go slower or, in some cases, prevent it from working at all.

### When someone beams information to my device, it doesn't receive the info.

- If you are receiving info from another Palm Powered device, confirm that your device and the other device are 4 to 39 inches (approximately ten centimeters to one meter) apart and that the path between the two devices is clear of obstacles. Beaming distances to other devices with an IR port may be different.
- Move your device closer to the sending device.
- Make sure your device has **beam receive enabled**.
- **Perform a soft reset** on both your device and the beaming device.

### **When someone beams information to my device, I get a message telling me it is out of memory.**

- Your device requires at least twice the amount of memory available as the info you are receiving. For example, if you are receiving a 30KB application, you must have at least 60KB free.
- **Purge old Calendar events** and **delete unused or unnecessary applications**.

### **I cannot send information to another Bluetooth device.**

- Make sure that Bluetooth communication is enabled on both your device and the other device.
- Make sure that the receiving device has a compatible Bluetooth application installed.
- The receiving device must be within range of your device, approximately 25 to 30 feet (8 to 10 meters).

### **Other Bluetooth devices cannot find my device.**

- Tap Bluetooth controls  on the status bar to open the Bluetooth settings screen and make sure that Bluetooth is turned on.
- Select Prefs and make sure the **Discoverable setting** is set to Yes.

## Problems with incompatible applications

palmOne, Inc. works with developers of third-party add-on applications to ensure the compatibility of these applications with your device. Some third-party applications, however, may not have been upgraded to be compatible with your device.

Possible symptoms of incompatible applications include:

- Fatal errors needing resets
- Nonresponsive device requiring a reset
- Slow performance
- Abnormal screen display or uneven sound quality
- Problems using Bluetooth technology or other features
- Problems opening an application
- Problems synchronizing

You can determine whether an incompatible application is causing problems by **deleting the application** and then operating your device.

After you have deleted the application, try to replicate the operation that created the error. If removing the application solves your problem, contact the application developer for a solution. Also, go to [www.palmOne.com/us/support/contact/incompatible\\_apps.html](http://www.palmOne.com/us/support/contact/incompatible_apps.html) to provide feedback to palmOne on the application.

### Finding a third-party application that is causing a problem

If you have multiple third-party applications installed on your device or have upgraded from an earlier model of a Palm Powered device, perform the following procedure to remove all third-party applications from your device. Once you have removed all of the third-party applications, you can install one application at a time to determine which application is causing the problem.

The following procedures erase all information from your device. Before removing the applications, **do a full sync** to back up the contents of your device to your computer.

1. On a Windows computer, open the palmOne folder on your computer, and then open the user folder for your device. User folder names are often abbreviated as last name, first initial. On a Mac computer, locate the folder Home/Documents/Palm/Users/<device name>/Backups.
2. Select and drag the Backup folder to the desktop. Make sure you see the Backup folder on the desktop.
3. On a Windows computer, close the palmOne folder.
4. **Perform a hard reset.** Synchronize your device with your computer to restore info to your device's program memory, and use LifeDrive Manager (Windows) or Drive Mode (Mac) to restore info to your device's drive.
5. Operate your device and try to replicate problem operations.
6. Do one of the following:
  - If your device still has problems, review this Common Questions section for solutions to the problem. Fix the problem before reinstalling the third-party applications.
  - If your device no longer has problems, install the third-party applications one application at a time using the following procedure:
    - a. Open the Backup folder you moved to the desktop in step 2.
    - b. Double-click a PRC file. On a Windows computer, the Quick Install window opens with the PRC file listed. On a Mac computer, the HotSync Manager window opens with the PRC file listed.

**NOTE** Alternatively, on a Mac computer, you can drag the PRC file to the Send To Device droplet instead of double-clicking it.
    - c. Click Done.
    - d. Synchronize your device with your computer.

- e. Operate your device and try to replicate problem operations.
- f. Do one of the following:
  - If installing the application re-creates your problem, remove the application and contact the application developer for a solution. Continue to reinstall your applications one application at a time to make sure another application is not creating a problem.
  - If installing the application does not cause a problem, go to step a and reinstall another application.
- g. Go to [www.palmOne.com/us/support/contact/incompatible\\_apps.html](http://www.palmOne.com/us/support/contact/incompatible_apps.html) to provide feedback to palmOne on the application.

**NOTE** Some applications use more than one PRC file. You should continue to check each PRC file even if you identify one associated with an application that is causing a problem on your device, since that application may use other PRC files.

# Getting Help

This guide is meant to tell you everything you need to know to set up, customize, and use your device. However, you may occasionally run into an issue that is not addressed in this guide. Here are some resources to help you if that happens.

## Self-help resources

If you run into a problem with your device, be sure to check these resources first:

- Answers to **common questions** about your device and its features
- The Palm® Desktop online Help
- The *Palm Desktop Software for the Macintosh User's Guide* located in the Documentation folder on your installation CD
- The palmOne™ Knowledge Library, accessible at **[www.palmOne.com/support](http://www.palmOne.com/support)**
- The most recent palmOne LifeDrive™ device HelpNotes on your regional website

## Technical support

If, after reviewing the self-help resources, you cannot solve your problem, go to [www.palmOne.com/support](http://www.palmOne.com/support) or send an email to your regional Technical Support office.

Before requesting technical support, please experiment a bit to reproduce and isolate the problem. When you do contact Technical Support, please provide the following information:

- The name and version of the desktop operating system you are using
- The actual error message or state you are experiencing
- The steps you take to reproduce the problem
- The version of device software you are using and available memory

To find version and memory information, follow these steps:

- 1. Go to Applications.**
- 2. Open the menus.**
3. Select Info from the App menu.
4. Select Version for version info, and Size for memory info.

# Product Regulatory Information

## FCC Statement

This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

The use of shielded I/O cables is required when connecting this equipment to any and all optional peripheral or host devices. Failure to do so may violate FCC rules.

**[ ! ] IMPORTANT** Changes or modifications not covered in this manual must be approved in writing by the manufacturer's Regulatory Engineering Department. Changes or modifications made without written approval may void the user's authority to operate this equipment.

In August 1996, the FCC of the United States with its action in Report and Order FCC 96-326 adopted an updated safety standard for human exposure to radio frequency electromagnetic energy emitted by FCC regulated transmitters. Those guidelines are consistent with the safety standard previously set by both U.S. and international standards bodies. The design of this product complies with the FCC guidelines and these international standards.

### Exposure to radio frequency energy (SAR)

In order to comply with FCC RF exposure safety guidelines, this device and its antenna must not be co-located or operating in conjunction with any other antenna or transmitter. The user of this device should ensure that the operation of this device is in compliance with these provisions.

**FCC ID: O3W830**

#### Responsible Party:

palmOne, Inc.  
400 N. McCarthy Blvd.  
Milpitas, California 95035  
United States of America  
(408) 503-7500



### Industry Canada

The term "IC:" before the certification/registration number only signifies that the Industry Canada technical specifications were met.

IC:3905A-830

### Canadian Wireless Regulatory Notice

This Class B digital apparatus meets all the requirements of the Canadian Interference Causing Equipment Regulations. Operation is subject to the following two conditions: a) this device may not cause any interference, and b) this device must accept any interference, including interference that may cause undesired operation of the device. To prevent radio interference to the licensed service, this device is intended to be operated indoors, and away from windows to prevent maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing.



### CE Declaration of Conformity

<b>palmOne, Inc., Declares the Product:</b>	Device PDA & HotSync® cable
<b>Model Name/Number:</b>	LifeDrive
<b>Manufacturer's Name:</b>	palmOne
<b>Manufacturer's Address:</b>	400 N. McCarthy Blvd. Milpitas, 95035-5112

Meets the following European Council Directives:

- 89/336/EEC (EMC Directive)
- 99/5/EC (R&TTE Directive)
- 73/23/EEC (Low Voltage Directive).

Conforms with the following specifications:

- EN 55024: 1998 (Emissions & Immunity)
- EN55022:1998, CISPR 22 1997, Class B Radiated and Conducted Emissions
- IEC 61000-4-2, A1 1998-01, ESD Immunity, 4kV Contact, and 8kV Air Discharge
- IEC 61000-4-3: 1995 RF Immunity, 80-1000MHz, 3V/M, 1kHz, 80% A.M.
- ENV 50204:1996, RF Immunity, 895-905MHz, 3V/m, 200Hz, 50% AM
- IEC 61000-4-4: 1995 EFT Immunity, 1kV on AC port, 5/50nSec, 5kHs Rep. Freq.
- IEC 61000-4-5: 1995 Surge Immunity, 1.2/50uSec, 2kV(peak), Common Mode, 1kV(peak) Differential Mode
- EN61000-4-6:1996, Conducted Immunity, 150kHz-80MHz, 3V RMS, 1kHz, 80% AM
- IEC 61000-4-11: 1994, 100% Voltage Dip 0.5 period, 30% Dip 25 periods and >100% Dip 250 periods

**Authorized palmOne Representative:** David Woo  
palmOne Compliance Engineer

**Date:** April 18, 2005

## Battery Warning

Do not mutilate, puncture, or dispose of batteries in fire. The batteries can burst or explode, releasing hazardous chemicals. Discard used batteries according to the manufacturer's instructions and in accordance with your local regulations.

### Varning

Eksplotionsfara vid felaktigt batteribyte. Använd samma batterityp eller en ekvivalent typ som rekommenderas av apparattillverkaren. Kassera använt batteri enligt fabrikantens instruktion.

### Advarsel!

Lithiumbatteri—Eksplotionsfare ved fejlagtig håndtering. Udskiftning må kun ske med batteri af samme fabrikat og type. Levér det brugte batteri tilbage tilleverandøren.

### Varoitus

Paristo voi räjähtää, jos se on virheellisesti asennettu. Vaihda paristo ainoastaan valmistajan suosittelemaan tyyppiin. Hävitä käytetty paristo valmistajan ohjeiden mukaisesti.

### Advarsel

Ekspløsjonsfare ved feilaktig skifte av batteri. Benytt samme batteritype eller en tilsvarende type anbefalt av apparatfabrikanten. Brukte batterier kasseres i henhold til fabrikantens instruksjoner.

### Waarschuwing!

Bij dit produkt zijn batterijen geleverd. Wanneer deze leeg zijn, moet u ze niet weggooien maar inleveren als KCA.

### Uwaga

Nie kroić lub przekłuwać baterii, ani nie wrzucać ich do ognia. Mogą się rozerwać lub wybuchnąć wydzielając trujące środki chemiczne. Zużytych baterii należy pozbywać się w sposób opisany przez producenta i zgodnie z miejscowymi przepisami.

אזהרה  
יש סכנת התפוצצות אם מחליפים את הסוללה בצורה לא נכונה.  
יש להחליף את הסוללה בסוללה זזה או דומה, בהתאם להמלצת היצרן.  
יש להשליך סוללות משומשות בהתאם להוראות היצרן

## Intrinsic Safety Warning

### Warning – Explosion Hazard

- Substitution of components may impair suitability for Class I, Division 2;
- When in hazardous location, turn off power before replacing or wiring modules, and,
- Do not disconnect equipment unless power has been switched off or the area is known to be non-hazardous.

## Wireless Notices – Usage Cautions

In some situations, the user of the wireless device may be restricted. Such restrictions may apply aboard an airplane, in hospitals, near explosive environment, in hazardous locations etc. If you are not certain of the policy that applies to the use of this device, please ask for authorization prior to turning on the device.

## Static Electricity, ESD, and Your palmOne™ Device

Electrostatic discharge (ESD) can cause damage to electronic devices if discharged into the device, so you should take steps to avoid such an occurrence.

### Description of ESD

Static electricity is an electrical charge caused by the buildup of excess electrons on the surface of a material. To most people, static electricity and ESD are nothing more than annoyances. For example, after walking over a carpet while scuffing your feet, building up electrons on your body, you may get a shock -- the discharge event -- when you touch a metal doorknob. This little shock discharges the built-up static electricity.

### ESD-susceptible equipment

Even a small amount of ESD can harm circuitry, so when working with electronic devices, take measures to help protect your electronic devices, including your palmOne™ device, from ESD harm. While palmOne has built protections against ESD into its products, ESD unfortunately exists and, unless neutralized, could build up to levels that could harm your equipment. Any electronic device that contains an external entry point for plugging in anything from cables to docking stations is susceptible to entry of ESD. Devices that you carry with you, such as your device, build up ESD in a unique way because the static electricity that may have built up on your body is automatically passed to the device. Then, when the device is connected to another device such as a docking station, a discharge event can occur.

### **Precautions against ESD**

Make sure to discharge any built-up static electricity from yourself and your electronic devices *before* touching an electronic device or connecting one device to another. The recommendation from palmOne is that you take this precaution before connecting your device to your computer, placing the device in a cradle, or connecting it to any other device. You can do this in many ways, including the following:

- Ground yourself when you're holding your mobile device by simultaneously touching a metal surface that is at earth ground.
- For example, if your computer has a metal case and is plugged into a standard three-prong grounded outlet, touching the case should discharge the ESD on your body.
- Increase the relative humidity of your environment.
- Install ESD-specific prevention items, such as grounding mats.

### **Conditions that enhance ESD occurrences**

Conditions that can contribute to the buildup of static electricity in the environment include the following:

- Low relative humidity.
- Material type (The type of material gathering the charge. For example, synthetics are more prone to static buildup than natural fibers like cotton.)
- The rapidity with which you touch, connect or disconnect electronic devices.

While you should always take appropriate precautions to discharge static electricity, if you are in an environment where you notice ESD events, you may want to take extra precautions to protect your electronic equipment against ESD.

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