



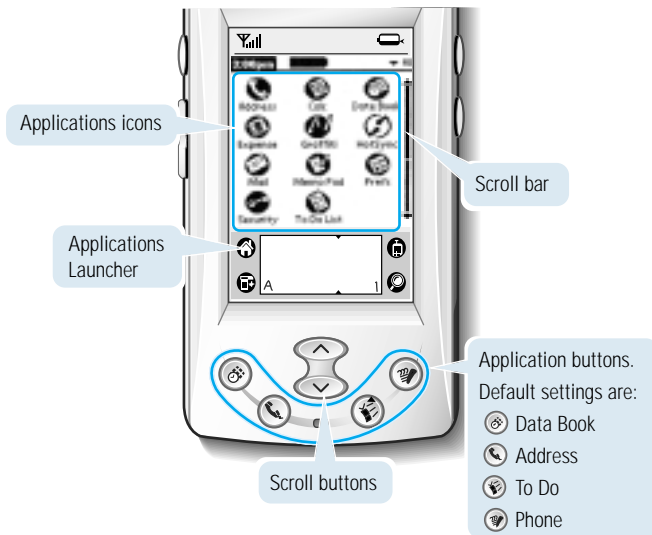


## Opening an Application



Choose from the following options:

- Tap  to open the Applications Launcher, and then tap the icon of the application you want to open. If you have many applications installed on your Smartphone, tap the scroll bar on the screen or press the scroll buttons  or  on the front panel to move between screens.
- Press an application button on the front panel to display the selected application immediately.
- To switch between applications, tap  or press an application button on the front panel of your Smartphone. Your Smartphone automatically saves your work in the current application and displays it when you return to that application.



## Displaying Applications by Category

You can put the applications on your Smartphone into categories so they are easier to see. For example, you could put all the phone applications into a category called Phone. After assigning applications to categories, you can choose to look at a single category or to see all your applications.


1. Tap  to open the Applications Launcher.
2. Tap  to open the Applications Launcher menus.
3. Tap App, then tap Category.



4. Tap the pick list next to each application to select to a category.

**Note:** You can create your own categories. Tap Edit Category in the pick list. In the Edit Categories dialog, tap New and enter the category name. Tap OK to add the category. Tap OK again to close the dialog.



5. Tap Done to return to the Applications Launcher.
6. Tap the pick list in the upper-right corner of the screen. From the pick list, tap the application category you want to see.

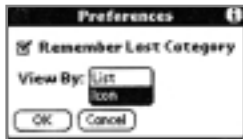
You can also tap  to scroll through the application categories.

## Changing the Applications Launcher Display

By default, the Applications Launcher displays each applications as an icon. If you prefer, you can display applications as a list of names.

### To change the view of applications:

1. Tap  to open the Applications Launcher.
2. Tap  to open the Applications Launcher menus.
3. Tap Options, then tap Preferences.



4. In the View By pick list, tap List.
5. Tap OK to display the Applications Launcher in list format.



**Tip:** In addition to displaying applications by icon or list, you can set an option to display the last-selected category of applications each time you open the Applications Launcher. To display the last-selected category of applications, tap Remember Last Category checkbox in the Preferences dialog box shown at step 3. If you do not select the Remember Last Category option, all applications are displayed when you select the Applications Launcher.

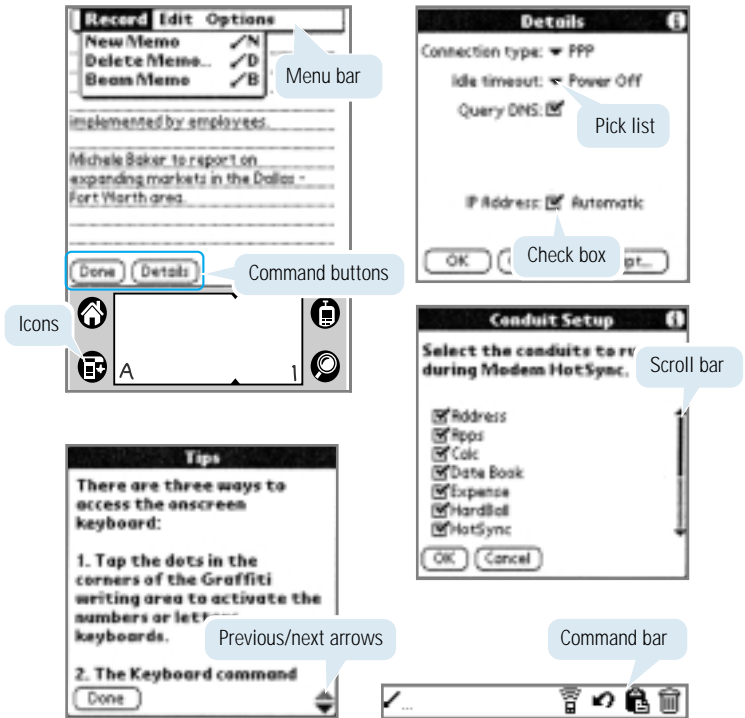
## Assigning Applications to Buttons

Buttons preferences let you assign different applications to the Application buttons on the front of the Smartphone, and to the HotSync button on the cradle and on an optional modem. For example, if you find that you seldom use the To Do List and often use Expense, you can assign the To Do List button to start the Expense application.

You can also change whether the full-screen pen stroke activates the Graffiti Help application or one of your Smartphone controls using Buttons preferences.

If you assign a different application to a button, you can still select the original application using the Applications Launcher. Changes made in the Buttons Preferences screen or HotSync Buttons dialog box take effect immediately. For details on Buttons Preferences, see page xx.

## Elements of the Applications Screen



### Menu bar

A set of commands that are specific to the application. Not all applications have a menu bar.

### Command bar

Tap icons or write a Graffiti shortcut to initiate a command instead of tapping a command in the menu bar. The icons displayed in the Command bar vary within each application.


<b>Command buttons</b>	Tap a button to perform a command. Command buttons appear in dialog boxes and at the bottom of application screens.
<b>Icons</b>	Tap the icons to open applications, menus, Calculator, and to find text anywhere in your data.
<b>A</b>	With the cursor in an input field, tap the dot to activate the alphabetic keyboard.
<b>1</b>	With the cursor in an input field, tap the dot to activate the numeric keyboard.
<b>Check box</b>	When a check mark appears in a check box, the corresponding option is active. If a check box is empty, tapping it inserts a check mark. If a check box is checked, tapping it removes the check mark.
<b>Pick list</b>	Tap the arrow to display a list of choices, and then tap an item in the list to select it.
<b>Scroll bar</b>	<p>Drag the slider, or tap the top or bottom arrow, to scroll the display one line at a time. To scroll to the previous page, tap the scroll bar just above the slider. To scroll to the next page, tap the scroll bar just below the slider.</p> <p>You can also scroll to the previous and next pages by pressing the upper and lower portions of the scroll button on the front panel of the Smartphone.</p>
<b>Next/previous arrows</b>	Tap the up and down arrows to display the previous and next page of information; tap the left and right arrows to display the previous and next record.

## Using Menus

Menus on your Smartphone are easy to use. Once you have mastered them in one application, you can use them the same way in all other applications.

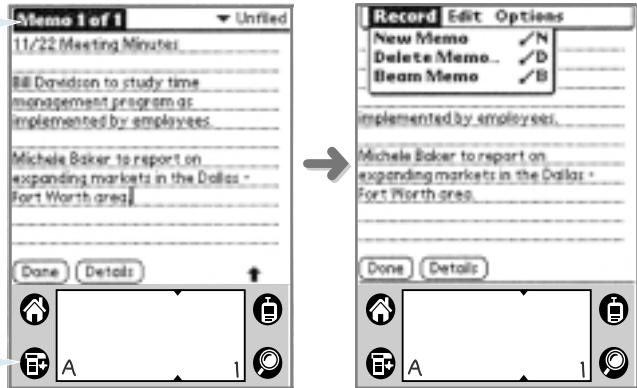
The menus of each application are described in the corresponding application's chapter, with the exception of the Edit menu. For information on Edit menu command, see "Using the Edit Menu" on page xx.

### Opening the Menu Bar

1. Open an application (such as Memo Pad).
2. Choose one of the following:
  - Tap the Menu icon .
  - Tap on the inverted title area at the top of the screen.

Tap the title area

Tap the Menu icon



In this example, three menus are available: Record, Edit, and Options. The Record menu is selected and contains the commands New Memo, Delete Memo, and Beam Memo.

## Choosing a Menu

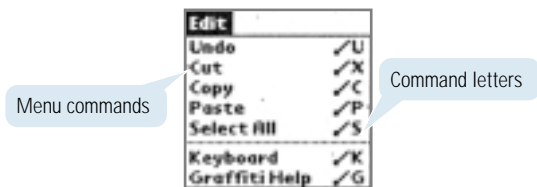
After you open the menu bar for an application, tap the menu that contains the command you want to use.

The menus and menu commands that are available depend on the application that is currently open. Also, the menus and menu commands vary depending on which part of the application you're currently using. For example, in Memo Pad, the menus are different for the Memo List screen and the Memo screen.

## Graffiti Menu Commands

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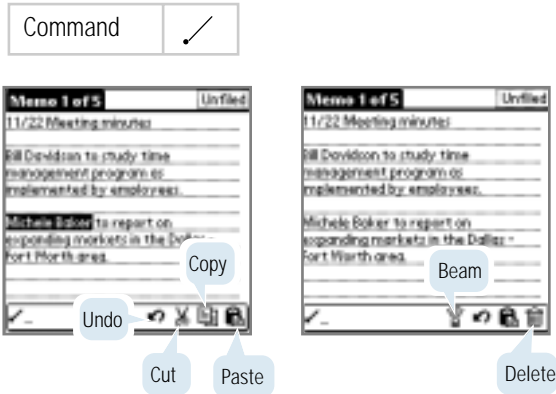
Most menu commands have an equivalent Graffiti Command stroke, which is similar to the keyboard shortcuts used to execute commands on computers. The command letters appear to the right of the command names.



To use the Graffiti menu commands, the menu bar must be closed.



Draw the Command stroke anywhere in the Graffiti area, and immediately write the corresponding command letter in the Graffiti letter area. When you draw the Command stroke, the word “Command” appears just above the Graffiti writing area to indicate that you are in Command mode.



The command toolbar displays context sensitive menu commands for the current screen. For example, if text is selected the menu icons displayed may be undo, cut, copy, and paste. Tap on an icon to select the command, or immediately write the corresponding command letter for an appropriate command in the Graffiti writing area.

For example, to choose Select All in the Edit menu, draw the Command stroke, followed by the letter “s”.

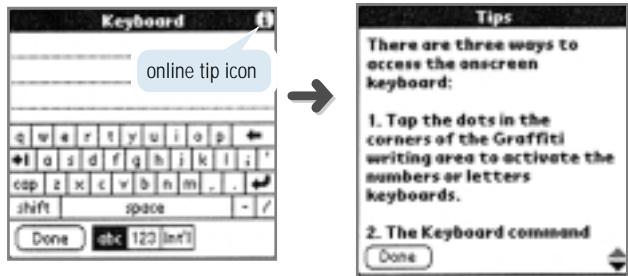
**Note:** Command mode is active for approximately two seconds, so you must write the command letter immediately to choose the menu command.

## Displaying Online Tips

Many of the dialog boxes that appear on your Smartphone contain an online Tips icon in the upper-right corner. Online tips anticipate questions you have in a dialog box, provide shortcuts of using the dialog box, or give you other useful information.

### To display an online tip:

1. Tap the Tips icon ① .
2. After you review the tip, tap Done.



4

## Common Tasks

The tasks described in this section use the term “records” to refer to an individual item in any of the basic applications: a single Data Book event, Address Book entry, To Do List item, Memo Pad memo, or Expense item.

### Creating Records

You can use the following procedure to create a new record in Date Book, Address Book, To Do List, Memo Pad, Mail, SMS, and Expense.

### To create a record:

1. Select the application in which you want to create a record.
2. Tap New. In the Date Book only, select start and end times for your appointment and tap OK.)
3. Enter text for the record.

**Note:** The Smartphone automatically capitalizes the first letter of each field (except numeric and e-mail fields).

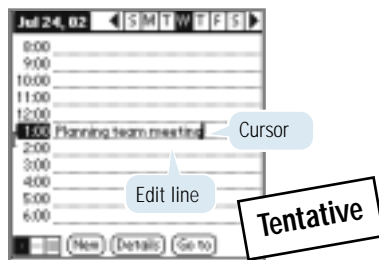
4. As an option, tap Details to select attributes for the record.
5. In the Address Book and Memo Pad only, tap Done.

Your Smartphone saves the new record automatically.

### Editing Records


After you create a record, you can change, delete, or add new information at any time. When the screen is in edit mode, a blinking cursor appears within the information, and the information appears on a dotted gray line called an edit line.

You can enter text in any of the ways described in Chapter 2, "Entering Data in Your Smartphone."



The Edit menu is available from any screen where you enter or edit text. As a general rule, the Edit menu commands affect selected text.

### To use the Edit menu:

1. Do one of the following to display the Edit menu:
  - Tap the Menu icon  in the working application; then tap the Edit menu to display the commands in the menu.
  - Tap on the inverted title area at the top of the screen; then tap the Edit menu to display the commands in the menu.
  - In the text Graffiti area, drag a diagonal line from the lower left to upper right to display the Command toolbar. To select a command, either tap the icon representing a command on the Command toolbar, or draw the Graffiti shortcut in the text area of your screen.
2. Choose from the following commands, depending on the application you're using:


<b>Undo</b>	Reverses the last action taken.
<b>Cut</b>	Removes a selection from its current location to memory. You can then paste the text into another area of the current application or into a different application.
<b>Copy</b>	Copies a selection and moves it to memory. You can paste the selection into another area of the current application or into a different application.
<b>Paste</b>	Inserts a selection from memory into an area you select. Paste produces no result if you have not used the Cut or Copy commands.

<b>Select All</b>	Selects all the text in the current record or screen.
<b>Keyboard</b>	Opens the on the screen keyboard. Tap Done to close the keyboard.
<b>Graffiti Help</b>	Opens the Graffiti character stroke screen.

## Deleting Records

You can delete records in any of the basic applications.

### To delete a record in any of the basic applications:

1. Select the record you want to affect.
2. Do one of the following:
  - Tap the Menu icon , open the Record menu, and then tap the Delete command.  
The Delete command differs depending on the application you're using, for example, Delete Event appears in the Record menu while you're in the Date Book, and Delete Item appears when you're using the To Do List.
  - Tap on the inverted title area at the top of the screen, open the Record menu, and then select the desired Delete command.
  - In the Details dialog box of the application, tap Delete, and then tap OK.
  - Delete the text of the record.

**Note:** In the Date Book, deleting the text of a repeating event deletes all instances of the event.

- In the text Graffiti area, drag a diagonal line from the lower left to upper right to display the Command toolbar; then tap the Delete icon or draw a Graffiti 'D' in the text area.



A confirmation dialog box appears.

3. To archive a copy of the deleted file on your PC, select the Save Archive option. If you choose the archive option, the record is transferred to the archive file on your PC the next time you perform a HotSync operation.
4. Tap OK to delete the record.

## Purging Records

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Over time, as you use Date Book, To Do List, and Expense, you may accumulate records that are no longer useful. For example, events that occurred months ago remain in the Date Book, and completed To Do List items and Expense items remain in the list.


Outdated records take up memory on your Smartphone, so it's a good idea to remove them by using Purge. If you think Date Book or To Do List records might prove useful later, you can purge them from your Smartphone and save them in an archive file.

Purging is also available in Mail. See Chapter x for more information. Purging is not available in Address Book or Memo Pad; delete records from these applications manually.

### To purge records:

1. Open the application from which you want to purge records.

2. Choose from the following options:

- Tap the Menu icon , open the Record menu, and then tap Purge. A confirmation dialog box appears.
- Tap on the inverted title area at the top of the screen, open the Record menu, and select Purge.

3. Choose from the following options:

- For the Date Book, select the Delete Events Older Than pick list and select an option—1 week, 2 weeks, 3 weeks or 1 month.
- For the Date Book or To Do list, select Save Archive Copy on PC to save a copy of purged records in an archive file on your desktop. Selecting this option transfers purged records to an archive file the next time you perform a HotSync operation. Tap OK.
- For the Expense application, tap a category and tap Purge. Tap Yes to confirm the deletion, and then tap Done.

## Categorizing Records

You can categorize records in the Address Book, To Do List, Memo Pad, and Expense applications for easy retrieval. (The Date Book, Mail, and SMS do not have categories.) When you create a record, it is automatically assigned to the currently displayed category. For example, if the All category is displayed, the record is assigned to the Unfiled category. A record can remain unfiled or it can be assigned to a category at any time.

Each application has a default set of categories:

- The Address Book includes a Business, Personal, and QuickList category.

- The To Do List includes a Business, Personal, and All category.
- The Memo Pad includes a Business, Personal, and All category.
- The Expense application includes a New York, Paris, and All category.

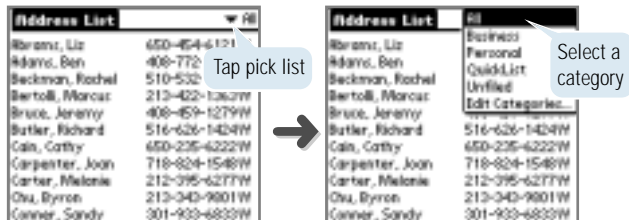
You can rename or delete the default categories, and you can create new categories. Each application can have up to 15 categories.

### To move a record into a category:

1. Select the record you want to categorize.
2. In Address Book only: Tap Edit.
3. Tap Details.
4. In the Details dialog box, tap the Category pick list, select the desired category, and then tap OK.

### To display a category of records:

1. Open one of the following applications: the Address Book, the To Do List, the Memo Pad, or the Expense application.
2. Tap the pick list in the upper right corner of the screen; then tap the category you want to display.

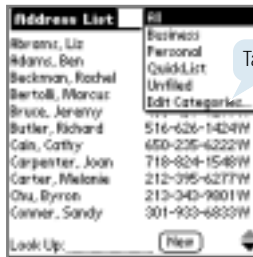




**Tip:** Pressing the application button on the front panel of that Smartphone toggles through all the categories assigned to the application, respectively.

### To add or edit application categories:

1. In the Address Book, To Do List, Memo Pad, or Expense application, choose from the following options:
  - Tap the pick list in the upper right corner of the screen, and tap Edit Categories.



- In the Address Book, select a record and tap Edit; then tap Details. In the Category pick list, tap Edit Categories.
  - In the Memo Pad and To Do List, select a record from the list, and tap Details. In the Category pick list, tap Edit Categories.
2. Select any of the following options:
    - To create a new category, tap New, and enter a new name in the Graffiti writing area. Tap OK.
    - To rename a category, tap it in the list to select it. Tap Rename, enter a new name in the Graffiti writing area, and tap OK.
    - To delete a category, tap it in the list to select it. Tap Delete.



3. Tap OK.

**To rename a category:**

1. Tap the pick list in the upper right corner of the screen; then tap Edit Categories.
2. Select the category you want to rename; then tap Rename.
3. Enter the new name for the category, and tap OK.



4. Tap OK to exit the Edit Categories dialog box.

**Tip:** You can move records from multiple categories into a single category by renaming all discrete categories with a single category name.

## Finding Records

Your Smartphone lets you find information in several ways:

- **All applications:** Find locates any text that you specify, always starting with the current application.
- **Data Book, To Do List, Memo Pad:** Phone Lookup displays the Address list screen and lets you add the information that appears in this list to a record.
- **Address Book:** The Look Up line lets you enter the first letters of a name to scroll immediately to that name.
- **Expense:** Lookup displays the names in your Address Book that have data in the Company field. You can add these names to a list of attendees associated with an Expense record.
- **Mail:** Lookup displays the e-mail addresses.

### Looking up Address Book records

You can look up Address Book records using the scroll button on the front panel of your device or by typing the first few letters of a name in the Look Up option at the bottom of the address screen.

#### To look up an Address Book record:

1. Do one of the following:
  - From the Address screen, enter the first few letters of the name you want to locate.




Look Up option

- Use the scroll button on the front of the device to scroll a screen at a time. Holding down the scroll button accelerates scrolling.

## Using the Find option

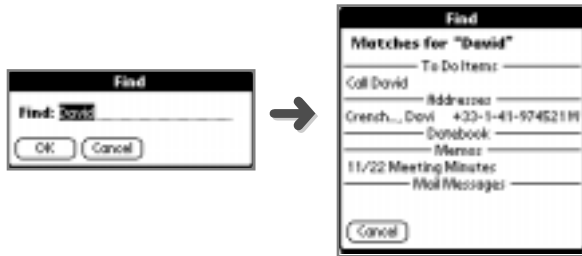
The Find option lets you locate text in any or all applications. For example, if the text dog appears in the Address Book and the Date Book, the Find option displays both occurrences in the Find dialog box.

### To use the Find option:

1. Tap the Find icon .
2. Enter the text you want to find; then tap **OK**.

**Note:** Find option is not case sensitive; searching for “davidson” also finds “Davidson.”

**Tip:** Select text in an application before tapping Find to automatically place the text in the Find dialog box. Find searches for the text in all records and all notes within all applications.




As your Smartphone searches for the text, you can tap Stop to stop the search at any time. To continue the search after tapping Stop, tap Find More.

## Using Phone Lookup

The Phone Lookup option lets you add a telephone number from the Address list to an entry in another application. For example, you can add your dentist's telephone number to your dental appointment date in the Date Book.

### To use Phone Lookup:

1. Display the record in which you want to insert a phone number. The record can be in the Date Book, the To Do List, or the Memo Pad.
2. Do one of the following:
  - Tap the Menu icon . Tap Options, and then tap Phone Lookup.
  - Tap the inverted tab at the top of the screen; then tap Options and tap Phone Lookup.

- In the text Graffiti area, drag a diagonal line from the lower left to upper right to display the Command toolbar. In the text area, write an L, the shortcut for the Phone Lookup command.
3. Select a record or write the first few letters of the name you want to add. The list scrolls to the first record in the list that starts with the first letter you enter. Continue to spell the name you're looking for, or when you see the name, tap it.
  4. Tap Add to add the information to the record.



4


## Sorting Records

You can sort lists of records in various ways, depending on the application. Sorting is available in applications that display lists—in the Address Book, To Do List, Memo Pad, and Expense.

### To sort records in the To Do List and Expense:

1. Open the application to display the list screen.
2. Tap Show.
3. Tap the Sort By pick list, and select an option.
4. Tap OK.

## To sort records in the Address Book and Memo Pad:

1. Open the application to display the list screen.
2. Do one of the following:
  - Tap the Menu icon . From the Options menu, tap Preferences.
  - Tap the inverted tab at the top of the screen; then tap Preferences in the Options menu.
  - In the text Graffiti area, drag a diagonal line from the lower left to upper right to display the Command toolbar. In the text area, write an R, the shortcut for the Preferences command.

### Address Book:



### Memo Pad:



3. In the Preferences dialog box, tap the option you want; then tap OK to sort the list.

## To sort the Memo List manually:

Tap and drag a memo to a new location in the list.

**Tip:** To display the list of your memos on your computer as you arranged them manually on your Smartphone, open Memo Pad in Palm Desktop software, click List By, and select Order on handheld.

## Making Records Private

In all basic applications except Expense, you can make individual records private. Private records remain visible and accessible, however, until you select the Security setting to hide all private records. See “Security” in Chapter x for more information.

### To make a record private:

1. In your application, do one of the following:
  - Create a new record and tap Edit, and then tap Details.
  - Select an existing record, and tap Details.
2. Tap the Private check box. Tap OK.
3. At the alert in the Private Records dialog box, tap OK.





## Hiding Private Records

You can hide records that you mark as private. Masked records appear as gray place holders in the same position they would appear if they were not masked, and are marked with a lock icon. If you define a password for your device, you must enter it to display private records.



### To hide private records:

1. Tap to open the Application Launcher, then tap **Security**.
2. In the Change Security dialog box, in the Current Privacy pick list, tap **Hide Records**; then tap **OK**.



### To display private records:

1. Tap to open the Application Launcher, then tap **Security**.

2. From the Current Privacy pick list, tap Show Records; then tap OK.

If you have assigned a password, you must enter the password before the hidden records are displayed.

3. Enter your password, and then tap Show.

## Attaching Notes

You can attach notes to records in all the basic applications except the Memo Pad. A note can be up to several thousand characters long.

### To attach a note to a record:

1. Display the entry to which you want to add a note.
2. In Address Book only, tap Edit.
3. Tap Details.
4. Tap Note; then enter the desired note.
5. Tap Done.

A note icon appears to the right of any item containing a note.




Note icon

## To review or edit a note:

Tap the note icon .

## To delete a note:

1. Tap the note icon .
2. Tap Delete; then tap Yes to delete the note.

## Choosing Fonts

You can change the font style in all basic applications except the Expense application. You can choose a different font style for each application.

Small font



Large font

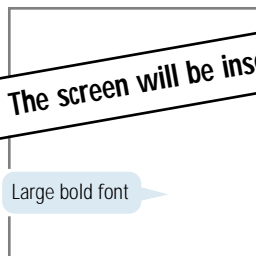


Small bold font




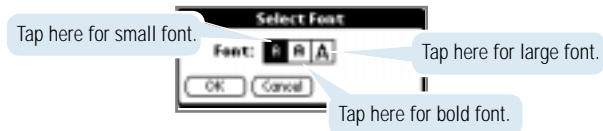
The screen will be inserted

Large bold font



## To change the font style:

1. Open an application.
2. Do one of the following:
  - Tap the Menu icon . From the Options menu, tap Font.
  - Tap the inverted tab at the top of the screen; then tap Font in the Options menu.
  - In the text Graffiti area, drag a diagonal line from the lower left to upper right to display the Command toolbar. In the text area, write an F, the shortcut for the Font command.
3. Tap the font style you want; then tap OK.



4

## Getting Information on an Application

You can get information on any application by displaying its About box. The About box displays the name and version number of the application.

### To display the About box:

1. Tap the Menu icon  from any location.
2. In the Options menu, tap About.

The text following the About command differs based on your location. For example, if you're in the Date Book, the command is About Date Book; if you are in the Address Book, the command is About Address Book.

## CHAPTER 5

### Address Book

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#### Address Book

The Address Book lets you keep names, addresses, telephone numbers, and other information about your personal or business contacts.

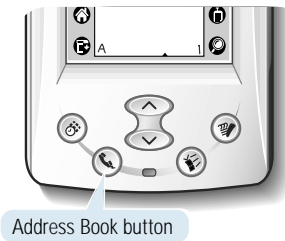
Use the Address Book to:

- Quickly enter, look up, or duplicate names, addresses, phone numbers, and other information.
- Enter up to five phone numbers (home, work, fax, car, and so on) or e-mail addresses for each name.
- Define which phone number appears in the Address List for each Address Book entry.
- Attach a note to each Address Book entry, in which you can enter additional information about the entry.
- Assign Address Book entries to categories so that you can organize and view them in logical groups.

### To open the Address Book:

Press the Address Book button on the front panel of your Smartphone to open the Address Book and display the list of all your records.

**Note:** Press the Address Book button repeatedly to cycle through the categories in which you have records.




## Creating an Address Book Entry

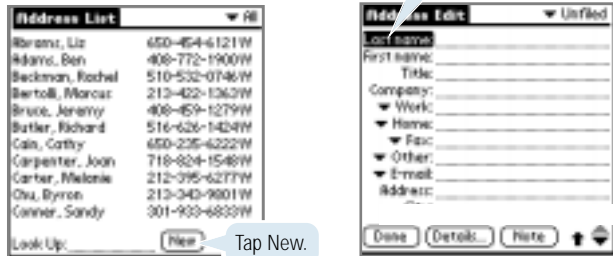
A record in Address Book is called an entry. You can create entries on your Smartphone, or you can use Palm Desktop software to create entries on your computer and then download them to your Smartphone with your next HotSync operation.


Palm Desktop software also has data import capabilities that let you load database files into the Address Book on your (device type, lower case).

See “Importing data” on page xx and Palm Desktop online Help for more information.

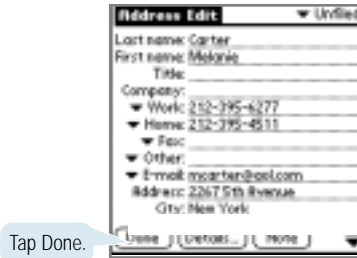
## To create a new Address Book entry:

1. Press the Address Book button  on the front of your Smartphone to display the Address List.
2. Tap New.



3. Enter the last name of the person you want to add to your Address Book.
4. Tap the First Name field to move to it.  
You can move to any field by tapping it directly.
5. Enter the individual's first name in the First Name field.
6. If you want to be able to sort the Address Book by company name, enter the information you want in the Company field.
7. Enter any other information that you want to include in the entry.
8. Tap the scroll arrows  to move to the next page of information.

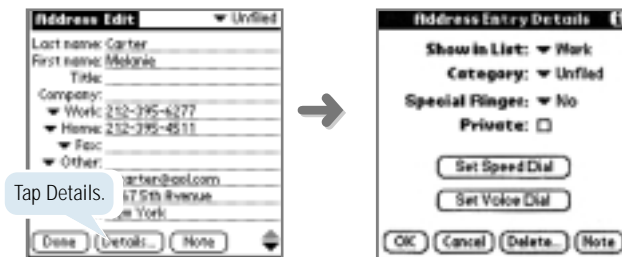
9. To attach a note to an entry, tap Note. Enter the information you want in the Graffiti writing area, and then tap Done.
10. When you have finished entering information, tap Done.



**Tip:** To create an entry that always appears at the top of the Address List, begin the Last name or Company field with a symbol, as in \*If Found Call.\* This entry can contain contact information in case you lose your Smartphone.

## Setting Address Details

When you tap **Details** in the Address Edit screen, the Address Details screen opens. The Address Details screen provides a variety of options that you can associate with the Address entry.





In the Address Entry Details screen, you can set any of the following settings.

**Show in List:** ▼ Work

- If you have stored several different numbers (e.g. Work, Home, Fax, Other, E-mail) in the Address Book entry, you can select one of them to be displayed on the Address screen. You can see another phone number by tapping the Show in List pick list and select the desired number from the pick list.

**Category:** ▼ Unfiled

- Categories can help you file individual Address Book entries into groups for easy review. To assign a category to an Address Book entry, tap the category pick list and tap the category that you want to assign to the Address Book entry. You can select Personal, Business, Quick List and Unfiled. If you want to add or rename the categories, see page xx.

**Special Ring:** ▼ No

- Set a unique ring type for incoming calls from the numbers in the current entry. Select one from the Special Ring pick list.

**Private:** ☐

- Hide this entry the Security is turned on.

**Set Speed Dial**

- Set speed dial codes for the numbers in the current entry. For information on setting speed dial, see page xx.

**Set Voice Dial**

- Set a voice dial for a selected number. For information on setting voice dial, see page xx.

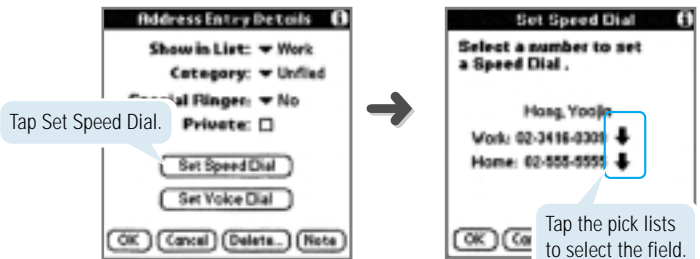
**Delete...**

- Delete the entry.

## Setting Speed Dial

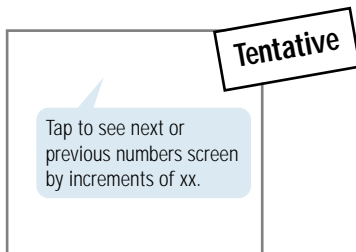
Speed dialing is a quick way to call frequently used phone numbers. You can assign a speed dial code to each phone number. For information on how to make a call using speed dial, see page xx.

1. When you create or edit the address entry, after you filled in the fields on the Address Edit screen, tap the Details button. The Address Entry Details screen opens.
2. Tap the Set Speed Dial button. All the phone number fields for that entry appear.



3. Select the number to which you want to assign a speed dial by tapping ↓ at the right side of the number.
4. The Speed Dial code table appears. To select the desired speed code in the table, tap the code.

Speed dial codes that have already been assigned for other phone numbers have dark backgrounds cannot be selected.



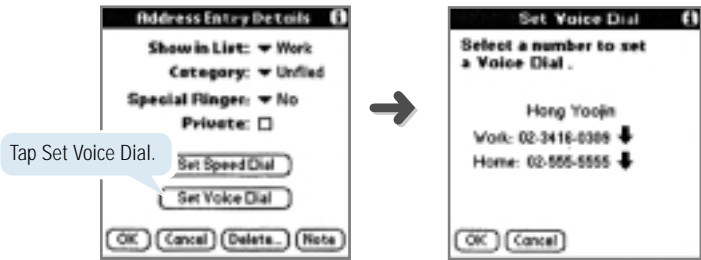
5. You will find the selected code at the right of the number in the Set Speed Dial screen.
6. Repeat steps 3 through 5 to set speed code for other numbers, if necessary. After you finish, tap the OK button to return to the Address Details screen.



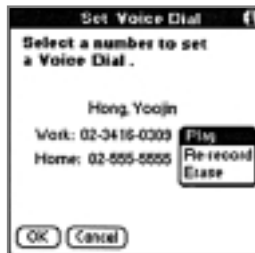
## Setting Voice Dial

Voice dialing feature requires that you first set the phone to recognize the name of the person you are calling. You can add voice tags for up to 20(???) numbers.

1. When you create or edit the address book entry, after you filled in the information fields on the Address Edit screen, tap the Details button. The Address Details screen opens.
2. Tap the Set Voice Dial button. All the phone number fields for that entry appear.



3. Tap ↓ at the right side of the number which you want to add a voice tag and tap Record from the pick list.




4. The phone will guide you with voice prompt to say the name you want to record.
5. Say the name you want to record as a voice tag. The phone stores the name as a first sample, and then prompts to say the name again.

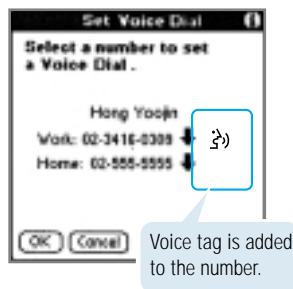


6. Respond to the prompt by repeating the name. The phone stores the name as a second sample.

When the name is recorded successfully, you will be guided with voice prompt and message on the screen.

7. Tap the OK button. You will find the  mark at the right side of the number.

If you want to record other names, repeat steps 3 through 6.



## Tips on recording names

- Avoid recording names phonetically similar. If you record a similar name to one that is already in memory, the phone requests another name.
- Avoid recording in a noisy place.
- Speak clearly and naturally.
- The person who will use the phone should record the name. The phone does not recognize anyone else's voice.
- Avoid very long or very short names. Names with two to five syllables are recommended.
- If a voice dial entry does not properly connect, you may need to record the name again.

## Viewing Address Book Entries

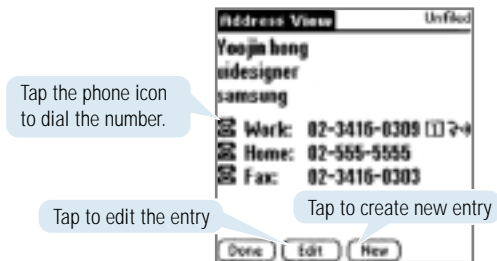
1. Tap the name field of the address entry in the Address list.



After you have assigned categories to your Address entries, you can easily view the entries by category.

Tap the pick list in the upper-right corner of the screen, then tap the category you want to view. The Address list now shows only entries in that category.

2. Tap Done when you have finished viewing the entry.



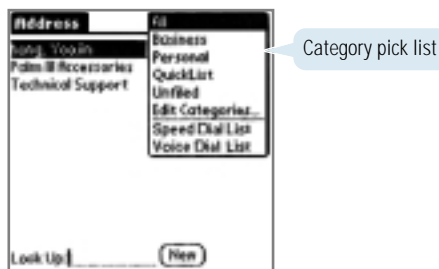
**Note:** If you tap the number field of the address entry in the Address list, you can select the number to dial. Tap the desired number, and then tap TALK in the phone screen to make a call.



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## To view speed dial list

1. In the Address screen, tap the category pick list in the upper-right corner and select Speed Dial List from the list.



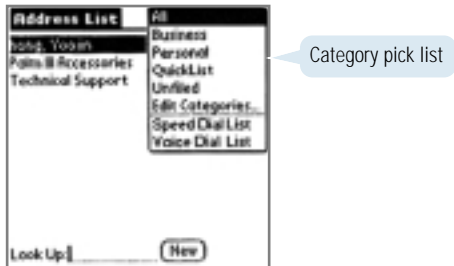
2. The Address screen shows only the Speed Dial list.



3. Tap the desired entry to open the Address View screen, if necessary.

### To view voice dial list

1. In the Address screen, tap the category pick list in the upper right corner and select Voice Dial List from the list.



2. The Address screen shows only the Voice Dial list.





3. Tap the desired entry to open the Address View screen, if necessary.

## Duplicating an Entry

You can duplicate existing entries, which can be helpful when you want to enter multiple people from a single organization. When you duplicate an entry, the word Copy appears next to the name in the First Name field.

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### To duplicate an entry:

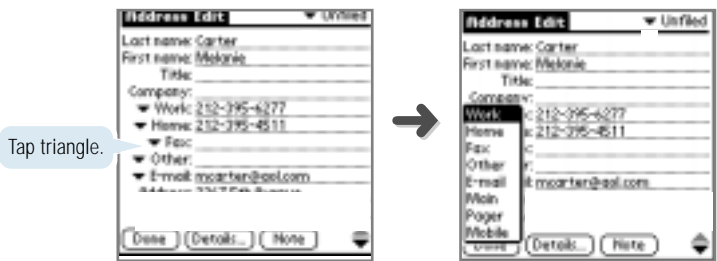
1. From the Address Book, tap a name you want to duplicate.
2. Do one of the following:
  - Tap the Address view tab at the top of the screen; then tap Duplicate Address in the Record menu.
  - In the Graffiti text area of your Smartphone screen, drag a diagonal line from the lower left to upper right to display the Command toolbar; then write a T in the Graffiti text area to initiate the Duplicate Address command.
3. Edit the record as necessary.

## Selecting Types of Phone Numbers

You can select the types of phone numbers or e-mail addresses that an Address Book entry displays. Any changes you make apply only to the current entry.

### To select types of phone numbers:

1. Tap the entry that you want to change in the Address list.
2. Tap Edit.
3. Tap the pick list next to the label you want to change.



4. Select a new label.

## Editing Address Book Entries

You can change the type of information that appears in the Address List screen, categorize an entry, and hide an entry for security reasons. You can also delete entries.

### To edit an Address Book entry:

1. Tap the entry that you want to change in the Address list.
2. Tap Edit, and then any field you want to change. Enter or change information, then tap OK.



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3. Tap Details to edit the Address details.




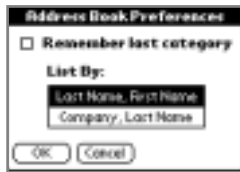
4. In the Address Entry Details dialog box, select any of the following settings:
  - Tap Show in List, and in the pick list tap which type of phone or other information you want to appear in the Address List screen. Options are Work, Home, Fax, Other, and E-mail.
  - Tap Category, and then tap a category in the pick list that you want to assign to the entry.
  - Tap Private to hide the entry when Security is turned on.
  - Tap Special Ringer to change the ringer type for incoming calls from the numbers in the current entry.
  - Tap Set Speed Dial to edit the speed dial code.
  - Tap Set Voice Dial to play, re-record, or erase the voice tag.
  - To attach a note to an entry, tap Note, enter information in the Graffiti writing area, and tap OK.
  - To delete an entry, tap Delete.
5. Tap OK.

## Changing the Address Book Display

You can change how Address Book lists are sorted and you can add custom fields for entering additional information, using preferences. You can also have the Address Book display the last category you selected each time you return to the application.


### To change how lists are sorted:

1. In the Address list or in Address view, tap the Menu icon  to open the Address Book menus.
2. Tap Options, and then tap Preferences.



3. Choose an option to sort Address Book lists from the List By pick list:
  - Tap Last Name, First Name to sort alphabetically by an individual's last name and then first name.
  - Tap Company, Last Name to sort alphabetically by the company name, and then an individual's last name.
4. Tap OK.


### To add custom fields at the end of Address Edit screens:

1. In the Address list or in Address view, tap the Menu icon  to open the Address Book menu.
2. Tap Options, and then tap Preferences.
3. Tap Rename Custom Fields.



4. In the Graffiti writing area, rename the fields to identify the information you'll enter in them. The names you give the custom fields appear in all entries, at the end of the Address Edit screen.
5. Tap OK in the Rename Custom Fields dialog box.
6. Tap Done.

## To control the Address Book display on returning to the application:

1. In the Address list or in Address view, tap the Menu icon  to open the Address Book menu.
2. Tap Options, and then tap Preferences.



3. In the Address Book Preferences dialog box, select an option:
  - To have the Address Book redisplay the last category you selected on returning to the application, tap the Remember Last Category check box to select it.
  - To have the Address Book display the All category on returning to the application, tap the Remember Last Category check box to clear it.
4. Tap OK.

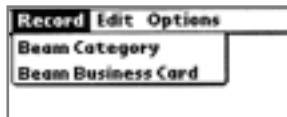
## Address Book Menus

Address Book menus are shown here for your reference, and Address Book features that are not explained elsewhere in this book are described here.

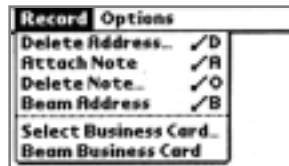
See “Using Menus” in Chapter x for information about choosing menus commands.

The Record and Options menus differ depending on whether you’re displaying the Address screen or the Address View screen.

### Record menus



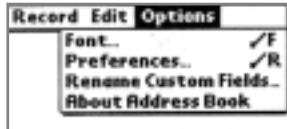
▲ Address list



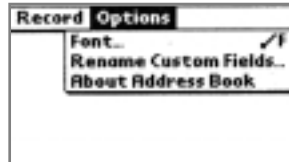
▲ Address View

**Duplicate Address** Makes a copy of the current record and displays the copy in Address Edit so you can make changes to the copied record. The copy has the same category and attached notes as the original record.

### Options menus



▲ Address list



▲ Address View



## Preferences



- **Remember last category.** Determines how Address Book appears when you return to it from another application. If you select this check box, Address Book shows the last category you selected. If you clear it, Address Book displays the All category.

## Rename Custom Fields

These custom fields appear at the end of the Address Edit screen. Rename them to identify the kind of information you enter in them. The names you give the custom fields appear in all entries.



## About Address Book

Shows version information for Address Book.

## CHAPTER 6

### Calculator

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#### Calc

The Calculator lets you perform general mathematical functions, such as addition, subtraction, multiplication, and division.

Use the Calculator to:

- Perform basic calculations.
- Store and retrieve values.
- Display the last series of calculations, which is useful for confirming a series of “chain” calculations.

## Opening the Calculator

1. Tap  to open the Application Launcher.
2. Tap the Calculator icon .



## Using the Calculator Buttons

The Calculator includes several buttons to help you perform calculations.



Clears the last number you entered. Use this button if you make a mistake while entering a number in the middle of a calculation. This button enables you to re-enter the number without starting the calculation over.



Clears the entire calculation and enables you to begin a fresh calculation.



Toggles the current number between a negative and positive value. If you want to enter a negative number, enter the number first and then press the +/- button.