Handbook
for
Palm™ m100 Series Handhelds

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HotSync® Cradle/Cable Adapters and Software Download Available

The HotSync® cradle/cable supplied with your Palm™ m100 series handheld fits a 9-pin serial connector. If you do not have a 9-pin serial port available on your computer, you can order the following types of adapters: 25-pin serial adapter (for use with Windows computers), Macintosh serial adapter, USB adapter (for use with Windows or Macintosh computers). To order a HotSync cradle/cable adapter, go to the web site: http://www.palm.com/support/m100/extras.

Palm™ Desktop software is supplied on a CD-ROM disc. If you do not have access to a CD-ROM drive for your computer, you can download the Palm Desktop software from http://www.palm.com.

P/N: 406-2315-01

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About This Book

Welcome to the *Handbook for Palm™ m100 Series Handhelds*. This handbook is designed to help you get up and running quickly. It describes all you need to know about how to use Palm m100 series handhelds and the applications that come with them.

It walks you through:

■ Locating all the parts of your handheld

■ Viewing and entering data

■ Using your handheld with your computer

■ Personalizing your handheld with your own preference settings

After you become familiar with the basic functionality of your handheld, you can use the rest of this handbook as a reference for less common tasks, for maintaining your handheld, and also as a source of information if you have problems operating it.

Chapter 1

Introduction to Your Palm™ m100 Series Handheld

This chapter explains the physical buttons and controls on your Palm™ m100 series handheld, how to use your handheld for the first time, and how to use HotSync® technology to synchronize your handheld and Palm™ Desktop organizer software.

Getting to know your handheld

What is a Palm m100 series handheld?

With your Palm m100 series handheld, you will no longer have trouble getting to meetings and appointments on time, remembering people's names and personal details, or tracking all the items on your To Do list. Your handheld can help you improve your track record in all these areas, both at work and at home.

You can enter all your scheduled events in Date Book, and set an alarm to remind you of important meetings. You can view scheduled events by the day, week, or month, and you also have an agenda view for displaying current events and To Do items at the same time. Keep all your contact names, addresses, phone numbers, and other details in Address Book, so you can find them as soon as you need them. Add your tasks to To Do List, and prioritize them and assign them a due date so you don't overlook them. You can even jot quick notes directly on the screen in Note Pad.

To make sure you don't lose any of this important information, you can synchronize your data with Palm Desktop software on your computer so you always have a backup copy. You can set different levels of security for your handheld so unauthorized eyes cannot view your data.

System requirements

To install and operate Palm Desktop software, your computer system must meet the following requirements:

Minimum requirements: Windows

- IBM-compatible 486 computer or higher
- Windows 95/98/NT/2000/Me
- 16 MB RAM (64 MB recommended with Windows 2000)
- 30 MB available hard disk space
- VGA monitor or better (the Quick Tour requires a 256-color video display; for best results, use High Color: 16 bit)
- CD-ROM drive (you can also download the Palm Desktop software from http://www.palm.com)
- Mouse
- One available serial port or USB port (PalmConnect® USB Kit sold separately)

Minimum requirements: Macintosh

- Apple Macintosh or compatible with a Power PC processor
- Mac OS 7.5.3 or later
- One available serial (printer/modem) port or USB port (USB-equipped computers, such as the Apple iMac, require the PalmConnect USB Kit which is sold separately.)
- 25 MB available hard drive space
- 6 MB free RAM

Optional equipment

- Modem (such as an Add-on modem accessory)
- Printer (compatible with your computer and it's operating system)
- Infrared communication device

Palm m100 series components

Locating front panel controls

Power button/
Backlight control

Screen

Scroll buttons/
Clock control

Graffiti
writing area

Face plate

Application buttons
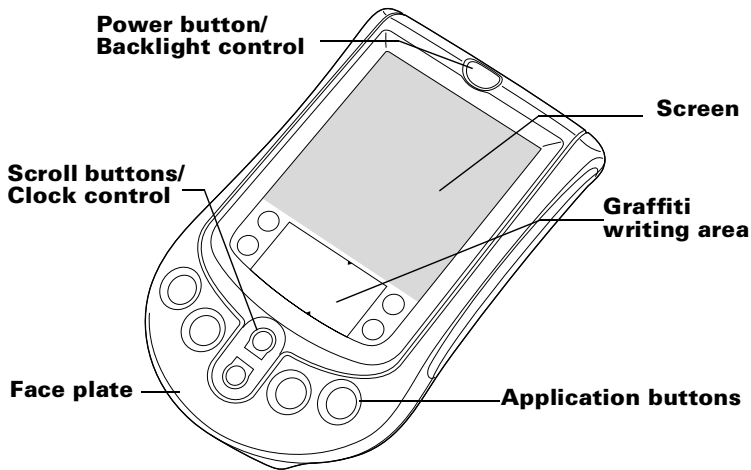
Power button/ Backlight control	Turns your handheld on or off and controls the backlight feature. If your handheld is turned off, pressing the power button turns the unit on and returns you to the last screen you viewed.
	If your handheld is turned on, pressing the power button turns the unit off. Pressing the power button for about two seconds turns the backlight on or off.
Handheld screen	Displays the applications and information stored in your handheld. It is touch-sensitive and responds to the stylus.
Graffiti® writing area	The area where you write letters and numbers using the Graffiti® alphabet. See Chapter 2 to learn how to write Graffiti characters.

Application buttons	Activates the individual handheld applications that correspond to the icons on the buttons: Date Book, Address Book, To Do List, and Note Pad. If your handheld is turned off, pressing any application button activates the handheld and opens the corresponding application. This is the fastest way to open an application.
	Tip: See "Buttons preferences" in Chapter 6 for details on reassigning these buttons to activate any application on your handheld.
Scroll buttons/ Clock control	Displays text and other information that extends beyond the handheld screen area.
	When your handheld is on, pressing the lower button scrolls down to view information below the viewing area, and pressing the upper button scrolls up to view information above the viewing area.
	When your handheld is off, pressing the top button displays the time. Holding down the top button for a few seconds turns on the backlight so you can see the time if lighting conditions are poor.
Face plate	Protects your handheld and enables you to personalize your handheld's appearance.

Using the backlight

If lighting conditions make it difficult for you to see the information on your handheld, you can use the backlight to illuminate your screen.

To activate the backlight:

■ Press the power button and hold it down for about two seconds. Release the button when the backlight turns on.

Tip: In addition, you can assign the full-screen pen stroke to activate the backlight. See "Pen preferences" in Chapter 6 for more information.

To turn off the backlight:

■ Press and hold the power button for about two seconds. The backlight also turns off automatically (after a period of inactivity) with the Auto-off feature. See "General preferences" in Chapter 6 for more information.

Locating back panel components
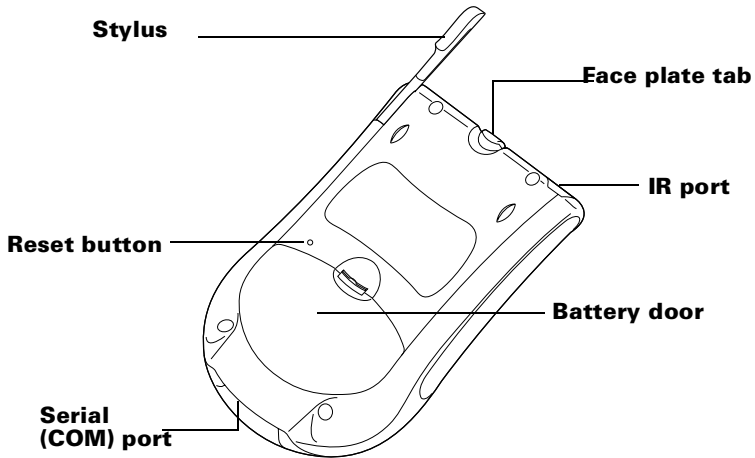
Stylus	Serves as a pointing device for navigating through applications and entering data on your handheld. To use the stylus, slide it out of the storage slot and hold it as you would a pen or pencil.
Face plate tab	Releases the face plate so you can personalize the appearance of your handheld with another face plate (sold separately).
IR port	Uses infrared technology to transmit data to and receive data from other Palm OS® handhelds, and to perform HotSync operations. See "Beaming information" in Chapter 4 and "IR HotSync operations" in Chapter 5 for more information.
Reset button	Under normal use, you should not have to use the reset button. See Appendix A for information about when and how to use the reset button.
Battery door	Secures the batteries that power your handheld.
Serial (COM) port	Connects your handheld to the HotSync cradle/ cable, which in turn connects to your computer. This allows you to update the information between your handheld and computer using HotSync technology.

Using the protective flip cover

The cover protects your handheld screen when it is not in use. The window in the cover enables you to quickly view the time and alarm reminder messages when your handheld cover is closed. To view the time, press the top scroll button which is accessible through the hole at the bottom of the cover.

You can open the cover so that it rests on the back of your handheld, or remove it altogether.

To remove the cover:

1. Open the cover and grasp the hinge with your thumb.

2. Gently rock the cover from one side to the other until the hinge prongs release from the slots on the top edge of your handheld.
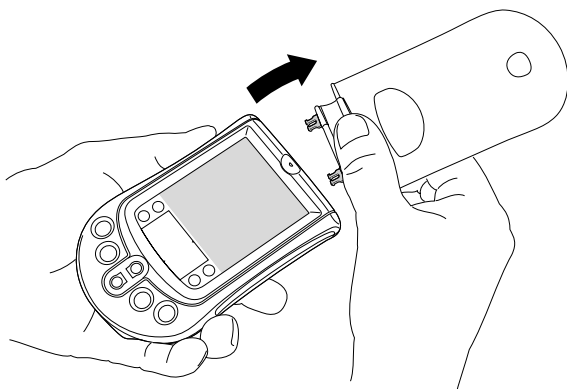
3. To reattach the cover, align the hinge prongs with the slots on the top edge of your handheld, and then insert one prong at a time until the prongs lock inside the slots.
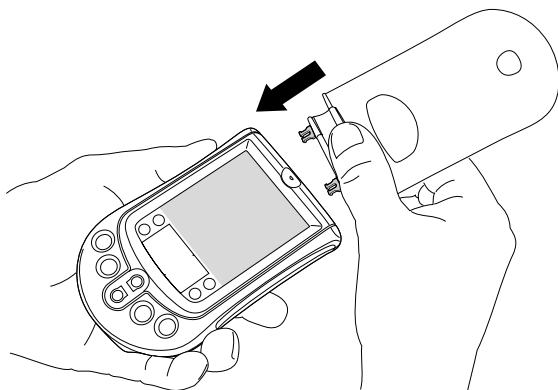
Changing the face plate

You can personalize the appearance of your handheld by changing the face plate. For information about face plate accessories, visit the web site: www.palm.com.

To change the face plate:

1. Lift the face plate tab slightly to separate it from your handheld and pull the existing face plate away from your handheld.
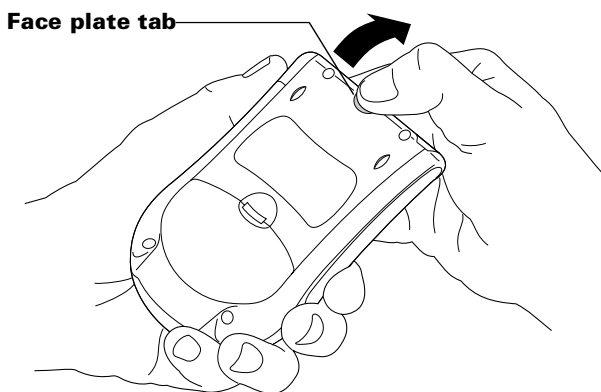
Face plate tab

2. Align the bottom edge of the new face plate with the slot on the bottom edge of your handheld.

3. Gently press the top of the face plate onto your handheld until it clicks into position.

Installing the batteries

To use your handheld, you must install two AAA alkaline batteries. The batteries fit behind the battery door on the back of the handheld. See "Battery considerations" in Appendix A for more information.

To install the batteries:

1. Press the latch on the battery door and lift the battery door away from your handheld.

Press tab to open battery door
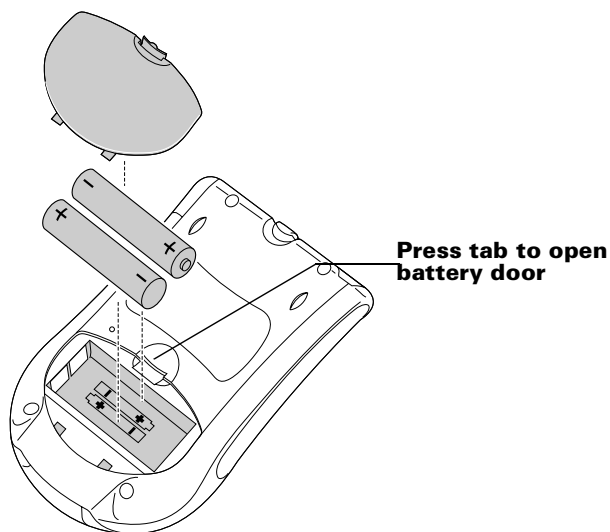
2. Install the two AAA alkaline batteries supplied with your handheld into the battery compartment.

   Note: A diagram in the interior of the battery compartment shows + and - ends of the batteries. When correctly installed, the clips in the battery compartment secure the batteries in place.

3. Insert the battery door back into place so that it is flush with the back of your handheld and "clicks" into position.

Important: Do not force the battery door. When the batteries are correctly installed, the battery door clips smoothly into place. If you feel resistance when replacing the door, make sure the door is aligned with the slots on the back of your handheld, and that the batteries are firmly seated in the battery compartment.

Palm Desktop organizer software

Palm Desktop software extends many of the functions of your handheld to your computer and serves to back up your data. Viewing and editing your data using Palm Desktop software is optional. However, when you use it with your handheld and the built-in HotSync technology, you can fully synchronize the information on your handheld with the information on your computer.

It is a good idea to back up your data in case something happens to the data on your handheld. Changes you make on your handheld or Palm Desktop software appear in both places after you synchronize.

With Palm Desktop software, you can do the following:

■ Work with your handheld applications on your computer. Palm Desktop software duplicates the Date Book, Address Book, To Do List, Note Pad, and Memo Pad applications on your handheld, so you can view, enter, and modify any data stored on your handheld. (You cannot modify Note Pad data in Palm Desktop software.)

■ Back up the data stored on your handheld with HotSync technology and synchronize the data on your Palm Desktop software. Synchronization is a one-step procedure that ensures your data is always safe and up-to-date. See "Exchanging and updating data: HotSync operations" in Chapter 4 for more information.

■ Import and export data so you can easily transfer data from other desktop applications into Date Book, Address Book, To Do List, and Memo Pad. See "Importing data" in Chapter 2 for more information.

■ Print your Date Book, Address Book, To Do List, and Memo Pad information on any printer.

Connecting the HotSync cradle/cable

The HotSync cradle/cable that comes with your handheld enables you to synchronize the information on your handheld with the Palm Desktop software using HotSync technology.

Important: If you are upgrading from another Palm OS handheld, follow the instructions in Appendix C, "Upgrade Information" before completing these steps.

To connect the HotSync cradle/cable:

1. Turn off your computer.

2. Plug the HotSync cradle/cable into a serial (COM) port on your computer.

   Note: Your HotSync cradle/cable requires a dedicated port. It cannot share a port with an internal modem or other device. If you are unsure of the exact location of the serial port, refer to the manual supplied with your computer.
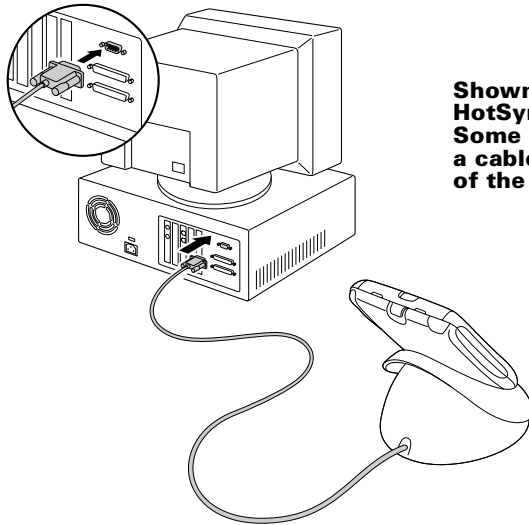
Shown with a HotSync cradle. Some models use a cable in place of the cradle.

If your computer does not have a dedicated serial port available, or the cradle/cable does not fit your computer, you can order the following HotSync cradle/cable adapters from:
http://www.palm.com/support/m100/extras
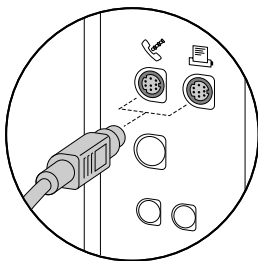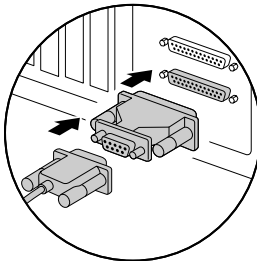
Macintosh serial   **25-pin serial**   **USB**
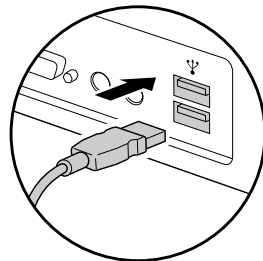
Installing Palm Desktop software

The following instructions guide you through installing Palm Desktop software. After installation, refer to the online Help in Palm Desktop software, the *Quick Tour* in Palm Desktop software (for Windows users), and the *Palm Desktop Software for the Macintosh User's Guide* on the Palm Desktop software CD-ROM.

To ensure a safe and uninterrupted installation of Palm Desktop software, please print these instructions and do the following before installing:

■ Turn off your computer and connect the HotSync cradle/cable to it.

■ Do *not* simply copy the Palm Desktop software files to your computer's hard disk. You must use the installation software to place the files in their proper locations and to decompress the files.

Important: If you are upgrading from another Palm OS handheld, follow the instructions in Appendix C, "Upgrade Information" before completing these steps.

To install Palm Desktop software on a Windows computer:

1. Turn on your computer.

2. Exit any open programs, including those that run automatically at startup such as Microsoft Office, and disable any virus-scanning software.

3. Insert the Palm Desktop software CD-ROM into the computer's CD-ROM drive.

4. Follow the onscreen instructions to complete the installation. During installation you may be asked to connect your handheld to the HotSync cradle/cable.
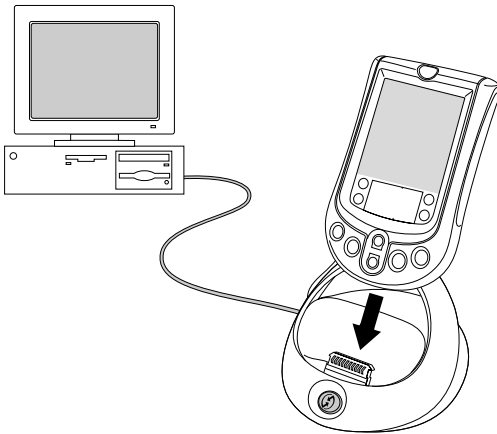
Shown with a HotSync cradle. Some models use a cable in place of the cradle.

5. Follow the onscreen instructions to take the *Quick Tour* so you can learn about how to use Palm Desktop software.

To install Palm Desktop software on a Macintosh:

1. Turn on your Macintosh.

2. Insert the Palm Desktop software CD-ROM into your Macintosh's CD-ROM drive.

3. Double-click the Palm Desktop CD icon.

4. Double-click the Installer icon to begin the installation procedure.

5. Follow the onscreen instructions to complete the installation.

Using your handheld with another PIM

If you prefer to use another personal information manager (PIM), such as Microsoft Outlook, you still need to install Palm Desktop software in order to add HotSync Manager, the connection software, and other features of Palm Desktop software to your computer. The connection software, called a conduit, lets you synchronize the data between your handheld and your PIM. The conduit for Microsoft Outlook is included on the Palm Desktop software CD-ROM (Windows only); however, you must install it in addition to Palm Desktop software. For information on the availability of conduit software for the PIM you use, contact the vendor of your PIM or visit the web site www.palm.com.

Tapping and typing

Tap with the stylus to get things done

Like using a mouse to click elements on a computer screen, using the stylus to tap elements on your handheld screen is the basic action that gets things done on your handheld.

The first time you start your handheld, setup instructions appear on the screen. These instructions include a calibration screen, or digitizer, and a Basic Skills tutorial. Calibration aligns the internal circuitry of your handheld with its touch-sensitive screen so that when you tap an element on the screen, the handheld can detect exactly which task you want to perform.

Important: Always use the point of the stylus for tapping or making strokes on the handheld screen. Never use an actual pen, pencil, or other sharp object to write on the handheld screen.

Basic Skills walks you through the key features of the handheld interface and the applications that come with it. You can return to Basic Skills later by tapping the Welcome icon in the Applications Launcher.

With your handheld turned on, you can tap the screen to do many operations, such as the following:

- Open applications
- Choose menu commands
- Initiate a global Find operation
- Select options in dialog boxes
- Open the onscreen keyboards

Just as you can drag the mouse to select text or move objects on your computer, you can also drag the stylus to select text. You can also use the stylus to drag the slider of any scroll bar.

Elements of the handheld interface
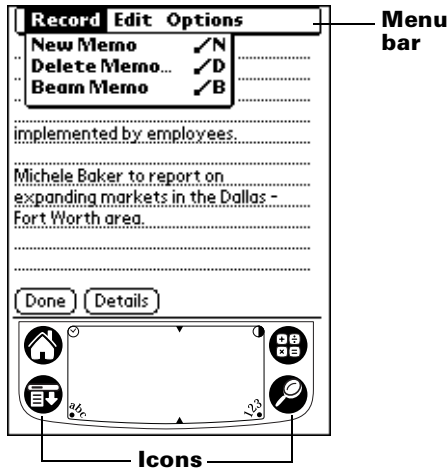
Menu bar	A set of commands that are specific to the application. Not all applications have a menu bar.
Icons	Tap the icons to open applications ⓪, menus ⓔ, Calculator ⑧, and to find text anywhere in your data ⊘.
Contrast control	Tap the Contrast icon ◑ to open the Adjust Contrast dialog box. Tap to the left or right of the slider to adjust the contrast in small increments or drag the slider to change the contrast in large increments. You can also press the up and down scroll buttons to adjust the contrast.
Clock	Tap the Clock icon ⊘ to display or set the time and date.
abc	With the cursor in an input field, tap the dot to activate the alphabetic keyboard.
123	With the cursor in an input field, tap the dot to activate the numeric keyboard.
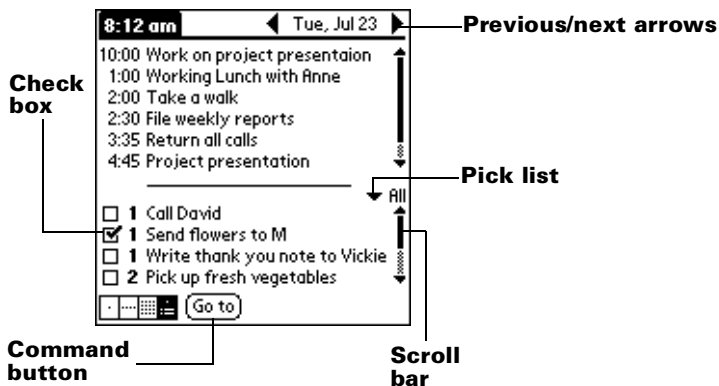
Check box — When a check mark appears in a check box, the corresponding option is active. If a check box is empty, tapping it inserts a check mark. If a check box is checked, tapping it removes the check mark.

Command buttons — Tap a button to perform a command. Command buttons appear in dialog boxes and at the bottom of application screens.

Next/ previous arrows — Tap the left and right arrows to display the previous and next record; tap the up and down arrows to display the previous and next page of information.

Pick list — Tap the arrow to display a list of choices, and then tap an item in the list to select it.

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 page, tap the scroll bar just above the slider. To scroll to the next page, tap the scroll bar just below the slider.

You can also scroll to the previous and next pages by pressing the upper and lower scroll buttons on the front panel of your handheld.

Opening applications

You can use the Applications Launcher to open any application installed on your handheld. You can also open Date Book, Address Book, To Do List, and Note Pad with the application buttons on the front panel of your handheld.

Applications Launcher

Date Book

Address Book

Note Pad

To Do List
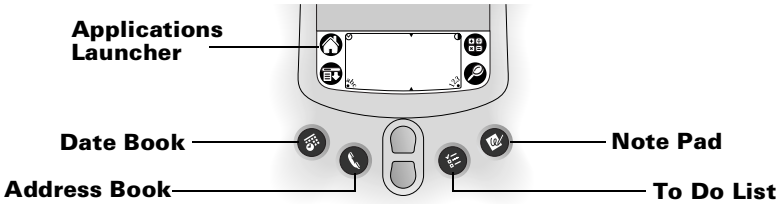
Tip: When you press an application button on the front panel, you have instant access to the selected application. You don't even need to turn on your handheld first.

In addition to providing a way for you to open applications, the Applications Launcher displays the current time, battery level, and application category.

To open an application:

1. Tap the Applications icon ⬤.

2. Tap the icon of the application that you want to open. If you have many applications installed on your handheld, tap the scroll bar to see all of your applications.

   Tip: To find an application quickly, you can write the Graffiti character for the first letter of its name. The Applications Launcher scrolls to the first application with a name that begins with that letter. You can also assign application icons to different categories. See "Categorizing applications" in Chapter 3.

Using menus

Menus on your handheld are easy to use. Once you master them in one application, use them the same way in all the other applications.

The menus of each application are illustrated in the section on that application in Chapter 4. The Edit menu is described in "Editing records" in Chapter 4.

To open the menu bar:

1. Open an application (such as Address Book or Memo Pad).

2. Do one of the following:

   Tap the Menu icon .

   Tap on the inverted title area at the top of the screen.

Tap the title area
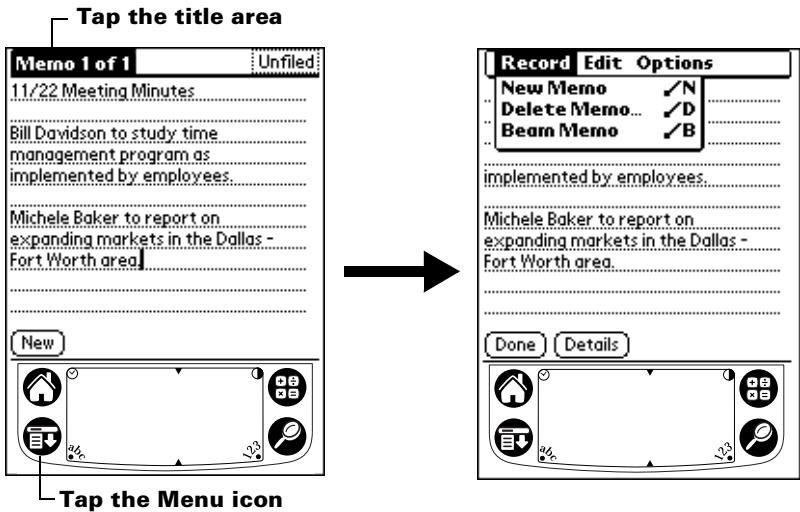
Tap the Menu icon

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

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.

Menu commands — Command letters

Draw the Command stroke anywhere in the Graffiti area. When you draw the Command stroke, the Command toolbar appears just above the Graffiti writing area to indicate that you are in Command mode.

Command
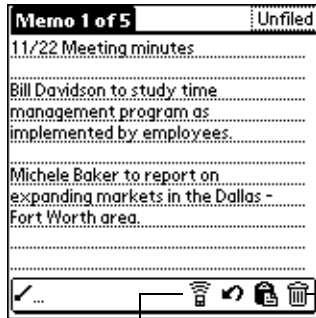
Undo   Cut   Copy   Paste   Beam   Delete

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 only active for a short time, so you must tap an icon or write the command letter immediately to choose the menu command.

Displaying online tips

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

To display an online tip:

1. Tap the Tips icon ⓘ.

2. After you review the tip, tap Done.
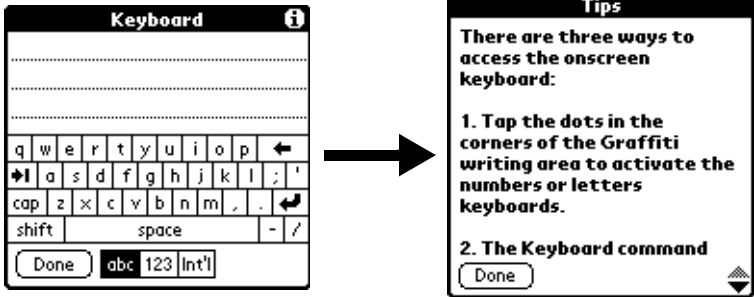
Entering data

There are several ways to enter data into your handheld:

■ Using the onscreen keyboard

■ Using Graffiti writing

■ Using Note Pad

■ Entering or importing data in Palm Desktop software and then synchronizing with your handheld

■ Using an external keyboard

Onscreen keyboard

When you create or edit a record in an application such as Address Book, you can open the onscreen alphabetic and numeric keyboards to enter data.

Tap here for alphabetic keyboard

Tap here for numeric keyboard
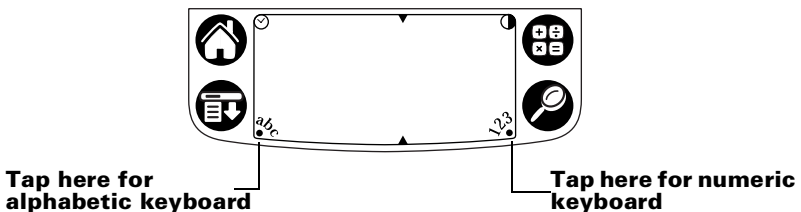
After a keyboard is open, you can tap to open any of the other keyboards, including the international keyboard. See "Using the onscreen keyboard" in Chapter 2 for more information.

Note: You cannot enter Graffiti characters while using the onscreen keyboard.

Alpha

Tab

Backspace

Caps lock

Carriage return

Caps shift

Tap here to display alphabetic keyboard

Numeric

International

Tap here to display numeric keyboard

Tap here to display international keyboard
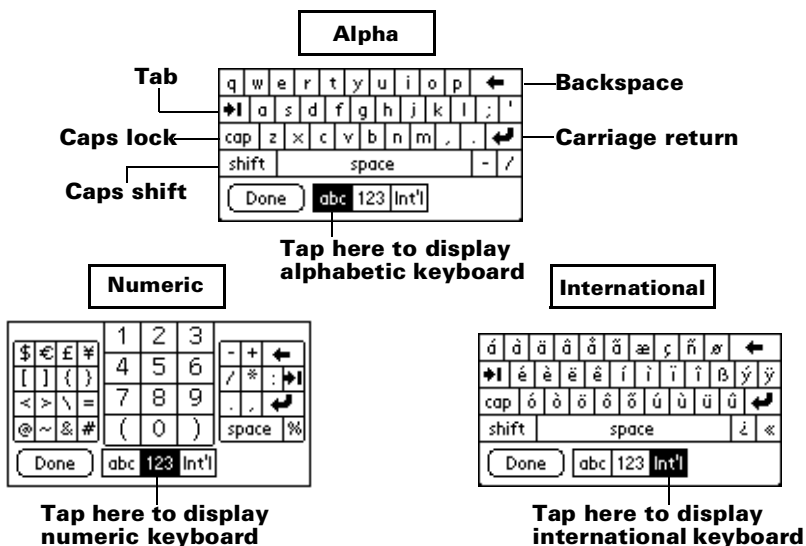
Graffiti writing

Your handheld includes Graffiti writing software as the primary system for entering text and numbers. With Graffiti writing, you write simple strokes with the stylus and they are instantly recognized as letters or numbers.

Write letters here

Write numbers here

Division marks
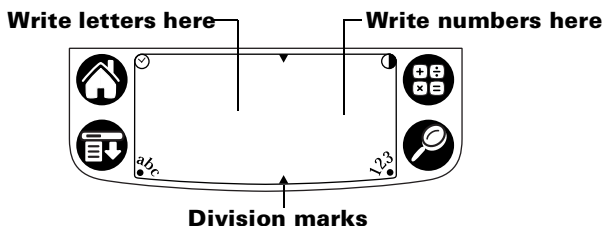
The Palm Desktop software CD-ROM includes Giraffe, a game you can install on your handheld to practice Graffiti writing. See "Installing and removing applications" in Chapter 3 for installation instructions. The Memo Pad application is ideal for practicing Graffiti writing. This section explains how to open Memo Pad and use it to practice Graffiti writing.

To open Memo Pad:

1. Tap the Applications icon ⬤ .

2. Tap the Memo Pad icon ⬤ .

3. Tap New.

> **Note:** A blinking cursor appears on the first line of the new memo to indicate where new text will appear.

New memo cursor

Tap New

Write in Graffiti area
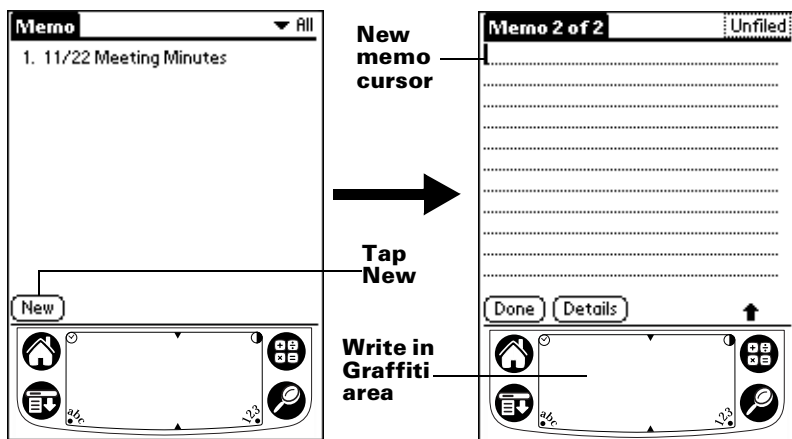
See "Using Graffiti writing to enter data" in Chapter 2 for details.

Note Pad

The Note Pad application provides a place where you can write a quick note in your own handwriting directly on your handheld screen. Think of Note Pad as a virtual "sticky pad" for short notes. Later, you would transfer your "sticky" notes to a more permanent place by entering the information in the appropriate application, or throw them away by deleting them. See "Note Pad" in Chapter 4 for more information and instructions.

Using Palm Desktop software

If you have new records you want to add to your handheld and prefer to use the computer keyboard rather than Graffiti writing or the onscreen keyboard, enter the data in Palm Desktop software or the PIM you have installed to use with your handheld. For details on entering information in Palm Desktop software, refer to the online Help in Palm Desktop software, the *Quick Tour* in Palm Desktop software (for Windows users), and the *Palm Desktop Software for the Macintosh User's Guide* on the Palm Desktop software CD-ROM.

After the information is in Palm Desktop software, perform a HotSync operation to synchronize your handheld with your computer. See "Exchanging and updating data: HotSync operations" in Chapter 4 for more information.

Importing data

If you already have data in a database on your computer, you can import it into Palm Desktop software. You can import data stored in computer applications such as spreadsheets and databases, or from another Palm OS handheld. When you import data, you transfer the records to your handheld without having to enter them manually. See "Importing data" in Chapter 2 for more information.

External keyboard

You can connect an optional keyboard accessory to the serial connector on your handheld so you can type data directly into your handheld. External keyboards are very helpful when you need to enter large amounts of data quickly while you are away from your computer. For additional information about this optional accessory, go to the web site: www.palm.com.

Customizing your handheld

You can customize your handheld by using the Preferences application. You can enter personal information such as your name and address; set date and time formats; turn off sounds; and configure your handheld to work with a modem or network.

To open the Preferences screens:

1. Tap the Applications icon ⊕ .
2. Tap the Preferences icon ⊕ .
3. Tap the category pick list in the upper-right corner of the screen.
4. Tap the Preferences category you want to view.

See Chapter 6 for more specific information on the Preferences screens and customizing your handheld.

Setting the time and date

You make changes to the time and date in the Clock application.

To set the current time and date:

1. Tap the Applications icon ⬢.

2. Tap the Clock icon ◐.

3. Tap the Set Time & Date button.

Tap here
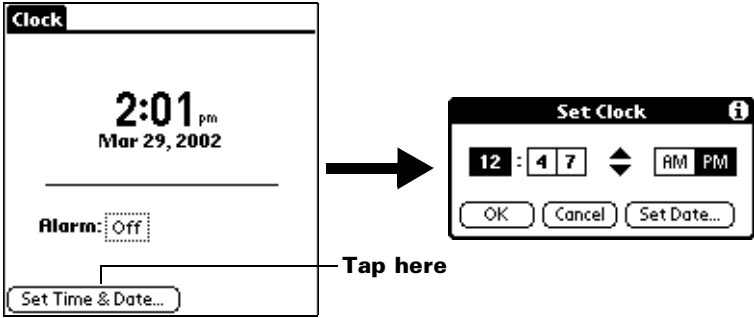
4. Tap the hour box.

5. Tap the up or down arrows to change the hour.

6. Tap each minute number, and then tap the arrows to change them.

7. Tap AM or PM.

> **Note:** Your handheld can also display the time in other formats. See "Formats preferences" in Chapter 6 for details.

8. Tap the Set Date button.

9. Tap the arrows to select the current year.

Tap arrows to select year

Tap to select month

Tap to select date
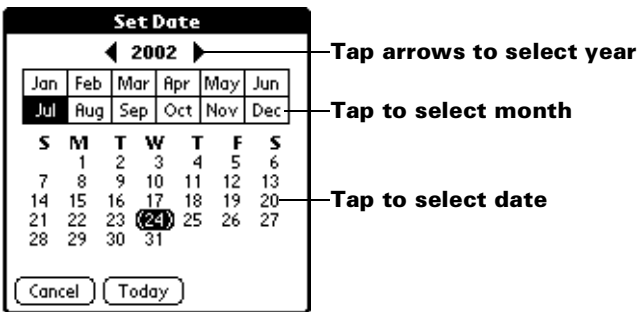
10. Tap a month.

11. Tap the current date.

Chapter 2

Entering Data in Your Handheld

This chapter explains how to enter data into your Palm™ m100 series handheld by writing with the stylus in the Graffiti® writing area, by using the onscreen keyboard, by using the Note Pad application, by using the computer keyboard, by using an external keyboard accessory, or by importing data from another application.

Using Graffiti writing to enter data

Chapter 1 introduced Graffiti writing and briefly described how to use it to enter text in your applications. In this section, you learn the procedures for creating letters, numbers, punctuation, and symbols, as well as some Graffiti tips and tricks.

Writing Graffiti characters

Most people find they can enter text quickly and accurately with only minutes of practice. Graffiti writing includes any character you can type on a standard keyboard. The Graffiti strokes closely resemble the uppercase letters of the regular alphabet, which makes Graffiti writing easy to learn.

There are four basic concepts for success with Graffiti writing:

■ If you draw the character shape exactly as shown in the tables later in this chapter (like the shapes shown in the following diagram), you achieve 100% accuracy.

■ The heavy dot on each shape shows where to begin the stroke. Certain characters have similar shapes, but different beginning and end points. Always begin the stroke at the heavy dot (you should not create the heavy dot; it is only there to show you where to begin the stroke).

- Most characters require only a single stroke. When you lift the stylus from the Graffiti writing area, your handheld recognizes and displays the text character immediately. To accomplish single strokes, some Graffiti strokes are portions of the regular alphabet equivalents.

- The Graffiti writing area is divided into two parts: one for writing the letters of the alphabet and one for writing numbers. The small marks at the top and bottom of the Graffiti writing area indicate the two areas.

Write letters here ⎯⎯⎯⎯⎯⎯ ⎯⎯**Write numbers here**

Division marks
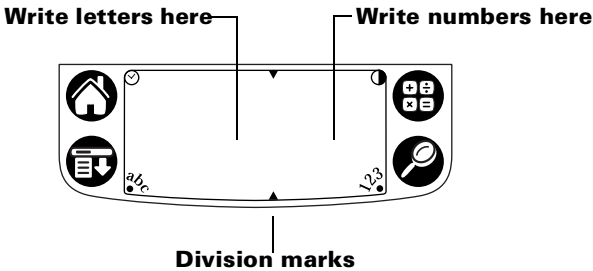
To write Graffiti letters:

1. Tap the screen where you want your text to go.

   Note: You need to tap above the Graffiti writing area, and must see a blinking cursor before you write the text.

2. Use the tables on the following pages to find the stroke shape for the letter you want to create. For example, the stroke shown below creates the letter "n."

   Note: There are two different stroke shapes available for some letters. For these letters, choose the one that's easiest for you.

Lift stylus here

Start stroke at heavy dot
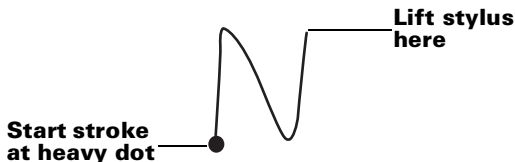
As you'll see later, you use the same shape to create both the uppercase and lowercase version of a letter.

3. Position the stylus in the left-hand side of the Graffiti writing area.

4. Start your stroke at the heavy dot and draw the stroke shape as it appears in the tables.

5. Lift the stylus from the screen at the end of the stroke shape.

That's all there is to it! When you lift the stylus from the screen, your handheld recognizes your stroke immediately and prints the letter at the insertion point on the screen.

As soon as you lift the stylus from the screen, you can begin the stroke for the next character you want to write.
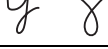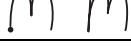
Important: You must begin the character strokes in the Graffiti writing area. If you do not make Graffiti strokes in the Graffiti writing area, your handheld does not recognize them as text characters.

Graffiti tips

When using Graffiti writing, keep these tips in mind:

■ Accuracy improves when you write large characters. You should draw strokes that nearly fill the Graffiti writing area.

■ To delete characters, simply set the insertion point to the right of the character you want to delete and make the backspace stroke (a line from right to left) in the Graffiti writing area.

■ Write at natural speed. Writing too slowly can generate recognition errors.

■ Do not write on a slant. Vertical strokes should be parallel to the sides of the Graffiti writing area.

■ Press firmly.

The Graffiti® alphabet

Letter	Strokes	Letter	Strokes
A		N	
B		O	
C		P	
D		Q	
E		R	
F		S	
G		T	
H		U	
I		V	
J		W	
K		X	
L		Y	
M		Z	

Space		Back Space	
Carriage Return		Period	*tap twice*

Writing capital letters

You make capital letters with the same stroke shapes as the basic alphabet characters. To make capital letters, you must first "shift" to caps — just as you press the Shift key on a keyboard — and then write the character strokes.

Note: Graffiti writing includes a feature that automatically capitalizes the first letter when you create a new sentence or a new record (by tapping New or a blank line).

To draw the first letter of a word as a capital letter:

■ Use the Caps Shift stroke:
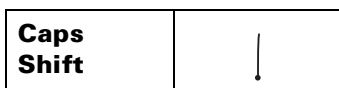
Caps Shift	

Tip: When Caps Shift is active, an "up arrow" symbol appears in the lower-right corner of the handheld screen. If you accidentally activate Caps Shift, backspace will cancel it.

(Details)   ↑—Caps Shift
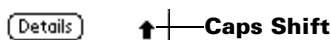
To enter only capital letters (Caps Lock):

■ Use the Caps Lock stroke:

Caps Lock	

Tip: When Caps Lock is active, an underlined "up arrow" symbol appears in the lower-right corner of the handheld screen. To return to lowercase, make the Caps Shift stroke.

(Details)   ↑—Caps Lock
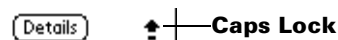
Writing numbers

Writing numbers with Graffiti writing is similar to writing letters of the alphabet, except that you make the character strokes on the right-hand side (numbers side) of the Graffiti writing area.

Graffiti numbers

Number	Strokes	Number	Strokes
0		5	
1		6	
2		7	
3		8	
4		9	

Writing punctuation marks

Graffiti writing can create any punctuation symbol that you can enter from a standard keyboard. All punctuation marks begin with a single tap on the Graffiti writing area. When you make this tap, you activate Punctuation Shift and a dot appears to show it is active. The next stroke you make with the stylus creates a punctuation mark.
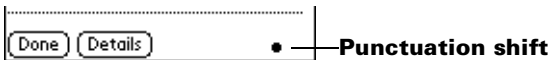
Punctuation shift

Note: When Punctuation Shift is active, you can make a symbol stroke anywhere in the Graffiti writing area (the letters *or* numbers side).

Symbol	Stroke	Symbol	Stroke
Period .	•	**Dash** —	⌒
Comma ,	⟋	**Left Paren** (	(
Apostrophe '	❘	**Right Paren**)	)
Question ?	?	**Slash** /	╱
Exclamation !	❙	**Dollar** $	S

Additional Graffiti punctuation

@	#	%	^	&	*	<	>	_	+	=	|

\	{	}	[	]	~	`	;	:	"	tab
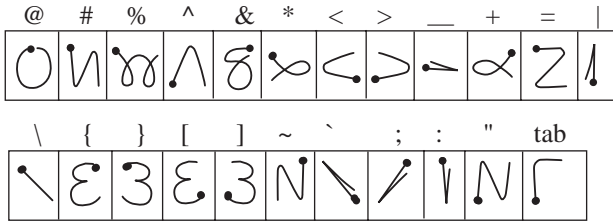
Writing symbols and extended characters

All symbols and extended characters begin with the stroke in the Graffiti writing area of your handheld:
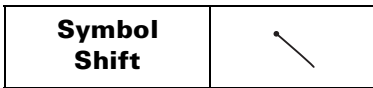
Symbol Shift	╲

When the Symbol Shift is active, a slanted shift symbol appears in the lower-right corner of the screen. The next stroke that you make creates the symbol or extended character.

(Details)   ╲—— **Symbol**
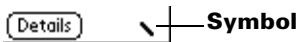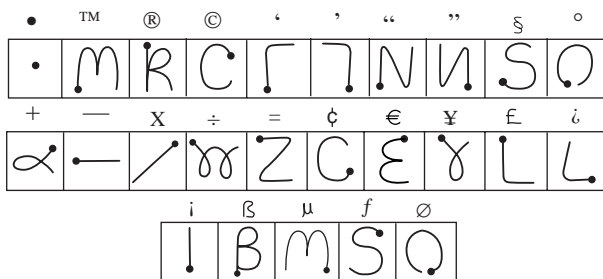
Writing accented characters

To create accented characters, draw the stroke normally used to create the letter, followed by an accent stroke. Graffiti writing then adds the accent to the letter.

For example, the following diagram shows the strokes required to draw an accented "e."
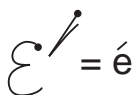
Accent strokes
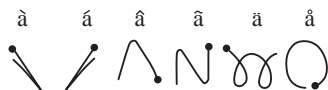
Use these accent strokes to write the following accented letters:

à á â ã ä å è é ê ë ì í î ï ò ó ô õ ö ù ú û ü ÿ ý ñ

Additional non-English characters

You can write the following characters without any special punctuation or shifting:
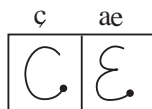
Note: You must write these non-English characters in the left side of the Graffiti writing area.

Navigation strokes

In addition to character symbols, Graffiti writing includes special strokes that you can use to navigate within text or fields in your applications.

Command	Stroke
Move cursor right	
Move cursor left	
Previous field **(Address Book only)**	
Next Field **(Address Book only)**	
Open Address Record **(Address Book only)**	

Graffiti ShortCuts

Graffiti ShortCuts make entering commonly used words or phrases quick and easy. ShortCuts are similar to the Glossary or Autotext features of some word processors.

Graffiti writing comes with several predefined ShortCuts, and you can also create your own. Each ShortCut can represent up to 45 characters. For example, you might create a ShortCut for your name, or for the header of a memo. See "ShortCuts preferences" in Chapter 6 to learn about creating your own ShortCuts.

To use a ShortCut, draw the ShortCut stroke followed by the ShortCut characters. When you draw the ShortCut stroke, the ShortCut symbol appears at the insertion point to show that you are in ShortCut mode.

ShortCut	

Your handheld includes the following predefined Graffiti ShortCuts:

Entry	ShortCut
Date stamp	**ds**
Time stamp	**ts**
Date / time stamp	**dts**
Meeting	**me**
Breakfast	**br**
Lunch	**lu**
Dinner	**di**

Using the onscreen keyboard

You can open the onscreen keyboard anytime you need to enter text or numbers on your handheld. Note that you cannot enter Graffiti characters while using the onscreen keyboard.

To use the onscreen keyboard:

1. Open an application (such as Address Book).

2. Tap a record, or tap New.

3. Tap "abc" to open the alphabetic keyboard, or tap "123" to open the numeric keyboard.

Tap here for alpha keyboard   **Tap here for numeric keyboard**
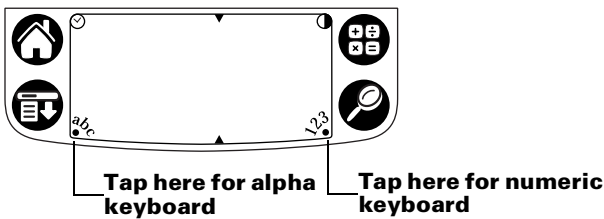
4. Tap the characters to enter text and numbers.

   Note: The onscreen keyboard also includes a dialog box for international characters. You can switch among the three dialogs at any time to enter the exact text you need.

5. After you finish, tap Done to close the onscreen keyboard and

place the text in the record.

Using Note Pad

In addition to using Graffiti characters and the onscreen keyboard, you can enter data on your handheld using the Note Pad application. When you use Note Pad, you write quick notes directly on the handheld screen in your own handwriting. Later, you can enter this information into another application, or delete it. See "Note Pad" in Chapter 4 for more information and instructions.

To use Note Pad:

1. Press the Note Pad application button ⬤ on the front panel of your handheld.

2. Write the information directly on the handheld screen.

3. Tap Done.

Using your computer keyboard

If you have a lot of data to enter, or prefer to use the computer keyboard, you can use Palm™ Desktop software or any supported PIM to enter information. You can then perform a HotSync® operation to synchronize the information on your computer with the information on your handheld. Most of the applications that came with your handheld are also available in Palm Desktop software and in most PIMs, so you don't need to learn different applications. For more information on entering data on your computer, refer to the online Help in Palm Desktop software, the *Quick Tour* in Palm Desktop software (for Windows users), and the *Palm Desktop Software for the Macintosh User's Guide* on the Palm Desktop software CD-ROM.

Using an external keyboard accessory

You can connect an optional keyboard accessory to the serial connector on your handheld and type data directly into your handheld. This accessory is very helpful if you need to enter large amounts of data quickly while you are away from your computer. For more information about this accessory, go to the web site: www.palm.com.

Importing data

If you have data stored in computer applications such as spreadsheets and databases, or if you want to import data from another handheld, you can transfer the data to your handheld without having to key it in manually. Save the data in one of the file formats listed below, import it into Palm Desktop software, and then perform a HotSync operation to transfer the data to your handheld.

Importing data from a Windows computer

Palm Desktop software can import data in the following file formats:

- Comma delimited (.csv, .txt): Address Book and Memo Pad only
- Tab delimited (.tab, .tsv, .txt): Address Book and Memo Pad only
- CSV (Lotus Organizer 2.x/97 Mapping): Address Book only
- Date Book archive (.dba)
- Address Book archive (.aba)
- To Do List archive (.tda)
- Memo Pad archive (.mpa)

Archive formats can only be used with Palm Desktop software. Use the archive file formats to share information with other people who use a Palm OS® handheld or to create a copy of your important Palm Desktop information.

To import data from a Windows computer:

1. Open Palm Desktop software.

2. Click the application into which you want to import data.

3. If you are importing records that contain a field with category names, do the following:

   Select All in the Category box.

   Be sure that the same categories that appear in the imported file also exist in the application. If the categories do not exist, create them now; otherwise, the records are imported into the Unfiled category.

4. From the File menu, choose Import.

5. Select the file you want to import.

6. Click Open.

7. To import data into the correct Palm Desktop fields, drag fields in the left-hand column so that they are opposite the corresponding imported field on the right.

8. If you do not want to import a field, deselect the check box for that field.

9. Click OK.

   The imported data is highlighted in the application.

10. To add the imported data to your handheld, perform a HotSync operation.

See Palm Desktop online Help for more information on importing and exporting data.

Importing data from a Macintosh

Palm Desktop software can import data from any of the following applications when you export the data in the appropriate file format:

- Address Book Plus (text file)
- Claris Organizer (Palm Desktop software can open these files directly)
- ClarisWorks (save under new name as ASCII text file)
- DateBook Pro (text file)
- DayMaker (text file)
- Dynodex (text file)
- FileMaker Pro (tab separated text file)
- Meeting Maker (text file)
- Newton running OS 1.0 with Newton Connection Kit: Names; Date Book Calendar; and Notepad (text file)
- Now Contact (text file)
- Now Up-to-Date (text file)
- QuickDex (text file)
- TouchBase Pro (text file)

To import data from a Macintosh:

1. Open Palm Desktop software.

2. From the File menu, choose Import.

3. Select the file you want to import.

4. Click Open.

5. If you want to change the order of the fields you're importing, point to a field, wait for the cursor to change to a double arrow, and then drag the field to a new location.

6. If you do not want to import a field, click the arrow between the field names.

7. From the Fields pop-up menu, choose the appropriate field.

8. From the Delimiters pop-up menu, choose the appropriate delimiter.

9. Click OK.

10. To add the imported data to your handheld, perform a HotSync operation.

See Palm Desktop online Help for more information on importing and exporting data.

Chapter 3

Managing Your Applications

This chapter explains how to switch between applications on your Palm™ m100 series handheld, how to change application settings so they are personalized to your work methods, and how to categorize applications so you view them in related groups.

Using the Applications Launcher

To open the Applications Launcher, tap the Applications icon ⬤.

Selecting applications

Your handheld is equipped with a variety of applications. All the applications installed on your handheld appear in the Applications Launcher. See "Opening applications" in Chapter 1 for details.

Switching between applications

When working in any application, tap the Applications icon ⬤ or press an application button on the front panel of your handheld to switch to another application. Your handheld automatically saves your work in the current application and displays it when you return to that application.

Categorizing applications

The category feature enables you to manage the number of application icons that appear onscreen in the Applications Launcher. You can assign an application to a category and then display a single category or all your applications.

To categorize an application:

1. Tap the Applications icon ⬤.
2. Tap the Menu icon ⬤.
3. Tap App, and then tap Category.
4. Tap the pick list next to each application to select a category.
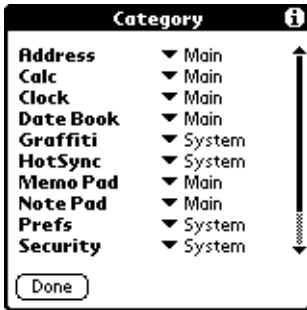
> **Tip:** To create a new category, tap Edit Categories from the pick list. Tap New, enter the category name, and then tap OK to add the category. Tap OK.

5. Tap Done.

To display applications by category:

1. Tap the Applications icon ⬤.
2. Do one of the following:

    Tap the Applications icon repeatedly to cycle through all your categories.

    Tap the pick list in the upper-right corner of the screen and select the category you want to display.

Changing the Applications Launcher display

By default, the Applications Launcher displays each application as an icon. As an alternative, you can choose to show a list of applications. You can also choose to view the same category of applications each time you open the Applications Launcher.

To change the Applications Launcher display:

1. Tap the Applications icon ⬙.
2. Tap the Menu icon ⬛.
3. Tap Options, and then tap Preferences.
4. Tap the View By pick list and select List.
5. Tap OK.

```
┌─────────────────────────────────┐
│ 5:52 pm ▭▭▭▭▭▭▭)      ▼ All      │
│ ☎ Address      ▤ Calc           │
│ ◑ Clock        ⊟ Date Book      │
│ ✎ Graffiti     ⒮ HotSync        │
│ ▨ Memo Pad     ⍒ Note Pad       │
│ ▤ Prefs        ⚬⊸ Security       │
│ ☑ To Do List   ▣ Welcome        │
│                                 │
│                                 │
│                                 │
└─────────────────────────────────┘
```

To open the Applications Launcher to the last opened category:

1. Tap the Applications icon ⬙.
2. Tap the Menu icon ⬛.
3. Tap Options, and then tap Preferences.
4. Tap the Remember Last Category check box to select it.
5. Tap OK.

Choosing preferences

You can set options that affect an entire application in the application's Preferences dialog box.

To change preferences for an application:

1. Open an application.
2. Tap the Menu icon ⬛.
3. Tap Options, and then tap Preferences.

    Note: Not all applications have a Preferences command.

4. Make changes to the settings.
5. Tap OK.

Installing and removing applications

This section explains how to install and remove applications on your handheld and how to remove Palm™ Desktop software from your computer.

Installing add-on applications

Your handheld comes with the Date Book, Address Book, To Do List, Note Pad, Memo Pad, Clock, and Calculator applications installed and ready to use.

You can also install additional applications on your handheld, such as games and other software. The Install Tool makes it easy to install software on your handheld during a HotSync® operation. To find bonus add-on software that comes with your handheld, look in the Add-on folder inside the Palm folder on your computer.

There are also a variety of third-party applications available for your handheld. To learn more about these applications, go to the web site:
http://www.palm.com.

Note: Any game or application that you install on your handheld resides in RAM memory; you can delete them at any time.

To install add-on software on your handheld using a Windows computer:

1. On your computer, copy or download the application you want to install into the add-on folder in your Palm Desktop directory on your computer.

   Note: If the software you download is compressed, you need to decompress it into this folder. If you prefer to place the application into another folder, you need to navigate to that folder before you complete step 5.

2. Double-click the Palm Desktop icon on your desktop.
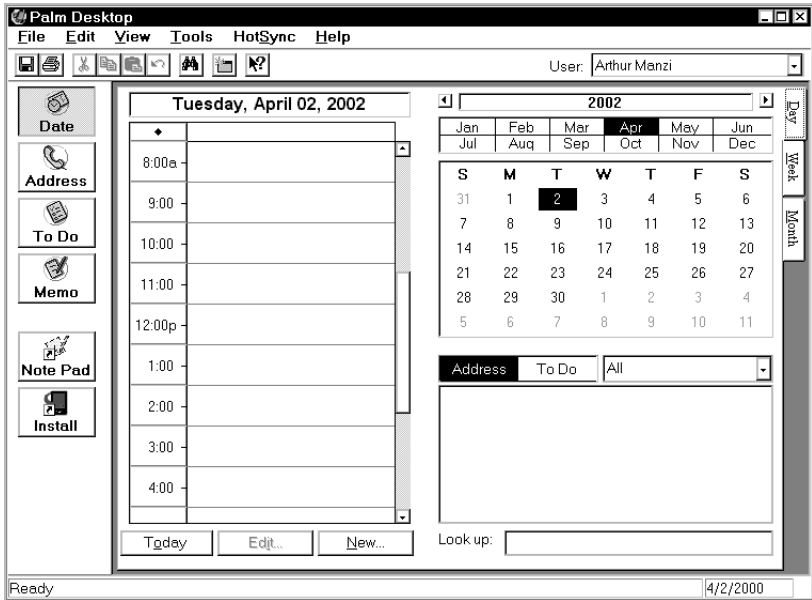
3. Click Install.

Tip: You can also access the Install Tool dialog by selecting Install Tool from the Palm Desktop program group or by double-clicking any file with a PRC, PDB, or PNC file extension.
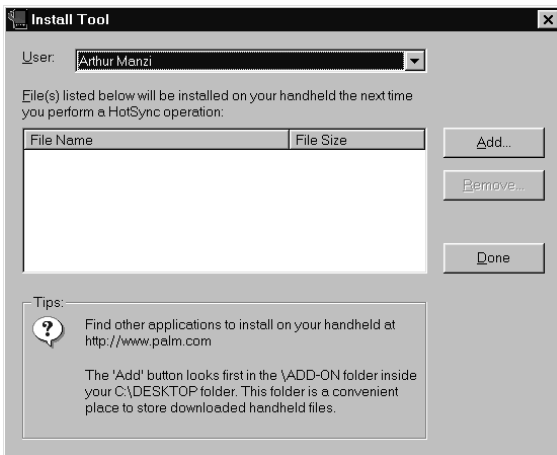
4. In the User drop-down list, select the name that corresponds to your handheld.

5. Click Add.
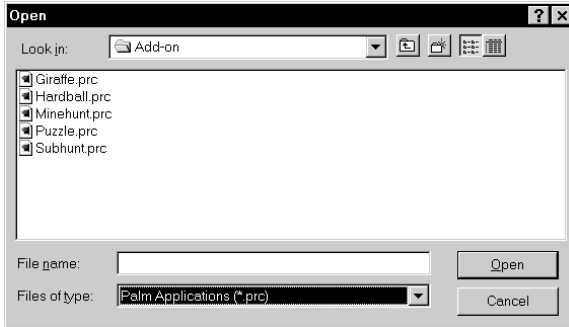
6. Select the application(s) that you want to install on your handheld.

   Tip: You can use the standard Windows CTRL and SHIFT key functions to select multiple files.

7. Click Open.

   Note: Review the list of applications you selected in the Install Tool dialog box. If you do not want to install an application, select it, and then click Remove. (This does not remove the application from your computer; it simply removes it from the list of applications to install.)

8. Perform a HotSync operation to install the application(s) you selected in step 6. See "Exchanging and updating data: HotSync operations" in Chapter 4 for details.

To install add-on software on your handheld using a Macintosh:

1. On your Macintosh, copy or download the application you want to install into the add-on folder in your Palm folder.

   Note: If the software you download is compressed, you need to decompress it into this folder. If you prefer to place the application into another folder, you need to navigate to that folder before you complete step 4.

2. From the HotSync menu, choose Install Handheld Files.
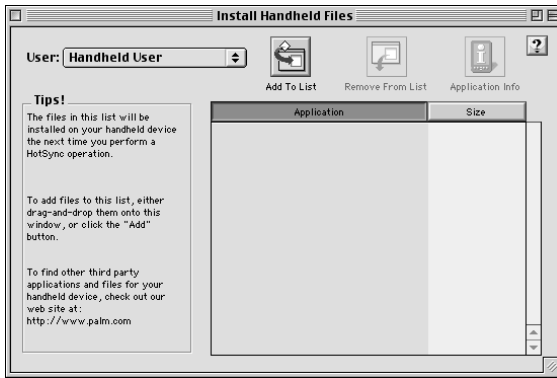
3. From the User pop-up menu, select the name that corresponds to your handheld.

4. Click Add to List.
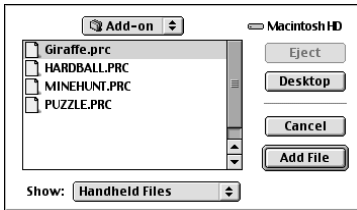
5. Select the application you want to install.

6. Click Add File to add the selected application to the Install Handheld Files list.

   Tip: You can install more than one application by repeating steps 4 through 6 and selecting additional applications.

7. Close the Install Handheld Files window.

8. Perform a HotSync operation to install the application(s) you selected in steps 4 through 6. See "Exchanging and updating data: HotSync operations" in Chapter 4 for details.

Installing games

The CD-ROM also includes games that you can install with the Install Tool, such as Giraffe. Giraffe is a fun, easy way for you to practice Graffiti® writing.

After you install and start a game, the instructions appear in the Game menu. Depending on the game, the Game menu may also contain commands to show high scores, to start a new game, or to set preferences for the game.

Removing applications

In the event that you run out of memory or decide that you no longer need an application you installed, you can remove applications from your handheld. You can remove only add-on applications, patches, and extensions that you install; you cannot remove the applications that reside in the ROM portion of your handheld.

To remove an add-on application:

1. Tap the Applications icon �É .

2. Tap the Menu icon ☷ .

3. Tap App, and then tap Delete.

4. Tap the application that you want to remove.

```
               Delete
  Free Memory: 1913K of 1952K
  ┌──────────────────────────┐
  │█                         │
  └──────────────────────────┘
  HardBall               19K
  MineHunt               10K




  ( Done )  ( Delete... )
```

5. Tap Delete.

6. Tap Yes.

7. Tap Done.

Removing Palm Desktop software

If you no longer want to use Palm Desktop software, you can remove it from your computer.

To remove Palm Desktop software from a Windows computer:

1. From the Windows Start menu, choose Settings, and then Control Panel.

2. Double-click the Add/Remove Programs icon.

3. On the Install/Uninstall tab, select Palm Desktop software.

4. Click Add/Remove.

Note: You need to install the HotSync Manager from the installation CD if you want to synchronize data with another PIM.

To remove Palm Desktop software from a Macintosh:

1. Locate the Palm Desktop Installer icon and double-click this icon.

2. From the Easy Install screen, choose Uninstall from the pop-up menu.

3. Select the software you want to remove.

4. Click Uninstall.

5. Select the folder that contains your Palm Desktop software files.

6. Click Remove.

   Note: This process removes only the application files. The data in your Users folder remains untouched.

7. Restart your Macintosh.

Security

Your handheld comes with a Security application so that unauthorized users cannot view the entries you wish to protect.

In Security, you can do the following:

- Lock and turn off your handheld so that it does not operate until you enter the correct password.
- Mask all records that you mark as private so the information appears greyed out.
- Hide all records that you mark as private so they do not appear on any screen.

You can mask or hide private records with or without a password. Without a password, private records are hidden until you set the Security application to show them, or they are masked until you tap the private record. With a password, you must enter the password to view the private entries. See "Making records private" in Chapter 4 for information on making records private.

Assigning a password

You can assign a password to protect your private records and to lock your handheld.

To assign a password:

1. Tap the Applications icon ⬙ .

2. Tap the Security icon.

3. Tap the Password box.

4. Enter a password.
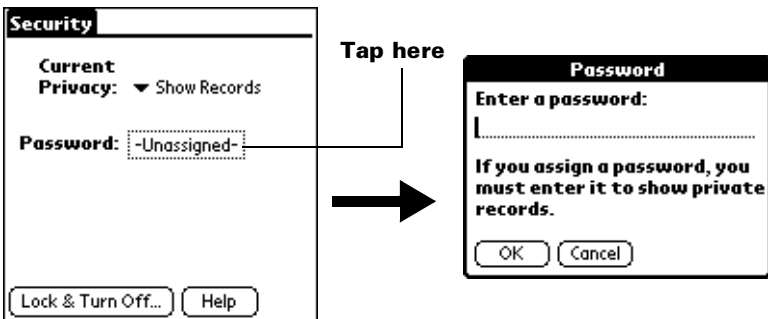
5. Tap OK.

6. Enter the *same* password a second time, and tap OK.

Changing or deleting a password

Once you define a password for your handheld, you can change or delete it at any time. You must enter the current password before you can change or delete it.

To change or delete your password:

1. Tap the Password box.

2. Enter the current password.

Tap here

```
┌─ Security ──────────────┐
│ Current                 │
│ Privacy:  ▼ Show Records │
│                         │
│ Password: ┌─────────┐   │
│           │-Assigned-│   │
│           └─────────┘   │
│                         │
│                         │
│ ┌Lock & Turn Off...┐ ┌Help┐ │
└─────────────────────────┘
```

```
┌─ Password ──────────────┐
│ ⍰  Please enter your    │
│     password:           │
│ .....................   │
│ (OK)(Lost Password)(Cancel)│
└─────────────────────────┘
```
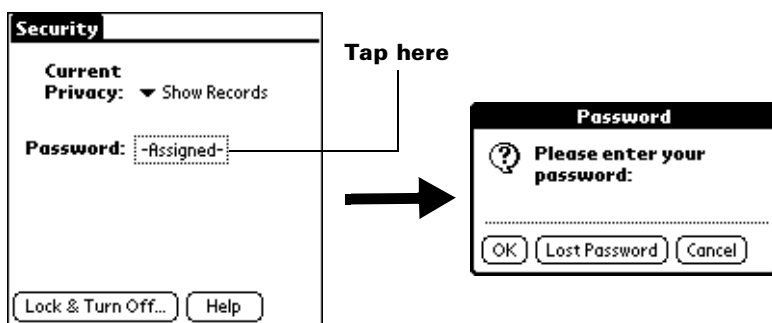
3. Tap OK.

4. Do one of the following:

   To change the password, enter the new password, and tap OK.

   To delete the password, tap Delete.

```
┌─ Password ──────── ⓘ ┐
│ Enter new password or tap│
│ the Delete button to remove│
│ your current password:  │
│ ...................... │
│ ( OK )(Cancel)(Delete) │
└─────────────────────────┘
```

Locking your handheld

You can also lock your handheld so that you need to enter your password to operate it.

Important: If you lock your handheld, you must enter the exact password to re-activate your handheld. If you forget the password, you must perform a hard reset to resume using your handheld. Performing a hard reset deletes all the records in your handheld; however, you can restore all synchronized data at the next HotSync operation. See "Resetting your handheld" in Appendix A for more information.

To lock your handheld with a password:

1. Perform a HotSync operation to synchronize the data between your handheld and your computer. See "Exchanging and updating data: HotSync operations" in Chapter 4 for information on synchronizing your data.

2. Assign a password.

3. Tap Lock & Turn Off.

Tap Lock and Turn Off
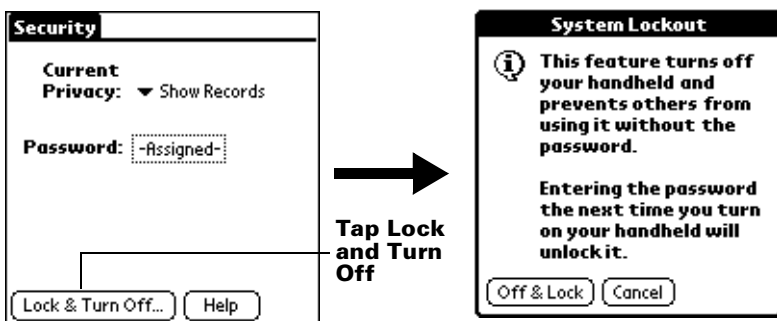
4. Tap Off & Lock.

5. To start your handheld, turn it on and then enter the password.

Recovering from a forgotten password

If you did not activate the Off & Lock feature and you forget your password, you can delete the password from your handheld. Deleting a forgotten password also deletes all entries and files marked as Private.

Important: If you synchronize with your computer before deleting a forgotten password, your handheld restores your private entries the next time you perform a HotSync operation, but it does not restore the password.

To delete a forgotten password:

1. Tap Lost Password.

2. Tap Yes.

Chapter 4

Using Your Applications

Your Palm™ m100 series handheld includes these applications:

- Date Book
- Address Book
- To Do List
- Note Pad
- Memo Pad
- Clock
- Calculator

This chapter is divided into three sections:

- "Overview of applications" briefly describes each application and explains how to open it.
- "Common tasks" gives instructions on how to do tasks that you can do in most or all of the applications. It's easy to transfer what you learn in one application to the others because the structure and behavior of all the applications are quite similar.
- "Application-specific tasks" is organized by application and gives instructions on how to do tasks that are specific to each application.

Overview of applications

Date Book

Date Book lets you quickly and easily schedule appointments or any kind of activity associated with a time and date.

In Date Book, you can do the following:

- Enter a description of your appointment and assign it to a specific time and date.
- Display a chart of your appointments for an entire week. The Week View makes it easy to spot available times and any potential scheduling overlaps or conflicts.
- Display a monthly calendar to quickly spot days where you have morning, lunch, or afternoon appointments.
- Display an agenda showing appointments, untimed events, and your To Do items for the day.
- Set an alarm to sound prior to the scheduled activity.
- Create reminders for events that are based on a particular date, rather than time of day. Birthdays and anniversaries are easy to track with your handheld.
- Attach notes to individual events for a description or clarification of the entry in your Date Book.

To open Date Book:

- Press the Date Book application button on the front panel of your handheld. Date Book opens to today's schedule.

Date Book button

Note: Press the Date Book application button repeatedly to cycle through the Day, Week, Month and Agenda views.

Address Book

Address Book enables you to keep names, addresses, phone numbers, and other information about your personal or business contacts.

In Address Book, you can do the following:

- Quickly look up or enter names, addresses, phone numbers, and other information.
- Enter up to five phone numbers (home, work, fax, mobile, etc.) 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.
- Create your own digital business card that you can beam to other Palm OS® handhelds.

To open Address Book:

- Press the Address Book application button on the front panel of your handheld. Address Book opens to display the list of all your records.

Address Book button

Note: Press the Address Book application button repeatedly to cycle through the categories in which you have records. Press and hold the Address Book application button to instantly beam your business card to another Palm OS handheld.

To Do List

To Do List is a convenient place to create reminders and prioritize the things that you have to do.

In To Do List, you can do the following:

- Make a quick and convenient list of things to do.
- Assign a priority level to each task.
- Assign a due date for any or all of your To Do List items.
- Assign To Do List items to categories so that you can organize and view them in logical groups.
- Sort your To Do List items either by due date, priority level, or category.
- Attach notes to individual To Do List items for a description or clarification of the task.

To open To Do List:

- Press the To Do List application button on the front panel of your handheld. To Do List opens to display the category of items you last viewed.
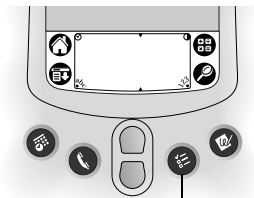
To Do List button

Note: Press the To Do List application button repeatedly to cycle through the categories in which you have items.

Note Pad

Note Pad provides a place to take notes in your own handwriting. You can use Note Pad to do everything you might do with a piece of paper and a pencil.

In Note Pad, you can do the following:

■ Take notes, draw a sketch, or write any kind of message directly on your handheld screen. Later, you can enter this information into other applications.

■ Set an alarm to use your notes as reminder messages.

■ Assign notes to categories so that you can organize and view them in logical groups.

■ Copy and paste notes into popular computer applications like Microsoft Word using Palm™ Desktop software and HotSync® technology.

To open Note Pad:

■ Press the Note Pad application button on the front panel of your handheld. Note Pad opens a new note so that you can begin writing immediately.

Note Pad button

Note: Press the Note Pad application button repeatedly to cycle through the categories in which you have items.

Calculator

Calculator enables you to perform addition, subtraction, multiplication, and division.

In Calculator, you can do the following:

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

To open Calculator:

- Tap the Calculator icon next to the Graffiti® writing area.

Calculator icon
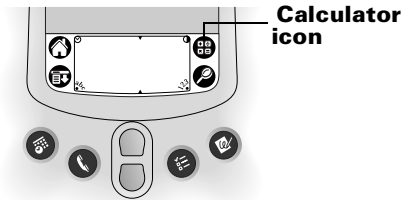
Clock

Clock enables you to set and view the current time and date.

In Clock, you can do the following:

- View the current time and date.
- Set the time and date for all the applications on your handheld.
- Set an alarm.

To open Clock:

1. Tap the Applications icon .
2. Tap the Clock icon .

Memo Pad

Memo Pad provides a place to store information that is not associated with Date Book, Address Book, or To Do List.

In Memo Pad, you can do the following:

■ Use Graffiti characters to store memos, lists, or any other text message on your handheld.

■ Drag and drop memos into popular computer applications like Microsoft Word when you synchronize using Palm™ Desktop software and HotSync technology.

■ Assign memos to categories so that you can organize and view them in logical groups.

■ Write down phone numbers and other types of information. Later, you can copy and paste this information to other applications.

To open Memo Pad:

1. Tap the Applications icon .
2. Tap the Memo Pad icon .

Common tasks

The tasks described in this section use the term "records" to refer to individual items in the applications: a Date Book event, Address Book entry, To Do List item, Note Pad note, or Memo Pad memo.

Creating records

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

To create a record:

1. Select the application in which you want to create a record.

2. Tap New.

3. In Date Book only: Select start and end times for your appointment and tap OK.

4. Enter text for the record.

5. (Optional) Tap Details to select attributes for the record. (Not available in Note Pad.)

6. In Address Book, Note Pad, and Memo Pad only: Tap Done.

There's no need to save the record because your handheld saves it automatically.

Editing records

After you create a record, you can change, delete, or enter new text at any time. The following features tell you when your handheld is in editing mode:

■ A blinking cursor

■ One or more dotted edit lines

Blinking cursor
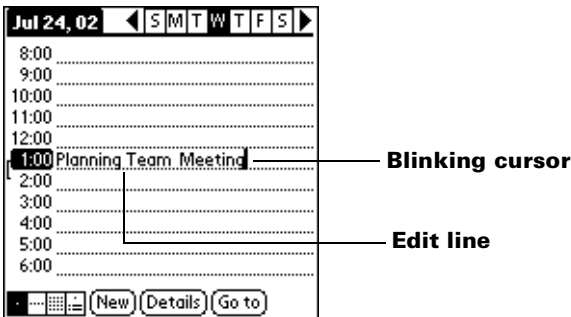
Edit line

Note: In Note Pad you can write anywhere on the screen. So, you will not see an edit line or blinking cursor.

Entering text

For information on entering text using Graffiti writing, the onscreen keyboard, or your computer keyboard, see Chapter 2. For information on entering text in Note Pad, see "Note Pad" later in this chapter.

Edit menu

The Edit menu is available with any screen where you enter or edit text. In general, commands available in the Edit menu apply to text that you *select* in an application.

To select text in an application:

1. Tap the beginning of the text that you want to select.

2. Drag the stylus over the text to highlight it (in black).

> **Note:** You can also double tap to select a word, or triple tap to select a line of text.
> You can also drag *across* the text to select additional words, or drag *down* to select a group of lines.

The following commands may appear in an Edit menu:

Undo Reverses the action of the *last edit* command. For example, if you used Cut to remove text, Undo restores the text you removed. Undo also reverses deletions done by using backspace.

Cut Removes the selected text and stores it temporarily in the memory of your handheld. You can paste the text you cut into another area of the current application or into a different application.

Copy Copies the selected text and stores it temporarily in the memory of your handheld. You can paste the text that you copy into another area of the current application or into a different application.

Paste Inserts the text that you cut or copied at the selected point in a record. The text you paste replaces any selected text. If you did not previously cut or copy text, Paste does nothing.

Select All	Selects all of the text in the current record or screen. This enables you to cut or copy all of the text and paste it elsewhere.
Keyboard	Opens the onscreen keyboard. When you finish with the onscreen keyboard, tap Done.
Graffiti Help	Opens screens that show all the Graffiti character strokes. Use this command anytime you forget a stroke for a character.

Note: In Note Pad the Edit menu appears only when the title of a note is selected. To edit a note in Note Pad, use the eraser tool to remove lines, and the pen tool to add lines.

Deleting records

To delete a record:

1. Select the record you want to delete.

2. Tap the Menu icon 🗊.

3. Tap Record, and then tap the Delete command:

   Date Book: Delete Event

   Address Book: Delete Address

   To Do List: Delete Item

   Note Pad: Delete Note

   Memo Pad: Delete Memo

   A confirmation dialog box appears. If you want to save a copy of the deleted item to an archive file in Palm Desktop software, be sure that the check box is checked. If you don't want to save a copy, tap the check box to remove the check. (The archive check box does not appear in Note Pad because you can't archive Note Pad notes.)

4. Tap OK.

If you choose to save a copy of the selected item, your handheld transfers it to the archive file on your desktop the next time you perform a HotSync operation.

Other ways to delete records

You can also delete records in the following ways:

- In Date Book, Address Book, To Do List, and Memo Pad, open the Details dialog box for the record, tap Delete, and then tap OK.
- In Note Pad, open the note you want to delete, and then tap Delete.
- Delete the text of the record.

  Note: In Date Book, you can choose to delete the text of the current repeating event, current and future events, or all instances of that event.

Purging records

Over time, as you use Date Book and To Do List, you'll accumulate records in these applications that have outlived their usefulness. For example, events that occurred months ago remain in the Date Book, and To Do List items that you marked as completed remain in the list.

All these outdated records take up memory on your handheld, 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 handheld and save them in an archive file on your computer.

Purging is not available in Address Book, Note Pad, or Memo Pad; you must delete outdated records manually from these applications.

To purge records:

1. Open the application.
2. Tap the Menu icon ⏏.
3. Tap Record, and then tap Purge.

   A confirmation dialog box appears.

   Date Book: Tap the pick list and select how old a record must be to be purged. Purge deletes repeating events if the last of the series ends before the date that you purge records.

   Date Book, To Do List: If you want to save a copy of the purged records to an archive file on your desktop, be sure that the check box is checked. If you don't want to save a copy, tap the check box to remove the check box.

4. Tap OK.

If you chose to save a copy of the purged records, your handheld transfers them to an archive file on your desktop the next time you perform a HotSync operation.

Note: Purging does not happen automatically. You must tap the command to make it happen.

Exchanging and updating data: HotSync operations

The HotSync process automatically synchronizes — that is, exchanges and updates — data between your handheld and Palm Desktop software. Changes you make on your handheld or Palm Desktop software appear in both places after a HotSync operation. HotSync technology synchronizes only the needed portions of files, thus reducing synchronization time.

You can synchronize your data either directly or indirectly. Direct methods include connecting your handheld to the HotSync cradle/cable attached to your computer, or using infrared communications. An indirect method is using a modem. See Chapter 5 for information about performing HotSync operations via a modem or IR port.

Performing a HotSync operation for the first time: Windows

The first time you synchronize your data, you need to enter user information in your Palm Desktop software. After you enter this information and synchronize, the HotSync Manager recognizes your handheld and doesn't ask for this information again.

If you are a System Administrator preparing several handhelds for a group of users, you may want to create a user profile. See "Creating a user profile" in Chapter 5 before performing the following steps.

Important: You must perform your *first* HotSync operation with a local, direct serial connection.

The following steps assume that you have already installed the Palm Desktop software. If you have not installed this software, see "Installing Palm Desktop software" in Chapter 1 for instructions.

To perform a local HotSync operation on a Windows computer:

1. Connect your handheld to the HotSync cradle/cable.

**Shown with a
HotSync cradle.
Some models use
a cable in place
of the cradle.**
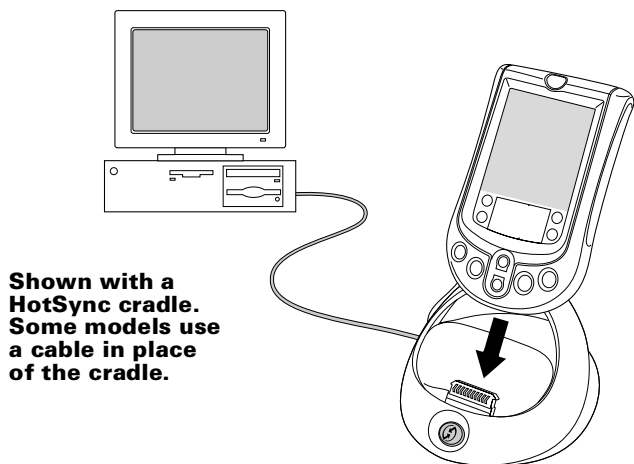
2. If the HotSync Manager is not running, start it: On the Windows desktop, click Start, and then choose Programs. Navigate to the Palm Desktop software program group and choose HotSync Manager. Alternatively, you can start the Palm Desktop software which automatically opens the HotSync Manager.

3. Press the HotSync button 🌀™ on the cradle/cable.
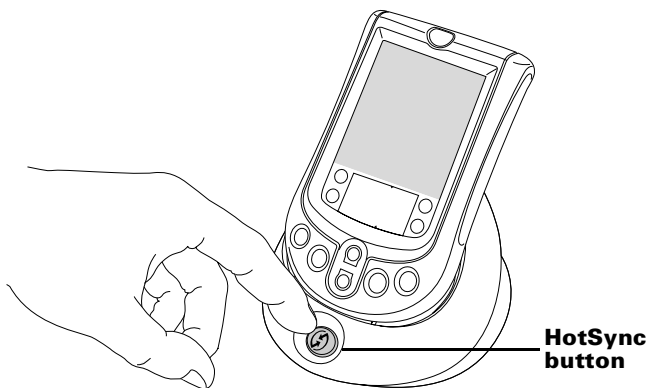
**HotSync
button**

Important: The first time you perform a HotSync operation, the Users dialog box appears. You must select the name you entered when you installed Palm Desktop software and click OK. Every handheld should have a unique name. To prevent loss of a user's records, never try to

synchronize more than one handheld to the same user name.

The HotSync Progress dialog box appears and synchronization begins.
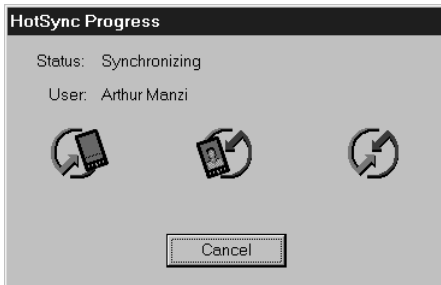
4. Wait for a message on your handheld indicating that the process is complete.

After the HotSync process is complete, you can remove your handheld from the HotSync cradle/cable.

Performing a HotSync operation for the first time: Macintosh

When you installed Palm Desktop software, you entered a user name. This user name is the connection between your handheld and your Macintosh.

The first time you perform a HotSync operation the Palm Desktop software:

■ Adds a user name to your handheld.

■ Creates a folder for the user name in the Users folder inside the Palm folder. For example, if you entered Jane Garcia as your user name, a folder called Jane Garcia is created in the Users folder.
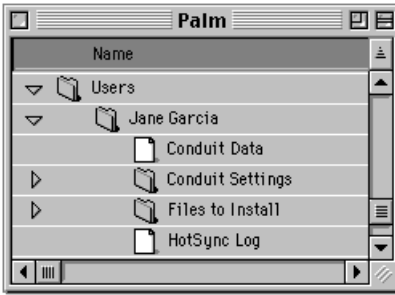
■ Creates a file named User Data in your user name folder.

Note: User names appear in the User pop-up on the right side of the toolbar. You can change users by selecting a new name in the pop-up menu.

Each subsequent time you perform a HotSync operation, HotSync Manager reads the user name from your handheld and synchronizes the data in the folder of the same name.

Note: Be sure you select the correct user name from the User pop-up before entering data on Palm Desktop or performing a HotSync operation.

If you are a System Administrator preparing several handhelds for a group of users, you may want to create a user profile. See "Creating a user profile" in Chapter 5 before performing the following steps.

Important: You must perform your *first* HotSync operation with a local, direct serial connection.

The following steps assume that you have already installed the Palm Desktop software. If you have not installed this software, see "Installing Palm Desktop software" in Chapter 1 for instructions.

To perform a local HotSync operation on a Macintosh:

1. Connect your handheld to the HotSync cradle/cable.

Shown with a HotSync cradle. Some models use a cable in place of the cradle.
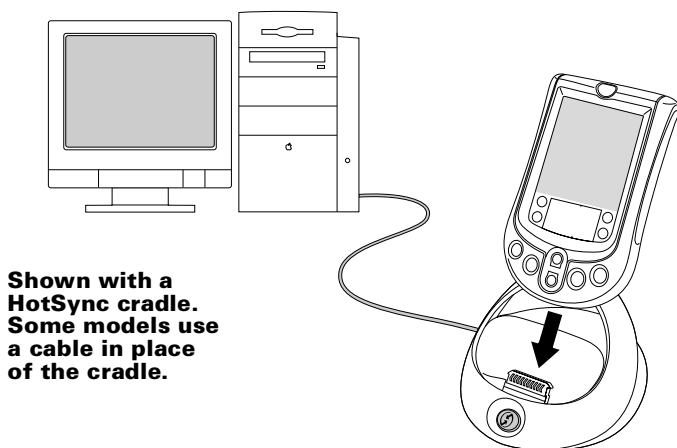
2. Make sure HotSync Manager is enabled: Double-click the HotSync Manager icon in the Palm folder. Click the HotSync Controls tab and make sure the Enabled option is selected.

3. Press the HotSync button ⓢ on the cradle/cable.
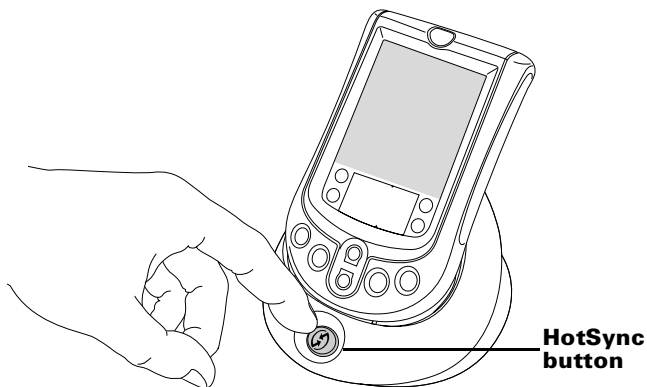
HotSync
button

The HotSync Progress dialog box appears followed by the Select User dialog box.

4. In the Select User dialog box, select the user name you entered when you installed the Palm Desktop software, and click OK.

Please select a user:

User: Arthur Manzi

New User   Cancel   OK
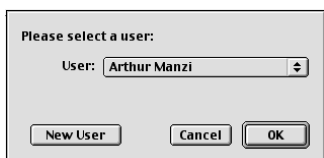
The HotSync Progress dialog box reappears and synchronization begins.

HotSync Progress

Status: Synchronizing Memo Pad
User: Arthur Manzi

Cancel

5. Wait for a message on your handheld indicating that the process is complete.

After the HotSync process is complete, you can remove your handheld from the HotSync cradle/cable.

Beaming information

Your handheld is equipped with an IR (infrared) port that you can use to beam information to another Palm OS handheld that's close by and also has an IR port. The IR port is located in the upper-right corner on the back of your handheld, behind the small dark shield.

You can beam the following information between Palm OS handhelds:

■ The record currently displayed in Date Book, Address Book, To Do List, Note Pad, or Memo Pad

■ All records of the category currently displayed in Address Book, To Do List, Note Pad, or Memo Pad

■ A special Address Book record you designate as your business card that contains information to exchange with business contacts

■ An application installed in RAM memory

Note: You can also perform HotSync operations using the IR port. See "IR HotSync operations" in Chapter 5 for more details.

To beam a record or category of records:

1. Locate the record or category you want to beam.

2. Tap the Menu icon 🖼 .

3. Tap Record, and then tap one of the following:

   Beam record (The word record is replaced with event, entry, item, note, or memo based on the application.)

   Beam Category

4. When the Beam Status dialog box appears, point the IR port directly at the IR port of the receiving handheld.

Tip: For best results, Palm handhelds should be between 10 centimeters (approximately 4 inches) and 1 meter (approximately 39 inches) apart, and the path between the two handhelds must be clear of obstacles. Beaming distance to other Palm OS handhelds may be different.

5. Wait for the Beam Status dialog box to indicate that the transfer

is complete before you continue working on your handheld.

To beam an application:

1. Open the Applications Launcher.

2. Tap the Menu icon ⊕ .

3. Tap App, and then tap Beam.

4. Tap the application you want to transfer.

   Note: Some applications are copy-protected and cannot be
           beamed. These are listed with a lock icon next to them.

5. Tap Beam.

6. When the Beam Status dialog box appears, point the IR port
   directly at the IR port of the receiving handheld.

7. Wait for the Beam Status dialog box to indicate that the transfer
   is complete before you continue working on your handheld.

To beam your business card:

1. Create an Address Book entry that contains the information you
   want on your business card.

2. Tap the Menu icon ⊕ .

3. Tap Record, and then tap Select Business Card.

4. Tap Yes.

5. Press the Address Book application button ◐ for about two
   seconds to beam your business card.

Note: Once you complete steps 1 through 4 to select an entry as
        your business card, you don't need to repeat this process.
        Simply press the Address Book application button for about
        two seconds to beam your business card.

To receive beamed information:

1. Turn on your handheld.

2. Point the IR port directly at the IR port of the transmitting
   handheld to open the Beam dialog box.

3. Select a category for the incoming information, create a new
   category, or leave the information unfiled.

```
┌─────────────────────────────────┐
│            Beam                 │
├─────────────────────────────────┤
│ (?) Do you want to accept       │
│     "Accessories" into          │
│     Address?                    │
│                                 │
│     Category: ▼ Unfiled         │
│                                 │
│  ( Yes )  ( No )                │
└─────────────────────────────────┘
```

4. Tap Yes.

Tips on beaming information

■ You can set the full-screen pen stroke to beam the current entry. See "Pen preferences" in Chapter 6 for more information.

■ You can draw the Graffiti Command stroke to activate the Command toolbar, and then tap the Beam icon.

■ You can use the Graffiti Command stroke /B to beam the current entry.

Categorizing records

Categorize records in the Address Book, To Do List, Note Pad, and Memo Pad applications so that they are grouped logically and are easy to review. (You can also categorize applications. See "Using the Applications Launcher" in Chapter 3 for more information.)

When you create a record, your handheld automatically places it in the category that is currently displayed. If the category is All, your handheld assigns it to the Unfiled category. You can leave an entry as Unfiled or assign it to a category at any time.

System-defined and user-defined categories

Your handheld includes system-defined categories, such as All and Unfiled, and user-defined categories, such as Business and Personal. You cannot modify the system-defined categories, but you can rename and delete the user-defined categories. In addition, you can create your own user-defined categories. You can have a maximum of 15 user-defined categories in each application.

Address Book contains the QuickList user-defined category, in which you can store the names, addresses, and phone numbers you might need in emergencies (doctor, fire department, lawyer, etc.).

Note: The illustrations in this section come from Address Book, but you can use these procedures in all the applications in which categories are available.

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. Tap the Category pick list to display the list of available categories.

5. Select the category for the record.

6. Tap OK.

Note: In the Address Edit, Note, and Memo screens you can tap the category name in the upper-right corner of the screen and select a new category for the current record.

To display a category of records:

1. Tap the category pick list in the upper-right corner of the list screen.
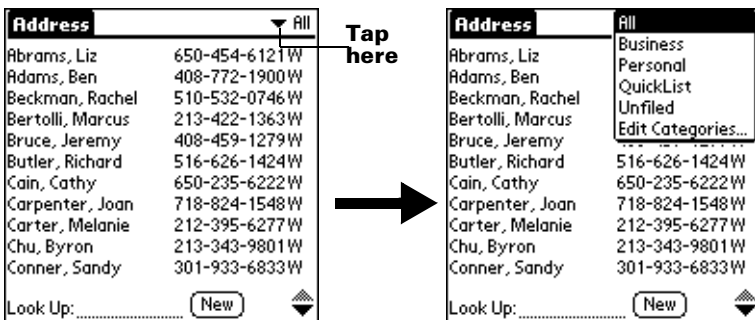
Note: In the Date Book Agenda view, the pick list is in the upper right of the To Do list.

2. Select the category you want to view.

The list screen now displays only the records assigned to that category.

Tip: Pressing an application button on the front panel of the handheld toggles through all the categories of that application.

To define a new category:

1. Tap the category pick list in the upper-right corner of the screen or list.

Tap here
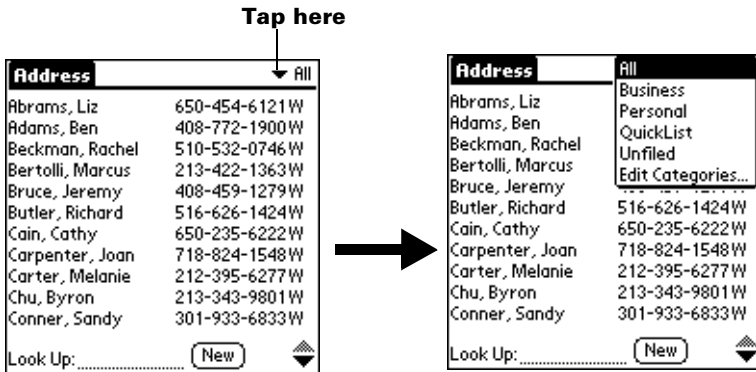
2. Tap Edit Categories.

3. Tap New.

4. Enter the name of the new category, and then tap OK.

5. Tap OK.

You can assign any of your records to the new category.

To rename a category:

1. Tap the category pick list in the upper-right corner of the screen or list.

2. Tap Edit Categories.

3. Select the category that you want to rename, and then tap Rename.

```
        Edit Categories      ⓘ
 ┌──────────────────────────────┐
 │ Business                     │
 │ Personal                     │
 │ QuickList                    │
 │                              │
 │                              │
 │                              │
 │                              │
 └──────────────────────────────┘
 (OK) (New) (Rename) (Delete)
```

4. Enter the new name for the category, and then tap OK.

```
        Edit Categories
 Enter a new category name:
 Personal.......................................
 ( OK ) (Cancel)
```

5. Tap OK.

Tip: You can group the records in two or more categories into one category by giving the categories the same name. For example, if you change the name of the Personal category to Business, all records formerly in the Personal category appear in the Business category.

Finding records

Your handheld offers several ways to find information quickly:

■ **All applications**: Find locates any text that you specify, always starting with the current application.

■ **Date 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.

Looking up Address Book records

When working with Address Book, the scroll buttons on the front panel of your handheld make it easy to navigate among your address entries.

■ In the Address list screen, pressing the scroll buttons moves up or down an entire screen of records. If you hold down a scroll button, you accelerate the scrolling and display every third screen.

■ In the Address view screen, pressing the scroll buttons moves to the previous or next address record.

You can also use the Address list Look Up feature to quickly scroll to any of your Address Book entries.

To look up an Address Book record:

1. Display the Address list screen.

2. Enter the first letter of the name you want to find.

Address		▼ All
Abrams, Liz	650-454-6121	W
Adams, Ben	408-772-1900	W
Beckman, Rachel	510-532-0746	W
Bertolli, Marcus	213-422-1363	W
Bruce, Jeremy	408-459-1279	W
Butler, Richard	516-626-1424	W
Cain, Cathy	650-235-6222	W
Carpenter, Joan	718-824-1548	W
Carter, Melanie	212-395-6277	W
Chu, Byron	213-343-9801	W
Conner, Sandy	301-933-6833	W

Look Up:car   (New) ⬍ — **Look Up line**
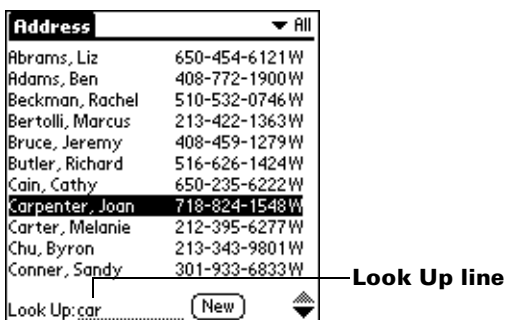
The list scrolls to the first entry that begins with that letter. If you write another letter, the list scrolls to the first entry that starts with those *two* letters. For example, writing a "c" scrolls to "Cain," and writing "car" scrolls further to "Carpenter." If you sort the list by company name, the Look Up feature scrolls to the first letter of the company name.

3. Tap the record to view its contents.

Using Find

You can use Find to locate any text that you specify, in any application.

To use Find:

1. Tap the Find icon ✏️ .

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

2. Enter the text that you want to find.

    Find is *not* case-sensitive. For example, searching for the name "davidson" also finds "Davidson."

    Find locates any words that begin with the text you enter. For example, searching for "plane" finds "planet," but not "air-plane."

3. Tap OK.

    Find searches for the text in all records and all notes.
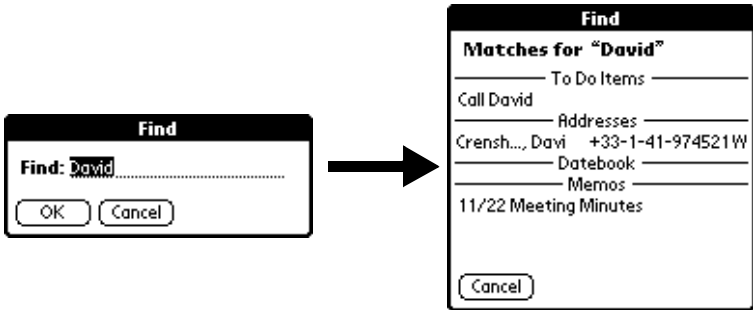
    As your handheld searches for the text, you can tap Stop at any time. You may want to do this if the entry you want appears before your handheld finishes the search. To continue the search after you tap Stop, tap Find More.

4. Tap the text that you want to review.

Using Phone Lookup

Phone Lookup displays the Address list screen and lets you add the information that appears in this list to a record.

To use Phone Lookup:

1. Display the record in which you want to insert a phone number. The record can be in Date Book, To Do List, or Memo Pad.

2. Tap the Menu icon 🔳.

3. Tap Options, and then tap Phone Lookup.

4. Begin to spell the last name of the name you want to find.

   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.

```
┌─────────────────────────────────────┐
│      Phone Number Lookup:           │
├─────────────────────────────────────┤
│ Abrams, Liz        650-454-6121 W   │
│ Adams, Ben         408-772-1900 W   │
│ Beckman, Rachel    510-532-0746 W   │
│ Bertolli, Marcus   213-422-1363 W   │
│ Bruce, Jeremy      408-459-1279 W   │
│ Butler, Richard    516-626-1424 W   │
│ Cain, Cathy        650-235-6222 W   │
│ Carpenter, Joan    718-824-1548 W   │
│ Carter, Melanie    212-395-6277 W   │
│ Chu, Byron         213-343-9801 W   │
│ Conner, Sandy      301-933-6833 W   │
│                                     │
│ Look Up: car    (Add)(Cancel) ⬥    │
└─────────────────────────────────────┘
```

5. Tap Add.

The name you selected, along with the other information associated with it, is pasted into the record you selected in step 1.

Phone Lookup tips

Write the Graffiti Command stroke "/L" to activate the Phone Lookup feature. You can also activate it in the following circumstances:

- **While entering text**: For example, to insert the full name and phone number for someone with the last name "Williams," write the Graffiti characters for "Wi" and then the Phone Lookup Command stroke "/L."
  Assuming you have only one Address Book record that begins with "Wi," your handheld inserts the full name "Fred Williams" (and its associated information). If you have more than one name that begins with "Wi," the Phone Lookup screen appears and highlights the first record that begins with "Wi."

- **For selected text**: Drag to highlight the text, and then write the Phone Lookup Command stroke "/L." Your handheld replaces

the selected text and adds the name and its associated information.

Sorting lists of records

You can sort lists of records in various ways, depending on the application. Sorting is available in applications that have list screens: Address Book, To Do List, Note Pad, and Memo Pad.

Note: You can also assign records to categories. See "Categorizing records" earlier in this chapter.

To sort records in To Do List:

1. Open To Do List.

2. From the list screen, tap Show.

3. Tap the Sort by pick list and select an option.

4. Tap OK.

To sort records in Address Book, Note Pad, and Memo Pad:

1. Open the application to display the list screen.

2. Tap the Menu icon 🔡.

3. Tap Options, and then tap Preferences.

   Address Book:

   ```
   Address Book Preferences
   ☐ Remember last category
   List By:
   ┌─────────────────────────┐
   │ Last Name, First Name   │
   ├─────────────────────────┤
   │ Company, Last Name      │
   └─────────────────────────┘
   ( OK ) ( Cancel )
   ```

   Note Pad:

   ```
   Note Pad Preferences  ⓘ
       Sort by: ▼ Manual
   Alarm Sound: ▼ Alarm
     ☑ Confirm note delete?
   ( OK ) ( Cancel )
   ```

   Memo Pad:

Memo Preferences

Sort by: ▼ Alphabetic

(OK) (Cancel)
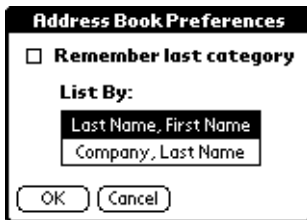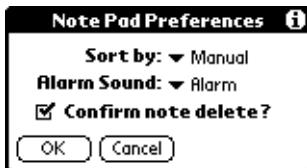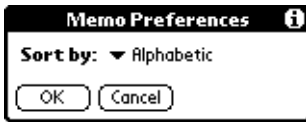
4. Do one of the following:

    Address Book: Tap the setting you want.

    Note Pad: Tap the Sort by pick list and select Alphabetic, Date, or Manual.

    Memo Pad: Tap the Sort by pick list and select Alphabetic or Manual.

5. Tap OK.

To sort the Note Pad or Memo list manually, tap and drag a note or memo to a new location in the list.

Note: To make the list of your memos appear in Palm Desktop software as you manually sorted it on your handheld, open Memo Pad in Palm Desktop software and click List by. Then select Order on handheld.

Making records private

In most applications you can make individual records private. Private records remain visible and accessible, however, until you select the Security setting to hide or mask all private records. See "Security" in Chapter 3 for more information.

Hiding or masking private records

You can hide or mask all records that you mark as private. Masked records appear as grey placeholders in the same position they would appear if they were not masked, and are marked with a lock icon. Hidden records disappear completely from the screen. If you define a password for your handheld, you must enter it to display private records.

Address	▼ All
Abrams, Liz	650-454-6121

🔒

| Beckman, Rachel | 510-532-0746 |
| Bertolli, Marcus | 213-422-1363 |

🔒
🔒

Cain, Cathy	650-235-6222
Carpenter, Joan	718-824-1548
Carter, Melanie	212-395-6277
Chu, Brian	213-343-9801

🔒

Look Up: car   (New)

To hide all private records:

1. Tap the Applications icon ⬙.

2. Tap Security.

3. Tap the Current Privacy pick list and select Hide Records.
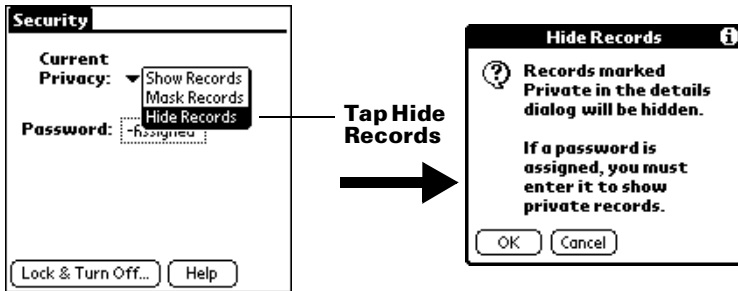
4. Tap OK to confirm that you want to hide private records.

To mask all private records:

1. Tap the Applications icon ⬙.

2. Tap Security.

3. Tap the Current Privacy pick list and select Mask Records.
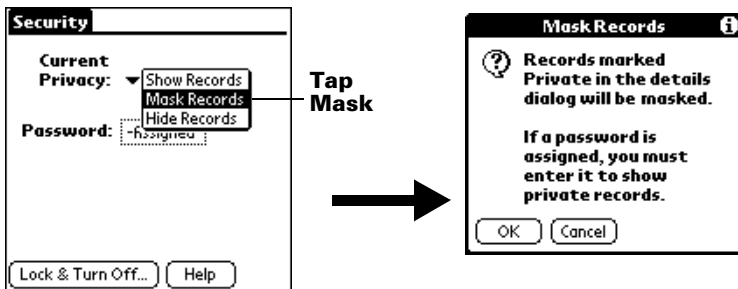
4. Tap OK to confirm that you want to mask private records.

To display private records:

1. Do one of the following:

Tap a masked record.

Tap the Applications icon ⬙ , tap Security, then tap the Current Privacy pick list and select Show Records.

If you do not have a password, hidden and masked records become visible.
If you have a password, the Show Private Records dialog box appears. Go to step 2.
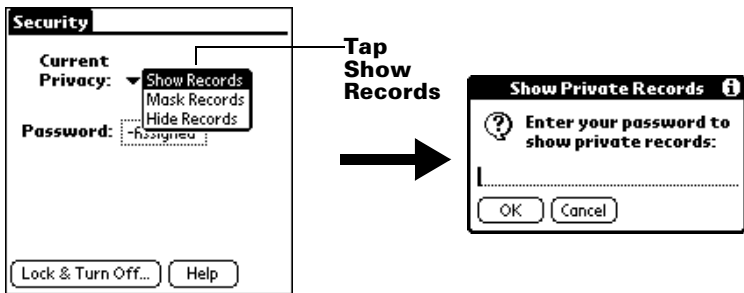
2. Enter your password, and then tap OK.

To make a record private:

1. Display the entry that you want to make private.

2. Tap Details.

3. Tap the Private check box to select it.

4. Tap OK.

Attaching notes

In all your applications except Note Pad and Memo Pad, you can attach a note to a record. A note can be up to several thousand characters long. For example, for an appointment in Date Book, you can attach a note with directions to the location.

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.

5. Enter your note.

6. Tap Done.

A small note icon appears at the right side of any item that has a note.
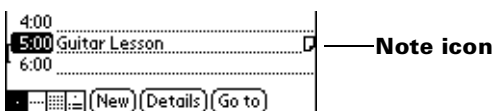
Note icon

To review or edit a note:

1. Tap the Note icon.

To delete a note:

1. Tap the Note icon.

2. Tap Delete.

3. Tap Yes.

Choosing fonts

In most applications you can change the font style to make text easier to read. You can choose a different font style for each application, and in some applications, you can use different font styles in different parts of the application. For example, in Address Book you can use the small font in the Address list screen and the large font in the Address entry screen.
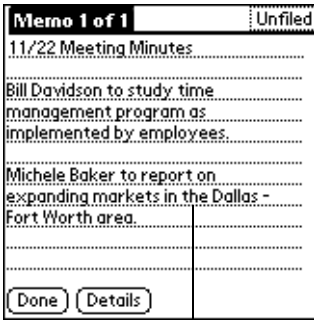
Small font ———

Large font
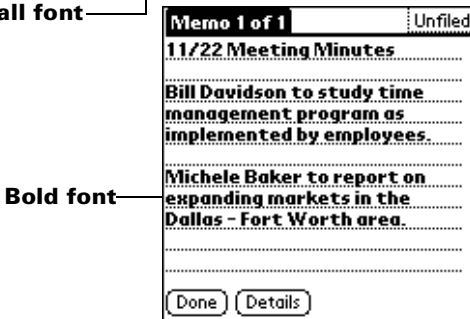
Bold font ———

To change the font style:

1. Open an application.

2. Tap the Menu icon ⊕ .

3. Tap Options, and then tap Font.

4. Tap the font style you want to use.
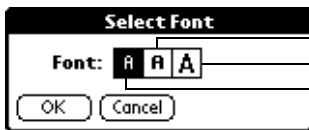
Tap here for bold font
Tap here for large font
Tap here for small

5. Tap OK.

Application-specific tasks

Date Book

When you open Date Book, the screen shows the current date and a list of times for a normal business day.

Scheduling an event

A record in Date Book is called an "event." An event can be any kind of activity that you associate with a day. You can enter a new event on any of the available time lines.

When you schedule an event, its description appears on the time line, and its duration is automatically set to one hour. You can easily change the start time and duration for any event.

Note: It's possible to schedule events that overlap, but Date Book makes it easy to find such conflicts. See "Spotting event conflicts" later in this chapter.

You can also schedule events in your Date Book that occur on a particular date but have no specific start or end times, such as birthdays, holidays, and anniversaries. These are referred to as "untimed events." Untimed events appear at the top of the list of times, marked with a diamond. You can have more than one untimed event on a particular date.

You can also schedule a repeating event, such as a weekly meeting, and continuous events, such as a three-day conference or a vacation.

To schedule an event for the current day:

1. Tap the time line that corresponds to the beginning of the event.

Tap a time line

Time bar shows duration

Enter event
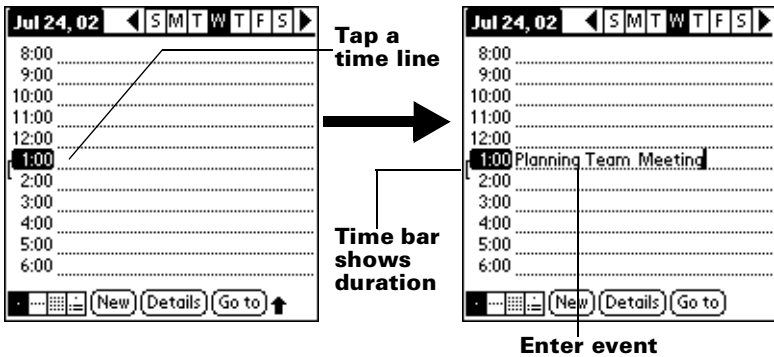
2. Enter a description of the event. You can enter up to 255 characters.

3. If the event is one hour long, skip to step 5. If the event is longer or shorter than an hour, tap the time of the event to open the Set Time dialog box.

Jul 24, 02 ◀ S M T W T F S ▶		Tap the time of an event	Set Time ⓘ
8:00			Start Time: ▐ 8 ↑ ▐ ▪00
9:00			▐ 1:00 pm ▌ 9 ▐ 05
10:00			10 10
11:00			End Time: 11 15
12:00			▐ 2:00 pm ▌ 12P 20
▐1:00▌ Planning Team Meeting			1 25
2:00			2 ▪30
3:00			(All Day) 3 35
4:00			4 40
5:00			(No Time) 5 45
6:00			6 50
▪ ▦ ≡ (New)(Details)(Go to)			(OK)(Cancel) 7 ↓ 55
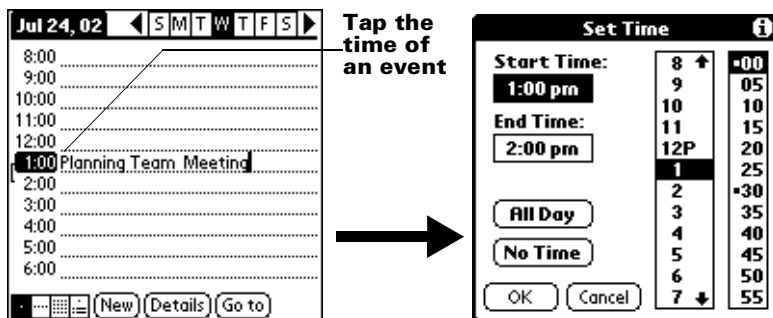
> **Tip:** You can also open the Set Time dialog (to select a start time) by making sure no event is selected, and then writing a number on the number side of the Graffiti writing area.

4. Do one of the following:

    Tap the time columns on the right side of the Set Time dialog to set the Start Time, then tap the End Time box and tap the time columns to set the End Time.

    Tap All Day to automatically insert the start and end time of the event as defined in your Date Book preferences.

	Set Time ⓘ	Tap to scroll to earlier hours
Start Time highlighted ─	Start Time: ▐ 8 ↑ ▐ ▪00 ▐ 1:00 pm ▌ 9 05	
	End Time: 10 10 11 15	**Tap to change hours**
	▐ 2:00 pm ▌ 12P 20 1 25	
Tap to automatically fill the start and end times ─	(All Day) 2 ▪30 3 35	**Tap to change minutes**
	(No Time) 4 40 5 45 6 50	
	(OK)(Cancel) 7 ↓ 55	**Tap to scroll to later hours**
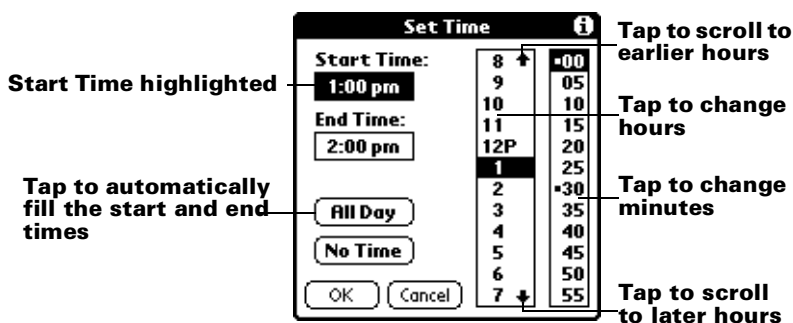
5. Tap OK.

6. Tap a blank area of the screen to deselect the event. A vertical line appears next to the time, indicating the duration of the event.

To schedule an event for another day:

1. Select the date you want for the event by doing one of the following:

■ Tap the day of the week that you want in the date bar at the top of the screen. If necessary, tap the Previous week or Next week scroll arrows to move to another week.

Previous week

Next week

Jul 24, 02 ◀ S M T W T F S ▶

8:00
9:00

Tap to select a day of the current week
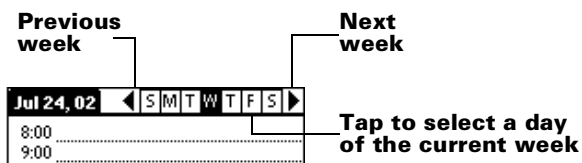
> **Tip:** You can also use the scroll buttons on the front panel of your handheld to move forward or backward one day at a time.

■ Tap Go To at the bottom of the screen to open the Go to Date dialog box. Select a date by tapping a year, month, and day in the calendar.

Previous

Next year

Go to Date

◀ **2002** ▶

Jan	Feb	Mar	Apr	May	Jun
Jul	Aug	Sep	Oct	Nov	Dec

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	(24)	25	26	27
28	29	30	31			

(Cancel) (Today)

Tap to select a month

Tap to select a day

Tap to select current date
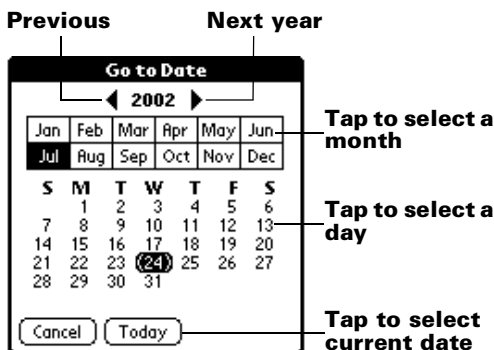
> **Tip:** In the Go to Date dialog box, you can also use the scroll buttons on the front panel of your handheld to move forward or backward one month at a time.

2. After you locate the date, follow the steps for scheduling an event for the current day.

To schedule an untimed event:

1. Select the date that you want for the event as described in "To schedule an event for another day."

2. Tap New.

3. Tap No Time, so that no start or end times are defined for the new event.

```
        Set Time          ⓘ
 Start Time:      10 ↑   •00
 ┌─────────────┐  11     05
 │             │  12P    10
 └─────────────┘  1      15
 End Time:        2      20
 ┌─────────────┐  3      25
 │             │  4     •30
 └─────────────┘  5      35
                  6      40
 ( All Day )      7      45
                  8      50
 ( No Time )      9  ↓   55
 ( OK )( Cancel )
```
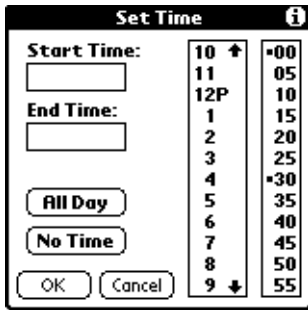
> **Tip:** You can also create a new untimed event by making sure no event is selected and then writing letters in the Graffiti writing area.

4. Enter a description of the event.

```
┌─────────────────────────┐              ┌─────────────────────────┐
│ Jul 25, 02 ◀ S M T W T F S ▶│  New         │ Jul 25, 02 ◀ S M T W T F S ▶│
│ 8:00 ...................│  untimed     │ ◆ Invite Kwong to dinner │
│ 9:00 ...................│  event       │ 8:00 ...................│
│ 10:00 ..................│              │ 9:00 ...................│
│ 11:00 ..................│              │ 10:00 ..................│
│ 12:00 ..................│     ═══▶      │ 11:00 ..................│
│ 1:00 ...................│              │ 12:00 ..................│
│ 2:00 ...................│              │ 1:00 ...................│
│ 3:00 ...................│  No time     │ 2:00 ...................│
│ 4:00 ...................│  selected    │ 3:00 ...................│
│ 5:00 ...................│              │ 4:00 ...................│
│ 6:00 ...................│              │ 5:00 ...................│
│ ·⌐⌐⌐▦▦(New)(Details)(Go to)│              │ ·⌐⌐⌐▦▦(New)(Details)(Go to)│
└─────────────────────────┘              └─────────────────────────┘
```
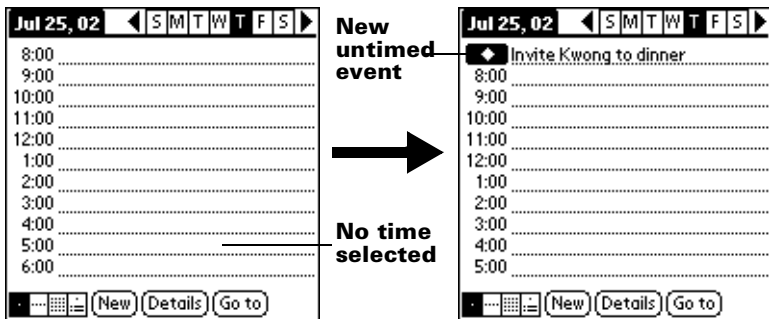
5. Tap a blank area on the screen to deselect the untimed event.

> **Note:** If you create an event and decide later that there is no particular start or end time, you can easily change it to an untimed event. Tap the time of the event in the Date Book screen, tap No Time, and then tap OK.

Rescheduling an event

You can easily make changes to your schedule with your handheld.

To reschedule an event:

1. Tap the event you want to reschedule.

2. Tap Details.

3. To change the time, tap the Time box and select a new time.

4. To change the date, tap the Date box and select a new date.

5. Tap OK.

Setting an alarm for an event

The Alarm setting enables you to set an audible alarm for events in your Date Book. You can set an alarm to sound minutes, hours, or days before an event. The default Alarm setting is 5 minutes before the time of the event, but you can change this to any number of minutes, hours, or days.

When you set an alarm, this icon ⏰ appears to the far right of the event with the alarm. When the alarm tone sounds, a reminder message also appears onscreen.

To set an alarm for an event:

1. Tap the event to which you want to assign an alarm.

2. Tap Details.

3. Tap the Alarm check box to select it.

   The default setting, 5 Minutes, appears.

4. Tap the pick list to select Minutes, Hours, or Days.

5. Select the 5 and enter any number from 0 to 99 (inclusive) as the number of time units.

Enter number of time units here

Tap here to select unit of time
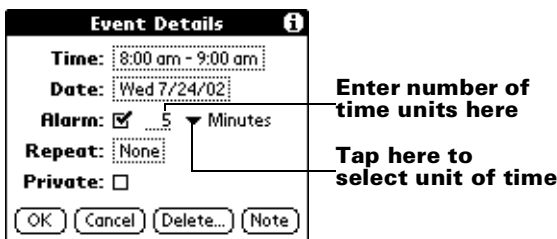
6. Tap OK.

7. When the reminder message appears on screen, do one of the following:

Tap OK to permanently dismiss the reminder and return to the current screen.

Tap Snooze to dismiss the reminder and return to the current screen. The reminder message appears again five minutes after you tap Snooze.

Alarm for untimed events: You can set a silent alarm for an untimed event. In this case, the alarm triggers at the specified period of minutes, hours, or days before midnight (beginning) of the day of the untimed event. No audible alarm sounds for an untimed event; instead, the reminder message appears onscreen.

For example, you set an alarm for an untimed event that occurs on February 4th. If the alarm is set for 5 minutes, the reminder message appears at 11:55 PM on the night of February 3rd. The reminder remains onscreen until you turn on your handheld and tap OK to dismiss it.

Scheduling repeating or continuous events

The Repeat function lets you schedule events that recur at regular intervals or extend over a period of consecutive days.

A birthday is a good example of an event that repeats annually. Another example is a weekly guitar lesson that falls on the same day of the week and the same time of day.

A business trip or a vacation is an example of a continuous event.

To schedule a repeating or continuous event:

1. Tap the event.

    Typically, a continuous event is an untimed event.

2. Tap Details.

3. Tap the Repeat box to open the Change Repeat dialog box.

Tap the Repeat box
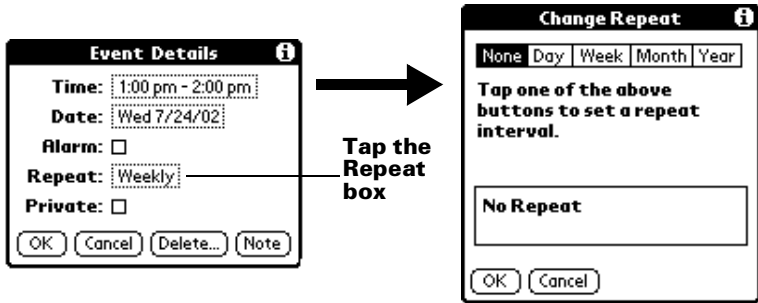
4. Tap Day, Week, Month, or Year to set how often event repeats.

    For a continuous event, tap Day.

5. Enter a number that corresponds to how often you want the event to repeat on the Every line.

    For example, if you select Month and enter the number 2, the event repeats every other month.

6. To specify an end date for the repeating or continuous event, tap the End on pick list and tap Choose Date. Use the date picker to select an end date.

7. Tap OK.

After you schedule a repeating or continuous event, this icon 🔁 appears to the far right of the event.

Changing repeating or continuous events

When you make changes to a repeating or continuous event, such as deleting or adding notes, or changing the time of an event, you can decide which of the events you want to change; all events in the series, just the current event, or the current and future events.

To delete repeating events:

1. Select the record you want to delete.

2. Tap the Menu icon 🔲.

3. Tap Record, and then tap Delete Event.

4. Do one of the following:
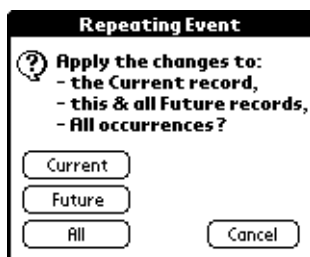
Tap Current to delete only the current event item.

Tap Future to delete the current and all future event items and reset the end date of the repeating event to the last shown date.

Tap All to delete all occurrences of the repeating event.

5. Tap OK.

Considerations for repeating or continuous events: Keep the following points in mind.

■ If you change the start date of a repeating event, your handheld calculates the number of days you moved the event. Your handheld then automatically changes the end date to maintain the duration of the repeating event.

■ If you change the repeat interval (e.g., daily to weekly) of a repeating event, past occurrences (prior to the day on which you change the setting) are not changed, and your handheld creates a new repeating event.

■ If you change the date of an occurrence of a repeating event (e.g., from January 14th to January 15th) and apply the change to all occurrences, the new date becomes the start date of the repeating event. Your handheld adjusts the end date to maintain the duration of the event. If you apply the change to current and future occurrences, past occurrences are not changed.

■ If you change other repeat settings (e.g., time, alarm, private) of a repeating event and apply the change to future occurrences, your handheld creates a new event. The start date of this new event is the day on which the setting is changed. Past occurrences (prior to the day of the change) are not changed.

■ If you apply a change to a single occurrence of a repeating event (e.g., time), that occurrence no longer shows the Repeat icon 🔁.

Changing the Date Book view

In addition to displaying the time list for a specific day, you can also display a whole week, a month, or an agenda. You can also display the current time.

To cycle through Day, Week, Month, and Agenda views:

■ Press the Date Book application button repeatedly to display the next view.

■ Tap on the appropriate view icon in the lower-left corner of Date Book.

To display the current time:

1. Tap and hold the stylus on the date bar to display the current time.

Tap and hold the date   **Current time displays**

Jul 24, 02 ◀ S M T W T F S ▶	5:03 pm ◀ S M T W T F S ▶
8:00	8:00 ....
9:00	9:00 ....
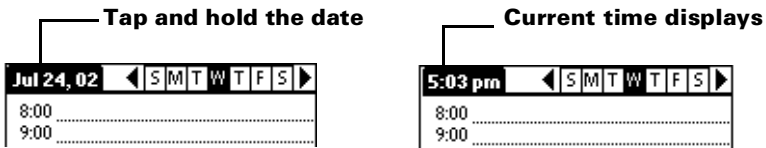
2. Drag the stylus below the title area and then lift it to redisplay the date.

Note: You can also tap the Clock icon ⊘ in the upper left corner of the Graffiti writing area to display the time for a few seconds.

Working in Week View

Week View shows the calendar of your events for an entire week. This view lets you quickly review your appointments and available time slots. In addition, the graphical display helps you spot overlaps and conflicts in your schedule.

To display the Week View:

1. Tap the Week View button.

6:00 ....

· ▥ ▦ ▤ (New) (Details) (Go to)

Week View

2. Tap the navigation controls to move forward or backward a week at a time, or tap on a column to display details of an event.

Note: The Week View also shows untimed events and events that are before and after the range of times shown.

Previous week

Next week

Tap for that day

Bar indicates earlier event

Dot indicates untimed event

Bar indicates later event
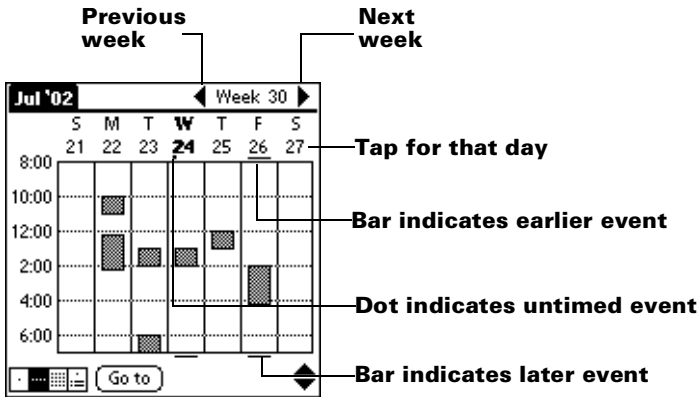
3. Tap an event to show a description of the event.

Event details

Tap to show event details
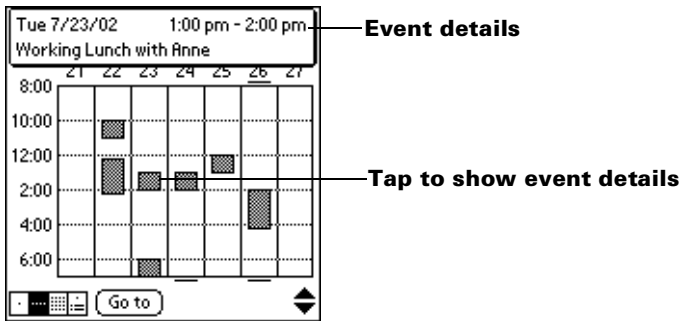
Tips for using Week View: Keep the following points in mind.

- To reschedule an event, tap and drag the event to a different time or day.
- Tap a blank time on any day to move to that day and have the time selected for a new event.
- Tap any day or date that appears at the top of the Week View to move directly to that day without selecting an event.
- The Week View shows the time span defined by the Start Time and End Time in the Date Book Preferences settings. If you have an event before or after this time span, a bar appears at the top or bottom of that day's column. Use the onscreen scroll arrows ♦ to scroll to the event.

Spotting event conflicts

With the ability to define specific start and end times for any event, it's possible to schedule events that overlap (an event that starts before a previous event finishes).

An event conflict (time overlap) appears in the Week View as overlapping bars. The Day View displays overlapping brackets to the left of the conflicting times.

Event conflicts
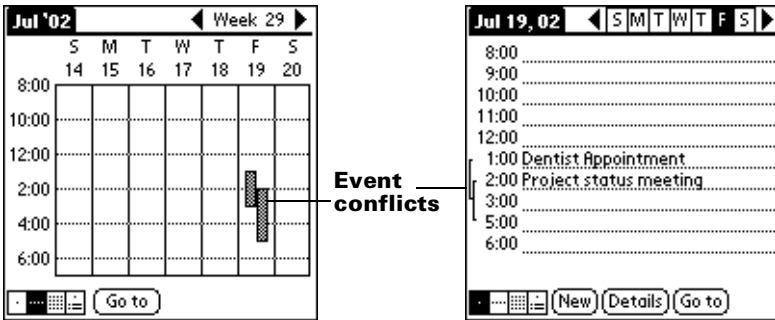
Working in Month View

The Month View screen shows which days have events scheduled. Dots and lines in the Month View indicate events, repeating events, and untimed events.

Previous/next month

Dashed line indicates continuous event

Dashes on right side indicate events

Crosses below date indicate untimed events

Month View button
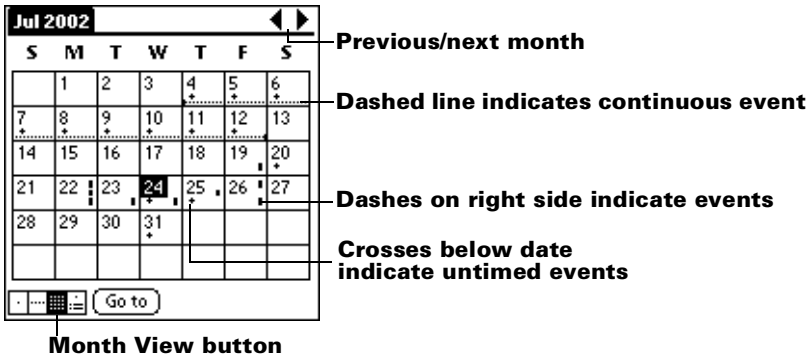
You can control the dots and lines that appear in the Month View. See "Options menu" later in this chapter.

Tips for using Month View: Keep the following points in mind.

- Tap a day in the Month View to display that day in the Day View.
- Tap the scroll arrows in the upper-right corner to move forward

or backward a month.

- Tap Go to to open the date selector and select a different month.
- Use the scroll buttons on the front panel of your handheld to move between months. Press the upper button to display the previous month and the lower button to display the next month.

Working in Agenda View

The Agenda view shows you your untimed events, appointments, and To Do items in one screen. When you tap on an untimed event or appointment in the Agenda view, the Day view appears so you can see more detailed information about the event. You can tap the check box next to a To Do item to mark it as completed. When you tap on a To Do item, your To Do list appears.

Note: The To Do items that appear and how you can change them depends on the settings in your To Do preferences. See "To Do Show Options" later in this chapter for more information.
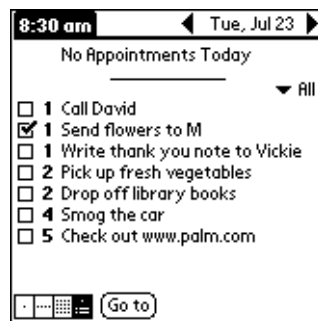
To display the Agenda View:

1. Tap the Agenda View button.

```
6:00 ........................................
· ┈ ▦ ▤ (New)(Details)(Go to)
        └─ Agenda View
```

2. Tap the navigation controls to move forward or backward a day at a time, or to display more events and To Do items.

```
┌─────────────────────────┐   ┌─────────────────────────┐
│ 8:12 am      ◄ Tue, Jul 23 ►│   │ 8:30 am      ◄ Tue, Jul 23 ►│
│ 10:00 Work on project presentaion│ No Appointments Today    │
│ 1:00 Working Lunch with Anne │   │ ─────────────           │
│ 2:00 Take a walk          │   │                    ▼ All │
│ 2:30 File weekly reports  │   │ ☐ 1 Call David           │
│ 3:35 Return all calls     │   │ ☑ 1 Send flowers to M    │
│ 4:45 Project presentation │   │ ☐ 1 Write thank you note to Vickie│
│ ─────────────      ▼ All │   │ ☐ 2 Pick up fresh vegetables│
│ ☐ 1 Call David            │   │ ☐ 2 Drop off library books│
│ ☑ 1 Send flowers to M     │   │ ☐ 4 Smog the car         │
│ ☐ 1 Write thank you note to Vickie│ ☐ 5 Check out www.palm.com│
│ ☐ 2 Pick up fresh vegetables│  │                         │
│ · ┈ ▦ ▤ (Go to)          │   │ · ┈ ▦ ▤ (Go to)          │
└─────────────────────────┘   └─────────────────────────┘
```

Note: You can also change the category of To Do items shown. Tap the pick list to choose another category. See "To Do List" for more information on working with To Do items.

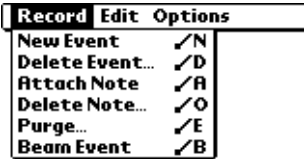## Date Book menus, preferences, and display options

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

See "Using menus" in Chapter 1 for information about choosing menu commands.
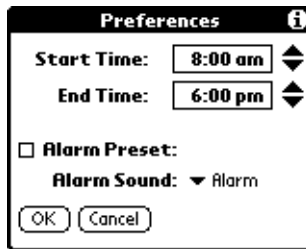
Record menu

```
Record Edit  Options
New Event        ╱N
Delete Event…    ╱D
Attach Note      ╱A
Delete Note…     ╱O
Purge…           ╱E
Beam Event       ╱B
```

Options menu

```
Record Edit  Options
Font…            ╱F
Preferences…     ╱R
Display Options… ╱Y
Phone Lookup     ╱L
Security…        ╱H
About Date Book
```

Display Options	Allows you to change Date Book's appearance and which events display.

```
Display Options      ⓘ
Day View:
☑ Show Time Bars
☑ Compress Day View

Month View:
☑ Show Timed Events
☐ Show Untimed Events
☐ Show Daily Repeating Evts
(OK) (Cancel)
```

■ **Show Time Bars.** Activates the time bars that appear in the Day View. The time bars show the duration of an event and illustrate event conflicts.

- **Compress Day View.** Controls how times appear in the Day View. When Compress Day View is off, all time slots display. When it is on, start and end times display for each event, but blank time slots toward the bottom of the screen disappear to minimize scrolling.

- **Month View settings.** These check boxes apply to the Month View of the Date Book. You can activate any or all of these settings to show that you have Timed, Untimed, or Daily Repeating events in the Month View *only.*

Preferences


```
        Preferences        ℹ

Start Time:   [ 8:00 am ]  ⬍

End Time:     [ 6:00 pm ]  ⬍

☐ Alarm Preset:
   Alarm Sound: ▼ Alarm
( OK ) ( Cancel )
```

- **Start/End Time.** Defines the start and end times for Date Book screens. If the time slots you select do not fit on one screen, you can tap the scroll arrows ⬍ to scroll up and down.

- **Alarm Preset.** Automatically sets an alarm for each new event. The silent alarm for untimed events is defined by minutes, days, or hours before midnight of the date of the event.

- **Alarm Sound.** Sets the tone of the alarm.

About Date Book   Shows version information for Date Book.

Address Book

Address Book is the application in which you store name and address information about people or businesses.

Creating an Address Book entry

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

Palm Desktop software also has data import capabilities that enable you to load database files into Address Book on your handheld.

See "Importing data" in Chapter 2 and Palm Desktop online Help for more information.

To create a new Address Book entry:

1. Press the Address Book application button ✆ on the front of your handheld to display the Address list.

2. Tap New.

Cursor at Last name

Tap New
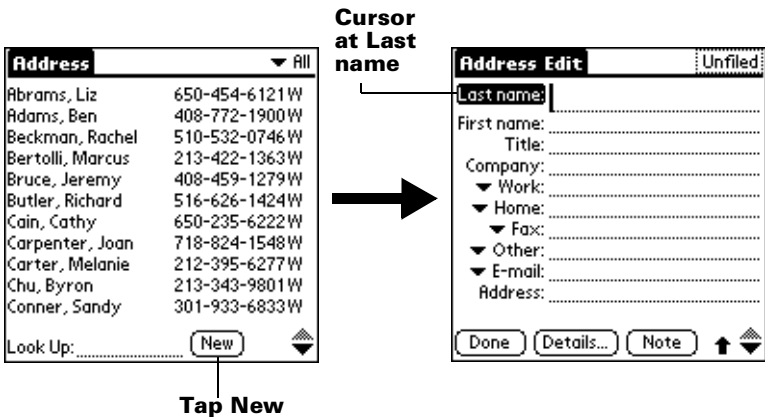
3. Enter the last name of the person you want to add to your Address Book.

   Note: Your handheld automatically capitalizes the first letter of each field (except numeric and e-mail fields). You do not have to use the Graffiti capital stroke to capitalize the first letter of the name.

4. Use the Next Field Graffiti stroke to move to the First Name field.

Next Field	ⸯ

Tip: You can also move to any field by tapping it directly.

5. Enter the person's first name in the First Name field.

6. Enter the other information that you want to include in this entry.

    Note: As you enter letters in the Title, Company, City, and State fields, text appears for the first logical match that exists in your Address Book. As you enter more letters, a closer match appears. For example, you may already have Sacramento and San Francisco in your Address Book. As you enter "S" Sacramento appears, and as you continue entering "a" and "n" San Francisco replaces Sacramento. As soon as the word you want appears, tap in the next field to accept the word.

7. Tap the scroll arrows ⬍ to move to the next page of information.

8. After you finish entering information, tap Done.

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 handheld.

Selecting types of phone numbers

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

To select other types of phone numbers in an entry:

1. Tap the entry that you want to change.

2. Tap Edit.

3. Tap the pick list next to the label you want to change.
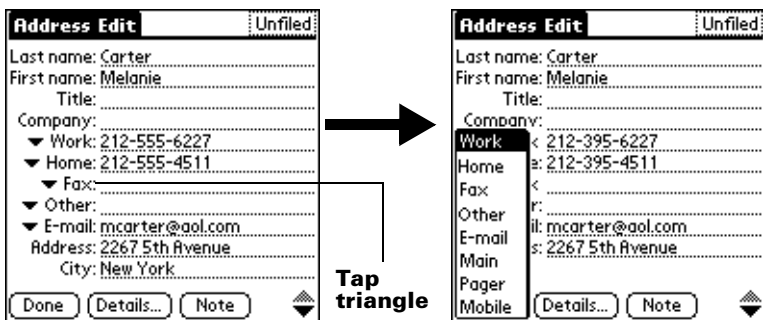
4. Select a new label.

Changing Address Entry details

The Address Entry Details dialog box provides a variety of options that you can associate with an entry.

To open the Address Entry Details dialog box:

1. Tap the entry whose details you want to change.

2. Tap Edit.

3. Tap Details.

4. Select any of the following settings:

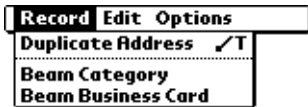|	
Show in List	Select which type of phone or other information appears in the Address list screen. Your options are Work, Home, Fax, Other, or E-mail. The identifying letters W, H, F, O, or E appear next to the record in the Address list, depending on which option you select. If the E-mail or Other fields end in a letter, the identifying letters do not appear.
Category	Assign the entry to a category.
Private	Hide this entry when Security is turned on.

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.
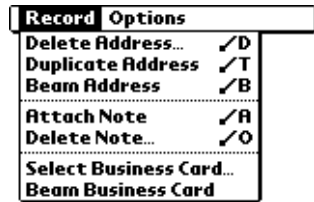
See "Using menus" in Chapter 1 for information about choosing menu commands.

The Record and Options menus differ depending on whether you're displaying the Address list screen or the Address view screen.

Record menus

Record	Edit	Options
Duplicate Address		/T
Beam Category		
Beam Business Card		

Address list

Record	Options
Delete Address...	/D
Duplicate Address	/T
Beam Address	/B
Attach Note	/A
Delete Note...	/O
Select Business Card...	
Beam Business Card	

Address view

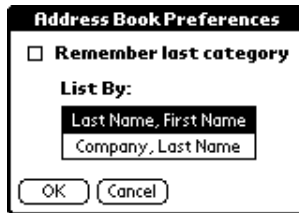|	
Duplicate Address	Makes a copy of the current record and displays the copy in Address Edit so you can make changes to the copied record. The copy has the same category and attached notes as the original record.

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.
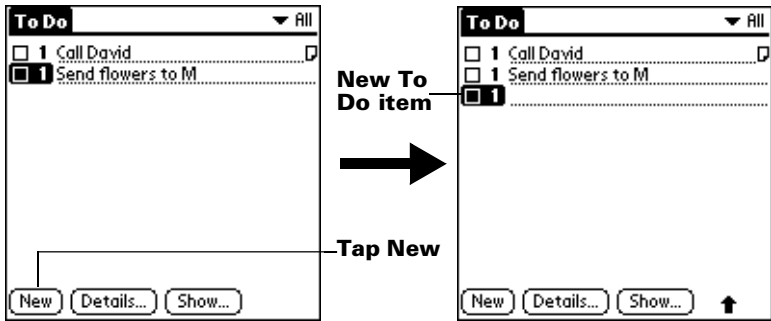

About Address Book

Shows version information for Address Book.

To Do List

A To Do List item is a reminder of some task that you have to complete. A record in To Do List is called an "item."

To create a To Do List item:

1. Press the To Do List application button 🔘 on the front of your handheld to display the To Do List.

2. Tap New.

New To Do item

Tap New

3. Enter the text of the To Do List item. The text can be longer than one line.

4. Tap anywhere onscreen to deselect the To Do List item.

Tip: If no To Do List item is currently selected, writing in the Graffiti writing area automatically creates a new item.

Setting priority

The priority setting for items lets you arrange the tasks in your To Do List according to their importance or urgency. The default setting for the To Do List is to arrange items by priority and due date, with priority 1 items at the top. If you have a number of items in your list, changing an item's priority setting may move its position in the list.

Note: When you create a new To Do List item, its priority is automatically set to level 1, the highest (most important) level. If you select another item first, however, the item you create appears beneath the selected item and is given the same priority as the selected item.

To set the priority of a To Do List item:

1. Tap the Priority number on the left side of the To Do List item.


Tap here

Tap to select priority
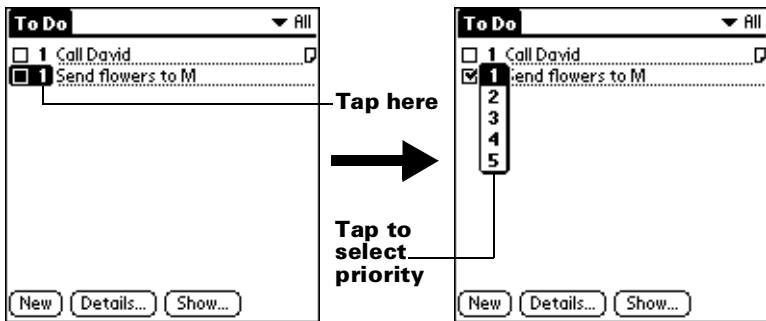
2. Tap the Priority number that you want to set (1 is most important).

Checking off a To Do List item

You can check off a To Do List item to indicate that you've completed it. You can set the To Do List to record the date that you complete the To Do item, and you can choose to show or hide completed items. See "To Do Show Options" later in this chapter.

To check off a To Do List item:

■   Tap the check box on the left side of the item.

Completed
To Do item
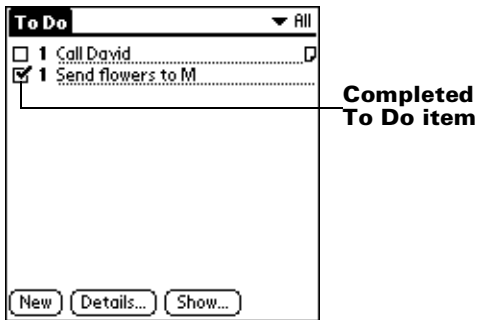
Changing To Do List item details

The To Do Item Details dialog box enables you to change settings for individual items.

To display the To Do Item Details dialog box:

1. Tap the text of the item whose details you want to change.

2. Tap Details.

```
┌─────────────────────────────────────┐
│   To Do Item Details      ❶          │
│  Priority: ▊ 2 │ 3 │ 4 │ 5 │         │
│  Category: ▼ Unfiled                 │
│  Due Date: ▼ No Date                 │
│   Private: ☐                         │
│  ( OK ) (Cancel) (Delete…) (Note)    │
└─────────────────────────────────────┘
```
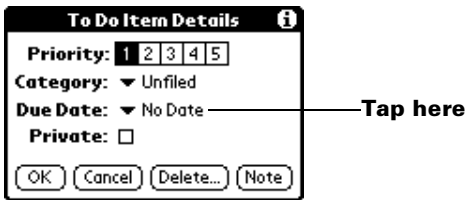
Setting a due date

You can associate a due date with any To Do List item. You can also sort the items that appear in the list based on their due date.

To set a due date for a To Do List item:

1. In the Details dialog box, tap the Due Date pick list.

```
┌─────────────────────────────────────┐
│   To Do Item Details      ❶          │
│  Priority: ▊ 2 │ 3 │ 4 │ 5 │         │
│  Category: ▼ Unfiled                 │
│  Due Date: ▼ No Date ─────────── Tap here
│   Private: ☐                         │
│  ( OK ) (Cancel) (Delete…) (Note)    │
└─────────────────────────────────────┘
```

2. Tap the date that you want to assign the item:

Today	Assigns the current date.
Tomorrow	Assigns tomorrow's date.
One week later	Assigns the date exactly one week from the current date.
No Date	Removes the due date from the item.
Choose date	Opens the date selector, where you can choose any date that you want for the item.

3. Tap OK.

Tip: If you turn on the Show Due Dates option in the To Do Show options dialog, you can tap directly on the due date in the To Do List to open the pick list shown in step 2.

To Do Show Options

The Show Options dialog box enables you to control the appearance of To Do List, and To Do items in Date Book Agenda view.

To change the Show Options settings:

1. In To Do List, tap Show.

2. Select any of the following settings:

Show Completed Items	Displays your completed items in the To Do List. If you turn off this setting, your To Do items disappear from the list when you complete (check) them.
	Items that no longer appear on the list because you turn off this setting have not been deleted. They are still in the memory of your handheld. Purge completed items to remove them from memory.
Show Only Due Items	Shows only the items that are currently due, past due, or have no due date specified. When this setting is active, items that are not yet due do not appear in the list until their due date.
Record Completion Date	Replaces the due date with the actual date when you complete (check) the item. If you do not assign a due date to an item, the completion date still records when you complete the item.

Show Due Dates	Displays the due dates associated with items in the To Do List and displays an exclamation mark next to items that remain incomplete after the due date passes.
Show Priorities	Shows the priority setting for each item.
Show Categories	Shows the category for each item.

3. Tap OK.

To Do List menus

To Do List menus are shown here for your reference, and To Do List features that are not explained elsewhere in this book are described here.

See "Using menus" in Chapter 1 for information about choosing menu commands.

Record menu

```
Record Edit Options
Delete Item…   ✓D
Attach Note    ✓A
Delete Note…   ✓O
Purge…         ✓E
Beam Item      ✓B
Beam Category
```

Options menu

```
Record Edit Options
        Font…          ✓F
        Phone Lookup   ✓L
        Security…      ✓H
        About To Do List
```

About To Do List	Shows version information for To Do List.

Note Pad

A record in Note Pad is called a "note." You can assign each note a title and store up to 999 notes on your handheld.

To create a new note:

1. Press the Note Pad application button ● on the front panel of your handheld to open a new note.

   Note: If Note Pad is already running, tap New.

Enter title here

Write information here
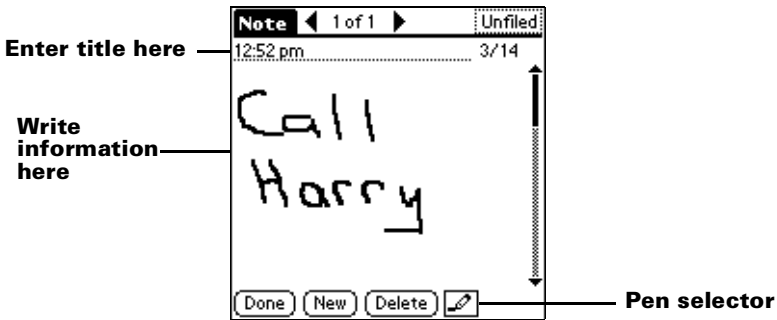
Pen selector

2. Write the information directly on the handheld screen.

   Tip: Tap the pen selector to choose a different pen width, or choose the eraser to remove unwanted strokes.

3. (Optional) Tap the time at the top of the screen and enter a title using Graffiti writing.

4. Tap Done.

Reviewing notes

The note title and the date you created the note appear in the Note Pad list. If you did not assign a title to your note, the time you created the note appears as the note title. This makes it easy to locate and review your notes.

To review a note:

1. In the Note Pad list, tap the note title.

Tap a
note to
view its
contents
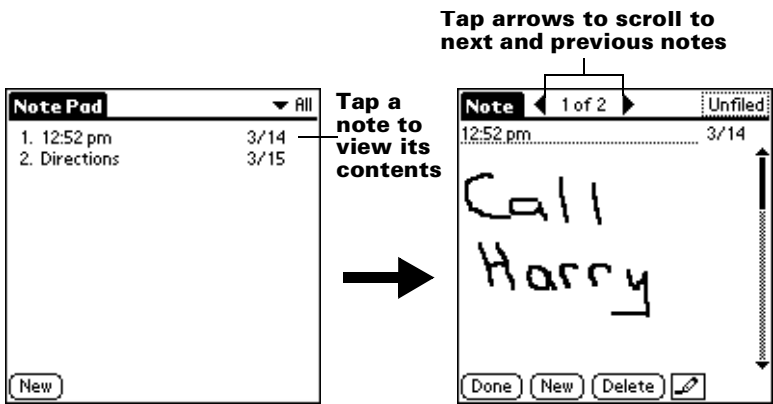
2. Review or edit the contents of the note.

3. Tap Done.

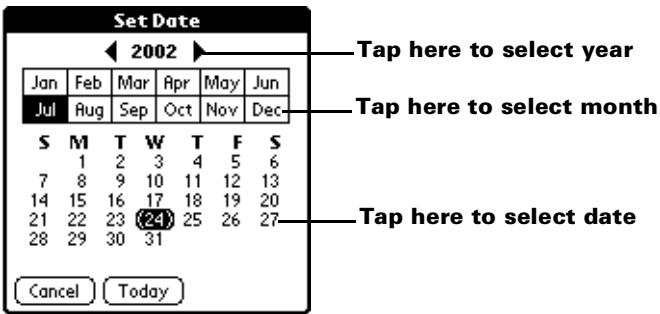## Setting an alarm for a note

You can set an alarm for a specific time and date to remind you to
follow-up on a note.

To set an alarm for a note:

1. Tap the note to which you want to assign an alarm.

2. Tap the Menu icon 🔲.

3. Tap Options, and then tap Alarm.

4. Tap the Time box.

5. Tap the hour and minute columns to select the time you want
    the alarm to sound.

Tap here to
select minutes

Tap here to
select hour

6. Tap the Date box.

Set Date

◀ 2002 ▶ ——————— **Tap here to select year**

Jan	Feb	Mar	Apr	May	Jun
Jul	Aug	Sep	Oct	Nov	Dec

———— **Tap here to select month**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	(24)	25	26	27
28	29	30	31			

———— **Tap here to select date**

(Cancel) (Today)
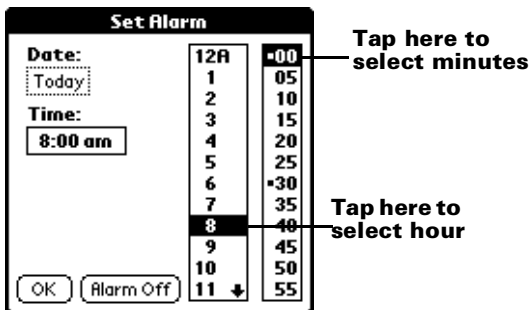
7. Tap the year, month and date you want the alarm to sound.

    After you tap the date, the Set Alarm dialog box reappears.

8. Tap OK.

9. When the alarm goes off and the reminder message appears on screen, do one of the following:

    Tap OK to permanently dismiss the reminder and return to the current screen.

    Tap Snooze to dismiss the reminder and return to the current screen. The reminder message appears again in five minutes.

7:20 am   Reminder

Mail
Letters

OK   Snooze

Note Pad menus

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

See "Using menus" in Chapter 1 for information about choosing menu commands.

The Record and Options menus differ depending on whether you're displaying the Note Pad list or an individual note.

Record menus

Record Options
Beam Category

Note Pad list

Record Edit Options
New Note   ✒N
Delete Note… ✒D
Beam Note   ✒B

Note screen

Options menus

Record **Options**
Font…   ✒F
Preferences… ✒R
About Note Pad

Note Pad list

Record Edit **Options**
Alarm…   ✒A
About Note Pad
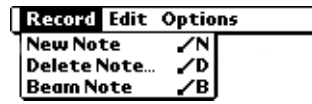
Note screen

Preferences	Displays the Note Pad Preferences dialog box, where you define the sort order for notes and the alarm sound.
About Note Pad	Shows version information for Note Pad.

Memo Pad

A memo can contain up to 4,000 characters. The number of memos you can store is dependent only on the memory available on your handheld. A record in Memo Pad is called a "memo."

To create a new memo:

1. Tap the Applications icon ⬢ .

2. Tap the Memo Pad icon ⬢ to display the Memo list.

3. Tap New.

Tap New
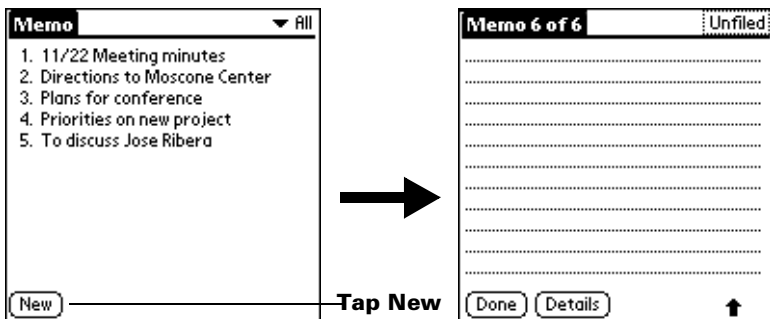
> **Tip:** In the Memo list screen, you can also begin writing in the Graffiti writing area to create a new memo. The first letter is automatically capitalized and begins your new memo.

4. Enter the text you want to appear in the memo. Use the carriage return stroke to move down to new lines in the memo.

5. Tap Done.

Reviewing memos

The first line of a memo appears in the Memo list. This makes it easy to locate and review your memos.

To review a memo:

1. In the Memo list, tap the text of the memo.

Tap a memo to review its contents
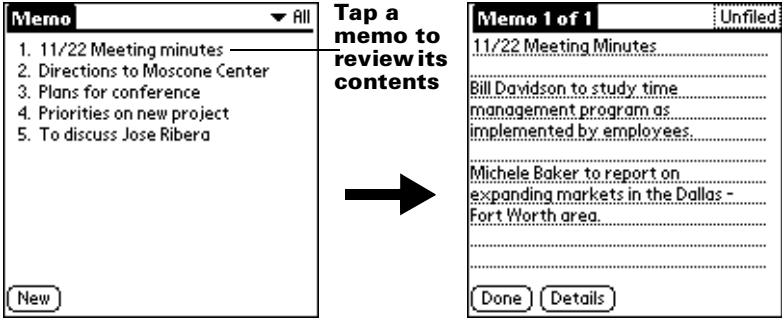
2. Review or edit the text in the memo.

3. Tap Done.

Memo Pad menus

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

See "Using menus" in Chapter 1 for information about choosing menu commands.

The Record and Options menus differ depending on whether you're displaying the Memo list or an individual memo.

Record menus

Memo list
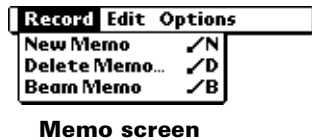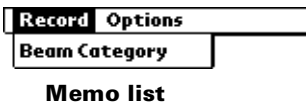
Memo screen

Options menus

Memo list

Memo screen

Preferences   Displays the Memo Preferences dialog box, where you define the sort order for memos.

About Memo Pad   Shows version information for Memo Pad.

Clock

Clock makes it easy for you to check and set the time and date, and provides a convenient travel alarm feature. See "Setting the time and date" in Chapter 1 for details on setting the current date and time for all the applications on your handheld.

In addition to setting the date and time, you can set an alarm to sound during the next 24-hour period.

To view the time:

Do one of the following:

- When your handheld is on, tap the Clock icon ⊘ in the upper left corner of the Graffiti writing area.
- When your handheld is off, press the up scroll button. To activate the backlight while viewing the time, hold down the up scroll button for a few seconds.

To set an alarm:

1. Tap the Applications icon ⬙ .

2. Tap the Clock icon ⬙ .

3. Tap the Alarm box to open the Set Alarm dialog box.
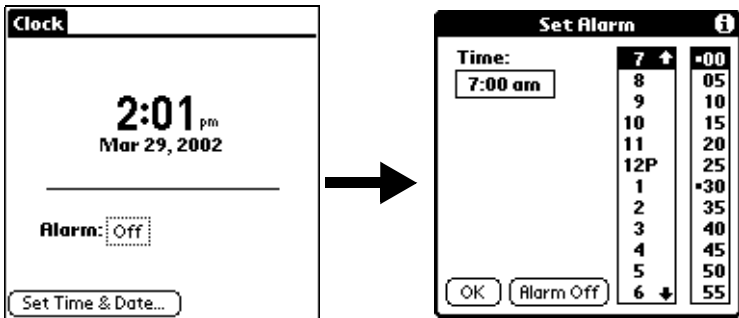
4. Tap the time columns to set the hour and minute.

5. When the alarm reminder message appears, do one of the following:

   Tap OK to permanently dismiss the reminder and return to the current screen.

   Tap Snooze to dismiss the reminder and return to the current screen. The reminder message appears every five minutes, if you continue to tap Snooze.

Clock menus

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

See "Using menus" in Chapter 1 for information about choosing menu commands.

Options menu
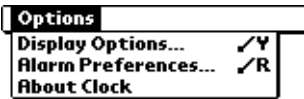
Display Options	Allows you to choose which information appears on the Clock screen.
	■ **Day.** Activates the day of the week display. When it is on, the day appears above the time.
	■ **Date.** Activates the date display. When it is on, the date appears below the time.
Alarm Preferences	■ **Sound.** Sets the sound of the alarm. The choices are Alarm, Bumble Bee, Reveille, Sonata, Wake Up, and Warbler.
	■ **Volume.** Defines how loud the alarm sounds. The choices are Low, Medium, and High.
About Clock	Shows version information for Clock.

Calculator

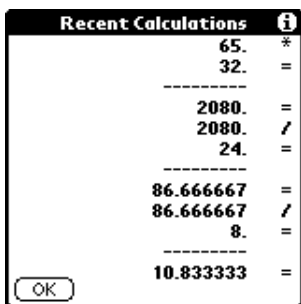The Calculator includes several buttons to help you perform calculations.
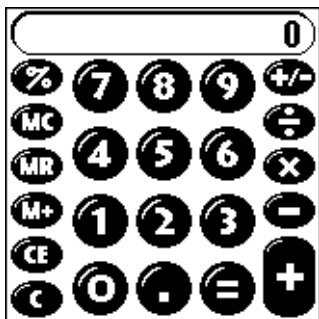
CE Clears the last number you entered. Use this button if you make a mistake while entering a number in the middle of a calculation. This button enables you to re-enter the number without starting the calculation over.

C 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.

M+ Places the current number in memory. Each new number you enter with the M+ button is *added to the total* already stored in memory. The number that you add can be either a calculated value or any number you enter by pressing the number buttons. Pressing this button has no effect on the current calculation (or series of calculations); it merely places the value into memory until it is recalled.

MR Recalls the stored value from memory and inserts it in the current calculation.

MC Clears any value that is stored in the Calculator memory.

Recent Calculations

The Recent Calculations command enables you to review the last series of calculations and is particularly useful for confirming a series of "chain" calculations.

To display recent calculations:

1. Tap the Menu icon 🔘.
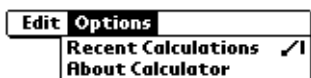
2. Tap Options, and then tap Recent Calculations.

```
┌─────────────────────────────┐
│ Recent Calculations    ❶    │
│                   65.    *   │
│                   32.    =   │
│               ----------     │
│                 2080.    =   │
│                 2080.    /   │
│                   24.    =   │
│               ----------     │
│             86.666667    =   │
│             86.666667    /   │
│                    8.    =   │
│               ----------     │
│             10.833333    =   │
│ ( OK )                       │
└─────────────────────────────┘
```

3. After you finish reviewing the calculations, tap OK.

Calculator menus

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

See "Using menus" in Chapter 1 for information about choosing menu commands.

Options menus

```
┌──────────────────────────────┐
│ Edit │ Options │              │
│ ┌──────────────────────────┐ │
│ │ Recent Calculations   ╱│ │ │
│ │ About Calculator         │ │
│ └──────────────────────────┘ │
```

About Calculator	Shows version information for Calculator.

Chapter 5

Advanced HotSync® Operations

HotSync® technology enables you to synchronize data between one or more Palm OS® handhelds and Palm™ Desktop software or another PIM such as Microsoft Outlook. To synchronize data, you must connect your Palm™ m100 series handheld and Palm Desktop software. You can synchronize your data either directly or indirectly. Direct methods include connecting your handheld to the HotSync cradle/cable attached to your computer, or using infrared communications. An indirect method is using a modem.

This chapter describes how to select HotSync options and perform a HotSync operation via infrared communications or a modem. See "Exchanging and updating data: HotSync operations" in Chapter 4 for information about performing your first and subsequent local HotSync operations.

Selecting HotSync setup options

You can choose when you want HotSync Manager to run. If necessary, you can adjust the local and modem HotSync settings as well.

To set the HotSync options on a Windows computer:

1. Click the HotSync Manager icon in the Windows system tray.

2. Choose Setup.
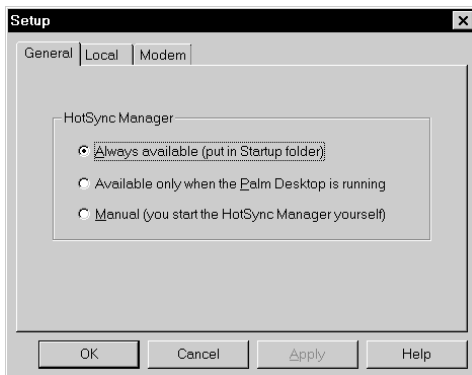
3. Click the General tab and select one of the following options:

|	
Always available	Adds HotSync Manager to the Startup folder and constantly monitors the communication port for synchronization requests from your handheld. With this option, the HotSync Manager synchronizes data even when Palm Desktop software is not running.
Available only when Palm Desktop software is running	Starts HotSync Manager and monitors requests automatically when you open Palm Desktop software.
Manual	Monitors requests only when you select HotSync Manager from the Start menu.

Tip: If you're not sure which option to use, keep the default setting: Always available.

4. Click the Local tab to display the settings for the connection between your computer and the HotSync cradle/cable, and adjust the following options as needed.
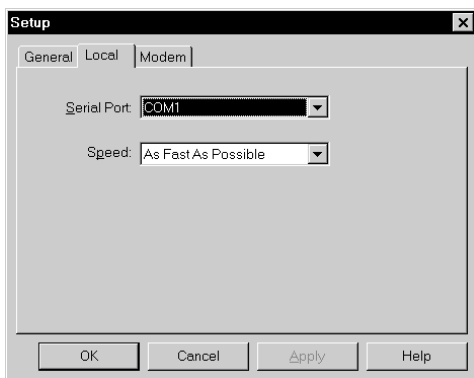
Serial Port   Identifies the port that Palm Desktop software uses to communicate with the HotSync cradle/cable. Enter the number of the port to which you connected the cradle/cable.

> **Note:** Your handheld cannot share this port with an internal modem or other device. See "Palm m100 series components" in Chapter 1 if you have trouble identifying the serial port.

Speed   Determines the speed at which data is transferred between your handheld and Palm Desktop software. Try the As Fast As Possible rate first, and adjust downward if you experience problems. This setting allows Palm Desktop software and your handheld to find and use the fastest speed.

5. Click the Modem tab to display the modem settings and adjust the options as needed. See "Conducting a HotSync operation via modem" later in this chapter for more information.

6. Click OK.

To set the HotSync options on a Macintosh:

1. Double-click the HotSync Manager icon in the Palm folder.

2. Click the HotSync Controls tab and select any of the following options:
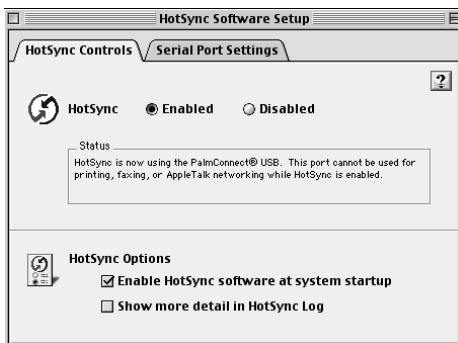
HotSync Enabled/ Disabled	Activates the serial port monitor and prepares your Macintosh to synchronize with your handheld. When this option is enabled, you cannot use the serial port you selected for other operations such as printing, faxing, or Apple Talk networking. When this option is disabled, the serial port you selected is available for use by other applications.
Enable HotSync software at system startup	Activates the serial port monitor automatically each time you start your computer. If this option is not checked, you must open HotSync Manager and select the Enabled option before you can perform a HotSync operation.
Show more detail in HotSync Log	Includes more troubleshooting information in the log that is generated when you perform a HotSync operation.

3. Click the Serial Port Settings tab and select any of the following options.
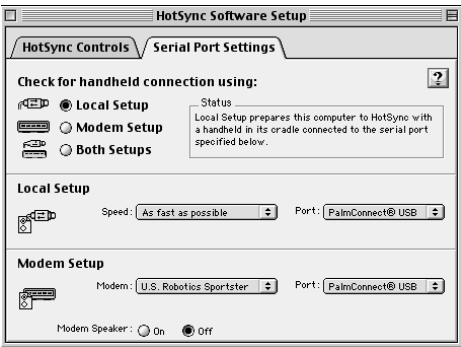
Check for a connection using	Select the method you use to synchronize your handheld and your desktop applications:

Local Setup. Synchronizes while your handheld and HotSync cradle/cable are connected to this Macintosh, or while using infrared communication to synchronize with this Macintosh.

Modem Setup. Synchronizes while your handheld communicates to this Macintosh across a telephone line.

Both Setups. Synchronizes using the HotSync cradle/cable, infrared communication, or through the modem; HotSync Manager monitors both connections for communication from a handheld.

Note: Choosing Both Setups prevents you from using either port for other operations such as printing, faxing, or AppleTalk networking.

Local Setup	Enables you to perform HotSync operations using the HotSync cradle/cable that is connected to your Macintosh. Set the following options:

- **Speed.** Determines the speed at which data is transferred between your handheld and Palm Desktop software. Try the As Fast As Possible rate first, and adjust downward if you experience problems. This setting allows Palm Desktop software and your handheld to find and use the fastest speed.

- **Port.** Identifies the port that Palm Desktop software uses to communicate with the HotSync cradle/cable. Select the modem or printer port where you connected the HotSync cradle/cable.

Modem Setup   Enables you to perform HotSync operations across a telephone line. To do this you must purchase an optional add-on modem accessory for your handheld, have a modem connected to your Macintosh, and set the following options:

- **Modem.** Identifies the type of modem connected to your Macintosh. If your modem does not appear on the list, use the Hayes setting, or choose Custom to enter a command string. Refer to the manual that came with your modem to find the appropriate command string.

- **Port.** Identifies the port that Palm Desktop software uses to communicate with the modem. Select the modem or printer port where you connected the modem cable. If your Macintosh does not have a serial port (such as the Apple iMac), you need to purchase and install the PalmConnect USB kit, and then select PalmConnect USB as the port.

- **Modem Speaker.** Activates the modem's speaker. If you are having trouble connecting, turn on this option to make sure the modem connected to your Macintosh is responding to incoming calls.

Note: You can set both Local and Modem settings and prepare your Macintosh to synchronize using the HotSync cradle/cable or a modem. However, choosing both setups prevents you from using either port for other operations such as printing, faxing, or AppleTalk networking.

4. Close the HotSync Software Setup window.

Customizing HotSync application settings

For each application, you can define a set of options that determines how records are handled during synchronization. These options are called a "conduit." By default, a HotSync operation synchronizes all files between your handheld and Palm Desktop software.

In general, you should leave the settings to synchronize all files. The only reason you might want to change these settings is to overwrite data on either your handheld or Palm Desktop software, or to avoid synchronizing a particular type of file because you don't use it.

In addition to the conduits for Date Book, Address Book, To Do List, Note Pad, and Memo Pad, Palm Desktop software includes System and Install conduits. The System conduit backs up the system information stored on your handheld, including Graffiti® ShortCuts. The Install conduit installs add-on applications on your handheld.

To customize HotSync application settings on a Windows computer:

1. Click the HotSync icon ⊛™ in the Windows system tray (bottom-right corner of the taskbar).

    Tip: You can also click the HotSync command on the Palm Desktop software menu bar.

2. From the HotSync Manager menu, choose Custom.

3. Select the appropriate user name from the list.

4. Select an application in the Conduit list.

5. Click Change.

6. Click the direction in which you want to write data, or click Do Nothing to skip data transfer for an application.

   Note: Changing the HotSync setting from the default affects only the *next* HotSync operation. Thereafter, the HotSync Actions revert to their default settings. To use a new setting on an ongoing basis, select the Set As Default box. Thereafter, whatever you selected as the default setting is used when you click the Default button in the Custom dialog.
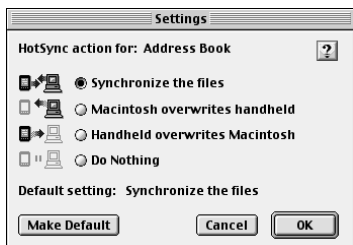
7. Click OK.

8. Repeat steps 4 through 7 to change conduit settings for other applications.

9. Click Done to activate your settings.

To customize HotSync application settings on a Macintosh:

1. Double-click the Palm Desktop icon in the Palm folder.
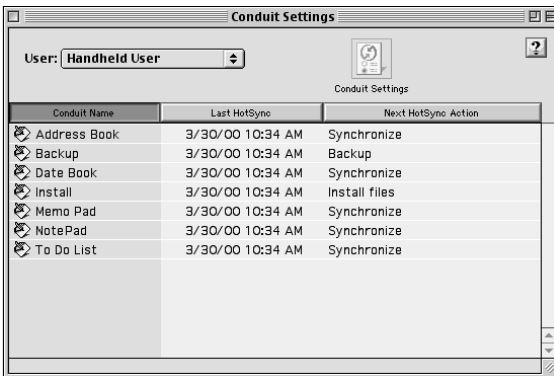
2. From the HotSync menu, choose Conduit Settings.

3. From the User pop-up menu, select the appropriate user name.

4. Select an application in the Conduit list.

5. Click Conduit Settings.

6. Click the direction in which you want to write data, or click Do Nothing to skip data transfer for an application.

   Note: Changing the HotSync setting from the default affects only the *next* HotSync operation. Thereafter, the HotSync Actions revert to their default settings. To use a new setting on an ongoing basis, click Make Default. Thereafter, whatever you selected as the default setting is used for HotSync operations.

7. Click OK.

8. Repeat steps 4 through 7 to change conduit settings for other applications.

9. Close the Conduit Settings window.

IR HotSync operations

Your handheld is equipped with an infrared (IR) port that supports the IrCOMM implementation of the standards for infrared communication established by the Infrared Data Association (IrDA). This means that not only can you beam data to another Palm OS handheld that's equipped with an IR port, but you can also beam data to a cell phone and any other device that supports the IrCOMM implementation of the IrDA standards.

Most importantly, you can use the IR port to perform HotSync operations; you don't need your HotSync cradle/cable. This is especially useful if you travel with an infrared-enabled laptop. You simply enable infrared communication on your laptop and handheld and follow the steps in "Performing an IR HotSync operation" later in this section.

Preparing your computer for infrared communication

Before you can perform a HotSync operation using the IR port, the computer with which you want to synchronize must fulfill these requirements:

■   Your computer must support the IrCOMM implementation of the IrDA standards.

■   Your computer must have an enabled infrared port that's built into the computer, or an enabled infrared device attached to the computer.

Desktop computers are likely to require an infrared device attached to a physical COM port. Laptops are likely to have a built-in IR port, so no external device is necessary. Your computer must also have an installed infrared driver.

Check your computer's documentation to learn if the computer supports infrared communication. If your computer is a Macintosh G3 or later, or uses Microsoft Windows 98 or later, infrared communication is built into the operating system. Some versions of the Apple iMac also have built-in infrared communication.

The following procedure explains how to find out if your Windows 95 computer has an infrared driver installed.

To check if your Windows 95 computer supports infrared communication:

1. In the Windows taskbar, click Start.

2. Choose Settings, and then choose Control Panel.

3. In the Control Panel, look for the Infrared icon.

If the icon is there, your computer is enabled for infrared communication. If it isn't there, you need to install an infrared driver.

Note: If you have an external infrared device attached to your computer, a driver is probably included with the device. Consult the documentation included with the device for information on installing the required driver.

To install a Windows 95 infrared driver:

1. Click the HotSync Manager icon 🕄 in the Windows system tray and choose Setup. Click the tabs and note the COM ports being used by the HotSync Manager. You need this information later.

2. Go to this web site: http://www.microsoft.com/windows/downloads

3. Follow the links to the Windows 95 IrDA 2.0 (Infrared Driver), and follow the instructions to download the driver.

4. Close your Internet browser if it's in the way.

5. Find the file W95ir.exe on your computer.

   Before you go to the next step, be sure this file is in a folder where you want to store the infrared driver.

6. Double-click W95ir.exe.

   A window lists the files that are unzipping onto your hard disk. When the title bar displays Finished, close this window.

7. Double-click Setup.exe to begin installation. This file is in the folder where you unzipped W95ir.exe.

   The Add Infrared Device Wizard appears.

8. Click Next.

9. Accept the defaults provided until the Wizard asks you to select an infrared port. Be sure to select an available communications port. Do not select the port that the HotSync Manager currently uses.

10. Continue the rest of the installation using the defaults provided.

   If an alert appears telling you that there is a communication port conflict, click OK and proceed.

After you install the infrared driver, check the ports used by your computer for infrared communication.

To check the ports used for infrared communication on a Windows computer:

1. In the Windows taskbar, click Start, choose Settings, and then choose Control Panel.

2. Double-click Infrared.

3. Click the Options tab.

4. Select Enable infrared communication.
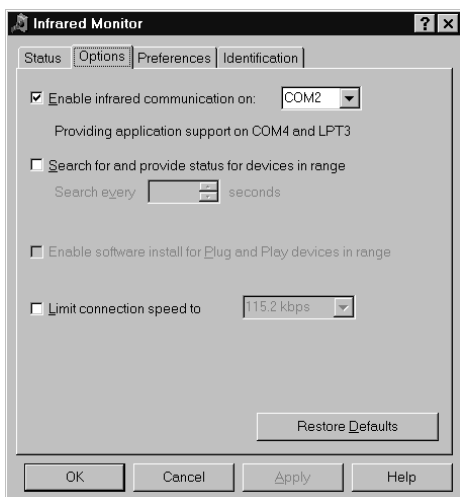
> The COM port displayed in the drop-down box is the port where your infrared device is attached. It should be *different* from any port used by the HotSync Manager.

5. Make a note of which port is listed as "providing application support." You need this information to configure the HotSync Manager for infrared communication.

> This port (COM4 in this example) is the simulated port, the channel through which the actual infrared communication takes place between your computer and your handheld.

6. Deselect any other check boxes in the Options tab.

7. Click Apply and OK

To install the extensions for infrared communication on a Macintosh:

1. Insert the Palm Desktop software CD-ROM into the CD-ROM drive on your Macintosh.

2. Open the Palm Extras folder.

3. Open the IrDA Files folder.

4. Open the Install in your System Folder.
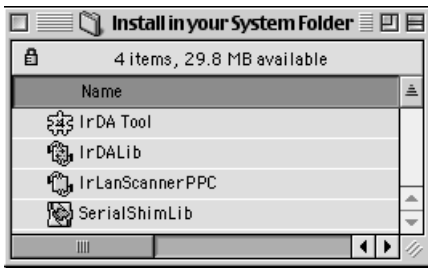
5. Go to the Extensions folder in your System Folder and move the files with the same names as the files in the Install in your System Folder to another folder. (This will enable you to reinstall them later if needed.)

6. Copy the four extension files into the Extensions folder in your System Folder.

7. Restart your Macintosh.

Configuring HotSync Manager for infrared communication

Next, you need to go to the HotSync Manager and specify the simulated port used for infrared communication.

To configure HotSync Manager for infrared communication on a Windows computer:

1. Click the HotSync Manager icon ⊕ in the Windows system tray.

2. Make sure Local is checked on the menu.

3. Choose Setup.

4. Click the Local tab.

5. In the Serial Port drop-down box, select the COM port that was given as the simulated port in the Options tab of the Infrared Monitor (in this example, COM4).
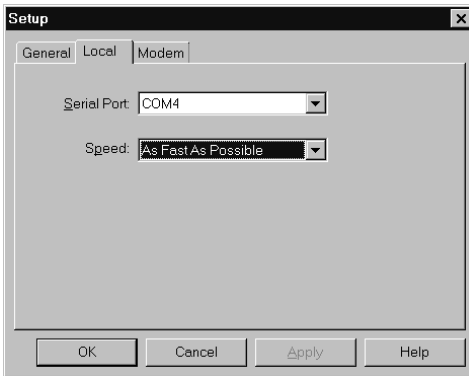
6. Click OK.

The HotSync Manager is now communicating with the simulated port defined for infrared communication. This means that you cannot use your HotSync cradle/cable again until you reconfigure the HotSync Manager to communicate with the port defined for cradle/cable synchronization.

To configure HotSync Manager for infrared communication on a Macintosh:

1. Double-click the HotSync Manager icon in the Palm folder.

2. In the HotSync Controls tab, select Enabled.

3. Click the Serial Port Settings tab.

4. Under Check for handheld connection using, select Local Setup.

5. Under Local Setup, select Infrared Port from the Port pop-up menu.
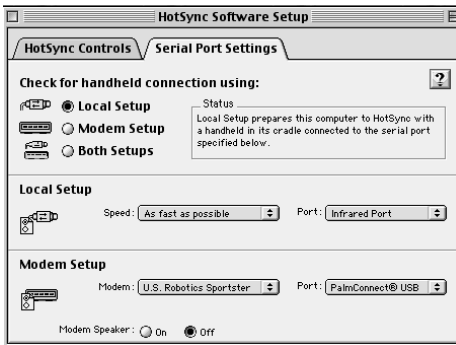
6. Close the HotSync Software Setup window.

Performing an IR HotSync operation

After you complete the steps to prepare for performing an IR HotSync operation, it is easy to perform the actual operation.

To perform an IR HotSync operation:

1. In the Applications Launcher, tap the HotSync icon.

2. Tap Local.

3. Tap the pick list below the HotSync icon and select IR to a PC/Handheld.

4. Position the IR port of your handheld within a couple of inches of the infrared port of your computer.

5. Tap the HotSync icon to start the IR HotSync operation.
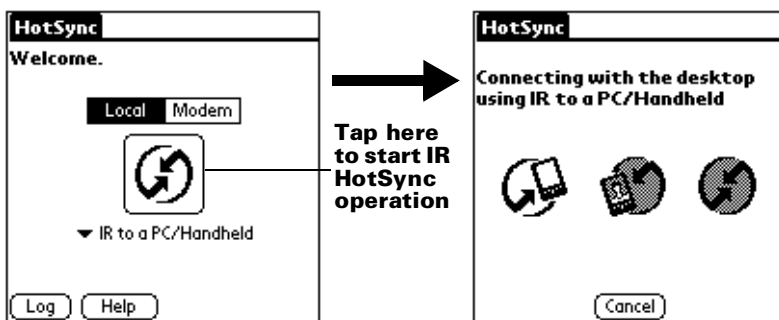
Returning to cradle/cable HotSync operations

It's easy to return to using the cradle/cable for HotSync operations. You can even leave the HotSync application on your handheld set to perform IR HotSync operations and still use the cradle/cable. This is useful if you perform HotSync operations with both your desktop computer and a laptop that you travel with. When you travel, you don't have to carry the cradle/cable because your handheld is set to perform IR HotSync operations. When you're in the office, just connect your handheld to the cradle/cable and press the HotSync button.

To return to cradle/cable HotSync operations on a Windows computer:

1. If needed, connect the cradle/cable to a serial (COM) port on your computer.

2. Click the HotSync Manager icon ⊕ in the Windows system tray.

3. Choose Setup, and then click Local.

4. Select the COM port where your cradle/cable is connected.

5. Click OK.

Now, the next time you want to perform a HotSync operation, just press the HotSync button on the cradle/cable, as you always did in the past.

To return to cradle/cable HotSync operations on a Macintosh:

1. If needed, connect the cradle/cable to a serial port on your Macintosh.

2. Double-click the HotSync Manager icon in the Palm folder.

3. In the HotSync Controls tab, select Enabled.

4. Click the Serial Port Settings tab.

5. Under Check for handheld connection using, select Local Setup.

6. Under Local Setup, select the port where your cradle/cable is connected from the Port pop-up menu.

7. Close the HotSync Software Setup window.

Now, the next time you want to perform a HotSync operation, just press the HotSync button on the cradle/cable, as you always did in the past.

Conducting a HotSync operation via modem

You can use a modem to synchronize your handheld when you are away from your computer.

Note: The first HotSync operation must be local, using the HotSync cradle/cable. After that, you can perform a modem HotSync operation.

To perform a HotSync operation via modem you need the following:

■ A modem connected to your computer.

■ Palm Desktop software configured for use with the modem.

■ A modem connected to your handheld.

■ A configuration for the kind of modem connection (Serial to Modem or IrCOMM to Modem) you want to make. See "Connection preferences" in Chapter 6 for more information.

Preparing your computer

There are a few steps you must perform to prepare your computer for a modem HotSync operation. Be sure to perform these steps before you leave your office so that your computer is ready to receive a call from your handheld.

To prepare a Windows computer for a modem HotSync operation:

1. Confirm that the computer modem is connected and turned on, and that no communications applications, such as fax or telephony software, are running on a COM port.

   Note: Make sure the computer is disconnected from all online services, such as America Online (AOL) and CompuServe. This helps to avoid conflicts with the COM port.

2. Start HotSync Manager if it is not already running, and from the HotSync Manager menu, choose Modem.

3. Adjust the following options as needed.
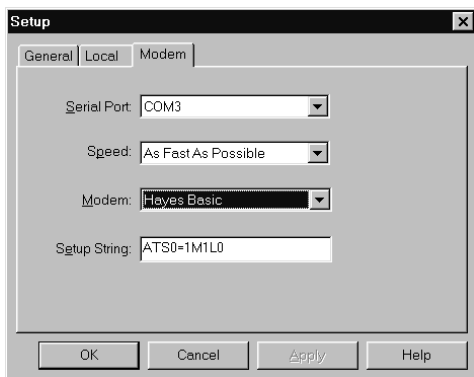
Serial Port   Identifies the port for the modem. If you are unsure of the port assignment, look at the Modem Properties in the Windows Control Panel.

Speed   Determines the speed at which data is transferred. Try the As Fast As Possible rate first, and adjust downward if you experience problems. This setting allows Palm Desktop software and your handheld to find and use the fastest speed.

Modem	Identifies the modem type or manufacturer. Refer to your modem manual or face plate for its type or settings. If you're not sure of your modem type or your modem doesn't match any that appear in the list, select Hayes Basic.
Setup String	Identifies the setup string for your particular modem. Not all modems require a setup string. Refer to your modem manual and enter the setup string if recommended by the manufacturer.

4. Click OK.

To prepare a Macintosh for a modem HotSync operation:

1. Confirm that the Macintosh modem is connected and turned on, and that no communications applications, such as fax or telephony software, or AppleTalk networking are running on that serial port.

   Note: Make sure the Macintosh is disconnected from all online services, such as CompuServe and America Online (AOL). This helps to avoid conflicts with the serial port.

2. Double-click the HotSync Manager icon in the Palm folder.

3. Click the Serial Port Settings tab.

4. Under Check for handheld connection using, click Modem Setup.

5. Adjust the following options as needed.
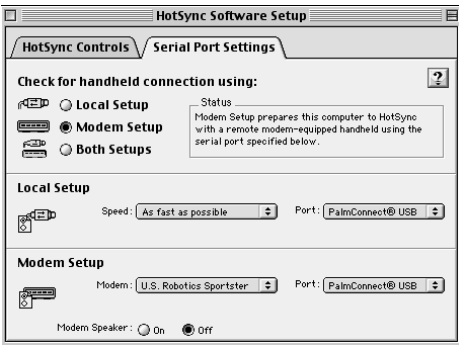
Modem	Identifies the type of modem connected to your Macintosh. If your modem does not appear on the list, use the Hayes Basic setting, or choose Custom to enter a command string. Refer to the manual that came with your modem to find the appropriate command string.
Port	Identifies the port that Palm Desktop software uses to communicate with the modem. Select the modem or printer port where you connected the modem cable.
Modem Speaker	Activates the modem's speaker. If you are having trouble connecting, turn on this option to make sure the modem connected to your Macintosh is responding to incoming calls.

6. Close the HotSync Software Setup window.

Preparing your handheld

There are a few steps you must perform to prepare your handheld for a modem HotSync operation.

To prepare your handheld for a modem HotSync operation:

1. Tap the Applications icon ❍.

2. Tap the HotSync icon ❺.

3. Tap Modem.
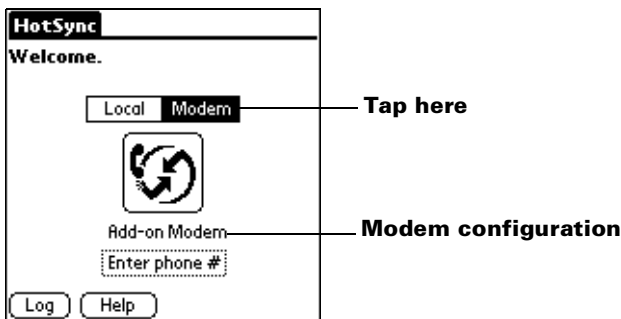
Note: If you need to create a new modem configuration, tap the Menu icon and then select Options and Connection Setup. See "Connection preferences" in Chapter 6 for more information. After you create the configuration, a pick list appears below the HotSync icon. Tap the pick list to select your new configuration.

4. Tap the Enter phone # field.

Tap here
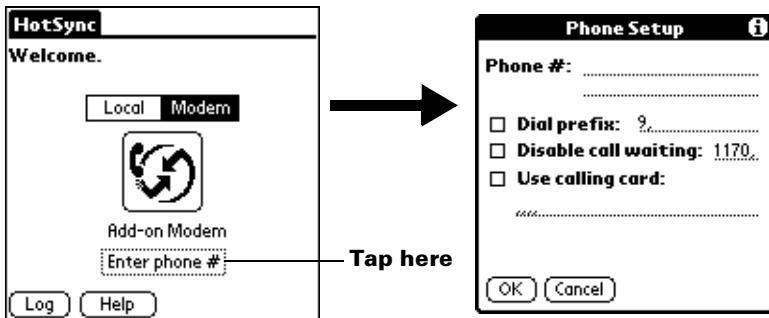
5. Enter the telephone number to access the modem connected to your computer.

6. If needed, enter a dial prefix (such as "9") to access an outside line, and then tap the Dial Prefix check box.

   Tip: You can enter a comma in the field to introduce a "pause" in the dialing sequence. Each comma equals a two second pause.

7. If the phone line you're using with your handheld has Call Waiting, select the Disable call waiting check box to avoid an interruption during the modem HotSync operation.

8. If you want to use a calling card to place the call, select the check box and enter the calling card number.

9. Tap OK.

Selecting the conduits for a modem HotSync operation

The Conduit Setup dialog box on your handheld enables you to define which files and/or applications synchronize during a modem HotSync operation. You can use these settings to minimize the time required to synchronize data with a modem.

To change the Conduit Setup for a modem HotSync operation:

1. Tap the Applications icon ⬦.

2. Tap the HotSync icon ⬦.

3. Tap the Menu icon ⬦.

4. Tap Options, and then tap Conduit Setup.

5. Tap the check boxes to deselect the files and applications that you do *not* want to synchronize during a modem HotSync operation. The default setting is to synchronize all files.

> **Note:** Applications that do not have a database (such as games) do not synchronize — even if you select the item in the Conduit Setup dialog box.

6. Tap OK.

Performing a HotSync operation via a modem

After you prepare your computer and your handheld, and select your Conduit Setup options, you are ready to perform a modem HotSync operation.

To perform a modem HotSync operation:

1. Tap the Applications icon ⬦.

2. Tap the HotSync icon ⬦.

3. Tap the Modem icon ⬦ to dial the Palm Desktop modem and synchronize the applications.

4. Wait for the HotSync operation to complete. If you have any problems conducting a successful HotSync operation, see Appendix B.

Using File Link

The File Link feature enables you to import Address Book and Memo Pad information onto your handheld from a separate external file such as a company phone list. HotSync Manager stores the data in a separate category on your Palm Desktop software and your handheld. You can configure the File Link feature to check for changes to the external file when you perform a HotSync operation.

With File Link, you can import data stored in any of the following formats:

■ Comma-separated (*.csv)

■ Memo Pad archive (*.mpa)

■ Address Book archive (*.aba)

■ Text (*.txt)

For information on how to set up a file link, see the Palm Desktop online Help.

Note: The File Link feature is not available in Palm Desktop software for the Macintosh.

Creating a user profile

If you use the File Link feature to configure several Palm OS handhelds with specific information (such as a company phone list) before distributing them to their actual users, you can create a user profile to load the data into a handheld without associating that data with a user name. The User Profile feature is designed only for the first-time HotSync operation, before you assign a user name to a particular handheld.

To create a user profile on a Windows computer:

1. Open Palm Desktop software.

2. From the Tools menu, choose Users.

3. Click Profiles.

4. Click New.
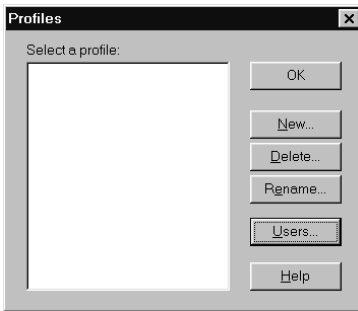
5. Enter a unique name for the profile and click OK.

6. Repeat steps 4 and 5 for each profile that you want to create, and then click OK to return to Palm Desktop software.

7. Select the profile from the User list and create the data for the profile (e.g., company phone list, etc.).
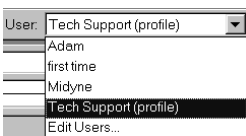
To create a user profile on a Macintosh:

1. Open Palm Desktop software.

2. From the User pop-up menu, choose Edit Users.

3. Click New Profile.
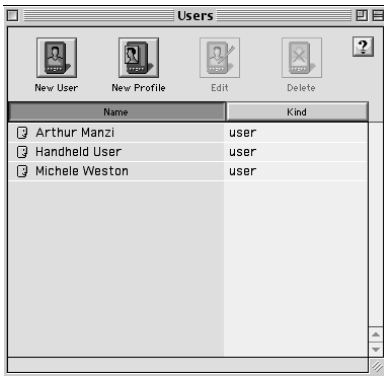
4. Enter a unique name for the profile and click OK.

5. Close the Users window.

6. From the User pop-up menu, choose the new profile.

7. Create the data for the profile (such as a company phone list).

8. From the HotSync menu, choose Conduit Settings.

9. Select the conduit settings for the profile. See "Customizing HotSync application settings" earlier in this chapter for details.

To use a profile for the first-time HotSync operation on a Windows computer:

1. Connect the new handheld to the HotSync cradle/cable.

2. Press the HotSync button ⊕ on the cradle/cable.

3. Click Profiles.

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

Dialog

Installing a profile will overwrite all data currently on the handheld device.

Are you sure you want to do this?

☐ Don't ask this question again

[Yes] [No]
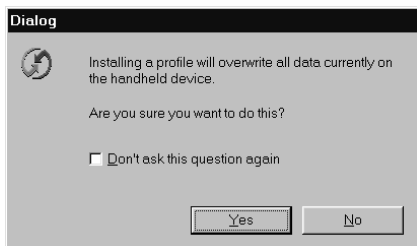
5. Click Yes to transfer all the profile data to the handheld.

The next time you perform a HotSync operation, Palm Desktop software prompts you to assign a user name to the handheld.

To use a profile for the first-time HotSync operation on a Macintosh:

1. Connect the new handheld to the HotSync cradle/cable.

2. Press the HotSync button ⊕ on the cradle/cable.

3. Select the profile you want to load on the handheld, and click OK to transfer all the profile data to the handheld.
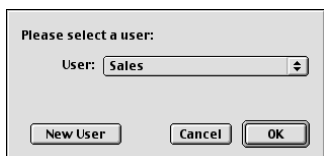
Please select a user:

User: [Sales ▾]

[New User] [Cancel] [OK]

The next time you perform a HotSync operation, Palm Desktop software prompts you to assign a user name to the handheld.

Chapter 6

Setting Preferences for Your Handheld

The Preferences screens enable you to customize the configuration options on your Palm™ m100 series handheld.

In the Preferences screens, you can do the following:

General	Set the auto shut-off interval, the Beam Receive feature, and the system, alarm, and game sounds.
Formats	Set the country default and the formats for dates, times, calendar, and numbers.
Connection	Configure serial, modem, and infrared communication settings.
Owner	Assign your name, phone number, and other owner information to your handheld.
Buttons	Assign different applications to the buttons on the front panel of your handheld and the button on the HotSync® cradle/cable, and reassign the full-screen pen stroke command.
ShortCuts	Define a list of Graffiti® abbreviations.
Digitizer	Calibrate the screen on your handheld.
Network	Configure your handheld for use with a network.

Viewing preferences

To open the Preferences screens:

1. Tap the Applications icon ❂ .
2. Tap the Preferences icon ◉ .
3. Tap the pick list in the upper-right corner of the screen.
4. Select the Preferences screen you want to view.
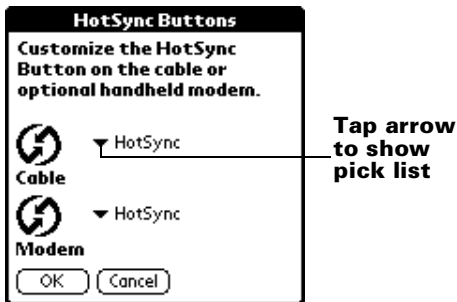
Buttons preferences

The Buttons Preferences screen enables you to associate different applications with the buttons on the front of your handheld.

For example, if you find that you seldom use To Do List and often use Memo Pad, you can assign the To Do List button to start Memo Pad.

Any changes you make in the Buttons Preferences screen become effective immediately; you do not have to change to a different screen or application.

If you assign a different application to a button, you can still access the original application using the Applications Launcher.

To change the Buttons preferences:

1. Tap the pick list next to the button you want to re-assign.

Tap arrow to show pick list
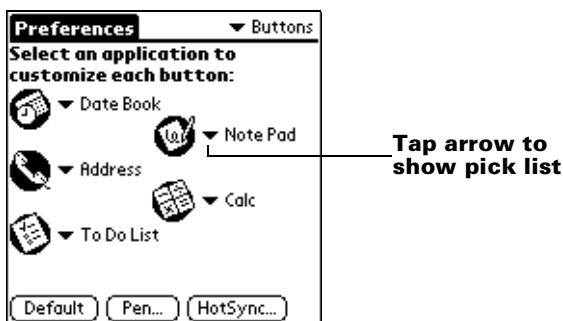
2. Tap the application that you want to assign to the button.

Tip: To restore all of the buttons to their factory settings, tap Default.

Pen preferences

The Buttons Preferences screen enables you to change the assignment of the full-screen pen stroke. By default, the full-screen pen stroke activates Graffiti Help.

Drag stylus to top of screen
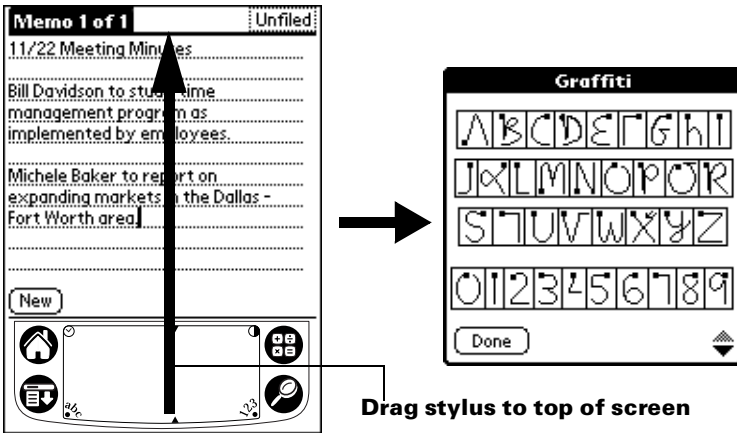
To change the Pen preferences:

1. Tap Pen.
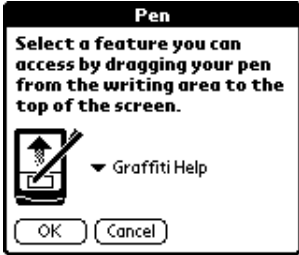
2. Tap the pick list and select one of the following settings for the full-screen pen stroke:

Backlight	Turns on the backlight on your handheld.
Keyboard	Opens the onscreen keyboard for entering text characters.
Graffiti Help	Opens a series of screens that show the complete Graffiti character set.
Turn Off & Lock	Turns off and locks your handheld. You must assign a password to lock your handheld. When locked, you need to enter the password to use your handheld.
Beam Data	Beams the current record to another Palm OS® handheld.

3. Tap OK.

HotSync buttons preferences

The Buttons Preferences screen also enables you to associate different applications with the button on the HotSync cradle/cable and the HotSync button on the optional modem. Any changes that you make in the HotSync Buttons dialog box become effective immediately; you do not have to change to a different screen or application.

To change the HotSync buttons preferences:

1. Tap HotSync.
2. Tap the pick list next to the button you want to assign.

HotSync Buttons

Customize the HotSync Button on the cable or optional handheld modem.

Cable ▼ HotSync

Modem ▼ HotSync

Tap arrow to show pick list

OK Cancel

3. Tap the application that you want to assign to each button.

   The default setting for each button is the HotSync setting, which means the HotSync cradle/cable and optional modem perform their normal HotSync functions.

4. Tap OK.

Digitizer preferences

The Digitizer Preferences screen opens the digitizer calibration screen. This is the same screen that appears when you start your handheld for the first time.

You can recalibrate your screen after a hard reset, or if your digitizer drifts.

Formats preferences

Use the Formats Preferences screen to set the country default and the display format of the dates, times, and numbers on your handheld.

Country default

The country default sets date, time, week start day, and number conventions based on geographic regions where you might use your handheld. For example, in the United Kingdom, time often is expressed using a 24-hour clock. In the United States, on the other hand, time is expressed using a 12-hour clock with an AM or PM suffix.

All your handheld applications use the Country default settings. You can, however, customize your own preferences as described in "Time, date, week start, and numbers formats" later in this chapter.

To set the country default:

1. Tap the country name pick list.

```
┌─────────────────────────────────┐
│ Preferences        ▼ Formats    │
│  ├─────────────────────────────┐ │
│   Preset to: ▼ United States    │
│                                 │
│      Time: ▼ HH:MM am/pm        │
│            10:44 am             │
│      Date: ▼ M/D/Y              │
│            7/24/02              │
│            Jul 24, 2002         │
│ Week starts: ▼ Sunday           │
│   Numbers: ▼ 1,000.00           │
│                                 │
│                                 │
└─────────────────────────────────┘
```
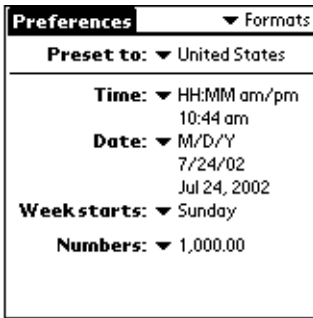
2. Tap the setting you want to use.

Time, date, week start, and numbers formats

The Time setting defines the format for the time of day. The time format that you select appears in all applications on your handheld.

To select the time, date, week start, and numbers format:

1. Tap the Time pick list and select a format.

2. Tap the Date pick list and select a format.

3. Tap the Week starts pick list, and select whether you want the first day of the week to be Sunday or Monday.

   Note: This setting controls the Day, Week, and Month views in Date Book and all other aspects of your handheld that display a calendar.

4. Tap the Numbers pick list, and select formats for the decimal point and thousands separator.

General preferences

The General Preferences screen enables you to set the auto shutoff interval, the sounds for your handheld, and the beam receive feature.

Auto-off delay

Your handheld has an automatic shutoff feature that turns off the power after a period of inactivity. This feature helps conserve battery power in case you forget to turn off your handheld. If you find that your handheld shuts itself off before you finish reviewing the information on the screen, you should increase the time setting of the automatic shutoff feature.

To set the Auto-off delay:

1. Tap the Auto-off after pick list.
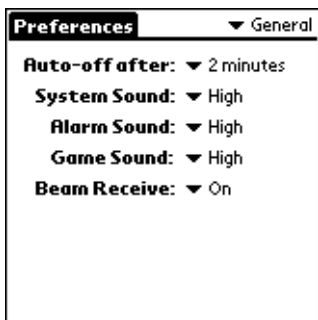
2. Tap the setting you want to use for the automatic shutoff feature: 30 seconds, 1 minute, 2 minutes, or 3 minutes.

System, alarm, and game sounds

The System, Alarm, and Game Sound settings enable you to turn the sounds on or off, and to adjust the volume level.

To set the system and alarm sounds:

1. Tap the System Sound pick list and select the sound level.

   Note: When you turn off the System Sounds, you also turn off the "chime" tones associated with the HotSync operation.

2. Tap the Alarm Sound pick list and select the sound level.

3. Tap the Game Sound pick list and select the sound level.

   Note: The Game Sound setting works only with games that are programmed to respond to this setting. Older games typically do not respond to this setting.

Beam Receive

You can choose to turn off the Beam Receive feature. This prohibits anyone from beaming information to your handheld. It also results in a slight saving of battery power.

To change the Beam Receive setting:

■ Tap the Beam Receive pick list and select On or Off.

Connection preferences

The Connection Preferences screen enables you to define the settings used to perform different types of HotSync operations. The screen displays a list of available configurations that are ready to be further defined; the list varies depending on the kind of software you've added to your handheld.

For example, a modem connection appears on the list. If you have this modem, you only need to specify the phone setup (and network connection — if required) to complete the configuration.

Note: For information about modems that are compatible with your handheld, go to the web site: http://www.palm.com.

You can also create custom configurations. There are four possible kinds of connections.
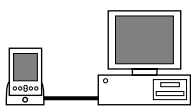
Serial to PC: A local HotSync connection: the direct serial connection between your handheld and your computer. Your handheld is connected by its serial port to the HotSync cradle/cable, and the cradle/cable is attached to a serial (COM) port of your computer.
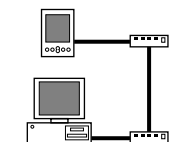
Serial to Modem: A connection between a modem attached to the serial port of your handheld and a modem that is part of your computer.

IrCOMM to PC: A connection between the IR port of your handheld and the infrared device of your computer.
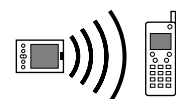
IrCOMM to Modem: A connection between the IR port of your handheld and a modem. The modem can be attached to a computer or some other device containing an IR port such as a cell phone.

Sample connection for remote IR HotSync operations

The following sample configuration would enable you to perform an IR HotSync operation by sending data through the IR port of a cell phone, which then dials a modem attached to your computer, to synchronize with your Desktop application. For this example, you use the IrCOMM to Modem connection.

To create an IrCOMM to Modem connection:

1. Tap New.

2. Enter a name to identify this configuration.

3. Tap the Connection Method pick list and select IrCOMM to Modem.

4. Tap the Dialing pick list and select TouchTone or Rotary.

5. Tap the Volume pick list and select the speaker volume you want to use.

6. Tap Details.
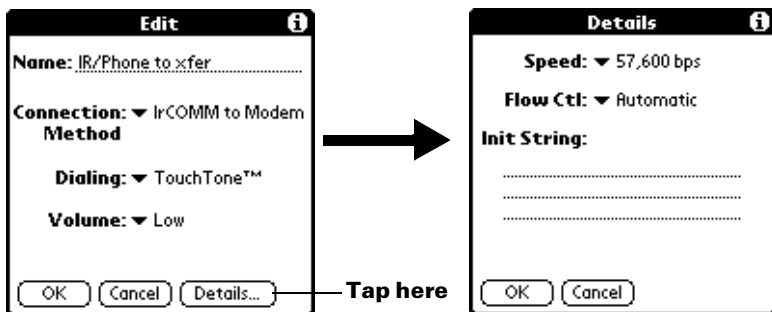
7. Enter the initialization string supplied by the documentation for the modem attached to your cell phone.

8. Tap OK, and then tap OK again to save the configuration.

Your new configuration appears in the list of available configurations
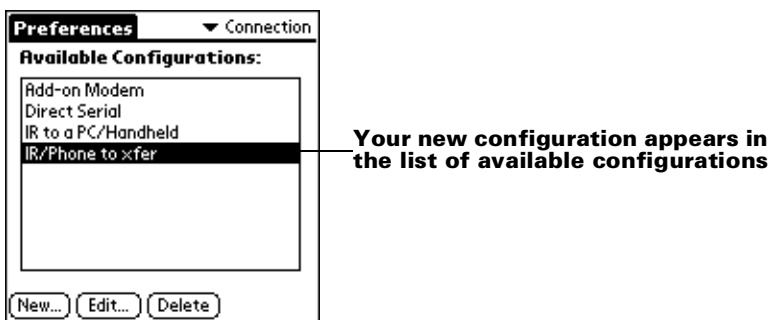
After you create the configuration, you need to set up the HotSync Manager of your Desktop application and the HotSync application of your handheld to perform a modem HotSync operation.

Network preferences and TCP/IP software

The Network Preferences settings enable you to use the TCP/IP software that is included in the handheld operating system. You can use the TCP/IP software to connect with Internet Service Providers (ISPs) or dial-in (remote access) servers. Because the TCP/IP software is a feature of the operating system, you configure all parameters relating to it from the Preferences application.

To use TCP/IP, you must create a configuration in Connection Preferences and then create Network Preferences settings.

Note: The Connection Preferences screen enables you to define several ways that your handheld can use the modem to communicate with remote devices. For example, you can communicate with your ISP server, or with your computer if you are away on travel. See "Connection preferences" earlier in this chapter for a complete explanation on how to create modem configurations.

After you configure both the Connection and Network Preferences, you can establish a PPP (Point-to-Point Protocol), SLIP (Serial Line Internet Protocol), or CSLIP (Compressed Serial Line Internet Protocol) connection with your ISP or dial-in server. You can do this either by using menu commands from the Network Preferences screen or by using a third-party application.
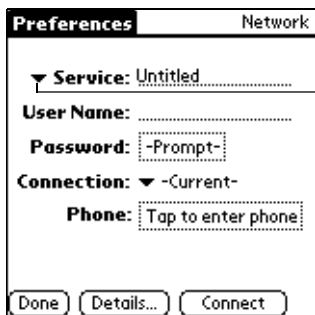
Note: TCP/IP provides the ability to connect to your ISP or dial-in server with applications that allow you to view the transmitted data. Visit www.palm.com for information on third-party applications that take advantage of TCP/IP.

Selecting a service

Use the Service setting to select the service template for your Internet Service Provider or dial-in server. Service templates are ISP and dial-in server configuration settings that you can create, save, and reuse.

To select a service:

1. Tap the Service pick list.

Tap here to display a list of service templates
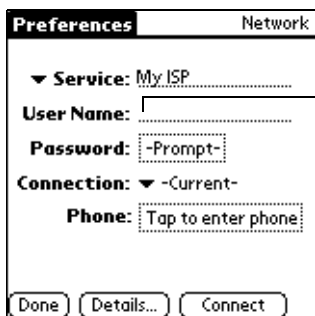
2. Tap the predefined service template you want to use.

Entering a user name

The User Name setting identifies the name you use when you log into your Internet Service Provider or your dial-in server. Although this field can contain multiple lines of text, only two lines appear onscreen.

To enter a user name:

1. Tap the User Name field.

2. Enter your user name.

Enter your user name here

Note: Most dial-in servers do not accept spaces in the user name.

Entering a password

The Password box identifies the password you use to log into your server or ISP. Your entry in this field determines whether your handheld prompts you to enter a password each time you log into your network:

■ If you do not enter a password, your handheld displays the word "Prompt" in this field and asks you to enter a password during the login procedure.

■ If you enter a password, your handheld displays the word "Assigned" in this field and does not prompt you to enter a password during the login procedure.

Note: If you are concerned about security, select the Prompt option and do not enter a password.

To enter a password:

1. Tap the Password field.

2. Enter the password you use to log into your server.

Enter password here

Tap here
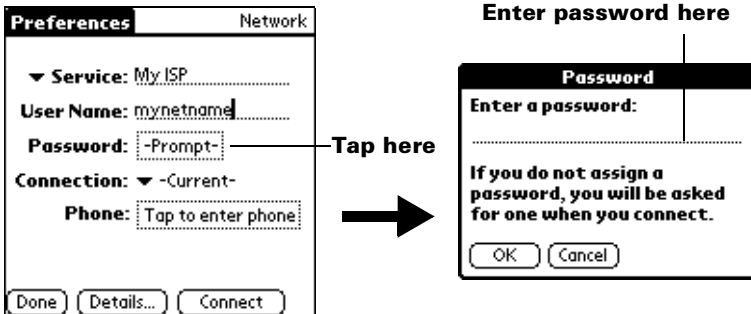
3. Tap OK.

Note: The Password field updates to display the word "Assigned."

Selecting a connection

Use the Connection setting to select the method you want to use to connect to your Internet Service Provider or a dial-in server. See "Connection preferences" earlier in this chapter for information about creating and configuring connection settings.

To select a connection:

1. Tap the Connection pick list.

Preferences   Network

▼ **Service:** My ISP
User Name: mynetname
Password: -Prompt-
Connection: ▼ Connect to ISP
Phone: Tap to enter phone

Tap here to display
a list of available
connections

(Done) (Details...) (Connect)

2. Tap the connection you want to use.

Adding telephone settings

When you select the Phone field, your handheld opens a dialog box in
which you define the telephone number you use to connect with your
ISP or dial-in server. In addition, you can also define a prefix, disable
Call Waiting, and give special instructions for using a calling card.

Note: The Phone Setup dialog box works correctly for AT&T and
Sprint long-distance services. However, because MCI works
differently, MCI customers need to put the calling card
number in the Phone # field and the phone number in the Use
calling card field.

To enter your server phone number:

1. Tap the Phone field.

2. Enter the phone number for your ISP or dial-in server.

Phone Setup   ⓘ

Phone #:

☐ **Dial prefix:** 9
☐ **Disable call waiting:** 1170
☐ **Use calling card:**

(OK) (Cancel)
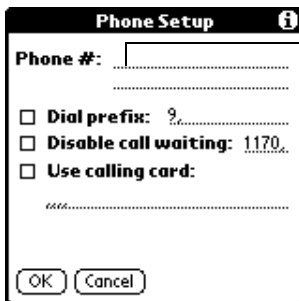
Enter your ISP phone
number here

3. If you need to enter a prefix or disable Call Waiting, skip to those
procedures. Otherwise, tap OK.

Entering a prefix

A prefix is a number that you dial before the telephone number to access an outside line. For example, many offices require that you dial "9" to dial a number outside the building.

To enter a prefix:

1. Tap the Dial Prefix check box to select it.

Select this box if you need to use a prefix

Enter your prefix here
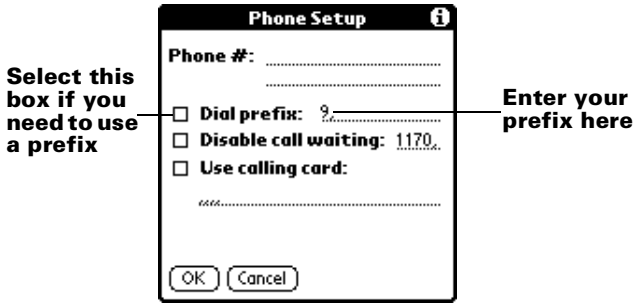
2. Enter the prefix.

3. Tap OK.

Disabling Call Waiting

Call Waiting can cause your session to terminate if you receive a call while you are connected. If your telephone has Call Waiting, you need to disable this feature before logging into your ISP or dial-in server.

To disable Call Waiting:

1. Tap the Disable call waiting check box to select it.

Select this box if you need to disable Call Waiting

Enter your disable code here
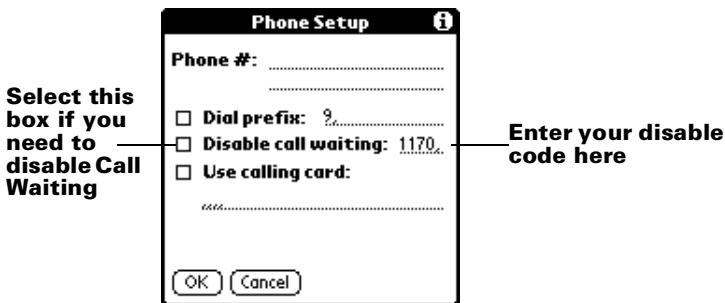
2. Enter the code to disable Call Waiting on the Disable call waiting line.

Note: Each telephone company assigns a code to disable Call Waiting. Contact your local telephone company for the code that is appropriate for you.

3. Tap OK.

Using a calling card

The Use calling card field enables you to use your calling card when dialing your ISP or Intranet server. Keep in mind that there is usually a delay before you enter your calling card number. When you define your calling card number, you need to add commas at the beginning to compensate for this delay. Each comma delays transmission of your calling card number for two seconds.

To use a calling card:

1. Tap the Use calling card check box to select it.

Select this box to use a calling card

Enter your calling card number here
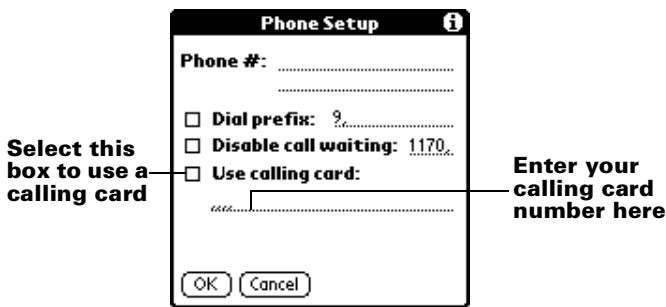
2. Enter your calling card number on the Use calling card line.

Note: It's a good idea to add at least three commas before your calling card number to compensate for the cue delay.

3. Tap OK.

Connecting to your service

After you set your Connection and Network Preferences, establishing a connection to your Internet Service Provider (ISP) or your company's network (dial-in server) is easy.

Note: If you are connecting to an ISP, you need a third-party application, such as a web browser or news reader, to take advantage of this connection. For information about third-party applications that support TCP/IP, check the web site www.palm.com.

To establish a connection:

■ Tap Connect to dial the current service and display the Service Connection Progress messages.

> **Tip:** To see expanded Service Connection Progress messages, press the lower scroll button.

To close a connection:

■ Tap Disconnect to terminate the connection between your handheld and your service.

Creating additional service templates

You can create additional service templates from scratch or by duplicating existing templates and editing information. After you create a new or duplicate template, you can add and edit settings.

To add a new service template:

1. Tap the Menu icon 🔘.

2. Tap Service, and then tap New.

   An Untitled service template is added to the Service pick list.

To duplicate an existing service template:

1. Tap the Service pick list.

2. Tap the predefined service template you want to duplicate.

3. Tap the Menu icon 🔘.

4. Tap Service, and then tap Duplicate.

   A copy of the service template is added to the Service pick list.

Adding detailed information to a service template

If you are using one of the predefined service templates, you probably only need to enter your user name and telephone number. If you are creating a new service template, you may need to provide additional information to your ISP or dial-in server. You use the Details dialog box to add additional information to a selected service template.

To select a connection type:

1. Tap the service field.

2. Tap Details.
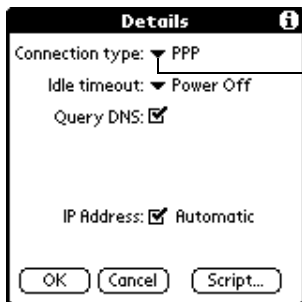
Select connection type

3. Tap the Connection type pick list and select one of the following connection types:

PPP	Point-to-Point protocol
SLIP	Serial Line Internet Protocol
CSLIP	Compressed Serial Line Internet Protocol

Note: If you are not sure, try PPP; if that doesn't work, ask your Internet Service Provider or your System Administrator for the correct connection type.

Idle timeout

The Idle timeout setting defines how long your handheld waits before dropping the connection with your ISP or dial-in server when you switch out of a TCP/IP application.

To set the Idle timeout:

1. Tap the Idle timeout pick list and select one of the following options:

Immediate	Drops the connection to your ISP immediately when you switch to another application.
1 minute	Waits one minute for you to open another application before it drops the connection.
2 minutes	Waits two minutes.
3 minutes	Waits three minutes.
Power Off	Keeps your PPP or SLIP connection until you turn off your handheld (or until it times out). This option works best with the modem.

2. Tap OK.

Defining primary and secondary DNS

The Domain Naming System (DNS) is a mechanism in the Internet for translating the names of host computers into IP addresses. When you enter a DNS number (or IP address), you are identifying a specific server that handles the translation services.

Each IP address has four sections, separated by periods. In the Details dialog box, you enter each section separately. Each section of an IP address is made up of a number from 0 to 255; numbers are the only allowable characters in this field.

Ask your Internet Service Provider or System Administrator for the correct Primary or Secondary DNS IP numbers.

Tip: Many systems do not require that you enter a DNS. If you are not sure, leave the DNS field blank.

To enter a primary and secondary DNS:

1. Tap the Query DNS check box to deselect it.

2. Tap the space to the left of the first period in the Primary DNS field, and then enter the first section of the IP address.

   Note: Each section must be a number from 0 to 255.

3. Repeat step 2 for the second, third, and last sections of the Primary DNS field.

4. Repeat steps 2 and 3 for the Secondary DNS number.

5. Tap OK.

IP address

Everyone who logs on to the Internet needs to have a unique identifier (an IP address), whether permanent or temporary. Some networks dynamically assign a temporary IP address when clients log in. The IP Address field lets you identify whether your network provides automatic (dynamic) temporary IP addressing.

Note: If your IP address is permanently assigned, you need to get that information from your System Administrator. If you are not sure, select Automatic.

To identify dynamic IP addressing:

■ Tap the IP Address check box to select it.

```
        Details        ⓘ
Connection type: ▼ PPP
   Idle timeout: ▼ Power Off
     Query DNS: ☑


   IP Address: ☑ Automatic
 ( OK ) ( Cancel )  ( Script... )
```
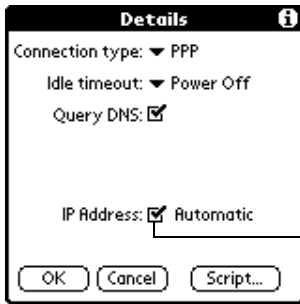
Tap to select
automatic IP address

To enter a permanent IP address:

1. Tap the IP Address check box to deselect it and display a permanent IP address field below the check box.

2. Tap the space to the left of the first period then enter the first section of the IP address.

   Note: Each section must be a number from 0 to 255.

3. Tap and enter the remaining sections of the IP address.

4. Tap OK.

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 Internet Service Provider (ISP). A login script is associated with a specific service template created in Network Preferences.

A login script is something that you are likely to receive from your IS System Administrator if your company has a system in which you log in to the corporate servers from your handheld using a 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 in order to establish a connection between your handheld and the corporate servers.

You can create login scripts in two ways:

■ In a text editor on your computer, in which you create a file with the extension PNC, which you then install on your handheld using the Install Tool (this method is not available to Macintosh users)

■ In the Login Script dialog box on your handheld, accessed from the Details dialog box in Network Preferences

Login Script ❶
▼ Send CR:
▼ Wait For: Host Name
　　▼ Send: CIS
▼ Wait For: User ID
▼ Send User ID:
　　▼ Send CR:
▼ Wait For: Password
▼ Send Password:
　　▼ End:

(OK) (Cancel)

Tap here to see the list of available commands
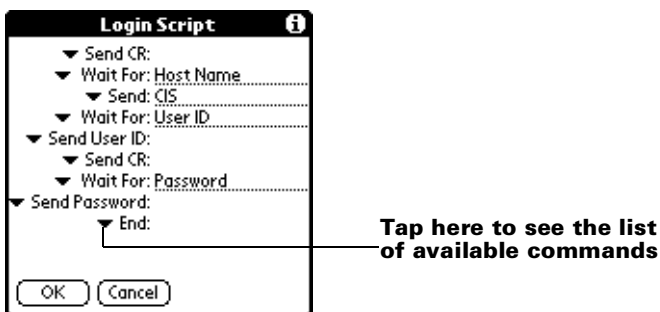
Note: You can also use non-ASCII and literal characters in your login script. See Appendix D for more information.

Creating a login script on your handheld

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. Those commands have a parameter field so that you can add the necessary data.

To create a login script:

1. Tap Script.

2. Tap the End pick list.

Login Script ❶
▼ Send CR:
▼ Wait For: Host Name
　　▼ Send: CIS
▼ Wait For: User ID
▼ Send User ID:
　　▼ Send CR:
▼ Wait For: Password
▼ Send Password:
　　▼ End:

(OK) (Cancel)

Tap here
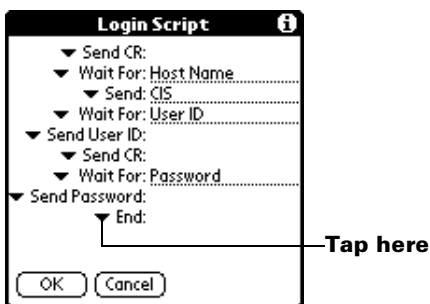
3. Tap the command you want from the Command list. If the command requires additional information, a field appears to the right of it for you to enter the information. The following commands are available:

Wait For	Tells your handheld to wait for specific characters from the TCP/IP 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 handheld. This command takes two arguments, separated by a vertical bar (	) on the input line.
Send	Transmits specific characters to the TCP/IP server to which you are connecting.
Send CR	Transmits a carriage return or LF character to the TCP/IP server to which you are connecting.
Send User ID	Transmits the User ID information entered in the User ID field of the Network Preferences screen.
Send Password	Transmits the password entered in the Password field of the Network Preferences screen. If you did not enter a password, this command prompts you to enter one. The Password command is usually followed by a Send CR command.
Delay	Tells your handheld to wait a specific number of seconds before executing the next command in the login script.
Get IP	Reads an IP address and uses it as the IP address for your handheld. This command is used with SLIP connections.
Prompt	Opens a dialog box and prompts you to enter text of some kind (for example, a password or a security code).
End	Identifies the last line in the login script.

4. Repeat steps 2 and 3 until the login script is complete.

5. Tap OK.

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 handheld just like any other application. After you install the plug-in application, you can use the new script commands in a login script.

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 the Palm OS software, such as Metrowerks CodeWarrior for Palm Computing Platform.

For additional information on creating plug-in applications, send e-mail to Palm Developer Support at devsupp@palm.com.

Deleting a service template

There is only one way to delete a service template: use the Delete command from the Service menu.

To delete a service template:

1. Tap the Service pick list.

2. Tap the service template you want to delete.

3. Tap the Menu icon ⊕ .

4. Tap Service, and then tap Delete.

5. Tap OK.

Network preferences menu commands

The Network Preferences screen includes menu commands to make it fast and easy to create and edit service templates. TCP/IP application menus are shown here for your reference. See "Using menus" in Chapter 1 for more information about choosing menu commands.

Service menu

Options menu

Service   Edit   **Options**
                    View Log   ✓V

TCP/IP troubleshooting

If you are having a problem establishing a network connection using TCP/IP, check this section and try the suggestions listed.

Displaying expanded Service Connection Progress messages

It's helpful to identify at what point in the login procedure the connection fails. An easy way to do this is to display the expanded Service Connection Progress messages. Expanded Service Connection Progress messages describe the current stage of the login procedure. Press the lower scroll button at any point during login to display these messages.

Viewing the Network Log

If viewing the expanded Service Connection Progress messages does not give you enough information to find out why you cannot connect to your ISP or dial-in server, take a look at the Network Log. The Network Log lists all of the communication that occurs between your modem and your dial-in server during the login procedure. The Network Log can help your ISP or your System Administrator pinpoint where the login procedure communication fails and why.

To view the Network Log:

1. Tap Options, and then tap View Log.

2. Tap the scroll bar arrows to see the entire Network Log.

3. Tap Done.

Adding DNS numbers

If your ISP or dial-in server requires DNS numbers and you did not enter them in the Network Preferences screen, it will appear that you logged into your network, but when you try to use an application or look up data, the connection fails. If this occurs, add DNS numbers (see "Defining primary and secondary DNS" earlier in this chapter).

Owner preferences

The Owner Preferences screen enables you to record a name, company name, phone number, or any other information that you want to associate with your handheld.

If you use the Security application to turn off and lock your handheld with a password, information that you put in the Owner Preferences displays the next time you turn on your handheld. See Chapter 1 for more information.

To enter the Owner preferences:

■ Enter the text that you want to associate with your handheld in the Owner Preferences screen. If you enter more text than can fit on one screen, a scroll bar automatically appears on the right side of the screen.
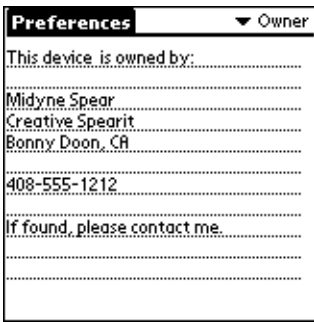
If you assign a password with the Security application, the information in the Owner Preferences screen cannot be changed. In this case, an Unlock button appears at the bottom of the screen.

To unlock the Owner Preferences screen:

1. Tap Unlock.

2. Enter the password that you defined in the Security application.

3. Tap OK.

ShortCuts preferences

The ShortCuts Preferences screen enables you to define abbreviations for entering text with Graffiti strokes. This section describes how to create, edit, and delete a ShortCut. See Chapter 2 for more information on the use of ShortCuts.

Creating a ShortCut

You can create a ShortCut for any words, letters, or numbers. All ShortCuts you create appear on the list in the ShortCut Preferences screen. All the ShortCuts are available in any of your handheld applications and are backed up on your computer when you perform a HotSync operation.

To create a ShortCut:

1. Tap New.

2. On the ShortCut name line, enter the letters you want to use to activate the ShortCut.

Tap New
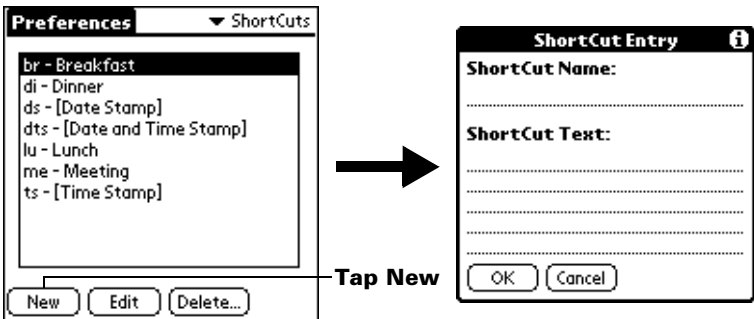
3. Tap the ShortCut Text area and enter the text that you want to appear when you write the ShortCut characters.

   Tip: You may want to add a space (space character) after the last word in your ShortCut text. This way, a space automatically follows the ShortCut text.

4. Tap OK.

Tip: To use a ShortCut, draw the ShortCut stroke followed by the ShortCut characters. When you draw the ShortCut stroke, the ShortCut symbol appears at the insertion point to show that you are in ShortCut mode.

ShortCut	

Editing a ShortCut

After you create a ShortCut, you can modify it at any time.

To edit a ShortCut:

1. Tap the ShortCut you want to edit.

2. Tap Edit.

3. Make the changes you want and tap OK.

Deleting a ShortCut

If you no longer need a ShortCut, you can delete it from the list of ShortCuts.

To delete a ShortCut:

1. Tap the ShortCut you want to delete.

2. Tap Delete.

3. Tap Yes.

Appendix A

Maintaining Your Handheld

This chapter provides information on the following:

- Proper care of your handheld
- Prolonging battery life
- Resetting your handheld

Caring for your handheld

Your handheld is designed to be rugged and reliable and to provide years of trouble-free service. Please observe the following general tips when using your handheld:

- Take care not to scratch the screen of your handheld. Keep the screen clean. When working with your handheld, use the supplied stylus or plastic-tipped pens intended for use with a touch-sensitive screen. Never use an actual pen or pencil or other sharp object on the surface of the handheld screen.

- Your handheld is not waterproof and should not be exposed to rain or moisture. Under extreme conditions, water may enter the circuitry through the front panel buttons. In general, treat your handheld as you would a pocket calculator or other small electronic instrument.

- The screen of your handheld contains a glass element. Take care not to drop your handheld or subject it to any strong impact. Do not carry your handheld in your back pocket: if you sit on it, the glass may break.

- Protect your handheld from temperature extremes. Do not leave your handheld on the dashboard of a car on a hot day or on a day when temperatures are below freezing, and keep it away from heaters and other heat sources.

- Do not store or use your handheld in any location that is extremely dusty, damp, or wet.

- Use a soft, damp cloth to clean your handheld. If the surface of the handheld screen becomes soiled, clean it with a soft cloth moistened with a diluted window-cleaning solution.

Battery considerations

Please note the following considerations when replacing the batteries in your handheld:

■ Under normal conditions, your handheld batteries should provide several months of use. You can conserve battery life by minimizing the use of the backlight feature, and changing the Auto-off setting that automatically turns the handheld off after a period of inactivity. See "General preferences" in Chapter 6 for more information.

■ If the batteries become low in the course of normal use, an alert appears on the handheld screen describing the low battery condition. If this alert appears, perform a HotSync® operation to back up your data before you replace the batteries. This helps prevent accidental data loss.

■ When replacing the batteries, begin by turning your handheld off (so there is no screen display). Never remove the batteries while your handheld is turned on.

■ When replacing the batteries, always use good quality batteries of the same type. Use only alkaline batteries with your handheld.

■ When you remove the batteries, the built-in backup power of your handheld maintains memory data **for a period of up to one minute.** Whenever you remove the batteries, replace them immediately. If you encounter any difficulties in the course of battery replacement, reinstall the original batteries and wait a few minutes for the backup power to recharge.

■ If the batteries drain to the point where your handheld does not operate, it stores your data safely for approximately two weeks. In this case, there is enough residual energy in the batteries to store the data, but not enough to turn on your handheld. If your handheld does not turn on when you press the power button, you should replace the batteries immediately.

■ If you leave drained batteries in your handheld for an extended period of time, you can lose all of the stored data. If this happens, replace the batteries and use the reset button to reset your handheld. (See "Resetting your handheld" later in this chapter for details.) After you reset your handheld, perform a HotSync operation to restore the data from your computer.

Resetting your handheld

Under normal circumstances, you will not have to use the reset button. On rare occasions, however, your handheld may no longer respond to buttons or the screen. In this case, you need to perform a reset to get your handheld running again.

Performing a soft reset

A soft reset tells your handheld to stop what it's doing and start over again. All records and entries stored in your handheld are retained with a soft reset. After a soft reset, the Applications Launcher screen appears.

To perform a soft reset:

■ Use the tip of an unfolded paper clip (or similar object *without* a sharp tip), to gently press the reset button inside the hole on the back panel of your handheld.
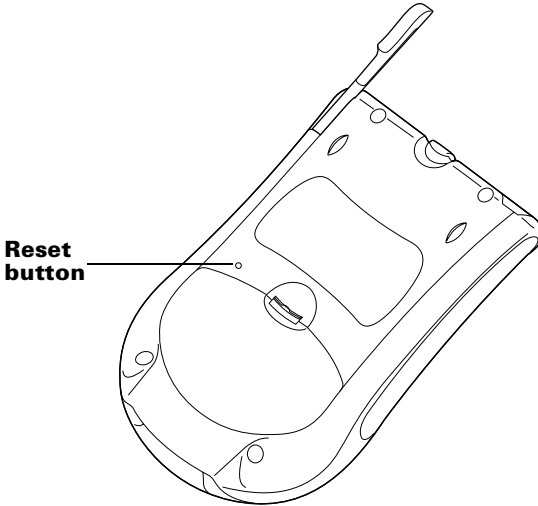
Reset
button

Performing a hard reset

With a hard reset, all records and entries stored in your handheld are erased. Never perform a hard reset unless a soft reset does not solve your problem.

Note: You can restore any data previously synchronized with your computer during the next HotSync operation.

To perform a hard reset:

1. Hold down the power button on the front panel of your handheld.

2. While holding down the power button, use the reset tip tool, or the tip of an unfolded paper clip (or similar object *without* a sharp tip) to gently press and release the reset button.

3. Wait for the Palm™ logo to appear; then release the power button.

4. When a message appears on the handheld screen warning that you are about to erase all the data stored on your handheld, do one of the following:

   Press the upper scroll button on the front panel of the handheld to complete the hard reset and display the Digitizer screen.

   Press any other button to perform a soft reset.

Note: With a hard reset, the current date and time are retained. Formats Preferences and other settings are restored to their factory default settings.

To restore your data from a Windows computer after a hard reset:

1. Click the HotSync icon �394™ in the Windows system tray (bottom-right corner of the taskbar).

   Tip: You can also click the HotSync command on the Palm Desktop software menu bar.

2. From the HotSync Manager menu, choose Custom.

3. Select the appropriate user name from the list.

4. Select an application in the Conduit list.

5. Click Change.

Change HotSync Action

HotSync Action for Date Book

- ⊙ Synchronize the files
- ○ Desktop overwrites handheld
- ○ Handheld overwrites desktop
- ○ Do nothing

OK
Cancel
Help

☐ Set as default
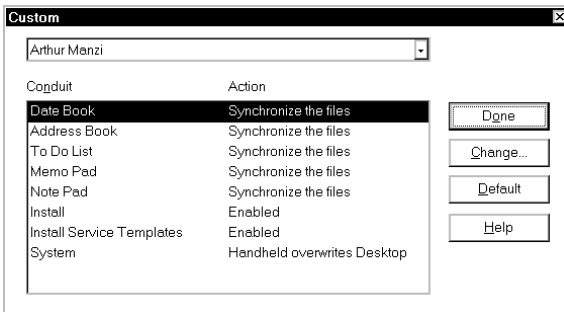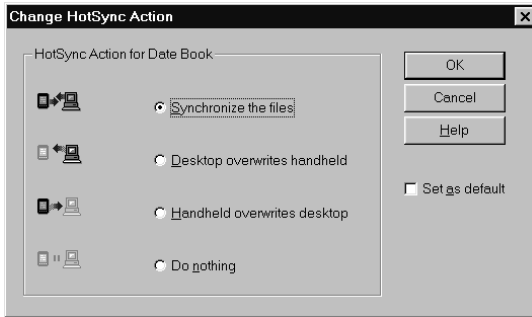
6. Select Desktop overwrites handheld.

> **Note:** Changing the HotSync setting from the default affects only the *next* HotSync operation. Thereafter, the HotSync Actions revert to their default settings. To use a new setting on an ongoing basis, select the Set As Default box. Thereafter, whatever you selected as the default setting is used when you click the Default button in the Custom dialog.

7. Click OK.

8. Repeat steps 4 through 7 to change conduit settings for other applications.

9. Click Done to activate your settings.

10. Perform a HotSync operation.

To restore your data from a Macintosh after a hard reset:

1. Double-click the HotSync Manager in the Palm folder.

2. From the HotSync menu, choose Conduit Settings.
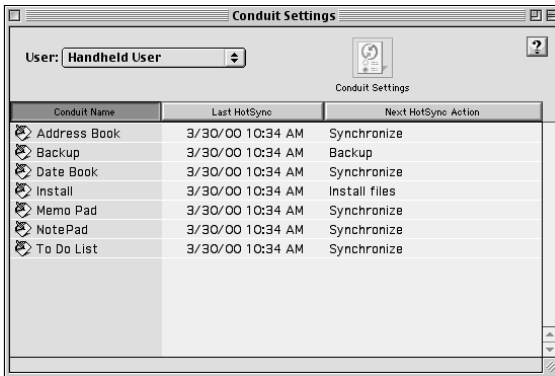
3. From the Users pop-up menu, select the appropriate user name.

4. Select an application from the list.

5. Click Conduit Settings.
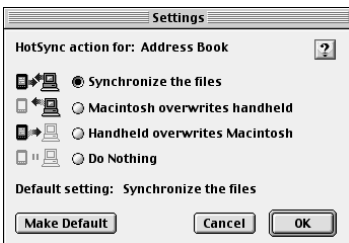
6. Click Macintosh overwrites handheld.

> **Note:** Changing the HotSync setting from the default affects only the *next* HotSync operation. Thereafter, the HotSync Actions revert to their default settings. To use a new setting on an ongoing basis, click Make Default. Thereafter, whatever you selected as the default setting is used for HotSync operations.

7. Click OK.

8. Repeat steps 4 through 7 to change conduit settings for other applications.

9. Close the Conduit Settings window.

10. Perform a HotSync operation.

Appendix B

Frequently Asked Questions

If you encounter a problem with your Palm™ m100 series handheld, do not call Technical Support until you have reviewed the following list of frequently asked questions, and you have also reviewed the following:

- The README file located in the folder where you installed the Palm™ Desktop software on your Windows computer or on your installation CD for Macintosh users.
- The Helpnote folder located in the folder where you installed the Palm™ Desktop software on your Windows computer (or on your installation CD)
- 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 "Palm Support Assistant" knowledgebase, accessible at http://www.palm.com under the Support section
- The most recent Palm m100 series handheld HelpNotes on your regional web site

If you are still having problems, contact Technical Support. For US and International telephone numbers, see the Worldwide Customer Support card that comes with your handheld, or go to www.palm.com.

Note: Thousands of third-party add-on applications have been written for Palm OS® handhelds. Unfortunately, we are not able to support such a large number of third-party applications. *If you are having a problem with a third-party application, please contact the developer or publisher of that software.*

Software installation problems

Problem	Solution
The Palm Desktop Installer Menu did not appear when I inserted the CD-ROM into my Windows computer.	1. Click the Start button. 2. Choose Run from the Start menu. 3. Click Browse. 4. Locate your CD-ROM drive and select the Setup.exe file. 5. Click Open. 6. Click OK.
I cannot install Palm Desktop software on my Windows computer.	Try the following: 1. Disable any virus scanning software on your computer. 2. Press CTRL-ALT-DELETE and end all tasks except Systray and Explorer. **Note:** If a dialog with buttons appears instead of a list of tasks, click the Task List button and then end all tasks except Systray and Explorer. 3. Make sure your computer has at least 30 MB of disk space available. 4. Delete all temporary files. 5. Run ScanDisk on your computer. 6. Reinstall Palm Desktop software.
I cannot install Palm Desktop software on a Macintosh.	Try the following: 1. Disable any virus scanning software on your Macintosh. 2. Quit any open applications. 3. Make sure your computer has at least 25 MB of disk space available. 4. Reinstall Palm Desktop software.

Operating problems

Problem	Solution

Problem

I don't see anything on my handheld's screen.

Solution

Try each of these in turn:

- Press an application button to ensure your handheld is turned on.

- Tap the Contrast icon ◑ in the upper-right corner of the Graffiti® writing area. If the Contrast dialog box appears, adjust the contrast by holding down the up scroll button for a few seconds. If this doesn't work, hold the down scroll button for a few seconds.

- Make sure the batteries are fresh and properly installed.

- If your handheld was exposed to cold, make sure it is at room temperature.

- Perform a soft reset. If your handheld still doesn't turn on, perform a hard reset. See "Resetting your handheld" in Appendix A for details.

Important: With a hard reset, all records and entries stored in your handheld are erased. Never perform a hard reset unless a soft reset does not solve your problem. You can restore any data previously synchronized with your computer during the next HotSync operation. See the online Handbook for instructions on restoring your data.

| I get a warning message telling me my handheld memory is full. | ■ Purge records from Date Book and To Do List. This deletes To Do List items and past Date Book events from the memory of your handheld. See "Purging records" in Chapter 4. You may need to perform a HotSync® operation to recover the memory.
■ Delete unused memos and records. If necessary, you can save these records. See "Deleting records" in Chapter 4.
■ If you have installed additional applications on your handheld, remove them to recover memory. See "Removing applications" in Chapter 3. |
My handheld keeps turning itself off.	Your handheld is designed to turn itself off after a period of inactivity. This period can be set at 30 seconds, one, two, or three minutes. Check the Auto-off setting. See "General preferences" in Chapter 6.
My handheld is not making any sounds.	Check the System Sound setting. See "General preferences" in Chapter 6.
My handheld has frozen.	Perform a soft reset. See "Resetting your handheld" in Appendix A.

Tapping and writing problems

Problem	Solution
When I tap the buttons or screen icons, my handheld activates the wrong feature.	Calibrate the screen. See "Digitizer preferences" in Chapter 6.
When I tap the Menu icon 🕹, nothing happens.	Not all applications or screens have menus. Try changing to a different application.
I can't get my handheld to recognize my handwriting.	■ For your handheld to recognize handwriting input with the stylus, you need to use Graffiti writing. See "Using Graffiti writing to enter data" in Chapter 2. ■ Make the Graffiti character strokes in the Graffiti writing area, not on the display part of the screen. ■ Write Graffiti strokes for letters in the left-hand side, and the strokes for numbers in the right-hand side of the Graffiti writing area. ■ Make sure that Graffiti is not shifted into extended or punctuation modes. See "Using Graffiti writing to enter data" in Chapter 2. ■ See "Graffiti tips" in Chapter 2 for tips on increasing your accuracy when you write Graffiti characters.

Application problems

Problem	Solution
I tapped the Today button, but it does not show the correct date.	Your handheld is not set to the current date. Make sure the Set Date box in the Clock application displays the current date. See "Setting the time and date" in Chapter 1 for more information.
I know I entered some records, but they do not appear in the application.	■ Check the Categories pick list (upper-right corner). Choose All to display all of the records for the application. ■ Check Security and confirm that Private Records is set to Show private records. ■ In To Do List, tap Show and see if Show Only Due Items is selected.
I am having problems listing memos the way I want to see them.	■ If you cannot manually arrange the order of the memos in the list screen, check the Memo Preferences setting. Make sure that Sort by is set to Manual. ■ If you choose to view your memos alphabetically on Palm Desktop software and then perform a HotSync operation, the memos on your handheld still appear in the order defined in the Memo Preferences setting. In other words, the sort settings you use with Palm Desktop software *are not* transferred to your handheld.
I created an event in Date Book, but it doesn't appear in the Week View.	In the Week View, you cannot select overlapping events that have the same start time. If you have two or more events with the same start time, choose the Day View to see the overlapping events.
I entered the euro symbol, but after a HotSync operation it doesn't appear in my Palm Desktop software.	You must have fonts that include the euro symbol on your desktop computer. Check these web sites for additional information: http://www.microsoft.com/windows/euro.asp http://til.info.apple.com/techinfo.nsf/artnum/n22222

HotSync problems

Problem	Solution

Problem

I cannot do a HotSync operation; what should I check to make sure I am doing it correctly?

Solution

- Make sure the HotSync cradle/cable is connected securely.

On a Windows computer try these steps:

- Check the Windows system tray to make sure the HotSync Manager is running. If it is not, open Palm Desktop software.
- Click the HotSync Manager, choose Setup and click the Local tab. Check that the Serial Port setting displays the correct COM port where your HotSync cradle/cable is attached.

On a Macintosh try these steps:

- Make sure HotSync Manager is enabled. If it is not, double-click the HotSync Manager icon in the Palm folder and enable HotSync Manager on the HotSync Controls tab.
- Double-click the HotSync Manager icon in the Palm folder and then click the Serial Port Settings tab. Make sure Local is selected and that the port selection matches the port where your HotSync cradle/cable is attached.

I did a HotSync operation, but one of my applications did not synchronize.

- On a Windows computer, click the HotSync Manager and choose Custom. Check that the correct conduit is active.
- On a Macintosh, double-click the HotSync Manager icon. From the HotSync menu, choose Conduit Settings. Select your user name from the User pop-up menu, and check that the correct conduit is active.

I am using Outlook as my PIM, but I cannot do a HotSync operation.	■ Click the HotSync Manager and choose Custom. Check that the correct conduit is active.
	■ Check that the correct conduit is installed. Reinstall the HotSync Manager and make sure the correct conduit is selected.
I cannot launch the HotSync Manager.	■ Make sure you are not running another program, such as America Online, CompuServe, WinFax, or AppleTalk networking that uses the serial port you selected in the Setup dialog box.
	■ Backup the Palm Desktop software, uninstall it, then reinstall it.
I tried to do a local HotSync operation, but it did not complete successfully.	■ Make sure your handheld is seated onto the HotSync cradle/cable correctly.
	■ Check the connection between the HotSync cradle/cable and the serial port or USB port on your computer.
	■ Make sure the gold-plated connectors on the HotSync cradle/cable and your handheld are clean. Use a pencil eraser to clean them.
	■ Read the HotSync Log for the user account for which you are performing a HotSync operation.
	■ Tap the HotSync icon in the Applications Launcher, tap Local above the HotSync icon, and then select Direct Serial from the pick list below the icon.
	■ Make sure the user name you selected in Palm Desktop software matches the user name assigned to your handheld.
	■ Make sure the date on your computer matches the date on your handheld.
	■ Check the conduit settings in Palm Desktop software. See "Customizing HotSync application settings" in Chapter 5 for details.

| I tried to do a local HotSync operation, but it did not complete successfully. (continued) | On a Windows computer, try each step in turn: |

On a Windows computer, try each step in turn:

- Make sure HotSync Manager is running. If it is running, close it, and restart it.

- Make sure you selected Local from the HotSync Manager menu or the Palm Desktop software menu.

- Make sure you selected the correct serial port on the Local tab in the Setup dialog. It should be set to the port where you connected the HotSync cradle/cable.

- Try a lower baud rate setting on the Local tab in the Setup dialog.

- Make sure you aren't running a program, such as America Online, CompuServe, or WinFax, that uses the serial port you selected in the Setup dialog box.

- Right-click the My Computer icon and select Properties. Click the Device Manager tab and double-click Ports. If there is an exclamation point next to the port where you connected the HotSync cradle/cable, you have a device conflict. Refer to the documentation that came with your computer to resolve the conflict.

On a Macintosh, try each step in turn:

- Make sure HotSync Manager is enabled on the HotSync Controls tab in the HotSync Software Setup window.

- Make sure you selected Local on the Serial Port Settings tab in the HotSync Software Setup window, and that the Local Setup port matches the port where your HotSync cradle/cable is connected.

- Try a lower Speed setting on the Serial Port Settings tab.

- Make sure you aren't running a program, such as America Online, fax or telephony software, or AppleTalk networking that uses the serial port you selected in the Serial Port Settings tab.

I tried to do a modem HotSync operation, but it did not complete successfully.	Check the following on your computer:
	■ Make sure your computer is turned on and that it does not shut down automatically as part of an energy-saving feature.
	■ Make sure the modem connected to your computer is turned on and is connected to the outgoing phone line.
	■ Make sure the modem you are using with your handheld has an on-off switch. Your handheld cannot "wake up" a modem that has an auto-off feature.
	■ Make sure the modem is connected properly to a serial port or USB port on your computer and that it is connected to the incoming phone line.

On a Windows computer, check the following:

■ Make sure Modem is checked in the HotSync Manager menu.

■ Confirm that the Setup String in the Setup dialog box configures your modem correctly. You may need to select a different Modem Type or enter a custom Setup String. Most modems have a Setup String that causes them to send initial connection sounds to a speaker. You can use these sounds to check the modem connection.

■ Confirm that the Speed setting in the Setup dialog box works for your modem. If you have problems using the As Fast As Possible option or a specific speed, try using a slower speed.

■ Make sure you are not running another program, such as WinFax, CompuServe, or America Online that uses the serial port you selected in the Setup dialog box.

■ Make sure your modem resets before you try again. (Turn off your modem, wait a minute, then turn it back on.)

I tried to do a modem HotSync operation, but it did not complete successfully. (continued)	On a Macintosh, check the following:
	■ Make sure Modem is selected on the Serial Port Settings tab in the HotSync Software Setup window.
	■ You may need to select a different Modem type or enter a Custom setup string on the Serial Port Settings tab. Most modems have a setup string that causes them to send initial connection sounds to a speaker. You can turn on the Modem Speaker option and use these sounds to check the modem connection.
	■ Make sure you are not running another program, such as America Online, fax or telephony software, or AppleTalk networking that uses the serial port you selected in the Serial Port Settings tab.
	■ Make sure your modem resets before you try again. (Turn off your modem, wait a minute, then turn it back on.)

Check the following on your handheld:

■ Confirm that the telephone cable is securely attached to your modem.

■ Make sure the dialing instruction dials the correct phone number.

■ If you need to dial an outside line prefix, make sure you selected the Dial Prefix option on your handheld and entered the correct code.

■ If the telephone line you are using has Call Waiting, make sure you selected the Disable call waiting option under Modem Sync Phone Setup on your handheld and entered the correct code.

■ Make sure the telephone line you are using is not noisy, which can interrupt communications.

■ Check the batteries in your modem and replace them if necessary.

I can't perform an IR HotSync operation.	■ On a Windows computer, be sure the HotSync Manager is running and the Serial Port for local operations is set to the simulated port for infrared communication. See "IR HotSync operations" in Chapter 5 for details.
	■ On a Macintosh, make sure the infrared communications extensions have been installed in the Extensions folder inside the System Folder. Next, open the HotSync Software Setup window and be sure HotSync Manager is enabled and that the Local Setup Port is set to PalmConnect® USB. See "IR HotSync operations" in Chapter 5 for more information.
	■ On your handheld, be sure the HotSync application is set to Local, with the option IR to a PC/Handheld.
	■ Be sure the IR port of your handheld is aligned directly opposite to, and within a few inches of, the infrared device of your computer.
	■ IR HotSync operations do not work after you receive a low battery warning. Check the batteries in your handheld and replace them if necessary.
When I press the button on the HotSync cradle/ cable, nothing happens on Palm Desktop software and my handheld times out.	■ Close and restart HotSync Manager on your computer.
	■ Make a copy of the folder containing your user data. Uninstall, then reinstall Palm Desktop software.
	■ Turn on your handheld and tap the Applications icon. Tap the HotSync icon, then tap Local.

When I press the button on the HotSync cradle/cable, nothing happens on Palm Desktop software and my handheld times out. (continued)	On a Windows computer, check the following:
	
	■ If you are experiencing intermittent success, try a lower speed setting on the Local tab in the Setup dialog box in the HotSync Manager.
	
	■ Verify there are no COM port conflicts on your computer:
	
	  1. From the Start menu, choose Settings, and then choose Control Panel.
	
	  2. Double-click System.
	
	  3. Click the Device Manager tab.
	
	  4. Double-click Ports.
	
	  5. Check each accessory is using a different port.
	
	On a Macintosh, check the following:
	
	■ If you are experiencing intermittent success, try a lower speed setting on the Serial Port Setting tab in the HotSync Software Setup window.

When I perform a HotSync operation, my information does not transfer to Palm Desktop software.	■ If you have performed a HotSync operation successfully, but you cannot find the data from your handheld on Palm Desktop software, check to see you have the correct user name selected for viewing data. ■ On a Windows computer, click the HotSync Manager and choose Custom. Check that all conduits are set to synchronize files. ■ On a Macintosh, double-click the HotSync Manager icon. From the HotSync menu, choose Conduit Settings. Select your user name from the User pop-up menu, and check that the correct conduit is active.
My handheld appears to freeze when I place it near my computer.	Move your handheld away from the computer's infrared port.

My handheld displays the message "Waiting for sender" when it's near my Windows computer's infrared port.	■ Your computer's infrared port may be set to search automatically for the presence of other infrared devices. Do the following to turn off this option:

1. In the Windows taskbar, click Start.

2. Choose Settings, and then choose Control Panel.

3. Double-click Infrared.

4. Click the Options tab.

5. Deselect the option Search for and provide status for devices in range.

6. Click Apply and OK.

■ If your computer is infrared-enabled, move your handheld away from the computer's infrared port.

I want to synchronize my computer with more than one handheld.	■ If the computer running Palm Desktop software synchronizes with more than one handheld, each handheld must have a unique name. Assign a user name to your handheld the first time you perform a HotSync operation.

■ Be sure to select the correct user name before each HotSync operation.

■ Please be aware that synchronizing more than one handheld with the same user name causes unpredictable results and, potentially, loss of your personal information.

Beaming problems

Problem	Solution
I cannot beam data to another Palm OS handheld.	■ For best results, Palm handhelds should be between 10 centimeters (approximately 4 inches) and 1 meter (approximately 39 inches) apart, and the path between the two handhelds must be clear of obstacles. Beaming distance to other Palm OS handhelds may be different.
	■ Move your handheld closer to the receiving handheld.
	■ Make sure the Beam receive option is enabled in General Preferences. See "General preferences" in Chapter 6 for more information.
	■ Perform a soft reset. See "Performing a soft reset" in Appendix A for more information.
When someone beams data to my handheld, I get a message telling me it is out of memory.	■ Your handheld requires at least twice the amount of memory available as the data you are receiving. For example, if you are receiving a 30K application, you must have at least 60K free.
	■ Perform a soft reset. See "Performing a soft reset" in Appendix A for more information.

Password problems

Problem	Solution
I forgot the password, and my handheld is not locked.	You can use Security to delete the password, but your handheld deletes all entries marked as private. However, if you perform a HotSync operation *before* you delete the password: the HotSync process backs up all entries, whether or not they are marked private. Then, you can follow these steps to restore your private entries: 1. Use the Palm Desktop software and the HotSync cradle/cable or infrared communication to synchronize your data. 2. Tap Forgotten Password in Security to remove the password and delete all private records. 3. Perform a HotSync operation to synchronize your data and restore the private records by transferring them from your computer to your handheld.
I forgot the password and my handheld is locked.	■ If you assign a password and lock your handheld, you must perform a hard reset to continue using your handheld. See "Performing a hard reset" in Appendix A for more information.

Technical support

If, after reviewing the sources listed at the beginning of this appendix, you cannot solve your problem, contact your regional technical support office by e-mail, phone, or fax. For US and International telephone numbers, see the Worldwide Customer Support card that comes with your handheld or go to http://www.palm.com.

Before requesting support, please experiment a bit to reproduce and isolate the problem. When you do contact support, please be ready to provide the following information:

■ The name and version of your computer operating system

■ The actual error message or state you are experiencing

■ The steps you take to reproduce the problem

■ The version of Palm OS software you are using and available memory

To find version and memory information:

1. Tap the Applications icon ⌂ .

2. Tap the Menu icon ▤ .

3. Tap App, and then tap Info.

Note: Thousands of third-party add-on applications have been written for Palm OS handhelds. Unfortunately, we are not able to support such a large number of third-party applications. *If you are having a problem with a third-party application, please contact the developer or publisher of that software.*

4. Tap Version to see version numbers, and tap Size to see the amount of free memory in kilobytes.

Appendix C

Upgrade Information

If you already own a Palm OS® handheld, we recommend that you install the version of Palm™ Desktop software that comes with your new Palm™ m100 series handheld into the same folder as your current Palm Desktop software. When you install the new version in the same folder as the previous version, all your data is preserved. If you use another personal information manager (PIM), you still need to install Palm Desktop software in order to add HotSync® Manager, conduit software, and other features of Palm Desktop software to your computer.

You perform HotSync operations in exactly the same way, so you can quickly synchronize your old data with your new handheld.

To upgrade a Windows system:

1. Read the Getting Started guide for an overview of the complete installation process.

2. Synchronize your old handheld with your old Palm Desktop software. This ensures that the latest information from your handheld is on your desktop computer.

3. (Optional) To ensure against any data loss, go to the folder that stores Palm Desktop software, copy the folder and all its contents, rename it (for example, Palm Backup), and store the copy outside the Palm Desktop software folder.

4. Follow the installation instructions in "Installing Palm Desktop software" in Chapter 1. Be sure to install the new software in the same folder as the old software.

5. To prepare for the first HotSync operation that synchronizes your new handheld with your new Palm Desktop software, go to the HotSync Manager and choose Custom.

   Note: Be sure your user name appears in the box at the top of the Custom dialog box. If not, select your user name.

6. For all conduits, click Change and select the option Desktop overwrites handheld. Then click Done. See "Customizing HotSync application settings" in Chapter 5 for more

information.

7. Connect the HotSync cradle/cable to your computer. See "Connecting the HotSync cradle/cable" in Chapter 1 for details.

8. Connect your new handheld to the HotSync cradle/cable and press the HotSync button. If the Select User dialog box appears, select your user name.

> **Note:** If you customized the modem setup on your old handheld, you must re-enter the modem initialization string. See "Connection preferences" in Chapter 6 for more information.
>
> Any passwords you set on your old handheld are not restored during this HotSync operation. Records you previously marked Private are still marked Private, but you need to reenter your password on your new handheld.

To upgrade a Macintosh system:

1. Read the Getting Started guide for an overview of the complete installation process.

2. Synchronize your old handheld with your old Palm Desktop software. This ensures that the latest information from your handheld is on your Macintosh.

3. (Optional) To ensure against any data loss, go to the folder that stores your Palm Desktop User Data, copy the folder and all its contents, rename it (for example, Palm Backup), and store the copy outside the Palm Desktop software folder.

4. If your old Palm Desktop software is version 1.0, uninstall your old Palm Desktop software.

5. Follow the installation instructions in "Installing Palm Desktop software" in Chapter 1. Be sure to install the new software in the same folder as the old software.

6. To prepare for the first HotSync operation that synchronizes your new handheld with your new Palm Desktop software, double-click the HotSync Manager in the Palm folder and choose Conduit Settings.

> **Note:** Be sure your user name appears in the box at the top of the Conduit Settings dialog box. If not, select your user name.

7. For all conduits, click Conduit Settings and select the option

Macintosh overwrites handheld. Then click OK. See "Customizing HotSync application settings" in Chapter 5 for more information.

8. Connect the appropriate serial or USB adapter and the HotSync cradle/cable to your Macintosh. See "Connecting the HotSync cradle/cable" in Chapter 1 for details. To order an adapter, go to the web site:
http://www.palm.com/support/m100/extras

9. Connect your new handheld to the HotSync cradle/cable and press the HotSync button. If the User pop-up appears, select your user name.

Note: If you customized the modem setup on your old handheld, you must re-enter the modem initialization string. See "Connection preferences" in Chapter 6 for more information.

Any passwords you set on your old handheld are not restored during this HotSync operation. Records you previously marked Private are still marked Private, but you need to reenter a password on your new handheld.

Each handheld must have a unique name

After you complete the upgrade process described earlier in the "Upgrade Information" section, your new Palm m100 series handheld and your old handheld now have the same user name. This is an undesirable situation. Each handheld must have a unique name in order to prevent unexpected results during HotSync operations, possible data loss, and other complications.

We strongly recommend that you perform a hard reset on your old handheld. See "Performing a hard reset" in Appendix A for details.

A hard reset not only erases all data from the old handheld; it also erases the name and makes that handheld a clean slate, ready to receive a new name. The next time you perform a HotSync operation with this old handheld, you are asked to give it a name. Be sure to give it a unique name.

Appendix D

Non-ASCII Characters
for Login Scripts

The following information enables you to create custom login scripts
that require non-ASCII characters. It is provided for advanced users
who understand the use and requirements of such characters in a
custom login script.

Use of ^char

You may use the caret (^) to transmit ASCII command characters. If
you send ^*char*, and the ASCII value of *char* is between @ and _, then
the character is automatically translated to a single-byte value
between 0 and 31.

For example, ^M is converted to a carriage return. If char is a value
between a and z, then the character sequence is translated to a single-
byte value between 1 and 26. If char is any other value, then the
character sequence is not subject to any special processing.

For example, the string "Joe^M" transmits Joe, followed by a carriage
return.

Carriage return and line feed

You may include carriage return and line feed commands as part of
the login script, when entered in the following format:

- **<cr>**   Sends or receives a carriage return
- **<lf>**   Sends or receives a line feed

For example, the string "waitfor Joe<cr><lf>" waits to receive Joe
followed by a carriage return and line feed from the remote computer
before executing the next command in the script.

Literal characters

The backslash (\ ) character defines that the *next character* is transmitted as a literal character, and is not subject to any special processing ordinarily associated with that character.

Examples:

- \^   Includes a caret as part of the string
- \<   Includes a < as part of the string
- \\   Includes a backslash as part of the string

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.

Note: 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.

Caution: 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.

Responsible Party:

Palm, Inc.
5470 Great America Parkway
Santa Clara, California 95052
United States of America
(408) 326-9000

Palm m100 Series Products

FC Tested to Comply
With FCC Standards

FOR HOME OR OFFICE USE

Canadian ICES-003 Statement

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du Réglement sur le matériel brouilleur du Canada.

CE

CE Compliance Statement

This product was tested by Palm, Inc. and found to comply with all the requirements of the EMC Directive 89/336/EEC as amended.

VCCI

This is a Class B product based on the standard of the Voluntary Control Council for Interference from Information Technology Equipment (VCCI). If this is used near a radio or television receiver in a domestic environment, it may cause radio interference. Install and use the equipment according to the instruction manual.

　この装置は，情報処理装置等電波障害自主規制協議会（ＶＣＣＩ）の基準に基づくクラスＢ情報技術装置です。この装置は，家庭環境で使用することを目的としていますが，この装置がラジオやテレビジョン受信機に近接して使用されると，受信障害を引き起こすことがあります。
　取扱説明書に従って正しい取り扱いをして下さい。

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

Explosionsfara vid felaktigt batteribyte. Använd samma batterityp eller en ekvivalent typ som rekommenderas av apparattillverkaren. Kassera använt batteri enligt fabrikantens instruktion.

Advarsel!

Lithiumbatteri—Eksplosionsfare 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

Eksplosjonsfare ved feilaktig skifte av batteri. Benytt samme batteritype eller en tilsvarende type anbefait 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 przekluwać baterii, ani nie wrzucać ich do ognia. Mogą się rozerwać lub wybuchnąć wydzielając trujące środki chemiczne. Zużytych baterii należy pozbywać sie w sposób opisany przez producenta i zgodnie z miejscowymi przepisami.

Nowe baterie powinny być tego samego lub analogicznego typu, co baterie zalecane w instrukcji obslugi kieszonkowego komputera Philips. Regeneracyjne baterie litowe mogą wybuchnąć jeżeli nie są odpowiednio umieszczone w komputerze.

אזהרה
יש סכנת התפוצצות אם מחליפים את הסוללה בצורה לא נכונה.
יש להחליף את הסוללה בסוללה זהה או דומה, בהתאם להמלצת היצרן.
יש להשליך סוללות משומשות בהתאם להוראות היצרן

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