

Important

⚡ Do not keep your Revo close to cards with magnetic strips

If magnetic materials are placed close to the underside of your Revo, they may be affected by the loudspeaker magnet. For this reason, it is best not to keep your Revo in the same pocket as cards with magnetic strips, e.g. credit cards and travel tickets. There are no known problems passing this product through airport X-ray machines or metal detectors.

⚡ Only use with an authorised Psion power adaptor

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Version 1.1, February 2000

Part no. 6070 0001 01

English

FCC Information for the USA

Radio and Television Interference

This equipment radiates radio frequency energy and if not used properly - that is, in strict accordance with the instructions in this manual - may cause interference to radio communications and television reception.

It 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 are designed to provide reasonable protection against harmful interference in a residential installation. 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 distance between the equipment and the receiver.
- If you are using the equipment with a mains adaptor, plug it into an outlet which is on a different circuit from that to which the receiver is connected.

- Consult an experienced radio/TV technician for help.

Important

This equipment was tested for FCC compliance under conditions that included the use of shielded cables and connectors between it and the peripherals. It is important that you use shielded cable and connectors to reduce the possibility of causing radio and television interference. Shielded cables, suitable for the Revo, can be obtained from an authorised Psion dealer.

If the user modifies the equipment or its peripherals in any way, and these modifications are not approved by Psion, the FCC may withdraw the user's right to operate the equipment.

In the USA

For customers in the USA, the following booklet prepared by the Federal Communications Commission may be of help: "How to Identify and Resolve Radio-TV Interference Problems". This booklet is available from the US Government Printing Office, Washington, DC 20402 Stock No 004-000-00345-4.

FCC Declaration of Conformity

Product: Revo

Models: 8M

Have been tested to - and comply with - part 15 of the FCC rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference.
2. This device must accept any interference received, including interference that may cause undesired operation.

The Product is for home or office use.

Responsible party:

Psion Inc.

150 Baker Avenue,

Concord,

MA 01742, USA.

Tel: +1 978 371 0310

Fax: +1 978 371 9611

Emissions information for Canada

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 Règlement sur le matériel brouilleur du Canada.

Infrared device safety

CLASS I LED PRODUCT

This product includes an Infrared device for transmitting and receiving data from other Infrared devices. Although this invisible beam is not considered harmful, and complies with EN60825-1 (IEC825-1), we recommend the following precautions when the Infrared device is transmitting:

- do not stare into the Infrared beam
- do not view directly with optical instruments

No parts in the device may be serviced by the user.

CE marking

When used in a residential, commercial or light industrial environment the Revo and its approved UK and European peripherals fulfil all requirements for CE marking.

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Getting started

Congratulations, and thank you for choosing **Revo**. This handbook contains information about your Revo, and the PC connectivity software, PsiWin 2.

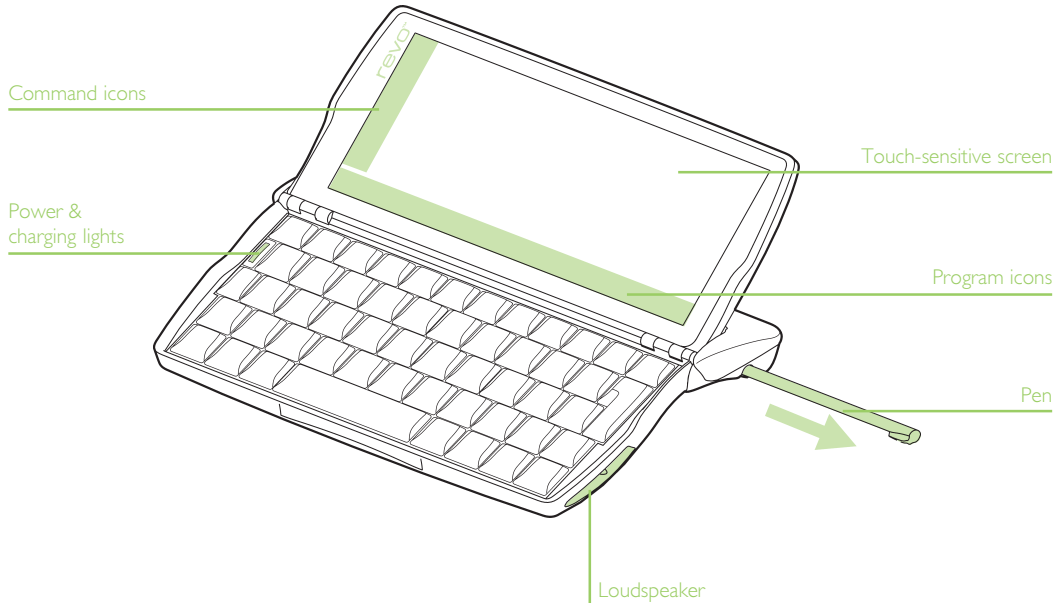
About your Revo

The programs on your Revo include:

-  **System**, your Revo's "desktop" control centre. You can tap the System icon at any time to move to the System screen.
-  **Contacts**, an address book.
-  **Agenda**, a diary program for appointments and lists of things to do.
-  **Email**, for sending and receiving email and SMS messages.
-  **Phone**, for managing lists of phone numbers on a mobile phone.


-  **Time**, for alarms and a world map with international times and dialling codes.
-  **Calc**, a calculator with normal and 'scientific' modes.
-  **Jotter**, a notebook for jotting down ideas quickly.
-  **Word**, a word processor for writing letters and other documents.
-  **Sheet**, for spreadsheets, tables, and graphs.
-  **Data**, a customisable database program.
-  **eSetup**, for setting up Internet and email accounts on your Revo.
-  **Cascade**, a game of logical thinking.

Where things are



About PsiWin 2

You can use the PC connectivity software PsiWin 2 to integrate your Revo with PCs running Windows 95/98 or NT 4.0. By connecting your Revo to a PC; using the docking station, and running PsiWin; you can:

- **View your Revo files** from Windows Explorer by using the 'My Psion' icon  which is added to the PC's Desktop. The 'My Psion' icon gives you access to all of PsiWin's powerful file management facilities for your Revo files.
- **Upgrade** from an earlier model of Psion handheld computer to your Revo as a one-stop process. All your files will be copied from your old Psion (Series 3/3a/3c/3mx or Siena), converted to the Revo's file formats on the PC, then copied to your Revo.
- **Drag and drop files** between your Revo and the PC in the same way that you would between PC drives, and they will be **automatically converted** to the appropriate file format at the same time.
- **Synchronize** the address book and contacts on your Revo with PC agendas (applications) and contact managers, to keep them in step with each other.
- **Back up** your Revo files to the PC, then **restore** them from the PC to your Revo again should you ever need to.
- **Print** files on your Revo to a printer connected directly to your PC, or available to your PC via a network.

For more information, see the 'PsiWin' chapter, or PsiWin's on-line Help.

Using this handbook

This handbook gives an overview of all your Revo's functions and features to give you an idea of what you can do; for more detailed information than is given here, refer to the on-line Help on your Revo, and in PsiWin.



Note: Read the Quick Start Guide **first**, for important instructions on setting up your Revo and charging the battery.

1. Read the first part of this chapter to find out how to: connect your Revo to the docking station, charge the battery, switch on, find and practice with the pen, and start using the software.
2. Read 'Things to do first!' to find out the essential things to do when you first get your Revo - this covers setting the time and date, setting your "home city" (so that the time differences from your home are calculated correctly) and setting owner information and a machine password.

3. Move on to 'Things to do next!' for a list of the programs and a brief overview of what else to do when you first use your Revo - instructions for using PsiWin to connect to your PC and perform backups, and ideas for customising your Revo.
4. Read the 'Files, folders and programs' chapter for more information about how to enter and manage information on your Revo.



Note: Refer to the 'Troubleshooting' chapter if you have any problems using your Revo.

Connecting your Revo

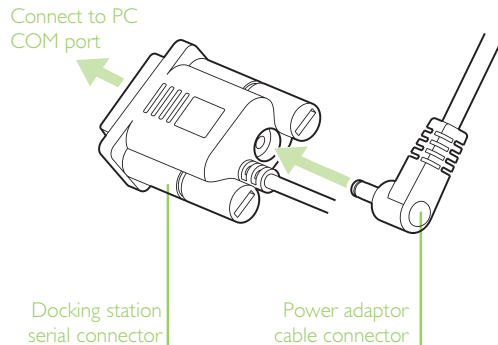
Your Revo has a built-in rechargeable battery. The battery is not fully charged when you buy your Revo, but there may be enough power to turn on your Revo. Your Revo is supplied with a power adaptor, which you must use to charge your Revo's battery. We recommend that you fully charge the battery the first time you use your Revo.

You can connect the power adaptor to the docking station, or attach it directly to your Revo, e.g. if you are travelling:

Connecting to your docking station

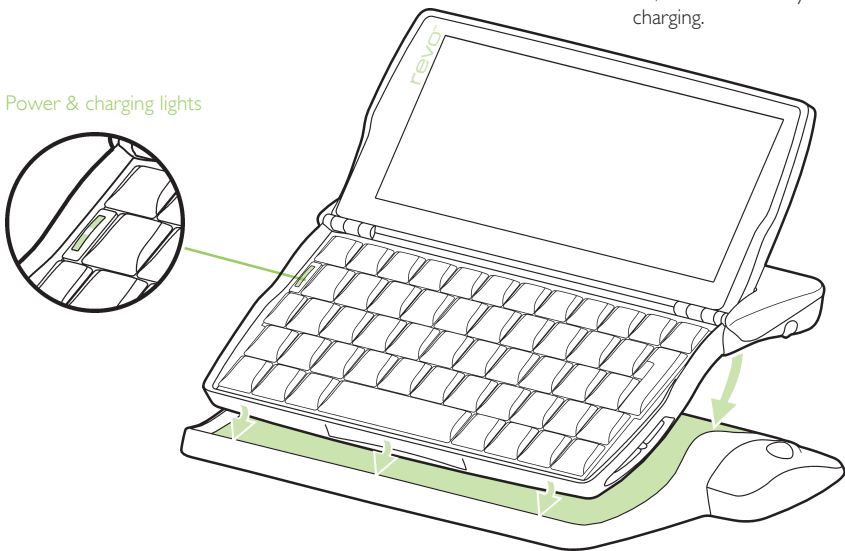
The docking station cable is used by your Revo and PC to communicate. To connect your docking station to your power adaptor and PC:

1. Turn off your PC.
2. Connect your Revo's power adaptor cable to the serial connector on the docking station cable. Plug the power adaptor into the mains supply.
3. Locate the COM port (or serial port) on your PC, usually found at the rear of your computer. Insert the serial port connector on the docking station cable into the COM port on your PC.
4. Open your Revo's case.



5. Place the front end of your Revo's keyboard in to the front of the docking station.
6. Lower the rear of your Revo into the docking station, so that it sits firmly in place.
7. Check that the green power light (below the Esc key) turns on. The green light means that your Revo has power from the power adaptor.
 - If the red charging light (below the Esc key) turns on, this means that your Revo's battery is charging.

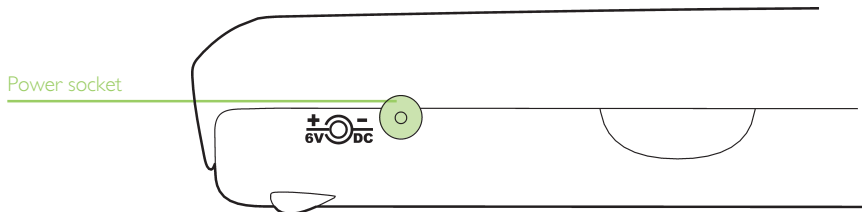
Power & charging lights



Connecting the power adaptor

If you want to charge your Revo without using the docking station, e.g. if you are travelling, connect the power adaptor directly to your Revo:


1. Connect your Revo's power adaptor cable to the power socket at the rear on your Revo.
2. Check that the green power light (below the Esc key) turns on. The green light means that your Revo has power from the power adaptor.
 - If the red charging light (below the Esc key) turns on, this means that your Revo's battery is charging.



The battery & charging

When you connect your Revo to the power adaptor, your Revo's battery will begin charging.

To check the battery power:

- Look at the battery icon  at the bottom of the Toolbar (when the battery is not charging). The battery icon flashes when the battery is about to run out.
- To see a more accurate reading, move to the System screen and tap the **Today** button on the Toolbar. The battery gauge displays the power remaining in the battery. Tap on the battery gauge to see more detailed information. Alternatively, select **Battery** from the **Information** menu.

Charging the battery


When your Revo's battery is charging, the battery icon on the Toolbar will appear animated, i.e. 'filling up'. The battery charges in two stages:

- **"Fast"** charging: Your Revo will charge to a level of 85% quickly (taking about 1½ hours from 'empty'). When your Revo is fast charging, a red light (below the Esc key) turns on.

- **"Trickle"** charging: After the fast charge stage, your battery will charge more slowly, taking about 4½ hours to reach 100%. When your Revo is trickle charging, the red charging light will turn off, but the battery icon will still appear to be 'filling up'.



Fully charge your battery when you first use your Revo

The first time you charge your Revo, we highly recommend that you fully charge the battery. This is required to ensure that future battery readings are accurate. Fully charging the battery can take up to 6 hours, depending on how much charge is in your battery when you buy your Revo. The battery icon will appear 'full'  when it has finished charging.

You can charge your Revo's battery at any time. You do not have to wait until the battery has run down before you recharge it.



Note: If you leave your Revo connected to the power adaptor (or docking station) after fully charging your battery, it will not begin charging again until you disconnect and then reconnect your Revo to the power adaptor.

Battery life

When the battery is fully charged, you can typically expect 12hrs of continuous use before it needs recharging. How long your Revo's battery lasts depends on how you use your Revo. Your Revo uses considerably more power when you are using Infrared, connected to a PC, or playing sounds.

Just before the battery runs down, on-screen warnings are displayed when you switch on your Revo, and the battery icon will flash. When the battery runs down, your Revo will not switch on, and you will not be able to use your Revo again until you connect it to the power adaptor (or docking station).



IMPORTANT: Recharge your battery when it runs down

When the battery runs down, there is enough power left to keep all your information for approximately 2 weeks.

After 2 weeks, all your information will be lost, so it is important that you recharge the battery within 2 weeks when it runs down. *If you are not going to use your Revo for a while, e.g. if you are going on holiday, charge your Revo's battery beforehand. When fully charged, your Revo will typically keep all your information for up to 6 weeks when switched off.*



Back up your Revo

If you have a PC, use PsiWin to back up your Revo. If you forget to recharge your battery and lose your information, you can restore it from the backup on your PC. See the 'PsiWin' chapter for details.

Turning on & off

- **To switch on:** press the Esc (On) key. The first time you switch on your Revo (or after a hard reset), you will need to press Esc **twice**.
- **To switch off:** hold down the Fn key and press the Esc key. You can switch off at any time. You **do not** have to save your information first. When you switch on your Revo, your information will appear in exactly the same state as you left it when you switched off.



Note: If you do not press a key, your Revo will automatically switch off after 3 minutes to save battery power. Press Esc (On) to switch it on again, and continue from where you left off.



Other ways to switch on and off

To set up your Revo to switch on when you tap the touch-sensitive screen, or switch on or off when you open or close the case: use the **Switch on/off** settings from the **Control Panel** in the System screen.

The screen

Adjust the screen contrast by holding down the Fn key and pressing the M (☉-) or ' (☉+) key.

Change the size of the text on the screen by tapping the 'magnifying glass' icons on the left of the screen, or by using the **Zoom in** and **Zoom out** commands on the **View** menu.

Finding & using the pen

The pen is located in a holder underneath your Revo, near the back on the right side.

Tap lightly on the screen using the pen. It's OK to use your fingers to tap on the screen, though it is best to use the pen to avoid fingerprints or smudges on the screen.



Important

Do not tap the screen with any object that has a sharp tip, as you may damage the screen. Don't use any type of ink pen, as the ink may be impossible to remove. See the 'Care & safety' chapter for instructions on how to clean the screen.

Tap on an item with the pen to select or change it, e.g. you can tap on:

- “Program” icons (displayed on the bottom edge of the screen), to open a program.
- “Command” icons (displayed on the left edge of the screen), for shortcuts to System functions; the Menu bar, Infrared, cutting and pasting, zooming in and out.




Note: If the screen doesn't respond to your taps, you may need to re-calibrate it. You can do this by opening the **Screen** icon from the Control panel.

Most of the things you can do with the pen have an equivalent keypress combination, so you can use the pen, the keyboard, or a combination of both methods.



First steps

When you first switch on your Revo, you will see the System screen. This is the “desktop” where you can view your files and folders, and change settings that control how your Revo works.

- All the information you enter into your Revo is contained on the Internal drive. Files on the drive are displayed in the System screen, with icons that represent the programs that created them.
- Files are stored in folders  (or ‘directories’). When you start using your Revo, the contents of the ‘Documents’ folder is displayed. The System screen’s “Title bar” (on the left of the screen) shows you which folder is currently open and displayed on the screen.

See the ‘Files, folders & programs’ chapter for details of managing files and folders.



Navigating between files & folders

- To open a file, tap on it twice, or highlight it and press Enter. If the filename is displayed in bold, the file is already open; tapping on it will switch to the program the file is open in.
- To open a folder, tap on the folder's icon  twice, or highlight it and press Enter.
- To close the folder you are in, tap on the Close folder icon .

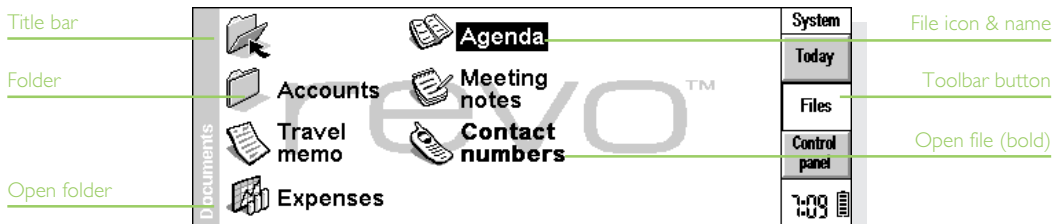
See the 'Files, folders & programs' chapter for more information about files and folders.

Starting programs

When you open a file, the program used to open the file is started automatically. You can also start programs by tapping on the appropriate "program icon", the icon in the row of pictures at the bottom edge of the screen.

- Tap the System icon  at any time to move to the System screen.
- Tap the Extras icon  to display the "Extras bar", which contains more program icons.

You don't have to close one program before opening another, just tap on another program icon, and that program will open too.



You can see what files and programs are open from the System screen by using the **List open files** command from the **File** menu, or by tapping on the program or file name displayed in the top right corner of the screen.

Programs & files

When you tap on a program icon, it will create a new file, or display the currently open file, or the file that you last looked at. If you want to write a new letter, create a new database, etc.; you'll need to create a new file for the appropriate program.

- To create a new file from a program: select the command on the **File** menu. The new file is displayed in the program, and the previous file will be saved and closed.



- To create a new file from the System screen: select **Create new** then **File**, from the **File** menu.

Note: New files you create from inside a program use the same settings and preferences of the file previously open, e.g. when you create a new Data file, it will have the same labels as the file previously open.

It is a good idea to keep related files together in a folder, to make the files easier to find later. See the 'Files, folders & programs' chapter for details of how to manage your files and folders.

For more information about using programs, see the 'Which program to use?' section later in this chapter.

Using menus

Most program tasks are normally listed in menus. Each menu contains a list of tasks, called “commands”.

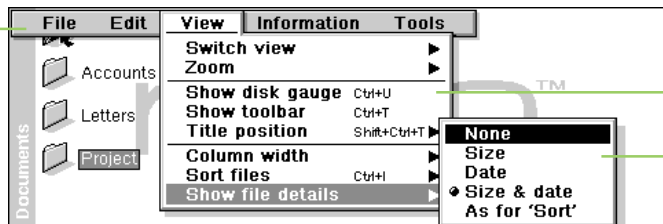
- To display the available commands on the “Menu bar”, press the Menu key or tap on the menu command icon. Alternatively, press the arrow keys to move around menu commands.
- To select a command or display a different menu, tap on the command or menu heading. To display a sub-menu (marked with a ▶), tap on the command or press the right arrow key.
- To move around menus, press the arrow keys.



Note: You can press the shortcut key combinations shown next to the commands as a quick way of selecting them, e.g. 'Ctrl+M' means hold down the Ctrl key and press the M key at the same time.

- A menu command with three dots (...) at the end means that selecting the command will display a “dialog”, which is a box where you enter information.
- If a menu command is grey, it means that it is not currently available; e.g. you cannot paste text until you have first cut or copied it to the clipboard.

Menu bar



Menu

Sub-menu

Using dialogs

A “dialog” is a box which appears when you need to make selections and enter further information.

Dialogs contain one or more of the following items:

- **Text box:** where you just type in your information, e.g. a filename.
- **List box:** where you select from a number of options. You will see left and right arrows around the current selection; you can change the selection by tapping on the arrows, by pressing the left and right arrow keys, or by typing the first letter, or number, of the option you want. You can usually tap in the box or press the Tab key to see a list of the available options.
- **Check box:** where you make a choice between selecting an option or not selecting it. To select (tick) or deselect a check box, tap on it or press the left and right arrow keys.

- **Radio buttons:** where you make one choice from a number of options. Just tap on an option, or use the left and right arrow keys to make a selection.
- **Pages (or ‘tabs’):** Some dialogs comprise of a number of “pages”, each page has a “tab” at the top. To move to a page, tap on the tab or move the highlight to the tab name.

You can move a dialog around the screen by holding the pen on the dialog title bar and dragging it across the screen.



Note: If a dialog line is grey, it is currently not available, usually because you have to select a related item first. For example, if you have not ticked the box to set an alarm for an Agenda entry, the lines to set the alarm time and date are grey. Some dialog items are not visible until another item has been selected.



Note: Move a dialog around the screen by holding the pen on the dialog title bar and dragging it across the screen.



Entering dates using the calendar

In most dialogs in which you can type a date, move to the date line then tap again or press **Tab** to display a calendar.

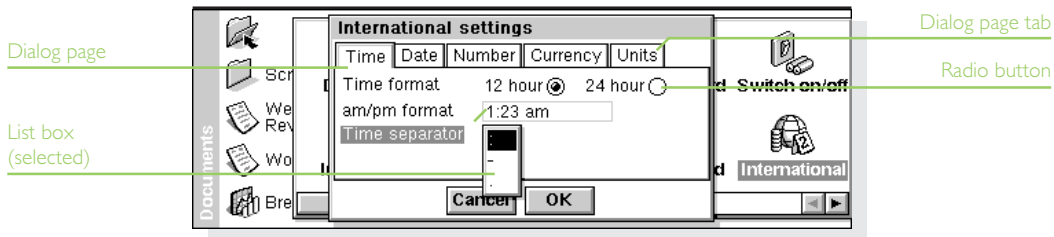
Today's date is circled, and the date currently displayed in the dialog is highlighted. To select another date, move to the date you want and press **Enter**. Use the buttons on the top line, or further presses of the **Tab** key, to display a three month calendar. Use the "dog ears" to move between the pages of the calendar.

You can also display a calendar from the Agenda program. See the 'Agenda' chapter for more details.

Dialog buttons

All dialogs contain buttons. To select a button, tap on the button, or use the keypress combination under it (if present).

- If you want to save information or settings you've entered in a dialog, you can usually tap the **OK** (or **Done**) button, or press the **Enter** key.
- If you don't want to save the information or settings you've entered in a dialog, you can usually tap the **Cancel** button or press the **Esc** key.



Inserting information from other programs

You can insert information created in one program into a different program. This is known as inserting an “object”.

For example, to add a graph to a letter you are writing, write the letter as normal using the Word program, then select the menu command in Word to insert a graph. This will start the Sheet program, where you can create the graph. Close Sheet when you have finished and the graph will be inserted in your letter.

Sometimes the object you insert can be displayed as an icon, e.g. a Word document in an Agenda entry. Alternatively, you may prefer to see the actual information added, e.g. a spreadsheet to view in the Word file.

Displaying Help

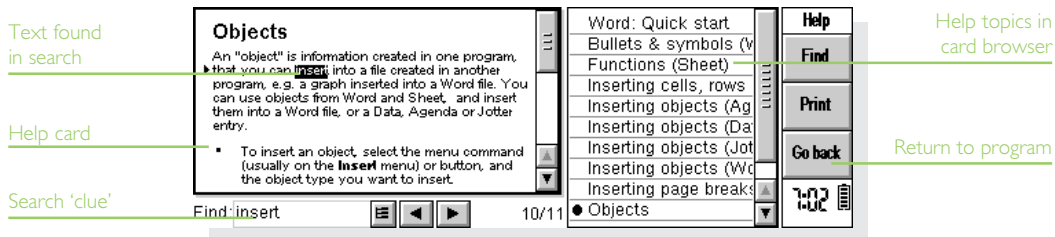
You can display help at any time, and from any program. Help information is contained on a series of “help cards”. Help is **not** specific to the program that you are using; wherever you are, you can just type a “clue” to search for the information you need.



Note: The on-line help contains more detailed information than is included in this manual.

- To display help: Hold down Fn and press ‘;’ (comma); the key has “Help” printed on it.
- To search for help about something: type a clue in the **Find:** box and press Enter. The display will show a list of Help “cards” that contain this word, and the first occurrence is highlighted. To move between cards, tap on the ◀ or ▶ buttons, press Enter, or use the left and right arrow keys.
- To type in another search word: press Esc, and then type in the word to search for as before. To use one of the last five search words again, tap on the history button (next to the **Find:** box), or press Tab and select the word you want to use.

- To show help for a particular program: type the program name followed by an exclamation mark, e.g. type 'Agenda!' or 'Contacts!' to only show help for these programs.
- To look through the help text: drag the scroll bar on the side of the Help card, or use the up and down arrow keys.
- To print the current Help card: select **Print** from the **File** menu.
- To return to the program you were using: tap the **Go back** button on the Toolbar, or tap the program's icon. You can return to the Help card you were viewing by pressing Fn and ',' (comma) again.




Things to do first!

This section describes what you need to do to set up your Revo, including how to:

- Set the current time and date, so that you can use the Agenda programs and set alarms.
- Set your “Home city”, so that your Revo can display the correct time differences and dialling codes for other places in the World.
- Enter owner information, so that your Revo can be returned if you lose it.
- Set a password for your machine, so that other people cannot access your information.

Setting the time, date & the Home city

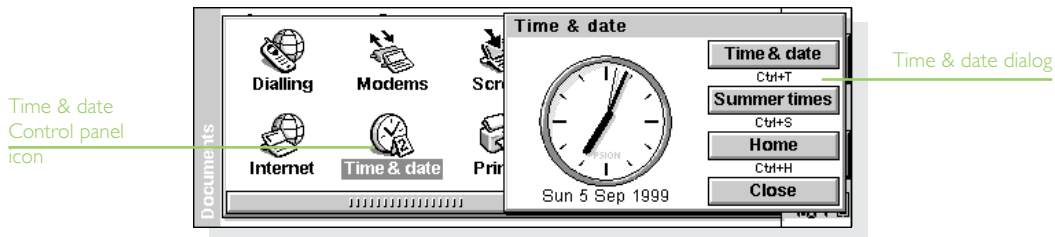
1. In the System screen, tap on the **Control panel** button on the Toolbar, or select the command from the **Tools** menu.
2. Tap on the **Time & date** icon  twice, or move the highlight to it using the arrow keys and press Enter.
3. In the Time & date dialog, tap the **Time & date** button. Move the highlight in the **Time** and **Date** lines by tapping on the part you want to change, or by using the arrow keys. Type the date or time, press P for p.m. or A for a.m.
4. To set the time and date, tap on the **OK** button, or press the Enter key.

5. Tap the **Home** button.
6. Select your Home city and country. To do this:
 - Start typing in the name of your home city, or tap on the arrow symbols or press the left and right arrow keys until you find the city you want.
 - If your home city is not listed, select a city that is nearby for now (adding a city is described in the 'Time' chapter).

7. Tap on the **OK** button or press the Enter key, and your home city is saved. Tap **Close** or press Enter to remove the dialog and return to the Control panel. Press Esc to return to the System screen.



Note: Your Revo can use a 12 hour clock (midnight is 12:00:00 a.m.) or a 24 hour clock. Refer to the 'Time' chapter for details of how to change these settings, and how to adjust the clock for summer time.



Entering owner information

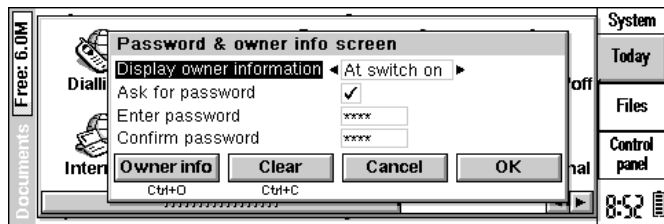
It is a good idea to type your own contact details as “owner information”, so that if you lose your Revo, it can be returned when found:

1. Open the **Password** icon from the **Control panel** in the System screen, and
2. In the dialog, tap the **Owner info** button and enter your details. The labels provided are suggestions only, you can change them if you want to. It's best not to put your home address, in case you lose your house keys and Revo at the same time. Tap **Done** when you have finished.

3. Set when you wish to display owner information; select:

- ‘At switch on’, if you always want to display the screen when switching the machine on.
- ‘Once per day’, if you only want to see the screen once a day, the first time you switch your machine on each day.
- ‘Never’, if you never want to display the screen when you switch on.

Display the owner information at any other time by selecting **Owner** from the **Information** menu in the System screen.



Setting a system password

To prevent anyone looking at the files on the Internal drive of your Revo, set a system password which you must type in before you can use the machine.

To do this:

1. Select the **Password** icon from the **Control panel** in the System screen.
2. Set the **Display owner information** line to 'At switch on'.
3. Tick the **Ask for password** box.
4. Type the password twice for confirmation. Choose a password that you won't easily forget, but one that won't be easy for someone else to guess. You will need to enter the password again if you want to change the password settings on your Revo.



Don't forget your password!

If you forget the system password, you will have to hard reset the machine and all your files will be lost (even Psion cannot 'unlock' your Revo).

The password is now set. The next time you switch your machine on, you will have to type in the password to access your files.

If you want to switch the password off, remove the tick from the **Ask for password** box.



Note: The system password does not protect files you copy to other machines (e.g. your PC).



Things to do next!




This section gives a brief overview of what else you may want to do when your first use your Revo, including:

- Ideas for how you can use the programs.
- Ideas for customising your Revo.




Which programs to use?

The first things you wish to do may include:

-  Entering appointments, reminders, birthdays and lists of things to do from your old diary or time planner into the Agenda program. If you use a PC scheduler such as Microsoft Outlook or Lotus Organizer, you can use PsiWin to synchronize the information in your Psion and PC schedules to keep them both up to date.
-  Entering names and addresses from your old address book into your Revo's Contacts address book. If you also keep names and addresses in a PC scheduler, you can use PsiWin to synchronize your Psion and PC address books so that they are both kept up to date.

-  Manage the phone numbers on your mobile phone using the Phone program.
-  Setting a morning alarm in the Time program. The Time program also includes a map of the world, and information about cities, world times, and national and international dialling codes.
-  Entering a 'work to do list'. This is best entered as a To-do list in Agenda. You will be able to see outstanding tasks in the Day view, set alarms to remind you to do them and cross out items when you've completed them.

You may also wish to:

-  Keep a meeting agenda or minutes as a memo attached to the meeting's entry in Agenda. You can then retrieve the notes by finding the meeting entry.
-  Keep a record of expenses in the Sheet program. Here you can search for items, add columns of numbers, or calculate totals and tax.
-  Keep a Data file as a "knowledgebase" of notes about a particular subject. You can keep track of references or products as you find them.


The Control panel


Use the Control panel to change settings for your Revo. To do this:


1. Move to the System screen, then tap on the **Control panel** button on the Toolbar, or select the command from the **Tools** menu.
2. To display the settings for an item, tap on the icon twice, or highlight it and press Enter.


Initially, you should set up the **Time & date**, **Screen**, and **Switch on/off** settings (and **Printer** if you intend to use one).


When you first use your Revo, you may wish to:

-  Use the **International** icon to change settings which may vary from country to country, e.g. the currency and date formats.

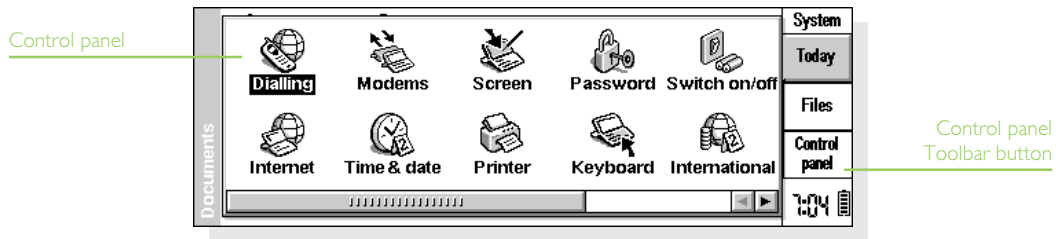
-  Use the **Switch on/off** icon to control how and when your Revo switches on and off, e.g. you might like it to switch on when you tap the screen, and switch off when you close the case.

-  Use the **Sound** icon to control the sounds that your Revo makes when you press keys, tap the screen and perform other actions.

-  Use the **Screen** icon to change the screen contrast, set the automatic switch off times, or re-calibrate the touch sensitive screen if your Revo stops responding to your pen taps.

-  Use the **Keyboard** icon to control how long you have to hold a key down before a repeat character is entered.

-  Use the **Password** icon to set a password on your machine or enter owner information.



Customising the System screen

You can use the commands on the **View** menu to change how the System screen looks and works:

- Change the position of the Title bar by selecting **Title position**, and the width of the columns by selecting **Column width**.
- Change the size of text and icons on screen, so that more or fewer files and folders are displayed, using **Zoom in** and **Zoom out** (or use the 'magnifying glass' command icons).
- Turn the Toolbar off and on with **Show toolbar**; without the Toolbar you can see more of the System screen.
- Control how the files are sorted, and what file information is displayed with **Sort files** and **Show file details**. When you first use your Revo, files are grouped 'by type' (i.e. according to program); you can change this to sort them by date, name or size.

You can customise many of the ways that your Revo works from the System screen using the **Preferences** command on the **Tools** menu, and the settings in the **Control panel**. See also the previous section, 'The Control panel', for details.

- Use the System screen preferences to display "hidden" files and the "System" folder in the System screen, change the standard folder for files, and change the keypress for opening multiple files.
- Customise the positions of icons on the Extras bar, e.g. so that the icons for your favourite programs appear in particular positions. To change the Extras bar settings; press the Enter key, or tap the word "Extras", when the Extras bar is displayed; or use the **Extras bar** icon in the Control panel.



Do not delete files in the System folder

The "System" folder contains files that are used by your Revo programs. You should not normally need to access these files, which is why this folder is not shown as standard. **Do not delete or modify files in this folder, or create new files in this folder; otherwise you may have problems using your Revo's programs.**

Files, folders & programs

☞ The System screen is your Revo's file manager and 'desktop'. The System screen is displayed the first time you switch on your Revo. To move back to the System screen at any time, tap the System program icon ☞.

The System screen has two views, 'Files' and 'Today'. To move between the views, tap on the **Files** or **Today** buttons on the Toolbar, or use the **Switch view** commands on the **View** menu. Press the Esc key to switch from Today view back to Files view.

- **Files:** Use this view for file management, e.g. creating, opening, moving, copying, renaming and deleting files.
- **Today:** Use this view to see Agenda appointments and To-dos for the current day, and information about the battery, connection and memory. See 'Today' later in this chapter.

When you first switch on your Revo, the Files view is displayed. The name of the current folder is displayed in the grey Title bar at the left of the screen. Files are listed in columns across the screen; a file's icon represents the program used to open it.

Free memory

Open folder

Files view

File name & details

Documents Free: 6.1M	(Close)	Agenda 29K 01/01/99	System
	Accounts	Meeting notes 1K 05/09/99	Today
	Travel memo 1K 05/09/99	Contact numbers 6K 03/09/99	Files
	Expenses 5K 04/09/99		Control panel
			7:13

Moving around

To move the highlight between the files and folders on the screen: tap on the names, or press the arrow keys. If there are more files than can be displayed on screen; scroll the screen by pressing the arrow keys, or tap on the scroll bar at the bottom of the screen.



Bookmarking a folder

You can use a “bookmark” to tag a folder that you frequently use, so that you can quickly move back to it. To set the bookmark, move to the folder and select **Set bookmark** from the **Edit** menu. Move to the bookmarked folder at any time by selecting **Go to bookmark** from the **Edit** menu.

Opening files, folders & programs

Files are displayed with an icon, which represents the program used to open the file.

- To open a file or folder from the System screen: tap it twice, or highlight it and press Enter.

Files that are open have their names displayed in **bold** on the System screen. If you open a file using program which already has a file open, the program automatically saves and closes the file already open.

- To open two or more files of the same type at the same time: hold down the Fn key while opening the second file from the System screen. To switch between the two open files, tap program’s icon.


To open a program:

- Tap on the program’s icon on the bar below the screen. If the program’s icon isn’t displayed on the bar, tap the **Extras** icon to display more programs. If the program is file-based, e.g. Data or Word, the program displays the last file you were looking at.



Note: If the last file you were looking at has been deleted, moved or renamed, the program automatically looks for a file with a ‘standard’ filename (e.g. ‘Word’, ‘Data’, ‘Agenda’ and so on) in the standard folder (e.g. ‘Documents’), and opens this file instead. If your Revo cannot find this file, it creates a new file with the ‘standard’ filename.




Note: Tap on the Extras icon  to display additional icons for programs installed on your Revo. If there are more programs than will fit on the screen, tap the **More** label.



How can I see which files and programs are open?

Select the **List open files** command from the **File** menu, or hold down the **Ctrl** key and tap the **System** icon. To move to a file or program in the list, highlight it and tap the **Go to file** button.


Closing folders & programs

- To close the current folder: tap on the Close folder icon  at the top of the screen, or highlight it and press **Enter**. When you close all folders in the System screen, you move to the highest level (or "root") of the Internal disk.
- To close a program: use the **Close** command on the **File** menu, either in a program, or in the System screen. Any changes you have made to the file are automatically saved.



Note: To see a list of open programs, hold down the **Ctrl** key and tap the **System** icon. To close a program, select it and tap **Close file**.

Creating new folders

Use folders  to store related files together, e.g. for work projects and home use. For example, create a folder called "House" for files relating to your home, and create a folder called "Letters" within the "House" folder for correspondence about your home. Using folders in this way makes your files easier to find.

To create a new folder:

1. Move to the folder, e.g. 'Documents', in which you wish to create the new folder.
2. Select the **Create new** command from the **File** menu, then select **Folder**.
3. Type in the folder name.

You cannot use the following characters in a folder name: < > : / \ * ?



Note: You can keep a maximum of 64 items (each file or folder counts as one item) in the "root" (top level) of your Revo's internal disk. It's best to create a number of folders in which to store all your files to prevent the top level of the System screen from becoming too full.

Creating new files

You can create files from the System screen, or from within programs. As a general rule:

- Create a file from the System screen to start with the standard file settings.
- Create a file from within a program to use the settings from the file currently open, e.g. labels in a Data file, or to use a template in Word.

To create a file from the System screen:

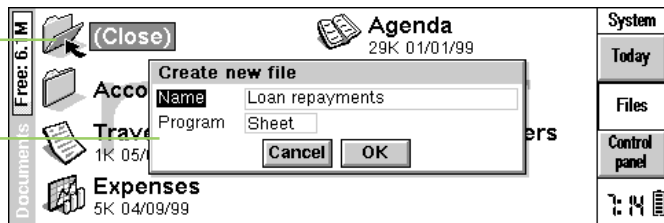
1. Move to the folder where you wish to create the file.
2. Select the **Create new** command from the **File** menu, then select **File**.
3. Select the program you wish to use, e.g. 'Word' for a Word document.
4. A filename is suggested. If you do not wish to use this, type a different name and tap **OK**.



Note: If you have a file already open within the program, and wish to leave it open so that you can refer to both files, hold down the Fn key while tapping the **OK** button.

Close folder icon

Creating a new file





What names can I use for my files & folders?

You can use most characters in file and folder names, including spaces, so it is fine to have folders called, e.g. "1997 Purchase Orders and Invoices". The only characters which cannot be used in a file or folder name are: / < > : \ *?.

The maximum length of a filename is 252 characters, but this includes the names of the folders within which the file is contained (known as the "path"), e.g. 'Documents/folder1/folder2/file'.

This will not generally be a problem, except if you use very long names for your folders, nested in other folders with long names. If you do exceed the maximum filename length; either rename the file, or a folder it is contained within, to a shorter name.





Important

Files are not stored with a filename "extension", unlike most PCs. You **cannot** store two files with the same name in the same folder, even if the files were created using different programs. For example, if you save a Sheet file with the filename "November 1999 report", then save a Word file with the same name, the Sheet file will be replaced by the Word file.

Browsing folders

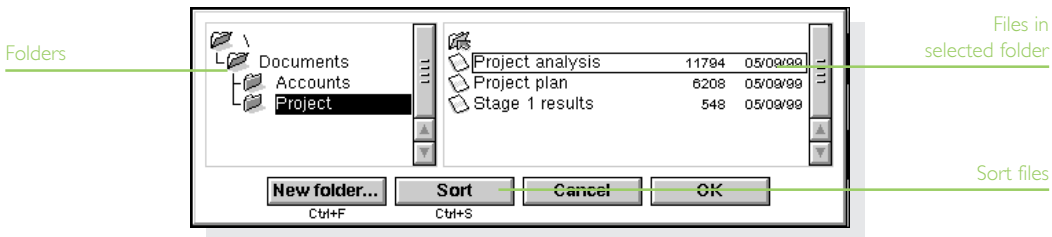
A quick way to find a file is to use the **Browse folders** command on the **File** menu. This displays a Browser which shows a “tree” structure of all the files and folders. You can also display the Browser by tapping on the Title bar or pressing the Tab key in the System screen.

- To move between files and folders in the Browser: use the pen or arrow keys.
- To “expand” the folder display: highlight the folder  and tap it again or press Tab. To “collapse” the folder, tap the folder  again, or press Tab.

- To create a folder from the Browser: tap the **New folder** button.
- To rearrange the order of the files: keep tapping the **Sort** button to rearrange the files in turn, by type, size, data or name.
- To select and move to a file: highlight the file and tap **OK** or press Enter. The System screen is displayed with the file highlighted.



Note: A quick way of opening a file direct from the Browser is simply to highlight it and press Enter twice.



Finding files and folders

To search for files or folders use the **Find files** command on the **Edit** menu.

- If you know the name or part of the name, type it on the **Name** line; or leave it blank to find **all** files and folders.
- To search only for files used with a specific program, select the program name on the **Program** line; select 'Any' to search for all files used with any program.

Tap **OK** to start the search. This checks all files and folders, then displays the search results in a list.

To sort the list by filename, file type, file size or creation date:

- Tap the **Sort** button and choose the sorting type required. To sort the list again in reverse order, just select the same sorting type again.
- To go to a file or folder: highlight it and tap it again, or press Enter.

Using passwords

Prevent other people from opening your Word and Sheet files by setting a password for each file. For example, you may have a Sheet spreadsheet containing your personal finance details.

To set a password on a file:

1. Open the file and select the password command from the **File** menu.
2. Type your password twice for confirmation. Choose a password that you won't easily forget, but one that won't be easy for other people to guess.
3. Tap the **OK** button, and the file is saved immediately with the password.

When you want to open the file, you will be asked to type in the password.



Important: don't forget your password!

If you have forgotten the password for a file then you will not be able to open it (even Psion can not 'unlock' your Revo for you).



Note: If you transfer the file to another machine, the password on the file will still protect it. If you make a copy of the file on your Revo, the copy will also be protected by the same password. The password also prevents the file being converted to another format and read on a PC.

Changing file attributes

To prevent a file from being changed accidentally, set it as a “read-only” file.

- To set a file as read-only: highlight the file in the System screen and select **Properties** from the **File** menu. Then tick the **Read-only** box.
- To check whether a file is read-only: highlight it in the System screen and select **Properties** from the **File** menu.



Note: If you transfer a read-only file to another machine, it can be viewed, and the read-only attribute can be removed.

Managing folders

To move, or copy, folders or files from one location to another:

1. First highlight the file(s) or folder(s) to select them:
 - To highlight a consecutive list of files or folders, highlight the first one, hold down the Shift key, and then highlight the last one.
 - To select items that are not consecutive, hold down the Ctrl key and tap each file/folder in turn.
 - To select all the files/folders in the current folder, use the **Select all** command on the **Edit** menu. To deselect items, press the Esc key.
2. Select **Cut (move)** or **Copy** from the **Edit** menu, or use the 'scissors' icon to the left of the screen. A dotted line appears round the file/folder icon(s).
3. Open the folder into which the highlighted items are to be moved.
4. Select the **Paste** command from the **Edit** menu.



Note: Moving a folder also moves all the files within that folder.



Note: If you move (or rename) your most recently opened Agenda or Data file, you should open it again by selecting it from the System screen, rather than tapping the Agenda or Data program icon. Tapping on the program icon will create a new Agenda or Data file.

- To make a copy of a file or folder within the same folder: highlight it on the System screen and select the **Copy** command followed by the **Paste** command. A new file is automatically created for you using the following naming convention (with Word as the example): Word(01), Word(02), etc. You can rename the file or folder later if you wish.
- To rename a single file or folder: highlight it, select **Rename** from the **File** menu, and then type in a new name.
- To remove one or more files or folders: first highlight them and then either press the Del key, or select the **Delete** command from the **File** menu.



Important: deleting folders

If you are deleting folders, remember that the entire contents of the folders (including all the other folders contained within them and all their files) will also be deleted.

Checking memory use

To display the amount of memory (or disk space) remaining:

- Move to the System screen and tap the **Today** button on the Toolbar. The memory gauge displays the amount of space used. Tap on the memory gauge to see more detailed information.
- Select **Show disk gauge** from the **View** menu to see the amount of free memory in the System screen Title bar. Tap on this gauge, or select the **Disk** command from the **Information** menu to see more detailed information about a selected disk.
- To see information about total memory usage: select the **Memory** command from the **Information** menu.

Which files use the most memory?

Certain types of files use more memory than others. Agenda files can become very large. You should tidy your Agenda periodically in order to remove entries; see the 'Agenda' chapter for more details.



What will happen when the memory is full?

When the memory is nearly full, you will see warning dialogs, and your Revo may not be able to perform some tasks.

Many of the things you do need just a little free memory; displaying dialogs, menus, etc. These can fail with a message like 'Memory full'. Don't worry though, your Revo will not allow you to use all of the available memory; it will always set aside enough memory for you to close a program.

*Files saved on the Internal disk and "open" programs both use memory. So, if the memory is nearly full you should be able to free some memory by closing some programs. You can use the **List open files** command from the **File** menu in the System screen to check which programs are running, and then close the programs or files that you do not need to have open.*

You can also delete any unwanted files from the System screen, or move files to your PC to free more memory.

Today

Use the Today view in the System screen to see day-to-day information:

- Check today's Agenda appointments and To-dos.
- Check the battery and memory levels.
- Check the connection (or 'Remote link') status, e.g. to see if your Revo and PC are connected, and change the link type.

To display the Today view:

- Move to the System screen and tap on the **Today** button on the Toolbar.
- Select **Today** from the **Switch view** commands on the **View** menu.

To move back to the Files view, press the Esc key.

Note: If you have a very large Agenda file, there may be a short pause before the Today view is displayed.

Agenda appointments & to-dos

Wednesday 29th September 1999		System	
Appointments:		Today	
9:00	Jane's 6 month appraisal (45min)	Files	
12:15	Lunch with Maria (1hr30min)	Control panel	
2:00	Staff meeting (1hr)	3:37	
To-do list:		Battery 85%	
◀ To-do list ▶		Link Active	
①	Get holiday money	Memory used 18%	
②	Get travel insurance		
③	Order extra ticket		
④	Order tickets for Saturday's match		

Today view

Battery, memory & connection information

Checking today's schedule

If you use Agenda to plan your schedule, your appointments and To-dos for today are displayed.

- To scroll through the entries, tap on the 'arrow' icons, or press the up and down arrow keys.
- To change the To-do list displayed, tap on the box under the **To-do list:** column heading.

The first time you open the Today view, it will look for a standard Agenda file named 'Agenda' in the 'Documents' folder (this is the default file). If you use a different file, specify the file to display:

- Select **Preferences** from the **Tools** menu. Move to the **Today view** page, then specify the Agenda file and its location using the **Main Agenda file** and **Folder** lines.
- If you have a very large Agenda file, there may be a short pause each time the Today view is displayed. To stop this happening, tick the **Keep file open** box to keep the Agenda file open all the time.



Note: For information about appointments and To-dos, see the 'Agenda' chapter.

Checking the battery and memory

- The **Battery** gauge displays the power remaining in the battery. Tap on the battery gauge to see more detailed information. For more information about your Revo's battery, see 'The battery & charging' section in the 'Getting started' chapter.
- The **Memory used** gauge displays the amount of memory (or disk space) used by files and open programs. Tap on the memory gauge to see more detailed information. For more information about your Revo's memory, see the 'Checking memory use' section in this chapter.

Checking the connection status

The **Link** icon displays your Revo's connection, or 'Remote link', status:

↔ **On:** Your Revo is set to connect using the docking station.

📶 **IR:** Your Revo is set to connect using Infrared.

↔ **Active:** Your Revo is connected and is transferring information, e.g. to your PC.

⏏ **Off:** Your Revo's link is switched off.

To change the Remote link setting, tap on the **Link** icon or select **Remote link** from the **Tools** menu.

PsiWin - PC connectivity



Use the PC connectivity software, PsiWin, to integrate the Revo with PCs running Windows 95/98 or NT 4.0. By connecting the Revo to a PC (using the docking station) and running PsiWin, you can:

- Connect your Revo to your PC.
- Look at and copy files between your Revo and PC.
- Back up your data.
- Synchronize your Agenda, address book and emails with your PC to keep them up to date.
- Print Revo files via your PC's printer.
- Install programs on your Revo.
- Copy text from a document on your Revo and paste it in a document on your PC (or vice versa), using CopyAnywhere.
- Upgrade files from an earlier model of Psion handheld computer.



Further help

This chapter only provides a basic introduction to using PsiWin. For more detailed information on any aspect of using PsiWin, see the PsiWin on-line Help (see 'Getting help' later).

Installing PsiWin

Insert the PsiWin CD ROM into your PC's CD ROM drive to start the Installation Wizard. Follow the instructions in the Installation Wizard to install PsiWin or additional programs from the CD ROM.

Run the PsiWin setup file if you need to start the Installation Wizard manually, e.g. if you wish to install PsiWin from a networked CD ROM drive. To do this, select **Run** from the **Start** menu. Select **Browse** to enter the path to the file Setup.exe on the PsiWin CD ROM.



Note: If you can't install PsiWin from the CD ROM, visit our web site at **www.pSION.com** for more information, or contact your nearest Psion distributor.

Finding PsiWin

PsiWin installs a number of menu items, shortcuts and icons in your Windows environment:

- To access all of PsiWin's features as well as the on-line Help: click **Start**, then select **PsiWin** from the **Programs** menu.



The **My Psion** icon on your Desktop is similar to the **My Computer** icon:

- To display the files on your Revo, double-click on **My Psion**.
- To display a menu of PsiWin commands, right-click on the **My Psion** icon.
- To change PsiWin settings, right-click on **My Psion** and select **Properties**.



Use the **Psion Backup** icon on your Desktop to back up files on your Revo to your PC. See the section on backing up your Psion later in this chapter.



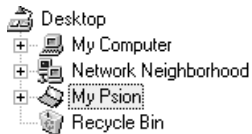
The **Psion Synchronizer** icon on your Desktop is used to synchronize your Revo with PC schedulers such as Microsoft Outlook or Lotus Organizer.



The **Connection icon** on the Taskbar (next to the clock) shows when your Revo is connected to the PC. You can right-click on the Connection icon to display a menu of PsiWin commands.



Note: The **My Psion** icon can also be found in Windows Explorer with **My Computer**.



Getting help



PsiWin includes comprehensive on-line Help which describes all of the program's features and functionality. Please consult the PsiWin on-line Help for more detailed information than is provided in this chapter.

You can display the PsiWin help topics by:

- Clicking **Start**, then pointing at **Programs**, **PsiWin 2.x** then selecting **PsiWin Help**.
- Double-clicking on **My Psion**, then selecting **Help Topics** from the **Help** menu, or pressing the F1 key.
- Pressing the F1 key or clicking on the **Help** button, for help about the current dialog or window.

Getting connected

Connecting to your PC



How do I connect my Revo to a PC?

For details on connecting your Revo to the docking station and your PC, see the section 'Connecting your Revo' in the 'Getting started' chapter.

Once you have connected your Revo to the docking station, make sure that the communications link is set correctly to communicate with your PC using PsiWin. To do this:

1. Move to the System screen and select **Remote link** from the **Tools** menu.
2. In the Remote Link dialog, set the **Link** line to 'Cable'.



Note: You can also set the Remote link by tapping on the **Today** Toolbar button on the System screen, then tapping on the **Link** icon.


Selecting a COM port


PsiWin will search all your PC's COM (or serial) ports to detect your Revo. When using peripherals such as modems (including internal modems), which use other COM ports on your PC, it is a good idea to set up PsiWin so that it does not search these ports. To do this:

1. Right-click on **My Psion** and select **Properties** from the menu.
2. Move to the **Connections** screen on the My Psion Properties dialog.
3. In the **Settings** list, uncheck any boxes for COM ports used by other devices. Make sure that you check the boxes for any ports you use to connect your Revo.


Connecting with PsiWin

When you connect your Revo to the docking station, PsiWin will automatically establish a connection between your PC and Revo. You can tell if your Revo is connected by glancing at the Connection icon on the PC's Taskbar (next to the clock):

 Your PC is connected to the Revo. When connected, the icon appears as a 'steady' curved line, which moves when the PC and Revo are communicating.

 Your PC has not detected the Revo. This icon is displayed if the Revo is not connected, has been switched off, or if you have selected the **Disconnect** option from the **My Psion** or Connection icon menus.



Note: To check the connection status on your Revo, move to the System screen and tap on the **Today** button on the Toolbar. The **Link** icon is  'Active' when your Revo is transferring information to or from the PC.

Connecting for the first time

When you connect to your PC for the first time, you will be asked to enter a name to identify your Revo.


1. A dialog appears saying that a new Psion has been detected. Select **Add new Psion** and click **OK**.
2. Enter a name for your Revo and click **OK**.



Note: If you connect another Psion machine, choose a different name for each new Psion you connect to your PC. PsiWin uses the name you enter to identify information and backup files specific to each Psion machine.


Working with your files

Using **My Psion** and Windows Explorer, you can open, move, copy and delete files stored on your Revo from your PC.

1. Double-click on the **My Psion** icon on your Desktop. The My Psion window opens, displaying icons for your Revo's internal drive and other PsiWin features and settings.
2. Double-click on the Internal drive icon  to display the files and folders on your Revo.

How to copy a file

Using Windows Explorer to copy files between your PC and Revo in the same way you would copy files to a floppy disk, or another PC on a network. PsiWin can convert files as they are copied so that you can open them on your PC or Revo straight away.

1. Click **Start**, then select **Windows Explorer** from the **Program** menu to open Windows Explorer.
2. Double-click on **My Psion**, then double-click on the Internal drive icon  to display your Revo's files and folders. Find the file you wish to copy.
3. Click on the file you wish to copy and select **Copy** from the **Edit** menu.
4. Open the folder on your PC where you wish to copy the file and select **Paste** from the **Edit** menu.



Note: You can also copy the file by clicking on the file icon and dragging it to the folder on your PC.

5. Before PsiWin copies the file, a dialog box appears in which you can select the type of file you wish to use on the PC.

- The dialog suggests a suitable file type for the converted file, e.g. 'Excel 5.0/95' for a Revo Sheet file, or 'Word 6.0/95' for a Revo Word file. Select an alternative type if you use a different file type on your PC.
- Select the **Convert** button to copy the file from your Revo to the PC and automatically convert it into the chosen file type.

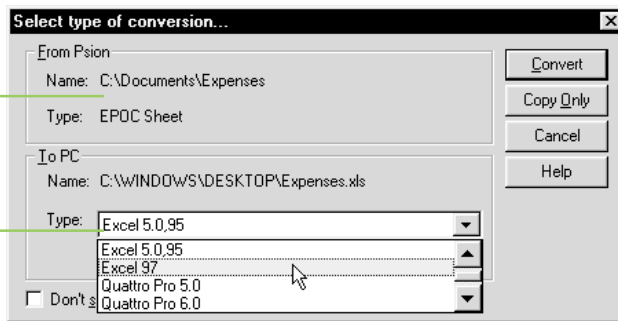
You can use Windows Explorer to manage files and folders stored on your Revo in the same way as your PC's drives.

⚡ Take care when deleting files

If you delete a file on your Revo from your PC, it is permanently removed from the Revo's drive. The file cannot be retrieved from the Windows Recycle Bin, which only stores files deleted from your PC's drives.

Revo file to be converted

File format to use on PC



Opening Revo files from your PC

You can open a file on your Revo using a PC application, without first having to copy it to your PC's drive. Edit the file on your PC and then save it back to your Revo when you have finished.

To open, and edit, a Revo file from Windows Explorer:

1. Double-click on the file icon or press Enter. A dialog box appears in which you can select the type of file you wish to use on your PC.
2. Select the file type suitable for the application you will use to edit the file on your PC.
3. Click on the **Convert** button to copy the file and convert it to the chosen PC file type. PsiWin opens the converted file using the PC application associated with the file type, e.g. Paint for a Bitmap Image (*.bmp) file, or Notepad for a Text (*.txt) file.

When you save the file from the PC application, PsiWin displays a dialog to confirm the Revo file format you want to use, before copying the file back to your Revo. Select the appropriate file type for your Revo, and then select **Convert** to copy the file back to your Revo. PsiWin makes a backup copy of the original file which is renamed with a **'bak'** suffix, e.g. a file named 'Document' is backed up as 'Document.bak'.




Note: Don't delete the backup version of the file from your Revo until you are sure you want to use the edited version instead.

Backing up your Revo

Use PsiWin to back up all the files stored on your Revo to your PC. Keeping backups of your Revo's files on your PC means that you have a separate copy of all your work, which can be restored to your Revo. For example, you can restore backed up files to your Revo if you accidentally delete a file, wish to revert back to an older version of a file, or need to restore files if you forget to recharge the battery.

To make a backup:

1. Double-click on the **Psion Backup** icon  on the PC Desktop.
2. To start backing up the files on your Revo, click **Back Up** in the Psion Backup dialog. PsiWin displays a progress window showing how long the backup will take and will inform you when it has completed.

Scheduling regular backups

Set PsiWin to make automatic backups at regular intervals, so you do not need to remember to back up your Revo. It is a good idea to schedule automatic backups because it means you will always have up to date copies of your Revo's files. To do this:

1. Right-click on **My Psion** and select **Properties**.
2. Move to the **Backup** tab.
3. Tick **Perform automatic backup** and select how often you wish to back up your Revo.

Synchronizing your Revo

Use synchronization to manage information which you wish to keep up to date on both your PC and Revo, such as agenda appointments, the contacts address book, and emails. When you synchronize with a PC scheduler, PsiWin checks the information in your scheduler with the matching Agenda file or contacts on your Revo. PsiWin updates the files on both your PC and Revo to include the new information. When you synchronize your email, PsiWin checks the emails on your Revo and the messages on your PC, then copies emails to both your Revo and PC to keep them in step. Some examples of synchronization are:

- If you add a new appointment in your Revo Agenda; the date, time and notes for the entry will be copied to your PC scheduler.
- If you change a phone number in your PC scheduler, it will be amended in your Revo's contacts address book.
- If you enter overlapping appointments in your PC and Revo agendas, PsiWin will warn you of the conflict.


- If you write an email on your Revo and place it in the Outbox, it will be copied to the Outbox on your PC, so you can send it from the email account set up on your PC.
- You may have a work Agenda synchronizing with a network installation of Organizer at the office, and a personal Agenda synchronizing with Schedule+ on your PC at home.



Email Synchronization

To access your email mailbox via a PC, install PsiWin and the **Email Synchronization** plug-in on your PC. This chapter does not include information on Email Synchronization. See the PsiWin on-line Help for details on using Email Synchronization.

To create a new synchronization task:

- Double-click on the **Psion Synchronizer** icon  on the Desktop. Follow the steps in the Synchronization wizard to specify the settings for the new synchronization task.

Contacts



You can use the Contacts program to store information about your “contacts”, such as those found in an address book. Each contact includes “labels” for details such as names, addresses, email addresses, telephone and fax numbers.



Copying numbers to a mobile phone

If you have a mobile phone, use the Phone program to copy your Contacts' phone numbers to your phone. See the 'Phone' chapter for more details.



What if I have an address book on my PC?

If you already keep your contacts in a PC scheduler, use PsiWin to synchronize them and copy all your PC's contacts to your Revo. For more details, see the 'PsiWin' chapter and PsiWin's on-line Help.

Adding a contact

You can add contact details in any order. To add a contact:

1. Tap the **New contact** button or select the command from the **File** menu.
2. Type the contact information next to the appropriate labels.
 - Tap on a label or use the arrow keys to move between the boxes. Use the scroll bar to see labels which are not currently displayed.
 - Tap on the page tabs to move between the personal and work pages.

3. Tap the **Save** button when you've finished typing in the contact details.



Note: If there is no suitable label for the information you wish to enter, you can add a new label. See 'Contact labels' later.

Looking at your contacts

Contact details are displayed as a "card", with the contacts list shown alongside.

- To sort contacts alphabetically by first name, last name or company name, use the **Sort** button on the Toolbar or the command on the **View** menu.
- To adjust the width of the list and contact details card, use **Preferences** on the **Tools** menu.

List of contacts

Label

Details of selected contact

Goodall, Emma	First name: Kimberley	Contacts
Hammond, Kimberley	Last name: Hammond	New contact
Hill, Ben	Mobile: 0123 4567800	Edit contact
Moffat, Jane	Home tel: 0987 6543210	Sort
Nelson, James	Home email: kimberley@anywhere.com	
Roberts, Paul	Home address: 99 Russel Street	
Scallan, John	Home city: London	
	Home p'code: N99 9ZZ	
	Company: Anywhere Ltd.	
	Work tel: 0345 678901	

Find: 2/8

2:47



How do I dial a telephone number using tones?

You can dial a contact's telephone number by selecting the contact, then selecting **Dial** from the **Tools** menu. See the 'Dialling' chapter for details.

Finding contacts

You can find contacts by typing part of the name, or search for text contained anywhere within the contact details.

- To find a contact by name, simply type the first few letters of the name in the **Find:** box and press Enter. Only the name and/or company name are searched.

- To search for text contained anywhere within a contact's details; e.g. text in an address, email or notes label; use the **Find in all text** command on the **Edit** menu.



Search tips

Type a **?** for a single unknown letter or a ***** for any number of unknown letters (known as "wildcards"), e.g. typing **?ath** would find **'cath'** and **'kath'**, whereas typing ***ath** would also find **'goliath'**.

After a search, only those entries including the search text will be displayed. To display all the contact entries again, tap on the **Find:** box.

Search results

Dial dialog

Search clue

The screenshot shows a mobile phone interface with a search results list and a dial dialog. The search results list shows 'Hammond, Kimberley' with 'First name: Kimberley' and 'Last name: Hammond'. The dial dialog is open, showing contact details for Kimberley Hammond, including mobile, home, and work phone numbers. The search bar at the bottom contains 'Find: ham'.

Search results		Dial dialog	
Hammond, Kimberley	First name: Kimberley	Mobile	01234567890
	Last name: Hammond	Home tel	09876543210
		Work tel	0345678901
		Buttons	Cancel (Esc), Free input... (Tab), Dial (Space), Dial out (Enter)
Find: ham	1/1		

Editing & deleting contacts

To change a contact's details:

1. Select the contact you wish to edit, then tap on the **Edit contact** button on the Toolbar or select the command from the **File** menu.
2. Change the contact details as required, and tap the **Save** button to save your changes.

To delete a contact, select **Delete contact** from the **File** menu, or press Del.



Note: If you delete a contact accidentally, select **Undo delete** on the **Edit** menu to get it back again.

Contact labels

If the current contact labels are not suitable for the information you wish to enter, you can add, remove and rename the labels used by all new contacts. It is best to set up the labels you want before you start to type in your entries.



Note: If you wish to store different types of information, you can use the Data program to create a custom database. See the 'Data' chapter for more information on creating your own databases.

Changing labels

Each individual contact can have different labels to other contact entries. To add a label to a single contact:

1. Open a contact by adding a new contact or editing an existing entry.
2. Tap **Add item** and select the label to add to the contact.



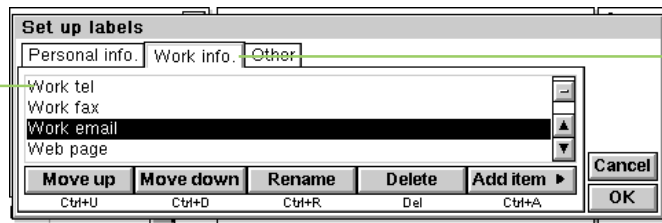
Note: The label you select will only be added to this individual contact.

You can add, remove, rename and change the order of labels used for **all** new contacts. To do this, select **Set up labels** on the **Tools** menu, then:

- To add a new label, tap **Add item** and select a label type.
- To change the name of a label, select it and tap **Rename**.
- To change the order of a label in the list, select it and use **Move up** and **Move down**.
- To delete a label, select it and tap **Delete**.



Note: You can't delete labels from existing contacts, but you can prevent a label's title appearing by deleting its contents.



Label

Page label
appears on

Exchanging contacts

You can exchange contact details with other programs and machines which support the 'vCard' standard. You can also exchange contacts using Infrared with other machines which support the 'vCard' and 'IrObex' standards (see 'Infrared' for more details).

To do this, use the **More** command on the **File** menu to:

- **Import** information from a vCard file into Contacts.
- **Export** contacts as a vCard file for use with another program.



Note: You can export either the selected contact only, or all contacts currently in view (e.g. the result of a search).

Printing contacts

You can print either all your contacts, or a group of contacts by using a search.

- Before you print, refer to the instructions in the 'Printing' chapter to select a printer.

To print contacts:


1. Display the contacts you wish to print.



Note: If you do not wish to print all the contacts, either select a single contact, or use the find commands to display a selection of contacts (see 'Finding contacts').

2. Use the **Printing** commands on the **File** menu:
 - Use the **Page setup** command to control the page size, margins, and add headers and footers.
 - Use the **Print setup** command to specify which contacts to print, and the number of copies.
 - Use the **Print preview** command to see how your printed copy will look.
 - Use the **Print** command to print your entries.

Agenda

 You can use the Agenda program as a time manager; for recording appointments, events, birthdays, anniversaries and lists of things to do.

When you first open Agenda, you'll see a planner for the current week, or the "Week view". You can start adding your appointments and other entries straight away by moving to the appropriate day and typing them in.



What if I already use a PC scheduler?

If you already keep your schedule on your PC, use PsiWin to synchronize your PC scheduler with a new Agenda file to quickly bring all your PC entries across. Synchronize regularly to keep the information up to date in both places. For more details, see the 'PsiWin' chapter and PsiWin's on-line Help.

Note

To-do entries

Sep - Oct 1999		10:00 Flight - Funafuti		Thu 30
Week 39		◀ Flight - Funafuti		Fri 1
Mon 27	3:00 Progress report	☐ Carnival	☑ Maria moving	Sat 2
Tue 28	👤 Dad's birthday (43 years)	☐ Carnival	☑	Sun 3
Wed 29	🕒 Get holiday money 📌 Staff meeting			

Agenda

View

Add note


Today

6:07

Change view

Entry crossing midnight

Moving around

- Use the arrow keys to move around the days.
- To go to today's date; tap the **Today** button on the Toolbar, or press the Spacebar.. To move back to the day you were at previously, press the Spacebar again.
- To move between pages, tap on the "dog ears"  in the bottom corners of the pages.
- To move between dates, tap on the title of the view or press Ctrl+J to see a calendar (you can also press Tab in some views). Highlight the date you want and press Enter.



Note: The Agenda has a number of other views, e.g. a Day view and an Anniversary view. You can set preferences to change which view you see when you first open the Agenda program, and customise other aspects of the way Agenda works. See 'Customising Agenda' later.

Adding appointments & events

Agenda has 3 types of entries for appointments and events:

- **Timed day entries** for appointments that have a specific start time and duration, e.g. a meeting or dental appointment. The duration can be displayed in the Agenda views so that you can see when you are busy.
- **Untimed day entries** for an appointment without a specific start time or duration.
- **Events** for entries that last a specified number of days, but do not have start and end times, e.g. holidays.

Timed & untimed entries

To enter a "timed" or "untimed" day entry:

- I. Move the cursor to the date of the appointment and start typing. The New entry dialog is shown where you can set the start time and duration of the appointment. If the appointment does not need a start time, remove the tick from the **Timed entry** box.

- A timed entry appears with a start time, and can also be displayed with a duration. Entries which cross midnight are marked with « on subsequent days.
 - An untimed entry appears with a bullet and is displayed in the time slot where you type it in.
2. You can set the duration or end time of a timed entry in the New entry dialog, or tap the **Alarm/More** button and move to the **Details** page to enter a duration longer than 23 hours.




Note: Each view has a standard entry type that is created when you start to type. To add other types of Agenda entry, select **Create new entry** from the **Entry** menu, and then select the type of entry you want. You can change the standard entry type for each view. See 'Customising Agenda' later.

Events



To enter an event:

1. Select **Event** from the **Create new entry** commands on the **Entry** menu.
2. Type in the details of the event, e.g. 'Holiday in Spain', and set the start date and duration in days.

Event entries are marked with a flag symbol ().

“Pencilling in” a tentative entry

To pencil in an Agenda entry, e.g. to reserve a time slot for an appointment that has not been confirmed:

- Tap the **Alarm/More** button in the New entry dialog, move to the **Other** page and tick the **Tentative entry** box. The entry will be displayed as grey text in the Agenda views.
- To confirm a tentative entry: highlight the entry, then select **Make tentative** from the **Entry** menu (this removes the tick from the menu command).

Viewing entries

Agenda has the following views, for looking at Agenda entries in different ways:

- **Day** view shows all the entries for one day, hour by hour.
- **Week** view shows the entries for the whole week.
- **Anniversary** view shows birthdays, anniversaries, etc.

- **Busy** view shows your free and busy time over a two week period.
- **To-do** view shows lists of things to do.

Switch between the views by tapping on the **View** button or using the **Switch view** commands on the **View** menu.



Note: You can set preferences to change the way the views look. See 'Customising Agenda' later.



Checking today's appointments & to-do's

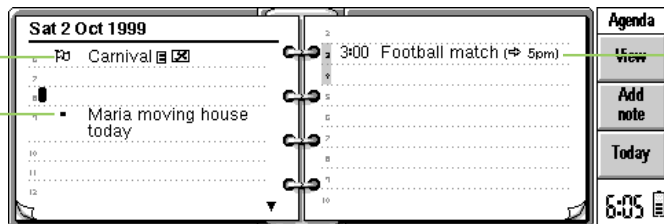
To quickly check all of today's appointments and to-do's, move to the System screen and tap on the **Today** button on the Toolbar. For more details, see the 'Today' section of the 'Files, folders & programs' chapter.

Entry symbols

You can group entries together using "entry symbols". An entry symbol is a letter you can use to identify particular entries, e.g. 'M' for meetings.

Event entry

Untimed day entry




Timed day entry

Birthdays and anniversaries



To enter an anniversary, e.g. for a birthday:

1. Move to the Anniversary view and just start typing, or select the command for creating a new anniversary entry from the **Entry** menu in any view.
2. Type in the details of the anniversary, e.g. 'Jane's birthday' and set the day and month of the anniversary.
3. Tap the **Alarm/More** button if you wish to specify other details about the anniversary, e.g. the start year, whether you want to see the start year (e.g. a person's year of birth), and/or the number of years since the start year (e.g. their age).

Anniversaries are marked with a candle symbol ().


Reminders for entries - alarms



To set an alarm for an Agenda entry:

1. Highlight the entry and select **Set alarm** from the **Entry** menu.
 - To set an alarm while adding an entry, tap the **Alarm/More** button in the New entry dialog and move to the **Alarm** page.

2. Set the amount of warning that you want, or the time at which you want the alarm, and select the alarm sound you want (tap **Test** to hear it).

Entries which have alarms are marked with a bell symbol ().

- To remove an alarm, select the **Set alarm** command from the **Entry** menu, then remove the tick from the **Has alarm** box.



Will alarms still ring if I close Agenda?

*If you close an Agenda file, your Revo will not be able to ring any further Agenda alarms from that file **until you open it again**.*

If you use alarms a lot in your Agenda, it is a good idea to leave the Agenda file open when you are not using it, even when your Revo is switched off.

If you do need to close the Agenda file, do not set an alarm and then immediately close the file or switch off. This is because the Agenda program needs a few seconds to calculate when the next alarm should ring, and if you switch off before the calculation is complete, your Revo's clock will not have been informed to sound the alarm.

Finding entries and dates

To search through the Agenda entries for a particular piece of text, for entries with particular settings, or for a particular entry symbol:

1. Select the **Find** command from the **Edit** menu.
2. Type the text you want to find (you can leave the line blank if you want to list all entries). Select the dates you want to search using the range lines. Select any other settings as appropriate; tap the **Options** button to select the entry types you want to find.


A list of matching entries is shown. Highlight an entry in the list and press Enter to display it in full.

Use the commands from the **Edit** menu to go to the previous or next entry or to go to a specific day.

Using the calendar

Move to a specific day using the built-in calendar. To display the calendar, tap on the date titles or press Tab to display it in the Day, Week, or Anniversary views; alternatively select the **Calendar** command

from the **View** menu in any view. Today's date is circled, and the currently selected date is highlighted. In a calendar you can:

- Tap the buttons in the top of the calendar to see a 1 or 3 month calendar.
- Tap on the “dog ears”  in the bottom corners of the calendar to move between the calendar “pages”.
- Use the left and right arrow keys to move between days. Press the Ctrl and Shift keys at the same time to move to the same date in the previous or next month. Press Ctrl at the same time to move to the same day in each month (e.g. the 2nd Saturday), or press Fn to move to the first or last date on the “page”.

Highlight the day you want, and tap on it or press Enter to move to that day.

Changing and deleting entries

- **To move or copy an entry:** use the **Cut** or **Copy** commands from the **Edit** menu. Move the cursor to the new entry position and paste the entry. All entry details are transferred to the new location and alarm settings are adjusted accordingly.

- To change an entry's "type", e.g. to change a day entry to an event: highlight the entry and select **Change type** from the **Entry** menu. Select the new entry type and enter the settings for the new entry.
- To change the entry text: highlight the entry you want to change, then tap on it or press Enter. Edit the text, making use of the normal text selection and emphasis keys. If you wish to change the font, letter size, etc. tap the **Alarm/More** button, then move to the **Text** page. If you want to move an entry, change the entry time and/or date.

Deleting entries & crossing out

To remove an individual entry from Agenda, highlight it and press Del or select **Delete** from the **Edit** menu.



Note: You don't have to delete entries in the past, as these can be removed automatically by "tidying" the Agenda file. See 'Tidying an Agenda file' later.

If you want to mark an entry as completed, without removing it from the Agenda, select **Cross out** from the **Entry** menu. Crossed out entries appear in the Agenda views with a line through them, and any alarm for these entries will be cancelled.

Repeating entries

You can set an entry to repeat automatically, e.g. a monthly meeting.

1. Highlight the entry and select **Set repeat** from the **Entry** menu.
2. Set up the repeat type as appropriate, e.g. Daily, Monthly, Weekly etc. You can set the repeat to: 'Monthly by date', e.g. the 7th of each month; 'Monthly by days', e.g. the first Monday of each month; 'Yearly by date', e.g. once every year on the same date; or 'Yearly by day of week', e.g. the third Tuesday in March every year.
3. Tap the **Alarm/More** button to set up the days and dates for the repeats (except for 'Daily' repeats). Set the interval for how many days, weeks, months or years you want between repeats.
 - If you only want the entry to repeat a few times, remove the tick from the **Repeat forever** line; then set the number of occurrences, or type in the date of the last occurrence on the **Until** line.
 - If you only want to see the next occurrence of a repeated entry, tick **Next only**.

Repeating entries are marked with ».

Lists and things to do

You can use a “to-do list” to note down tasks or items you want to remember. Initially you have two to-do lists, but you can add more lists.

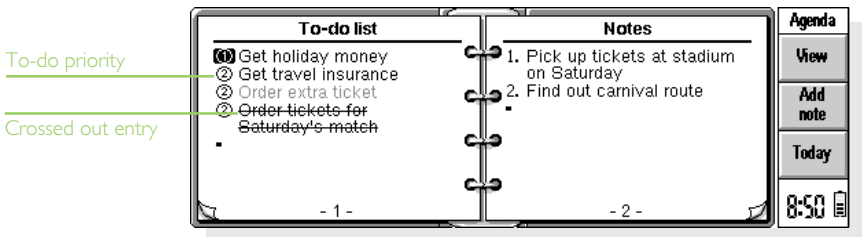
You can give each entry on a to-do list a due date, and assign priorities to entries to control the order they appear in the Agenda views.

To-do entries are marked with a circled ‘T’ symbol (Ⓣ).


Adding a to-do

To create a to-do entry:

1. Move to the To-do view and just start typing, or use **Create new entry** from the **Entry** menu.
2. Type in the details of the to-do, e.g. ‘Buy paper’. The “Priority” can be used to determine the order in which to-do entries are listed in the to-do list (priority 1 is highest).
3. If the to-do entry has a deadline, tap the **Alarm/More** button and tick the **Dated** box. Set **Due date** to the deadline date, and set up warnings as appropriate. You can set how due dates are shown, e.g. Date, Days or Auto (date, days and ‘tomorrow’) if you want to see when the to-do is due.



Creating a new to-do list

You can create new to-do lists so that you can categorise the things you want to remember, e.g. you can keep a private to-do list and a work to-do list. Each to-do list is displayed on a “page” in the To-do view. Move between the to-do list pages by tapping on the “dog ears”  in the bottom corners, or using the left and right arrow keys. Tap on the to-do list heading (at the top of the page) to select a different to-do list.

1. Create a new to-do list using the command from the **To-do lists** menu.
2. Type in a name for the list, e.g. 'Wedding plans'. You can rename the list later using the command from the **To-do lists** menu.
3. Specify the page number that you want this to-do list to appear on, and which to-do list you want to base the settings of the new list on.
4. Tap the **OK** button to save the new list.

To delete an unwanted to-do list and all its entries, use the command from the **To-do lists** menu.

Customising a To-do list

You can change the way the to-do list looks and how to-do entries are shown in the Day and Week views. To do this, select **To-do list preferences** from the **To-do lists** menu.

- Each to-do list is displayed on a “page”. If you want to move the to-do list to another page, set the **Page number** as appropriate.
- If you want to be able to arrange to-do entries on the list yourself, set the **Sort order** to 'Manual'. New entries you add to the list will appear at the cursor position, and you can cut, copy and paste to-do entries to put them in the order you want.
- Tick the boxes according to what you want to see in the To-do view and other views.
- If you want to see to-do entries in a specific time slot in the Day view, e.g. personal to-do entries in the evening, set the time as the standard position.

Information from other programs

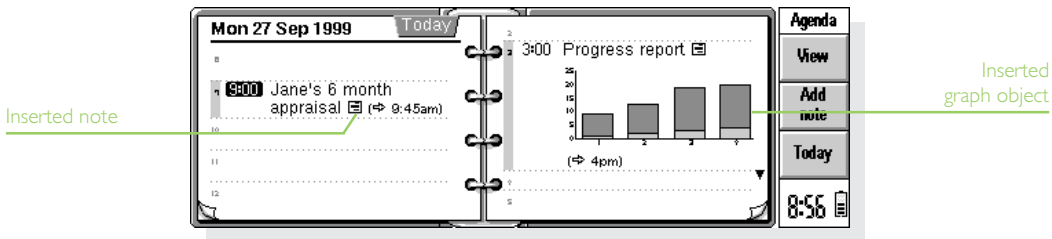
Use the **Paste** command to insert text, copied in other programs, straight in as an Agenda entry. For example, copy some text in Word using the **Copy** command, then move to the position in Agenda you wish the entry to appear and select **Paste**.

Attaching Word documents to entries

You can attach a Word document as a “note” to any Agenda entry, e.g. a list of things you want to discuss at a meeting. To do this:

1. Highlight the entry to which you want to attach the note.

2. Tap **Add note** on the Toolbar or select the command on the **Edit** menu.
3. Agenda displays a Word document where you can type in your text. See the ‘Word’ chapter for more about using Word. When you have finished editing the document, tap **Done** to return to Agenda.
 - To see or edit the document later; select the entry containing the note; then tap **Add note** again, or use the command on the **Edit** menu.



Customising Agenda

To change the view that you see when you open an Agenda file, select **General preferences** from the **Tools** menu.

To change the way a particular view looks, switch to the view and select **View preferences** from the **Tools** menu:

- Select which type of entry to add if you select an empty day or time slot and just start typing, press Enter or tap on an empty slot.
- Select which types of entry you want to show in the Day, and Week views.
- If you want to change the times shown in the day view to suit your working day, tap **Slot definitions** in the Day view preferences.

To change the standard settings for entries, select **Entry preferences** from the **Tools** menu, then select the entry type.

Agenda files

You may wish to keep separate Agenda files for business, hobbies and so on.

To create a new Agenda file for your information, use the command on the **File** menu.

- Add entries to the new Agenda file. You can use cut, copy and paste to move entries between Agenda files.
- If you have two Agenda files and want to combine them, use the **Merge** command from the **File** menu.



Note: If you use more than one Agenda file, specify which file to display in the 'Today' view in the System screen. Select **Preferences** from the **Tools** menu. Move to the **Today view** page, then specify the Agenda file and its location using the **Main Agenda file** and **Folder** lines. For more details, see the 'Today' section of the 'Files, folders & programs' chapter.

“Tidying” an Agenda file

You should tidy the Agenda on a regular basis to stop the file from getting too large. To do this:

1. Select the **Tidy/archive file** command from the **More** commands on the **File** menu.
2. Select whether you want to copy or move old entries to a new file, or delete them. If you move or copy them to a new file, you must specify the name and location of the new file. If you copy them to a new file, the entries are not removed from the current Agenda file.
3. Select which entries you wish to tidy, e.g. crossed out entries, and select the entry types you want to tidy by tapping the **Entry types** button.
4. Select the range of entries you want to tidy.

Printing Agenda entries

You can print all the Agenda entries, or limit the range you print to certain dates of interest, e.g. only the coming week.

- Before you print, refer to the ‘Printing’ chapter for details on setting up the printer and page.

Select the **Printing** command from the **File** menu:

- Use the **Page setup** command to specify how the entries will appear in the printed copy. You can control the page size, margins, and add headers and footers.
- Use the **Print preview** command to display pages showing how the printed copy will look.
- Use the **Print** command to print the entries.

If you select **Print** or **Print preview**, specify the date range of the entries you want to print.

Tap the **Entry types** button to set:

- Whether to print all **repeat entries** or only the next one.
- Whether to print **crossed out** entries.
- Whether to print only entries with a specific **entry symbol**.



Synchronising with a PC Scheduler

You can synchronise the Agenda with the PC agenda on your PC using PsiWin, to ensure that both agendas are kept in step with each other.



Note: For details of how to synchronise your diaries, see to the 'PsiWin' chapter and PsiWin on-line help.

Synchronising entries with a PC scheduler

You can specify whether you want to synchronise individual entries with your PC agenda. Entries that aren't synchronised are marked with a , private entries are marked with a .

1. When adding or editing an entry, tap the **Alarm/More** button in the entry dialog, then move to the **Other** page.

2. Tick the **Synchronise** box if you want to synchronise the entry with the PC agenda. Tick the **Private on synchronised agenda** box if you want to keep the entry confidential in the PC agenda.

To change the settings of a whole To-do list, select **Agenda synchronisation** from the **To-do lists** menu. If the To-do list is not synchronised, none of the individual To-dos will be. If the To-do list is set to Private, so are all individual To-dos.

Email & SMS



You can use the Email program to send and receive:



Email (electronic mail) messages.



SMS (Short Message Service) messages, i.e. text messages on mobile phones.

You can prepare, read and reply to messages while on the move, then “connect” to your email mailbox or mobile phone when you are ready to send them.



Email synchronization

*To access your mailbox via a PC, install PsiWin and the **Email Synchronization** plug-in on your PC. This chapter does not include information on Email Synchronization. See the PsiWin on-line Help for more information.*

Read this first

Before you can send and receive messages you will require:

- For **email** messages: an email account; a modem and telephone connection, or a supported mobile phone with built-in modem.



How do I set up my Internet and email accounts?

*See the chapter ‘eSetup - email & Internet setup’ for information on using **eSetup** to configure your Internet and email accounts.*

- For **SMS** messages: a supported mobile phone and an appropriate SMS account with a telephone network.




How do I set up my Revo for SMS?

See ‘Setting up for SMS’ at the end of this chapter.

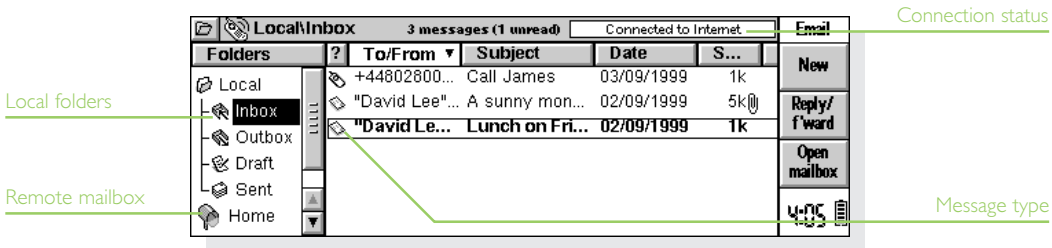
Using Email

When you open Email, you will see the “Folders” view which displays your mailboxes, folders and messages. The “Local” folders (on the left) are stored on your Revo, so you can create and view messages in these folders when you aren’t connected.

If you have set up an email account, a “Remote” mailbox icon  will be displayed (with the name you gave your account) below the Local folders.





When people send email messages to you, they will be kept in the Remote mailbox until the next time you connect to it. When you connect, transfer (or “download”) email messages from your Remote mailbox to the Local folders on your Revo to read them.

If you have a supported mobile phone with SMS capabilities, you can transfer (or “synchronize”) SMS messages from your phone to the Local folders on your Revo.




Local folders

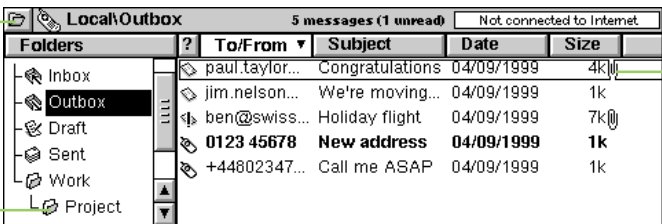
When you open Email, the following Local folders are displayed:

-  **Inbox:** contains your incoming messages when you transfer them from your Remote mailbox (for email) or mobile phone (for SMS).
-  **Outbox:** contains outgoing messages which you can send when you next connect to your Remote mailbox or mobile phone.
-  **Draft:** contains unfinished messages you are still writing.
-  **Sent:** contains copies of messages you have sent.

You can use the Local folders in the same way as you use folders in the System screen, e.g.:

- To create a new folder, tap the **New** button on the Toolbar and select **Folder**, or use the command on the **File** menu.
- To move and copy messages between folders, use the commands on the **Edit** menu.









 Note: If you have switched off the list of folders (using the command on the **View** menu), you can select the folder to be displayed by tapping the folder icon  on the Title bar.



Folder list icon





Custom folder created by user

Message attachment

Local/Outbox		5 messages (1 unread)		Not connected to Internet	
Folders	To/From	Subject	Date	Size	
	paul.taylor...	Congratulations	04/09/1999	4k	
	jim.nelson...	We're moving...	04/09/1999	1k	
	ben@swiss...	Holiday flight	04/09/1999	7k	
	0123 45678	New address	04/09/1999	1k	
	+44802347...	Call me ASAP	04/09/1999	1k	
					

Types of message

The Folders view displays both Email and SMS messages, displayed as follows:

-  High priority email message.
-  Normal priority email message.
-  Low priority email message.
-  SMS message.

Writing messages


You can write a new message while working “off-line”, then save it to a Local folder on your Revo so you can send it when you next connect. Save messages in the **Draft** folder, if you want to edit them before sending; or save them in the **Outbox** folder, if you want to send them when you next connect to your mailbox or phone.



Note: You do not need to connect to your mailbox or mobile phone to prepare, read and respond to messages; the only time you need to connect is when you wish to send or receive messages.

Creating an email

To write a new email:

1. Tap the **New** button on the Toolbar and select **Email**, or use the command on the **Message** menu. Email displays the “Message editor” in which you can write your message.
 2. To enter the email address(es) of the recipients of your message, use the following lines:
 - **To**: main recipient(s) of your message.
 - **CC**: recipient(s) you want to send a “carbon copy” of the message to.
 - **BCC**: recipients you want to send a “blind carbon copy” of the message to.
-  Note: You can insert an address from your Contacts address book by tapping **Address** on the Toolbar, or using the command on the **Edit** menu.
3. Type in the title of your message on the **Subject** line.
 4. Type in your message at the bottom of the screen (under the subject).
 - To copy, move or find text; use the commands on the **Edit** menu.

5. You can send files with your email, e.g. a Word or Sheet document, by adding them as “attachments”. To do this, tap the **Attachments** button on the Toolbar and select **Add**. See ‘Attaching files to emails’ later in this chapter.
6. When you have finished writing the message, tap the **Save** button on the Toolbar, then:
 - If you want to send the message the next time you connect, select **Save to outbox**.
 - If you don’t want to send the message yet, select **Save as draft** to save the message in the Draft folder.



Can I include text formatting in a message?

No. You can only use plain unformatted text in email messages, but you can attach files to the email containing formatted text.



How do I send emails via different accounts?

*If you have set up more than one email account, you can choose which account is used to send an email. To change the account an email is sent by, open the email and use **Send message via account** on the **Tools** menu.*

Message editor

Priority

Recipients

04:07:13 pm 04/09/1999		Priority:	High
To:	ben@swiss.net		
CC:	katrina@glam.co.uk		
BCC:			
Attachments:			
Subject:	Holiday flight		
Hi Ben, How are things over there? I've booked a flight on the 20th December, arriving at 6:30pm. it will be great to see you all again after so long.			

Buttons: Email, Address, Attachments, Save, 4:19

Insert address
from Contacts

Message text

Creating an SMS message

To write a new SMS message:

1. Tap the **New** button on the Toolbar and select **SMS**, or use the command on the **Message** menu. Email displays the "Message editor" in which you can write your message.
2. Enter the mobile phone number for the recipient of your message on the **To:** line.



Note: You can insert a mobile phone number from your Contacts address book by tapping **Address** on the Toolbar, or using the command on the **Edit** menu.

3. Type in your message at the bottom of the screen.
 - To copy, move or find text; use the commands on the **Edit** menu.
4. When you have finished writing the message:
 - If the message is ready to be sent, tap the **Save to outbox** button on the Toolbar.
 - If you don't want to send the message yet, tap the **Save as draft** button on the Toolbar to save the message in the Draft folder.

SMS
Message editor

02:13:51 am 03/09/1999	Size: 75	<table border="1"> <tr><td>Email</td></tr> <tr><td>Address</td></tr> <tr><td>Save as draft</td></tr> <tr><td>Save to outbox</td></tr> <tr><td>5:30</td></tr> </table>	Email	Address	Save as draft	Save to outbox	5:30
Email							
Address							
Save as draft							
Save to outbox							
5:30							
To: +22 44 668800							
Jim, I've got the tickets! Call me on my mobile ASAP. See you later, Dave.							

Saving unfinished messages as drafts

If you don't have time to finish writing a message, you can save it as a "draft" in your Local Draft folder. Draft messages are not sent when you connect to your mailbox or synchronize with your phone. Edit draft messages as many times as you wish before you send them.

If you want to send a draft message, move it from the Draft folder into the Outbox. Send the message from the Outbox the next time you connect to your mailbox or phone.

- To save a message as a draft: select **Save as draft** from the **File** menu, or use the Toolbar button.
- To edit a draft message: highlight the message in the Draft folder, then tap on it or press Enter.
- To send a draft message: highlight the message in the Draft folder, then select **Move to outbox** on the **Transfer** menu.

Sending messages

When you're ready to connect to your mailbox or phone and send messages, make sure all the messages you want to send are in the Outbox folder.



Note: Before sending messages, make sure that your mobile phone, or modem, is ready to communicate with your Revo.

To send messages:

1. Move to the Outbox folder to display the messages you want to send.
2. Tap the **Send** button on the Toolbar, or select **Send from outbox** on the **Transfer** menu, then:
 - Select **All** to send all the messages in the Outbox.
 - Select **Selected** to send only the messages you have highlighted.
 - Select **Email** to send all email messages from the Outbox, but not SMS messages.
 - Select **SMS** to send all SMS messages from the Outbox, but not emails.



Note: If you are sending email messages, but are not connected to the Internet, your Revo displays details of the Internet connection to use. Make sure these settings are correct before proceeding. Once connected to your mailbox, the email message(s) are sent.

Your Revo sends email messages from your Outbox to your service provider, who delivers them to their recipient. SMS messages are sent from the Outbox to the SMS service centre, which delivers them to their recipient. Copies of messages that have been sent successfully are placed in the Sent folder, whilst messages which couldn't be sent are left in the Outbox and displayed in *italics*.



Note: To save disk space, delete messages from the Sent folder you no longer require.



How do I send emails automatically when I connect?

To send emails in the Outbox automatically when you make a connection: select the name of your email account from the **Account settings** commands on the **Tools** menu. Move to the **Outgoing** page for your account and tick the **Auto send on opening** box.

Outbox folder

Local\Outbox		5 messages (1 unread)		Not connected to Internet	
Folders	To/From	Subject	Date	Size	
Local	paul.taylor...	Congratulations	04/09/1999	4k	
Inbox	jim.nelson...	We're moving...	04/09/1999	1k	
Outbox	ben@swiss...	Holiday flight	04/09/1999	7k	
Draft	+44802347...	Call me ASAP	04/09/1999	1k	
Sent	+22 44 668...	Jim, I've got ...	04/09/1999	1k	
Work					

Messages ready to be sent

Receiving messages

To receive incoming messages, connect to your Remote mailbox to see emails, or synchronize with your mobile phone to transfer SMS messages.



Note: Before connecting to your mailbox or phone to receive messages, make sure that your mobile phone, and/or modem, is ready to communicate with your Revo.

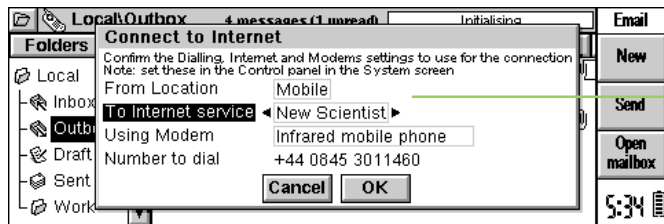
Receiving email

To connect and receive your email:


1. Tap the **Open mailbox** button on the Toolbar (and select the name of your account if required), or use the **Open** commands on the **Transfer** menu.



Note: If you are not connected to the Internet, you are shown details of the connection which your Revo will use. Make sure these settings are correct before proceeding.



Internet
connection
details

- When you have connected to your mailbox, you can see all the emails it contains by tapping on the Remote mailbox icon  (with your account name shown next to it). The subject and details of each email are displayed, with unread messages displayed in **bold**.
- To read the emails in your Remote mailbox, you must transfer (or “download”) them to the Local Inbox on your Revo. Highlight the email(s) you want to read from the mailbox then:

- To copy the email(s) to your Local Inbox, tap the **Copy (inbox)** button on the Toolbar, or select the command from the **Transfer** menu.
- To move the email(s) to your Local Inbox, select **Move to inbox** from the **Transfer** menu.



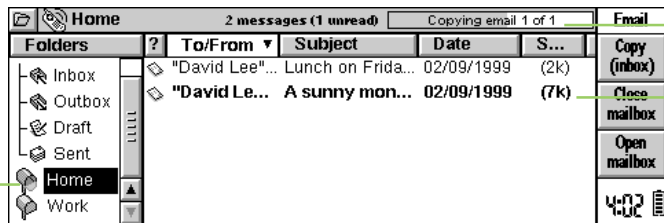
Note: If you move emails from your Remote mailbox, the only copies of these emails will be in the Local Inbox on your Revo.

- To delete an email, select **Delete** from the **Edit** menu, or press Del.



Note: If you delete emails in the Remote mailbox, they will be lost unless you have copied them to your Local Inbox.

Remote mailbox (open)



Connection status

Unread message (bold)

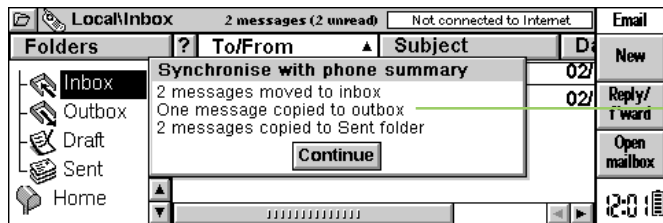
Receiving SMS messages

You can transfer SMS messages you've received (or written) on your phone to your Revo.

- To transfer all SMS messages from your phone to your Revo, select **SMS** then **Synchronise with phone** from **Transfer** menu.


Your Revo displays a summary dialog showing how many messages have been transferred. Messages are transferred as follows:

- SMS messages you have received on your phone are moved to the Inbox folder on your Revo, and are deleted from the phone.
- SMS messages you've written on your phone, but not sent, are copied to the Outbox folder on your Revo.
- SMS messages you've sent from your phone are copied to the Sent folder on your Revo.



Synchronization summary dialog

Viewing messages

Messages you've transferred from your Remote mailbox, or mobile phone, are displayed in the Local Inbox. Unread messages are displayed in **bold**. If a paperclip symbol  is displayed next to an email, the message includes a file "attachment" (see 'Attaching files to emails' later).

To view a message:

1. Select the message you want to read and tap on it or press Enter.
2. Once you've read the message you can:
 - Reply to or forward the message by using the **Reply/forward** button on the Toolbar or the commands on the **Message** menu.
 - Close the message by using the command on the **File** menu or pressing Esc.

Replying to & forwarding messages

You can respond to a message whilst you are reading it, or if you have selected it in the Folders view.

To reply to or forward a message; tap the **Reply/forward** button on the Toolbar, or use the commands on the **Message** menu; then select:

- **Reply (to sender)**: to reply **only** to the sender of the original message.
- **Reply to all addressees**: to reply to everyone who received the original message (for email only).
- **Forward**: to forward a copy of the original message to someone else.

Type your response in the "Message editor". The original message text is included at the bottom of your message, below a 'Header'. You can change the message address(es), subject, or add an attachment (for email only), in the same way as you would when writing a new message. See 'Writing messages' for more details.



Can I stop messages being included in my replies?

Yes. Select either **Editor preferences**, or **Viewer preferences**, on the **Tools** menu in the message editor or viewer.

When you have finished writing:

- To save the message to the Outbox folder, to be sent the next time you connect; use the Toolbar button, or select **Done (save to outbox)** from the File menu.
- If you don't want to send the message yet; save the message to the Draft folder by using the Toolbar button, or selecting **Save as draft** from the **File** menu.

Original author

08:14:21 pm 04/09/1999	Priority: Normal	...	Email
To:	"Ben Hill" <ben.hill@swiss.net>		Address
CC:			Attachments
BCC:			Save
Attachments:			
Subject:	Re: A sunny monday?		
▶ Hi Ben,			8:15
Reply Header			
Subject: A sunny monday? (Repl)			


Header separator

Attaching files to emails

You can send files with emails, e.g. a Word or Sheet document, by adding them as “attachments”.

To add an attachment to an email you are writing:

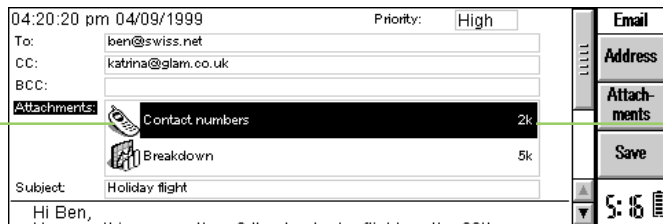
- Tap the **Attachments** button on the Toolbar and select **Add**. When you attach files to the email, they are displayed on the **Attachments** line.

Emails which contain attachments are displayed with a paperclip symbol  in the Folders view. If you have received an email containing an attachment, you can view the file, or save a copy of the file to disk. You can view attached Microsoft Word documents as plain text files.

To view and/or save an attachment:

1. Open the email containing the file you want to view or save.
2. Select the attachment on the Attachments line, then tap the **Attachments** button and select:
 - **Open**: to view the attachment.
 - **Save as**: to copy the file from the email and save it on your Revo's disk.

Attached files



File sizes

Disconnecting

When you've finished using email on your Revo, close your Remote mailbox.

To close your Remote mailbox:

- Tap the **Close mailbox** button on the Toolbar, or select your account name from the **Close** commands on the **Transfer** menu.

You can close your email account's Remote mailbox without disconnecting from the Internet, i.e. keeping your "dial-up" connection open. Stay connected to the Internet if you want to open a different mailbox. To keep your Internet connection open after closing a mailbox, open the **Internet** settings on the Control panel, then enter the time to stay online for.

To disconnect from the Internet:



Important

Close any open Remote mailboxes **before** disconnecting from the Internet.

- Select **Disconnect from Internet** on the **File** menu.

Printing messages

To print a message:

1. Open the message, or select it in the Folders view.
2. Select **Printing** from the **File** menu, then:
 - To print the message, select **Print**.
 - To adjust the page size, margins, headers, footers and page numbering; select **Page setup**.
 - To set the number of copies, or the printer to be used; select **Print setup**.
 - To display pages showing how the printed copy will look, select **Print preview**.

Setting up for SMS

To use SMS messaging on your Revo, check the following:

1. Check that your phone is set up to send and receive SMS messages. To find out how to do this, see your phone's manual, or contact your dealer or network operator.
2. Ensure the Infrared (or IR) port is active on your phone. Your phone's manual will tell you how to do this.
3. Align the Infrared ports of your phone and your Revo so that they are facing each other (ideally, place them on the same flat surface). Make sure that your phone and Revo are **no more than one metre (3ft) apart**.

To check the SMS settings on your mobile phone:

1. Select **Account settings** on the **Tools** menu, then select **SMS**.
2. On the **Details** page, select the type of phone you use in the **Mobile phone** line.

3. Move to the **Advanced** page, ensure your Revo and phone are ready to connect, then tap **Edit** on the **Edit service centre address** line.
4. If your Revo connects to the phone successfully, the service centre address dialog is displayed:
 - If the **Service centre address** line is blank, enter the SMS service centre phone number for your network operator. To find out the number, read the service centre number from your phone (your phone manual will tell you how to do this), or contact your network operator.
 - If the **Service centre address** line displays a number, check that the number is correct and tap **OK**.



Note: To create new mobile phone settings, open the **Modems** settings in the Control panel, then tap **New**. Enter the required settings for your phone, then move to the **Advanced** page and set the **Modem type** line to **Mobile**.

Phone



Use Phone to organise the list of names and phone numbers stored in your mobile phone (called a “phonebook”). You can edit phonebooks on your Revo, and integrate entries with your Contacts address book to keep them up to date. You can copy phonebooks to and from your phone using Infrared (or ‘IR’).

Phone memory & SIM cards

Phonebooks can be stored on either your phone’s SIM card, or the memory in the phone handset. If you store a phonebook on your SIM card, you can access it on another phone by inserting the SIM card into the phone. If you store a phonebook in your phone’s memory, you can only access it from your phone.



What is a ‘SIM card’?

You will have obtained a SIM (Subscriber Identity Module) card when you bought your phone, or subscribed to your network operator. Your SIM contains information such as your phone number and PIN, and can also be used as a memory to store phonebooks and SMS messages.

Starting a phonebook

You can start a new phonebook by connecting to your phone and retrieving the names and numbers in its memory, or by creating a new phonebook.

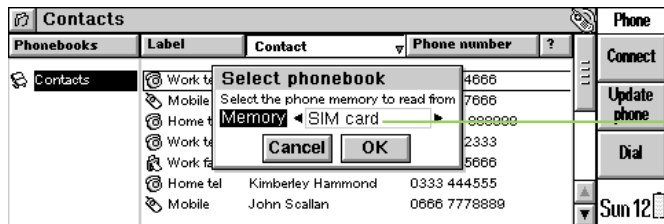
Copying numbers from your phone

If you already keep names and phone numbers on your phone, connect to your phone and copy them into a new phonebook on your Revo.



To connect to your phone and retrieve its phonebook:

1. Ensure that your mobile phone is ready to communicate to your Revo using its Infrared (or ‘IR’) port (your phone’s manual will tell you how to do this). Align the Infrared windows on your Revo and phone, making sure that they are **no more than 1 metre (3ft) apart**.
2. Tap the **Connect** button on the Toolbar, or select **Connect to phone** from the **Tools** menu.

- After your Revo connects to the phone, select the memory in your phone to be retrieved. For details about the different memory types in your phone, see 'Phone memory & SIM cards' earlier.
- Your Revo reads the phonebook from your mobile, and checks to see if it matches any phonebooks present in Phone, then:
 - If this is the first time you've retrieved a phonebook, enter a name for it, then tap **OK** to save it in Phone.
 - Otherwise, if you have previously retrieved (or created) a phonebook, Phone displays a dialog to specify what to do with the names and numbers:
 - To save the numbers in a new phonebook, tap **New** and enter its name.
 - To overwrite an existing phonebook, tap **Replace** and select the phonebook name.
 - To add the numbers to an existing phonebook, tap **Merge** and select the phonebook name. If a matching entry is present in both the phone and the phonebook, but the two entries have a different name **or** number, phone asks you to specify which entry to use. Once the phonebooks have been merged, confirm whether you want your mobile to be updated with the merged phonebook.



Phone memory
to retrieve

Phonebooks are displayed in the Phonebooks list. The icon represents the memory type, i.e.  SIM card or  phone memory. Tap on the phonebook to see the names and numbers it contains.

If you want to retrieve the phonebook from both memories on your phone, i.e. the SIM card and the phone's memory, repeat the steps in this section again.



Note: To disconnect from your phone, select **Disconnect from phone** on the **Tools** menu.


Creating a phonebook

If you do not already have names and numbers stored on your phone, create a new blank phonebook:

1. Select **New** from the **Phonebook** menu.
2. Enter a name for the phonebook and tap **OK**.


For information on adding entries to the phonebook, see 'Adding names & numbers' later.

Looking at phonebooks & contacts

When you first use Phone, only your Contacts address book is displayed. When you create a phonebook, it is displayed in the Phonebooks list underneath  **Contacts**.

The entries in the selected phonebook, or Contacts, are displayed on the right of the screen.





Looking at Contacts entries



- To display your contacts, tap on  **Contacts** in the Phonebooks list.




























Note: If you have not yet entered any contacts, the list will be blank. See the 'Contacts' chapter for more information on adding entries to your Contacts address book.

Phone displays the names and telephone numbers for all your contacts:

- The **Label** column displays the contact's 'Work' and 'Home' (Personal) numbers, and indicates the type of number, i.e.  telephone,  mobile phone,  fax or  pager.



- The **Contact** column displays the full name of the contact.
- The **Phone number** column displays the phone number of the contact, according to the type displayed in the **Label** column. If a contact entry includes more than one telephone number, each number is listed on a separate line.
- The **?** column indicates whether the contact is "linked" to a phonebook entry (see 'Keeping entries up to date' later). If the contact is linked, the phonebook's memory type is displayed, i.e.  SIM card or  phone memory.

Contacts
address book

Phonebooks	Label	Contact	Phone number	?	Phone
 Contacts	 Work tel	Ben Hill	0888 444222		 Connect
 My SIM	 Home tel	Emma Goodall	+33 44 555666		 Update phone
 My phone	 Work pager	Emma Goodall	0123 45678		 Dial
 Ben's SIM	 Mobile	James Nelson	0777 555333		
	 Home tel	John Scallan	+55 666 777888		
	 Mobile	John Scallan	0666 7778889		
	 Home tel	Kimberley Hammond	0333 444555		

Phonebook link

Looking at phonebook entries


When you create a phonebook, it is displayed in the Phonebooks list (on the left of the screen). If the phonebook was retrieved from your phone, the icon will show the memory it came from, i.e.  SIM card or  phone memory.

- To display the names and number in a phonebook, tap on it in the Phonebooks list.










Phone displays the phonebook entries:

- The **Loc.** column displays the position of the number in the phonebook. The location numbers represent the sequence the numbers will appear

in when you browse the entries on your phone (only on phones which allow you to specify number locations).

- The **Name** column displays the contact name, as it will appear on the phone. A suffix after the name indicates the number type, e.g. '(M)' mobile or '(F)' fax. See 'Formatting entry names' later for details.
- The **Phone number** column displays the phone number.
- The **?** column displays the Contacts icon  if the number is linked to an entry in Contacts (see 'Keeping entries up to date' later).

Phonebook

My SIM					Phone
Phonebooks	Loc. ▲	Name	Phone number	?	
 Contacts	1	James N	0777555335		Phone Connect Update phone Dial Sun 12
 My SIM	2	Ben H (W)	0888444222		
 My phone	3	Kimberley H	0333444555		
 Ben's SIM	4	Kimberley H (W)	0333222333		
	5	Doctor	0444555666		
	6	Paul T (M)	0888777666		
	7	Paul T (W)	0222444666		

Sorting entries

You can change the order in which entries are displayed on screen, and arrange the order they are located in the phonebook.

To sort entries in Contacts or a phonebook:

- Tap on the column title to rearrange them, e.g. tap on **Name** or **Contact** to sort entries alphabetically by their name. Tap on a the column title again to switch from ascending to descending order.
- Select **Sort** from the **View** menu, then select the column title to sort by. Select **Ascending** to change between ascending and descending order.

To change the **location** of names in the phonebook so that they are in alphabetical order:

- Select **Arrange alphabetically** on the **Phonebook** menu.

To list contacts by first name, last name, or company name:

- Select **Preferences** from the **Tools** menu. Move to the **Contacts** page and use the **Display contacts as** line to specify how contacts are listed.

Finding entries

To find a name or number:

1. Select the contacts list or the phonebook you want to search.
2. Type the first few characters of name or number you want to find, e.g. type 'doc' to find 'Doctor'. Phone displays a dialog for you to type in the search text.
3. To search for the text, tap **OK** or press Enter. Phone looks for the search text, and highlights the first matching entry it finds.
4. To find the next occurrence of the search text in the list, select **Find next** on the **Edit** menu.

Adding names & numbers

You can add names and numbers to a phonebook by:

- Creating a new entry and typing them in.
- Copying them from Contacts (or another phonebook) and pasting them into the phonebook.
- Retrieving a phonebook from your phone and 'merging' its entries with a phonebook.



Note: To add numbers from your phone to a phonebook, connect to the phone and 'merge' the retrieved numbers into the phonebook. For details, see 'Copying numbers from your phone' earlier.



Note: The maximum number of entries you can store in a phonebook depends on the capacity of your phone's memory or SIM card. To check this, use **Phone info** on the **Tools** menu.

Adding entries from Contacts

To add entries from Contacts to your phonebook:

1. Select  **Contacts** in the Phonebooks list to display your contacts.

2. Highlight the contacts numbers you want to include in your phonebook, then select **Copy** from the **Edit** menu.
3. Select the phonebook you want to add the contacts numbers to.
4. To add the contacts numbers to the selected phonebook, select **Paste** from the **Edit** menu.




Be careful when copying contacts

*If you use the 'cut' command (instead of using copy), **the contact and all its numbers are removed from the Contacts list** and placed on the clipboard. To restore the contact(s), select **Paste** from the **Edit** menu **immediately** after using the cut command.*

The contacts names and numbers are added to your phonebook. The name will appear in a shortened form, and include a suffix to indicate the number type, e.g. '(M)' for mobile. For information on changing the way names are shortened, or using a different suffix, see 'Formatting entry names' later.



Note: Phonebook entries which have been copied from Contacts are indicated by an icon  in the ? column to show they are "linked" (see 'Keeping entries up to date' later).

Formatting entry names

As the screen size on mobile phones is limited, Phone automatically shortens contact names you copy and paste into your phonebook. You can specify how Phone shortens names, e.g. to change 'John Scallan' to 'Scallan J', and the suffix used to indicate the number type, e.g. '(M)' for mobile.

To change these settings, select **Preferences** from the **Tools** menu, move to the **Entry options** page, then:

- To change the way Phone shortens contact names, specify the setting to use on the **Short name** line.

- To include or remove the number type suffixes from names, tap on **Include number types**.
- To specify the suffix to use for each number type, select **Number types** and tap on it again. Type the suffixes you want to display for each type of home and work number.



Note: These settings do not affect existing phonebook entries you have copied from Contacts.

Ben's SIM					Phone
Phonebooks	Loc. ▲	Name	Phone number	?	
Contacts	1	J Nelson (M)	0777555333		Connect
My SIM	2	J Scallan	+55666777888		Update phone
My phone	3	Emma G (WP)	012345678		Dial
Ben's SIM	4	Ben H (W)	0888444222		Sun 12
	5	Kimberley H (W)	0111222333		
	6	Paul Roberts	+66777888999		
	8	Taylor P (W)	0222444666		

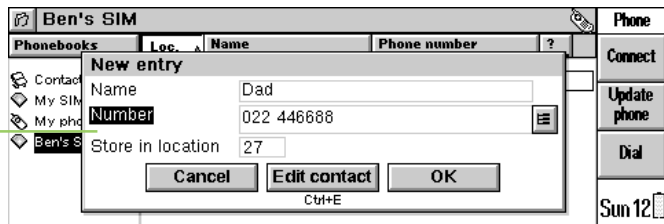
Short name
formats

Adding new entries

To add a new entry to a phonebook:

1. Select the phonebook to add the entry to from the Phonebooks list.
 2. Select **New** from the **Entry** menu.
 3. Enter the name and number of the contact.
 4. To specify the position in the phonebook where the entry is stored, enter a number on the **Store in location** line. Otherwise, the entry will be placed in the lowest free location.
5. If you want to add the entry to Contacts, or link it to an existing contact, select **Edit contact**. Phone checks for corresponding entries in Contacts, and displays a dialog if no matching entry is found:
 - To add the entry to Contacts, tap **New contact**. For information on entering contact details, see 'Adding a contact' in the 'Contacts' chapter.
 - To link the entry to a contact, tap **Find contact** and type in the name of the contact to search for. Phone displays the search results. If the contact you are looking for is displayed, select it and tap **OK**; or tap **Cancel** if you want to search again.

Adding a new entry





Note: To add a phonebook entry to contacts, highlight the phonebook entry and select **Copy** from the **Edit** menu. Tap on **Contacts** in the Phonebook list to display your contacts list, then select **Paste** from the **Edit** menu. When you copy a phonebook entry into Contacts, the phone number is placed in the contact's **Mobile** label on the **Personal** page.


Editing & deleting entries

Changing entries

To change an entry's details:

1. Select the entry you want to edit; then tap on it, or press Enter; or select **Edit** from the **Entry** menu.
2. Change the entry details as required, then:
 - If you are editing a phonebook entry, tap **OK** to confirm the changes.
 - If you are editing a Contacts entry, tap **Save** to confirm the changes.



Note: If you change the name or number of a entry which is "linked" to another phonebook or Contacts entry, a 'warning' icon  is displayed in the **?** column. See 'Keeping entries up to date' later.

Deleting entries

To delete an entry:



Be careful when deleting multiple entries

If you select more than one entry to delete, you can not restore the entries by using the undo command. Only a single entry can be restored by using undo.



Be careful when deleting contacts

If you select a contact's number, the contact and all its numbers displayed in the list are deleted. To remove a number for a contact without removing the contact itself, edit the contact and delete the number which isn't required.

- Select the entry you want to delete, then press the Del key or select **Delete** from the **Entry** menu.
- If you accidentally delete a single entry, select **Undo delete** on the **Entry** menu to restore the deleted entry.
- If you accidentally delete a phonebook or number of entries, you can restore the file to when you last saved or opened it, **losing all changes since**. To do this, select **Revert to saved** from the **More** commands on the **File** menu.

Updating your phone

After creating or editing a phonebook, copy it to your phone to update its numbers.

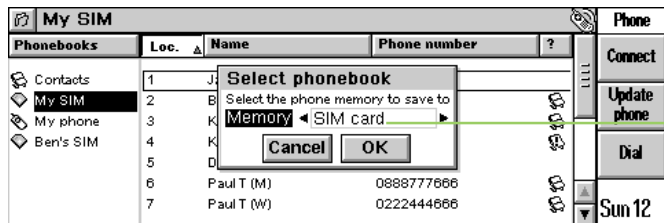
To connect to your phone and update its phonebook:

1. Ensure that your mobile phone is ready to communicate to your Revo using its Infrared (or 'IR') port (your phone's manual will tell you how to do this). Align the Infrared windows on your Revo and phone, making sure that they are **no more than 1 metre (3ft) apart**.

2. Tap the **Update phone** button on the Toolbar, or select **Update phone** from the **Phonebook** menu.
3. Select the phonebook you want to copy to the phone.

Warning: *Your phone's numbers will be overwritten*

When you copy the phonebook to your phone, the numbers in the memory you select will be lost, and are overwritten by those in the phonebook. Make sure that you do not need the numbers in the memory you are updating.



Phone memory
to update

4. Select the memory in your phone to store the phonebook. For details about the different memory types in your phone, see 'Phone memory & SIM cards' earlier.
5. Phone copies the phonebook to the selected memory in the phone.

To disconnect from your phone, select **Disconnect from phone** on the **Tools** menu.





Note: If Phone fails to update your phonebook and displays the message "Error writing entry x", it may be because some entry names exceed the maximum length allowed by the phone. To fix this problem, select **Preferences** from the **Tools** menu, then tick **Truncate phone entries** on the **Contacts** page. You can check the maximum entry length using **Phone info** on the **Tools** menu.

Keeping entries up to date

To keep your phonebook entries and contact details in step with each other, use "links" to show which phonebook entries are present in Contacts (and vice versa).

When you copy a contact into a phonebook, the phonebook entry is "linked" to the entry in Contacts. Phone indicates which entries are linked, and whether the entries are up to date with each other:

- Linked entries are indicated by an icon  in the **?** column.
- If you modify the contact or phonebook entry, e.g. by changing the number; but do not update the "linked" entry, a 'warning' icon  is displayed.

When you retrieve a phonebook from your phone, Phone can automatically check the names and numbers, and link matching entries.

- To specify whether Phone checks for matching entries in phonebooks: Select **Preferences** from the **Tools** menu. Move to the Contacts page and select the **Auto link to contacts** box.
- To check for links to Contacts in a phonebook, select **Relink to contacts** from the **Phonebook** menu.



Synchronizing contacts with a PC

Use PsiWin to synchronize your contacts with a PC scheduler, keeping the names and numbers on your PC up to date with those on your Revo and phone.

Dialling numbers

To dial a number displayed in a phonebook, or Contacts entry, on your mobile phone:

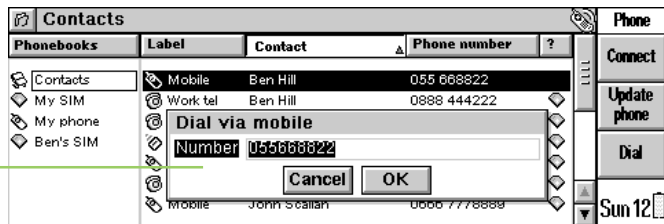
1. Ensure that your mobile phone is ready to communicate to your Revo using its Infrared (or 'IR') port (your phone's manual will tell you how to do this). Align the Infrared windows on your Revo and phone, making sure that they are **no more than 1 metre (3ft) apart**.
2. Select the entry containing the number you want to dial.
3. Select **Dial** from the **Entry** menu. Your Revo will communicate with your phone, and the number is dialled from your mobile phone.

Using International dialling codes

If you travel to a different country, you can add and remove the international dialling prefixes on your phonebook numbers. If you have international numbers in your phonebook, include their correct dialling prefix, e.g. '+46' for Sweden. Numbers for your own country do not require an international prefix.

- You must specify your home country before adding or removing dialling prefixes. To do this, select **Preferences** from the **Tools** menu. Move to the **Contacts** page, then set your "home" country on the **Default country** line.

Dialling a contact



When you travel abroad, add the international prefix to all the numbers for your home country. To do this:

1. Highlight all the entries in your phonebook using **Select all** on the **Edit** menu, or just highlight individual number(s) if there are some numbers you don't want to change.
2. Select **Add international prefix** on the **Entry** menu to add your country's dialling prefix to the 'home' numbers (i.e. those without international dialling prefixes).

When you return to your home country, remove the international dialling prefix from your home numbers:

1. Highlight all the entries in your phonebook using **Select all** on the **Edit** menu, or just highlight individual number(s) if there are some numbers you don't want to change.
2. Select **Remove international prefix** on the **Entry** menu to remove the international prefix from the home numbers (i.e. those with the dialling prefix of your home country).

Dialling
prefix

Phonebooks	Loc.	Name	Phone number	?
Contacts	6	Paul T (M)	0888777666	
My SIM	7	Paul T (W)	0222444888	
My phone	8	Paul R	+66777888999	
Ben's SIM	9	John S (M)	06667778889	
	10	John S	+55666777888	
	11	Emma G (WP)	012345678	
	12	Emma G	+3344555666	

Managing phone files

Phone files can contain a number of phonebooks. Use phone files to share phonebooks with other people, manage different sets of international numbers, copy entries between phonebooks, and keep private numbers secure.



Note: Individual preferences, e.g. the **Default country** or **Short name** type, are saved with **each** file. New files you create will have the same preferences set as the open Phone file.

- To **create** a new Phone file: Select **Create new file** on the **File** menu. Enter a name and location for the file.
- To **open** an existing Phone file: Select **Open file** on the **File** menu and select the file name, or highlight the file name in the System screen and tap on it again or press Enter.

- To **delete** a Phone file: Highlight the file in the System screen and press the Del key.
- If you accidentally **delete** a phonebook or number of entries, you can restore the file to when you last saved or opened it, **losing all changes since**. To do this, select **Revert to saved** from the **More** commands on the **File** menu.
- To **rename** a Phone file: Highlight the file in the System screen and select **Rename** on the **File** menu.
- To set a **password** on a Phone file: Select **Password** on the **File** menu.



Note: Your Contacts are not saved in phone files; phone files only contain your phonebooks.

Setting up to connect

To enter your phone type and connection method, select **Preferences** on the **Tools** menu, then move to the **Phone** page.

- If necessary, select the type of mobile phone you are using on the **Phone** line (this will normally only be 'Basic GSM').

To connect using your phone's Infrared (or 'IR') port:

1. Set the **Connection** line to 'Infrared'.
2. Ensure the Infrared port is activated on your mobile phone. Your phone's manual will tell you how to do this.

If your phone does not support Infrared, but supports a serial cable connection, you may be able to connect to your phone using its cable. However, **not all phones are compatible when connected using serial cables.**



Note: See www.mobile.pSION.com for information on connecting to mobile phones.

To connect to your phone using a serial cable:

1. Set the **Connection** line to 'Serial'.
2. If your phone's manual specifies the **maximum** speed at which it can communicate via the serial cable, enter this setting on the **Baud rate** line.
3. Connect the docking station cable to the serial cable from your mobile phone. You may need an adaptor to join the connectors on both cables. Refer to your phone's manual to check how to connect using a serial cable.
4. Connect your Revo to the docking station and switch on your Revo and phone.



Note: For information on how to connect your Revo to the docking station, see the Quick Start Guide at the front of this handbook.

Printing phonebooks & entries

You can print either your entire phonebook, or a group of selected entries.

- If you have not already selected a printer, refer to the instructions in the 'Printing' chapter.

To print:

1. Select the phonebook you wish to print. If you do not want to print all the entries, highlight the group of entries you want to print.
2. Use the **Printing** commands on the **File** menu:
 - Use the **Page setup** command to control the page size, margins, and add headers and footers.
 - Use the **Print setup** command to specify which contacts to print, and the number of copies.
 - Use the **Print preview** command to see how your printed copy will look.
 - Use the **Print** command to print your entries.

Time

Use the Time program to set, display and manage alarms; and to display a map of the world that gives you information on cities, times and dialling codes.

The Time program has two views: the Map view and Alarms view. To switch views: tap the **Map** or **Alarms** buttons on the Toolbar, or use the **Switch view** commands on the **View** menu.

Using alarms

Use the Alarms view to set alarms that will ring even when your Revo is switched off, e.g. a 'repeating' wake-up alarm that will ring each day you work, and 'once only' alarms to remind you of appointments.

The Alarms view allows you to set up to 6 alarms, each up to 7 days ahead, and control their sounds.

Alarms

Alarms view

Home city

Next alarm

The screenshot shows the Time application interface. At the top left, it displays the date 'Thu 30 Sep 1999' and the time '4:02:39 pm'. Below this is a large analog clock face with the word 'PSION' at the bottom. To the right of the clock, there is a list of alarms. The first alarm is 'Workday Fri 7:00 am Wake up'. The second alarm is 'Weekly Sat 10:30 am Swimming'. Below these are three more alarm slots, each with a bell icon and a horizontal line. At the bottom left, it says 'London Inner United Kingdom'. At the bottom right, it says 'Next alarm in 2h58m (Agenda) Flight - Funafuti'. On the far right, there is a vertical toolbar with buttons for 'Time', 'Map', 'Alarms', and 'New alarm'. At the very bottom right, there is a small digital clock showing '4:02' and a battery icon.

Setting an alarm

To set a new alarm, move to a blank line and then tap on it or press Enter, or start typing the alarm text or the time. Alternatively, tap **New alarm** on the Toolbar, or select the command from the **Edit** menu.

1. Set the alarm time, and select the following alarm types on the **Occurrence** line:
 - 'Next 24 hours', if the alarm is to ring once at the specified time during the next 24 hours; or 'Once only', followed by a day, if you wish the alarm to ring once at the specified time more than 24 hours from now.
 - 'Daily', if you wish the alarm to ring every day of the week at the specified time; or 'Weekly', on a particular day, if you wish the alarm to ring at the specified time on that day every week.
- 'Workdays', if you wish the alarm to ring at the specified time on each day you work. If your workdays are not Monday to Friday, set them using **Workdays** from the **Tools** menu.
2. Type the text you wish to be displayed when the alarm rings. This text will remain on screen until you respond to the alarm, so do not enter anything you do not wish others to see.
3. Select the required alarm sound, or 'Silent' if you wish the alarm to ring "silently" (you'll still see the alarm text on screen). To hear the selected sound now, tap the **Test sound** button.

Responding to an alarm

When an alarm rings, the alarm text is displayed on screen.

- To clear the alarm: tap the **Clear** button or press Esc. If it is a once only alarm, it is removed. If it is a repeating alarm, it will ring again the next time it is due.
- To silence the alarm but leave the text displayed: tap the **Silence** button or press Enter.
- To 'snooze' the alarm (i.e. to stop it from ringing) for 5 minutes: tap the **Snooze** button or press the Spacebar. Each further press adds 5 minutes to the 'snooze' time, up to a maximum of one hour. You can carry on using your Revo while the alarm is 'snoozed'.

If you tap a Program icon, or to move to another program while an alarm is ringing, the alarm will snooze for 5 minutes.

Changing & deleting alarms

If you wish to change an alarm you have set, e.g. the time or alarm text; move to the relevant line and press Enter or select the **Change alarm details** command from the **Edit** menu.

To remove an alarm, move to the relevant line; then press Del or select **Delete alarm** from the **Edit** menu.



Note: To delete an alarm set using Agenda, select **View next alarms** from the **Edit** menu, then tap the **Delete** button or press Del.



Note: When you delete a 'repeating' alarm, it is deleted for **all** days on which it is due to repeat.

Silencing alarms

If you wish to silence alarms for a particular period, e.g. the duration of a meeting or journey:

1. Select **Sound** from the **Tools** menu.
2. Set the **Alarm sound** to 'Silent for' and specify the duration for alarms to be silenced. If you wish to silence alarm sounds indefinitely, set the **Alarm sound** to 'Off'.



Note: When a 'silenced' alarm rings, the alarm text still appears on screen, and you need to respond to it as you would for an audible alarm.

- If you wish to stop an alarm from ringing without deleting it completely, e.g. if you wish to suspend your wake-up alarm while on holiday: select the alarm, then select **Disable alarm** from the **Edit** menu. The alarm is crossed out to show that it is no longer active.
- To make the alarm active again, select **Disable alarm** again (so the tick is removed).

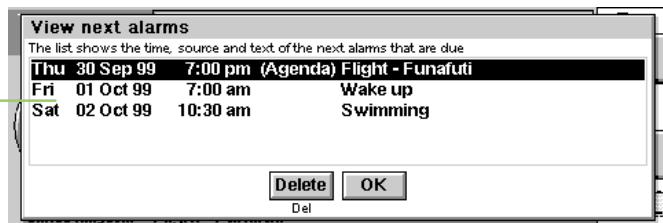
Viewing alarms

The countdown to the next alarm set in Time or Agenda, is displayed at the bottom of the screen.

- To view the alarms that are to ring in the future, select **View next alarms** on the **Edit** menu.

- Select **View past alarms** to list the last alarms to have been cleared (e.g. if you cancel an alarm, but need to be reminded of the alarm text).

Next alarms



Using the map

Use the Map view to display information for cities around the world. Set the city in which you are currently located as your 'Home' city, and then select other cities to find their time differences, dialling codes and distances from your Home city.

Important:

In order for world information to be accurate, make sure you have defined your Home city, and the current time and date. Refer to the 'Getting started' chapter for details.

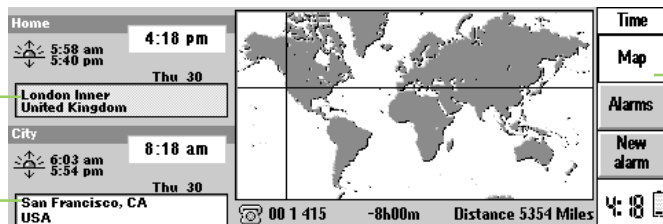
Selecting a country or city

To select a particular country or city, move to the country or city line at the bottom left of the screen, and then:

- Start typing the name of the required country or city. Continue typing until the correct city and country combination is displayed, or use the right and left arrow keys to scroll through the available countries and cities in alphabetical order until you find the one you require.

Home city

Selected city



The screenshot shows a mobile application interface with a world map in the center. On the left, there are two sections: 'Home' and 'City'. The 'Home' section shows 'London Inner United Kingdom' with a time of 4:18 pm and date Thu 30. The 'City' section shows 'San Francisco, CA USA' with a time of 8:18 am and date Thu 30. At the bottom, there is a phone icon, the number 00 1 415, a time difference of -8h00m, and a distance of 5354 Miles. On the right, there is a vertical menu with options: Time, Map, Alarms, and New alarm. At the bottom right, there are icons for a clock and a battery level.

Map view

- If you look through the countries, only the capital cities are listed. To view only the cities in one particular country; select the country, then select **Cities in current country** from the **View** menu. To go back to displaying cities for all countries, reselect the command.

When you select a city, the cross hairs on the map move to the selected city, and information about the city appears at the bottom of the screen.

- The time difference between the Home city and selected city is displayed. This includes the difference in "GMT (Greenwich Mean Time) offsets" (the time zone difference) and includes a correction for summer time if necessary. For information about summer times, refer to 'Setting summer time' later.
- The area code next to the telephone symbol at the bottom of the screen shows the prefix digits needed to dial the selected city from the Home city.

Adding a town or city

To add a town or city which is not already included in the Map view:

1. Select the **Add city** command from the **Edit** menu.
2. Enter the name of the city; its country; the latitude and longitude, if known (this allows accurate distances and sunrise and sunset times to be calculated); the telephone area code; the GMT offset, and 'Summer time zone' (see 'Setting summer time' later in the chapter).
3. Position the cross hairs on the new town or city location, using the pen or the arrow keys.

To change any of the city details, select **Change city details** from the **Edit** menu.

You can only delete a non-capital city that you have added to the map yourself. To delete a city, select it and use **Delete city** from the **Edit** menu.

Adding a country

To add a country which is not included in the Map view:

1. Select the **Add country** command from the **Edit** menu.
2. Type the country's name; its national dialling code; its national dialling prefix, i.e. the digit(s) that needs to be dialled immediately prior to each city area code when telephoning from one city to another within the country; and its international dialling prefix.
3. Each country must have a capital city, and a dialog is displayed to create one. See the previous section on 'Adding a town or city'.
4. Position the cross hairs on the capital city's location, using the pen or arrow keys.

To change any of the country or capital city details, use the commands on the **Edit** menu.



Note: You can only delete a country that you have added to the map yourself. To delete a country, select it and use **Delete country** from the **Edit** menu.

Customising Time

To change the city clocks from 'analog' to 'digital', or vice-versa, tap the clock that is displayed next to either the Home or selected city. You can also change the Toolbar from clock to date by tapping it.

The distance from the Home city to the selected city is given in the selected units (Kilometres, Miles or Nautical miles). To change these units, use the **Distance units** commands on the **View** menu, or tap on the distance figure (underneath the map).

Select the **Formats** command from the **Tools** menu to change:

- The clock format, e.g. from 12 to 24 hours.
- The time separator (usually ':' as in '6:19 pm').
- The date format (e.g. 'Day Month Year' or 'Month Day Year').
- The date separator (e.g. '/' as in '01/03/97').

You can set preferences either for a standard alarm time, if you tend to set alarms for the same time of day, or for a particular alarm sound to appear when you set a new alarm.

Setting summer time

If you are not interested in making use of world times, and are happy to use the **Time & date** command to change the time when clocks go forward or back, you can ignore this section.

However, if you travel or wish to be precise about world times, you should set your own time to 'winter time' (in the UK, this is GMT), and modify the 'summer time' setting when the clocks go forward or back.

You can also take into account the 'summer times' used in the different areas of the world. Most of the cities on the world map can be included in one of 3 basic areas, or "Summer time zones": 'Europe', 'Southern' and 'Northern'. The approximate 'summer times' for these zones are:

Europe	End of March to end of October.
Northern	Early April to end of October.
Southern	Late October to end of February.

Each city on the map is associated with one of these zones, or with 'None'. To check what the Summer time zone is for a city, select the city in the Map view, and then select **Change city details** from the **Edit** menu.

When the clocks are due to go forward or back in the cities in a particular Summer time zone:

1. Select the **Summer times** command from the **Tools** menu.
2. Tick the time zone if it is changing to summer time; remove the tick if it is changing back to winter time. If your Home city is in that zone, then **Home** is ticked automatically and your Revo's clock is adjusted accordingly.

The clocks, and sunrise and sunset times, for each of the cities associated with the 'Summer time zone' are changed.



Note: If the Home city has a 'Summer time zone' of 'None' because it is not in one of these 3 zones, but its clocks are due to change, you can change your Revo's clock to 'summer time' by ticking **Home**.

When you travel

Whenever you travel, change your Home city to the town or city you are in. If the city details and 'summer time' setting are correct for the city you are in, the information in the Map view will be accurate.

Calc



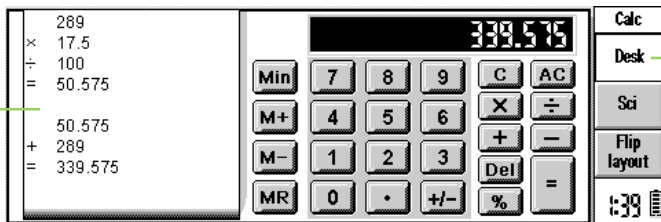
Calc is the calculator program. It has two views: **Desk** and **Scientific**. The two calculator views are separate, so you can carry out different calculations in each view at the same time without them affecting each other.

- The **Desk** view is a desktop calculator which produces a "till roll" output. Use this calculator for simpler calculations, and those involving percentages.

- The **Scientific** view is a scientific calculator with 26 memories. Use this for more advanced calculations, including those that involve trigonometry or logarithms.

When you first use Calc, it displays the Desk calculator. To move between the views, tap the **Desk** or **Sci** buttons on the Toolbar, or use the **Switch view** command from the **View** menu.

Till roll



Desk view



Note: You may find the display suits your style of working better when it is “flipped”, i.e. when the left and right sides of the screen are swapped over. To do this, tap **Flip layout** on the Toolbar, or use the command on the **View** menu.

The Desk calculator

To perform a calculation in the Desk calculator view:

1. Enter your calculation by tapping the number and operator buttons (+, -, × and ÷) on screen, or using the keyboard equivalents. There is no “operator precedence” in the Desk view, so all calculations are performed in the order you typed them in, e.g. $10+5\times 3=45$, not 25.
2. To display the result, tap = or press Enter.
 - To change the sign of a number, tap +/- or press the M key.
 - To display a list of shortcut keypresses, select **Shortcuts for functions** on the **Tools** menu.
 - To clear the calculation line without ending the current calculation, tap **C**.
 - To clear the calculation line and end the current calculation, tap **AC** or press Esc.

The till roll keeps a record of your calculations so that you can refer back to work you did earlier. To move around the till roll, use the scrollbar or the arrow keys. Use the command on the **Tools** menu to clear the till roll.

Using the memory

You can use the memory to store a value that you want to re-use, or to act as a “running total”. The **Memory** commands are on the **Tools** menu.

- To store a number in the memory: tap **Min** or select the **Save in** command while the number you want to store is in the calculation line. An ‘M’ will appear in the calculator display while there is a value stored in the memory.
- To retrieve a number: tap **MR** or select the **Recall** command.
- To add the current number to the number in the memory: tap **M+** or select the **Add to** command.
- To subtract the current number from the number in the memory: tap **M-** or select the **Subtract from** command.
- To clear the memory: tap **Min** while 0 is displayed in the calculation line, or select the **Clear** command.

Percentage calculations

To perform percentage calculations, use % on the Desk calculator.

- To calculate 40% of 60: enter 60×40 , then tap %.
- To increase 60 by 40%: enter $60 + 40$, then tap %.
- To decrease 60 by 40%: enter $60 - 40$, then tap %.
- To calculate what % 60 is of 200: enter $60 \div 200$, then tap %.
- To find the number that 60 is 40% of: enter $60 \div 40$, then tap %.

You can use a combination of the memory and the percentage facility, e.g. for tax calculations. If you have the rate of taxation stored in the memory, you can quickly add or deduct the tax from any number:

- To add the tax to a number: enter the number, tap +, tap MR and then %.
- To deduct the tax from a number: enter the number, tap -, tap MR and then %.

The Scientific calculator

To perform a calculation in the Scientific calculator view:

1. Use the number, operator and function buttons to enter your calculation. Enter scientific functions in the order you would write them down. For example, tap **log** BEFORE entering the number you want to find the log of, but tap **x²** AFTER entering the number you want to square.
2. To display the result, tap = or press Enter.
 - To display a list of shortcut keypresses: select **Shortcuts for functions** on the **Tools** menu.
 - To clear the calculator display: tap **AC** or press Esc.
 - To remove the item immediately to the left of the cursor: press Del.



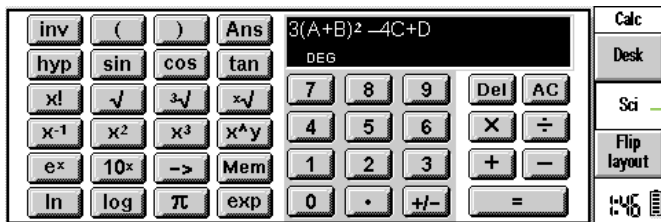
Note: You can position the cursor anywhere on the calculation line using the pen or the arrow keys.

Operator precedence

The order in which individual elements of a calculation are performed is called "operator precedence". In the Scientific view, the operator precedence is as follows (highest first):

- Information in brackets.
- Functions which follow the value to which they refer, e.g. $x!$
- Powers.
- Implicit multiplication before a memory value, i.e. 30A.
- Prefix functions which precede the value they refer to, e.g. \sin .
- Implicit multiplication before prefix function, such as $5\sin 30$, or before an open bracket, as in $4(4+5)$.
- Multiplication and division equal, calculated left to right.
- Addition and subtraction equal, calculated left to right (lowest).

See the Revo help for more about entering expressions and operator precedence in the Scientific calculator.



Scientific
or 'Sci' view

Re-using answers and calculations

In the Scientific view you can re-use the answer from your last calculation.

- To insert the last answer at any point in a calculation: tap the **Ans** button at the appropriate point. The calculator will insert 'Ans' in the calculation line, representing the last result.
- To start a new expression with the last answer: just enter the rest of the expression as though the answer was already written at the start. The calculator will prefix the expression with 'Ans'.

You can also re-use and edit calculations you have performed earlier. This can save time if you want to perform a new calculation which differs only slightly from a previous one.

- To re-use a previous expression: use the up and down keys, or the **Edit previous** and **Edit next** commands on the **Edit** menu, to display the last 10 calculations one by one on the calculation line. When you find the expression you want to re-use, change it if required and proceed as normal.



Note: The value of Ans used in a calculation will always be the value of the last calculation. If you re-use a calculation based on a value of Ans, the result will be calculated using the current value of Ans rather than the value at the time of the original calculation.

Using the memories

The Scientific calculator has 26 memories, labelled A through to Z. You can assign a value to each of these memories, and then incorporate the names into expressions.

To assign a value to a memory:

1. Enter the number to be stored. If the calculation line is displaying an unsolved expression, the stored value will be the RESULT of the expression.
2. Tap **->**, or select **Assign to** from the **Memories** commands on the **Tools** menu.
3. Type the letter of the memory as a capital letter (hold down Shift when pressing the memory letter).



Note: You can also assign a value to a memory by tapping the **Mem** button, highlighting the memory to use and then tapping the **Assign to** button in the dialog.

- To display the contents of the memories: tap the **Mem** button, or select **Show all** from the **Memories** commands on the **Tools** menu.
- To use a stored number in a calculation: type the capital letter corresponding to the memory, or tap the **Mem** button and select the memory you want.



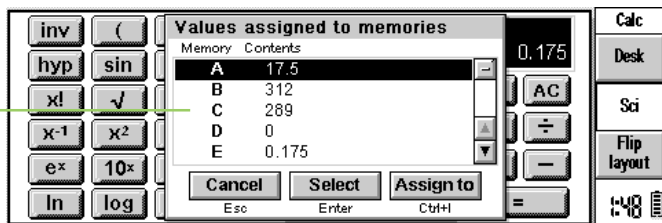
Note: You can assign values to the memories in any order you like, so use the names as a reminder of the information they contain. For example, use the 'T' memory for a rate of taxation, or 'Y' for the rate of exchange into yen.

Powers, roots & reciprocals

You can calculate squares, cubes and powers using the buttons in the Scientific view.

- To calculate the **square** of a number: enter the number, tap x^2 , then tap $=$.
- To calculate the **cube** of a number: enter the number, tap x^3 , then tap $=$.
- To calculate a number to a given **power**: enter the number you want to raise to a given power. Tap x^y , enter the power, then tap $=$.
- To calculate the **square root** of a number: tap $\sqrt{\quad}$, enter the number, then tap $=$.

Memory contents



- To calculate the **cube root** of a number: tap $\sqrt[3]$, enter the number, then tap =.
- To find the **x root** of a number: enter the number of the root you want to find, e.g. 4 for the fourth root. Tap $\sqrt[x]$, enter the number you want to find the x root of, then tap =.
- To calculate the **reciprocal (1/x)** of a number: enter the number, tap x^{-1} , then tap =.

Trigonometric functions

- To calculate the **sine, cosine** or **tangent** of a number: tap **sin**, **cos** or **tan**; enter the number and tap =.
- To calculate the **inverse** sine, cosine or tangent of a number: tap **inv** once; then tap **sin**, **cos** or **tan**; enter the number and tap =.
- To calculate the **hyperbolic** sine, cosine or tangent of a number: tap **hyp** once; then tap **sin**, **cos** or **tan**; enter the number and tap =.
- To calculate the **inverse hyperbolic** sine, cosine or tangent of a number: tap **hyp** and **inv** once each to depress them; then tap **sin**, **cos** or **tan**; enter the number and tap =.

Angle formats

The scientific calculator can express angles in degrees, radians and gradients (360 degrees = 2π radians = 400 gradients). The angle units you use will affect the outcome of trigonometric calculations.

To change the angle format:

- Select the **Formats** command from the **Tools** menu, then select the **Angle format** you require.
- Tap on the angle format abbreviation in the calculation line, e.g. **DEG**. If the result of a trigonometric calculation is displayed when you do this, the result will automatically be re-evaluated.

Factorials

A factorial is the result of multiplying all the numbers from a given starting number down to one, e.g. the factorial of 4 (written as 4!) is $4 \times 3 \times 2 \times 1 = 24$.



Note: You can use factorials to find permutations, i.e. the number of ways things can be arranged. For example, if you want to find possible anagrams of a word with four letters, 4! shows that there are 24 ways these letters can be arranged.

- To find the **factorial** of a number: enter the number of which you want to find the factorial, tap $x!$, then tap =.

Logarithms

You can use the Scientific calculator to calculate logs and natural logs.

- To calculate the **log** (base 10) of a number: tap **log**, enter the number, then tap **=**.
- To calculate the **natural log** (base e) of a number: tap **ln**, enter the number, then tap **=**.
- To calculate **e** to a given power: tap **e^x**, enter the value you want to find e to the power of, then tap **=**.

Displaying numbers

The Scientific calculator can display numbers in the following formats:

- **Normal:** this is adequate for most calculations. Numbers are displayed in standard notation to 12 significant figures, with decimal places and an exponent as required.
- **Fixed:** this format always displays results with a specified number of decimal places, e.g. for currency calculations.

- **Scientific:** you may find this useful for dealing with very large or very small numbers. Numbers are displayed as a single digit to the left of the decimal point, with a specified number of significant figures, and then an exponent.

To change the number format: select **Formats** from the **Tools** menu. If you set **Number format** to 'Fixed' or 'Scientific', you can set the number of decimal places or significant figures to be displayed.


Exponent notation

You can express very large and very small numbers more succinctly using positive and negative exponents, e.g. 57 200 000 can be expressed as 5.72E7.

To express a number as an exponent:

1. Enter the first part of the number, normally as a decimal fraction.
2. Tap **exp**. An 'E' will appear on the calculation line. To express a very small number, tap **+/-** to insert a minus sign before the second number.
3. Enter the number of decimal places that the first number needs to be moved.

Jotter

 Use the Jotter program to jot down notes and information quickly, e.g. when you are on the phone or in a meeting. You can keep each item of information as a separate entry, and search for text to find entries easily.

Use a Jotter file as a quick and easy storage location for pieces of information, and then copy text to a more appropriate file or location later. Alternatively, you could have a number of Jotter files for different subjects or types of notes and keep the information for reference.

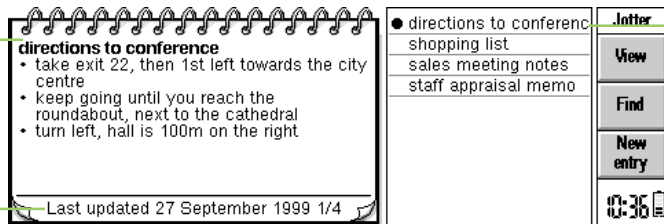
Adding a note

When you first start Jotter, you can start typing a note straight away. You can type as much text as you like or use the **Paste** command on the **Edit** menu to insert text from other programs.

- To insert special characters or symbols in the text use the **Special character** command on the **Insert** menu and select the character from the list.

Split view

Entry date



directions to conference

- take exit 22, then 1st left towards the city centre
- keep going until you reach the roundabout, next to the cathedral
- turn left, hall is 100m on the right

Last updated 27 September 1999 1/4

● directions to conference
shopping list
sales meeting notes
staff appraisal memo

Jotter
View
Find
New entry
00:30

Selected entry



Copying notes from a PC

If your Revo is connected to your PC, you can use CopyAnywhere in PsiWin to copy text on your PC and paste it straight into a Jotter entry. To find out more about CopyAnywhere, see the PsiWin on-line help.

To change between the Jotter views, use the **View** button on the Toolbar:

- **Edit** view displays one entry using the full width of the screen.
- **List** view displays a list of text from each entry.
- **Split** view shows the list and the text of the current entry.

You can add entries from any view.



Starting Jotter with a blank entry.

When you open a Jotter file, you will see the entry you were using the last time you opened the file. If you want to add an entry, you have to use the **New entry** command. To save time when you want to quickly type a note, you can set up Jotter so that it always starts with a blank entry. To do this, use **Entry preferences** from the **Tools** menu.

Formatting text

- To insert a **bullet**: Move the cursor to the paragraph and select the **Bullet** command from the **Text** menu. Select the command again to remove the bullet.
- To **format** text: Highlight the text you wish to format and use the commands on the **Text** menu to change the font, size of the text, underline the text, or make it bold or italic.

Inserting other information

To insert the **date**:

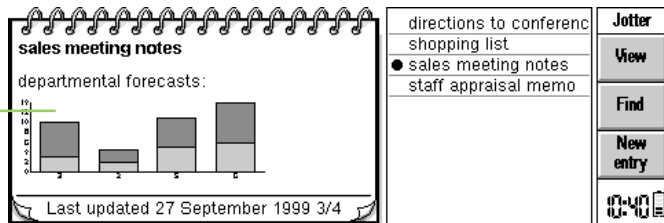
- Select **Date** from the **Insert** menu. Jotter can display either the date that you created the entry, or the date it was last changed. See 'Customising Jotter' for more details.

To insert an **object**:

- Select **Object** from the **Insert** menu and then select the program you want to use, e.g. use **Sheet** for a table, or graph; or use **Word** for a letter. When you have finished, tap **Done**.

- You can include Sheet information as a graph or table, so display the information as you want it to appear before tapping **Done**.
- To change the appearance of a Sheet object, select **Format Object** from the **Object** commands on the **Edit** menu. You can change the size, crop the edges or just display the Sheet object as an icon. Jotter can only display Word objects as icons, so you cannot change any format settings.
- If you wish to make changes to an object in a Jotter entry, highlight the object and press Enter. Change the object as required, then tap **Done** to return to Jotter and update the object.

Inserted graph



Finding a note

If you need to find a particular entry:

- Browse for the entry in the List or Split view. To display text from the entries in a list, tap the **View** button on the Toolbar and select either **List** or **Split**. The List view may be useful if you can identify the entry from the first few words. The Split view shows the text in the current entry as well as the list.
- Search for text in the entry. To do this, tap on the **Find** button on the Toolbar, or select the command from the **Edit** menu. Type the text you want to find, then tap **OK** to display the first entry that includes the text. Use **Next** and **Prev** to move between the entries in the search results. Tap **Done** to end the search and display all the entries again.

Deleting entries

If you don't want to keep a Jotter entry, select the entry and use **Delete entry** from the **Edit** menu to delete it. If you accidentally delete an entry, you can restore it by using **Undo delete entry** on the **Edit** menu.

Customising Jotter

You can change some aspects of how Jotter looks and works using the commands on the **Tools** menu:

- To display either the date you created an entry, or the date you last updated it; use **View preferences** in the Split view.
- To display the list of entries in the Split view on the left or right, or change the proportion of the screen taken up by the entry and title list; use **View preferences**.
- To change the amount of information included in the list of entries in the List and Split view, use **Entry preferences**. You can display as much of the text as will fit (with a comma marking different paragraphs), or just the first line of the entry (e.g. if it is a title).

Sorting entries

Jotter lists entries in the order in which you add them, with the newest entries at the end of the list. To sort them into alphabetical or date order:

1. Select the **Sort** command from the **Tools** menu.
2. Specify how you wish to sort the entries, e.g. alphabetically or by date.
3. Specify whether to sort the entries in ascending or descending order. For date ordering, ascending order means that Jotter lists the most recently added or updated entries last.

Jotter files

If you wish to start a new Jotter file, select **Create new file** on the **File** menu.

To combine the entries of two Jotter files, open one of the files in Jotter. Select **Merge in** from the **More** commands on the **File** menu, then select the name of the second file you want to merge.

Printing Jotter entries

Print the current entry, or all the entries in the current view, using the **Printing** commands on the **File** menu.

- To check the printer model: select **Print setup**. If the printer model displayed is not the printer that you're using, use the **Printer** button to select the correct printer.
- To set up the page for printing: select **Page setup**.
- To see how the information will look: select **Print preview**.
- To print: select **Print**. Choose whether to print only the selected entry, or all the entries in the current view, then tap **Print**.



Note: Refer to the instructions in the 'Printing' chapter to select a printer.

Word



Word is the word processing program. It has many of the editing and formatting features that you would expect from a fully-featured word processor.

Many types of text formatting, e.g. alignment and font settings, can be applied to individual paragraphs or defined as a paragraph “style”.

Entering text

The text you type is inserted at the current cursor location (there is a ▶ marker in the margin to help you find the cursor). To delete characters, press Del (backspace) to delete to the left, or hold down Shift and press Del to delete to the right of the cursor.

When text reaches the end of a line, it automatically “wraps” the text onto the next line. If you want to view your page as it will be printed (“WYSIWYG”), switch off word-wrapping by removing the tick from the **Wrap to screen** command on the **View** menu.

Top toolbar

The screenshot shows the top toolbar of Microsoft Word with the following elements from left to right: a style dropdown set to 'Normal', a font dropdown set to 'Arial', a font size dropdown set to '10 pt', and icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, and Paragraph Alignment. The document text reads: 'The applications provide you with a full range of formatting options, styles, outlining, spell checking and printing. You can also embed pictures, graphs and sound in your documents for extra effect.' Below this is a bulleted point: '▶ For example, the chart below has been inserted into this document. Tap on it twice to edit it (and when you're finished, click the 'Done' button to return here).' Underneath the text is a 3D bar chart with a vertical axis labeled from 15 to 45 in increments of 5. The chart has six bars with approximate heights of 20, 25, 35, 40, 45, and 20. On the right side of the toolbar, there are buttons for 'Find/Replace', 'Insert Graph', and 'Print'. At the bottom right, a digital clock shows '3:54' and a battery level indicator.

To highlight (or select) text, either drag the pen over the area of text, or hold down Shift and use the arrow keys. To select all text in the file, use the command on the **Edit** menu.

- To **remove** text: highlight the text and press Del. If you accidentally delete a section of text, you can replace it by selecting the **Undo delete** command from the **Edit** menu.
- To **copy** text: highlight the text and select the **Copy** command from the **Edit** menu. To insert the text you've copied, place the cursor where you want the text to be inserted, then select **Paste** from the **Edit** menu.
- To **move** a section of text: highlight the text and select the **Cut** command from the **Edit** menu. To insert the text you've cut, place the cursor where you want the text to be inserted, then select **Paste** from the **Edit** menu.



Note: You can also tap on the 'scissors' icon (on the left of the screen) to cut, copy and paste.

- You can make the text appear larger or smaller on the screen by selecting the **Zoom in** and **Zoom out** commands from the **View** menu, or tapping the 'magnifying glass' command icons on the left of the screen. You can also select the **Set zoom** command to set a "custom" zoom level. Note that zooming does not affect the size of text when printed.

Finding & replacing text

You can search through an entire file for a particular word or phrase and, if you wish, replace it with a different one.

- To **find** text: select **Find** from the **Find** commands on the **Edit** menu. Enter the text that you want to find in the **Search for** line. You can search "down" or "up" through a file from the cursor position. You can search for the whole word, and/or make the search case sensitive.
- To find and **replace** text: tap **Find/replace** on the Toolbar or select the command on the **Edit** menu. Enter the text that you want to find in the **Search for** line, then type the text you want to replace it with in the **Replace with** line. You can replace a single occurrence of the chosen text, or all occurrences from this point onwards.

Changing the appearance of text

You can highlight text and then apply formatting to it, or select the formatting to use before you start typing:

- Tap the **B** button for bold text, **I** for italics, or **U** for underlined text (or use the commands on the **Text** menu).
- To remove bold, italic, or underline formatting; tap the button again, or remove the tick from the menu command.
- To choose the **font** (or typeface), tap on the font button on the Top toolbar. The current font name is displayed on the button, e.g.

Times New Ro ▼

- To change the **size** of text, use the size button. The current size is displayed on the button, e.g.

10 pt ▼

To use other formatting; e.g. set the text position, use superscript and subscript text, use “strikethrough” text (crossed out), or change the text colour; use the **Font** command on the **Text** menu.

Formatting paragraphs

Formatting and spacing settings can also be applied to whole paragraphs. A paragraph may be a single word or title, a standard paragraph of text, or several lines grouped together, e.g. an address.


- To start a new paragraph, press the Enter key.
- To start a new line without starting a new paragraph (e.g. for an address), hold down Shift and press Enter to insert a “forced line break”.
- To apply formatting to an entire paragraph, e.g. to change the horizontal alignment: place the cursor within the text of the paragraph, then use the appropriate button menu option to apply formatting. To format a number of paragraphs, make sure that the highlight covers at least part of each paragraph. You don’t need to highlight **all** the text in the paragraphs you want to format.



Note: To display paragraph marks (¶) and/or forced line breaks (↓), use the **View preferences** command on the **Tools** menu.

Aligning paragraphs

Use alignment to change the horizontal position of paragraphs on the page. You can align text to the left or right margin, centre a title, or “justify” text (align both left and right edges with the margins).

- To change the alignment: select the paragraph(s) to align; then tap  or select the command from the **Paragraph** menu; then select the alignment you want.



Note: Margins are set as part of the file's page setup. See 'How the page looks' later for more information.

Indents & tabs

Indents set the position of a paragraph between the margins, while tabs allow you to line up text on the page.


To set left, right and first line indents for selected paragraphs; select the **Indents** command from the **Paragraph** menu, then enter the indent size

(measured from the margins) in the boxes. The left indent applies to all lines **except** the first line, so you can create a “hanging indent” by applying different left and first line settings.

To change the standard tab positions, and set up custom tab stops for individual paragraphs, select the **Tab positions** command from the **Paragraph** menu.

Bullets & symbols

To emphasise paragraphs as items on a list, precede each paragraph with a “bullet” symbol.

- To insert a bullet in a paragraph, tap  or select the command from the **Paragraph** menu.
- To change the bullet format; e.g. the size, colour, or symbol to use; select **Format** from the **Bullets** commands on the **Paragraph** menu.

Special characters

To insert foreign and other special characters in your file, select the **Special character** command from the **Insert** menu.

You can also insert characters which control word wrapping on the screen, and in the printed document:

- To insert a non-breaking space, press Shift and the Spacebar. This will prevent a line breaking at the space.
- To insert a non-breaking hyphen (or “hard hyphen”), press Shift with the - key (i.e. Shift+Fn+O). This will prevent a line breaking at the hyphen.

To select which non-printing characters are displayed on screen, use the **View preferences** command on the **Tools** menu.


Line spacing

Word automatically uses an appropriate line spacing, based on the font size, to make sure there is a sufficient gap between successive lines of text. You might need to override these settings, e.g. in a paragraph with different sizes of text.

- To set line spacing: select the command from the **Paragraph** menu, then enter a point size. Set the **Line spacing control** to ‘At least’ if you want the line spacing to always match the font size; or use ‘Exactly’ to fix the line spacing, regardless of the font size used.
- To insert extra space between paragraphs, enter sizes in the **Space above** and **Space below** boxes.

Paragraph borders

To draw a border around a paragraph, or change the background colour of a paragraph.

- To draw a border: select the paragraph(s), then tap  and select the border style.
- To set the border style, colour, the spacing between the border and text, or background colour; use the **Borders** command on the **Paragraph** menu.




Note: Remember to set different colours for the background and text, otherwise the text will be invisible.

Using styles

A style is a collection of formatting settings which can be applied to a whole paragraph. If you change a style's settings, e.g. the font size, all paragraphs which use that style will be reformatted automatically.

Word has four built-in styles; Normal, Heading 1, Heading 2 and Heading 3.

- To apply a built-in style: Tap the style button  on the Top toolbar, then select the style you want, e.g. Heading 1. You can also apply styles using the **Style gallery** command from the **Paragraph** menu.



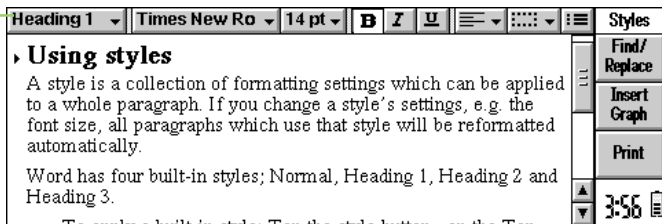
Note: You can check which style is used by a paragraph by looking at the style button.

Defining styles

You can create your own styles, either from scratch, or by modifying an existing style. Styles are saved with the file, so each Word file can have separate style settings. To define a style:

- Select the **Style gallery** command from the **Paragraph** menu.
- Select **New** to create a style, or select **Modify** to change the selected style in the list.
- Tap the **Format** button to enter the text and paragraph settings.

Style button



Heading 1 ▾ Times New Roman ▾ 14 pt ▾ **B** *I* U [List Icon] [Table Icon] [More Icon] **Styles**

▸ **Using styles**

A style is a collection of formatting settings which can be applied to a whole paragraph. If you change a style's settings, e.g. the font size, all paragraphs which use that style will be reformatted automatically.

Word has four built-in styles; Normal, Heading 1, Heading 2 and Heading 3.

Find/Replace

Insert Graph

Print

3:56

If you are creating a new style, you can name and assign an “outline” level and shortcut key. The new style will appear in the list of paragraph styles for the **current file**.

- To delete a style you have created: select the **Style gallery** command from the **Paragraph** menu, then select the style name from the list and tap **Delete**.



Note: You cannot delete or rename Word's built-in styles, but you can modify their settings for the current file. The built-in styles in other files will not be affected.

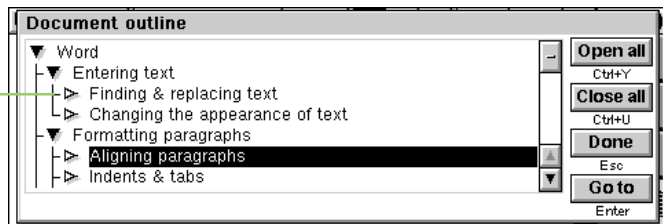
Document outlines

You can view an outline of a document, with one line for each paragraph style which has an “outline level” set. The built-in Heading styles use a sequence of different outline levels: Heading 1 is the highest with outline level 1, Heading 2 has outline level 2 and so on.

You can choose which paragraph styles you want to display in the outline, making it easier for you to see the structure of the document and move between different sections.

Select **Outline** on the **View** menu to see the document structure in outline.

Document
outline levels



- To “expand” the outline to include other styles with a lower outline level: highlight a line and tap again or press the right arrow key. Tap **Open all** to show all of the outline levels. Styles which have an outline level of zero are not shown.
- Close an outline to show only the higher outline levels: highlight a line and tap again or press the left arrow key. Tap **Close all** to only show the highest outline level.
- Tap **Go to** or press Enter to return to the document with the cursor at this section in the text.
- To return to the document, tap **Done** or press Esc.

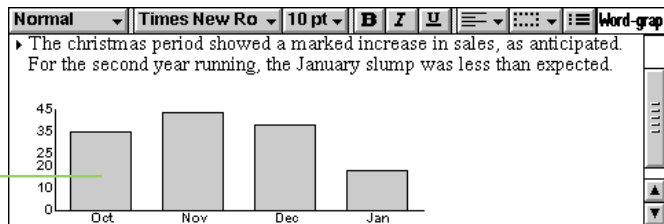
Information from other programs

You can add graphs and spreadsheets (tables) to your Word files by inserting a Sheet “object”.

Inserting an object

- To insert a table or graph: tap the **Insert Graph** button on the Toolbar or select the command from the **Insert** menu. The Sheet program will open. Word displays the inserted Sheet object as a graph or a spreadsheet, depending on the view selected in Sheet when the object is closed.
- To insert a Word document: select **Other object** from the **Insert** menu, then select **Word** as the object to insert.

Graph inserted from Sheet



To close the object, tap the **Done** button at the top of the screen.

- To resize a table or graph: select it, then drag the “handles” to resize it.
- To edit an object, highlight it, then tap on it again.
- To resize a Sheet object, or crop the edges, or display it as an icon: use the **Object** commands on the **Edit** menu.



Note: Inserted Word objects are always displayed as icons and cannot be formatted.



Important

Inserting objects into a file can cause a considerable increase in file size.

Creating a new file

To create a new Word file, use the **Create new file** command on the **File** menu in Word or the System screen. If you create a new file in Word, you can select a “template” for the new file.

File templates

A template is a document design that you can use as a starting point for new documents. The template can include text, paragraph styles and page layout information. When you create a new document using a template, Word copies the information in the template into the new file which you can then change as required. For example, you can use the built-in memo template to create a memo.

Document template

Message h	Arial	10 pt	B	I	U					Memo
Memo										Find/Replace
▶ Date:										Insert Graph
To:										Print
CC:										
From:										
Re:										
.....										

You can select from a number of standard templates. When you open a document based on a particular template, changes you make to the document don't affect the template itself.

Creating a template

If you can't find a suitable built-in template, you can create your own file template. To do this:

1. Create the Word file with the text, styles, page layout, headers, footers, etc. that you want to include in the template. Note that other settings such as the cursor position and printer setup are also stored.

If you want to change an existing template, open a new document using the template and make the changes to this Word file.

2. Select **Save as template** from the **More** commands on the **File** menu.

3. Enter a name for the template. If you are making changes to an existing template, type the original template's name.

You cannot change the standard built-in templates in Word, although you can use them as a starting point for your own customised templates.

- To delete a template you've created, use the **Delete template** command from the **More** commands on the **File** menu. You cannot delete the built-in templates.



Setting the "default" template

If you create a new Word document from the System screen, Word uses the built-in 'Blank document' template. To use a different template when creating a Word file from the System screen, create a template as before but save the template with the name "Normal". Word will use the 'Normal' template if it exists, otherwise it will use the blank template.

Saving Word files

When you close Word, the file is automatically saved. If you do not specify a filename it will be called 'Word', and subsequent files will be saved as 'Word(01)', 'Word(02)', and so on. To save a file using a different name, or save it in a different folder, select the **Save as** command from the **More** commands on the **File** menu.

To undo all changes since the last "save", use the **Revert to saved** command on the **File** menu. Word will re-open the most recently saved version of the file.



Note: If you password-protect a file, it is immediately saved as "password-protected". If you revert to saved, you will still need to enter the password for the file.

How the page looks

When you create a new file, Word uses the template's settings to control how your text will appear when printed. To change the page setup for the current document, select the **Page setup** command from the **Printing** commands on the **File** menu; adjust the paper size, orientation and margins as appropriate.

Page breaks

Word fits text to the paper size and continues on to another page where necessary. To control where a new page starts, insert a page break, and/or set page breaking options for individual paragraphs.

- To start a new page at the current cursor position, select the **Page break** command from the **Insert** menu, or press Ctrl + Enter.

To define how Word prints a specific paragraph; place the cursor in the paragraph, or highlight several paragraphs; select the **Line spacing** command from the **Paragraph** menu, then:

- To prevent a page break within the paragraph, tick **Keep together**.
- To ensure that a paragraph always appears on the same page as the following paragraph, tick **Keep with next**.
- To ensure that a paragraph always appears at the top of a new page, tick **Start new page**.
- To let the first or last line in a paragraph appear on a separate page from the remainder of the paragraph, tick **Allow as widow/orphan**.

To display where page breaks will occur in a file, select the **Paginate** command from the **Tools** menu. The position of each page break is shown with a dotted line. Note that the dotted lines are **not** automatically updated if you edit the document further, so you will need to select the **Paginate** command again to repaginate the document and update the positions of the dotted lines.

Headers, footers & page numbers

Headers and footers are text (e.g. page numbers or a chapter title) which appear at the top and bottom of each page when the file is **printed**.

- To add a header or footer: select the **Page setup** command from the **Printing** commands on the **File** menu. Use the **Header** and **Footer** pages in the dialog to enter the text and format it as desired.
- To insert page numbers, the current time or date, or the file name: tap the **Insert** button and select the appropriate command. Word automatically updates page numbering as you edit your file.

Printing

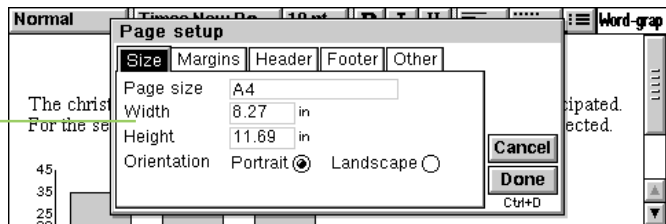
You can print Word files and preview how the file will appear on paper.

- To preview the document as it will be printed, select the **Print preview** command from the **Printing** commands on the **File** menu. Word paginates your file and displays the first page(s). Use the **Setup** button to control the number of pages displayed in the preview, and whether visible margin lines are shown.


- To print the file, select the **Print** command from the **Printing** commands on the **File** menu. You can print the entire file, or a selection of pages, and select the number of copies.

See the 'Printing' chapter for more details.

Page setup



Sheet

 Sheet is the spreadsheet program. It has many of the features and functions that you would expect from a fully-featured spreadsheet.

You can use Sheet to create “worksheets”, and use PsiWin to transfer worksheets to and from your PC.

Sheet has two views:

- The **Sheet** view, where information is displayed as a grid of cells on a worksheet. Cells are referred to by their position in the grid of columns and rows, e.g. 'D3'. You can present information in table form in Sheet, and perform calculations based on sets of numbers stored in the worksheet.
- The **Graph** view, where you can create graphs based on information stored in the worksheet.

Column heading

Row heading

Arial 10 pt B I U [font settings icons]							Sheet
C6		=SUM(E2:E5)					Graph
	A	B	C	D	E	F	Sort
1	Company	Qty	Price	Price now	Value	Gain	Print
2	Hammond PLC	1000	404	391	391000	-13.0%	
3	Nelson & Co.	3700	18	55	203500	37.0%	
4	Scallan Ent's.	550	1120	1168	642400	48.0%	
5							0:14
6		Value	1236900		Total gain	150300	
7							

Top toolbar

Moving around

The current cell is indicated by a dark border around a cell. The information you enter in the input line applies to this cell.

- Tap any cell to select it, or press the arrow keys to move around. You can use the scrollbars or the arrow keys to move to other areas of the worksheet. Hold down the Ctrl key and press the arrow keys to move by a whole page at a time.
- Use the **Find** commands on the **Edit** menu to move to other cells. Use **Find** and **Find next** to move to cells if you know their content, or **Go to** to jump to a specific cell.



Note: You can alter the number of cells displayed by using the 'magnifying glass' (zoom) icons on the left of the screen, or by setting the zoom level using the command on the **View** menu.

Highlight more than one cell to perform actions which apply to an area:

- To highlight more than one cell: drag the pen from the first cell in the block to cover the desired cells, or hold down Shift and use the arrow keys.

- To highlight a whole column or a whole row: tap the shaded column or row heading, e.g. "C" or "2".
- To highlight the entire worksheet: tap the square in the top left corner of the worksheet headings.

Entering information

To enter information in a cell, select it and start typing. You will see the information you are entering on the input line. The first character you type tells Sheet what kind of information the cell will contain:

- To enter numbers: begin with a number or with one of these characters: . - + and (.
- To enter text: simply type it in. If your text starts with a number, type a ' (apostrophe) first, e.g. '24 Longton Road. If you want the text itself to contain a ' at the beginning, type two apostrophes, e.g. ''97 sales figures.
- To enter a formula for a calculation: begin with a =. For example, to make a given cell display the sum of the contents of cells B1 and B2, type in =B1+B2.

- To enter a date: type the day, month and year on the input line, separating them with a space or the date separator character as set in the System screen, e.g. 1 Oct 69 or 1 10 69, or 10 1 69 if you use this date format.
- To enter a time: type the hour, minutes and seconds, separating them with a colon (or the time separator character as set in the System screen).



Note: To edit the information in a cell: simply highlight the cell and press Enter. You can then edit the contents on the input line.

Sizing rows & columns


You can change the width of columns, and the height of rows, to suit the information contained in them. To do this:

- Drag the right-hand edge of the column heading to adjust its width, and the lower edge of the row heading to adjust its height.
- Use the commands on the **Format** menu to set the height of a row in points and the width of a column in characters.



Note: If you enter more text than can be displayed in the cell, the information will run over into the next column if that column is empty. If you enter a number that's too long for the cell, you will see a series of # signs in the cell, but the actual number will still be stored. Increase the column width to see the number.

Freezing & protecting cells

- To freeze non-scrolling panes on the worksheet: type the information you wish to “freeze” in the rows and columns; position the pointer in the cell below the row to freeze, and to the right of the column to freeze (this will often be B2). Tap the  button, or select the command from the **View** menu. The “frozen” panes will stay on screen when scrolling through the rest of the worksheet.
- To protect the whole worksheet from changes: select the **Protection** command from the **Tools** menu, then tick **Protect worksheet**.
- To allow changes to some cells only: highlight the area(s) for which you wish to allow changes, then select the **Protection** command on the **Tools** menu and remove the tick to “unlock” **only** the highlighted cells. If you then protect the worksheet, changes are only allowed to the cells that are not locked.

Performing calculations

There are two ways to perform calculations:

- Type the calculation into a single cell. When you press Enter or move to another cell, the result will be displayed on the worksheet.
- Use a formula for a calculation; just type the different parts of your calculation in separate cells and note their references, e.g. income in B2 and tax in C2. In a new cell, enter the formula, beginning with a =. Use the cell references for the components of the calculation rather than the numbers themselves. For example, =C2-(B2*C2). The value displayed in this cell is calculated for whatever values you use in the component cells.



Note: To sum the contents of a row or column, position the pointer in the cell at the end of the row or column and tap the Σ button. Sheet inserts the formula for the sum of the preceding group of cells, and calculates their total.

There are two types of cell reference you can use in a formula:

- **Relative** references, such as A2. These get updated when copied and moved elsewhere. For example, a reference to cell A2 in a formula in cell B3 will change to B2 if the formula is copied to cell C3.

Use = to enter formulae

Arial		10 pt	B	I	U							Sheet(01)
		A	B	C	D	E	F	G	Graph			
1	Expenses								Sort			
2									Print			
3	Hotels		£150.50						0:25			
4	Travel		£80.72									
5	Meals		£44.25									
6	Total		£275.47									

- **Absolute** references, such as \$A\$2. These contain a \$ sign in front of the parts of the reference that you don't want to change even if the formula is moved elsewhere. So, \$A\$2 in cell B3 remains \$A\$2 when copied to cell C3.



Note: You can combine the two types of reference: A\$5 in A6 will become B\$5 when copied to B8 (the '5' doesn't change because it is an absolute reference).



A formula which contains a reference to its own cell, either directly or indirectly, is called a "circular reference"; e.g. if A1 is '=A2', and A2 is '=A1'. You can find any circular references in the worksheet using the **Find** commands on the **Edit** menu. You should avoid making circular references as they produce unpredictable results.

Recalculation

Sheet automatically recalculates your worksheet every time you change part of a calculation. You may want to turn this feature off if you are making a large number of changes in the worksheet.


To do this:

- Select the **Preferences** command from the **Tools** menu, and set **Auto recalculation** to off. When Auto recalculation is off, a '+?-' symbol will be displayed at the right end of the input line for cells which need to be recalculated to update their value.

To recalculate the worksheet, select the **Recalculate now** command from the **Tools** menu.

Functions

Sheet has a large number of functions, e.g. mathematical, financial and trigonometric functions, that you can incorporate in your calculations. See the built-in help on the Revo for a full list and details of syntax.

- To use a function in a calculation: type it in; or insert a function by tapping the function button  or selecting **Function** from the **Insert** menu.

Using ranges

A range is a rectangular block of cells. The reference for a range is the cell references of the top left and bottom right corners of the block, separated by a colon, e.g. B2:C6. You can use ranges to define areas of the worksheet for applying formatting, creating graphs, or including range references in formulae, e.g. =SUM(B2:C6).

- To select a range: highlight all the cells you want to be a part of your range.
- To use a range in a formula: highlight the range to be inserted while entering the formula. For example, type "=SUM(", then drag the highlight to cover the appropriate range, type a ")" and press Enter.







Naming ranges

Name ranges so that they are easier to enter in sums and formulae, e.g. use "=AVERAGE(**Totals**)" instead of "=AVERAGE(C8:K8)". It is better refer to ranges by a name in formulae, because if you change the range of cells, you don't need to update any references to the range in the worksheet.

- To name a range: highlight the range and add a name using the **Add name** command from the **Name** commands on the **Insert** menu. To edit the range name, use the **Edit name** command.

Changing how information is displayed

You can format the information in the worksheet in a number of ways, e.g. to differentiate the parts of tables and calculations. Formatting is applied to all of the highlighted cells.

- To change the alignment of information: tap  to set the horizontal alignment, or use the command on the **Format** menu to set both the horizontal and the vertical alignment.
- To change the font or size: use the font  and size  buttons in the Top toolbar; or use the commands on the **Format** menu to select the font, size and other attributes, e.g. superscript, strikethrough.
- To add bold, italic or underline: use the  buttons, or use the **Font** command on the **Format** menu.
- To add a border: tap  or select the command from the **Format** menu and select a border style for the cell(s).
- To add shading: tap  or select the command on the **Format** menu, and select the shading you want to apply.

Sorting information

You can sort rows in a list based on values in a single column or in several columns. You can also sort columns based on values in rows, if your list is set up that way. In either case, you can sort using more than one row or column. For example, if you want to sort a table based on a 'surname' column, but have more than one entry for each surname, you can sort again using the 'first name' column as well.

Sorting from top to bottom

You can sort information in order from highest to lowest value, or in alphabetical order, according to the information in a particular column. Use this type of sorting if you want to change the order of the rows in a table, e.g. to sort entries in a table into the order specified by an 'Amount' column.

To sort from top to bottom:

1. Highlight the range of information that you want to sort (Sheet will only sort information inside this range).
2. Select **Top-to-bottom** from the **Sort** commands on the **Tools** menu.

3. Select the column that you want to use to order the rows, and specify the way that you want to sort. Tap **Options** if you want to make the sort case sensitive.

Sorting from left to right

You can also sort from left to right. Use this type of sorting if you want to change the order of the columns in a table.

To sort from left to right:

1. Highlight the range of information that you want to sort, rows and columns (Sheet will only sort information inside this range).
2. Select **Left-to-right** from the **Sort** commands on the **Tools** menu.

3. Select the row that you want to use to order the columns, and specify the way that you want to sort. Tap **Options** if you want to make the sort case sensitive.

Changing the number format

To change the number format, select the **Number** command from the **Format** menu. You can format the highlighted cell range, or all cells in the worksheet.

The number formats include: general, triad (e.g. 3 000 000) and scientific number display; special formats for displaying text, currency, dates and times, percentages; and a format for hiding the contents of cells.



Note: Some settings for the way numbers are displayed, e.g. the thousands separator, are set in the **International** Control panel in the System screen.

Arial 10 pt B I <u>U</u> [List Icon] [Grid Icon] [Color Icon] + Σ fx Sheet (for							
	A6	=NOW					
	A	B	C	D	E	F	G
1	Formats						
2							
3	Time formats			Number formats			
4	01/10/99	General	145	Currency	£145.00		
5	01 Oct 99	Fixed	145.00	Percent	14.5%		
6	01/10/1999 10:34 pm	Scientific	1.45E+02	Triad	145,000		
7							

Number formats

Graphs

You can use Sheet to create, format and print graphs based on information on the worksheet, e.g. to show annual sales figures, or the distribution of revenue.

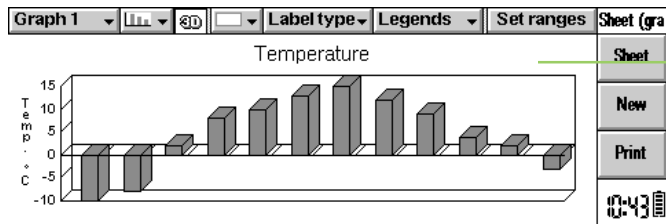
You can create many types of graphs including line graphs, bar and column graphs, scatter charts and pie charts. You can add to or alter many aspects of the graph's appearance by tapping on the area of the graph you wish to change.

Creating a graph

To create a graph:

1. Highlight a column or row of numbers in the Sheet view. This will be the first "range" that your graph depicts. You can add other ranges later on to build up your graph.
2. Tap the **Graph** button on the Toolbar to move to the graph view. You will see your graph displayed on the screen.

Use the **Sheet** and **Graph** buttons on the Toolbar to switch between the two views.



Graph view

Replacing the graph range

When you create a graph, it is set to the range you first selected. It will reflect changes to the data within that range, but will not reflect changes in other ranges you highlight on the worksheet. To replace the current graph range (or ranges) with a new one:


1. In the Sheet view, highlight the new range you want the graph to use.
2. Switch to the Graph view, then tap the **Set ranges** button. The new range(s) will replace the old one(s) as the subject of the graph.

Adding a range to a graph

You can add further ranges to graphs to display additional information, e.g. to include a previous year's sales figures as well as the current ones.

- To add a range to a graph: select the range you want to add to your graph in the Sheet view, then switch to the Graph view and select **Add selected range** from the **Ranges** menu.

Graph type & appearance

When you first create a graph, it will be a column (bar) graph. To change the graph type: tap the  button, or select **Graph settings** from the **Graphs** menu. The graph types include line graphs, bar and column graphs, scatter graphs and pie charts.

- To switch the graph between 2D and 3D: tap the **3D** button on the Top toolbar, or select **Graph settings** from the **Graphs** menu.
- To change the pattern used for a range: select **Change range** from the **Ranges** menu, then choose the range, fill colours and styles for each range.
- To change the background, text and line colours of a graph: use both **Change range** from the **Ranges** menu, and **Graph settings** from the **Graphs** menu.



Note: You can alter many aspects of the graph appearance by tapping on the area of the graph you wish to change.

Adding titles, labels and grid lines

- To add a title to a graph: select the **Graph settings** command from the **Graphs** menu and insert the title. You can change the style and font of the title using the **Title font** command on the **Graphs** menu.
- To add axis titles: use the **Format X-axis** and **Format Y-axis** commands. Use these commands to format the X and Y axes, e.g. to add grid lines, tick marks, add or remove axis labels, alter the axis position and scale, or hide them completely.
- To add labels to each range: use the **Change range** command to specify the type of label you want and the cells in which your labels are stored.
- To add a legend to a graph: tap the **Legends** button and select the desired position for the legend. Alternatively, use the **Graph settings** command.

Working with more than one graph

You can create more than one graph for a worksheet:

- To create a new graph: highlight the first range for the new graph, then switch to the Graph view. Select the **New graph** command from the **Graphs** menu, and specify the settings for the new graph.
- To switch between the graphs you have created: tap the **Graph** button on the Top toolbar or use the command on the **Graphs** menu.

Printing from Sheet

- To print a range of pages, the entire worksheet or a graph from Sheet: use the **Printing** commands on the **File** menu.
- To set up the page layout and printer: use the **Page setup** and **Print setup** commands.
- To display a preview: use the **Print preview** command or the **Print** button on the Toolbar.

See the 'Printing' chapter for more details.

Data



You can use Data to store information like a card index system, with a separate entry for each “card”.

When you first use Data, the “labels” (e.g. Subject or Notes) are designed so that you can start a “knowledgebase” of information straight away. You can use the standard labels to keep track of items of information about different subjects in one file or in

different files. For example, you may want to keep a database for notes about software products, interesting Web sites, or restaurants you want to visit.

You can create databases for other types of information by changing the labels to suit the information you wish to enter. See ‘Customising Data’ later. You can create any number of databases for different types of information.

The screenshot shows the Data application interface. On the left, a card entry is displayed with the following details:

- Item: ▶ Staple remover
- Order code: AP 0500
- Price: £0.90
- Re-order? Y
- Quantity: 5

Labels are indicated by green lines pointing to the text in the card entry. Below the card entry is a search bar labeled "Find:" and navigation buttons. At the bottom right, the page number "11/13" is visible.

On the right, a list of items is shown in a table-like structure:

Biro - red (x100)
Erasers (x10)
Highlighter - green (x6)
Highlighter - blue (x6)
Pencils (x50)
Pencils (x50)
Pencils - propelling (x50)
Scissors
● Staple remover
Stapler

Below the list is a vertical scroll bar. To the right of the list is a panel titled "Office fur" with buttons for "View", "New entry", and "Edit entry". A "Card browser" label points to the list area.

Adding an entry



You can add entries in any order. You can sort them into alphabetical order later, see 'Sorting entries'. To add an entry:

1. Tap the **New entry** button or select the command from the **Edit** menu.
2. Type the information in the appropriate boxes. If you don't have any information for one of the labels, you can leave the box blank.
 - To move between entries, tap on a label or use the Tab key. Use the scroll bar to display labels that are not visible.
3. While you're typing, use the arrow keys to move the cursor around the text. Press Enter to start a new line of text.
 - To insert information from another program, e.g. Word, use the **Object** button. Select the program used to create the "object". After editing the object, tap **Done** to return to Data.
4. Use the **Save** button when you've finished typing an entry. This saves the information you've typed, and clears the dialog so that you can type another entry.
5. Use the **Close** button when you have finished adding your entries.

Looking at entries


Data has two views: **Card** and **List**. The Card view shows the information for each entry as a single page. A list of entries is shown in the Card browser next to the page; the displayed entry is marked with a bullet. The List view shows entries in a list (or table), with one entry per line, e.g. like a telephone directory.


- To change the view, use the **View** button on the Toolbar, or use **Switch view** on the **View** menu.

- To display an entry in the Card view, tap on an entry from the Card browser. To move to the previous or next entry, tap on the  and  buttons, or press the left and right arrow keys.
- To move through the list in the List view, press the up and down arrow keys. To see columns not currently visible, use the scroll bars or the left and right arrow keys.

Labels

Item:	Order code:	Price:	Re-order?	Quantity:	
Highlighter - green (x6)	AQ 0134	£2.85	Y	2	
Highlighter - blue (x6)	AQ 0135				
Pencils (x50)	AP 0701	£4.30	Y	1	
Pencils (x50)	AP 0701	£4.30	Y	1	
Pencils - propelling (x	AP 0711	£7.00	N		
Scissors	AG 0235	£0.80	N		
● Staple remover	AP 0500	£0.90	Y	5	
Stapler	AP 0449	£2.15	Y	8	

Find: 11/13 

Office fur
 View
 New entry
 Edit entry
 11:11 

Sorting entries

Entries are listed in the order you add them. To sort them into alphabetical order, select the **Sort by label** command from the **Tools** menu. You can sort by any label, and sort by more than one label.

For example, in a database where you keep lists of your CDs; you could sort using the 'Artist' label, or the 'Title'; or sort using both labels, 'Artist', then 'Title'.



Note: See 'Customising Data' for more about setting up a database with different labels.

Customising Data

To change the order of the labels in the Card view, the columns in the List view, and to change the way the labels are displayed:

1. Select the **Label preferences** or **Column preferences** command from the **Tools** menu.

2. Select the label or column, or press the Spacebar, to tick the label(s) or column(s) you wish to change; then use:
 - **Move up** or **Move down** to move them to a new position with respect to the other labels or columns.
 - **Hide/Show** to "hide" the label or column so that its information will not appear in the Card view or List view. You may wish to do this if the information is confidential and you do not wish the information to appear on screen in the Data views. Even if a label or column is hidden, you can still view and edit its information when you add or edit an entry.
 - **Font** to change the font size or type, or apply other formatting to the text.

To control how each view looks, use the **View preferences** command on the **Tools** menu.

Finding an entry

You can find a particular entry, or a number of entries, simply by typing the text or characters that you want to find into the **Find**: box. You can do this in either view.

- Start typing some text that you know is included in the entry you wish to find. Press Enter to display all the entries which contain the text.



Note: The information in every label is searched, so you can find an entry by typing text contained in a label which is normally "hidden".

Limit the labels that are searched, to make finding entries quicker:

- Select the **Find by label** command from the **Tools** menu, and tick the label(s) you want to use for searching. Add or remove a tick by pressing the Spacebar or by tapping on the label.

The screenshot shows the revo application interface. At the bottom, a search bar contains the text "Find: AP 07". To the right of the search bar are navigation icons (list, back, forward) and a page indicator "1/6".

The main display area is divided into three sections:

- Left Panel:** A detailed view of an entry:

Item:	Biro - black (x100)
Order code:	AP 074
Price:	£6.00
Re-order?	N
Quantity:	1
- Middle Panel:** A list of search results:

● Biro - black (x100)
Biro - black (x100)
Biro - red (x100)
Pencils (x50)
Pencils (x50)
Pencils - propelling (x50)
- Right Panel:** A vertical menu with the following options:
 - Office fur
 - Use
 - New entry
 - Edit entry
 - 4:13

Green arrows point from the text "Search text" to the search bar and from "Entries containing search text" to the search results list.

Changing or deleting entries

To change the contents of an entry:

1. Select the entry by displaying it in the Card view, or by highlighting the line for the entry in the List view.
2. Tap the **Edit entry** button, or select the command from the **Edit** menu.
3. Change the information as required, and tap the **Save** button to save your changes.

To delete an entry:

1. Select the entry (as described above).
2. Select the **Delete entry** command from the **Edit** menu.



Note: If you delete an entry by mistake, you can retrieve it by selecting the **Undo delete** command from the **Edit** menu.

Customising the database

You can use Data to store many different types of information. All you need to do is create a new file then change the labels in the file.

You can change the text for any label, or add or remove labels. You can set up a new set of labels so that you can use a Data file for information other than a knowledgebase.



Important:

It is best to set up the labels you want before you start to type in your entries.

To change the labels:

1. Select the **Change labels** command from the **Tools** menu.
2. Select a label, then tap the **Delete** button to remove it, or tap the **Edit** button to change the existing label text.



Note: When you delete a label, the information associated with it will be lost.

Adding labels

To add labels to a database, select **Change labels** from the **Tools** menu, then tap the **Add** button. You can add labels for different types of information; e.g. text, numbers, dates, Yes/No only; and specify the number of characters which can be typed for a text label.

You can also use the **Options** button to control how the label information is handled by the Data program. For example, if the label should be checked when looking for telephone numbers when DTMF dialling is used, and how many characters are used when sorting the entries.



Important:

After the label has been set, it is not possible to change either the data type for a label, or the number of characters length of a text field. It is best to plan the database and label types first.

Printing Data entries

You can print all your Data entries, the current card, or choose a group of entries to print by typing a search clue.

- Before you print, refer to the instructions in the 'Printing' chapter to select a printer.

To print Data entries:

1. Display the entries to print by selecting a single entry, or by typing a search clue to find a group of entries. If you want to print all the entries, press Esc to make sure that all the entries are included.
2. Use the **Printing** commands on the **File** menu:
 - Use the **Page setup** command to control the page size, margins, and add headers and footers.
 - Use the **Print setup** command to specify how the entries will appear in the printed copy.
 - Use the **Print preview** command to display pages showing how your printed copy will look.
 - Use the **Print** command to print your entries.

eSetup - Email & Internet setup



Use eSetup to set up your Revo to access email accounts and the Internet. To set up your Revo, follow these steps:

1. Read the 'Before you start' section to find out how you can use email on your Revo, and the types of email "account" you can access.
2. Read the 'Finding out your Internet settings' section to find out what information you'll need to enter in eSetup.
3. Read the 'Using eSetup' section to find out how to enter your settings in eSetup.

See the 'Email & SMS' chapter for information on using the Email program.

Before you start

How can I use email on my Revo?

You can use your Revo to send and receive email messages using either one, or both, of the following methods:

1. **Connecting by telephone to a "Remote" mailbox.** This is when you make a "dial-up" connection to your email mailbox via a telephone line (without needing a PC). For example, you could access your personal mailbox by dialling your Internet Service Provider (ISP), or access your work mailbox by dialling your company's service provider or office mailbox.



What to do next

If you want to access your work mailbox, contact your network administrator to find out whether you can make a 'remote' (dial-up) connection to your mailbox.

2. **Connecting to a PC which can access your mailbox.** This is when you connect directly to a PC which can access your mailbox. Using PsiWin's '**Email Synchronization**', you can write emails off-line on your Revo, and then connect to your PC to send and receive messages.



How do I do this?

To access your mailbox via a PC, install PsiWin and the **Email Synchronization** plug-in on your PC. This Handbook does not include information on Email Synchronization. See the PsiWin on-line Help for assistance on using Email Synchronization.

What type of email accounts can I use?

There are a number of different types of email account. See the list below to find out which types of account you can connect to with your Revo:

- **A personal "dial-up" account.** This could be a dial-up email account which you've signed-up for with an Internet Service Provider (ISP), e.g. Freeserve or Pipex Dial.



Which ISPs can I use?

You can use most ISPs which use 'Internet standard' methods for connecting to your email account. However, some ISPs (such as America Online) use proprietary methods for connecting, and cannot be accessed by your Revo (i.e. you must use a PC).

- **A remote (e.g. office) email account.** This could be an email account at your workplace, e.g. using Lotus cc:Mail or Microsoft Mail.




How do I find out if I can use my account?

You will need to find out from your network administrator whether you can access your email mailbox using this type of account.

- **A Web based email account.** This is an email account which you must connect to using a Web browser, e.g. HotMail or Yahoo! Mail.



You can't connect to this type of account using the Email program. To access the account, install the **Web** program  from the PsiWin CD ROM.

If you don't have an email account

You will require an email account before you can send and receive email messages on your Revo.

- To get a personal email account, you must 'sign-up' with an Internet Service Provider (ISP). ISPs usually provide an email account as part of an Internet access package, which may also include Web access.
- Most ISPs will provide software (e.g. a CD ROM) which will help you set up Internet access and the email account on a PC.



Important

Some ISPs require that you connect to them using a PC in order to sign-up. If you can't do this, contact the ISP to find out if you can sign-up without using a PC. If you have Internet access, see www.mobile.pSION.com for more details.

Finding out your Internet settings

What do I need to use email?

To send and receive email on your Revo you must have the following:

1. An appropriate **Email account**. To access the Internet and use email, you will need an Internet 'standard' email account. See the previous section, 'Before you start', for more details.
2. A **Modem**. You will need a modem to connect your Revo to the telephone network. You can use the following types of modem with your Revo:
 - Mobile phones with built-in Infrared modems.
 - Standard external PC modems.
 - Psion 56k Travel Modem.

3. A **telephone connection**. If you are using a Psion 56k Travel Modem (or standard external PC modem), you will need to connect your modem to a telephone socket. If you are using a mobile phone, your network operator will need to enable your SIM (Subscriber Identity Module) card so that you can make data calls on your phone. If your phone has been enabled for data calls, you should have an extra phone number. Contact your network operator if you are unsure whether your phone's SIM card is "data-enabled".



Getting help

If you are having connection problems, you can find information about connecting using specific service providers, modems or mobile phones on our Web site at www.mobile.pSION.com.

What information do I need?

Before you can set up your Revo, you will need to find out some information about your modem and your Internet email account by:

- Checking any documentation your ISP supplied about your Internet account, or contacting your network administrator at work.
- Checking your ISP's Web site for technical support.
- Contacting your ISP by email or phone for technical support.
- Checking the Psion Web site at www.mobile.pSION.com for details of worldwide ISPs.

Information checklist

The checklists on the following pages show what information you will need to set up your Revo. Only your ISP or your network administrator can supply all the information required about your Internet email account.

Information you need

Where to find it

Write it here

The **phone number** you need to dial to connect to your ISP (often called a Point of Presence or POP)

From your ISP/administrator

The **username** for your Internet account

From your ISP/administrator, e.g. "jcrook" or "nd44"

The **password** for your Internet account

From your ISP/administrator, or you may have chosen this yourself

Server address for **incoming** messages (e.g. POP3)

From your ISP/administrator, e.g. "pop3.myisp.com"

SMTP server address for **outgoing** messages

From your ISP/administrator, e.g. "smtp.myisp.com"

Email address (your personal address)

From your ISP/administrator, e.g. "myname@myisp.com"

Some service providers require additional information to log-in to their server. You may need the following information when using some service providers.

Optional information

Where to find it

Write it here

IP address

(if your ISP's server doesn't provide one automatically)

From your ISP/administrator,
e.g. "194.129.243.153"

DNS addresses

(primary and secondary DNS addresses if your ISP's server doesn't provide them automatically)

From your ISP/administrator,
e.g. "123.255.78.90" and
"123.255.78.92"

Mailbox login (if different from your Internet account **username**)

From your ISP/administrator

Mailbox password (if different from your Internet account password)

From your ISP/administrator, or you may have chosen this yourself

Glossary of terms

Email

An email (Electronic mail) is a text message which is sent over the Internet.

ISP

Internet Service Providers are companies which provide you with access to the Internet. An ISP 'account' normally includes the facility to send and receive email using a personal email address.

POP3/IMAP4

Internet 'protocols' (standards) for receiving email.

SMTP

An Internet protocol used for sending email.

TCP/IP

An Internet protocol used by computers to communicate with each other.

DNS

The Domain Name System is an address book which allows computers on the Internet to find each other by using 'IP addresses' and 'Hostnames'.

IP address

A computer's unique Internet address, e.g. "194.129.243.153", used by computers to communicate with each other.

Hostname

A human readable version of an IP address, e.g. "www.pSION.com" could be the same as the IP address "194.129.243.153".

Using eSetup



Enter your Internet and email account settings using the eSetup program.

- To open eSetup, tap on the **Extras** icon on the program icon bar and tap **eSetup**.

To enter your settings in eSetup:

- Follow the on-screen instructions in eSetup to enter your Internet and email account settings. If you need to change any settings after you have finished, open eSetup again and choose to edit the required connection.
- Use the **Next** and **Back** Toolbar buttons to move between pages.

- Tap the **Cancel** Toolbar button to close eSetup and discard any settings you have entered.



Entering additional settings

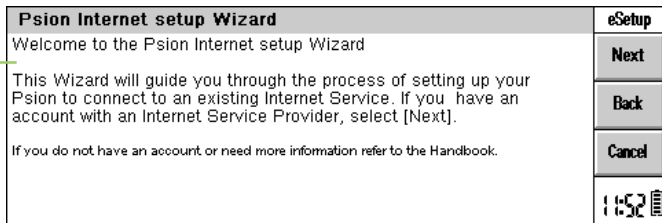
To select additional dialling and Internet connection settings, which are not covered by eSetup, use the **Modems, Dialling** and **Internet** sections of the Control panel. To select additional email mailbox settings, use **Account settings** on the **Tools** menu in Email.



What if I need to use a 'login script'?

Some Internet Service Providers require that you use a login script when you connect, e.g. to send details such as your username and password. See the '**Internet login scripts**' guide on the PsiWin CD ROM for more information on writing login scripts.

eSetup (Internet setup Wizard)



Cascade



Cascade is a game of skill and fun. The object of the game is to make all the balls disappear in the least number of moves.

Remove the balls by tapping on a ball with one or more adjacent balls of the same colour. Adjacent balls will disappear, and you are awarded points for the number of balls removed, e.g.:

- Remove 2 balls at once: score 3 points.
- Remove 3 balls: score 6 points.
- Remove 5 balls: score 15 points.

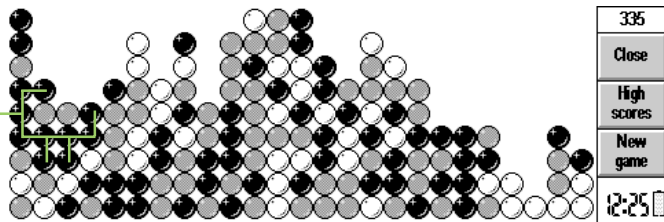


You score 500 bonus points for removing all the balls.

Note: You cannot remove a **single** ball at a time.

- To start a new game (and end the current game): Tap **New game** on the Toolbar, or select the command on the **File** menu.
- To see the best scores so far: Tap **High scores** on the Toolbar.
- To close Cascade (and end the current game): Tap **Close** on the Toolbar.

Remove adjacent balls of same colour



Cascade settings

You can specify whether animation is used, and set the volume of the sound effects (or switch them off). To do this, select **Preferences** from the **Tools** menu, then:

- Specify the volume of sound effects, or switch them off, on the **Sound** line.
- Specify whether to use animation (displayed when balls are removed) on the **Animation** line.

Printing

You can print from most of the programs on the Revo, including Data, Agenda, Word, Phone, Contacts and Sheet. To print, use:


- A printer which is Infrared compatible, to print files using Infrared.
- PsiWin (on your PC), if you wish to print files via a PC.
- A Serial Printer Converter to connect the serial cable from the docking station to a serial printer.

Before you start printing, you need to specify:

- The method by which you are going to print.
- The “printer driver” for the printer you wish to use (except when printing via a PC).

Setting up the printer

Select the “standard” printer used to print out files on the Revo. The standard printer you select in the Control panel is used for all programs; unless you select a different printer from within a program, used for that program only.

- To select the standard printer: move to the System screen; then tap the **Control panel** button on the Toolbar, or select the **Control panel** command from the **Tools** menu. Open the **Printer** icon , and select the printer model on the **Print to** line.
- To select the printer used by an individual program: open the program and select the **Print setup** command from the **Printing** commands on the **File** menu. Tap the **Printer** button to change the printer model and/or port.

Printing using Infrared

You can print directly from the Revo to compatible Infrared printers. To set up the Revo to print using Infrared:

1. Either move to the System screen, then select the **Printer** icon from the Control panel; or open a Program, select **Print setup** from the **Printing** commands on the **File** menu, then tap **Printer**.
2. Select the printer model and select 'Infrared' as the method via which you want to print.
3. To check the layout of the document, use **Print preview** from the **Printing** commands on the **File** menu.
4. Enter the range of pages and number of copies.
5. Point the Revo at the printer's Infrared window, making sure that the Revo and printer are **no more than one metre apart**. To start printing, tap **Print**.

Printing to a serial printer

Print to a serial printer using a Serial Printer Converter to connect the serial cable from the docking station to the printer. To set up your Revo to print via a serial printer:

1. Either move to the System screen, then select the **Printer** icon from the Control panel; or open a Program, select **Print setup** from the **Printing** commands on the **File** menu, then tap **Printer**.
2. Select the printer model and select 'Serial port' as the method via which you want to print.



Note: To change the settings for the serial port and handshaking, tap the **Settings** button.

Using PsiWin to print via a PC

You can use PsiWin to connect your Revo to a PC using the Docking station. You can then print files from your Revo to almost any of the printers installed in Windows on your PC; whether directly connected, or networked to your PC.

1. Either move to the System screen, then select the **Printer** icon from the Control panel; or open a Program, select **Print setup** from the **Printing** commands on the **File** menu, then tap **Printer**.
2. Select to print to 'Printer via PC'.

You can print a file via the PC when your Revo is connected to the PC using PsiWin. Refer to the PsiWin on-line Help for more information.

Printing to a file

You can use the Revo to print a document to a file, e.g. if you can not print at the moment, but you will no longer have the document you want to print later, when you can connect to the printer. To print the file, send it to the printer's 'queue' or port (see your printer's documentation for details). To set up your Revo to print to a file:

1. Either move to the System screen, then select the **Printer** icon from the Control panel; or open a Program, select **Print setup** from the **Printing** commands on the **File** menu, then tap **Printer**.
2. Select the printer model and select 'File' as the method via which you want to print.
3. Tap the **Settings** button to specify the name of the file and folder to which you want to print.

When you print the file, it will be saved in the file you specified in the Print to file dialog.



Important

Ensure that you use the correct filename and folder. If a file of the same name already exists, it will be deleted and replaced with the new file you are printing.

Selecting the printer model

You print using various printer models. To select a printer:

1. Either move to the System screen, then select the **Printer** icon from the Control panel; or open a Program, select **Print setup** from the **Printing** commands on the **File** menu, then tap **Printer**.
2. Select the printer to which you want to print.
3. If required, change the method via which you want to print.



Note: When printing via a PC which is connected to more than one printer, you can only print to the “default printer” on the PC. Refer to the PsiWin on-line Help for more information.

Page setup

To change the size of the page, and specify other layout settings, select the **Page setup** command from the **Printing** commands on the **File** menu:

- Use the **Size** page to select the size of the page to print (e.g. A4) and the page orientation. If the page size you require is not in the list of sizes, set the **Page size** to ‘Custom’, then type in the width and height of the page.
- Use the **Margins** page to change the distance between the edge of the paper and the text.
- Use the **Header** and **Footer** pages to display text at the top and bottom of each page. You can format the text, and insert other information, e.g. page numbers and the date.
- Use the **Other** page to specify where you want page numbering to begin in the document, and from which page you want to display the headers and footers.

Previewing a document

To see how the document will look when printed, select the **Print preview** command from the **Printing** commands on the **File** menu.

To select the page you want to preview, tap the **Go to** button and enter the page number to view.

To change the setup of the printed page and preview, tap the **Setup** button, then:

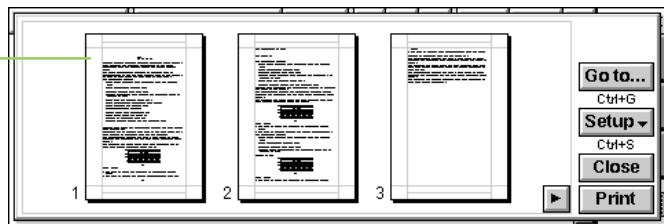
- To change the layout of the page, select **Page**.
- To specify the number of pages shown in the preview, or whether you want to view the margins, select **Preview**.
- To change the printer model and method, select **Printer**.

Printing a document

To print out all (or part) of a document from the **Contacts**, **Phone**, **Data**, **Agenda**, **Word** and **Sheet** programs:

1. Select **Print** from printing commands on the **File** menu.
2. Specify how many copies of the selected pages you want to print. (In **Word** you can also change the range of pages to print. If you don't change the range, the whole document will be printed.)
3. Tap **OK** to start printing the document.

Print preview



Infrared



The Revo has Infrared built in, allowing you to transfer selected information to another Revo (or a Psion Series 5mx) without the use of a cable.

You can also use Infrared to print directly to printers which support Infrared. See the 'Printing' chapter for more details.



Before you start

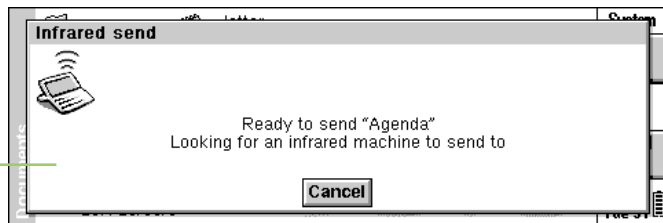
Make sure that both Revos are ready to communicate using Infrared. To do this, move to the System screen, then select **Remote link** from the **Tools** menu, and ensure that the **Link** line is set to 'Infrared'.

Selecting data to transfer

On the machine **from** which information is to be transferred (the 'sending machine'), select the information you want to transfer:

- To select a file, ensure that the file is closed and highlight the file icon on the System screen. Hold down the Shift key and tap additional filenames if you want to send more than one file.
- To select an object inserted from another program, just select the object, e.g. Word notes displayed in Agenda.

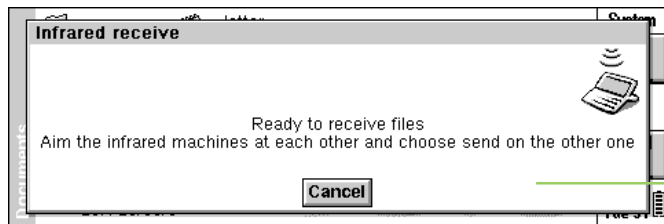
Ready to send
by Infrared





- To select an Agenda, Contacts, Phone or Data entry; highlight the required entry.
- To select a graph, highlight the cell contents in Sheet view. Graphs cannot be transferred direct from one Sheet file to another, only the cell contents. Relative and absolute cell references are preserved.
- If you want to send other information, e.g. a piece of text, just highlight the required information.

Transferring the information

1. Ask the user of the other Revo (the 'receiving machine') to open the program or file where the information is to be transferred **to**.
- If the information to be transferred is an entire file, ask the other user to tap the System icon and move to the folder to which the file is to be transferred.
- If the information is an Agenda, Contacts, Phone or Data entry; ask the other user to open the appropriate program.



Ready to receive
by Infrared

- Otherwise, ask the other user to open the file or program to which the selected information is to be transferred, and move the cursor to the appropriate point in the file.
- 2. On the receiving Revo, tap the  command icon and select the **Infrared receive** command (or select it from the **Tools** menu). The “Ready to receive” screen is displayed.
- 3. Position the two Revos, aligning the Infrared windows on the two machines (ideally, both should be resting on the same flat surface). The Infrared window on each Revo is at the rear of the outer casing. **The machines should be no more than 1 metre (3ft) apart.**
- 4. On the sending machine, tap the  command icon and select the **Infrared send** command (or select it from the **Tools** menu). If the Infrared windows are in range, the transfer begins. Infrared screens appear on both machines, and show if the transfer is taking place, and the progress of the transfer.

When the transfer is complete

When the transfer is complete the Infrared screens disappear. There is now a copy of the selected information or file on the receiving machine.



Note: If a file is being transferred, and the folder on the receiving machine already contains a file of that name, then the receiving machine displays a dialog where you can rename the received file, or move it to another folder.

The information on the sending machine is not affected by the transfer.

Cancelling the transfer

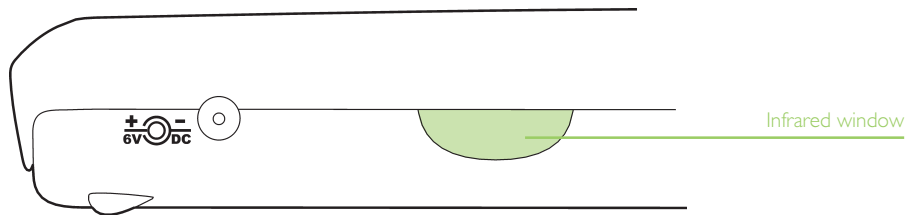
To stop the transfer while it is in progress, press Esc on either machine.

If the transfer fails

If the transfer fails, a message is displayed to indicate why. Follow the advice given by the message and try again.



Note: It is not possible to send information by Infrared between a Revo and a Series 3c/3mx or a Siena.



Dialling

Your Revo can generate the “DTMF” tones used for dialling telephone numbers. You can only use tone dialling from within the Contacts program, Agenda and Data (not Phone).



Note: Phone systems do vary. DTMF dialling cannot be guaranteed to work with all types of phone.

You can dial a number as follows:

- If the number is included in a Contacts entry, highlight the entry and select **Dial** from the **Tools** menu.

- If the number is entered in a Contacts, Data or Agenda entry, you can just select the entry and use the dial keypress (Fn+Menu). Your Revo will find the numbers in the entry so that you can select which number to dial.
- If the number is not entered in a Contacts, Data or Agenda entry, you can use “free input” dialling where your Revo will dial the number as you type it.


Phone numbers
in Contacts entry

Anderson, Joseph Anderson	First name: Joseph Last name: Anderson	Contacts New contact Edit contact Sort
Dial Home tel 01234567890 Work tel 09876543210 Cancel Free input... Dial Dial out <small>Esc Tab Space Enter</small>		
Find: ander	1/2	2:29

Setting up

You can use free input dialling straight away, though you should remember to add any dial-out code (this is often a '9') required to obtain an outside line if you are calling from a building that has a private exchange.


If you have already entered a telephone number in Contacts, Data or Agenda, you can set up your Revo to include the dial-out code only when you need to. To do this:

1. In the System screen, tap on the **Control panel** button on the Toolbar and open the **Dialling** icon 
2. Move to the **Location** page and select the **Current location**, e.g. 'Office', then tap **Edit**.
3. Move to the **Dial out** page, then enter the numbers you have to dial to get an outside line in the **Local code** and **Long distance code** lines. If the internal telephone system requires a pause after the dial out code, add a comma after the number.



Note: You can set the time length of the pause after the dial out code on the **Dial settings** page.

You can set up your Revo so that the correct international prefixes and area codes are used when dialling. To do this:

1. In the System screen, tap on the **Control panel** button on the Toolbar or select the command from the **Tools** menu, and open the Dialling icon 
2. Move to the **Country** page and set the **Country** line to the location where you would normally dial non-international numbers, i.e. your country of residence. If you go abroad, change the 'Home city' setting in Time, but do not change the 'Country' setting. Your Revo will then be able to use the correct codes to dial numbers.

Entering phone numbers

You can enter a telephone number to dial in a Contacts, Data or Agenda entry.

In Data, you can set whether a label is checked when your Revo looks for telephone numbers to dial. To include a label in the search:

1. Select the **Change labels** command from the **Tools** menu.
2. Select the label to include and tap the **Edit** button.
3. Tap the **Options** button, then tick **Search label for phone numbers when dialling**. Remove the tick if you do not want to search a particular label, e.g. if it contains other numerical information.



Note: If your Revo does not find a telephone number you have entered in a Data entry, it may be because the label is not being searched. Follow the instructions above to ensure that the label is included in the search.



Note: You can enter a telephone number anywhere in an Agenda entry, but try to avoid mixing telephone numbers and other numbers in the same entry.

For numbers in your own country, you should include the required area code in the telephone number. For international numbers, you should include the international prefix (or use a + instead) and the required national code. If you don't know the national code for a particular country, you can look it up in the Time program. You can use numerous other characters (e.g. brackets or a hyphen) to separate parts of the number. Do not use a comma as this represents a pause when dialling.

Dialling phone numbers

To dial a number entered in the Contacts program, or in a Data or Agenda file:

1. Highlight the entry you want to dial from.
2. Press the Fn and Menu keys together, or select **Dial** from the **Tools** menu in Contacts. Your Revo will find up to five numbers in each entry.
3. Select the number you want to dial, and hold your Revo loudspeaker near to the telephone mouthpiece, approximately 2 inches (5 cm) away.
 - To dial the number, tap the **Dial** button.
 - To use the dial out code, tap the **Dial out** button to dial the number preceded by the dial out code.

- Change the number if it is not correct.
- To dial additional digits, tap the **Free input** button to make your Revo dial the DTMF codes as you type each number.

To dial using free input dialling, press the Ctrl key with the Fn and Menu keys, then dial the number in the Free input dialog. You can use the digits 0 to 9, *, and #. Tap the **Redial** button to redial the number.



Note: The preset tone and delay times will normally be fine for dialling, unless you are using a poor quality telephone line. If dialling doesn't work in a particular location, try increasing the value of the 'Tone time' and 'Delay time'. Tone, Delay and Pause times are measured in units of 1/32 seconds.

Care & safety

When used according to the instructions in this handbook, your Revo should remain in good working order for many years. However, there are certain precautions you should take to ensure continued trouble-free use:

- **Do** keep your Revo at a room temperature of +5°C to +40°C (+41°F to +104°F) and avoid sudden extremes in temperature, exposure to direct sunlight or rain, heat sources (e.g. electric heaters), dust, sand and other fine particles.
- **Do not keep your Revo next to credit cards or transport tickets.** The speaker magnet could corrupt the information on the magnetic strip.
- **Do** keep your Revo away from strong magnetic fields (e.g. loudspeakers) and sources of static electricity.
- Use **only** the supplied power adaptor, or a Psion approved adaptor suitable for your Revo.
- If you will not be using your Revo for a while, store it in a place that is dry, free from damp and dust. Store at a temperature of -10°C to +40°C (+14°F to +104°F).
- **Do** back up regularly. You can use PsiWin to back up your Revo to your PC. See the 'PsiWin' chapter for more information.

- **To clean the screen:** switch off your Revo and use a soft, clean, **dry** cloth to gently wipe the keyboard and screen. **Under no circumstances use water, or chemical solvents that have a corrosive effect.** (If your Revo is set to turn on automatically when you open the case or tap the screen, you should turn this preference off before cleaning the screen.)
- **Do not** tap the screen with any object that has a sharp tip or you may damage the screen.
- **Do not** use any type of ink pen, as the ink may be impossible to remove. When not in use, keep the pen supplied with your Revo in its storage compartment.
- **Do not** immerse your Revo in water, or any other liquid, or spill liquids onto it.
- **Do not** drop, throw, or try to bend your Revo, or press the keys with extreme force.
- **Do not** attempt to dismantle your Revo. There are no user-serviceable parts inside and any attempt to do so will render the warranty void.

Prolonging battery life

You can take steps to help your Revo last longer before it needs to be recharged:

- Turn off the remote link when not in use. To do this, use **Remote link** from the **Tools** menu in the System screen.
- Set lower Auto switch-off times for the machine. To do this, adjust the **Switch on/off** settings in the Control panel.
- Recharge your Revo regularly, keeping the battery 'topped-up'. You will get better long term performance from the battery if you **do not** regularly let it run down completely before recharging.

When your Revo is switched off, it is on "**standby**" and will continue to use a small amount of battery power, at a rate of about 1% per day.

How long your battery will last depends upon how you use your Revo. Your Revo will use considerably more battery power when you are connected to a PC, using Infrared, or playing sounds.



IMPORTANT: Recharge your battery when it runs down

When the battery runs down, there is enough power left to keep all your information for approximately 2 weeks.

After 2 weeks, all your information will be lost, so it is important that you recharge the battery within 2 weeks when it runs down. If you are not going to use your Revo for a while, e.g. if you are going on holiday, charge your Revo's battery beforehand. When fully charged, your Revo will keep all your information for 6 weeks when switched off.



Back up your Revo

If you have a PC, use PsiWin to back up your Revo. If you forget to recharge your battery and lose your information, you can restore it from the backup on your PC. See the 'PsiWin' chapter for details.

Security

There are no known problems with passing your Revo through airport security machines and other X-rays.

There are several things that you can do to secure your files against other hazards. You can make your files “read-only” to avoid accidental deletion; back up your files regularly in case they get lost; set passwords to protect information from prying eyes and enter contact information so that your Revo can be returned to you if you lose it.



Note: It isn't possible for anyone to copy information from or to your Revo using Infrared, unless they are able to access its Infrared 'Send' and 'Receive' commands.



Backing up to a PC

You can use PsiWin to back up individual files or folders, or your Revo's entire Internal disk to the PC. See the 'PsiWin' chapter or PsiWin's on-line Help for details.

Troubleshooting

You should read this chapter if you have any questions or experience problems using your Revo.

If an alarm doesn't ring

If the alarm sounds like beeps, your battery is too low to play the alarm sound you have chosen. You must Recharge your Revo before you can hear sounds as normal.

If the alarm screen is displayed but the sound is inaudible, the sound may be switched off. The alarm screen will indicate if the sound is off or silenced for a particular period. To check if sound is switched on:

- Open the **Sound** icon from the **Control panel** in the System screen. Check that **Sounds on** is ticked.
- Open the Time program, then select **Sound** from the **Tools** menu. Check that **Alarm sound** is set to 'On'.

If world times don't seem to be correct in the Time program

This is likely to be because of "daylight saving" or "summer time" settings (where clocks are put forward for the summer months).

The dates that clocks are set to change vary from country to country, and sometimes even within a country; some countries do not use summer times at all. Therefore, your Revo clock will not change automatically on the date that the clocks change. You will need to make sure that each zone is set to use its "summer time" setting when the clocks change in those countries. See the 'Time' chapter for more details.

If a file appears to have “vanished”

When you tap on a program icon, your Revo will open the program with the file that you last used. For example, if you only use one Agenda file, this will always be displayed when you tap the Agenda icon.

However, if you move or rename your file, your Revo will not be able to find this “last used” file when you tap the program icon. So, it looks for a file with a standard filename (e.g. Word, Agenda, Sheet, etc.) and displays this file instead. If there is no file with this name in the standard folder, a new file is created.

You can re-open the original file from its new location using the **Open file** command on the **File** menu.

If you forget your password

If you forget a password set for a Word or Sheet file, you will not be able to open the file again until you remember the correct password (even Psion can not ‘unlock’ passwords for you).

If you forget the password set for the whole machine, you will not be able to use your Revo until you perform a “hard reset”. All your files will be lost and cannot be retrieved.

See ‘How do I reset my Revo’ later for more information.

If my Revo doesn’t seem to turn on/turn off

If your Revo doesn’t seem to turn on:

- Check the screen contrast to make sure it isn’t set too low.
- Connect to the power supply, either via the docking station, or by connecting the power adaptor directly to the rear of your Revo. Check that the green light (above the Tab key) turns **on**, which indicates that your Revo is connected to the power supply. If you continue to use your Revo when the battery is low, it will eventually not have enough power and will switch off. You will not be able to switch it on again until you connect to the power supply.

If your Revo doesn’t seem to turn off:

- Check the automatic switch off time using the **Switch on/off** icon from the Control panel in the System screen.



Note: Running OPL program can prevent automatic switch off if it neither pauses, nor waits for a keypress.

How do I reset my Revo?

If you find that you cannot exit a program normally, move to the System screen and select the **List open files** command from the File menu. Select the program from the list and tap the **Close file** button.

If this does not work, or if your Revo appears to have “locked up”, perform a “soft reset”. This should restart your Revo while preserving most of your information.

Use a soft reset if the keys on your Revo do not appear to respond, or if your Revo does appear to switch on and you are sure the battery isn't too low (especially if the contrast adjustment still appears to work), but the screen is otherwise blank.

- **To perform a soft reset:** open your Revo, then gently press something like an unfolded paperclip into the reset hole marked '1'. **Do not** insert anything in the hole marked '2' **at the same time.**

After a soft reset, your Revo will 'beep' twice when you switch it on. Any changes to open files, messages, or OPL programs, will be lost. Files and messages which are not open will almost always be safe.

It is possible (although unlikely) that a program failure causes the soft reset to lose the information on your Revo; it could even prevent the reset from working at all.

If the soft reset does not fix the problem, you will have to perform a “hard reset”.

Important warning

*A hard reset resets your Revo completely, and **all information on the machine will be lost***

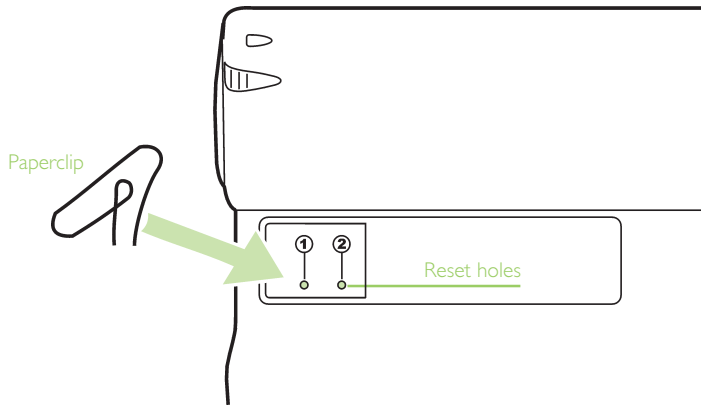
- **To perform a hard reset:** open your Revo, then press both ends of an unfolded paperclip into the reset holes marked '1' and '2' at the same time. Press the On key **twice** to switch on your machine.

To switch on your machine after a hard reset, press the Esc (On) key twice. Your Revo will beep **once** when you switch it on. If your Revo beeps **twice**, you have performed a soft reset. If this happens, perform the hard reset again, making sure that you press both reset holes firmly, and at the same time.



Note: If you have backed up your Revo using PsiWin, restore the files to your machine after the hard reset. See the 'PsiWin' chapter and PsiWin on-line Help for details.

Hard reset (case open)



Appendices

Character set

The Revo contains several fonts, but all have the same basic character set. This is the **IBM Code Page 1252** character set.

In addition to the characters that you can enter directly from the keyboard, there are many other special characters which you can use. You can display and insert them in programs using the **Insert special character** command.

To insert special characters, e.g. in Word:

1. Open the Word file.
2. Select the **Special character** command from the **Insert** menu.
3. Select the required character and tap **OK**.



Note: You can also use the Shift+Ctrl+C shortcut keypress to display the Special character dialog when typing text in most other programs.

To insert special characters when you can't display the Special character dialog:

1. Move to Word, select the **Special character** command from the **Insert** menu.
2. Highlight the character you want to insert to display its shortcut key at the bottom of the dialog, e.g. the special character TM has the shortcut Ctrl+I53.
3. Move back to the program in which you want to insert the character and press its shortcut key, e.g. to insert TM hold down Ctrl and press I, then 5 and then 3.

IBM Codepage 1252

032	7	055	N	078	e	0101		0124	"	0147	ª	0170	Á	0193	∅	0216	ÿ	0239	
!	033	8	056	O	079	f	0102	}	0125	"	0148	«	0171	Â	0194	Ù	0217	ÿ	0240
"	034	9	057	P	080	g	0103	~	0126	•	0149	¬	0172	Ã	0195	Ú	0218	ÿ	0241
#	035	:	058	Q	081	h	0104		0127	-	0150	-	0173	Ä	0196	Û	0219	ò	0242
\$	036	;	059	R	082	i	0105	€	0128	—	0151	®	0174	Å	0197	Ü	0220	ó	0243
%	037	<	060	S	083	j	0106		0129	~	0152	™	0175	Æ	0198	Ý	0221	ô	0244
&	038	=	061	T	084	k	0107	,	0130	™	0153	°	0176	Ç	0199	Þ	0222	õ	0245
'	039	>	062	U	085	l	0108	f	0131	§	0154	±	0177	È	0200	ß	0223	ö	0246
(040	?	063	V	086	m	0109	„	0132	>	0155	²	0178	É	0201	à	0224	÷	0247
)	041	@	064	W	087	n	0110	…	0133	œ	0156	³	0179	Ê	0202	á	0225	ø	0248
*	042	A	065	X	088	o	0111	†	0134		0157	´	0180	Ë	0203	â	0226	ù	0249
+	043	B	066	Y	089	p	0112	‡	0135		0158	µ	0181	Ì	0204	ã	0227	ú	0250
,	044	C	067	Z	090	q	0113	^	0136	ÿ	0159	¶	0182	Í	0205	ä	0228	û	0251
-	045	D	068	[091	r	0114	‰	0137		0160	·	0183	Î	0206	å	0229	ü	0252
.	046	E	069	\	092	s	0115	Š	0138	;	0161	,	0184	Ï	0207	æ	0230	ý	0253
/	047	F	070]	093	t	0116	<	0139	♀	0162	¹	0185	Ð	0208	ç	0231	þ	0254
0	048	G	071	^	094	u	0117	Œ	0140	£	0163	º	0186	Ñ	0209	è	0232	ÿ	0255
1	049	H	072	_	095	v	0118		0141	¤	0164	»	0187	Ò	0210	é	0233		
2	050	I	073	`	096	w	0119		0142	¥	0165	¼	0188	Ó	0211	ê	0234		
3	051	J	074	a	097	x	0120		0143	¦	0166	½	0189	Ô	0212	ë	0235		
4	052	K	075	b	098	y	0121		0144	§	0167	¾	0190	Õ	0213	ì	0236		
5	053	L	076	c	099	z	0122	'	0145	¨	0168	¿	0191	Ö	0214	í	0237		
6	054	M	077	d	0100	{	0123	'	0146	©	0169	À	0192	×	0215	î	0238		

Specification

Dimensions:

Size: 157x79x18mm.

Weight: 200g.

Screen:

125x48mm viewing area.

480x160 pixel, grey scale display with reflective backing.

9 touch-sensitive icons for program selection.

5 touch-sensitive icons for commands.

Internal memory:

ROM: 8MB or 16MB (depending on model), containing multi-tasking, windowed operating system.

RAM: 8MB.

Processor:

32bit ARM 710T core, 36.864MHz.

Sound:

Loudspeaker - 1/2W, 8 ohm.

Power:

Internal batteries: 2x 650mAHr AAA NiMH rechargeable batteries.

Mains adaptor (6V DC \pm 10%, 500mA).

Keyboard:

53 key, QWERTY layout, computer-style keyboard.

Temperature:

Operating temperature: +5°C to +40°C (+41°F to +104°F).

Storage temperature: -10°C to +40°C (+14°F to +104°F).

Communications options:

Fast RS232-compatible serial link (when connected to docking station) provides data transfer speeds of up to 115200 baud.

Infrared optical link supports Infrared communications.

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