

# **Handbook for the Palm III™ Organizer**



## Copyright

Copyright © 1998 3Com Corporation or its subsidiaries. All rights reserved. 3Com, the 3Com logo, Palm Computing, Palm Modem, Graffiti, and HotSync are registered trademarks, and PalmPilot, Palm III, Palm OS, Palm, the Palm Computing Platform logo, the Palm III logo, and the HotSync logo are trademarks of Palm Computing, Inc., 3Com Corporation or its subsidiaries. Other product and brand names may be trademarks or registered trademarks of their respective owners.

## Disclaimer and Limitation of Liability

3Com Corporation and its subsidiaries assume no responsibility for any damage or loss resulting from the use of this handbook.

3Com Corporation and its subsidiaries assume no responsibility for any loss or claims by third parties which may arise through the use of this software. 3Com Corporation and its subsidiaries assume no responsibility for any damage or loss caused by deletion of data as a result of malfunction, dead battery, or repairs. Be sure to make backup copies of all important data on other media to protect against data loss.

**Important:** Please read the 3Com End User Software License Agreement contained in this handbook before using the accompanying software program(s). Using any part of the software indicates that you accept the terms of the 3Com End User Software License Agreement.

## 3.5" Software Diskettes Available

Palm™ Desktop software is supplied on a CD-ROM disc. If you do not have access to a CD-ROM drive for your computer, you may download the Palm Desktop software from <http://www.palm.com>. Alternatively, you can order 3.5" diskettes by completing and mailing the diskette order card supplied in the Palm III™ organizer product package, or call to order the diskettes. See the Worldwide Customer Support card for the appropriate phone number.

P/N: 405-0448A  
A/N: 423-0241

# Contents

<b>About This Book</b> .....	1
<b>Chapter 1: Introduction to Your Palm III™ Organizer</b>	
Getting to know your Palm III organizer .....	3
What is a Palm III organizer? .....	3
System requirements .....	4
Upgrade information .....	4
Palm III components .....	5
Installing the batteries .....	9
Tapping and typing .....	10
Tap with the stylus to get things done .....	10
Elements of the organizer interface .....	11
Opening applications .....	12
Using menus .....	13
Three ways to enter data .....	15
Customizing your organizer.....	19
Palm Desktop organizer software .....	20
Connecting the cradle .....	21
Using your organizer with another PIM .....	22
<b>Chapter 2: Entering Data in Your Palm III™ Organizer</b>	
Using Graffiti writing to enter data .....	23
Writing Graffiti characters .....	23
Graffiti tips .....	25
The Graffiti alphabet .....	26
Writing capital letters .....	27
Writing numbers .....	27
Graffiti numbers .....	28
Writing punctuation marks .....	28
Writing symbols and extended characters .....	29
Writing accented characters .....	30
Accent strokes .....	30
Additional non-English characters .....	30
Navigation strokes .....	31
Graffiti ShortCuts .....	31
Using the onscreen keyboard .....	33
Using your computer keyboard .....	33
Importing data .....	34

### **Chapter 3: Managing Your Applications**

Using the Applications Launcher .....	37
Selecting applications .....	37
Switching between applications .....	37
Categorizing applications .....	37
Changing the Applications Launcher display .....	38
Choosing preferences.....	39
Installing and removing applications.....	40
Installing add-on applications .....	40
Installing games .....	42
Removing applications .....	43
Removing Palm Desktop software .....	43
Security.....	44
Assigning a password .....	44
Changing or deleting a password .....	45
Locking your organizer .....	45
Recovering from a forgotten password .....	46

### **Chapter 4: Using Your Basic Applications**

Overview of basic applications.....	48
Date Book .....	48
Address Book .....	49
To Do List .....	50
Memo Pad .....	51
Calculator .....	51
Expense .....	52
Common tasks.....	53
Creating records .....	53
Editing records .....	53
Deleting records .....	55
Purging records .....	56
Exchanging and updating data: HotSync operations .....	56
Categorizing records .....	59
Finding records .....	62
Sorting lists of records .....	66
Making records private .....	67
Attaching notes .....	69
Choosing fonts .....	70
Application-specific tasks.....	71
Date Book .....	71
Address Book .....	84
To Do List .....	89
Memo Pad .....	94

Calculator .....	97
Expense .....	99

## **Chapter 5: Communicating Using Your Organizer**

Managing desktop E-Mail away from your desk.....	109
Setting up Mail on the desktop .....	110
Synchronizing Mail with your E-Mail application .....	112
Opening the Mail application on your organizer .....	112
Viewing e-mail items .....	112
Creating e-mail items .....	113
Looking up an address .....	116
Adding details to e-mail items .....	117
Storing e-mail to be sent later .....	120
Editing unsent e-mail .....	120
Draft e-mail .....	121
Filing e-mail .....	122
Deleting e-mail .....	123
Removing e-mail from the Deleted folder .....	123
Purging deleted e-mail .....	124
Message List options .....	124
HotSync options .....	126
Creating special filters .....	127
Truncating e-mail items .....	131
Mail menus .....	132
Beaming information .....	133

## **Chapter 6: Advanced HotSync® Operations**

Selecting HotSync setup options.....	135
Customizing HotSync application settings .....	138
Conducting a HotSync operation via modem.....	140
Preparing your computer .....	140
Preparing your organizer .....	141
Selecting the conduits for a modem HotSync operation .....	143
Performing a HotSync operation via a modem .....	144
Conducting a HotSync operation via a network .....	144
Connecting to your company's dial-in server .....	144
Using File Link.....	146
Creating a user profile .....	147

## **Chapter 7: Setting Preferences for Your Organizer**

Viewing preferences .....	149
Buttons preferences.....	150
Pen preferences .....	150
HotSync buttons preferences .....	152

Digitizer preferences .....	152
Formats preferences .....	152
Country default .....	153
Time, date, week start, and numbers formats .....	153
General preferences .....	154
Auto-off delay .....	154
System, alarm, and game sounds .....	155
Modem preferences .....	156
Network preferences and TCP/IP software .....	157
Selecting a service .....	157
Entering a user name .....	158
Entering a password .....	159
Adding telephone settings .....	160
Connecting to your service .....	163
Creating additional service templates .....	163
Adding detailed information to a service template .....	164
Creating a login script .....	167
Deleting a service template .....	168
Network preferences menu commands .....	169
TCP/IP troubleshooting .....	169
Owner preferences.....	171
ShortCuts preferences .....	172
Creating a ShortCut .....	172
Editing a ShortCut .....	173
Deleting a ShortCut .....	173

## **Appendix A: Maintaining Your Organizer**

Caring for your organizer.....	175
Battery considerations.....	176
Resetting your organizer .....	177
Performing a soft reset .....	177
Performing a hard reset .....	178

## **Appendix B: Frequently Asked Questions**

Software installation problems .....	181
Operating problems.....	182
Tapping and writing problems.....	183
Application problems.....	184
HotSync problems .....	185
Beaming problems .....	189
Password problems .....	190
Technical support .....	191

<b>Appendix C: Creating a Custom Expense Report</b>	
About mapping tables .....	193
Customizing existing sample templates .....	194
Determining the layout of the Expense Report.....	195
Labels .....	195
Sections .....	196
Analyzing your custom Expense Report .....	197
Programming the mapping table.....	198
Using applications other than Microsoft Excel .....	202
Expense file details.....	203
<b>Appendix D: Non-ASCII Characters for Login Scripts</b>	
Use of ^char .....	205
Carriage return and line feed .....	205
Literal characters .....	206
<b>Warranty and Other Product Information</b>	
Limited warranty.....	207
3Com end user software license agreement .....	210
FCC Statement .....	213
Canadian RFI Statement.....	213
<b>Index</b> .....	215





# About This Book

Welcome to the Palm III™ connected organizer. This handbook is designed to help you get up and running quickly on your organizer. It describes all you need to know about how to use your Palm III organizer and the applications that come with it.

It walks you through:

- Locating all the parts of your organizer
- Viewing and entering data
- Using your organizer with your computer
- Personalizing your organizer with your own preference settings

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



# Chapter 1

## Introduction to Your Palm III™ Organizer

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

### Getting to know your Palm III organizer

#### What is a Palm III organizer?

With your Palm III organizer, you will no longer have trouble getting to meetings and appointments on time, remembering people's names and personal details, or keeping track of all the items on your to do list. The Palm III organizer can help you improve your track record in all these areas, both at work and at home.

You can enter all your schedule details in Date Book so you can view them by the day, week, or month; you can even set an alarm to remind you of important meetings. Keep all your contact names, addresses, phone numbers, and other details in Address Book, so you can find them as soon as you need them. Add your tasks to To Do List, prioritize them so you don't overlook them, and assign them a due date.

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

When you are out of the office, track your expenses for your expense reports; then transfer the data to your computer to print it out. You can write, edit, and view your e-mail, and then synchronize your e-mail with your desktop E-Mail application when you return to your office.

## System requirements

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

### Minimum requirements

- Windows 95, Windows 98, or Windows NT 4.0
- IBM-compatible 486 computer or higher
- 8 MB RAM (memory) *minimum*, 16 MB recommended (required with Windows NT 4.0)
- 20 MB available hard disk space
- VGA monitor or better (the Palm III Quick Tour requires a 256 color video display)
- CD-ROM drive (you can also download the Palm Desktop software from <http://www.palm.com>, or order 3.5" diskettes from 3Com)
- Mouse
- One available serial port

### Optional equipment

- Modem (such as a Palm Modem® accessory)
- Windows-compatible printer

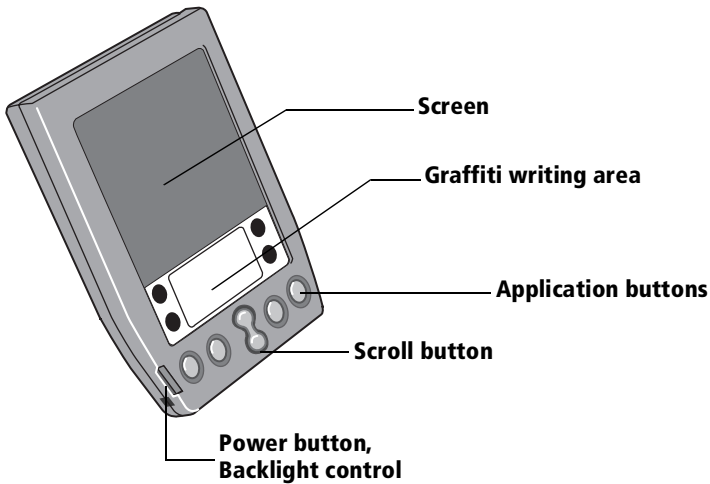
## Upgrade information

If you already own a Palm connected organizer, 3Com recommends that you install the version of Palm Desktop software that comes with your new Palm III organizer into the same folder as your current Palm Desktop software. All your data will be preserved when you install the new version in the same folder as the previous version. If you use another personal information manager (PIM), such as Microsoft Outlook, you still need to install the most recent HotSync Manager and conduit software for your PIM from the Palm Desktop software CD-ROM that came with your new organizer.

You can perform HotSync operations in exactly the same way, so you can quickly synchronize your data with your new organizer. Just remember to synchronize your old organizer with Palm Desktop software before you synchronize with your new organizer, so you have all your latest information. When you synchronize your new organizer for the first time, select the Desktop overwrites handheld option for all the conduits. See “Customizing HotSync application settings” in Chapter 6 for more information.

# Palm III components

## Locating front panel controls



**Palm III organizer screen**

Displays the applications and information stored in your Palm III organizer. It is touch-sensitive and responds to the stylus.

**Graffiti® writing area**

The area where you write letters and numbers using the Graffiti® alphabet. See Chapter 2 to learn how to write Graffiti characters.

**Application buttons**

Activates the individual Palm III organizer applications that correspond to the icons on the buttons: Date Book, Address Book, To Do List, and Memo Pad. See “Buttons preferences” in Chapter 7 for details on reassigning these buttons to activate any application on your Palm III organizer.

**Tip:** If your Palm III organizer is turned off, pressing any application button activates the Palm III organizer and opens the corresponding application.

**Scroll button**

Displays text and other information that extends beyond the area of the Palm III organizer screen. Pressing the lower half of the scroll button scrolls down to view information below the viewing area, and pressing the upper half of the button scrolls up to view the information above the viewing area.

**Power button**

Turns your Palm III organizer on or off and controls the backlight feature. If your Palm III organizer is turned off, pressing the power button turns the unit on and returns you to the last screen you viewed.

If your Palm III organizer is turned on, pressing the power button turns the unit off. Holding the power button down for about two seconds turns the backlight on or off.

**Using the backlight**

If you have difficulty seeing the information on your Palm III organizer, you can use the backlight to illuminate your screen.

**To activate the backlight:**

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

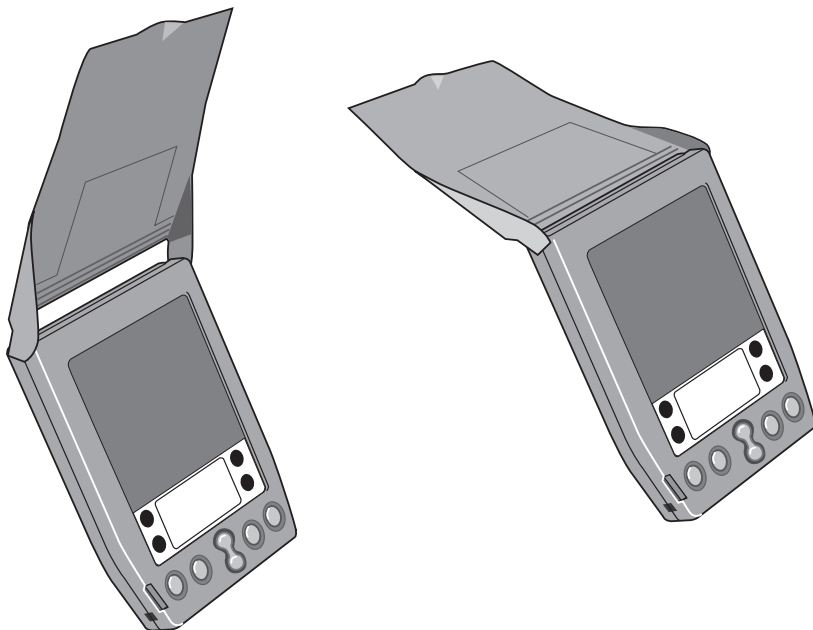
**Tip:** In addition, you can assign the full-screen pen stroke to activate the backlight. See “Pen preferences” in Chapter 7 for more information.

**To turn off the backlight:**

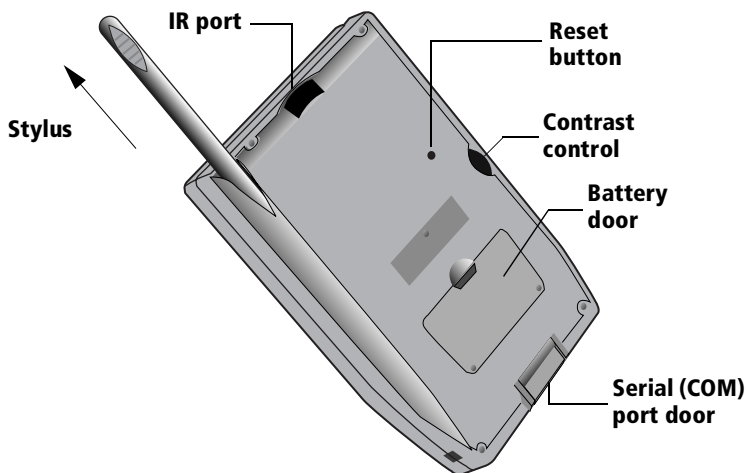
- Press and hold the power button for about two seconds. The backlight also turns off automatically (after a period of inactivity) with the Auto-off feature. See “General preferences” in Chapter 7 for more information.

## Protective flip cover

The cover protects the Palm III organizer screen when it is not in use and helps reduce glare while you use your Palm III organizer. You can open the cover so that it is at an angle, open it fully, or remove it altogether by pulling the cover out of the holes on the sides of the Palm III organizer. To reattach the cover, reinsert the pegs in the holes.



## Locating back panel components



- Stylus** Slides in and out of the slot in the back panel of the organizer. To use the stylus, remove it from the slot and hold it as you would a pen or pencil.
- IR port** Uses infrared technology to transmit data to and receive data from other Palm Computing<sup>®</sup> connected organizers. See “Beaming information” in Chapter 5 for more information.
- Reset button** Under normal use, you should not have to use the reset button. See Appendix A for information about when and how to use the reset button.
- Contrast control** Adjusts the appearance of the screen for the clearest screen display. Depending on the lighting conditions or temperature of the environment where you use your organizer, you may need to adjust the contrast control setting.
- Battery door** Covers the batteries that power your organizer.
- Serial (COM) port door** Covers the connector that connects your organizer to the cradle, which in turn connects to the back of your computer. This allows you to update the information between your organizer and computer using HotSync technology.

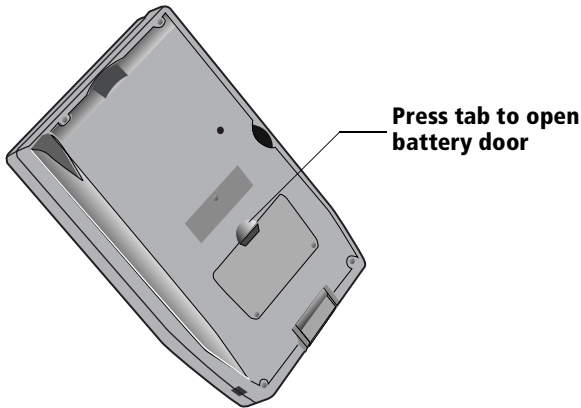


# Installing the batteries

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

## To install the batteries:

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



2. Install the two AAA alkaline batteries supplied with your organizer into the battery compartment.

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

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

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

# Tapping and typing

## Tap with the stylus to get things done

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

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

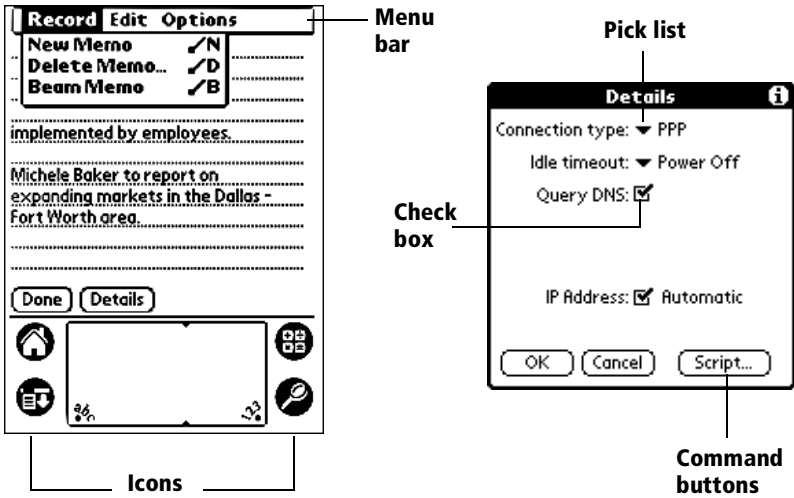
**Important:** Always use the point of the stylus for tapping or making strokes on the organizer screen. Never use an actual pen, pencil, or other sharp object to write on the organizer screen.

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

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





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

# Elements of the organizer interface



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

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

**Icons** Tap the icons to open applications , menus , Calculator , and to find text anywhere in your data .

**abc** With the cursor in an input field, tap the dot to activate the alphabetic keyboard.

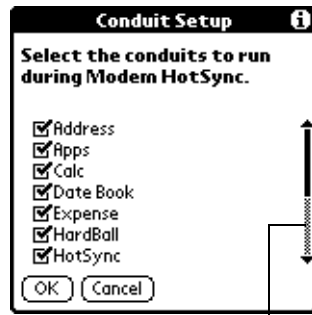
**123** With the cursor in an input field, tap the dot to activate the numeric keyboard.

**Check box** When a check mark appears in a check box, the corresponding option is active. If a check box is empty, tapping it inserts a check mark. If a check box is checked, tapping it removes the check mark.

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



Previous/next arrows



Scroll bar

### Scroll bar

Drag the slider, or tap the top or bottom arrow, to scroll the display one line at a time. To scroll to the previous page, tap the scroll bar just above the slider. To scroll to the next page, tap the scroll bar just below the slider.

You can also scroll to the previous and next pages by pressing the upper and lower portions of the scroll button on the front panel of the organizer.

### Next/ previous arrows

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

## Opening applications

You can use the Applications Launcher to open any application installed on your organizer. You can also open the four main applications — Date Book, Address Book, To Do List, and Memo Pad — with the application buttons on the front panel of your organizer.

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

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

### To open an application:

1. Tap the Applications icon .



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


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

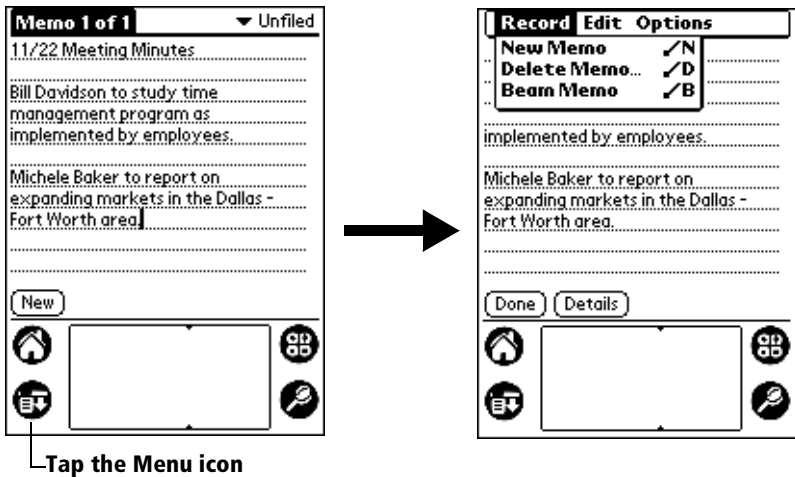
## Using menus

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

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

### To open the menu bar:

1. Open an application (such as Memo Pad).
2. Tap the Menu icon .



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

### Choosing a menu

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

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

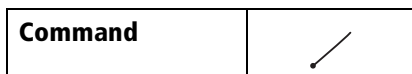
### Graffiti menu commands

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



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

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




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

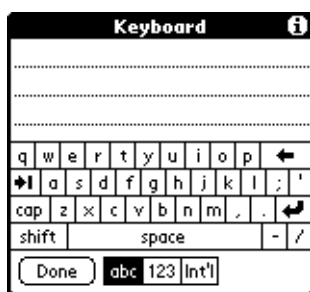
**Note:** Command mode is active for approximately two seconds, so you must write the command letter immediately to choose the menu command.

### Displaying online tips

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

#### To display an online tip:

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



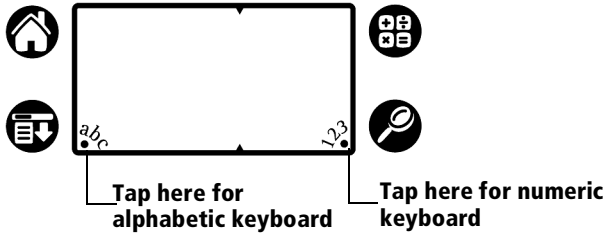
### Three ways to enter data

There are three ways to enter data into your Palm III organizer:

- Using the onscreen keyboard
- Using Graffiti writing
- Entering or importing data in Palm Desktop software and then synchronizing with your organizer

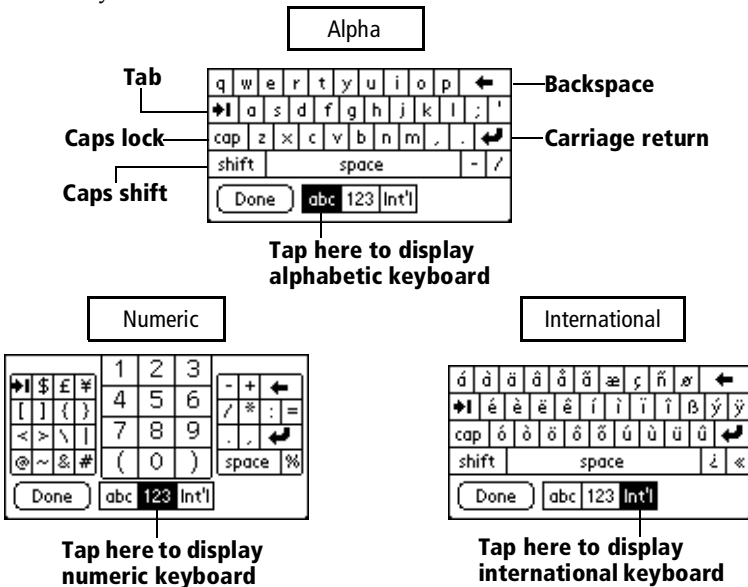
## Onscreen keyboard

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



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

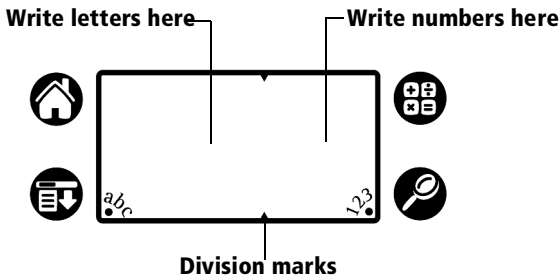
**Note:** You cannot enter Graffiti characters while using the onscreen keyboard.



## Graffiti writing

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



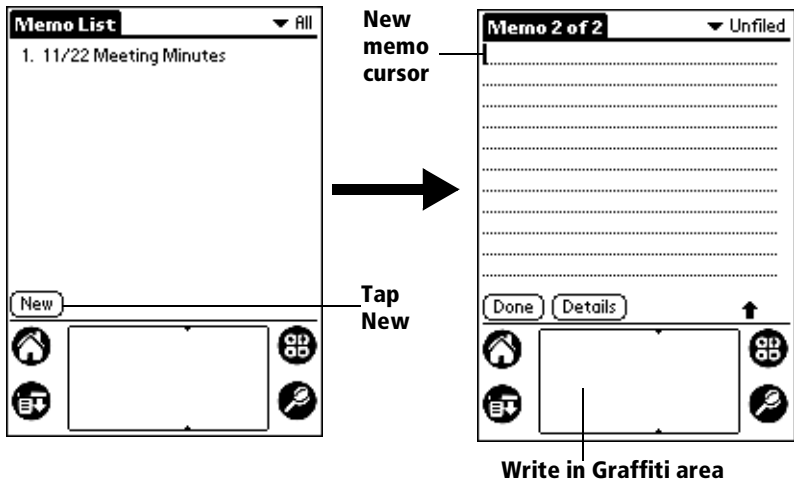


Your Palm III organizer also includes Giraffe, a game you can use to practice Graffiti writing. See “Installing and removing applications” in Chapter 3 for installation instructions. The Memo Pad application is ideal for practicing Graffiti writing. This section explains how to open Memo Pad and use it to practice Graffiti writing.

**To open Memo Pad:**

1. Press the Memo Pad application button .
2. Tap New.

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

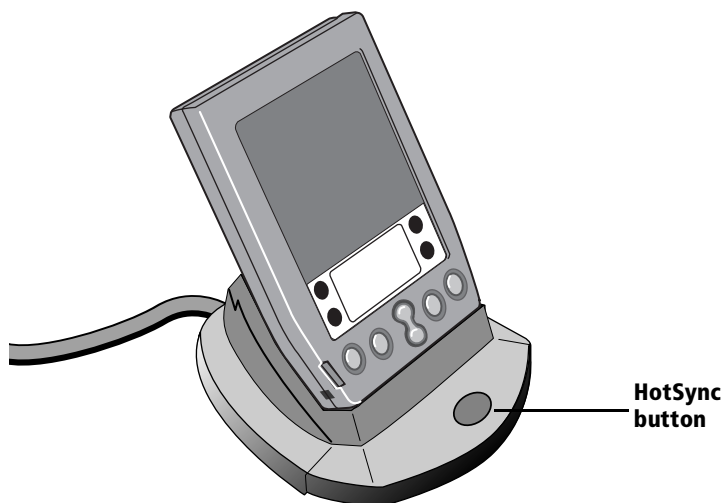


See “Using Graffiti writing to enter data” in Chapter 2 for more information.

## Using Palm Desktop software

If you have new records you want to add to your Palm III organizer and prefer to use the computer keyboard rather than the onscreen keyboard, enter the data in the Palm Desktop software or the PIM you have installed to use with your organizer.

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





## Importing data

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

# Customizing your organizer

You can customize your organizer by using the Preferences application. You can enter personal information such as your name and address; change the time and date; view different date and time formats when you travel; turn off sounds; and configure your organizer to work with a modem or network. See Chapter 7 for more information on customizing your organizer.

## To open the Preferences screens:

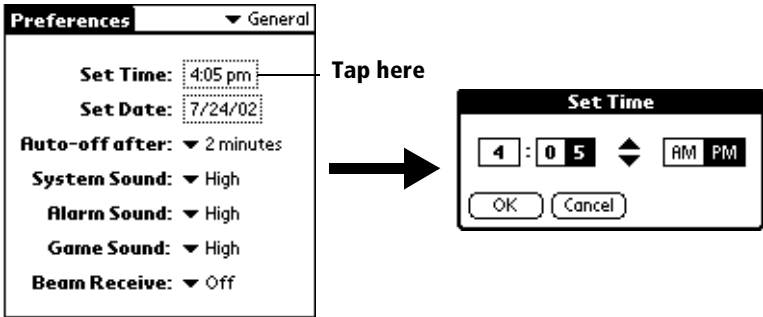
1. Tap the Applications icon .
2. Tap the Preferences icon .
3. Tap the category pick list in the upper-right corner of the screen.
4. Tap the Preferences category you want to view.

The following procedures for setting the time and date give you an example of how to customize your organizer.

You make changes to the time and date in General preferences.

## To set the current time:

1. Tap the Set Time box.



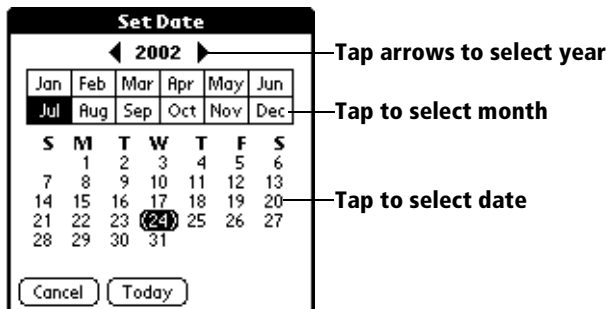
2. Tap the up or down arrows to change the hour.
3. Tap each minute number, and then tap the arrows to change them.
4. Tap AM or PM.

**Note:** Your organizer can also display time based on a 24-hour clock. See “Formats preferences” in Chapter 7 for more information.

5. Tap OK.

### To set the current date:

1. Tap the Set Date box.
2. Tap the arrows to select the current year.



3. Tap a month.
4. Tap the current date.

## Palm Desktop organizer software

Palm Desktop software includes the same main applications as your Palm III organizer: Address Book, Date Book, To Do List, Memo Pad, Expense, and desktop e-mail connectivity. You can use the HotSync feature of this software to back up and exchange data between your organizer and your computer.

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

### With Palm Desktop software, you can do the following:

- Work with your Palm III organizer applications on your computer. Palm Desktop software duplicates the Date Book, Address Book, To Do List, and Memo Pad applications on your organizer, so you can view, enter, and modify any data stored on your organizer.
- Back up the data stored on your organizer with HotSync technology and synchronize the data on your Palm Desktop software. Synchronization is a one-step procedure that ensures your data is always safe and up-to-date. See "Exchanging and updating data: HotSync operations" in Chapter 4 for more information.

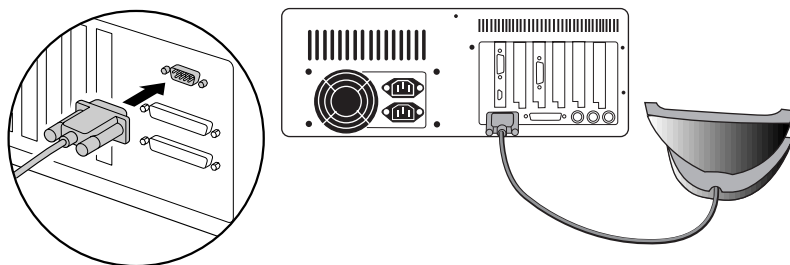
- Import and export data, so you can easily transfer data from other desktop applications into any of your main applications. See “Importing data” in Chapter 2 for more information.
- Print your Date Book, Address Book, To Do List, and Memo Pad information on any printer.

## Connecting the cradle

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

### To connect the cradle:

1. Turn off your computer and plug the cable from the Palm III organizer cradle into the serial (COM) port on your computer.



**Note:** Your Palm III organizer requires a dedicated port. It cannot share a port with an internal modem or other device. If you are unsure about the exact location of the serial port on your computer, refer to the manual supplied with the computer.

## Installing Palm Desktop software

The following instructions guide you through installing Palm Desktop software. After installation, refer to the online Help in Palm Desktop software for information about how to use the software.

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

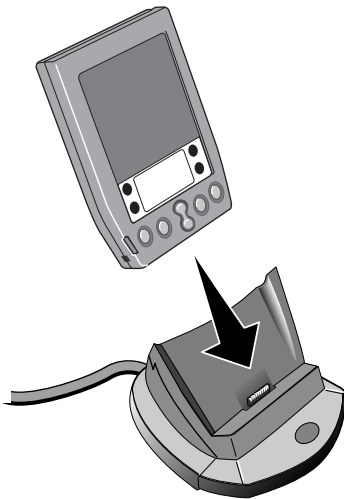
- Turn off your computer and connect the cradle to it. Do not place your organizer in the cradle until instructed.
- If you are installing from diskettes (rather than the CD-ROM included in the box), make sure the original Palm Desktop software diskettes are write-protected, and then make backup copies of them. When you finish, use the copies to install the

software, and store the original diskettes in a safe place. Refer to your computer's manual or operating system documentation if you need information about locking or copying diskettes.

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

### **To install Palm Desktop software:**

1. Exit any open programs, including those that run at startup such as Microsoft Office, and disable any virus-scanning software.
2. Insert the Palm Desktop software CD-ROM into the computer's CD-ROM drive (or insert the Setup diskette into the diskette drive).
3. When the Palm Desktop Installer Menu screen appears, click the Install button to begin the installation procedure.
4. Follow the onscreen instructions to complete the installation. Insert your organizer into the cradle when prompted.



### **Using your organizer with another PIM**

If you prefer to use another personal information manager (PIM), such as Microsoft Outlook, you can use it instead of installing Palm Desktop software. All you need to install are HotSync Manager and the connection software for your PIM, called a conduit, that lets you synchronize the data between your organizer and your PIM. For information on conduit software, go to this web site: <http://www.palm.com>.

## Chapter 2

# Entering Data in Your Palm III™ Organizer

This chapter explains how to enter data into your Palm III™ organizer, by writing with the stylus in the Graffiti® writing area, by using the onscreen keyboard, by using the computer keyboard, or by importing data from another application.

## Using Graffiti writing to enter data

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

### Writing Graffiti characters

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

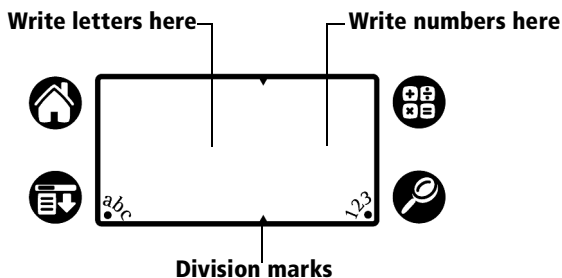
#### There are four basic concepts for success with Graffiti writing:

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



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

- Most characters require only a single stroke. When you lift the stylus from the Graffiti writing area, your organizer recognizes and displays the text character immediately. To accomplish single strokes, some Graffiti strokes are portions of the regular alphabet equivalents.
- The Graffiti writing area is divided into two parts: one for writing the letters of the alphabet and one for writing numbers. The small marks at the top and bottom of the Graffiti writing area indicate the two areas.



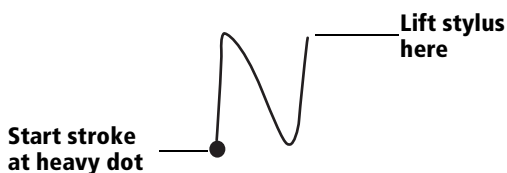
### To write Graffiti letters:

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

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

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

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



As you’ll see later, you use the same shape to create both the uppercase and lowercase version of a letter.

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



4. Start your stroke at the heavy dot and draw the stroke shape as it appears in the tables.
5. Lift the stylus from the screen at the end of the stroke shape.

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

As soon as you lift the stylus from the screen, you can begin the stroke for the next character you want to write.

**Important:** You must begin the character strokes in the Graffiti writing area. If you do not make Graffiti strokes in the Graffiti writing area, your organizer does not recognize them as text characters.

## **Graffiti tips**

When using Graffiti writing, keep these tips in mind:

- Accuracy improves when you write large characters. You should draw strokes that nearly fill the Graffiti writing area.
- To delete characters, simply set the insertion point to the right of the character you want to delete and make the backspace stroke (a line from right to left) in the Graffiti writing area.
- Write at natural speed. Writing too slowly can generate recognition errors.
- Do not write on a slant. Vertical strokes should be parallel to the sides of the Graffiti writing area.
- Press firmly.

# The Graffiti alphabet

Letter	Strokes	Letter	Strokes
A		N	
B		O	
C		P	
D		Q	
E		R	
F		S	
G		T	
H		U	
I		V	
J		W	
K		X	
L		Y	
M		Z	
Space		Back Space	
Carriage Return		Period	<i>tap twice</i>

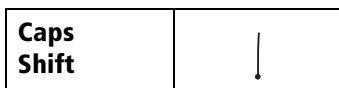
## Writing capital letters

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

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

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

- Use the Caps Shift stroke:



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

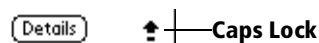


### To enter only capital letters (Caps Lock):

- Use the Caps Lock stroke:













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



## Writing numbers

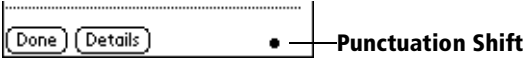
Writing numbers with Graffiti writing is similar to writing letters of the alphabet, except that you make the character strokes on the right-hand side (numbers side) of the Graffiti writing area.

# Graffiti numbers

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

## Writing punctuation marks

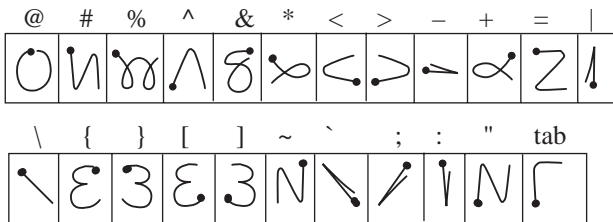
Graffiti writing can create any punctuation symbol that you can enter from a standard keyboard. All punctuation marks begin with a single tap on the Graffiti writing area. When you make this tap, you activate Punctuation Shift and a dot appears to show it is active. The next stroke you make with the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



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

Symbol	Stroke	Symbol	Stroke
Period .	•	Dash —	—
Comma ,	,	Left Paren (	(
Apostrophe '	'	Right Paren )	)
Question ?	?	Slash /	/
Exclamation !	!	Dollar \$	\$

### Additional Graffiti punctuation

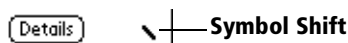


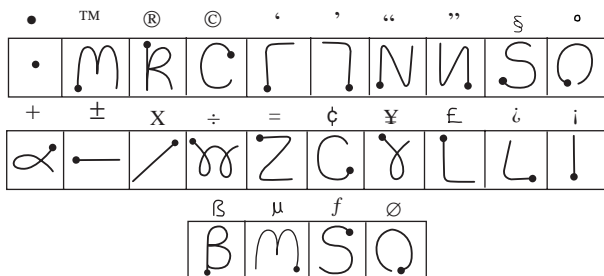
### Writing symbols and extended characters

All symbols and extended characters begin with the stroke in the Graffiti writing area of your organizer:

<b>Symbol Shift</b>	
---------------------	--

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

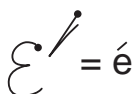




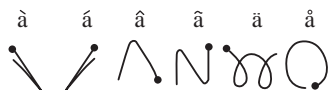
## Writing accented characters

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

For example, the following diagram shows the strokes required to draw an accented “e.”



## Accent strokes

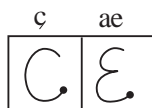


Using these accent strokes, you can write the following accented letters:

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

## Additional non-English characters






You can write the following characters in the lowercase alphabet mode without any special punctuation or shifting:



**Note:** You must write these non-English characters in the left side of the Graffiti writing area.

## Navigation strokes

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

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

## Graffiti ShortCuts

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

Graffiti writing comes with several predefined ShortCuts, and you can also create your own. Each ShortCut can represent up to 45 characters. For example, you might create a ShortCut for your name, or for the header of a memo. See “ShortCuts preferences” in Chapter 7 to learn about creating your own ShortCuts.

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

ShortCut	
----------	---

Your organizer includes the following predefined Graffiti ShortCuts:

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

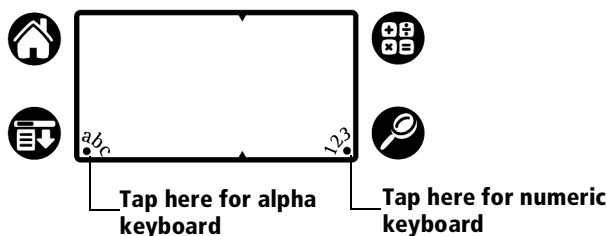


## Using the onscreen keyboard

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

### To use the onscreen keyboard:

1. Open any application (such as Memo Pad).
2. Tap any record, or tap New.
3. Tap “abc” to open the alphabetic keyboard, or tap “123” to open the numeric keyboard.



4. Tap the characters to enter text and numbers.

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

5. After you finish, tap Done to close the onscreen keyboard and place the text in the record.

## Using your computer keyboard

If you have a lot of data to enter, or prefer to use the computer keyboard, you can use Palm™ Desktop software, or any supported PIM, to enter information. You can then perform a HotSync® operation to synchronize the information on your computer with the information on your organizer. All the main applications on your organizer are available in Palm Desktop software and in most PIMs.

Refer to Palm Desktop online Help for more information on entering data on your computer.

## Importing data

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

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

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

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

### To import data:

1. Open Palm Desktop software.
2. Click the application into which you want to import data.
3. If you are importing records that contain a field with category names, do the following:

Select All in the Category box.

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

4. From the File menu, choose Import.
5. Select the file you want to import.
6. Click Open.
7. To import data into the correct Palm Desktop fields, drag fields in the left-hand column so that they are opposite the corresponding imported field on the right.

8. If you do not want to import a field, deselect the check box for that field.
9. Click OK.  
The imported data is highlighted in the application.
10. To add the imported data to your organizer, perform a HotSync operation.

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



## Chapter 3

# Managing Your Applications

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


## Using the Applications Launcher

To open the Applications Launcher, tap the Applications icon .

### Selecting applications

Your Palm III organizer is equipped with a variety of applications. All the applications installed on your organizer appear in the Applications Launcher. See “Opening applications” in Chapter 1 for details.



### Switching between applications

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

### Categorizing applications

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

### To categorize an application:


1. Tap the Applications icon .
2. Tap the Menu icon .
3. Tap App, and then tap Category.
4. Tap the pick list next to each application to select a category.



**Tip:** To create a new category, tap Edit Categories from the pick list. Tap New, enter the category name, and then tap OK to add the category. Tap OK.

5. Tap Done.

### To display applications by category:

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



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

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

## Changing the Applications Launcher display



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

### To change the Applications Launcher display:

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




### To open the Applications Launcher to the last opened category:

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

## Choosing preferences

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

### To change preferences for an application:

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

**Note:** Not all applications have a Preferences command.

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

## Installing and removing applications

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

### Installing add-on applications

Your Palm III organizer comes with the Date Book, Address Book, To Do List, Memo Pad, Expense, Calculator, and Mail applications installed and ready to use.

You can also install additional applications on your organizer, such as games and other software. The Install Tool makes it easy to install software on your Palm III organizer during a HotSync® operation. There are a variety of third-party applications available for your Palm III organizer. To learn more about these applications, go to the web site: <http://www.palm.com>.

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

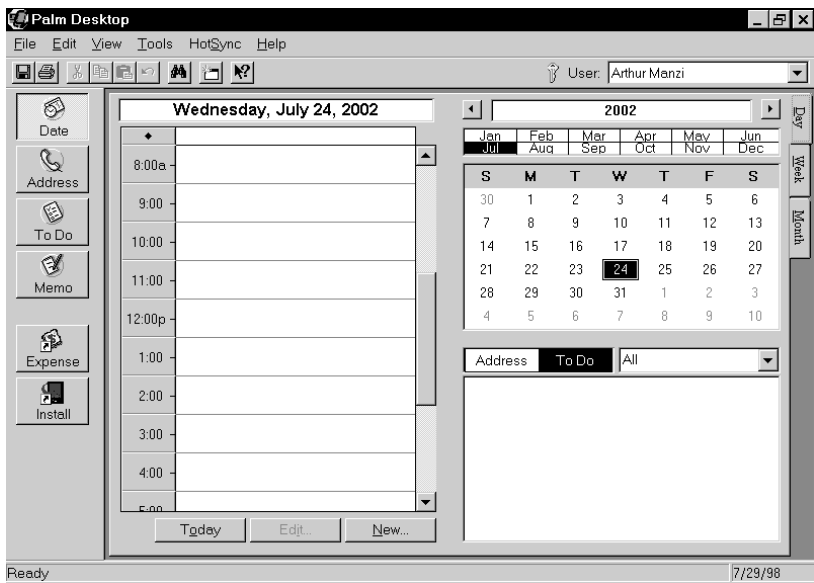
#### To install add-on software on your organizer:

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

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

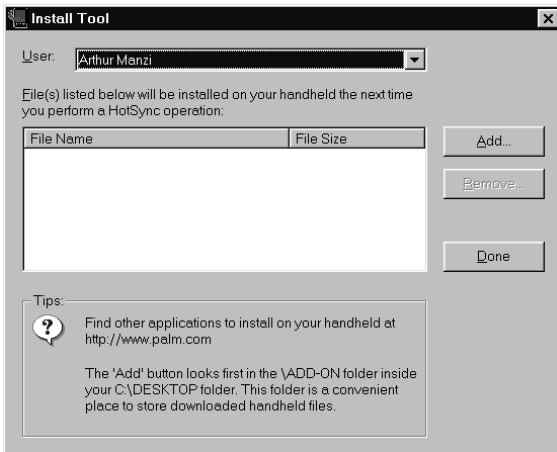
2. Double-click the Palm Desktop icon on your desktop.





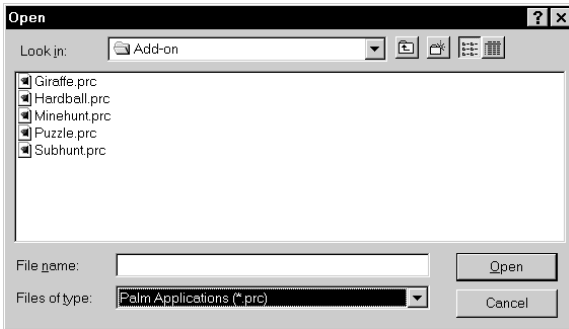
3. Click Install.

**Tip:** You can also access the Install Tool dialog by selecting Install Tool from the Palm Desktop program group or by double-clicking any file with a PRC file extension.



4. In the User drop-down list, select the name that corresponds to your Palm III organizer.

5. Click Add.



6. Select the application(s) that you want to install on your organizer.
7. Click Open.

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

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

## Installing games

The CD-ROM also includes several games that you can install with the Palm Install Tool:

- Giraffe
- HardBall
- MineHunt
- Puzzle
- SubHunt



**Note:** Giraffe is a fun, easy way for you to practice Graffiti® writing.

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

## Removing applications

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

### To remove an add-on application:

1. Tap the Applications icon .
2. Tap the Menu icon .
3. Tap App, and then tap Delete.
4. Tap the application that you want to remove.



5. Tap Delete.
6. Tap Yes.
7. Tap Done.

## Removing Palm Desktop software

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

### To remove Palm Desktop software:

1. From the Windows Start menu, choose Settings, and then Control Panel.
2. Double-click the Add/Remove Programs icon.
3. On the Install/Uninstall tab, select Palm Desktop software.
4. Click Add/Remove.

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

# Security

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


## In Security, you can do the following:

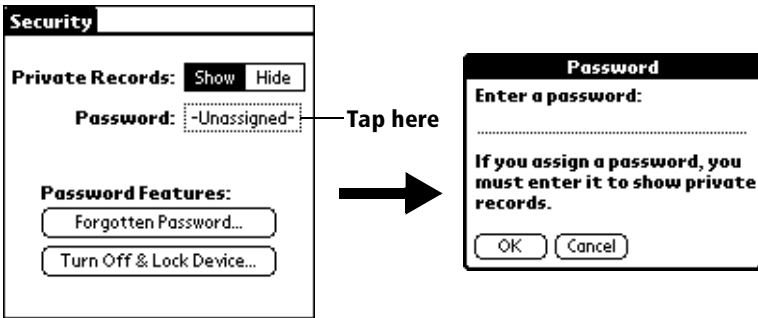
- Turn off and lock your organizer so that it does not operate until you enter the correct password.
- Hide records that you mark as private. You can hide private records with or without a password. Without a password, private records are hidden until you set the Security application to show them. With a password, you must enter the password to view the private entries. See “Making records private” in Chapter 4 for information on making records private.

## Assigning a password

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

### To assign a password:

1. Tap the Applications icon .
2. Tap the Security icon.
3. Tap the Password box.
4. Enter a password.



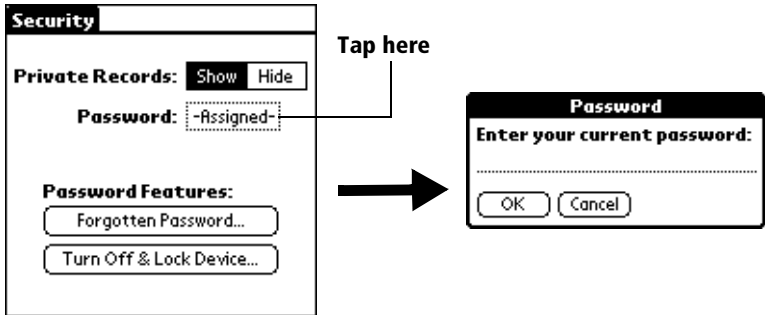
5. Tap OK.
6. Enter the *same* password a second time, and tap OK.

## Changing or deleting a password

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

### To change or delete your password:

1. Tap the Password box.
2. Enter the current password.



3. Tap OK.
4. Do one of the following:
  - To change the password, enter the new password, and tap OK.
  - To delete the password, tap Delete.



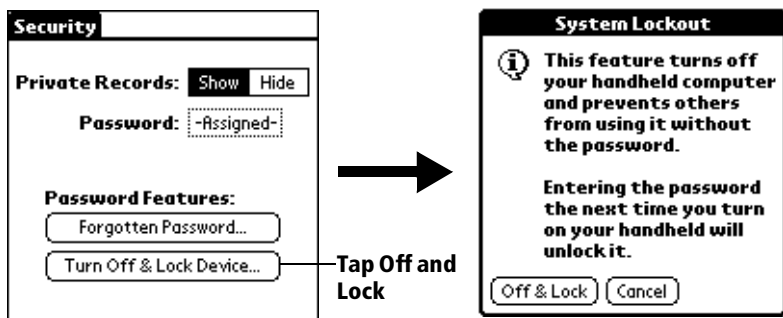
## Locking your organizer

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

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

### To lock your organizer with a password:

1. Perform a HotSync operation to synchronize the data between your organizer and your computer. See “Exchanging and updating data: HotSync operations” in Chapter 4 for information on synchronizing your data.
2. Assign a password.
3. Tap Turn Off & Lock Device.



4. Tap Off & Lock.
5. To start your organizer, turn it on, and then enter the password.

### Recovering from a forgotten password

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

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

### To delete a forgotten password:

1. Tap Forgotten Password.
2. Tap Yes.

## Chapter 4

# Using Your Basic Applications

Your Palm III™ organizer includes these basic applications:

- Date Book
- Address Book
- To Do List
- Memo Pad
- Calculator
- Expense

This chapter is divided into three sections:

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

# Overview of basic applications

## Date Book



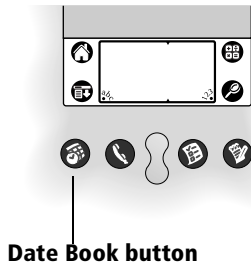
Date Book lets you quickly and easily schedule appointments or any kind of activity associated with a time and date.

### In Date Book, you can do the following:

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

### To open Date Book:

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



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



# Address Book



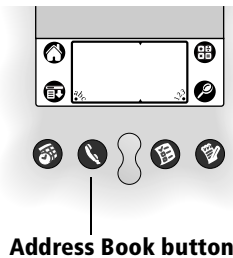
Address Book enables you to keep names, addresses, phone numbers, and other information about your personal or business contacts.

## In Address Book, you can do the following:

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

## To open Address Book:

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



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

## To Do List



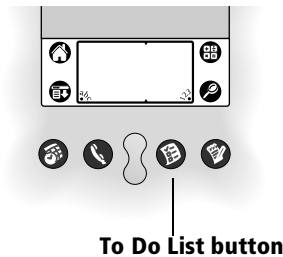
To Do List is a convenient place to create reminders and prioritize the things that you have to do.

### In To Do List, you can do the following:

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

### To open To Do List:

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



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

## Memo Pad



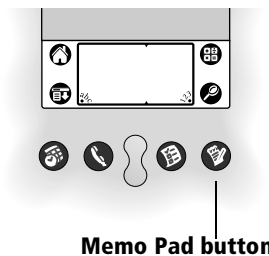
Memo Pad provides a place to take notes that are not associated with records in Date Book, Address Book, or To Do List.

### In Memo Pad, you can do the following:

- Take notes or write any kind of message on your connected organizer.
- Drag and drop memos into popular computer applications like Microsoft Word when you synchronize using Palm™ Desktop software and HotSync® technology.
- Assign memos to categories so that you can organize and view them in logical groups.
- Write down phone numbers and other types of information. Later, you can copy and paste this information to other applications.

### To open Memo Pad:

- Press the Memo Pad application button on the front panel of your organizer. Memo Pad opens to display the last Memo Pad screen that you viewed.



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

## Calculator



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

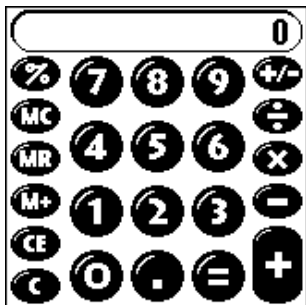
### In Calculator, you can do the following:

- Perform basic calculations.
- Store and retrieve values.


- Display the last series of calculations, which is useful for confirming a series of “chain” calculations.

**To open Calculator:**

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





## Expense

-  Expense lets you keep track of your expenses and then transfer the information to a spreadsheet on your computer.

**In Expense, you can do the following:**

- Record dates, types of expenses, amount spent, payment method, and other details associated with any money that you spend.
- Assign expense items to categories so that you can organize and view them in logical groups.
- Keep track of vendors (companies) and people involved with each particular expense.
- Log miles traveled for a particular date or expense category.
- Sort your expenses by date or expense type.
- Transfer your expense information to a Microsoft Excel spreadsheet (version 5.0 or later) on your computer. (Microsoft Excel is *not* included in the Palm III™ organizer package.)

**To open Expense:**

1. Tap the Applications icon .
2. Tap the Expense icon .

## Common tasks

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

### Creating records

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

#### To create a record:

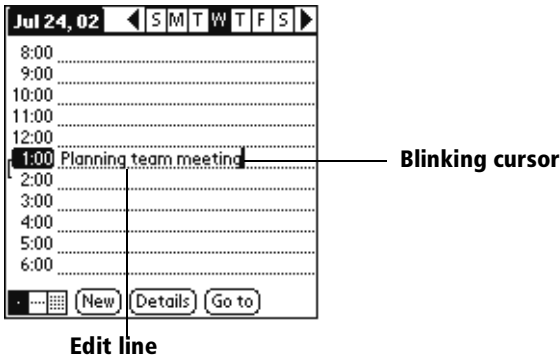
1. Select the application in which you want to create a record.
2. Tap New.
3. In Date Book only: Select start and end times for your appointment and tap OK.
4. Enter text for the record.
5. (Optional) Tap Details to select attributes for the record.
6. In Address Book and Memo Pad only: Tap Done.

There’s no need to save the record because your organizer saves it automatically.

### Editing records

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

- A blinking cursor
- One or more edit lines



## Entering text

For information on how to enter text using Graffiti writing, the onscreen keyboard, or the keyboard attached to your computer, see Chapter 2.

## Edit menu

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

### To select text in an application:

1. Tap the beginning of the text that you want to select.
2. Drag the stylus over the text to highlight it (in black).

**Note:** You can drag *across* the text to select additional words, or drag *down* to select a group of lines.


The following commands may appear in an Edit menu:

<b>Undo</b>	Reverses the action of the <i>last edit</i> command. For example, if you used Cut to remove text, Undo restores the text you removed. Undo also reverses deletions done by using backspace.
<b>Cut</b>	Removes the selected text and stores it temporarily in the memory of your organizer. You can paste the text you cut into another area of the current application or into a different application.
<b>Copy</b>	Copies the selected text and stores it temporarily in the memory of your organizer. You can paste the text that you copy into another area of the current application or into a different application.
<b>Paste</b>	Inserts the text that you cut or copied at the selected point in a record. The text you paste replaces any selected text. If you did not previously cut or copy text, Paste does nothing.
<b>Select All</b>	Selects all of the text in the current record or screen. This enables you to cut or copy all of the text and paste it elsewhere.

- Keyboard** Opens the onscreen keyboard. When you finish with the onscreen keyboard, tap Done.
- Graffiti Help** Opens screens that show all the Graffiti character strokes. Use this command anytime you forget a stroke for a character.

## Deleting records

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

1. Select the record you want to delete.
2. Tap the Menu icon .
3. Tap Record, and then tap the Delete command:

Date Book: Delete Event

Address Book: Delete Address

To Do List: Delete Item

Memo Pad: Delete Memo

Expense: Delete Item

A confirmation dialog box appears. If you want to save a copy of the deleted item to an archive file in Palm Desktop software, be sure that the check box is checked. If you don't want to save a copy, tap the check box to remove the check.

4. Tap OK.

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

### Other ways to delete records

You can also delete records in the following ways:

- In the Details dialog box of the application, tap Delete, and then tap OK.
- Delete the text of the record.

**Note:** In Date Book, if you delete the text of a repeating event, you delete all instances of that event.

## Purging records


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

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

Purging is also available in Mail. See Chapter 5 for more information.

Purging is not available in Address Book or Memo Pad, so delete outdated records from these applications.

### To purge records:

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

A confirmation dialog box appears.

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

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

4. Tap OK.

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

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

## Exchanging and updating data: HotSync operations

The HotSync process automatically synchronizes — that is, exchanges and updates — data between your organizer and Palm Desktop software. Changes you make on your organizer or Palm Desktop



software appear in both places after a HotSync operation. HotSync technology synchronizes only the needed portions of files, thus reducing synchronization time.

You can synchronize your data by connecting your organizer directly to your computer with the cradle or indirectly with a modem or network. See Chapter 6 for information about performing HotSync operations via a modem or network.

### **Performing a HotSync operation for the first time**

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

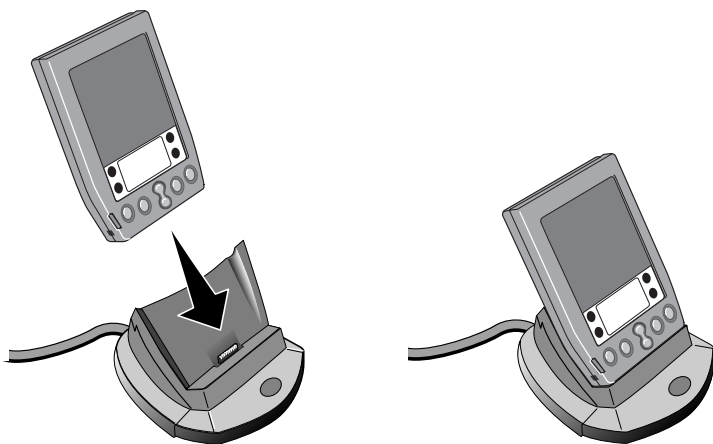
If you are a System Administrator preparing several organizers for a group of users, you may want to create a user profile. See "Creating a user profile" in Chapter 6 before performing the following steps.

**Important:** You must perform your *first* HotSync operation with a local, direct connection, rather than using a modem.


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

#### **To perform a local HotSync operation:**

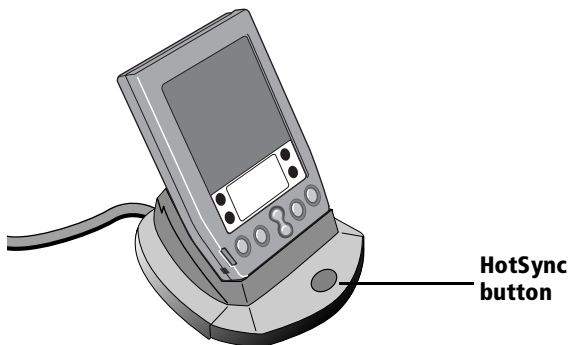
1. Insert your organizer into the cradle.



**Tip:** The bottom edge of the organizer should align smoothly with the cradle when it is inserted properly.

2. If the HotSync Manager is not running, start it: On the Windows desktop, click Start, and then choose Programs. Navigate to the Palm Desktop software program group and choose HotSync Manager. Alternatively, you can start the Palm Desktop software which automatically opens the HotSync Manager.
3. Press the HotSync button ™ on the cradle.

**Note:** If you are using an optional Hotsync cable instead of a cradle, click the HotSync Manager icon in the Windows system tray and select Local from the menu.



**Important:** The first time you perform a HotSync operation, you must enter a user name in the New User dialog box and click OK. Every organizer should have a unique name. To prevent loss of a user's records, never try to synchronize more than one organizer to the same user name.

The HotSync Progress dialog box appears and synchronization begins.



4. Wait for a message on your organizer indicating that the process is complete.

After the HotSync process is complete, you can remove your organizer from the cradle.

## Categorizing records

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

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

You can define up to 15 categories for each application.

### Default categories

Your organizer comes with two default categories: Business and Personal. In addition, the Address Book contains the QuickList category, which you can use as a quick reference of names, addresses, and phone numbers (such as emergency numbers, doctor, lawyer, etc.).

Expense contains two default categories, New York and Paris, to show how you might sort your expenses for different business trips.

You can rename or delete these default categories.

**Note:** The illustrations shown are from Address Book, but you can use these procedures in all the applications in which categories are available. Categories are not available in Date Book.

### To move a record into a category:

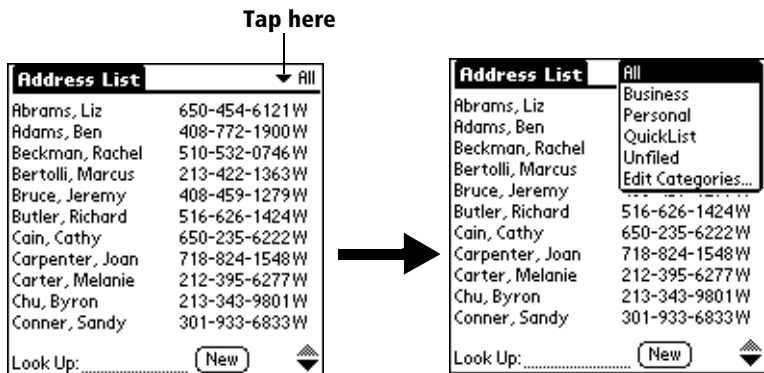
1. Select the record you want to categorize.
2. In Address Book only: Tap Edit.
3. Tap Details.
4. Tap the Category pick list to display the list of available categories.



5. Select the category for the record.
6. Tap OK.

## To display a category of records:

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



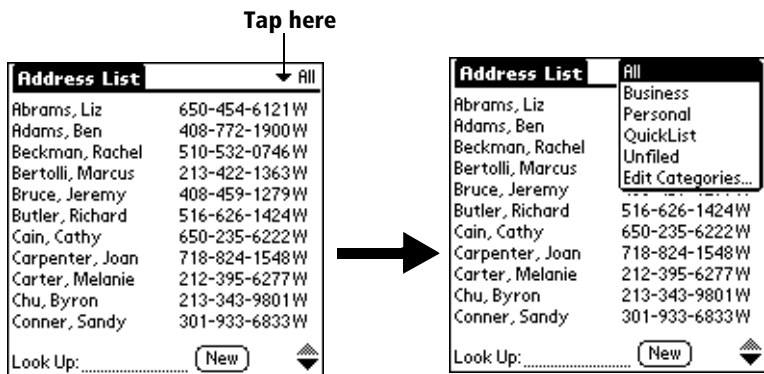
2. Select the category you want to view.

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

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

## To define a new category:

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



2. Tap Edit Categories.
3. Tap New.



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



5. Tap OK.

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

**To rename a category:**

1. Tap the category pick list in the upper-right corner of the screen.
2. Tap Edit Categories.
3. Select the category that you want to rename, and then tap Rename.



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



5. Tap OK.

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

## Finding records

Your organizer offers several ways to find information quickly:

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

## Looking up Address Book records

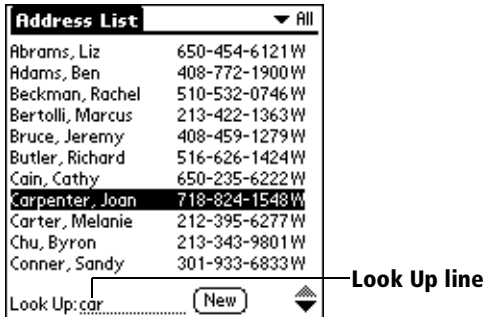
When working with Address Book, the scroll button on the front panel of the organizer makes it easy to navigate among your address entries.

- In the Address List screen, the scroll button moves up or down an entire screen of records. If you hold down the scroll button, you accelerate the scrolling and display every third screen.
- In the Address View screen, the scroll button moves to the previous or next address record.

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

### To look up an Address Book record:

1. Display the Address List screen.
2. Enter the first letter of the name you want to find.



The list scrolls to the first entry that begins with that letter. If you write another letter, the list scrolls to the first entry that starts with those *two* letters. For example, writing an “s” scrolls to “Sands,” and writing “sm” scrolls further to “Smith.” If you sort the list by company name, the Look Up feature scrolls to the first letter of the company name.

3. Tap the record to view its contents.

### Using Find

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

#### To use Find:

1. Tap the Find icon .

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

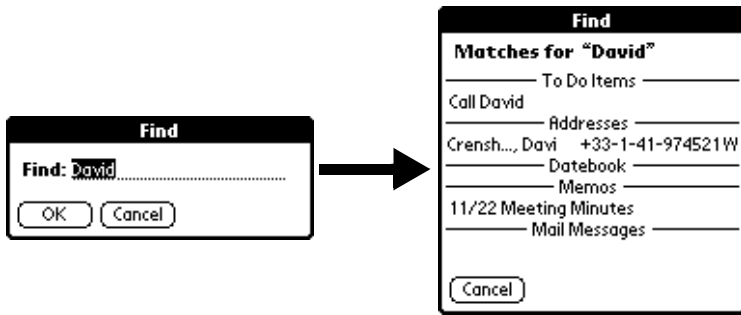
2. Enter the text that you want to find.

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

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

3. Tap OK.

Find searches for the text in all records and all notes.




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

4. Tap the text that you want to review.

### Using Phone Lookup

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

#### To use Phone Lookup:

1. Display the record in which you want to insert a phone number. The record can be in Date Book, To Do List, or Memo Pad.
2. Tap the Menu icon .
3. Tap Options, and then tap Phone Lookup.
4. Begin to spell the last name of the name you want to find.

The list scrolls to the first record in the list that starts with the first letter you enter. Continue to spell the name you're looking for, or when you see the name, tap it.





## 5. Tap Add.

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

### Phone Lookup tips

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

- **While entering text:** For example, to insert the full name and phone number for someone with the last name “Williams,” write the Graffiti characters for “Wi” and then the Phone Lookup Command stroke “/L.”

Assuming you have only one Address Book record that begins with “Wi,” your organizer inserts the full name “Williams” (and its associated information). If you have more than one name that begins with “Wi,” the Phone Lookup screen appears and highlights the first record that begins with “Wi.”

- **For selected text:** Drag to highlight the text, and then write the Phone Lookup Command stroke “/L.” Your organizer replaces the selected text and adds the name and its associated information.

### Looking up names to add to expense records

In Expense, Lookup displays the names in your Address Book that have data in the Company field. You can add these names to a list of attendees associated with an Expense record.

#### To add names to an Expense record:

1. Tap the Expense record to which you want to add names.
2. Tap Details.

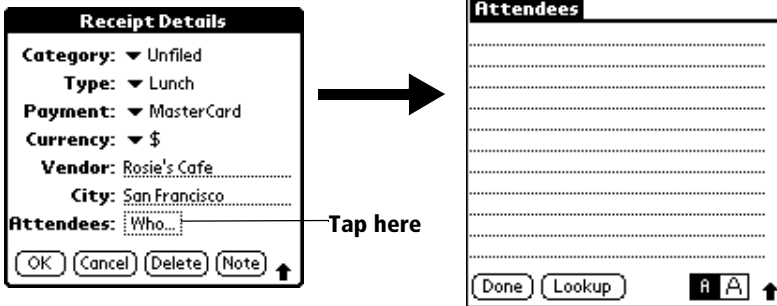


The screenshot shows a dialog box titled "Receipt Details" with the following fields and controls:

- Category:** ▾ Unfiled
- Type:** ▾ Lunch
- Payment:** ▾ Unfiled
- Currency:** ▾ \$
- Vendor:** .....
- City:** .....
- Attendees:** Who... (text input field)

At the bottom, there are four buttons: OK, Cancel, Delete, and Note, followed by an upward-pointing arrow icon.

3. Tap Who.



4. Tap Lookup.

The Attendees Lookup screen displays all the names in your Address Book that have data in the Company field.

5. Select the name you want to add, and then tap Add.

The name appears in the Attendees screen.

6. Repeat steps 4 and 5 to add more names.
7. Tap Done.
8. Tap OK.

## Sorting lists of records


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

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

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

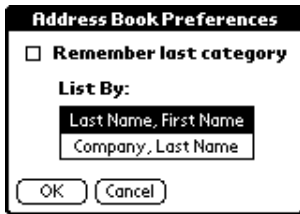
1. Open the application to display the List screen.
2. Tap Show.
3. Tap the Sort by pick list and select an option.
4. Tap OK.

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

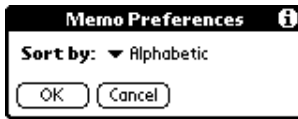
1. Open the application to display the List screen.
2. Tap the Menu icon .

3. Tap Options, and then tap Preferences.

**Address Book:**



**Memo Pad:**



4. Do one of the following:

**Address Book:** Tap the setting you want.

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

5. Tap OK.

To sort the Memo List manually, tap and drag a memo to a new location in the list.

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


## Making records private

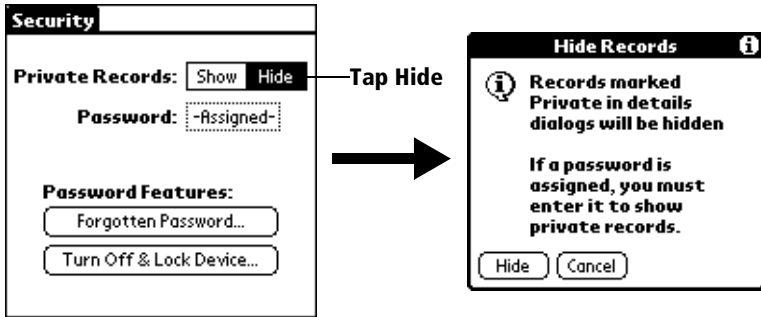
In all basic applications except Expense, you can make individual records private. Private records remain visible and accessible, however, until you select the Security setting to hide all private records. See “Security” in Chapter 3 for more information.

## Hiding private records

You can hide records that you mark as private. If you define a password for your organizer, you must enter it to display private records.


### To hide private records:

1. Tap the Applications icon .
2. Tap Security.
3. Tap Hide.



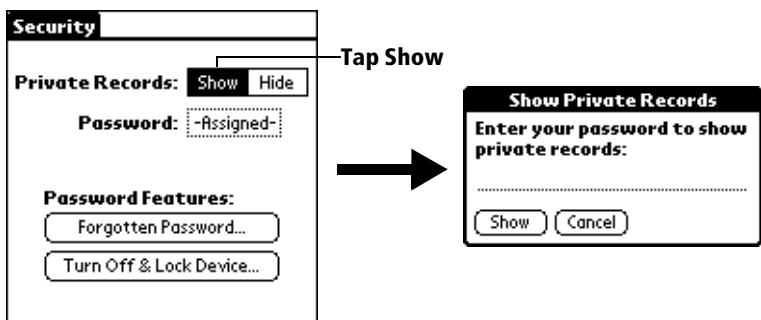
4. Tap Hide to confirm that you want to hide private records.

### To display private records:

1. Tap the Applications icon .
2. Tap Security.
3. Tap Show.

If you do not have a password, hidden records become visible.

If you have a password, the Show Private Records dialog box appears. Go to step 4.



4. Enter your password, and then tap Show.

### To make a record private:

1. Display the entry that you want to make private.
2. Tap Details.
3. Tap the Private check box to select it.
4. Tap OK.

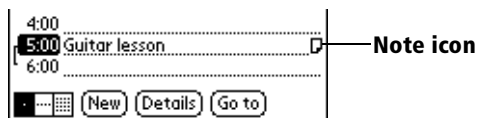
## Attaching notes

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

### To attach a note to a record:

1. Display the entry to which you want to add a note.
2. In Address Book only: Tap Edit.
3. Tap Details.
4. Tap Note.
5. Enter your note.
6. Tap Done.


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



### To review or edit a note:

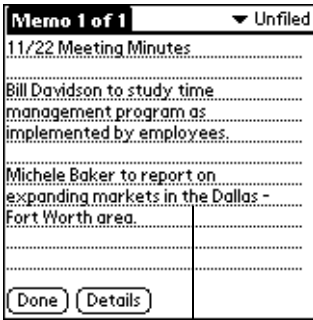
1. Tap the Note icon .

### To delete a note:

1. Tap the Note icon .
2. Tap Delete.
3. Tap Yes.

## Choosing fonts

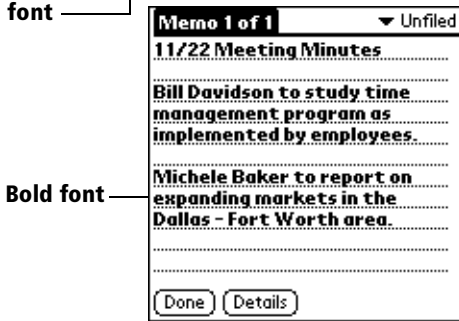
In all basic applications except Expense, you can change the font style to make text easier to read. You can choose a different font style for each application.



Small font




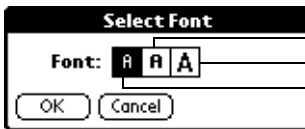
Large font



Bold font

### To change the font style:

1. Open an application.
2. Tap the Menu icon .
3. Tap Options, and then tap Font.
4. Tap the font style you want to use.



Tap here for bold font

Tap here for large font

Tap here for small font

5. Tap OK.

# Application-specific tasks

## Date Book

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

### Scheduling an event

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

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

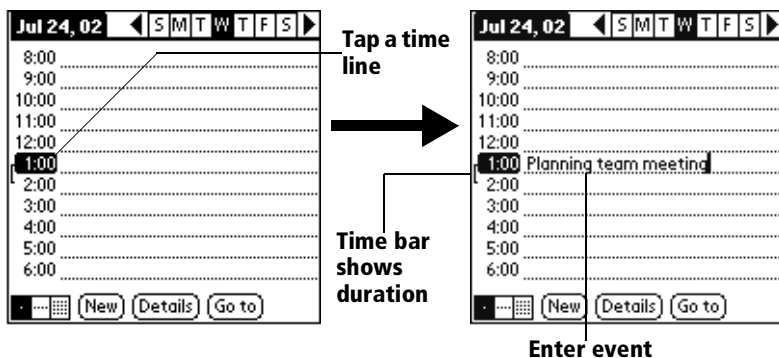
**Note:** It’s possible to schedule events that overlap, but Date Book makes it easy to find such conflicts. See “Spotting event conflicts” later in this chapter.

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

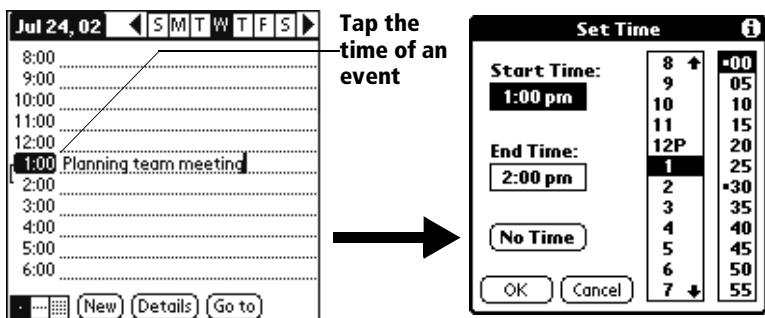
You can also schedule a repeating event, such as a weekly meeting, and continuous events, such as a three-day conference or a vacation.

### To schedule an event for the current day:

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

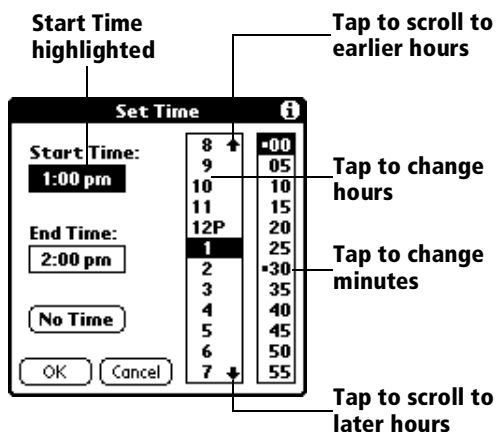


2. Enter a description of the event. You can enter up to 255 characters.
3. If the event is one hour long, skip to step 7. If the event is longer or shorter than an hour, tap the time of the event to open the Set Time dialog box.



**Tip:** You can also open the Set Time dialog (to select a start time) by making sure no event is selected, and then writing a number on the number side of the Graffiti writing area.

4. Tap the time columns on the right side of the Set Time dialog to set the Start Time.

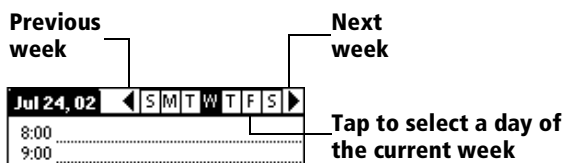


5. Tap the End Time box, and then tap the time columns to set the End Time.
6. Tap OK.
7. Tap a blank area of the screen to deselect the event. A vertical line appears next to the time, indicating the duration of the event.



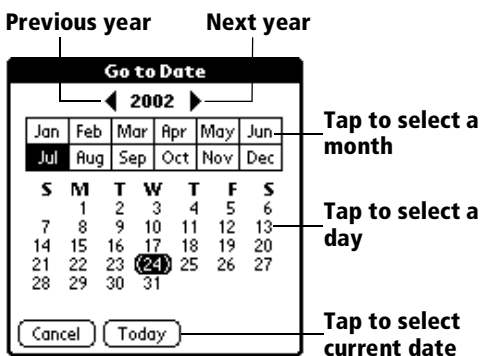
## To schedule an event for another day:

1. Select the date you want for the event by doing one of the following:
  - Tap the day of the week that you want in the date bar at the top of the screen. If necessary, tap the Previous week or Next week scroll arrows to move to another week.



**Tip:** You can also use the scroll button on the front panel of your organizer to move forward or backward one day at a time.

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

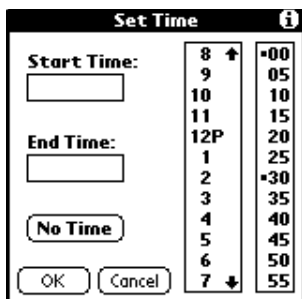


**Tip:** In the Go to Date dialog box, you can also use the scroll button on the front panel of the organizer to move forward or backward one month at a time.

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

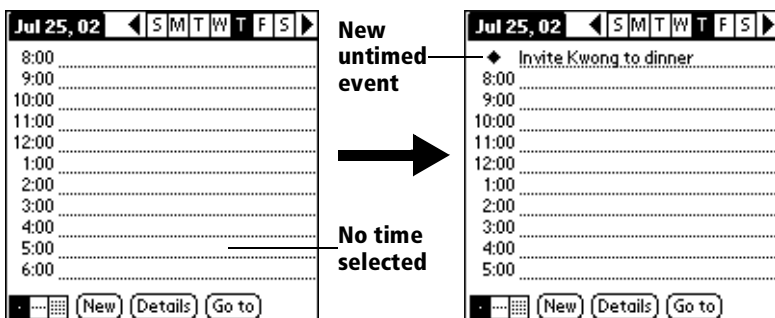
### To schedule an untimed event:

1. Select the date that you want for the event as described in "To schedule an event for another day."
2. Tap New.
3. Tap OK, so that no start or end times are defined for the new event.



**Tip:** You can also create a new untimed event by making sure no event is selected and then writing letters in the Graffiti writing area.

4. Enter a description of the event.



5. Tap a blank area on the screen to deselect the untimed event.

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

## Rescheduling an event


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

### To reschedule an event:

1. Tap the event you want to reschedule.
2. Tap Details.
3. To change the time, tap the Time box and select a new time.
4. To change the date, tap the Date box and select a new date.
5. Tap OK.

### Setting an alarm for an event

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

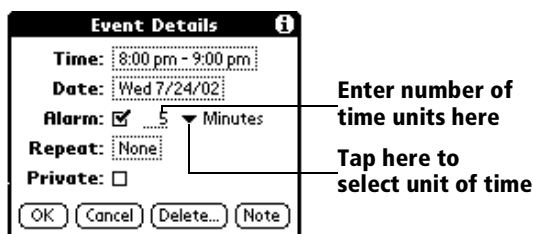
When you set an alarm, this icon  appears to the far right of the event with the alarm. When the alarm tone sounds, a reminder message also appears onscreen.

### To set an alarm for an event:

1. Tap the event to which you want to assign an alarm.
2. Tap Details.
3. Tap the Alarm check box to select it.

The default setting, 5 Minutes, appears.

4. Tap the pick list to select Minutes, Hours, or Days.
5. Select the 5 and enter any number from 0 to 99 (inclusive) as the number of time units.



6. Tap OK.

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

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

### Scheduling repeating or continuous events

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

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

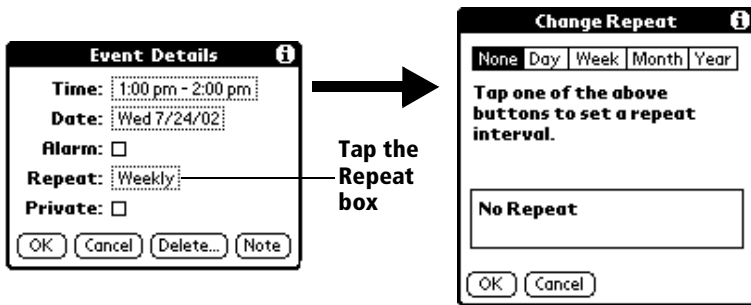
A business trip or a vacation is an example of a continuous event.

#### To schedule a repeating or continuous event:

1. Tap the event.

Typically, a continuous event is an untimed event.


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




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

For a continuous event, tap Day.

5. Enter a number that corresponds to how often you want the event to repeat on the Every line.  
For example, if you select Month and enter the number 2, the event repeats every other month.
6. To specify an end date for the repeating or continuous event, tap the End on pick list and tap Choose Date. Use the date picker to select an end date.
7. Tap OK.

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

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

- If you change the start date of a repeating event, your organizer calculates the number of days you moved the event. Your organizer then automatically changes the end date to maintain the duration of the repeating event.
- If you change the repeat interval (e.g., daily to weekly) of a repeating event, past occurrences (prior to the day on which you change the setting) are not changed, and your organizer creates a new repeating event.
- If you change the date of an occurrence of a repeating event (e.g., from January 14th to January 15th) and apply the change to all occurrences, the new date becomes the start date of the repeating event. Your organizer adjusts the end date to maintain the duration of the event.
- If you change other repeat settings (e.g., time, alarm, private) of a repeating event and apply the change to all occurrences, your organizer creates a new event. The start date of this new event is the day on which the setting is changed. Past occurrences (prior to the day of the change) are not changed.
- If you apply a change to a single occurrence of a repeating event (e.g., time), that occurrence no longer shows the Repeat icon .

### **Changing the Date Book view**

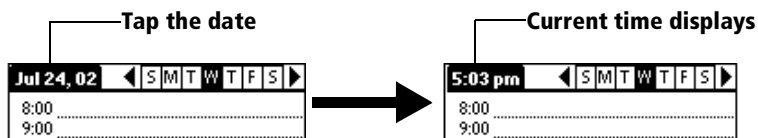
In addition to displaying the time list for a specific day, you can also display a whole week or month. You can also display the current time.

#### **To cycle through Day, Week, and Month views:**

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

### To display the current time:

- Tap the date in the date bar to display the current time. After a few seconds, the date reappears.



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

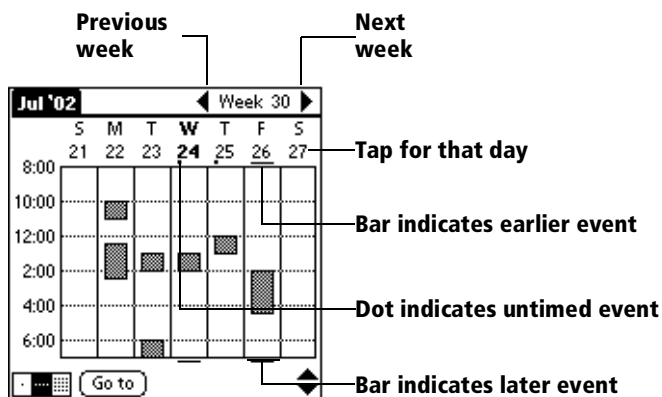
### To display the Week View:

1. Tap the Week View button.

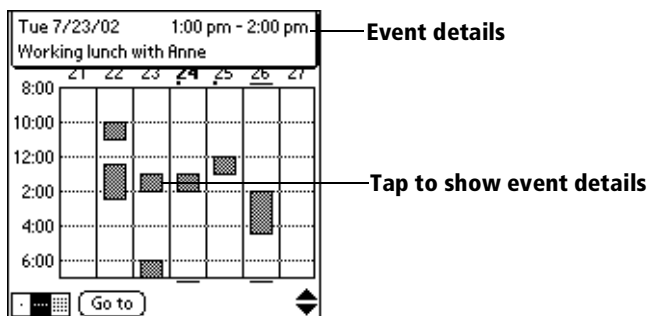


2. Tap the navigation controls to move forward or backward a week at a time, or to display details of an event.


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



3. Tap an event to show a description of the event.



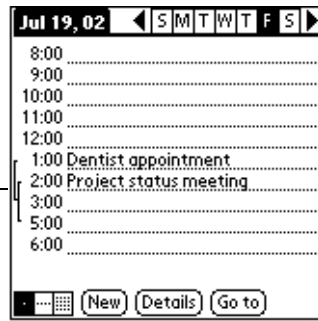
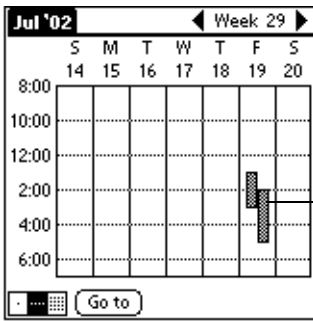
**Tips for using Week View:** Keep the following points in mind.

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

### Spotting event conflicts

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

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



Event conflicts

## Working in Month View

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



Previous/next month

Dashed line indicates continuous event

Dots on right side indicate events

Dots below date indicate untimed events

Month View button

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

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

- Tap a day in the Month View to display that day in the Day View.
- Tap the scroll arrows in the upper-right corner to move forward or backward a month.
- Tap Go to to open the date selector and select a different month.
- Use the scroll button on the front panel of your organizer to move between months. Press the upper half of the button to display the previous month, the lower half to display the next month.

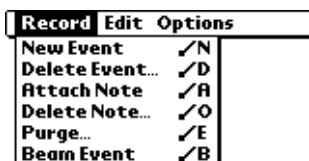


## Date Book menus, preferences, and display options

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

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

### Record menu



### Options menu




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



- **Show Time Bars.** Activates the time bars that appear in the Day View. The time bars show the duration of an event and illustrate event conflicts.
- **Compress Day View.** Controls how times appear in the Day View. When Compress Day View is off, all time slots display. When it is on, start and end times display for each event, but blank time slots toward the bottom of the screen disappear to minimize scrolling.
- **Month View settings.** These check boxes apply to the Month View of the Date Book. You can activate any or all of these settings to show that you have Timed, Untimed, or Daily Repeating events in the Month View *only*.

## Preferences



- **Start/End Time.** Defines the start and end times for Date Book screens. If the time slots you select do not fit on one screen, you can tap the scroll arrows  to scroll up and down.
- **Alarm Preset.** Automatically sets an alarm for each new event. The silent alarm for untimed events is defined by minutes, days, or hours before midnight of the date of the event.
- **Alarm Sound.** Sets the tone of the alarm.
- **Remind Me.** Defines how many times the alarm sounds. The choices are Once, Twice, 3 Times, 5 Times, and 10 Times.
- **Play Every.** Defines how often the alarm sounds. The choices are Minute, 5 minutes, 10 minutes, and 30 minutes.

## About Date Book

Shows version information for Date Book.

# Address Book

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


## Creating an Address Book entry

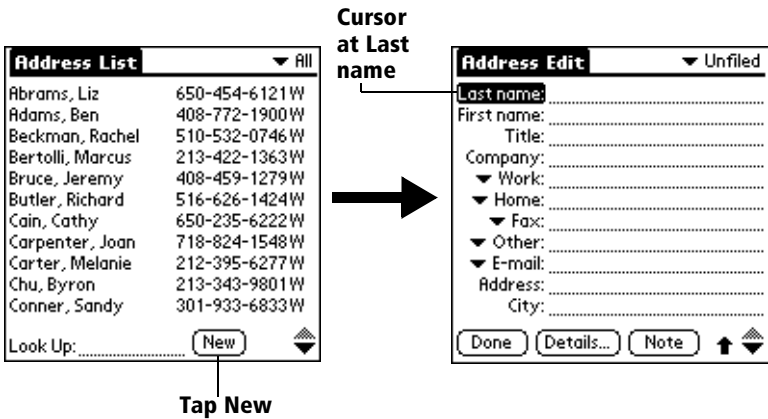
A record in Address Book is called an “entry.” You can create entries on your organizer, or you can use Palm Desktop software to create entries on your computer and then download the entries to your organizer with your next HotSync operation.

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

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

### To create a new Address Book entry:

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




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

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

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



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

5. Enter the person's first name in the First Name field.
6. Enter the other information that you want to include in this entry.
7. Tap the scroll arrows  to move to the next page of information.
8. After you finish entering information, tap Done.

**Tap Done**

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

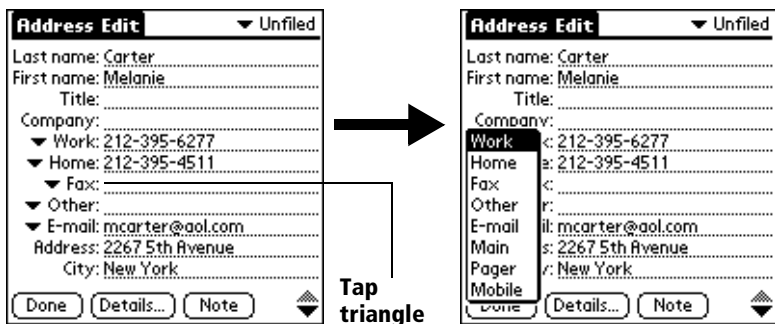
## Selecting types of phone numbers

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

### To select other types of phone numbers in an entry:

1. Tap the entry that you want to change.
2. Tap Edit.

3. Tap the pick list next to the label you want to change.



4. Select a new label.

### Changing Address Entry details

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

#### To open the Address Entry Details dialog box:

1. Tap the entry whose details you want to change.
2. Tap Edit.
3. Tap Details.



4. Select any of the following settings:

**Show in List** Select which type of phone or other information appears in the Address List screen. Your options are Work, Home, Fax, Other, and E-mail.

**Category** Assign the entry to a category.

**Private** Hide this entry when Security is turned on.

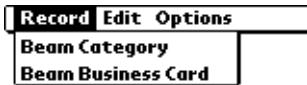
## Address Book menus

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

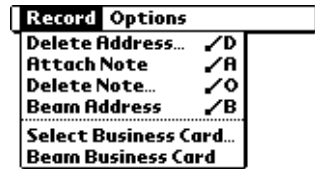
See “Using menus” in Chapter 1 for information about choosing menu commands.

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

### Record menus



Address List



Address View

### Options menus

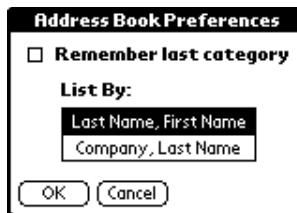


Address List



Address View

### Preferences



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

**Rename Custom Fields**

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



**About Address Book**


Shows version information for Address Book.

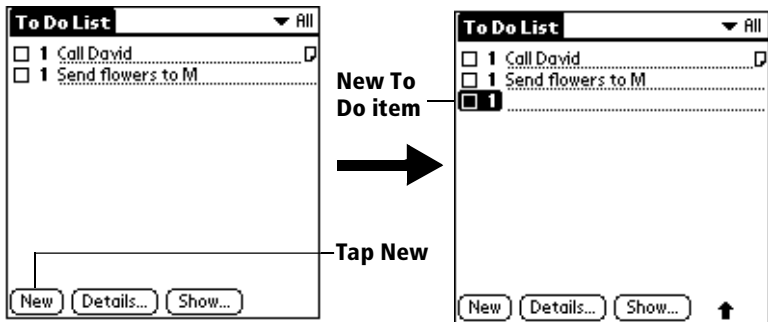


## To Do List

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

### To create a To Do List item:

1. Press the To Do List application button  on the front of your organizer to display the To Do List.
2. Tap New.



3. Enter the text of the To Do List item. The text can be longer than one line.
4. Tap anywhere onscreen to deselect the To Do List item.

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

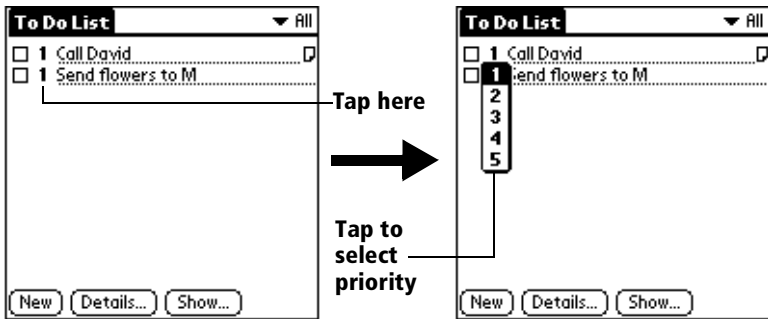
### Setting priority

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

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

### To set the priority of a To Do List item:

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



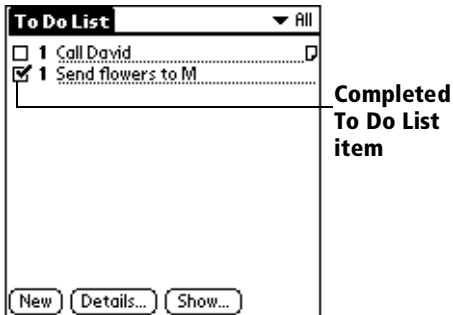
2. Tap the Priority number that you want to set (1 is most important).

### Checking off a To Do List item

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

#### To check off a To Do List item:

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



### Changing To Do List item details

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

### To display the To Do Item Details dialog box:

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

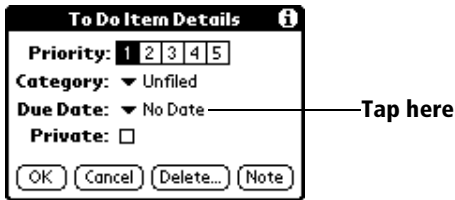


### Setting a due date

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

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

1. In the Details dialog box, tap “No Date” to open the Due Date pick list.



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

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

3. Tap OK.

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

## To Do Show Options

The Show Options dialog box enables you to control the appearance of To Do List.

### To change the Show Options settings:

1. In To Do List, tap Show.



2. Select any of the following settings:

#### **Show Completed Items**

Displays your completed items in the To Do List. If you turn off this setting, your To Do items disappear from the list when you complete (check) them.

Items that no longer appear on the list because you turn off this setting have not been deleted. They are still in the memory of your organizer. Purge completed items to remove them from memory.

#### **Show Only Due Items**

Shows only the items that are currently due, past due, or have no due date specified. When this setting is active, items that are not yet due do not appear in the list until their due date.

#### **Record Completion Date**

Replaces the due date with the actual date when you complete (check) the item. If you do not assign a due date to an item, the completion date still records when you complete the item.

**Show Due Dates** Displays the due dates associated with items in the To Do List and displays an exclamation mark next to items that remain incomplete after the due date passes.

**Show Priorities** Shows the priority setting for each item.

**Show Categories** Shows the category for each item.

3. Tap OK.

### To Do List menus

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

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

### Record menu



### Options menu




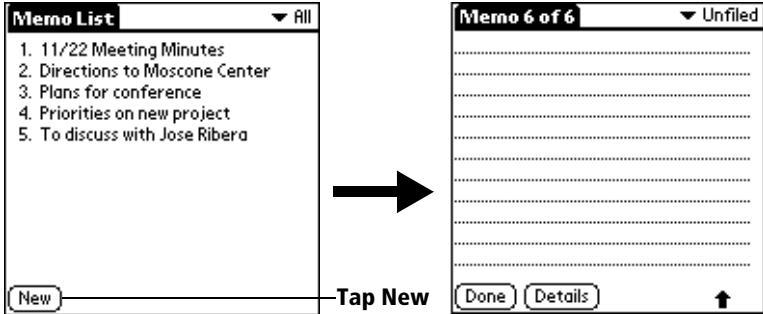
**About To Do List** Shows version information for To Do List.

## Memo Pad

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

### To create a new memo:

1. Press the Memo Pad application button  on the front of your organizer to display the Memo List.
2. Tap New.



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

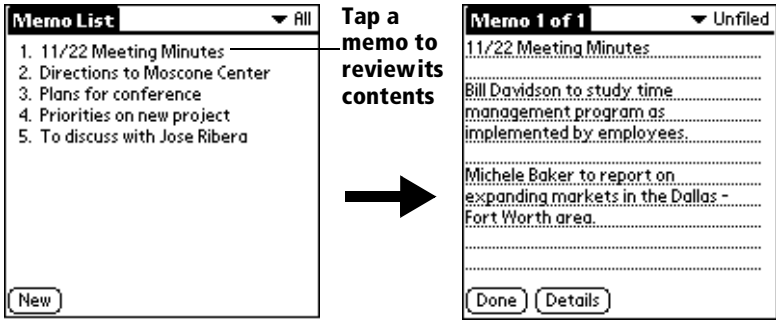
3. Enter the text you want to appear in the memo. Use the carriage return stroke to move down to new lines in the memo.
4. Tap Done.

### Reviewing memos

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

## To review a memo:

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



2. Review or edit the text in the memo.
3. Tap Done.

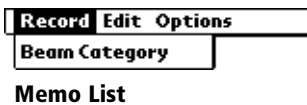
## Memo Pad menus

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

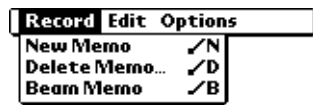
See “Using menus” in Chapter 1 for information about choosing menu commands.

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

## Record menus

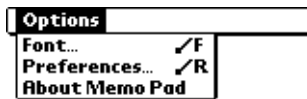


Memo List



Memo screen

## Options menus



Memo List



Memo screen

<b>Go to Top of Page</b>	Moves to the top (first) line of the memo.
<b>Go to Bottom of Page</b>	Moves to the bottom (last) line of the memo.
<b>Preferences</b>	Displays the Memo Preferences dialog box, where you define the sort order for memos.
<b>About Memo Pad</b>	Shows version information for Memo Pad.



## Calculator

The Calculator includes several buttons to help you perform calculations.



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



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



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



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



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




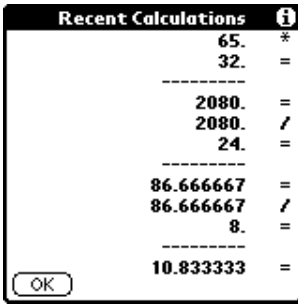
Clears any value that is stored in the Calculator memory.

## Recent Calculations

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

### To display recent calculations:

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



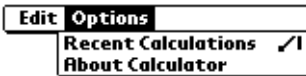
3. After you finish reviewing the calculations, tap OK.

### Calculator menus

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

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

### Options menus



#### About


Shows version information for Calculator.

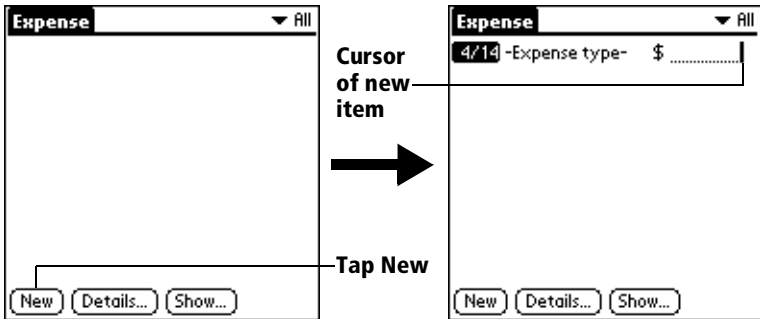
#### Calculator

## Expense

Expense enables you to record the date, expense type, and the amount that you spent. A record in Expense is called an “item.” You can sort your Expense items into categories or add other information that you want to associate with the item.

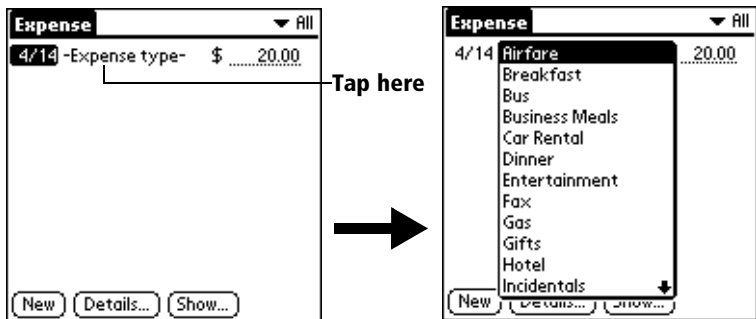
### To create an Expense item:

1. Tap the Applications icon .
2. Tap Expense.
3. Tap New.



**Tip:** You can also create a new Expense item by writing on the number side of the Graffiti writing area while in the Expense List screen. The first number you write begins your new Expense item.

4. Enter the amount of the expense.
5. Tap the Expense type pick list and select a type from the list.



**Note:** As soon as you select an expense type, your organizer saves your entry. If you do not select an expense type, it does not save the entry.

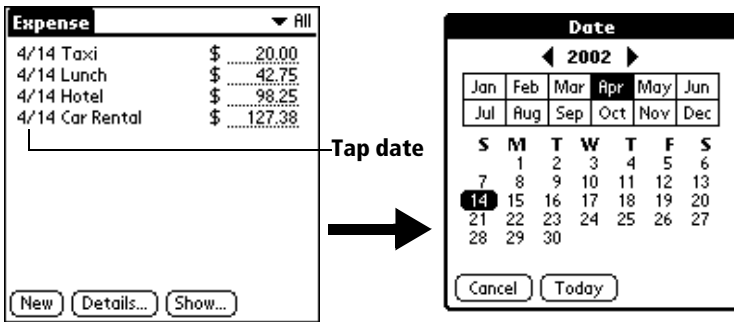
**Tip:** A quick way to create a new Expense item is to make sure that no Expense item is selected in the Expense List, write the first letter(s) of the expense type, and then write the numerical amount of the Expense item. This technique takes advantage of the automatic fill feature. See “Options menu” later in this chapter for details.

### Changing the date of an Expense item

Initially, Expense items appear with the date you enter them. You can use Expense to change the date associated with any Expense item.

#### To change the date of an Expense item:

1. Tap the Expense item you want to change.
2. Tap the date of the selected item.



3. Tap the new date.

### Entering receipt details

Expense provides a variety of options that you can associate with an item. These options appear in the Receipt Details dialog box.

#### To open the Receipt Details dialog box:

1. Tap the Expense item to which you want to assign details.
2. Tap Details.



3. Select any of the following options:

<b>Category</b>	See “Categorizing records” earlier in this chapter.
<b>Type</b>	Opens a pick list of expense types.
<b>Payment</b>	Lets you choose the payment method used to pay the Expense item. If the item is prepaid (such as airline tickets supplied by your company), you can choose Prepaid to place your expense in the appropriate company-paid cell of your printed expense report spreadsheet. See “Transferring your data to Microsoft Excel” later in this chapter for more information.
<b>Currency</b>	Enables you to choose the type of currency used to pay the Expense item. The default currency unit is defined in the Preferences dialog (see See “Options menu” later in this chapter). You can also display up to four other common types of currency. See “Customizing the Currency pick list” later in this chapter for more information.
<b>Vendor and City</b>	Lets you record the name of the vendor (usually a company) associated with the expense and the city where the expense was incurred. For example, a business lunch might be at Rosie's Cafe (Vendor) in San Francisco (City).
<b>Attendees</b>	See “Looking up names to add to expense records” earlier in this chapter.

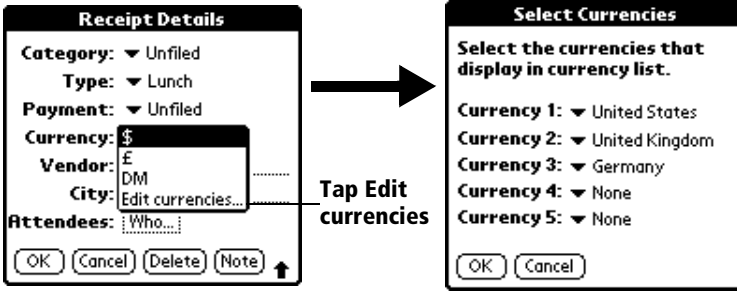
4. Tap OK.

### **Customizing the Currency pick list**

You can select the currencies and symbols that appear in the Currency pick list.

#### **To customize the Currency pick list:**

1. Tap the Currency pick list in the Receipt Details dialog box, and then select Edit currencies.




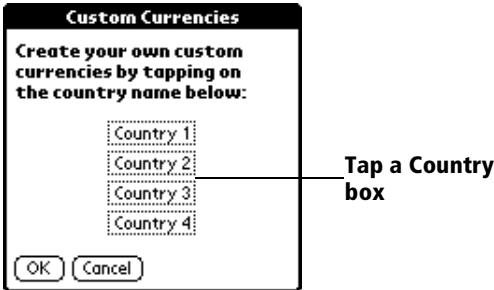
2. Tap each Currency pick list and select the country whose currency you want to display on that line.
3. Tap OK to close the Select Currencies dialog box.
4. Tap OK.

### Defining a custom currency symbol

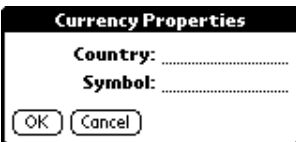
If the currency you want to use is not in the list of countries, you can create your own custom country and currency symbol.

#### To define a custom currency symbol:

1. Tap the Menu icon .
2. Tap Options, and then tap Custom Currencies.
3. Tap one of the four Country boxes.



4. Enter the name of the country and the symbol that you want to appear in Expense.



5. Tap OK to close the Currency Properties dialog box.

6. Tap OK.

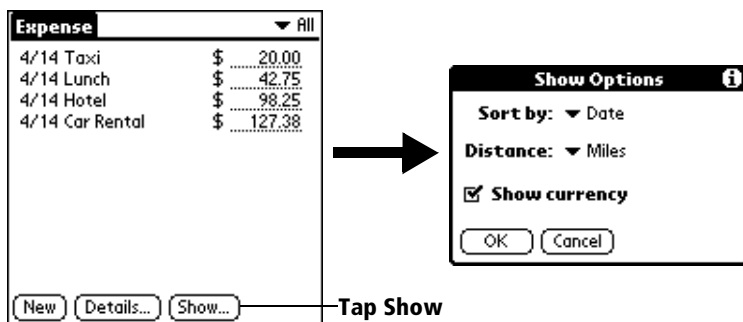
**Note:** If you want to use your custom currency symbol as the default for all Expense items, select the symbol in the Preferences dialog box. If you want to use your custom currency symbol only for a particular Expense item, select the symbol in the Receipt Details dialog box associated with that item.

## Show Options

Show Options define the sort order and other settings that relate to your Expense items.

### To open the Show Options dialog box:

1. In the Expense List, tap Show.
2. Select any of the options.



**Sort by** Enables you to sort expense items by date or type.

**Distance** Enables you to display Mileage entries in miles or kilometers.

**Show currency** Shows or hides the currency symbol in the Expense List.

3. Tap OK.

## Transferring your data to Microsoft Excel

After you enter your expenses into the Expense application on your organizer, Palm Desktop software enables you to view and print the data with your computer.

**Note:** You need Microsoft Excel version 5.0 (or later) to view and print your Expense data using one of the provided templates. Microsoft Excel is *not* included with the Palm III organizer package. The procedures in this section also assume that you have installed Palm Desktop software. See “Connecting the cradle” in Chapter 1 for more information.

## Creating or printing an expense report

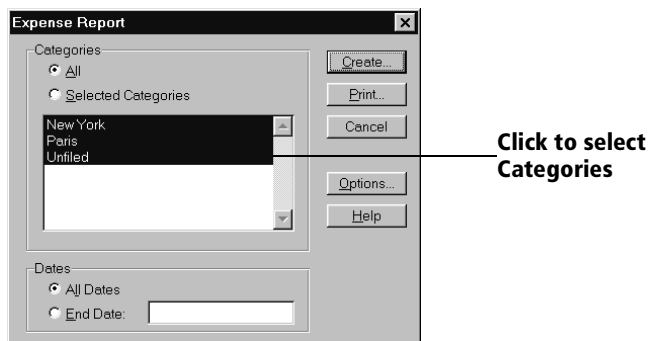
Palm Desktop software makes it quick and easy to view and print your Expense data in a Microsoft Excel spreadsheet.

### To create or print an expense report:

1. Perform a HotSync operation to transfer your latest Expense data to your computer.
2. Click Expense in Palm Desktop software to open Microsoft Excel and the Expense Report configuration dialog box.

**Note:** If you launch Expense from the Start menu instead of Palm Desktop software, you must first choose your organizer user name.

3. Click the expense category that you want.



**Tip:** You can press Ctrl+click to select multiple categories. To print the expenses associated with all of your Expense categories, select All in the Categories group.

4. If you want to define an end date for the expense report, enter the date in the End Date box.

**Note:** If you do not specify an end date, all expense entries for the selected categories appear — up to the date of the last HotSync operation.



5. Do one of the following:

Click Print to display the expense report in the Print Preview window, and then click Print in the Microsoft Excel window to print your expense report.

Click Create to display a Microsoft Excel spreadsheet containing your expense data. Your data appears in Microsoft Excel spreadsheet form. You can enter information, make formatting changes, and save and print the file in the normal manner.

### **Using expense report templates**

Palm Desktop software includes several expense report templates. When you use one of these templates, you can edit your expense data in Microsoft Excel.

The templates have the extension .xlt and are stored in the template folder in the Palm Desktop software directory on your computer. To see what a template looks like before you use it, open the template in Microsoft Excel. For example, the template Sample2.xlt looks like this:

Sample2.xlt

	1	2	3	4	6	8	10	12	14	16	18	20	22	24	25
2	<b>Travel Expense Report</b>														
3	Expense date: _____ Expense month: _____ Expense year: _____													Date: 2/3/98	
4	From: _____ To: _____														
8	Date:														TOTAL
9	Bill to:														TOTAL
11	<b>LODGING</b>														
12	Lodging & Hotel														
13	Laundry														
14	Tips														
15	Lodging total														
17	<b>MEALS</b>														
18	Breakfast														
19	Lunch & Snacks														
20	Dinner														
21	Meals total														
23	<b>BUSINESS</b>														
24	Business meals														
25	Conference														
26	Entertainment														
27	Business total														
29	<b>TRANSPORTATION</b>														
30	Airfare														
31	Auto Rental														
32	Auto Maint./Gas														
33	Local Transportation														
34	Tolls/Parking														
36	Miles @ \$\$\$\$ / mile														
37	Trans. total														
39	<b>MISCELLANEOUS</b>														
40	Gifts														
41	Telephone & Fax														
42	Supplies														
43	Postage														
44	Other														
45	Misc. total														
47	<b>TOTAL</b>														
50														Less cash advance	
52														Due employee	
54														Due company	
56															
57	Expense equalizer	Exp #												Date	
58															
59	Expense equalizer	Exp #												Date	
60															
61	Expense equalizer	Exp #												Date	
62															
63															

Sample2

If you want to streamline or customize your expense reports, you can change these templates. For example, you can add your company name to a template. See Appendix C for information on changing templates.

## To view your expense data using a Microsoft Excel template:

1. Display your expense data in a Microsoft Excel spreadsheet as described in the previous procedure.
2. Click Options.



The dialog box titled "Expense Report Options" contains the following fields and controls:

- Name: [Text Field]
- Department: [Text Field]
- Phone No.: [Text Field]
- Project: [Text Field]
- Bill To: [Text Field]
- Buttons: OK, Cancel, Help
- Template section: Select an Expense template from the list. Dropdown menu showing "SAMPLE1.XLT".
- Local Currency section: Select a country name from the list below or type in your local currency's country. Dropdown menu showing "United States".

Enter name and other information

Choose expense template

3. Enter name, department, and other information as necessary for your expense report.
4. Click the Templates menu; then select an expense template.

**Note:** If you want to create your own custom expense template and have it appear in the Templates menu, see Appendix C for more information.

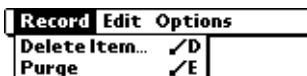
5. Click OK.

## Expense menus

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

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

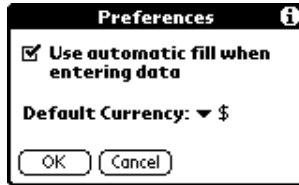
## Record menu



## Options menu



## Preferences



- **Use automatic fill.** Lets you select an expense type by writing the first letter of an expense type in the Graffiti writing area. For example, if you write the letter “T,” it enters the “Taxi” expense type. Writing “T” and then “E” enters “Telephone” which is the first expense type beginning with the letters “TE.”
- **Default currency.** Sets the default currency symbol for Expense.

**About Expense** Shows version information for Expense.

## Chapter 5

# Communicating Using Your Organizer

The previous chapter described the features of your Palm III™ organizer that help you stay organized. This chapter describes the features that help you stay connected.

- **Managing desktop E-Mail:** Using your organizer, you can read, reply to, compose, and delete e-mail from your desktop E-Mail application while you're away from your desk.
- **IR beaming:** The infrared port located at the top of your organizer lets you send data from your organizer — including entire applications — to any other Palm Computing® connected organizer that's close by and also equipped with an IR port.

## Managing desktop E-Mail away from your desk



Mail lets you manage the e-mail that you send and receive through the E-Mail application on your desktop computer. You can read, reply to, compose, and delete e-mail on your organizer. To send or receive e-mail, you must perform a HotSync® operation either locally, using the organizer cradle, or remotely, using a modem.

The key to Mail is that it truly synchronizes the mail in the Inbox of your desktop E-Mail application with the mail on your organizer. For example, if you delete e-mail items from Mail, your next HotSync operation also deletes the e-mail items from your desktop E-Mail application, so you never have to delete e-mail items twice. Similarly, if you read an e-mail item on your organizer and leave it in your Inbox, your next HotSync operation marks it as read in your desktop E-Mail application.

## **In Mail, you can do the following:**

- View, delete, file, and reply to incoming mail.
- Create outgoing e-mail items and drafts of e-mail items.
- Create simple or complex filters, which allow you to decide the type of e-mail that your organizer retrieves from your desktop E-mail application.
- Use your organizer in its cradle to send and retrieve e-mail items from your desktop E-Mail application.

## **Setting up Mail on the desktop**

Before you use Mail for the first time, make sure your desktop E-Mail application is up and running. You must also set up Palm™ Desktop software for use with your desktop E-Mail application.

Your organizer supports a number of desktop E-Mail applications, such as Microsoft Exchange (version 4.0 or higher), Eudora (version 3.0.3 or higher), and Lotus cc:Mail (versions 2.5, 6.0, and 7.0). You can see the full list of the supported applications when you set up Mail.


If your desktop E-Mail application does not appear on the list, you may still be able to manage your desktop E-Mail application from your organizer by means of special connection software, called a conduit, that lets you synchronize your desktop E-Mail application and your organizer. Contact the vendor of your E-Mail application or visit the web site <http://www.palm.com> for more information.

**Note:** The following instructions assume that you have already installed Palm Desktop software on your computer and that you did not set up Mail during the installation. If you have not yet installed the Palm Desktop software, the installation procedure prompts you to set up Mail as part of the Palm Desktop software installation.

### **To set up Mail:**

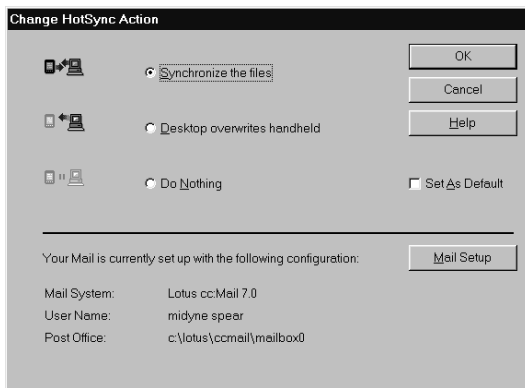
1. Click Start in the Windows taskbar.
2. Highlight Programs, highlight Palm Desktop software, and then click Mail Setup to begin setup.
3. Follow the instructions onscreen to set up your organizer for use with your desktop E-Mail application.

## To select HotSync options:

1. Click the HotSync icon  in the Windows system tray (bottom-right corner of the taskbar).
2. Choose Custom.

**Tip:** You can also choose Custom from the HotSync menu in Palm Desktop software.

3. Select Mail in the list box.
4. Click Change.




5. Click one of the following settings:

- |                                    |   |
|------------------------------------|---|
| <b>Synchronize the files</b>       | Synchronizes the mail on your organizer and your desktop E-Mail application.  |
| <b>Desktop overwrites handheld</b> | Replaces the mail on your organizer with the mail in your desktop E-Mail application. You should use this option only if, for some reason, the two inboxes get out of sync. This setting applies for only one HotSync operation and then reverts back to the default setting. |
| <b>Do Nothing</b>                  | Turns off communication between your organizer and desktop E-Mail application. This setting applies for only one HotSync operation and then reverts back to the default setting.  |
| <b>Set As Default</b>              | Changes the default setting on an ongoing basis. (When you first set up Mail, Synchronize the files is the default setting.)  |

**Tip:** To turn off Mail, select Do Nothing and then select the Set As Default check box.

### To change your Mail setup options:

1. Click the HotSync icon  in the Windows system tray.
2. Choose Custom.

**Tip:** You can also choose Custom from the HotSync menu in Palm Desktop software.

3. Select Mail in the list box.
4. Click Change.
5. Modify your settings as needed.
6. Click OK.

## Synchronizing Mail with your E-Mail application

After you enable and configure Mail, you need to perform a HotSync operation to synchronize Mail with your desktop E-Mail application. For a complete explanation of HotSync technology, see Chapter 6.

## Opening the Mail application on your organizer

### To open Mail:

1. Tap the Applications icon .
2. Tap the Mail icon .

## Viewing e-mail items

The Message List displays a list of your incoming e-mail items, who sent them, and the date they were received. E-mail items you've read have a check next to them. High-priority e-mail items appear in bold.

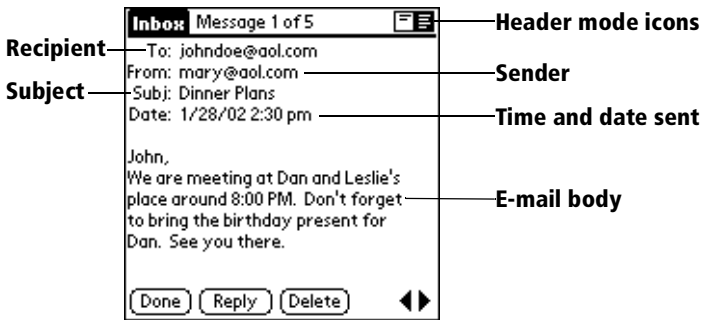


Previously read



### To open an e-mail item:

- Tap an e-mail item to open it.



### To close an e-mail item:

- Tap Done to close the e-mail item.

### Displaying full header information

By default, Mail displays abbreviated header information, which comprises only the From: and Subj: fields. The full header provides complete information about the sender, receiver, and copied recipients, in addition to the subject and date the e-mail item was created. Mail uses the header type you select for all your e-mail items.

### To display full header information:

1. Open an e-mail item.
2. Tap the Complete Header icon.

**Tip:** To redisplay the abbreviated header, tap the Abbreviated Header icon.

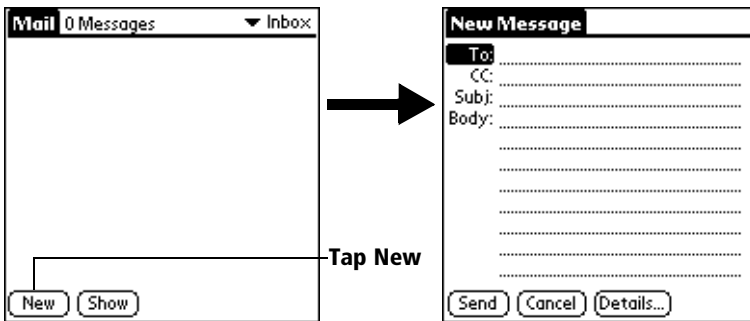
## Creating e-mail items

You create e-mail items with your organizer the same way you create e-mail with your desktop E-mail application: you identify the recipient(s) of the e-mail item, define a subject, and create the body of the e-mail item.

You create original e-mail items and replies in the New Message screen. All e-mail items must, at the very least, contain information in the To: and Subj: fields.

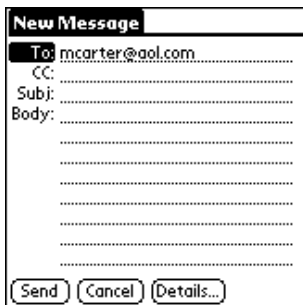
## To create an e-mail item:

1. Tap New.



**Tip:** You can also create an e-mail item by tapping New from the Message menu.

2. Enter the e-mail address of the recipient.

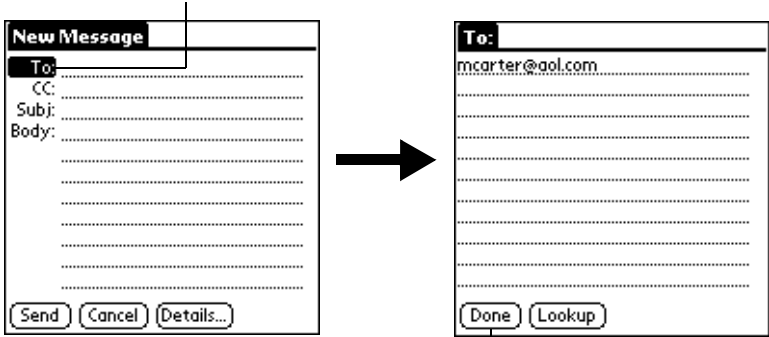


**Note:** Enter the address as if you were entering it from your desktop E-Mail application. For example, network users sending an e-mail item to a user on the same network do not need to add Internet information, such as @mycorp.com.

3. To send a copy of this e-mail item to additional recipients, tap the CC: field, and then enter the e-mail addresses of the additional recipients, separating the addresses with a comma followed by a space.
4. Tap the Subj: field and enter a subject for your e-mail item.
5. Tap the Body: field and enter the text of your e-mail item.

**Tip:** If the address, CC, subject, or body exceeds the capacity of the screen display, tap the name of the field (for example, tap "To:") to expand that field. Tap the Done button to return to the New Message screen.

**Tap the name of the field to open**



**Tap to return to New Message screen**

**To reply to an e-mail item:**

1. Tap an e-mail item in the Message List to display it onscreen.
2. Tap Reply.
3. Select whom you want to receive the reply: Sender only, All recipients, or someone who didn't see the original e-mail item (Forward).



4. Select whether you want to include original text or comment original text.
5. Tap OK.
6. Enter the text of your reply.

**Tip:** You have several options including setting the priority. See "Adding details to e-mail items" later in this chapter.

7. Tap Send to place your reply in the Outbox.

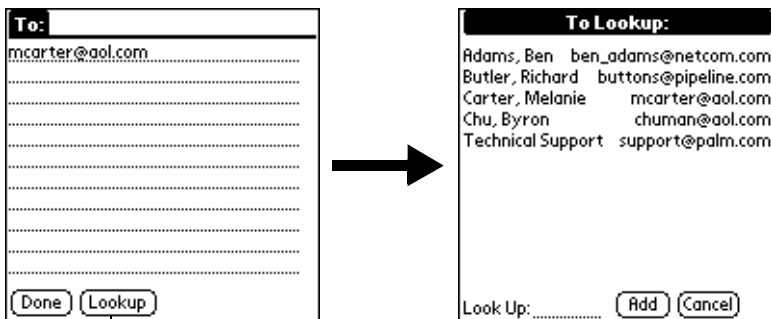
## Looking up an address

To identify the recipient of an e-mail item, you need to enter that person's e-mail address. You can do this either by entering the data directly into the field or by using the Look Up command to access the information in your Address Book.

### To look up an e-mail address:

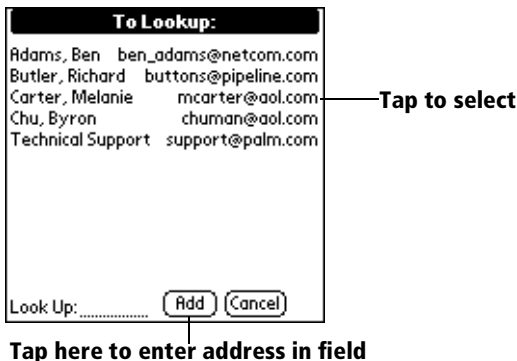
1. Tap either the To: or CC: field name to expand it.
2. Enter the first few letters of the last name of the person whose address you want to find.
3. Tap Lookup.
4. If the letters you enter identify a unique listing from your Address Book, your organizer completes the address for you. If not, the Lookup dialog box appears and lists all records that contain information in an E-mail field.

**Tip:** You can also open the Look Up dialog box in the New Message screen by tapping Lookup from the Options menu or by using the Graffiti® Command stroke /L.



**Tap Lookup**

5. Enter the first letter of the entry you want to find to scroll to the first entry that begins with that letter. If you write an additional letter, the list scrolls to the first entry that starts with those two letters. For example, writing an "s" scrolls to "Sanders," and writing "sm" scrolls to "Smith."
6. Tap an address to select it.
7. Tap Add.



## Adding details to e-mail items

Before you send your e-mail item, you can attach additional attributes to it, such as a signature or a priority level. These features are dependent on the desktop E-mail application you use. If your application does not support the attribute you select, your organizer cannot attach that attribute to the e-mail item.

The following details are available:

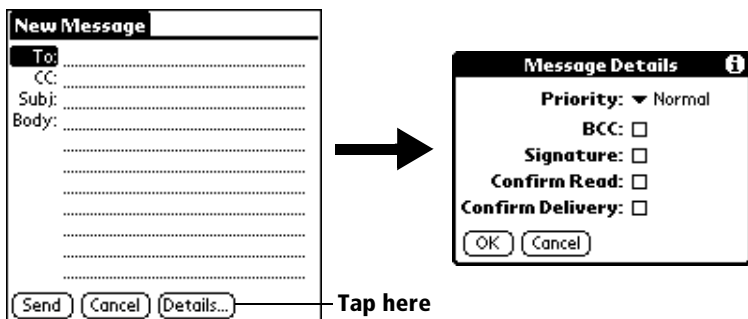
- |                         |  |
|-------------------------|--|
| <b>Priority</b>         | Flags an e-mail item as High, Normal, or Low priority.   |
| <b>BCC</b>              | Creates a blind carbon copy field in the New Message screen.   |
| <b>Signature</b>        | Attaches previously defined text as the closing of an e-mail item. See "Adding a signature to your e-mail item" later in this chapter. |
| <b>Confirm Read</b>     | Requests a confirmation telling you when the e-mail item was read.   |
| <b>Confirm Delivery</b> | Requests a confirmation telling you when the e-mail item was delivered.  |

**Note:** The Priority and BCC settings are valid only for the current e-mail item and must be set for each item you create.

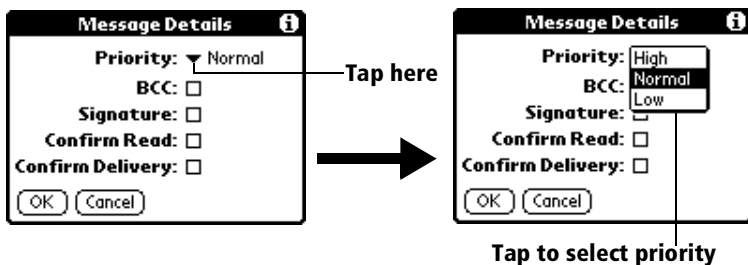
## Setting a priority

### To set a priority for your e-mail item:

1. In the New Message screen, tap Details.



2. Tap the Priority pick list and select the priority you want.



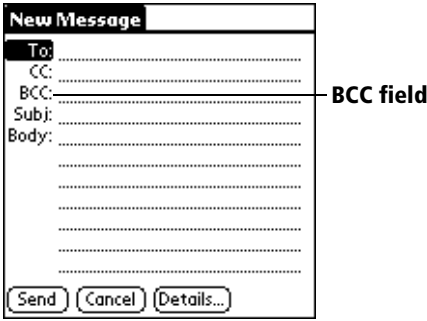
3. Tap OK.

**Tip:** Your organizer can flag e-mail items with a specific priority only if your desktop E-Mail application supports this feature.

## Sending a blind carbon copy

### To add a BCC field to your e-mail item:

1. In the New Message screen, tap Details.
2. Tap the BCC check box to select it.
3. Tap OK.




4. Tap the BCC: field and enter an address.

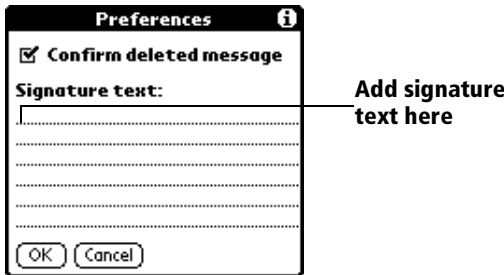
### Adding a signature to your e-mail item

A signature consists of information about yourself that is appended to your e-mail item as its closing. For example, a signature can contain your name, address, phone and fax numbers, and any other text you want to include. By defining such information as a signature, you save yourself the trouble of having to enter it every time you create an e-mail item.

Adding a signature to your message is a two-part process. First, you create your signature. Then you select the Signature option.

#### To create a signature:

1. Tap the Menu icon .
2. Tap Options, and then tap Preferences.
3. Tap the Signature text field and enter the text of your signature.



4. Tap OK.

### **To add a signature to your e-mail item:**

1. In the New Message screen, tap Details.
2. Tap the Signature check box to select it and add your signature to the e-mail item.

**Note:** The check box stays selected, so all subsequent e-mail items you create will also contain your signature until you deselect the Signature option.

3. Tap OK.

**Note:** The signature does not display in your e-mail item; only your recipient sees the signature.

### **Requesting confirmations**

#### **To receive a confirmation when your e-mail item is read:**

1. In the New Message screen, tap Details.
2. Tap the Confirm Read check box to select it.
3. Tap OK.

#### **To receive a confirmation when your e-mail item is delivered:**

1. In the New Message screen, tap Details.
2. Select the Confirm Delivery check box to select it.
3. Tap OK.

### **Storing e-mail to be sent later**

When you send e-mail from your organizer, it actually stores the e-mail in the Outbox folder until the next time you synchronize your organizer with your computer. During synchronization, all e-mail stored in the Outbox folder is transferred to the Outbox folder in your desktop E-Mail application. E-mail created on your organizer is sent out the next time you send mail from your desktop E-Mail application.

#### **To send e-mail:**

- After you create an e-mail item, tap Send.

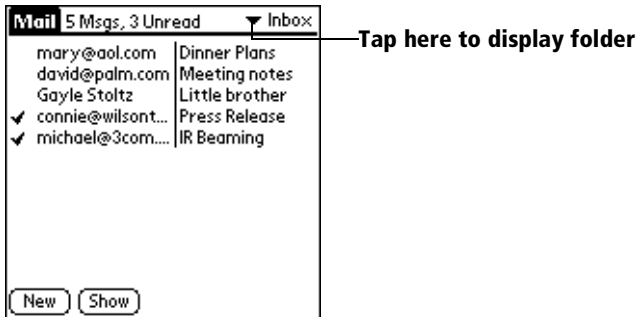
### **Editing unsent e-mail**

You can make changes to an e-mail that has not yet been sent, as long as you have not yet performed a HotSync operation. When you edit an e-mail item, your organizer removes the item from the Outbox folder and takes you back to the New Message screen, where you can edit the item and resend it, save it as a draft, or delete it.

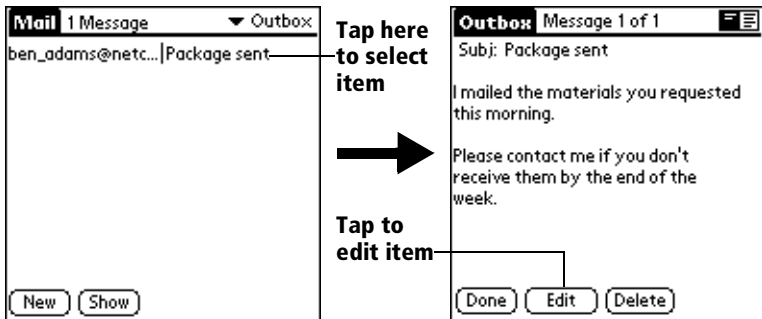


### To retrieve an e-mail item:

1. In the Message List, tap Outbox from the pick list in the upper-right corner.



2. Tap the e-mail item you want to retrieve.




3. Tap Edit.

### Draft e-mail

Sometimes you may not want to send an e-mail item immediately; for example, you may want to add additional information before sending it. Your organizer stores such e-mail items in the Draft folder until you are ready to edit them again.

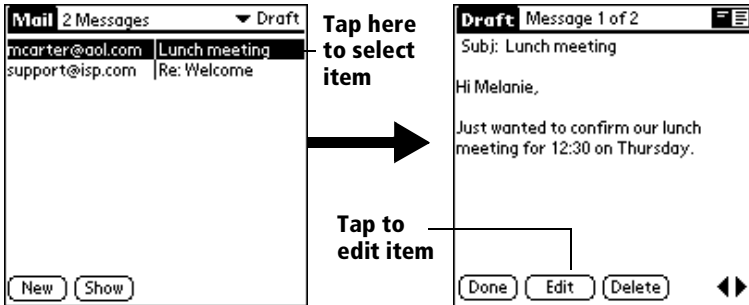
**Note:** When you're creating or editing an e-mail item, you can also save the item as a draft by canceling it. When you cancel an item, your organizer opens a dialog asking if you want to save the e-mail item. If you tap Yes, your organizer saves the item in the Draft folder.

### To save an e-mail item as a draft:

1. Create an e-mail item.
2. Tap the Menu icon .
3. Tap Message, and then tap Save Draft.

### To edit an e-mail item saved as a draft:

1. In the Message List, tap Draft from the pick list in the upper-right corner.
2. Tap the draft you want to display.




3. Tap Edit.
4. Enter your changes; then either save the e-mail item again as a draft, or tap Send to move the item to your Outbox folder.

## Filing e-mail

Your organizer can store e-mail you receive or create in the Filed folder. The contents of this folder do not automatically synchronize with your desktop E-Mail application during a HotSync operation. Your organizer, however, stores a backup copy of the Filed folder on your computer hard disk.

### To file e-mail:

1. Open an e-mail item.
2. Tap the Menu icon .
3. Tap Message, and then tap File.
4. Tap No to save the e-mail item and move it to the Filed folder, or tap Yes to file the item and keep a copy in the Inbox.

**To remove e-mail from the Filed folder:**

1. In the Message List, tap Filed from the pick list in the upper-right corner.
2. Tap the e-mail item you want to restore.
3. Tap Edit to display and modify the item.

**Tip:** After you display and modify the e-mail item, you can send it, save it as a draft, or return it to the Filed folder.

**Deleting e-mail**

Your organizer stores deleted e-mail in the Deleted folder until you perform the next HotSync operation. If you delete an e-mail item from the organizer, it is also deleted from your desktop E-Mail application when you perform the next HotSync operation.

**To delete e-mail:**

1. Open the e-mail item you want to delete.
2. Tap Delete.
3. If you selected the Preferences option to confirm deletion, tap Yes.

**Removing e-mail from the Deleted folder**

You can reverse the deletion of an e-mail item (by removing it from the Deleted folder) as long as you have not performed a HotSync operation or purged the contents of the Deleted folder.

**To remove an e-mail item you received from the Deleted folder:**

1. In the Message List, tap Deleted from the pick list in the upper-right corner.
2. Tap the e-mail item you want to restore.
3. Tap Undelete to move the selected item to the Inbox and mark it as read.

**To remove an e-mail item you created from the Deleted folder:**


1. In the Message List, tap Deleted from the pick list in the upper-right corner.
2. Tap the e-mail item you want to restore.
3. Tap Edit to display and modify the item.

**Note:** After you display and modify the e-mail item, you can send it or save it as a draft.

## Purging deleted e-mail

Because your organizer stores deleted e-mail in the Deleted folder until you perform a HotSync operation, deleted e-mail can monopolize storage space. To avoid or correct this problem, purge the contents of your Deleted folder. E-mail that you purge is still deleted from your desktop E-Mail application when you perform the next HotSync operation.

### To purge the contents of the Deleted folder:

1. Tap the Menu icon .
2. Tap Message, and then tap Purge Deleted.
3. Tap Yes.

**Note:** You cannot restore e-mail items after you purge them.

## Message List options

Message List options enable you to manage the way the Message List displays information.

### Folders

Your organizer provides folders for categorizing your mail. The Message List displays the e-mail items in the folder you select.

### To select a folder:

1. Tap the pick list in the upper-right corner to open the list of folders:

- |                |   |
|----------------|---|
| <b>Inbox</b>   | Contains the e-mail from your desktop E-Mail application Inbox, minus any that you have excluded using filtering options. See “Creating special filters” later in this chapter. |
| <b>Outbox</b>  | Contains the e-mail you created and sent on the organizer since the last HotSync operation.   |
| <b>Deleted</b> | Contains the e-mail you deleted since the last HotSync operation.   |
| <b>Filed</b>   | Contains the e-mail you want to store on the organizer.   |
| <b>Draft</b>   | Contains the e-mail you created using the organizer but are not yet ready to send.  |

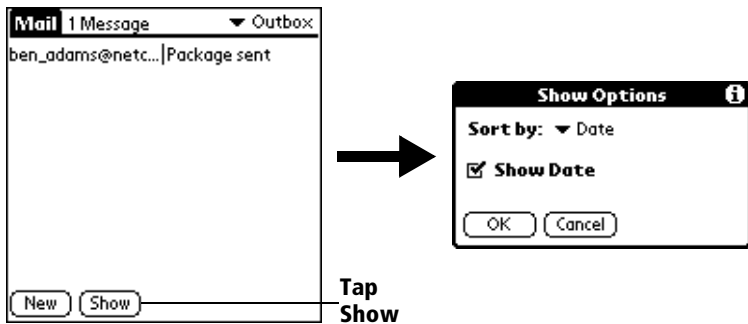
2. Select the folder you want to display in the Message List screen.

## Date column

The Date column is optional in the Message List. By default, the Date column is hidden to increase the available screen space.

### To show the Date column:

1. In the Message List, tap Show.



2. Tap the Show Date check box to select it.
3. Tap OK.

## Sorting the Message List

You can sort e-mail items by the date sent, by sender, or by subject.

**Note:** High-priority e-mail items always appear first, no matter how you sort the list.

### To sort the Message List:

1. In the Message List, tap Show.
2. Tap the Sort by pick list and select one of the following options:

**Date** Sorts e-mail by date and displays the most recent e-mail item at the top of the screen.

**Sender** Sorts e-mail by the sender's user name and displays items in ascending alphabetical order, based on the first word of the From: field.


**Subject** Sorts e-mail by the subject and displays items in ascending alphabetical order, based on the first word of the Subj: field.

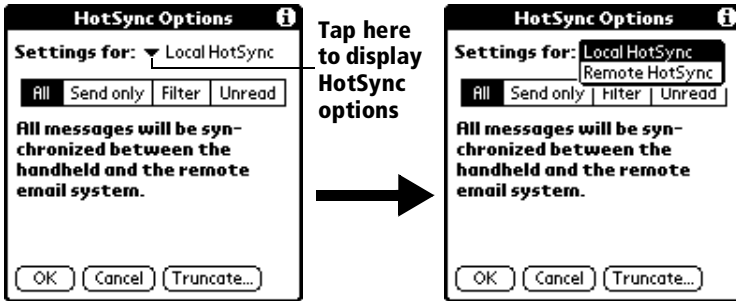
3. Tap OK.

## HotSync options

HotSync options enable you to manage your e-mail more effectively by selecting which e-mail items download when you synchronize your computer and your organizer. You can define different settings for local and remote synchronization. For example, you may want to download all of your e-mail during local synchronization and only urgent e-mail during remote synchronization. Once defined, your organizer determines if synchronization is occurring locally or remotely and uses the appropriate settings for the HotSync operation.

### To open the HotSync Options dialog box:

1. Tap the Menu icon .
2. Tap Options, and then tap HotSync Options.
3. Tap the Settings for pick list and select Local HotSync or Remote HotSync.



**Note:** For more information about Local and Remote HotSync operations, see Chapter 6.

4. Tap the filtering option you want to apply:

**All** During synchronization, all e-mail items in your desktop E-Mail Inbox synchronize with your organizer, and all e-mail items in your organizer Outbox are sent to your desktop E-Mail application.

**Send Only** During synchronization, only the e-mail items in your organizer Outbox are sent to your desktop E-Mail application; from there, they are sent to their destinations.

**Filter** During synchronization, all e-mail items in your organizer Outbox are sent to your desktop E-Mail application, and items in your desktop E-Mail Inbox that meet specific criteria download to your organizer. When you select the Filter setting, the HotSync Options dialog box opens and displays additional filter settings. See “Creating special filters” later in this chapter.

**Unread** During synchronization, only unread e-mail items download to your organizer from your desktop E-Mail Inbox, and all items in your organizer Outbox are sent to your desktop E-Mail application.

**Note:** The All setting does not mean that all information included in each e-mail item downloads to your organizer. Truncation settings (explained in a following section) for long e-mail items still apply. Also, Mail never downloads any attachments to your organizer. The e-mail item and any text information appear, but the attachment is left in your desktop E-Mail application.

5. If you selected All, Send only, or Unread, tap OK. If you selected Filter, continue to the next section.

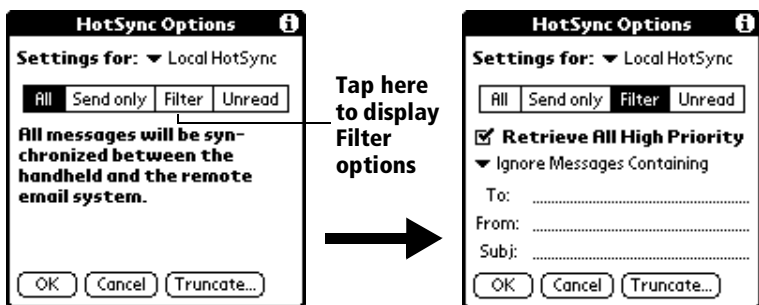
## Creating special filters

You can create special filters to control the type of e-mail items that download to your organizer during synchronization. Special filters work on the premise of ignoring or retrieving items that contain specific information in their header fields.

To create a special filter, you must decide whether you want to ignore or retrieve certain e-mail items. Then, based on that decision, you must tell your organizer what it needs to look for in the To:, From:, and Subj: fields to single out those e-mail items.

## To access the special filter settings:

- Tap the Filter box in the HotSync Options dialog box.

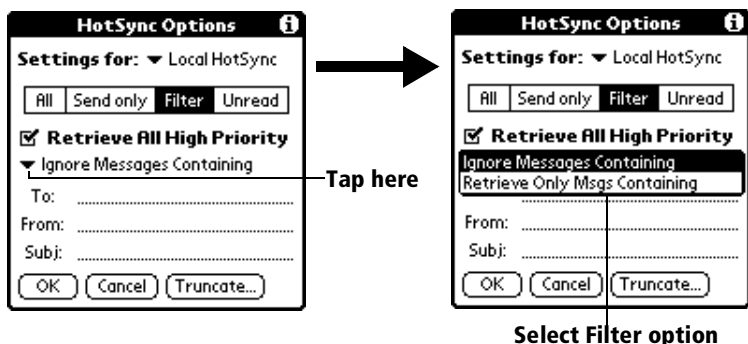


## Ignoring or receiving e-mail

The first step in establishing a special filter is to determine whether you want to ignore or retrieve e-mail that matches the information you specify.

## To define whether to ignore or receive e-mail:

- Tap the pick list in the center of the HotSync Options dialog box and select one of the following settings:



### Ignore Messages Containing

Tells your organizer to *exclude* the e-mail items that meet the criteria you define and download *all other e-mail items* during synchronization. In general, this filter downloads more e-mail during synchronization because it blocks only one defined subset of e-mail.



**Retrieve  
Only Msgs  
Containing**

Tells your organizer to *include* only the e-mail items that meet the criteria you define and to ignore all other e-mail items during synchronization. This filter has the potential to block more e-mail during synchronization because it downloads only one subset of e-mail.

**Defining filter strings**

E-mail items are filtered based on the information contained in their To:, From:, and Subj: fields. The information that defines what your organizer is looking for is called a *filter string*. You create a filter string by listing the words you want your organizer to find and separating them with either a comma or a space. Each word in the filter string is joined by an implicit OR, so you do not need to enter logical connectors like AND or OR.

To create a more complex filter, you can define filter strings for the To:, From:, and Subj: fields simultaneously. Your organizer joins the filter strings for these fields using an implicit AND; once again, you do not need to add the logical connector. Your organizer does that for you.

For example, suppose you want to receive only e-mail items from John Smith (jsmith@aol.com) or Jack Jones (jjones@aol.com) concerning the Apollo Project. You would create the following filter strings:

**In the To: field:** jsmith@aol.com, jjones@aol.com

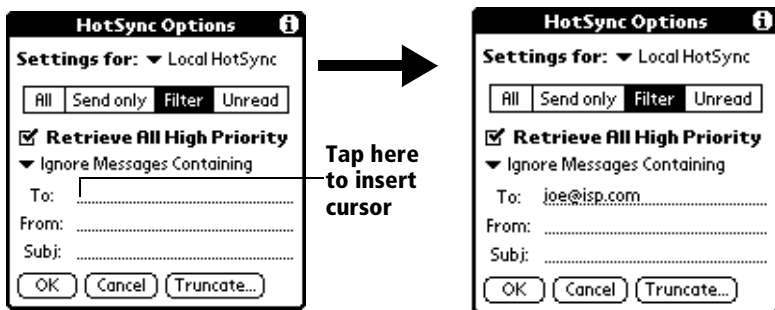
**In the Subj: field:** Apollo Project

Your organizer interprets this as, “Accept e-mail items about the Apollo Project from John Smith or Jack Jones. Do not accept e-mail items from other people. Do not accept e-mail items from John or Jack about any other subject.”

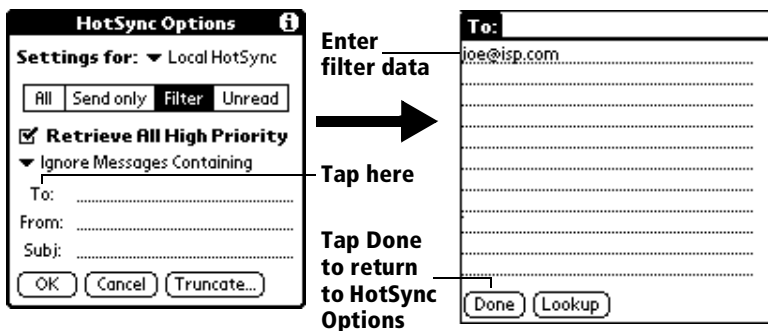
When you define a string, note that your organizer searches for any instance of that *sequence* of characters. For example, if you create a filter that retrieves only e-mail items containing the string “info,” your organizer considers “**info**,” “**rainforest**” and “**kinfolk**” appropriate matches.

## To define a filter string:

1. Tap a header field in the HotSync Options dialog box.



2. Enter your filter string, using commas or spaces to separate the words. Do not add connectors, such as AND or OR, between words in a string.
3. If your string exceeds the length of the field, tap the name of the field to display the Notes screen for that header field. For more information about header field Notes screens, see “Creating e-mail items” earlier in this chapter.



4. Tap Done to return to the HotSync Options dialog box.
5. Tap OK.

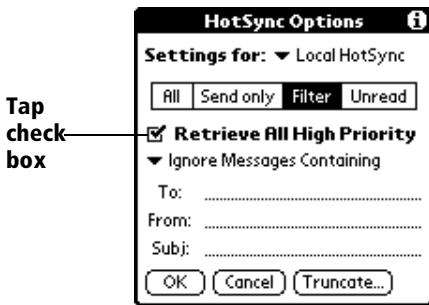
## High-priority e-mail

The Retrieve All High Priority setting lets you retrieve e-mail items marked high-priority, even if those items would have been blocked by a defined filter.

### To retrieve high-priority e-mail items:

1. Tap the Filter box in the HotSync Options dialog box.

2. Tap the Retrieve All High Priority check box to select it.



3. Tap OK.

**Note:** This setting is applicable only if your E-Mail application has the capacity to flag high-priority e-mail items.

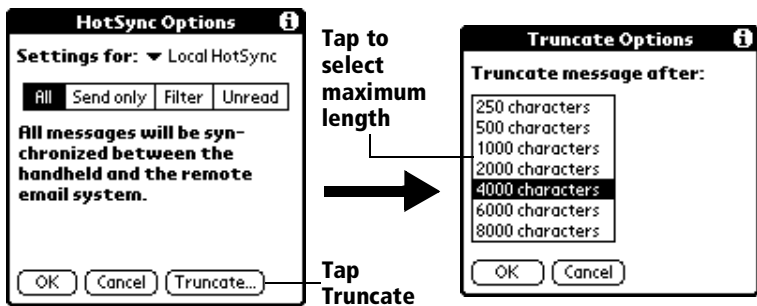
## Truncating e-mail items

The Truncate feature lets you set a point at which long e-mail items truncate when downloading to your organizer. By default, this Truncate value is 4,000 characters. By truncating long messages, you reduce the time it takes to synchronize your desktop E-Mail and Mail, as well as the amount of storage space e-mail uses on your organizer.

**Note:** Truncation is separate and independent from filtering.

### To truncate e-mail items:

1. Tap Truncate in the HotSync Options dialog box.



2. Tap to select the truncation setting you want.

**Tip:** If you select the maximum setting, messages can be 8,000 characters; longer messages are truncated. If you select a lower value, you'll have more room for e-mail items.

3. Tap OK.

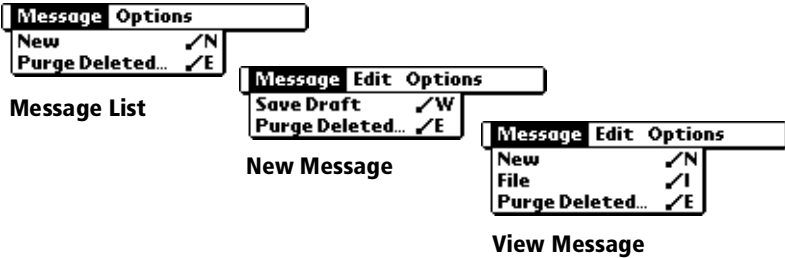
## Mail menus

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

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

### Message menus

The Message menu varies depending on whether you are viewing an e-mail item, creating an e-mail item, or viewing the Message List.



### Options menus

The Options menu varies depending on whether you are creating or editing an e-mail item.



**About Mail** Shows version information for Mail.


## Beaming information

Your Palm III organizer is equipped with an IR (infrared) port that you can use to beam information to another Palm Computing connected organizer that's close by and also has an IR port. The IR port is located at the top of the organizer, behind the small dark shield.


You can beam the following information between Palm Computing connected organizers:

- The record currently displayed in Date Book, Address Book, To Do List, or Memo Pad
- All records of the category currently displayed in Address Book, To Do List, or Memo Pad
- A special Address Book record that you designate as your business card, containing information you want to exchange with business contacts
- An application installed in RAM memory

### To select a business card:

1. Create an Address Book record that contains the information you want on your business card.
2. Tap the Menu icon .
3. Tap Record, and then tap Select Business Card.
4. Tap Yes.

### To beam a record, business card, or category of records:


1. Locate the record, business card, or category you want to beam.
2. Tap the Menu icon .
3. Tap Record, and then tap one of the following:
  - The Beam command for an individual record
  - In Address Book only: Beam Business Card
  - Beam Category
4. When the Beam Status dialog box appears, point the IR port directly at the IR port of the receiving organizer.

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



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

### **To beam an application:**

1. Open the Applications Launcher.
2. Tap the Menu icon .
3. Tap App, and then tap Beam.
4. Tap the application you want to transfer.

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


5. Tap Beam.
6. When the Beam Status dialog box appears, point the IR port directly at the IR port of the receiving organizer.
7. Wait for the Beam Status dialog box to indicate that the transfer is complete before you continue working on your organizer.

### **To receive beamed information:**

1. Turn on your organizer.
2. Point the IR port directly at the IR port of the transmitting organizer to open the Beam Status dialog box.
3. Tap Yes.
4. Wait for the Beam Status dialog box to indicate that the transfer is complete, and then tap OK to display the new entry.

Incoming records are placed in the Unfiled category.

### **Tips on beaming information**

- You can press the Address Book application button  for about two seconds to beam your business card.
- You can set the full-screen pen stroke to beam the current entry. See "Pen preferences" in Chapter 7 for more information.
- You can use the Graffiti Command stroke /B to beam the current entry.

## Chapter 6

# Advanced HotSync® Operations

HotSync® technology enables you to synchronize data between one or more Palm Computing® connected organizers and Palm™ Desktop software or another PIM such as Microsoft Outlook. To synchronize data, you must connect your Palm III™ organizer and Palm Desktop software either directly, by placing your organizer in the cradle attached to your computer, or indirectly, with a modem or network.

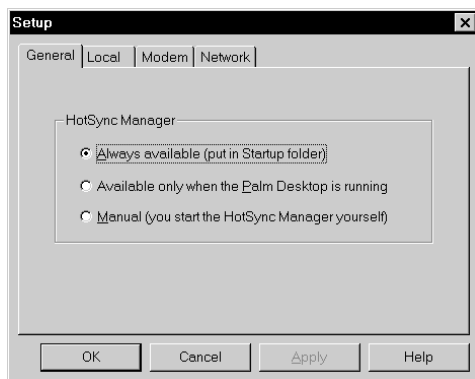
This chapter describes how to select HotSync options and perform a HotSync operation via a modem or network. See “Exchanging and updating data: HotSync operations” in Chapter 4 for information about performing your first and subsequent local HotSync operations.

## Selecting HotSync setup options

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

### To set the HotSync options:

1. Click the HotSync Manager icon in the Windows system tray.
2. Choose Setup.



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

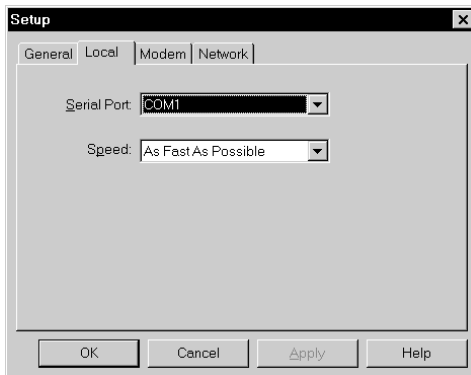
**Always available** Adds HotSync Manager to the Startup folder and constantly monitors the communication port for synchronization requests from your organizer. With this option, the HotSync Manager synchronizes data even when Palm Desktop software is not running.

**Available only when Palm Desktop software is running** Starts HotSync Manager and monitors requests automatically when you open Palm Desktop software.

**Manual** Monitors requests only when you select HotSync Manager from the Start menu.

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

4. Click the Local tab to display the settings for the connection between your computer and the organizer cradle, and adjust the following options as needed.





**Serial Port**

Identifies the port that Palm Desktop software uses to communicate with the cradle. This selection should match the number of the port to which you connected the cradle.

**Note:** Your organizer cannot share this port with an internal modem or other device. See “Palm III components” in Chapter 1 if you have trouble identifying the serial port.

**Speed**

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

5. Click the Modem tab to display the modem settings and adjust the options as needed. See “Conducting a HotSync operation via modem” later in this chapter for more information.
6. If you are attached to a network, click the Network tab to display the network settings and adjust the options as needed. See “Conducting a HotSync operation via a network” later in this chapter for more information.
7. Click OK.


# Customizing HotSync application settings

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

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

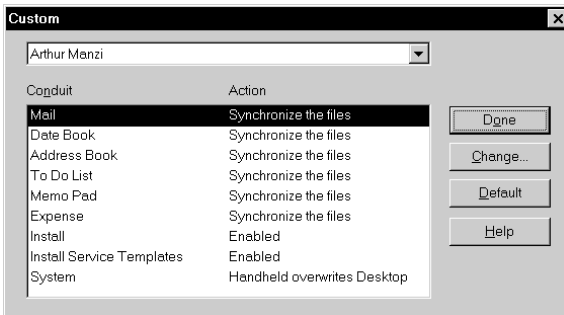
In addition to the conduits for Date Book, Address Book, To Do List, Memo Pad, and Expense, Palm Desktop software includes System and Install conduits. The System conduit backs up the system information stored on your organizer, including Graffiti® ShortCuts. The Install conduit installs applications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

## To customize HotSync application settings:

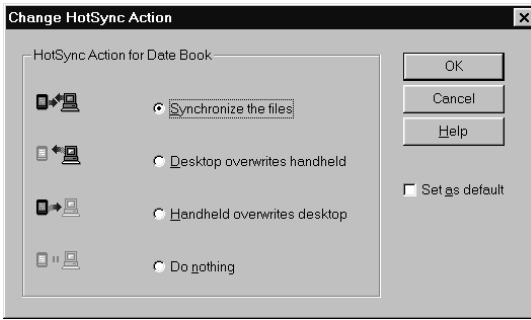
1. Click the HotSync icon ™ in the Windows system tray (bottom-right corner of the taskbar).

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

2. From the HotSync Manager menu, choose Custom.



3. Select the appropriate user name from the list.
4. Select an application in the Conduit list.
5. Click Change.



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

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

7. Click OK.
8. Repeat steps 4 through 7 to change conduit settings for other applications.
9. Click Done to activate your settings.

## Conducting a HotSync operation via modem

You can use a modem, such as the Palm Modem® accessory, to synchronize your organizer when you are away from your computer.

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

To perform a HotSync operation via modem you must complete the following steps:

- Connect a modem to your computer
- Configure the Palm Desktop software for use with your modem
- Connect a modem to your organizer
- Configure the Modem Preferences on your organizer for use with your modem

### Preparing your computer

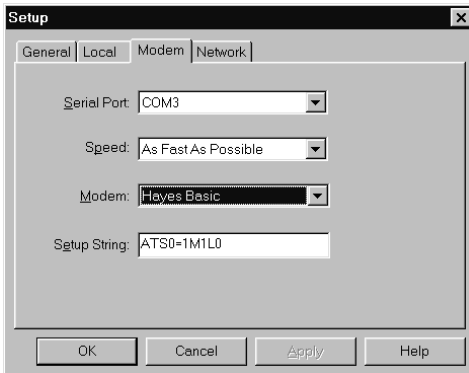
There are a few steps you must perform to prepare your computer for a modem HotSync operation. Be sure to perform these steps before you leave your office so that your computer is ready to receive a call from your organizer.

#### To prepare your computer for a modem HotSync operation:

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

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

2. Start HotSync Manager if it is not already running, and from the HotSync Manager menu, choose Modem.
3. Adjust the following options as needed.

**Serial Port**

Identifies the port for the modem. If you are unsure of the port assignment, look at the Modem Properties in the Windows Control Panel.

**Speed**

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

**Modem**

Identifies the modem type or manufacturer. Refer to your modem manual or face plate for its type or settings. If you're not sure of your modem type or your modem doesn't match any that appear in the list, select Hayes Basic.

**Setup String**



Identifies the setup string for your particular modem. Not all modems require a setup string. Refer to your modem manual and enter the setup string if recommended by the manufacturer.

4. Click OK.

**Preparing your organizer**

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

## To prepare your organizer for a modem HotSync operation:

1. Tap the Applications icon .
2. Tap the HotSync icon .
3. Tap the Enter Phone # field.

**Note:** If you plan to connect to your company's dial-in server (network modem) instead of connecting to a computer modem, see "Conducting a HotSync operation via a network" later in this chapter.

4. Enter the telephone number to access the modem connected to your computer.




The image shows a 'Phone Setup' dialog box with a title bar containing the text 'Phone Setup' and an information icon. The dialog contains the following fields and options:

- Phone #:** A text field with two lines of dotted lines for input.
- Dial prefix:** 9.....
- Disable call waiting:** 1170.....
- Use calling card:**  
666.....

At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

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




**Tip:** You can enter a comma in the field to introduce a "pause" in the dialing sequence.

6. If the phone line you're using for the organizer has Call Waiting, select the Disable call waiting check box to avoid an interruption during the modem HotSync operation.
7. If you want to use a calling card to place the call, select the check box and enter the calling card number.
8. Tap OK.
9. Tap the Menu icon .
10. Tap Options, and then tap Modem Setup.
11. Enter the settings. See "Modem preferences" in Chapter 7 for more information.

## Selecting the conduits for a modem HotSync operation

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

### To change the Conduit Setup for a modem HotSync operation:

1. Tap the Applications icon .
2. Tap the HotSync icon .
3. Tap the Menu icon .
4. Tap Options, and then tap Conduit Setup.
5. Tap the check boxes to deselect the files and applications that you do *not* want to synchronize during a modem HotSync operation. The default setting is to synchronize all files.






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

6. Tap OK.

## Performing a HotSync operation via a modem

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

### To perform a modem HotSync operation:

1. Tap the Applications icon .
2. Tap the HotSync icon .
3. Tap the Modem icon  to dial the Palm Desktop modem and synchronize the applications.
4. Wait for the HotSync operation to complete. If you have any problems conducting a successful HotSync operation, see Appendix B.

## Conducting a HotSync operation via a network

When you use the Network HotSync software, you can take advantage of the LAN and WAN connectivity available in many office environments. The Network HotSync software enables you to perform a HotSync operation by dialing in to a network or by using a cradle that is connected to any computer on your LAN or WAN (provided that the computer connected to the cradle also has the Network HotSync software installed, your computer is on, and the HotSync Manager is running).

### Connecting to your company's dial-in server

The Network HotSync software requires the following:

- Your computer has TCP/IP support installed.
- Both your company's network system and its remote access server support TCP/IP. (Your System Administrator has this information.)
- You have a remote access account. (If you don't have an account, consult your System Administrator.)

Everything you need to connect to your company's dial-in server (network modem) is included with Palm Desktop software and organizer software. You need to activate the feature, however, on both Palm Desktop software and your organizer.



## To prepare your computer for a network HotSync operation:

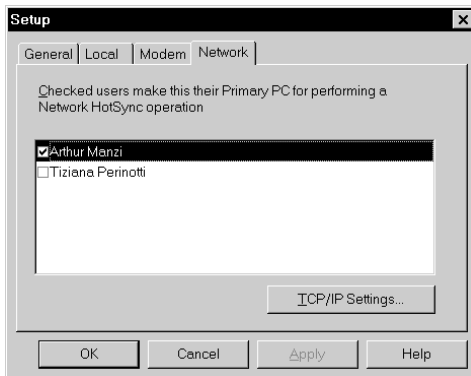
1. Click the HotSync Manager icon  in the Windows system tray.

**Tip:** The Windows system tray is usually in the lower-right corner on your computer display. The location may vary depending on the location of the taskbar and the version of Windows you are using.

2. From the HotSync Manager menu, choose Network.






3. From the HotSync Manager menu, choose Setup.
4. Click the Network tab and make sure your user name has a check mark next to it. If the check mark is not there, click the check box next to your user name.



5. Click OK.
6. Place your organizer in the cradle and perform a HotSync operation.

The HotSync operation records network information about your computer on your organizer. With this information, your organizer can locate your computer when you perform a HotSync operation over the network.

### To prepare your organizer for a network HotSync operation:

1. Tap the Applications icon .
2. Tap the HotSync icon .
3. Tap the Menu icon .
4. Tap Options, then tap Modem Sync Prefs.
5. Tap Network.
6. Tap OK.

**Note:** For more information on the Network HotSync feature, see the web site <http://www.palm.com>. See “Network preferences and TCP/IP software” in Chapter 7 for information on configuring Network HotSync preferences.

## Using File Link

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

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

- Comma delimited (.csv)
- Tab delimited (.tsv)
- Memo Pad archive (.mpa)
- Address Book archive (.aba)
- Text (.txt)

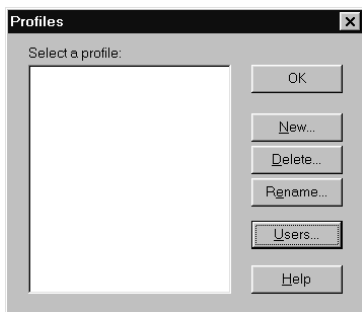
For information on how to set up a file link, see the Palm Desktop online Help.

## Creating a user profile

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

### To create a user profile:

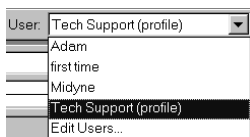
1. Open Palm Desktop software.
2. From the Tools menu, choose Users.
3. Click Profiles.
4. Click New.




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

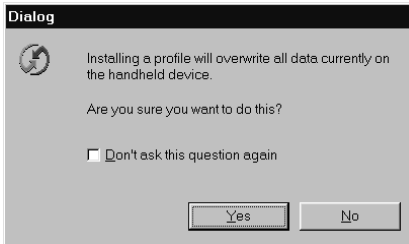


6. Repeat steps 3 and 4 for each profile that you want to create, and then click OK to return to Palm Desktop software.
7. Select the profile from the User list and create the data for the profile (e.g., company phone list, etc.).



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

1. Place the new organizer in the cradle.
2. Press the HotSync button  on the cradle.
3. Click Profiles.
4. Select the profile that you want to load on the organizer, and click OK.



5. Click Yes to transfer all the profile data to the organizer.

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

## Chapter 7

# Setting Preferences for Your Organizer



The Preferences screens enable you to customize the configuration options on your Palm III™ organizer.

### In the Preferences screens, you can do the following:

<b>General</b>	Set the current date and time, the auto shut-off interval, the Beam Receive feature, and the system, alarm, and game sounds.
<b>Formats</b>	Set the country default and the formats for dates, times, calendar, and numbers.
<b>Modem</b>	Configure your organizer for use with a modem such as the Palm Modem® accessory.
<b>Owner</b>	Assign your name, phone number, and other owner information to your organizer.
<b>Buttons</b>	Assign different applications to the buttons on the front panel of your organizer and the HotSync® button on the cradle, and reassign the full-screen pen stroke command.
<b>ShortCuts</b>	Define a list of Graffiti® abbreviations.
<b>Digitizer</b>	Calibrate the screen on your organizer.
<b>Network</b>	Configure your organizer for use with a network.

## Viewing preferences

### To open the Preferences screens:

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

# Buttons preferences

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

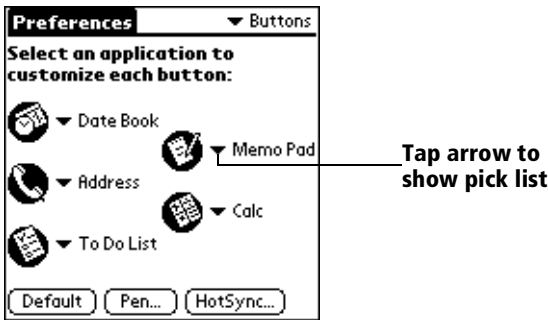
For example, if you find that you seldom use To Do List and often use Expense, you can assign the To Do List button to start Expense.

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

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

## To change the Buttons preferences:

1. Tap the pick list next to the button you want to re-assign.

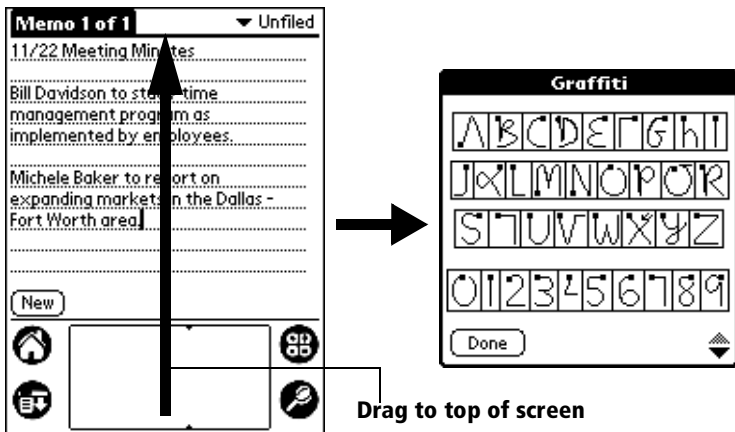


2. Tap the application that you want to assign to the button.

**Tip:** To restore all of the buttons to their factory settings, tap Default.

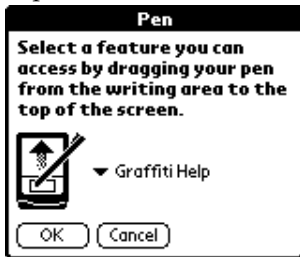
## Pen preferences

The Buttons Preferences screen enables you to change the assignment of the full-screen pen stroke. By default, the full-screen pen stroke activates Graffiti Help.



**To change the Pen preferences:**

1. Tap Pen.



2. Tap the pick list and select one of the following settings for the full-screen pen stroke:

- Backlight** Turns on the backlight of your organizer.
- Keyboard** Opens the onscreen keyboard for entering text characters.
- Graffiti Help** Opens a series of screens that show the complete Graffiti character set.
- Turn Off & Lock** Turns off and locks the organizer. You must assign a password to lock the organizer. When locked, you need to enter the password to use your organizer.
- Beam Data** Beams the current record to another Palm Computing® connected organizer.

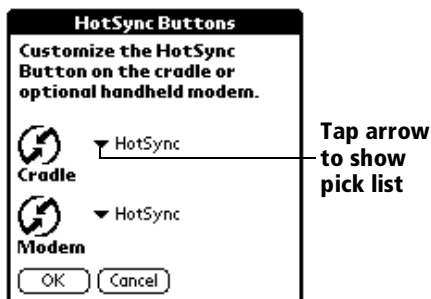
3. Tap OK.

## HotSync buttons preferences

The Buttons Preferences screen also enables you to associate different applications with the HotSync button on the cradle and the HotSync button on the optional Palm Modem accessory. Any changes that you make in the HotSync Buttons dialog box become effective immediately; you do not have to change to a different screen or application.

### To change the HotSync buttons preferences:

1. Tap HotSync.
2. Tap the pick list next to the button you want to assign.



3. Tap the application that you want to assign to each button.

The default setting for each button is the HotSync setting, which means the cradle and optional Palm Modem accessory perform their normal HotSync functions.

4. Tap OK.

## Digitizer preferences

The Digitizer Preferences screen opens the digitizer calibration screen. This is the same screen that appears when you start your organizer for the first time.

You can recalibrate your screen after a hard reset, or if your digitizer drifts.

## Formats preferences

Use the Formats Preferences screen to set the country default and the display format of the dates, times, and numbers on your organizer.



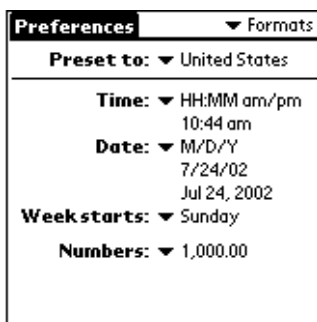
## Country default

The country default sets date, time, week start day, and number conventions based on geographic regions where you might use your organizer. For example, in the United Kingdom, time often is expressed using a 24-hour clock. In the United States, time is expressed using a 12-hour clock with an AM or PM suffix.

All your organizer applications use the Country default settings. You can, however, customize your own preferences. See the “Time, date, week start, and numbers formats” section later in this chapter.

### To set the country default:

1. Tap the country name pick list.



2. Tap the setting you want to use.

## Time, date, week start, and numbers formats

The Time setting defines the format for the time of day. The time format that you select appears in all applications on your organizer.

### To select the time, date, week start, and numbers format:

1. Tap the Time pick list and select a format.
2. Tap the Date pick list and select a format.
3. Tap the Week starts pick list, and select whether you want the first day of the week to be Sunday or Monday.

**Note:** This setting controls the Day, Week, and Month views in Date Book and all other aspects of your organizer that display a calendar.

4. Tap the Numbers pick list, and select formats for the decimal point and thousands separator.

# General preferences

The General Preferences screen enables you to set the time, date, auto shutoff interval, and sounds for your organizer.

See Chapter 1 for information on setting the time and date.

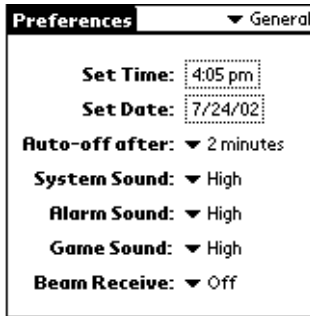
## Auto-off delay

Your organizer has an automatic shutoff feature that turns off the power and backlight after a period of inactivity. This feature helps conserve battery power in case you forget to turn off your organizer.

If you find that your organizer shuts itself off before you finish reviewing the information on the screen, you should increase the time setting of the automatic shutoff feature.

### To set the Auto-off delay:

1. Tap the Auto-off pick list.
2. Tap the setting you want to use for the automatic shutoff feature: 1 minute, 2 minutes, or 3 minutes.



## System, alarm, and game sounds

Your organizer uses a variety of sounds. The System, Alarm, and Game Sound settings enable you to turn the sounds on or off, and to adjust the volume level.

### To set the system and alarm sounds:

1. Tap the System Sound pick list and select the sound level.

**Note:** When you turn off the System Sounds, you also turn off the “chime” tones associated with the HotSync operation.

2. Tap the Alarm Sound pick list and select the sound level.
3. Tap the Game Sound pick list and select the sound level.

**Note:** The Game Sound setting works only with games that are programmed to respond to this setting. Older games typically do not respond to this setting.

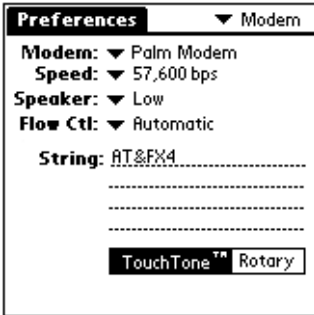
# Modem preferences

The Modem Preferences screen enables you to define the settings for a modem that is directly connected to your organizer. These settings are for applications that activate and use the modem.

**Note:** You can purchase a Palm Modem accessory for use with your organizer. See <http://www.palm.com>.

## To define the Modem preferences:

1. Tap TouchTone or Rotary.



**Note:** Select the Rotary setting only if you are certain that your telephone service does not support TouchTone dialing.

2. Tap the Speed pick list and select the maximum speed for your modem.

**Note:** This is the speed at which your modem communicates with your organizer, not the speed at which your modem communicates with your telephone service.

3. Tap the Speaker pick list and select the speaker volume that you want for the modem.
4. Tap the Flow Ctl (Flow Control) pick list and select either Automatic, On (Xon), or Off (Xoff) flow control for the modem connection.
5. If necessary, edit the String text to change the modem setup string.

## Network preferences and TCP/IP software

The Network Preferences settings enable you to use the TCP/IP software that is included in the organizer operating system. You can use the TCP/IP software to connect with Internet Service Providers (ISPs) or dial-in (remote access) servers. Because the TCP/IP software is a feature of the operating system, you configure all parameters relating to it from the Preferences application.

To use TCP/IP, you must configure both the Modem Preferences and the Network Preferences settings.

**Note:** Modem Preferences settings enable your Palm III organizer to use a modem to communicate with remote devices. For example, you can communicate with your ISP server, or with your computer if you are away on travel. See “Modem preferences” earlier in this chapter for a complete explanation on how to configure modem parameters.

After you configure both the Network and Modem Preferences, you can establish a PPP (Point-to-Point Protocol), SLIP (Serial Line Internet Protocol), or CSLIP (Compressed Serial Line Internet Protocol) connection with your ISP or dial-in server. You can do this either by using menu commands from the Network Preferences screen or by using a third-party application.

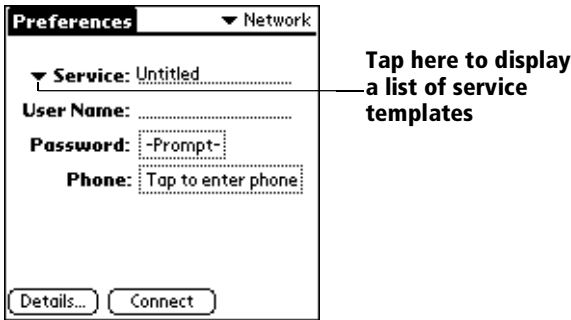
**Note:** TCP/IP provides the ability to connect to your ISP or dial-in server with applications that allow you to view the transmitted data. Visit the web site <http://www.palm.com> for information on third-party applications that take advantage of TCP/IP.

### Selecting a service

Use the Service setting to select the service template for your Internet Service Provider or a dial-in server. Service templates are a set of ISP and dial-in server configuration settings that you can create, save, and reuse.

### To select a service:

1. Tap the Service pick list.



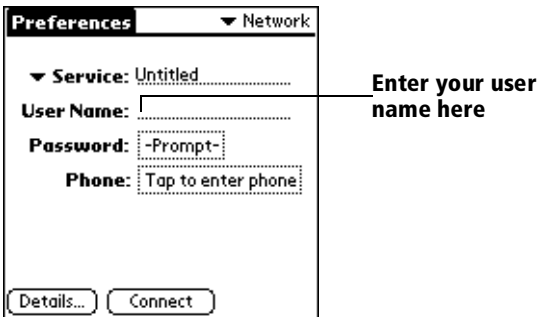
2. Tap the predefined service template you want to use.

### Entering a user name

The User Name setting identifies the name you use when you log into your Internet Service Provider or your dial-in server. Although this field can contain multiple lines of text, only two lines appear onscreen.

#### To enter a user name:

1. Tap the User Name field.
2. Enter your user name.



**Note:** Most dial-in servers do not accept spaces in the user name.

## Entering a password

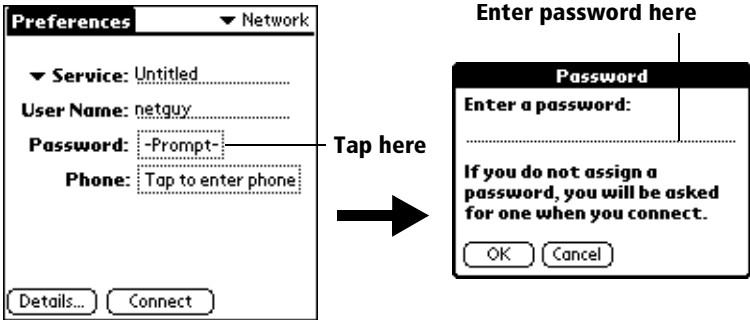
The Password box identifies the password you use to log into your server or ISP. Your entry in this field determines whether your organizer prompts you to enter a password each time you log into your network:

- If you do not enter a password, your organizer displays the word “Prompt” in this field and asks you to enter a password during the login procedure.
- If you enter a password, your organizer displays the word “Assigned” in this field and does not prompt you to enter a password during the login procedure.

**Note:** If you are concerned about security, select the Prompt option and do not enter a password.

### To enter a password:

1. Tap the Password field.
2. Enter the password you use to log into your server.



3. Tap OK.

**Note:** The Password field updates to display the word “Assigned.”

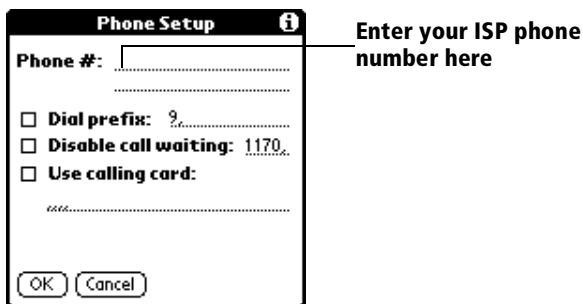
## Adding telephone settings

When you select the Phone field, your organizer opens a dialog box in which you define the telephone number you use to connect with your ISP or dial-in server. In addition, you can also define a prefix, disable Call Waiting, and give special instructions for using a calling card.

**Note:** The Phone Setup dialog box works correctly for AT&T and Sprint long-distance services. However, because MCI works differently, MCI customers need to put the calling card number in the Phone # field and the phone number in the Use calling card field.

### To enter your server phone number:

1. Tap the Phone # field.
2. Enter the phone number you use to reach your ISP or dial-in server.



3. If you need to enter a prefix or disable Call Waiting, skip to those procedures. Otherwise, tap OK.

### Entering a prefix

A prefix is a number that you dial before the telephone number to access an outside line. For example, many offices require that you dial “9” to dial a number outside the building.



### To enter a prefix:

1. Tap the Dial Prefix check box to select it.



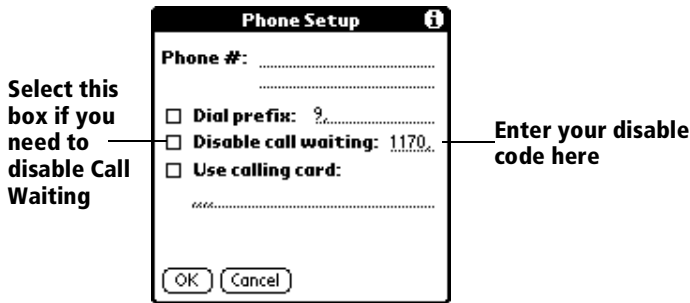
2. Enter the prefix.
3. Tap OK.

### Disabling Call Waiting

Call Waiting can cause your session to terminate if you receive a call while you are connected. If your telephone has Call Waiting, you need to disable this feature before logging into your ISP or dial-in server.

### To disable Call Waiting:

1. Tap the Disable call waiting check box to select it.



2. Enter the code to disable Call Waiting on the Disable call waiting line.

**Note:** Each telephone company assigns a code to disable Call Waiting. Contact your local telephone company for the code that is appropriate for you.

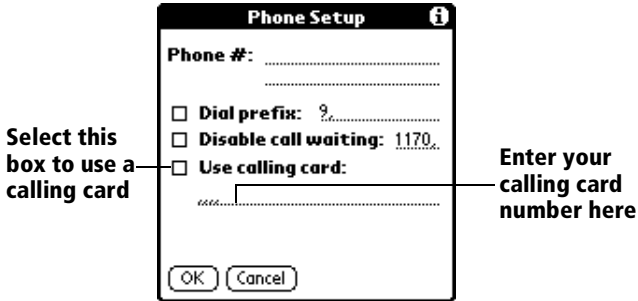
3. Tap OK.

## Using a calling card

The Use calling card field enables you to use your calling card when dialing your ISP or Intranet server. Keep in mind that there is usually a delay before you enter your calling card number. When you define your calling card number, you need to add commas at the beginning to compensate for this delay. Each comma delays transmission of your calling card number for two seconds.

### To use a calling card:

1. Tap the Use calling card check box to select it.



2. Enter your calling card number on the Use calling card line.

**Note:** It's a good idea to add at least three commas at the beginning of your calling card number to compensate for the cue delay.

3. Tap OK.

## Connecting to your service

After you set your Modem and Network Preferences, establishing a connection to your Internet Service Provider (ISP) or your company's network (dial-in server) is easy.

**Note:** If you are connecting to an ISP, you need a third-party application, such as a web browser or news reader, to take advantage of this connection. For information about third-party applications that support TCP/IP, check the web site <http://www.palm.com>.

### To establish a connection:

- Tap Connect to dial the current service and display the Service Connection Progress messages.

**Tip:** To see expanded Service Connection Progress messages, press the lower half of the Scroll button.


### To close a connection:

- Tap Disconnect to terminate the connection between your organizer and your service.

## Creating additional service templates


You can create additional service templates from scratch or by duplicating existing templates and editing information. After you create a new or duplicate template, you can add and edit settings.

### To add a new service template:

1. Tap the Menu icon .
2. Tap Service, and then tap New.

A new service template (called Untitled) is added to the Service pick list.

### To duplicate an existing service template:

1. Tap the Service pick list.
2. Tap the predefined service template you want to duplicate.
3. Tap the Menu icon .
4. Tap Service, and then tap Duplicate.

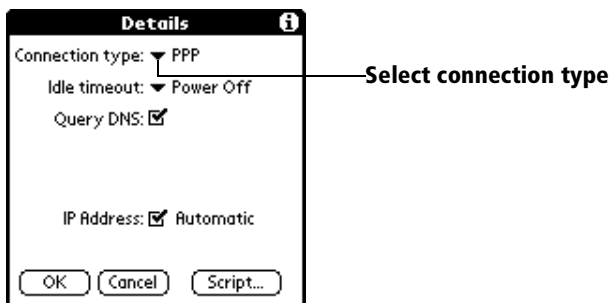
A copy of the service template is added to the Service pick list.

## Adding detailed information to a service template

If you are using one of the predefined service templates, you probably only need to enter your user name and telephone number. If you are creating a new service template, you may need to provide additional information to your ISP or dial-in server. You use the Details dialog box to add additional information to a selected service template.

### To select a connection type:

1. Tap the service field.
2. Tap Details.



3. Tap the Connection type pick list and select one of the following connection types:

<b>PPP</b>	Point-to-Point protocol
<b>SLIP</b>	Serial Line Internet Protocol
<b>CSLIP</b>	Compressed Serial Line Internet Protocol

**Note:** If you are not sure, try PPP; if that doesn't work, ask your Internet Service Provider or your System Administrator for the correct connection type.

### Idle timeout

The Idle timeout setting defines how long your organizer waits before dropping the connection with your ISP or dial-in server when you switch out of a TCP/IP application.

### To set the Idle timeout:

1. Tap the Idle timeout pick list and select one of the following options:

<b>Immediate</b>	Drops the connection to your ISP immediately when you switch to another application.
<b>1 minute</b>	Waits one minute for you to open another application before it drops the connection.
<b>2 minutes</b>	Waits two minutes.
<b>3 minutes</b>	Waits three minutes.
<b>Power Off</b>	Keeps your PPP or SLIP connection until you turn off your organizer (or until it times out). This option works best with the Palm Modem accessory.

2. Tap OK.

### **Defining primary and secondary DNS**

The Domain Naming System (DNS) is a mechanism in the Internet for translating the names of host computers into IP addresses. When you enter a DNS number (or IP address), you are identifying a specific server that handles the translation services.

Each IP address has four sections, separated by periods. In the Details dialog box, you enter each section separately. Each section of an IP address is made up of a number from 0 to 255; numbers are the only allowable characters in this field.

Ask your Internet Service Provider or System Administrator for the correct Primary or Secondary DNS IP numbers.

**Tip:** Many systems do not require that you enter a DNS. If you are not sure, leave the DNS field blank.

#### **To enter a primary and secondary DNS:**

1. Tap the Query DNS check box to deselect it.
2. Tap the space to the left of the first period in the Primary DNS field, and then enter the first section of the IP address.

**Note:** Each section must be a number from 0 to 255.

3. Repeat step 2 for the second, third, and last sections of the Primary DNS field.
4. Repeat steps 2 and 3 for the Secondary DNS number.
5. Tap OK.

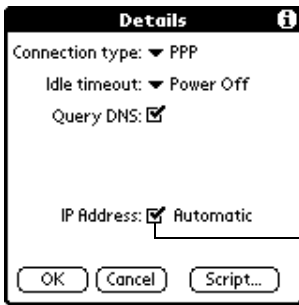
## IP address

Everyone who logs on to the Internet needs to have a unique identifier (an IP address), whether permanent or temporary. Some networks dynamically assign a temporary IP address when clients log in. The IP Address field lets you identify whether your network provides automatic (dynamic) temporary IP addressing.

**Note:** If your IP address is permanently assigned, you need to get that information from your System Administrator. If you are not sure, select Automatic.

### To identify dynamic IP addressing:

- Tap the IP Address check box to select it.



Tap to select automatic  
IP address

### To enter a permanent IP address:

1. Tap the IP Address check box to deselect it and display a permanent IP address field below the check box.
2. Tap the space to the left of the first period then enter the first section of the IP address.

**Note:** Each section must be a number from 0 to 255.

3. Tap and enter the remaining sections of the IP address.
4. Tap OK.

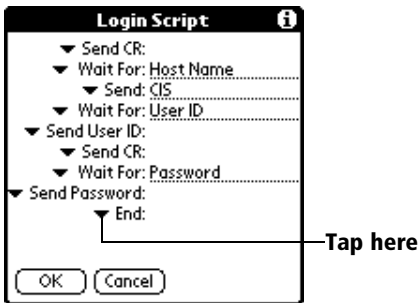
## Creating a login script

A login script is a series of commands, similar to an autoexec.bat file, that automates logging into your ISP. You can create login script files by selecting commands from the Command pick list in the Login Script dialog. Some commands from the Command pick list, such as Send, require you to supply additional information. Those commands have a parameter field so that you can add the necessary data.

**Note:** You can also use non-ASCII and literal characters in your login script. See Appendix D for more information.

### To create a login script:

1. Tap Script.
2. Tap the End pick list.



3. Tap the command you want from the Command list. If the command requires additional information, a field appears to the right of it for you to enter the information. The following commands are available:

<b>Wait For</b>	Tells your organizer to wait for specific characters from the TCP/IP server before executing the next command.
<b>Send</b>	Transmits specific characters to the TCP/IP server to which you are connecting.
<b>Send CR</b>	Transmits a carriage return or LF character to the TCP/IP server to which you are connecting.


<b>Send User ID</b>	Transmits the User ID information entered in the User ID field of the Network Preferences screen.
<b>Send Password</b>	Transmits the password entered in the Password field of the Network Preferences screen. If you did not enter a password, this command prompts you to enter one. The Password command is usually followed by a Send CR command.
<b>Delay</b>	Tells your organizer to wait a specific number of seconds before executing the next command in the login script.
<b>Get IP</b>	Reads an IP address and uses it as the IP address for your organizer. This command is used with SLIP connections.
<b>Prompt</b>	Opens a dialog box and prompts you to enter text of some kind (for example, a password or a security code).
<b>End</b>	Identifies the last line in the login script.

4. Repeat steps 2 and 3 until the login script is complete.
5. Tap OK.

## Deleting a service template

There is only one way to delete a service template: use the Delete command from the Service menu.

### To delete a service template:

1. Tap the Service pick list.
2. Tap the service template you want to delete.
3. Tap the Menu icon .
4. Tap Service, and then tap Delete.
5. Tap OK.

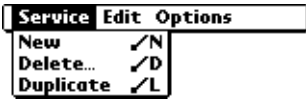


## Network preferences menu commands

The Network Preferences screen includes menu commands to make it fast and easy to create and edit service templates. TCP/IP application menus are show here for your reference.

See “Using menus” in Chapter 1 for more information about choosing menu commands.

### Service menu



### Options menu



## TCP/IP troubleshooting

If you are having a problem establishing a network connection using TCP/IP, check this section and try the suggestions listed.

### Displaying expanded Service Connection Progress messages

It's helpful to identify at what point in the login procedure the connection fails. An easy way to do this is to display the expanded Service Connection Progress messages. Expanded Service Connection Progress messages describe the current stage of the login procedure. Press the lower half of the scroll button at any point during login to display these messages.

### Viewing the Network Log

If viewing the expanded Service Connection Progress messages does not give you enough information to find out why you cannot connect to your ISP or dial-in server, take a look at the Network Log. The Network Log lists all of the communication that occurs between your modem and your dial-in server during the login procedure. The information in the Network Log can help your ISP or your System Administrator pinpoint where the login procedure communication fails and why.

**To view the Network Log:**

1. Tap Options, and then tap View Log.
2. Tap the up and down arrows of the scroll bar to see the entire Network Log.
3. Tap Done.

**Adding a DNS number**

If your ISP or dial-in server requires a DNS number and you did not enter that information in the Network Preferences screen, it will appear that you successfully logged into your network. When you try to use an application or look up information, however, the connection fails. If this occurs, try adding a DNS number. Ask your ISP or your System Administrator for the correct Primary and Secondary DNS IP numbers.

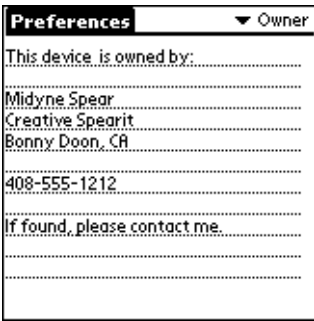
# Owner preferences

The Owner Preferences screen enables you to record a name, company name, phone number, or any other information that you want to associate with your organizer.

If you use the Security application to turn off and lock your organizer with a password, information that you put in the Owner Preferences displays the next time you turn on your organizer. See Chapter 1 for more information.

### To enter the Owner preferences:

- Enter the text that you want to associate with your organizer in the Owner Preferences screen. If you enter more text than can fit on one screen, a scroll bar automatically appears on the right side of the screen.



If you assign a password with the Security application, the information in the Owner Preferences screen cannot be changed. In this case, an Unlock button appears at the bottom of the screen.

### To unlock the Owner Preferences screen:

1. Tap Unlock.
2. Enter the password that you defined in the Security application.
3. Tap OK.

# ShortCuts preferences

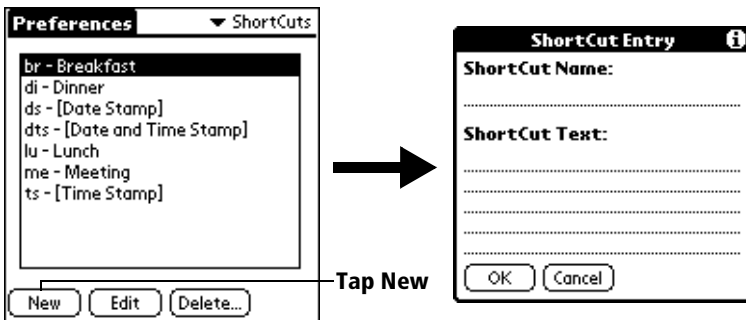
The ShortCuts Preferences screen enables you to define abbreviations for entering text with Graffiti strokes. This section describes how to create, edit, and delete a ShortCut. See Chapter 2 for more information on the use of ShortCuts.

## Creating a ShortCut

You can create a ShortCut for any words, letters, or numbers. All ShortCuts you create appear on the list in the ShortCut Preferences screen. All the ShortCuts are available in any of your organizer applications and are backed up on your computer when you perform a HotSync operation.

### To create a ShortCut:

1. Tap New.
2. On the ShortCut name line, enter the letters you want to use to activate the ShortCut.

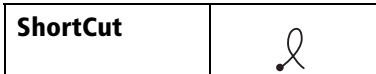


3. Tap the ShortCut Text area and enter the text that you want to appear when you write the ShortCut characters.

**Tip:** You may want to add a space (space character) after the last word in your ShortCut text. This way, a space automatically follows the ShortCut text.

4. Tap OK.

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



## Editing a ShortCut

After you create a ShortCut, you can modify it at any time.

### To edit a ShortCut:

1. Tap the ShortCut you want to edit.
2. Tap Edit.
3. Make the changes you want and tap OK.

## Deleting a ShortCut

If you no longer need a ShortCut, you can delete it from the list of ShortCuts.

### To delete a ShortCut:

1. Tap the ShortCut you want to delete.
2. Tap Delete.
3. Tap Yes.



## Appendix A

# Maintaining Your Organizer

This chapter provides information on the following:

- Proper care of your organizer
- Prolonging battery life
- Resetting your organizer

## Caring for your organizer

Your organizer is designed to be rugged and reliable and to provide years of trouble-free service. Please observe the following general tips when using your organizer:

- Take care not to scratch the screen of your organizer. Keep the screen clean. When working with your organizer, use the supplied stylus or plastic-tipped pens intended for use with a touch-sensitive screen. Never use an actual pen or pencil or other sharp object on the surface of the organizer screen.
- Your organizer is not waterproof and should not be exposed to rain or moisture. Under extreme conditions, water may enter the circuitry through the front panel buttons. In general, treat your organizer as you would a pocket calculator or other small electronic instrument.
- The touch-sensitive screen of your organizer contains a glass element. Take care not to drop your organizer or subject it to any strong impact. Do not carry your organizer in your back pocket: if you sit on it, the glass may break.
- Protect your organizer from temperature extremes. Do not leave your organizer on the dashboard of a car on a hot day, and keep it away from heaters and other heat sources.
- Do not store or use your organizer in any location that is extremely dusty, damp, or wet.
- Use a soft, damp cloth to clean your organizer. If the surface of the organizer screen becomes soiled, clean it with a soft cloth moistened with a diluted window-cleaning solution.

## Battery considerations

Please note the following considerations when replacing the batteries in your organizer:

- Under normal conditions, your organizer batteries should provide several months of use. You can conserve battery life by minimizing the use of the backlight feature, and changing the Auto-off setting that automatically turns the organizer off after a period of inactivity. See “General preferences” in Chapter 7 for more information.
- If the batteries become low in the course of normal use, an alert appears on the organizer screen describing the low battery condition. If this alert appears, perform a HotSync® operation to back up your data before you replace the batteries. This helps prevent accidental data loss.
- When replacing the batteries, begin by turning your organizer off (so there is no screen display). Never remove the batteries while your organizer is turned on.
- When replacing the batteries, always use good quality batteries of the same type. Use only alkaline batteries with your organizer.
- When you remove the batteries, the built-in backup power of your organizer maintains memory data **for a period of up to one minute**. Whenever you remove the batteries, replace them immediately. If you encounter any difficulties in the course of battery replacement, reinstall the original batteries and wait a few minutes for the backup power to recharge.
- If the batteries drain to the point where your organizer does not operate, it stores your data safely for about a month. In this case, there is enough residual energy in the batteries to store the data, but not enough to turn on your organizer. If your organizer does not turn on when you press the power button, you should replace the batteries immediately.
- If you leave drained batteries in your organizer for an extended period of time, you can lose all of the stored data. If this happens, replace the batteries and use the reset button to reset your organizer. (See “Resetting your organizer” later in this chapter for details.) After you reset your organizer, perform a HotSync operation to restore the data from your computer.



## Resetting your organizer

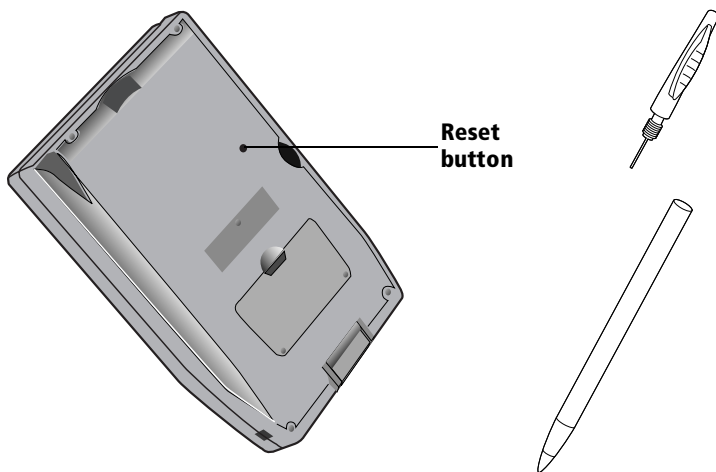
Under normal circumstances, you will not have to use the reset button. On rare occasions, however, your organizer may no longer respond to buttons or the screen. In this case, you need to perform a reset to get your organizer running again.

### Performing a soft reset

A soft reset tells your organizer to stop what it's doing and start over again. All records and entries stored in your organizer are retained with a soft reset. After a soft reset, the Welcome screen appears, followed by the General Preferences screen (to set time and date).

#### To perform a soft reset:

- Use the reset tip tool, or the tip of an unfolded paper clip (or similar object *without* a sharp tip), to gently press the reset button inside the hole on the back panel of your organizer.



**Tip:** Some Palm III™ organizers include a metal and plastic stylus with a reset tip inside. To use it, unscrew the metal barrel from the stylus quill.

## Performing a hard reset

*With a hard reset, all records and entries stored in your organizer are erased. Never perform a hard reset unless a soft reset does not solve your problem.*

**Note:** You can restore any data previously synchronized with your computer during the next HotSync operation.

### To perform a hard reset:


1. Hold down the power button on the front panel of the organizer.
2. While holding down the power button, use the reset tip tool or an unfolded paper clip (or similar object *without* a sharp tip) to gently press the reset button.
3. Release the power button.
4. When a message appears on the organizer screen warning that you are about to erase all the data stored on your organizer, do one of the following:

Press the upper half of the scroll button on the front panel of the organizer to complete the hard reset and display the Digitizer screen.

Press any other button to perform a soft reset.

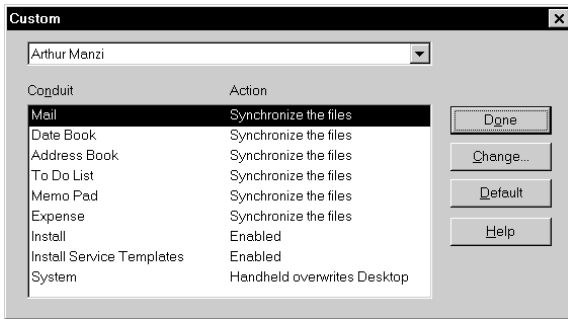
**Note:** With a hard reset, the current date and time are retained. Formats Preferences and other settings are restored to their factory default settings.

### To restore your data after a hard reset:

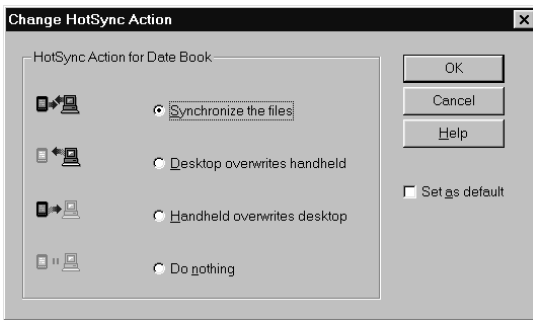
1. Click the HotSync icon ™ in the Windows system tray (bottom-right corner of the taskbar).

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

2. From the HotSync Manager menu, choose Custom.



3. Select the appropriate user name from the list.
4. Select an application in the Conduit list.
5. Click Change.



6. Select Desktop overwrites handheld.

**Note:** Changing the HotSync setting from the default affects only the *next* HotSync operation. Thereafter, the HotSync Actions revert to their default settings.

7. Click OK.
8. Repeat steps 4 through 7 to change conduit settings for other applications.
9. Click Done to activate your settings.
10. Perform a HotSync operation.



## Appendix B

# Frequently Asked Questions

If you encounter a problem with your Palm III™ organizer, do not call Technical Support until you have reviewed the following list of frequently asked questions, and you have also reviewed the following:

- The README file and HelpNotes located in the folder where you installed the Palm™ Desktop software on your computer (or on your installation CD or diskettes)
- The Palm Desktop online Help
- The most recent Palm III organizer HelpNotes on your regional web site

If you are still having problems, contact Technical Support. For US and International telephone numbers, see the Technical Support card that comes with your organizer.

**Note:** Thousands of third-party add-on applications have been written for the Palm Computing® platform. Unfortunately, we are not able to support such a large number of third-party applications. *If you are having a problem with a third-party application, please contact the developer or publisher of that software.*

## Software installation problems

### Problem

When I install Palm Desktop software I get an error that a modem is attached to my serial port, but there is no modem attached.

### Solution

Take your organizer out of the cradle and install again.

# Operating problems

## Problem

My organizer won't turn on.

## Solution

Try each of these in turn:

- Adjust the contrast control.
- Make sure the batteries are installed properly.
- Replace the batteries. If your organizer still does not operate, try a soft reset; see Appendix A.

I replaced the batteries, but I am still getting a low battery warning.

The battery warning message may appear immediately after replacing the batteries. Also, if you check the battery gauge in the Applications Launcher *immediately* after replacing the batteries, the gauge may start at "empty" and slowly rise to "full." This is normal. It takes a few minutes for the battery gauge to accurately show the condition of the batteries.

I get a warning message telling me my organizer memory is full.

- Purge Date Book and To Do List. This deletes To Do List items and past Date Book events from the memory of your organizer. See "Purging records" in Chapter 4. You may need to perform a HotSync® operation to recover the memory.
- Delete unused memos and records. If necessary, you can save these records. See "Deleting records" in Chapter 4.
- If you have installed additional applications on your organizer, remove them to recover memory. See "Removing applications" in Chapter 3.

My organizer keeps turning itself off.

Your organizer is designed to turn itself off after a period of inactivity. This period can be set at one, two, or three minutes. Check the Auto-off setting. See "General preferences" in Chapter 7.

My organizer is not making any sounds.

Check the System Sound setting. See “General preferences” in Chapter 7.

My organizer has frozen.

Perform a soft reset. See “Resetting your organizer” in Appendix A.

I don’t see anything on my organizer’s screen.

- Change the contrast settings.
- Replace the batteries.


## Tapping and writing problems

### Problem

### Solution

When I tap the buttons or screen icons, it activates the wrong feature.

Calibrate the screen. See “Digitizer preferences” in Chapter 7.

When I tap the Menu icon , nothing happens.

Not all applications or screens have menus. Try changing to a different application.

I can’t get my organizer to recognize my handwriting.

- For your organizer to recognize handwriting input with the stylus, you need to use Graffiti® writing. See “Using Graffiti writing to enter data” in Chapter 2.
- Make the Graffiti character strokes in the Graffiti writing area, not on the display part of the screen.
- Write Graffiti strokes for letters in the left-hand side, and the strokes for numbers in the right-hand side of the Graffiti writing area.
- Make sure that Graffiti is not shifted into extended or punctuation modes. See “Using Graffiti writing to enter data” in Chapter 2.
- See “Graffiti tips” in Chapter 2 for tips on increasing your accuracy when you write Graffiti characters.

# Application problems

## Problem

I tapped the Today button, but it does not show the correct date.

I know I entered some records, but they do not appear in the application.

I am having problems listing memos the way I want to see them.

I created an event in Date Book, but it doesn't appear in the Week View.

## Solution

Your organizer is not set to the current date. Make sure the Set Date box in the General Preferences screen displays the current date. See "General preferences" in Chapter 7 for more information.

- Check the Categories pick list (upper-right corner of the screen). Choose All to display all of the records for the application.
- Check Security and make sure that the Private Records setting is set to Show private records.
- In To Do List, tap Show and check whether Show Only Due Items is selected.
- If you cannot manually arrange the order of the memos in the List screen, check the Memo Preferences setting. Make sure that Sort by is set to Manual.
- If you choose to view your memos alphabetically on Palm Desktop software and then perform a HotSync operation, the memos on your organizer still appear in the order defined in the Memo Preferences setting. In other words, the sort settings that you use with Palm Desktop software *are not* transferred to your organizer.

In the Week View, you cannot select overlapping events that have the same start time. If you have two or more events with the same start time, choose the Day View for the particular day to see the overlapping events.



# HotSync problems

## Problem

## Solution

I cannot do a HotSync operation; what should I check to make sure I am doing it correctly?

- Check the Windows system tray to make sure the HotSync Manager is running. If it is not, open Palm Desktop software.
- Click the HotSync Manager, choose Setup and click the Local tab. Check that the Serial Port setting displays the correct COM port where your cradle is attached.
- Make sure the cradle is connected securely.

I did a HotSync operation, but one of my applications did not synchronize.

- Click the HotSync Manager and choose Custom. Check that the correct conduit is active.

I am using Outlook as my PIM, but I cannot do a HotSync operation.

- Click the HotSync Manager and choose Custom. Check that the correct conduit is active.
- Check that the correct conduit is installed. Reinstall the HotSync Manager and make sure the correct conduit is selected.

I cannot launch the HotSync Manager.

- Make sure you are not running another program, such as America Online, CompuServe, or WinFax, that uses the serial port you selected in the Setup dialog box.
- Reinstall the Palm Desktop software.

I tried to do a local HotSync operation, but it did not complete successfully.

Try each of these in turn:

- Make sure HotSync Manager is running. If HotSync Manager is running, exit and restart it.
- Make sure you selected Local from the HotSync Manager menu or the Palm Desktop software menu.
- Check the cable connection between the cradle and the serial port on your computer.
- Make sure you selected the correct serial port on the Local tab in the Setup dialog. It should be set to the port where you connected the cradle.
- Try a lower baud rate setting on the Local tab in the Setup dialog.
- Make sure you are not running another program, such as America Online, CompuServe, or WinFax, that uses the serial port you selected in the Setup dialog box.
- Read the HotSync Log for the user account for which you are performing a HotSync operation.
- Make sure your organizer is seated in the cradle correctly.
- Make sure the gold-plated connectors on the cradle and your organizer are clean. Use a pencil eraser to clean them.

I tried to do a modem HotSync operation, but it did not complete successfully.

Check the following on your computer:

- Make sure your computer is turned on and that it does not shut down automatically as part of an energy-saving feature.
- Make sure the modem connected to your computer is turned on and is connected to the outgoing phone line.
- Make sure Modem is checked in the HotSync Manager menu.
- Make sure the modem you are using with your organizer has an on-off switch. Your organizer cannot “wake up” a modem that has an auto-off feature.
- Make sure the modem is connected properly to a serial port on your computer and is connected to the incoming phone line.
- Confirm that the Setup String in the Setup dialog box configures your modem correctly. You may need to select a different Modem Type or enter a custom Setup String. Most modems have a Setup String that causes them to send initial connection sounds to a speaker. You can use these sounds to check the modem connection.
- Confirm that the Speed setting in the Setup dialog box works for your modem.
- If you have problems using the As Fast As Possible option or a specific speed, try using a slower speed.
- Make sure you are not running another program, such as WinFax, CompuServe, or America Online, that uses the serial port you selected in the Setup dialog box.
- Make sure your modem resets before you try again. (Turn off your modem, wait a minute, then turn it back on.)

I tried to do a modem HotSync operation, but it did not complete successfully.  
(continued)

Check the following on your organizer:

- Confirm that the telephone cable is securely attached to your modem.
- Make sure the dialing instruction dials the correct phone number.
- If you need to dial an outside line prefix, make sure you selected the Dial Prefix option on your organizer and entered the correct code.
- If the telephone line you are using has Call Waiting, make sure you selected the Disable call waiting option under Modem Sync Phone Setup on your organizer and entered the correct code.
- Make sure the telephone line you are using is not noisy, which can interrupt communications.
- If you are using an external modem, make sure your modem resets before you try again. (Turn off your modem, wait a minute, then turn it back on.)
- Check the batteries in your modem and replace them if necessary.

# Beaming problems

## Problem

I cannot beam data to another Palm Computing connected organizer.

When someone beams data to my organizer, I get a message telling me it is out of memory.

## Solution

- Confirm that your organizer and the other Palm III organizer are between ten centimeters (approximately 4") and one meter (approximately 39") apart, and that the path between the two devices is clear of obstacles. Beaming distance to other Palm Computing connected organizers may be different.
- Move your organizer closer to the receiving device.
- Perform a soft reset. See "Performing a soft reset" in Appendix A for more information.
  
- Your organizer requires at least twice the amount of memory available as the data you are receiving. For example, if you are receiving a 30K application, you must have at least 60K free.
- Perform a soft reset. See "Performing a soft reset" in Appendix A for more information.

# Password problems

## Problem

I forgot the password, and my organizer is not locked.

## Solution

You can use Security to delete the password. If you do this, your organizer deletes all entries marked as private. You can, however, perform a HotSync operation *before* you delete the password: the HotSync process backs up all entries, whether or not they are marked private. In this case, the following procedure restores your private entries and lets you access them:

1. Use the Palm Desktop software and the cradle to synchronize your data.
2. Tap Forgotten Password in Security to remove the password and delete all private records.
3. Perform a HotSync operation to synchronize your data and restore the private records by transferring them from your computer to your organizer.

I forgot the password and my organizer is locked.

- If you assign a password and lock your organizer, you must perform a hard reset to continue using your organizer. See “Performing a hard reset” in Appendix A for more information.



## Technical support

If, after reviewing the sources listed at the beginning of this appendix, you cannot solve your problem, contact your regional technical support office by e-mail, phone, or fax.

Before requesting support, please experiment a bit to reproduce and isolate the problem. When you do contact support, please be ready to provide the following information:

- The name and version of the operating system you are using
- The actual error message or state you are experiencing
- The steps you take to reproduce the problem
- The version of organizer software you are using and available memory

### To find version and memory information:

1. Tap the Applications icon .
2. Tap the Menu icon .
3. Tap App, and then tap Info.

**Note:** Thousands of third-party add-on applications have been written for the Palm Computing platform. Unfortunately, we are not able to support such a large number of third-party applications. *If you are having a problem with a third-party application, please contact the developer or publisher of that software.*

4. Tap Version to see version numbers, and tap Size to see the amount of free memory, in kilobytes.





## Appendix C

# Creating a Custom Expense Report

This section explains how to modify existing Expense application templates and how to create your own custom expense report templates for use with the Expense application.

**Note:** This section assumes that you are familiar with Microsoft Excel or a similar spreadsheet application. If you are not familiar with Microsoft Excel, consult your company's Information Services department or another experienced user.

## About mapping tables

Before creating or modifying an Expense template, it's important to understand the function of the Palm™ Desktop software Expense application. In simple terms, the Expense application is designed to move Expense data from your Palm III™ organizer into a Microsoft Excel spreadsheet.

Each Expense item stored in your organizer represents a group of related data. The following data can be associated with an expense item:

- Category
- Date
- Expense Type
- Amount
- Payment Method
- Payment Currency
- Vendor
- City
- Attendees
- Note

When you perform a HotSync® operation between your organizer and Palm Desktop software on your computer, the Expense data is stored on your computer (in a file named Expense.txt). When you open the Expense application in Palm Desktop software, an Excel macro starts, and populates an expense template with your data based on the rules specified in a spreadsheet file named Maptable.xls.

The Maptable.xls file is an editable spreadsheet that functions as a "mapping table." The function of the mapping table is to guide the Excel macro in extracting the Expense data. The mapping table tells

the Excel macro how large the spreadsheet is and provides the data-cell layout of the Excel template used for the Expense Report.

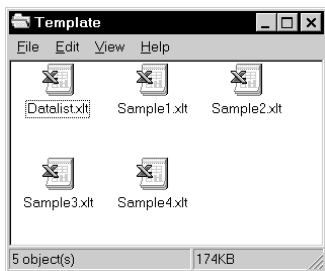
## Customizing existing sample templates

Four sample Expense Report templates come with Palm Desktop software. These templates are stored in the Template folder (which is in the same folder as the Palm Desktop software application).

If the layout of one (or more) of these templates is appropriate for your reporting needs, you can easily customize the templates with your company name and other information.

### To customize a sample Expense Report template:

1. Make a backup copy of the contents of the Template folder.



2. Double-click the name of the sample template you want to modify to open it in Microsoft Excel.
3. Make any changes that you want to the names (or other information) in the sample template.

**Important:** *Do not* insert rows or columns in the sample template. Doing so changes the way your Expense data maps to the template and causes errors. If you want to move the cells to a different location or add or delete rows or columns, you have to make changes to the Mappable.xls file.

**Note:** You can insert your own company logo without changing the Mappable.xls file. If you change the file name, however, you need to make a corresponding change in the Mappable.xls file.

You can also rename cells without changing the Mappable.xls file, provided that the expense type corresponds to your organizer data. For example, you can

change “Snack” to “Munchies,” and then all items entered on your organizer as “Snack” map to the cell(s) labeled “Munchies.”

4. From the File menu, choose Save As.
5. Click the Save as type drop-down list and choose Template (\*.xlt).
6. Navigate to the Template folder (in the Palm Desktop software directory).

**Note:** If you *do not* need to change the Mappable.xls file, save the template file with its *original file name* (e.g., Sample2.xlt).

If you *do* need to change the Mappable.xls file, give your modified template a unique name. Be sure to use the .xlt file suffix, which defines the file as a Microsoft Excel template.

7. Click Save to save your modified template and make it available for future use.

**Note:** If you need to modify the Mappable.xls file, you must do this before you can use the modified template with your Expense data. To modify the Mappable.xls file for your new template, see “Programming the mapping table” later in this appendix. *Read all of the sections of this appendix before making changes to the Mappable.xls file.*

## Determining the layout of the Expense Report

This section describes the layout considerations for the Expense Report and explains the terms used for creating the report.

### Labels

There are two kinds of labels that you need to define for your report: day/date and expense type. Each kind of label can be either Fixed or Variable. A Fixed label means that the label *always* appears as a header at the beginning of a row or column. If a label is not Fixed, it is variable.

For example, a list table of expenses could have variable labels in the rows for day/date, and variable labels in the columns for expense type. In this case, neither day/date or expense type information would be “fixed” (as a header). Instead, the date and expense type information would be filled into the cells of the spreadsheet as appropriate.

Examples of both Fixed and Variable labels appear in the sample expense templates.

## Sections

A Section is an area of the report that has common formatting. It is common for an Expense report to have more than one Section. For example, the following sample Expense Report named Sample3.xlt contains several Sections.

File Edit View Insert Format Tools Data Window Help										
1	2	3	4	5	6	7	8	9	10	
				Employee			Emp. #	Dept.	Project	
<b>Expense Report</b>										
ITINERARY			DATE							
			CITY							
			CITY							
<b>M E A L S</b>	Breakfast	Employee paid								
		Company paid								
	Lunch & Snack	Company paid								
		Employee paid								
	Dinner	Company paid								
<b>M I S C</b>		Employee paid								
	Business meals & entertainment	Company paid								
		Employee paid								
	Conference	Company paid								
		Employee paid								
	Postage	Company paid								
	Employee paid									
	Parking & Tolls	Company paid								
	Employee paid									
	Gifts, Tips, Suppl	Company paid								
	Incidentals, Other	Employee paid								
<b>BUSINESS MEALS AND ENTERTAINMENT EXPENDITURES</b>										
Date Expense Type Amount Vendor City										
Section 3										

Section 1  
(not prepaid)

Section 2  
(prepaid)

Because your Expense data maps to row and column areas of your final report, different Sections require different definitions for the data mapping. To create additional Sections with different mapping, you create corresponding additional lines to the mapping table file named Maptable.xls. This procedure is explained later in this appendix.

If a section contains cells for prepaid (company paid) expenses, you need to create an additional line in the mapping table for “prepaid.” This will count as an additional section in the mapping table. The only data that differs in the prepaid section (from the non-prepaid section) is the row/column numbers for the expense type.

## Analyzing your custom Expense Report

If you already have a custom Excel expense report, you can use it with a modified mapping table. However, before you can create a Mappable.xls file that corresponds to your custom Expense Report, you must first analyze the characteristics of your report.

### **Perform the following before you begin a custom mapping table:**

- Print a copy of your custom expense report. Activate the Row and Column Headings option in the Sheet settings of the Page Setup command. This enables you to quickly determine the size of the Section(s), as well as the numbers for the start rows and columns.
- On the printed copy, identify the data Sections. A Section is an area of data with common row and column formatting. A yellow highlighter marking pen can make it easy to see the Sections as you work with programming the mapping table. Your custom Expense Report can contain any number of Sections, and the same data can be repeated in any Section.
- On the printed copy, identify the type of Labels that apply to each Section. Each Section can have only one kind of Fixed or Variable Label for rows. Likewise, each Section can have only one kind of Fixed or Variable Label for columns.
- Place a copy of your custom Expense Report in the Template folder (in the Palm Desktop software directory). Change the file name so it has the file extension .xlt (which defines it as a Microsoft Excel template). Make a note of the exact file name so it can be defined in the mapping table file.

# Programming the mapping table

Once you have analyzed the components of your custom Expense Report, you can program the mapping table to fill the report with data from the organizer.

## To program a new custom mapping table:

1. Open a copy of the Maptable.xls file in Microsoft Excel.
  - Note:** This file is located in the same folder as the Palm Desktop software application. *Make a backup copy of this file before you make your modifications.*
2. **Mapping a new template.** Scroll to where you find the name of the original template that you chose for your modifications. The name of the template will appear in column B of the Maptable.xls file, next to the cell highlighted in green that reads "Template Name:". If you did not modify an existing template, move to any table in the Maptable.xls file.
3. Select all the *rows* associated with the template name. To select the rows, click and drag on the row numbers (left side), so they appear highlighted.

	1	2	3	4	5
5	Template Name:	SAMPLE1.XLT			
6		ROW			
7		Fixed Label		Variable Label by	
8		Day/Date	Expense Type	Day/Date	Expense Type
9	Section1			X	
10					
11					
12					
13	Template Name:	SAMPLE2.XLT			
14		ROW			
15		Fixed Label		Variable Label by	
16		Day/Date	Expense Type	Day/Date	Expense Type
17	Main		X		
18	Business&Entertainment			X	
19					
20					
21					
22	Template Name:	SAMPLE3.XLT			
23		ROW			
24		Fixed Label		Variable Label by	
25		Day/Date	Expense Type	Day/Date	Expense Type
26	Main (PREPAID)		X		
27	Main		X		

All rows related to template are selected

4. From the Edit menu, choose Copy.

5. Scroll down to a blank area of the Mappable.xls file (below the rows used for Sample4.xls), and click on a row number to select a blank row.
6. From the Edit menu, choose Paste. A copy of the rows you selected in step 3 is pasted into the Mappable.xls file.
7. **Name the table.** In the cell immediately to the right of the cell entitled Template Name, enter the *exact* file name of your custom Expense Report template.
8. **Define the number of Sections.** Each row in a table defines how your organizer data will be placed in a Section of your custom Expense Report. Note that the prepaid portion of a section has its own row and counts as a separate section for map table purposes, *even though it is not a separate section in your template.*

22	Template Name:	SAMPLE3.XLT	
23			ROW
24		Fixed Label	
25		Day/Date	Expense Type
26	Main (PREPAID)		X
27	Main		X
28	Business Meals & Entertainment		
29	Mileage Log		

**Table with four sections**

You may add or delete rows as necessary so that the total number of rows corresponds to the number of Sections in your custom Expense Report. To clear all of the existing settings in a row, click to select the row and press Ctrl+Delete. Name each row to correspond to a Section of your custom Expense Report.

9. **Determine the Label settings.** The orientation of the data fields (Row, Column) appears in the yellow section of the table.

SAMPLE1.XLT		ROW				COLUMN			
Fixed Label		Variable Label by		Fixed Label		Variable Label by			
Day/Date	Expense Type	Day/Date	Expense Type	Day/Date	Expense Type	Day/Date	Expense Type		
		X					X		

Determine whether the **Rows** will contain expense or date information, and place an “x” in the appropriate cell. When you do this, you also define whether the label is Fixed or Variable. You can place only one “x” in the Row section (columns 2–5).

Determine whether the **Columns** will contain expense or date information, and place an “x” in the appropriate cell. When you do this, you also define whether the label is Fixed or Variable. You can place only one “x” in the Column section (columns 6–9).

10. **Define the dimensions of the Section.** The dimensions of the Section appear in the green columns (10–13).

# of Rows	# of Columns	Start Row	Start Column
36		12	1

**# of Rows** Represents the total number of rows in the Section, excluding any header or total rows. In other words, this includes only the number of rows in the Section where your organizer data will be placed.

**# of Columns** Represents the total number of columns in the Section, excluding any header or total columns. In other words, this includes only the number of columns in the Section where your organizer data will be placed.

**Start Row** Is the number of the first row of the Section that will be filled with your organizer data.

**Start Column** Is the number of the first column of the Section that will be filled with your organizer data.

11. **Define the Dates and Intervals.** The dates and intervals between dates appears in the light blue columns (14–17).

Date	Intervals		
Date	Dates	Start day	Day
1	0		

In the **Date** cell, enter the row or column number where all the date information will be placed.

In the **Dates** cell, enter the number of blank columns (or rows) separating the date fields. If there are no blank columns (or rows) between date entries, leave this number set to zero.

In the **Start Day** cell, enter the day of the week that starts the expense reporting period. Enter a three-character abbreviation for the day (e.g., Sun, Mon, Tue).

In the **Day** cell, enter the row or column number where all the day information will be placed. If the dates are in a row, enter the row number. If the dates are in a column, enter the column number.



12. **Define whether the Section is in list format.** This setting appears in the light purple columns (18–19).

<b>Listing Format</b>	<b>Expense Type</b>
YES	8

If the Section will present the data in a list format, enter the word “yes”. Otherwise, enter the word “no”. The following diagram shows data presented in a list format:

6	Date	Category	Type	Amount	Country	Payment Type
7						
8						
9						
10						
11						

**Only if your section is in list format:** In the Expense Type cell, enter the number of the row or column where the expense description will be placed. Expense amounts can be entered in several different columns or rows if required by your template. *Expense type labels* must all appear in the same column.

13. **Enter the row or column numbers for the expense types that appear in the Section.** These settings appear in the aqua columns (20–48).

Expense Types					
Airfare	Breakfast	Bus	Business Meals	Car Rental	Dinner
4	4	4	4	4	4

For these settings, simply enter the row or column number for the expense types that you want to appear in the Section. Note that the same row or column number can be used more than once. An example of this would be meals that encompass breakfast, lunch, dinner, and snacks. In the previous example, all expense items would be populated into row/column 4 of the custom Expense Report.

14. **Complete the table.** All of the remaining columns (49–57) in the table are used to define the column or row number that corresponds to the description.

15. **Mark a Section for prepaid expenses (yellow column).** If a row in the map table is for prepaid (company paid) expenses, type a “yes” in the cell on that Section’s row. Type “no” in all the cells of this column that do not pertain to prepaid expenses.

57
PrePaid
NO
YES
NO

16. Repeat steps 9 through 15 for each Section that you have defined for your custom Expense Report.
17. **Map Expense Report Options dialog (magenta section).** The Expense Report Options dialog has five fields where you can fill in data for the header on your expense report. Use this section to specify the row and column on your template where this information will be mapped.

Employee Name		Department	
Header 1Flow	Header 1Col	Header 2Flow	Header 2Col
2	5	2	9

Because header data is not related to any particular Section, you have to fill in only one row. If the item does not appear on your template, leave these cells blank.

## Using applications other than Microsoft Excel

You can use applications other than Microsoft Excel (such as Lotus 1-2-3 or Quattro Pro) to open and manipulate the Expense data on your computer. The data file is named “Expense.txt,” and is stored in the Expense folder, within the folder containing the organizer user data.

Expense data in the Expense.txt file is in tab-delimited format.

## Expense file details

The Expense.txt file contains four groups of data. It will be easier to see these four distinct groups of data if you open the file with a spreadsheet application.

<b>Trips</b>	Shows the number of Expense application categories, and lists each one followed by an “end” statement.
<b>Currency</b>	Shows how many currencies were used for the Expense data, and lists the countries that correspond to that currency.
<b>Trip</b>	Shows the number of expenses by category, and lists the expenses for each category.
<b>Expenses</b>	Shows the total number of expenses, and lists them chronologically.



## Appendix D

# Non-ASCII Characters for Login Scripts

The following information enables you to create custom login scripts that require non-ASCII characters. It is provided for advanced users who understand the use and requirements of such characters in a custom login script.

## Use of $\wedge$ char

You may use the caret (  $\wedge$  ) to transmit ASCII command characters. If you send  $\wedge$ char, and the ASCII value of char is between @ and \_, then the character is automatically translated to a single-byte value between 0 and 31.

For example,  $\wedge$ M is converted to a carriage return. If char is a value between a and z, then the character sequence is translated to a single-byte value between 1 and 26. If char is any other value, then the character sequence is not subject to any special processing.

For example, the string "Joe $\wedge$ M" transmits Joe, followed by a carriage return.

## Carriage return and line feed

You may include carriage return and line feed commands as part of the login script, when entered in the following format:

<code>&lt;cr&gt;</code>	Sends or receives a carriage return
<code>&lt;lf&gt;</code>	Sends or receives a line feed

For example, the string "waitfor Joe`<cr><lf>`" waits to receive Joe followed by a carriage return and line feed from the remote computer before executing the next command in the script.

## Literal characters

The backslash ( \ ) character defines that the *next character* is transmitted as a literal character, and is not subject to any special processing ordinarily associated with that character.

### Examples:

- \^ Includes a caret as part of the string
- \< Includes a < as part of the string
- \\ Includes a backslash as part of the string

# Warranty and Other Product Information

## Limited warranty

**HARDWARE:** Palm Computing, Inc., a subsidiary of 3Com Corporation (collectively "3Com"), warrants to the original end user ("Customer") that this product will be free from defects in workmanship and materials, under normal use, for one year from the date of original purchase from 3Com or its authorized reseller. 3Com's sole obligation under this express warranty shall be, at 3Com's option and expense, to replace the product or part with a comparable product or part, repair the product or part, or if neither repair nor replacement is reasonably available, 3Com may, in its sole discretion, refund to Customer the purchase price paid for the product or part. Replacement products or parts may be new or reconditioned. 3Com warrants any replaced or repaired product or part, and any hardware upgrade to which Customer is entitled under an agreement between Customer and 3Com, for a period of ninety (90) days from shipment, or through the end of the original warranty, whichever is longer. All products or parts that are replaced become the property of 3Com.

Accessory products, as listed in the applicable 3Com catalogue, are not covered under this Limited Warranty except for the modem for the connected organizer, the cradles, cables, memory upgrades, and leather items sold under the 3Com® brand. 3Com shall not be responsible for Customer's software, firmware, information, or memory data contained in, stored on, or integrated with any products returned to 3Com for repair, whether under warranty or not.

**SOFTWARE:** 3Com warrants to Customer that the Palm™ Desktop organizer software and Palm OS™ software licensed from it will perform in substantial conformance to their program specifications, for a period of ninety (90) days from the date of original purchase from 3Com or its authorized reseller. 3Com warrants the media containing software against failure during the warranty period. No updates are provided. 3Com does not provide any warranty for Adobe® Acrobat® Reader or any other third-party applications software that is licensed to Customer by the third party. 3Com's sole obligation with respect to this express warranty shall be (at 3Com's discretion) to refund the purchase price paid by Customer for any defective software product, or to replace any defective media with software which substantially conforms to applicable 3Com published specifications. 3Com makes no warranty or representation that its software products will meet Customer's requirements or will work in combination with any hardware or applications software products provided by third parties, that the operation of the software products will be uninterrupted or error free, or that all defects in the software products will be corrected.

**YEAR 2000 WARRANTY:** In addition to the Hardware Warranty and Software Warranty stated above, 3Com warrants that the following date-data sensitive Palm Computing® products, namely the Pilot 1000, Pilot 5000, PalmPilot™ Personal Edition, PalmPilot Professional Edition, and Palm III™ connected organizers, as well as all other 3Com products based on the Palm Computing platform software as of July 1, 1998 and later, including the companion desktop software for Microsoft® Windows® and MAC OS™ platforms, will continue performing properly with regard to such date-data on and after January 1, 2000, provided that all other products used by Customer in connection or combination with the Palm Computing product, including hardware, software, and firmware, accurately exchange date-data with the Palm Computing product. 3Com makes no certification regarding the Year 2000 status of any other Palm Computing products.

Any Palm Computing platform application supplied by 3Com that makes correct use of Palm Computing platform date and time functions will not have a problem transitioning to the year 2000. The date and time utilities for the Palm Computing platform use 32 bits to store seconds, starting at January 1, 1904. This approach allows the correct representation of dates up to 6:28:15 A.M. on February 6, 2040. Provided the product is still being sold, 3Com will make software enhancements to remove this limitation to the Palm Computing platform well in advance of this date.

If it appears that any Palm Computing product does not perform properly with regard to such date-data on and after January 1, 2000, and Customer notifies Palm Computing before the later of April 1, 2000, or ninety (90) days after original purchase of the product from 3Com or its authorized reseller, 3Com shall, at its option and expense, provide a software update which would effect the proper performance of the product, repair the product, deliver to Customer an equivalent product to replace the product, or, if none of the foregoing is feasible, refund to Customer the purchase price paid for the product.

Any software update or replaced or repaired Palm Computing product will carry a Year 2000 Limited Warranty for ninety (90) days after purchase or until April 1, 2000, whichever is later.

Customers using date and time utilities other than those supplied by Palm Computing should check with the developer to determine if the software will correctly handle all of the subtle issues of date and time conversion.

**OBTAINING WARRANTY SERVICE:** Customer must contact a Palm Computing, Inc. or 3Com Technical Support or Customer Service center within the applicable warranty period to obtain warranty service authorization. Dated proof of original purchase from 3Com or its authorized reseller will be required. 3Com is not responsible for Customer products or parts received without a warranty service authorization. In the United States, 3Com may ship a replacement product or part prior to receiving the original product or part ("advance exchange"). If advance exchange is not available, then the repaired product or part will be shipped as soon as reasonably possible, which will be no later than thirty (30) days after 3Com receives the original product or part. Repaired or replacement products will be shipped to Customer at 3Com's expense. The repair and replacement process for products or parts in locations outside of the United States will vary depending on Customer's location.



Products or parts shipped by Customer to 3Com must be sent prepaid and packaged appropriately for safe shipment, and it is recommended that they be insured or sent by a method that provides for tracking of the package. When an advance exchange is provided and Customer fails to return the original product or part to 3Com within thirty (30) days from the date the warranty service authorization is issued, 3Com will charge Customer the then-current published catalogue price of such product or part.

**WARRANTIES EXCLUSIVE:** IF THIS PRODUCT DOES NOT OPERATE AS WARRANTED ABOVE, CUSTOMER'S SOLE REMEDY FOR BREACH OF THAT WARRANTY SHALL BE REPLACEMENT OR REPAIR OF THE PRODUCT OR PART OR REFUND OF THE PURCHASE PRICE PAID, AT 3COM'S OPTION. TO THE FULL EXTENT ALLOWED BY LAW, THE FOREGOING WARRANTIES AND REMEDIES ARE EXCLUSIVE AND ARE IN LIEU OF ALL OTHER WARRANTIES, TERMS, OR CONDITIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES, TERMS, OR CONDITIONS OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SATISFACTORY QUALITY, CORRESPONDENCE WITH DESCRIPTION, AND NON-INFRINGEMENT, ALL OF WHICH ARE EXPRESSLY DISCLAIMED. 3COM NEITHER ASSUMES NOR AUTHORIZES ANY OTHER PERSON TO ASSUME FOR IT ANY OTHER LIABILITY IN CONNECTION WITH THE SALE, INSTALLATION, MAINTENANCE OR USE OF ITS PRODUCTS.

3COM SHALL NOT BE LIABLE UNDER THIS WARRANTY IF ITS TESTING AND EXAMINATION DISCLOSE THAT THE ALLEGED DEFECT OR MALFUNCTION IN THE PRODUCT DOES NOT EXIST OR WAS CAUSED BY CUSTOMER'S OR ANY THIRD PERSON'S MISUSE, NEGLIGENCE, IMPROPER INSTALLATION OR TESTING, UNAUTHORIZED ATTEMPTS TO OPEN, REPAIR, OR MODIFY THE PRODUCT, OR ANY OTHER CAUSE BEYOND THE RANGE OF THE INTENDED USE, OR BY ACCIDENT, FIRE, LIGHTNING, OTHER HAZARDS, OR ACTS OF GOD. THIS WARRANTY DOES NOT COVER PHYSICAL DAMAGE TO THE SURFACE OF THE PRODUCT, INCLUDING CRACKS OR SCRATCHES ON THE LCD TOUCHSCREEN OR OUTSIDE CASING. THIS WARRANTY DOES NOT APPLY WHEN THE MALFUNCTION RESULTS FROM THE USE OF THIS PRODUCT IN CONJUNCTION WITH ACCESSORIES, OTHER PRODUCTS, OR ANCILLARY OR PERIPHERAL EQUIPMENT AND 3COM DETERMINES THAT THERE IS NO FAULT WITH THE PRODUCT ITSELF. THIS WARRANTY DOES NOT APPLY TO ANY MALFUNCTION OR FAILURE OF THE PRODUCT OR PART DUE TO ANY COMMUNICATION SERVICE CUSTOMER MAY SUBSCRIBE TO OR USE WITH THE PRODUCT.

**LIMITATION OF LIABILITY:** TO THE FULL EXTENT ALLOWED BY LAW, 3COM ALSO EXCLUDES FOR ITSELF AND ITS SUPPLIERS ANY LIABILITY, WHETHER BASED IN CONTRACT OR TORT (INCLUDING NEGLIGENCE), FOR INCIDENTAL, CONSEQUENTIAL, INDIRECT, SPECIAL, OR PUNITIVE DAMAGES OF ANY KIND, OR FOR LOSS OF REVENUE OR PROFITS, LOSS OF BUSINESS, LOSS OF INFORMATION OR DATA, OR OTHER FINANCIAL LOSS ARISING OUT OF OR IN CONNECTION WITH THE SALE, INSTALLATION, MAINTENANCE, USE, PERFORMANCE, FAILURE, OR INTERRUPTION OF THIS PRODUCT, EVEN IF 3COM OR ITS AUTHORIZED RESELLER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND LIMITS ITS LIABILITY TO REPLACEMENT, REPAIR, OR REFUND OF THE PURCHASE PRICE PAID, AT 3COM'S OPTION. THIS DISCLAIMER OF LIABILITY FOR DAMAGES WILL NOT BE AFFECTED IF ANY REMEDY PROVIDED HEREIN SHALL FAIL OF ITS ESSENTIAL PURPOSE.

**DISCLAIMER:** Some countries, states, or provinces do not allow the exclusion or limitation of implied warranties or the limitation of incidental or consequential damages for certain products supplied to consumers, or the limitation of liability for personal injury, so the above limitations and exclusions may be limited in their application to you. When the implied warranties are not allowed to be excluded in their entirety, they will be limited to the duration of the applicable written warranty. This warranty gives you specific legal rights which may vary depending on local law.

**GOVERNING LAW:** This Limited Warranty shall be governed by the laws of the State of California, U.S.A. excluding its conflicts of laws principles and excluding the United Nations Convention on Contracts for the International Sale of Goods.

Palm Computing, Inc., a subsidiary of 3Com Corporation  
5400 Bayfront Plaza  
PO Box 58007  
Santa Clara, California 95052-8007  
(408) 326-5000  
9/03/98

## **3Com end user software license agreement**

YOU SHOULD CAREFULLY READ THE FOLLOWING TERMS AND CONDITIONS BEFORE USING THIS PRODUCT. IT CONTAINS SOFTWARE, THE USE OF WHICH IS LICENSED BY PALM COMPUTING, INC., A SUBSIDIARY OF 3COM CORPORATION (COLLECTIVELY, "3COM"), TO ITS CUSTOMERS FOR THEIR USE ONLY AS SET FORTH BELOW. IF YOU DO NOT AGREE TO THE TERMS AND CONDITIONS OF THIS AGREEMENT, DO NOT USE THE SOFTWARE. USING ANY PART OF THE SOFTWARE INDICATES THAT YOU ACCEPT THESE TERMS.

**LICENSE:** 3Com grants you a nonexclusive license to use the accompanying software program(s) (the "Software") subject to the terms and restrictions set forth in this License Agreement. You are not permitted to lease or rent (except under separate mutually agreeable terms set forth in writing), distribute or sublicense the Software or to use the Software in a time-sharing arrangement or in any other unauthorized manner. Further, no license is granted to you in the human readable code of the Software (source code). Except as provided below, this License Agreement does not grant you any rights to patents, copyrights, trade secrets, trademarks, or any other rights in respect to the Software.

The Software is licensed to be used on any personal computer and/or any 3Com product, provided that the Software is used only in connection with 3Com products. With respect to the Desktop Software, you may reproduce and provide one (1) copy of such Software for each personal computer or 3Com product on which such Software is used as permitted hereunder. With respect to the Device Software, you may use such Software only on one (1) 3Com product. Otherwise, the Software and supporting documentation may be copied only as essential for backup or archive purposes in support of your use of the Software as permitted hereunder. You must reproduce and include all copyright notices and any other proprietary rights notices appearing on the Software on any copies that you make.

Notwithstanding any other provision of this License Agreement, this License Agreement shall not be deemed to apply to the Adobe® Acrobat® Reader software or any other applications software licensed to you by third parties that is included on the same media as 3Com's Software ("Other Software") if the Other Software provides that the use of the Other Software is subject to the terms and conditions of the third party's license agreement.

**NO ASSIGNMENT; NO REVERSE ENGINEERING:** You may transfer the Software and this License Agreement to another party if the other party agrees in writing to accept the terms and conditions of this License Agreement. If you transfer the Software, you must at the same time either transfer all copies of the Software as well as the supporting documentation to the same party or destroy any such materials not transferred. Except as set forth above, you may not transfer or assign the Software or your rights under this License Agreement.

Modification, reverse engineering, reverse compiling, or disassembly of the Software is expressly prohibited. However, if you are a European Community ("EC") resident, information necessary to achieve interoperability of the Software with other programs within the meaning of the EC Directive on the Legal Protection of Computer Programs is available to you from 3Com upon written request.

**EXPORT RESTRICTIONS:** You agree that you will not export or re-export the Software or accompanying documentation (or any copies thereof) or any products utilizing the Software or such documentation in violation of any applicable laws or regulations of the United States or the country in which you obtained them.

The software covered by this agreement may contain strong data encryption code which cannot be exported outside of the U.S. or Canada. You agree that you will not export/reexport, either physically or electronically, the encryption software or accompanying documentation without obtaining written authorization from the U.S. Department of Commerce.

**TRADE SECRETS; TITLE:** You acknowledge and agree that the structure, sequence and organization of the Software are the valuable trade secrets of 3Com and its suppliers. You agree to hold such trade secrets in confidence. You further acknowledge and agree that ownership of, and title to, the Software and all subsequent copies thereof regardless of the form or media are held by 3Com and its suppliers.

**UNITED STATES GOVERNMENT LEGEND:** The Software is commercial in nature and developed solely at private expense. The Software is delivered as "Commercial Computer Software" as defined in DFARS 252.227-7014 (June 1995) or as a commercial item as defined in FAR 2.101(a) and as such is provided with only such rights as are provided in this License Agreement, which is 3Com's standard commercial license for the Software. Technical data is provided with limited rights only as provided in DFAR 252.227-7015 (Nov. 1995) or FAR 52.227-14 (June 1987), whichever is applicable.

**TERM AND TERMINATION:** This License Agreement is effective until terminated. You may terminate it at any time by destroying the Software and documentation together with all copies and merged portions in any form. It will also terminate immediately if you fail to comply with any term or condition of this License Agreement. Upon such termination you agree to destroy the Software and documentation, together with all copies and merged portions in any form.

**GOVERNING LAW:** This License Agreement shall be governed by the laws of the State of California as such laws are applied to agreements entered into and to be performed entirely within California between California residents and by the laws of the United States. You agree that the United Nations Convention on Contracts for the International Sale of Goods (1980) is hereby excluded in its entirety from application to this License Agreement.

**LIMITED WARRANTY; LIMITATION OF LIABILITY:** All warranties and limitations of liability applicable to the Software are as stated on the Limited Warranty Card or in the product manual accompanying the Software. Such warranties and limitations of liability are incorporated herein in their entirety by this reference.

**SEVERABILITY:** In the event any provision of this License Agreement is found to be invalid, illegal or unenforceable, the validity, legality and enforceability of any of the remaining provisions shall not in any way be affected or impaired and a valid, legal and enforceable provision of similar intent and economic impact shall be substituted therefor.

**ENTIRE AGREEMENT:** This License Agreement sets forth the entire understanding and agreement between you and 3Com, supersedes all prior agreements, whether written or oral, with respect to the Software, and may be amended only in a writing signed by both parties.

Palm Computing, Inc., a subsidiary of 3Com Corporation  
5400 Bayfront Plaza  
PO Box 58007  
Santa Clara, California 95052-8007  
(408) 326-5000  
9/03/98

## FCC Statement

This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

**Note:** This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

The use of shielded I/O cables is required when connecting this equipment to any and all optional peripheral or host devices. Failure to do so may violate FCC rules.

**Caution:** Changes or modifications not covered in this manual must be approved in writing by the manufacturer's Regulatory Engineering Department. Changes or modifications made without written approval may void the user's authority to operate this equipment.



## Canadian RFI Statement

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.



# Index

## A

ABA (Address Book archive file) 34

Accented characters

    Graffiti writing 30

    onscreen keyboard 33

Add-on applications 40–43

Address Book

    \*If Found Call\* entry 85

    adding custom fields 88

    archive files (.aba) 34

    business card for beaming 133

    categorizing records 59

    conduit for synchronizing 138

    creating records 53, 84–85

    deleting records 55

    displaying category 87

    displaying data in the Address

        List 86

    finding records 62–63

    fonts 70

    menus 87

    notes for records 69

    opening 49

    overview 49

    pressing button to beam

        information 134

    private records 69

    sorting records 66

Alarm

    preset 83

    setting 75

    sound 83, 155, 183

    for untimed events 76

Alphabet

    Graffiti writing 26

    onscreen keyboard 11, 16

Application buttons 5, 12, 48, 49, 50,  
51, 134, 150

Applications

    Address Book 49

    beaming 133–134

    Calculator 51

    categories 37–38

    Date Book 48

    Expense 52

    font style 70

    installing 40–42

    Memo Pad 51

    opening 13

    preferences for 39

    removing 43

    security 44

    size in kilobytes 191

    To Do List 50

    version of 191

    viewing as icons 38

    viewing as list 38

*See also* Add-on applications

Applications Launcher 12–13, 37–39

Archive files

    importing data from 34

    for main applications 34

    saving deleted records 55

    saving purged records 56

Automatic fill, in Expense 108

Auto-off delay 154

Autotext. *See* Graffiti ShortCuts

## B

Backlight 6, 151

Batteries

    battery door 8

    installing 9

Battery

    conserving power 154

    gauge 12

BCC (blind carbon copy) 118

Beaming information 133–134

    location of IR port 8

    pen stroke to activate 151

    problems with 189

Bold font for text 70

Brightness Control 8

Business card for beaming 133

Buttons preferences 150

## C

### Calculator

- buttons explained 97
- memory 97
- opening 52
- overview 51
- recent calculations 52, 97

### Calibration 10, 152, 183

### Call Waiting, disabling 142, 161

### Calling card, using in phone settings 142, 162

### Capital letters (Graffiti writing) 27

### Caring for the organizer 175

### Categories

- application 37–38
- assigning records to 59
- beaming 133–134
- creating 60–61
- default 59
- displaying 60, 87, 184
- folders for e-mail 124
- merging 62
- renaming 61
- using in Applications Launcher 38

### cc:Mail 110

### Chain calculations 97

### Characters, Graffiti 23

### Check boxes 11

### Clearing Calculator entries 97

### COM port. *See* Serial port

### Combining categories 62

### Comma delimited files, importing data from 34

### Command buttons 11

### Command equivalents (Graffiti writing) 14

### Compressing Day view 82

### Computer keyboard, entering data with 18

### Conduits

- for connecting to PIMs 22
- for modem HotSync operations 143
- for synchronizing applications 185, 138–139, 179

### Confirming e-mail 120

### Conflicting events 79

### Connecting

- service templates 163
- to server or ISP 163

### Continuous events

- deleting from Date Book 55
- scheduling 76

### Contrast Control 8

### Copying text 54

### Country default setting 153

### Cover 7

### Cradle

- connecting to computer 8
- for local HotSync operations 57

### Creating

- Address Book entries 84–85
- categories 37–38, 60–61
- currency symbols 102
- custom fields in Address Book 88
- Date Book events 71
- e-mail 113–115
- Expense items 99
- expense reports in Excel 104–107
- memos 94
- notes for records 69
- records 53
- To Do List items 89

### Currency

- default 108
- defining 102
- for Expense items 101

### Current date 20, 184

### Current time 12

- displaying in Date Book 78
- setting 19

### Custom currencies and symbols 102

### Custom expense reports 193–203

### Custom fields in Address Book 88

### Customizing. *See* Preferences

### Cutting text 54

### Cycling through views 48, 49, 50, 51

## D

### Data entry. *See* Entering data



- Date Book
    - adding Address Book data to records 64–65
    - alarm 75
    - archive files (.dba) 34
    - changing event time 75
    - changing event to untimed 74
    - conduit for synchronizing 138
    - conflicting events 79
    - continuous events 76–77
    - creating records 53, 71–75
    - Day view 77
    - deleting records 55
    - display options 82
    - end time for Day view 83
    - fonts 70
    - menus 81
    - Month view 80
    - notes for records 69
    - opening 48
    - overview 48
    - private records 69
    - purging records 56
    - repeating events 55, 76–77
    - scheduling events 71–75
    - selecting dates 73
    - start time for Day view 83
    - Sunday or Monday to start week 153
    - switching views 77
    - untimed events 71, 74
    - Week view 78, 153, 184
  - Dates
    - Expense item 100
    - setting current 20, 184
    - showing in Mail list 125
    - To Do List record due 91
    - year 2000 warranty 208
  - Day (Date Book view) 71, 82
  - DBA (Date Book archive file) 34
  - Decimal point 153
  - Default
    - categories 59
    - currency in Expense 108
    - settings. *See* Preferences
  - Deleted
    - data, saving in archive files 55
    - e-mail, recovering 123
  - Deleting
    - applications 40, 43
    - Desktop software 43
    - e-mail 123
    - Graffiti characters 25
    - passwords 45
    - records 55
    - service templates 168
    - text 54
    - See also* Purging records
  - Delivering e-mail 117, 120
  - Desktop E-Mail application
    - applications supported 110
    - managing 109–132
    - support of Mail features 117
  - Desktop software 20–22
    - configuring mail 110–112
    - for entering data 18
    - linking to external files 146
    - removing 43
    - saving deleted data to an archive file 55
    - system requirements 4
    - upgrading 4
    - See also* PIM
  - Digitizer 10, 152, 183
  - DNS (Domain Naming System) 165
  - Double-booked events 79
  - Draft e-mail 121
  - Dragging
    - memos into other applications 51
    - stylus to activate features 151
    - using the stylus 10
- ## E
- Editing
    - records 53–55
    - unsent e-mail 120
  - E-mail addresses
    - in Address Book 85, 86
    - looking up 116–117

E-mail items. *See* Mail  
Entering data 15–18  
    importing from other  
        applications 34–35  
    problems with 183  
    using Graffiti writing 23–32  
    using the computer keyboard 33  
    using the onscreen keyboard 33  
Entries. *See* Address Book  
Eudora 110  
Events. *See* Date Book  
Excel, transferring Expense data  
to 104–107  
Exchange 110  
Exchanging data. *See* HotSync  
Exclamation marks in To Do List 93  
Expense  
    adding Address Book data to  
        records 65–66  
    categorizing records 59  
    conduit for synchronizing 138  
    creating records 53, 99  
    currency 101, 108  
    date of item 100  
    defining new currency 102  
    deleting records 55  
    menus 107  
    notes for records 69  
    opening 52  
    overview 52  
    purging records 56  
    receipt details 100  
    reports in Excel 104–107,  
        193–203  
    sorting records 66  
    templates for reports 105  
    type 101, 108  
    vendor 101

## F

FCC Statement 213  
Files, linking to external 146  
Filing e-mail 122  
Filters for e-mail 127–131

## Finding

    applications, using Graffiti  
        writing 13  
    e-mail addresses 116–117  
    information in  
        applications 62–66  
        phone numbers 64–65  
        using the Find application 63  
Folders for e-mail 124  
Fonts 70  
Formats preferences 152  
Frozen organizer 183

## G

Games 42, 155  
General preferences  
    alarm sounds 155  
    auto-off delay 154  
    system sounds 155  
Glossary. *See* Graffiti ShortCuts  
Graffiti  
    accented characters 30  
    alphabet 23, 26  
    basic concepts 23  
    capital letters 27  
    Command stroke 15  
    defined 16  
    Giraffe game for practicing 42  
    how to write characters 24  
    menu commands 14  
    moving the cursor 31  
    numbers 27  
    online Help 55, 150  
    problems using 183  
    punctuation marks 28  
    ShortCuts for entering data 31,  
        172–173  
    symbols 29  
    tips 25  
    writing 23–32  
    writing area 5, 24

## H

Hard reset 178  
Header information (e-mail) 113, 115

## Help

- Graffiti 55
- online tips 15

## Hiding records 67

## High Priority e-mail filter 130

## HotSync

- buttons preferences 152
- conduits for synchronizing
  - applications 138–139, 179
- customizing 138
- defined 56
- first-time operation 57–58, 147–148
- for managing desktop
  - E-Mail 111–112
- HotSync Manager 57
- linking to external files 146
- local operation 58, 136, 186
- modem operation 137, 140–144, 187–188
- modem settings 141
- network operation 144
- options for filtering
  - e-mail 126–131
- problems with 185–188
- setting options 135–137
- for synchronizing data 20
- using with another PIM 43

## I

## Icons

- alarm 75
- application 11, 38
- note 69
- online Tips 15
- onscreen 183
- repeating event 77

## Idle timeout of ISP or server connection 164

## Ignoring e-mail. *See* Filters for e-mail

## Importing data 18, 34–35

## Inbox 124

## Infrared port. *See* IR port

## Installing

- applications 40–42
- batteries 9
- conduit to install
  - applications 138
- Desktop software 21–22, 181
- Mail. *See* Mail, desktop configuration

## International characters

- Graffiti writing 30
- onscreen keyboard 33

## IP address 164, 166

## IR port 8

*See also* Beaming information

## Items. *See* To Do List or Expense

## K

## Keyboard

- computer 33
- onscreen 11, 33, 151

## L

## Letters

- font style 70
- Graffiti 23, 26
- onscreen keyboard 33

## List, in Applications Launcher 38

## Locking the organizer with a password 45–46, 151, 171

## Login scripts 167, 205

## Looking up Address Book data

- to add to other records 64–65
- scrolling in Address List 62
- to add to e-mail
  - addresses 116–117

## Lost organizer, contact for 85

## Lost records 184

## Lotus

- 1-2-3, for expense reports 202
- cc:Mail 110
- Organizer, importing data

## M

### Mail

- address lookup 116–117
- attachments 127
- BCC (blind carbon copy) 117, 118
- changing setup 112
- closing 113
- confirm delivery 117, 120
- confirm read 117, 120
- creating 113–115
- deleting e-mail 123
- desktop configuration 110–112
- draft e-mail 121
- editing unsent e-mail 120
- filing e-mail 122
- filtering options 126–131
- folders 124
- HotSync options 111–112
- menus 132
- opening 112
- overview 109–110
- priority of delivery 117, 118
- purging deleted e-mail 124
- recovering deleted 123
- replying to e-mail 115
- sending 120
- showing dates 125
- signature 117, 119–120
- sorting 125
- synchronizing 112
- truncating 131
- viewing e-mail 112

### Main applications 12

### Maintenance information 175

### Memo Pad

- adding Address Book data to records 64–65
- archive files (.mpa) 34
- categorizing records 59
- conduit for synchronizing 138
- creating records 53, 94
- deleting records 55
- dragging memos into other applications 51
- fonts 70
- menus 95, 98

- opening 51
- overview 51
- private records 69
- reviewing memos 94
- sorting records 66, 184

### Memory

- amount of free 191
- for beaming 189
- Calculator 97
- regaining 56, 182

### Memos. *See* Memo Pad

### Menus 13–15, 183

- Address Book 87
- choosing 14
- command equivalents (Graffiti writing) 14
- Date Book 81
- Edit menu 54–55
- Expense 107
- Mail 132
- Memo Pad 95, 98
- menu bar 11, 13
- Network Preferences 169
- To Do List 93

### Microsoft

- Excel, transferring Expense data to 104–107
- Exchange 110
- Outlook, connecting to 185

### Modem

- HotSync operations via 140–144, 187–188
- preferences 156

### Monday, to start week 153

### Month (Date Book view) 80, 82

### Moving the cursor (Graffiti writing) 31

### MPA (Memo Pad archive file) 34

## N

### Network

- connecting 163
- connection type 164
- idle timeout 164
- login scripts 167
- password 159

- phone settings 160
- preferences 157–170
- primary DNS 165
- secondary DNS 165
- selecting service 157
- TCP/IP 157
- user name 158
- Network HotSync operation 144
- Notes, attaching to records 69
- Numbers
  - decimal point and thousands separator 153
  - Graffiti writing 27
  - onscreen keyboard 11, 16, 33

## O

- 1–2–3, for expense reports 202
- Onscreen keyboard 16, 33, 55
  - pen stroke to open 151
- Opening
  - Address Book 49
  - applications 12–13
  - Calculator 52
  - Date Book 48
  - Expense 52
  - Mail 112
  - Memo Pad 51
  - To Do List 50
- Organizer (Lotus PIM) 34
- Outbox 120, 124
- Outlook, connecting to 185
- Overlapping events 79
- Owner preferences 171

## P

- Palm Desktop software. *See* Desktop software
- Palm III
  - battery door 8
  - battery installation 9
  - contrast control 8
  - cover 7
- Passwords 44–46
  - changing 45
  - creating 44

- deleting 45
  - for network 159
  - forgotten 46, 190
- Pasting text 54
- Payment, Expense item 101
- Pen stroke, full-screen 150–151
- Personal information managers. *See* PIM
- Phone Lookup 64–65
- Phone numbers
  - selecting for Address List 86
  - selecting types 85
- Phone settings for ISP or dial-in server 160–162
- Pick lists 11
- PIM (personal information manager)
  - using HotSync Manager with 43
  - using with organizer 22
- Port. *See* Serial port
- Power button 6
- PPP 164
- PRC (application file extension) 41
- Preferences 19
  - Buttons 150
  - choosing 39
  - Digitizer 152
  - Formats 152
  - General 154
  - HotSync buttons 152
  - Modem 156
  - Network 157–170
  - Owner 171
  - ShortCuts 172
- Primary DNS 165
- Printing
  - expense reports from
    - Excel 104–107
    - records from applications 21
  - Prioritizing To Do List records 89, 93
  - Priority of delivery (e-mail) 118
- Private records
  - displaying and creating 67–69, 184
  - lost with forgotten password 46
  - See also* Security
- Profiles 147
- Punctuation marks

- Graffiti writing 28
- onscreen keyboard 33
- Purging
  - deleted e-mail 124
  - records 56
  - See also* Deleting

## Q

- Quattro Pro, for expense reports 202

## R

- Range of times in Day view 83
- Reading e-mail on organizer 112
- Receipts, recording in Expense 100
- Receiving data. *See* Beaming information
- Records

- Address Book 84
- beaming 133–134
- choosing categories 59
- creating 53
- Date Book 71
- defined 53
- deleting 55
- displaying a category of 60
- editing 53–55
- Expense 99
- fonts 70
- hiding private 44, 67
- lost 184
- Memo Pad 94
- notes for 69
- number of 191
- private 67–69
- purging 56
- sorting 66–67
- To Do List 89

- Recovering
  - deleted e-mail 123
  - filed mail 123

- Removing
  - applications 43
  - Desktop software 43

- Renaming categories 61
- Repeating events
  - deleting from Date Book 55
  - scheduling 76
- Replying to e-mail 115
- Rescheduling events 75
- Resetting organizer
  - hard reset 178
  - location of reset button 8, 177
  - soft reset 177
- Retrieving e-mail. *See* Filters for e-mail

## S

- Saving
  - data 37, 53, 55
  - draft e-mail 121
- Scheduling events 71–75
- Screen
  - backlight 6
  - blank 183
  - calibrating 10, 152
  - caring for 175
  - touching with your finger 5
- Scroll bar 12
- Scroll button 6
- Searching. *See* Finding
- Secondary DNS 165
- Security 44–46
  - changing password 45
  - deleting password 45
  - displaying owner's name 171
  - forgotten password 46
  - locking the organizer 45
  - private records 67–69
- Selecting
  - date for event 73
  - e-mail to be synchronized. *See* Filters for e-mail 127
  - phone numbers in Address Book 85
  - text 54
- Sending
  - data. *See* Beaming information
  - e-mail 113–115, 120

- Serial connector 8
- Serial port 21, 137, 140
- Service templates 163, 168
- Service, selecting for network 157
- Settings. *See* Preferences
- ShortCuts
  - backing up 138
  - managing 172–173
  - menu commands 14
  - predefined 32
  - using 31
- Showing dates in Mail list 125
- Signature for e-mail 119–120
- Soft reset 177
- Sorting
  - applications 38
  - e-mail items 125
  - records 66–67, 184
- Sounds. *See* Alarm and System sounds
- Starting applications 13
- Storing e-mail 122
- Stylus
  - dragging with 10
  - pen stroke to activate a feature 150
  - tapping with 10
  - writing with 8, 23
- Sunday, to start week 153
- Symbols
  - for currency 101
  - in Graffiti writing 29
- Synchronizing data. *See* HotSync
- System conduit 138
- System requirements for Desktop software 4
- System sounds 155

## T

- Tab delimited files, importing data from 34
- Tapping 10, 183
- TCP/IP 157, 169
- TDA (To Do List archive file) 34
- Technical Support 181, 191
- Templates for expense reports 105

- Text
  - copying 54
  - cutting 54
  - entry. *See* Entering data
  - fonts for 70
  - selecting all 54
- Text files, importing data from 34
- Thousands separator 153
- Time
  - alarm setting 75
  - format 153
  - setting current 19
  - setting event 71
  - start and end for Date Book Day view 83
- Time bars in Date Book 82
- Tips, online 15
- To Do List
  - adding Address Book data to records 64–65
  - archive files (.tda) 34
  - categorizing records 59, 93
  - checking off items 90
  - completed items 92
  - completion date 92
  - conduit for synchronizing 138
  - creating records 53, 89
  - deleting records 55
  - due date 91, 92, 93
  - fonts 70
  - menus 93
  - notes for records 69
  - opening 50
  - overview 50
  - prioritizing records 89, 93
  - private records 69
  - purging records 56, 92
  - sorting records 66
- Today. *See* Current date
- Transferring data. *See* HotSync
- Transmitting data. *See* Beaming information
- Truncating e-mail 131
- Turning off organizer
  - automatically 154
  - pen stroke for 151
  - problems with 182

Turning on organizer  
  application buttons 5  
  displaying owner's name 171  
  power button 6  
  problems with 182  
2000, year 208

## U

Undoing actions 54  
Uninstalling Desktop software 43  
Unresponsive organizer 183  
Unsent e-mail, editing 120  
Untimed events 71, 74, 76  
Updating data. *See* HotSync  
Upgrading Desktop software 4  
User name  
  for ISP 158  
  identifying organizer 171  
User profiles 147

## V

Vendor for Expense item 101

## W

Web sites 22  
Week (Date Book view) 78–79, 153,  
184  
Writing area 5  
Writing. *See* Entering data

## X

XLT (Expense report template in  
Excel) 105

## Y

Year 2000 warranty 208