

Palm OS 5

Quick Reference Card

palmOne Layout

The diagram shows a palmOne handheld device with the Home/Launcher screen. The screen displays a grid of application icons including Address Book, Calc, Card Info, Date Book, HotSync, Memo Pad, Note Pad, Prefs, Quick Tour, To Do List, and World Clock. A 'Categories' label points to the top of the screen. Below the screen, the physical buttons are labeled: Date Book, Address, 5-way navigation, To Do List, and Notepad.

- Home/Launcher
- Menu
- Custom
- Find
- Time
- Brightness
- Text keys (ABC)
- Num keys (123)
- Graffiti Writing Area
- Date Book
- Address
- 5-way navigation
- To Do List
- Notepad
- Address Book/Contacts
- Date Book/Calendar
- Memos
- To Do List/Tasks
- Note Pad
- World Clock/Alarm
- Calculator
- Info on expansion card
- Synchronize your handheld
- Preferences and settings
- Initialize your handheld

Entering Data

There are four ways to enter information on a palmOne handheld computer:

1. With the stylus, using the Text entry area.
2. With the stylus, using the on-screen keyboard.
3. From your computer, using the palmOne Desktop software.
4. Using an external keyboard.

Using Graffiti® 2

Write lowercase letters on this side

Write uppercase letters across this imaginary line

Write numbers on this side

Hand-drawn Graffiti characters for lowercase letters (A-Z), uppercase letters (A-Z), and numbers (0-9). The characters are arranged in rows and columns, with some variations for numbers.

Hand-drawn Graffiti characters for special characters and punctuation, including space, backspace, tab, return, and various symbols.

Tip: To get Graffiti® help at any time, make a long stylus stroke from the bottom to the top of the screen.



Special Characters: First enter the Punctuation Shift upstroke, then enter a special character on either side, then again.

Grid of special characters and symbols, including currency symbols, mathematical symbols, and punctuation.

The Fundamentals

- **To Perform a HotSync Operation:** Place the handheld in the HotSync cradle and press the **HotSync button**.
- **To Start an Application:** Tap the **Home icon** in the text entry area and tap the desired application icon.
- **To Open/Use a Menu:** Tap the **Menu icon** in the text entry area and tap the desired menu.
- **To See Current Battery Life:** Tap the **Home icon** in the text entry area. The battery gauge at the top of the screen displays the current battery life.
- **To Find Information:** Tap the **Find icon** in the text entry area, enter the word or phrase you want to search for and tap **OK**.
- **To Create a New Item:** Open the desired application, tap **New**, and enter the information needed to create the item.
- **To Add a Note to an Item:** Open the desired application, tap the item to select it, tap **Details**, then **Note**. Enter your note and tap **Done**.
- **To Delete an Item:** Open the desired application, tap the item to select it, tap **Details**, then **Delete...**
- **To Categorize an Item:** Open the desired application, tap the item to select it, tap **Details**, tap the **Category arrow**, and tap the category.

Using the On-Screen Keyboard

Screenshot of the on-screen keyboard showing the text keyboard layout. The keyboard includes letters, numbers, and special characters.

Screenshot of the on-screen keyboard showing the numeric keyboard layout. The keyboard includes numbers, symbols, and special characters.

- **To Use the Text Keyboard:** Tap the left **ABC** text entry area.
- **Use the Numeric Keyboard:** Tap the right **123** text entry area.

Working with Applications

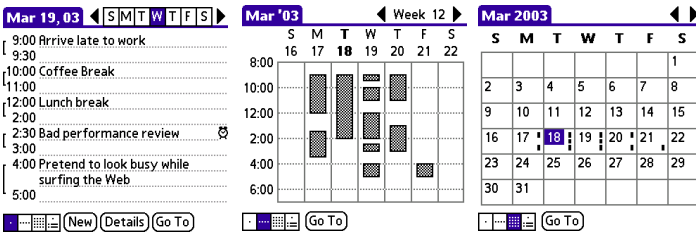
- palmOne handhelds come with several built-in applications that are accessed by the buttons located on the front (e.g. Date Book, Address Book, To Do List, Note Pad and Memo Pad). These applications cannot be removed.
- Additional applications can be installed to the RAM (Random-Access Memory). These applications can be removed when no longer needed.
- **To Install an Application:** On your PC, double-click the .PRC Palm application you want to install, select the user, and click **Done**. The application will be installed the next time you perform a HotSync operation.

- **To Remove an Application:** Tap the **Home icon**, tap the **Menu icon**, select **App** → **Delete** from the menu, select the application you want to delete, and tap **Delete...**
- **To View Free Memory:** Tap the **Applications icon**, tap the **Menu icon**, and select **App** → **Info** from the menu.
- **Software Resources:** www.palmgear.com for free and commercial Palm OS applications www.palmOne.com for information on palmOne models and solutions.

Date Book

Views

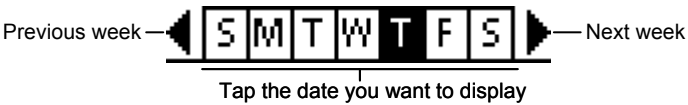
- To Change Date View:** Tap the corresponding **View icon** as shown below:



- Day View** gives you a detailed view of each day. You can add and edit appointments from Day View.
- Week View** gives you an overview of how much free time have in a given week. Tap an appointment to display its details.
- Month View** gives you an overview of how much free time you have in a given month.

Selecting Dates

- To Go To a Specific Date:** Tap and tap the desired date.
- To Use the Date Navigation Bar:** Tap as follows:



Working with Appointments

- To Add an Appointment:** Go to the day of the appointment, tap the line next to the hour your appointment starts and enter the appointment text.

Event Details

Time: 12:00 pm - 2:00 pm

Date: Wed 3/19/03

Alarm:

Repeat: None

Private:

OK Cancel Delete... Note

- To Modify the Time:** Tap the appointment and tap . Tap the **Time box** and select the new start and end times.
- To Modify the Date:** Tap the appointment and tap . Tap the **Date box** and select the new date.

- To Modify the Time/Date in Week View:** Switch to Week View and tap the appointment block with the stylus, then drag it to the new location.
- To Add an Alarm to an Appointment:** Tap the appointment and tap . Tap the **Alarm box** and specify how many minutes before the appointment the alarm should go off.
- To Create a Recurring Appointment:** Tap the appointment and tap . Tap the **Repeat box** and specify how you want the appointment to repeat.

Memo Pad and Editing Text

- To Create a New Memo:** Tap and enter the text.
- To Select Text:** Drag the style across the text you want to select.
- To Delete Text:** Select the text you want to delete and draw the **backspace stroke**.
- To Copy Text:** Select the text you want to copy, tap the **Menu icon** in the text entry area, and select **Edit** → **Copy** from the menu.
- To Cut Text:** Select the text you want to copy, tap the **Menu icon** in the text entry area, and select **Edit** → **Cut** from the menu.
- To Paste Text:** Tap where you want to insert the text, tap the **Menu icon** in the text entry area, and select **Edit** → **Paste** from the menu.

Address Book

Address View Business

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Done Edit New

- To Display an Address:** Tap the address from the list.
- To Add an Address:** Tap and enter the address.
- To Edit an Address:** Tap the address and tap .
- To Categorize an Address:** Edit the desired address, tap the **Category arrow**, and select the category.

- To Designate your Business Card:** Create or select an address containing your information, tap the **Menu icon** in the text entry area, and select **Record** → Select **Business Card** from the menu.
- To Beam your Business Card:** Press and hold the **Address button** on your handheld to beam your business card.
- You can import data files, such as addresses, to your handheld as long as they are saved as (.csv) Comma or (.txt) Tab delimited text files.
- To Import Addresses:** Open the palmOne Desktop software and click the Address button. Select **File** → **Import** from the menu, then navigate to and open the file you want to import. Drag the fields in the left column so that they match the correct fields in the right column and uncheck any fields that you do not want to import. Click **OK** and perform a HotSync operation to transfer the information to your palmOne handheld.

To Do List

To Do All

- 1 Buy palmOne handheld
- 2 Call mom
- 3 Pay bills
- 3 Mow lawn
- 5 Finish homework

New Details... Show...

- To Add a To Do:** Tap and enter the to do item.
- To Categorize a To Do:** Tap the desired to do, tap the **Category arrow**, and select the category.
- To Change a Priority:** Tap the priority and select the new priority from the list.
- To Complete a To Do:** Tap the check box next to the to do.

- To Change the Due Date:** Tap the to do and tap . Tap the **Due Date arrow** and select the due date.
- To Change what is Displayed:** Tap and specify what you want to be displayed in the to do list.
- To Purge Completed To Do's:** Tap the **Menu icon** in the text entry area and select **Records** → **Purge** from the menu.

Customizing your Handheld

- To Customize Your handheld:** Tap the **Launcher icon** in the text entry area and tap the **Prefs icon**, then select one of the following topics from the Preferences screen.

Buttons	Assign applications to the Palm buttons	General	Settings such as auto shut-off and sound
Connections	Change how you sync your Palm	Graffiti	Fine tune Graffiti settings
Date & Time	Change the date and time on your Palm	Network	Configure network settings
Digitizer	Calibrate the LCD screen	Owner	Set owner name, phone number and address
Formats	Set country defaults, such as time and date	Shortcuts	Define Graffiti shortcuts for common phrases