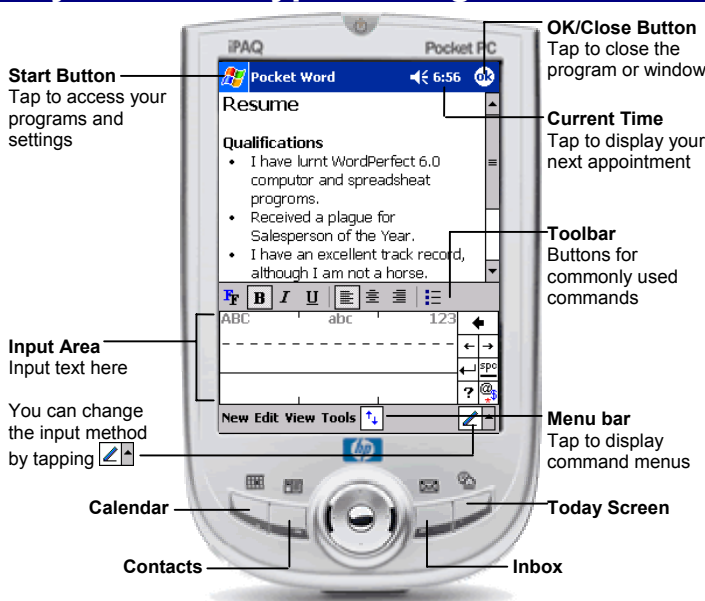


Microsoft®
Pocket PC 2002
 Quick Reference Card

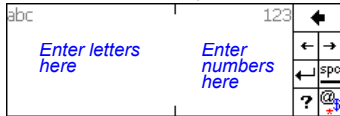
Layout and a Typical Program*



* The design, installed components, and layout of Pocket PCs vary

Entering Data

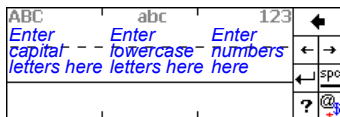
There are several ways to enter information on a Pocket PC:



Block Recognizer: Input text using strokes you may have learned using Graffiti® from Palm, Inc.



Keyboard: Input text using an onscreen keyboard.



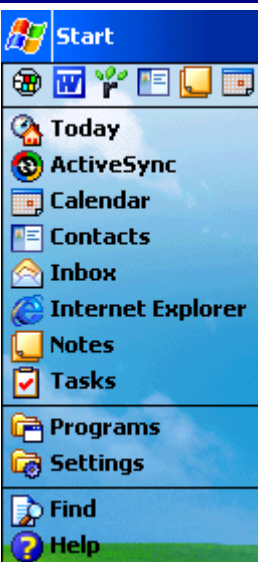
Letter Recognizer: Input text using natural character strokes.



Transcriber: An optional natural handwriting program that lets you input text by writing anywhere on the screen. Transcriber is not installed by default.

- **To Change Input Methods:** Tap the **arrow** in the lower-right corner of the screen and select the input method. You can also change input methods by tapping **Start** → **Settings** → **Input**.
- **To Change Input Options:** Tap the **arrow** in the lower-right corner of the screen and **Options**.

Items on the Start Menu



- **Recently Used Programs:** Your most recently used programs appear on top
- **Today Screen:** Summarizes today's appointments, tasks, and e-mails
- **ActiveSync:** Synchronize your files and Microsoft Outlook with your Pocket PC
- **Calendar:** Manage your schedule
- **Contacts:** Opens your address book
- **Inbox:** View and compose e-mail
- **Internet Explorer:** Browse the Web
- **Notes:** Use like electronic Post-It® Notes to jot down information
- **Tasks:** Use to organize your to-do list
- **Programs:** Menu of all installed programs
- **Settings:** Change display, connection, and system settings
- **Find:** Search for files
- **Help:** Get help for your Pocket PC

Program Basics

The procedures for working with the Calendar, Contacts list, Inbox, Notes, Tasks, and files is the same. These procedures will work in almost every Pocket PC program.

- **To Create a New Item:** Tap **New** from the menu.
- **To Edit an Item:** Tap the contact and select **Edit** from the menu.
- **To Add Notes an Item:** Edit the item and tap the **Notes tab** near the bottom of the screen.
- **To Delete:** Tap + hold the item and select **Edit** from the pop-up menu.
- **To Cut:** Tap + hold the item and select **Cut** from the pop-up menu.
- **To Copy:** Tap + hold the item and select **Copy** from the pop-up menu.
- **To Paste:** Tap + hold and select **Paste** from the pop-up menu.
- **To Beam an Item or File:** Tap + hold the item or file and select **Beam** from the pop-up menu.
- **To E-mail an Item File:** Tap + hold the item or file and select **Send Via E-mail** from the pop-up menu.

Helpful Tips

- **Can't Find Something?** Tap **Start** → **Find**. Enter what you're looking for and tap **Go**.
- **Need help?** Tap **Start** → **Help** and specify what you're looking for.
- **Make a mistake?** Try using the undo command by tapping **Edit** → **Undo** from the menu.
- **Enter your owner information** Tap **Start** → **Settings**. Tap the **Personal tab** and tap **Owner Information**. Your information will appear when you turn on the Pocket PC – possibly useful for when you lose it!
- **Configure the Today Screen** Tap **Start** → **Settings**. Tap the **Personal tab** and tap **Today**. Specify what you want to appear when you turn on your Pocket PC.
- **Optimizing Battery Life**
 - **Adjust Screen Brightness** Tap **Start** → **Settings**. Tap the **System tab** and tap **Backlight**. Tap the **Brightness tab** and adjust the brightness to conserve power.
 - **Configure Auto-off** Tap **Start** → **Settings**. Tap the **System tab** and tap **Power**. Change the **Turn off device** to a lower setting.

Calendar

Tap the date you want to display

Tap to display a calendar to go to a specific date

Tap to change views:

- Agenda View
- Day View
- Week View
- Month View
- Year View

Specify options

Create a new appointment

- **To Add an Alarm to an Appointment:** Edit the appointment, tap **Reminder** and specify when the alarm should go off.
- **To Create a Recurring Appointment:** Edit the appointment and tap **Occurs** and specify how you want the appointment to repeat.

Tasks

Sort the task list by Status, Priority, Subject, Start Date, and End Date

Entry bar: Tap to add new tasks

Overdue tasks appear in red

Mark a task's priority as:

- ! High
- Normal
- ↓ Low

Mark a task as completed

Specify options

Create a new task

- **To Display/Hide the Entry Bar:** Tap **Options** → **Entry bar**.
- **To Create a Recurring Task:** Create or edit the task and tap **Occurs** and specify how you want the task to repeat.

Contacts

- **To Display a Contact:** Tap the contact.
- **To Display by Company or Last Name:** Tap **View** from the menu.

Other Common Programs

You Pocket PC may have different programs installed than those listed here.

- **To Access Programs:** Tap **Start** → **Programs**.
- **Games:** A folder containing such games as Solitaire, etc.
- **Microsoft Money:** Balance your checking account
- **Calculate:** A simple calculator
- **Media Player:** Play MP3 files
- **File Explorer:** Browse, view, move, copy, and delete files
- **Pocket Word:** View and work with Microsoft Word documents
- **Pocket Excel:** View and work with Microsoft Excel workbooks
- **Microsoft Reader:** Read e-books, available on the Internet

Inbox

Tap to open the folder list (Inbox, Outbox, Deleted Items, Drafts, and Sent Items)

Tap to sort messages by recipient, date, or subject

Tap a message to read it

Message Indicators

- Read
- Not yet read
- Attachment

Message Commands

- Delete
- Reply, Forward
- Previous
- Next

Specify options

Create a new message

ActiveSync will automatically synchronize messages between your Pocket PC and your PC-based version of Microsoft Outlook. If your Pocket PC can't send messages immediately (e.g. if you don't have a modem) any messages you compose will be sent when you synchronize your Pocket PC.

Settings

- **To Access Settings:** **Start** → **Settings**.

The Settings menu lets you configure how your Pocket PC looks and works. Different Pocket PCs will have different items. Here are the most common:

Personal tab

	Assign applications to your Pocket PC buttons
	Setup options for character recognition, word completion, and the onscreen keyboard
	Specify which programs appear in the Start menu
	Enter owner name and contact information
	Create or modify a password that must be entered to use your Pocket PC
	Change volume and sound settings
	Specify which items appear on the Today screen

System tab

	Displays system information and ActiveSync device name
	Specify microphone recording and headphone volume options
	Configure screen backlight settings to conserve power
	Set the current date and time and alarm options
	Displays and ends running programs and configures memory allocation
	Displays remaining battery power, configure power saving options
	Enables international support, configures date, time, and currency formats
	Uninstall applications on your Pocket PC

Connections tab

	Configure IR beaming send and receive settings
	Configure how your Pocket PC connects to the Internet
	Configure network adapter settings

Calibrate the LCD screen and enable ClearType to improve font legibility

Feel free to distribute this cheat sheet to your users and colleagues. We have many more free training downloads at www.customguide.com.