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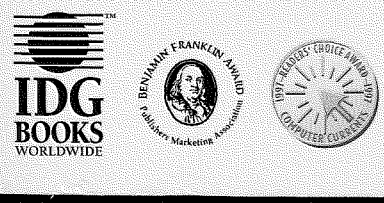
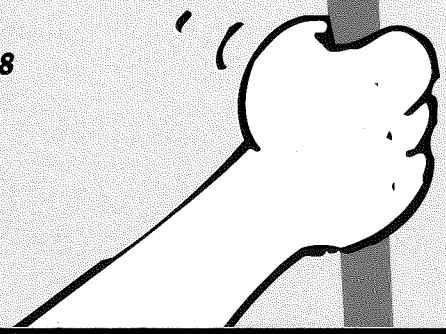
by Bill Dyszel

Author of *Microsoft® Outlook™ 98 For Windows® For Dummies®*





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Chapter 3

Making Your PalmPilot Your Own

In This Chapter

- Setting preferences
- Using the Security program
- Setting passwords
- Hiding and showing private items
- Using PalmPilot hacks

As PalmPilots sell by the million, you can be sure that everyone uses his PalmPilot a little differently. Some people think of their PalmPilots as glorified datebooks, and they're happy with that. Other people install programs that do things you'd never guess, such as track their location by satellite, send e-mail messages by radio, and heaven knows what else.

Because everyone uses a PalmPilot a little differently, many people want to personalize the way theirs work. In this chapter, I show you some of the easier ways to make your PalmPilot work the way that you do, by using the preference and security settings that are standard on the PalmPilot.

Setting General Preferences

When you start up your PalmPilot for the very first time, the General Preferences screen appears automatically as an invitation to set the time and date accurately. You may also want to reset the time, if you travel frequently to different time zones.

Follow these steps to access the General Preferences screen:

1. **Tap the Applications soft button.**

   The list of applications appears on your screen.

2. **Tap the Prefs icon.**

   The Preferences application launches, as shown in Figure 3-1.

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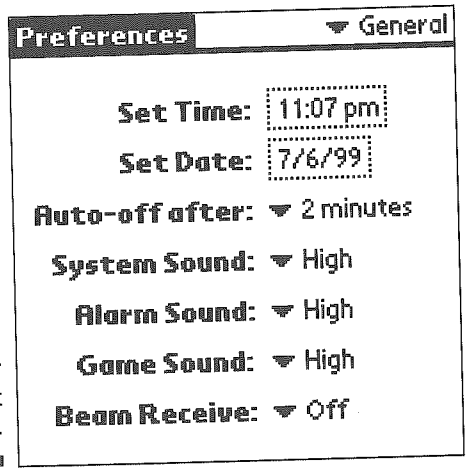

Figure 3-1: The Preferences application enables you to make your PalmPilot your own.

3. **Tap the word in the upper-right corner of the screen.**

   The Preferences program has eight options for setting up different types of preferences: Buttons, Digitizer, Formats, General, Modem, Network, Owner, and ShortCuts. The name of the section that you're looking at appears in the upper-right corner of the screen. The triangle next to the name of the section means that you can tap the name of the section to see a pull-down list of the other available sections.

4. **Choose General.**

   The General Preferences screen appears.

To change the individual settings of the General Preferences screen, continue with the following sections.

Setting the time

I like having my PalmPilot remind me of my appointments shortly before they occur, just to avoid missing anything that I've scheduled. But the PalmPilot is a bit like an alarm clock; alarms can't go off at the right time if I don't set the PalmPilot to the right time in the first place.

Here's how to set the time on your PalmPilot:

1. **With the General Preferences screen visible, tap the time shown in the Set Time box.**

   The Set Time dialog box opens, showing the time for which the PalmPilot is currently set, along with a pair of triangles for changing the time. The top triangle sets the time later, and the bottom triangle sets the time earlier, as shown in Figure 3-2.

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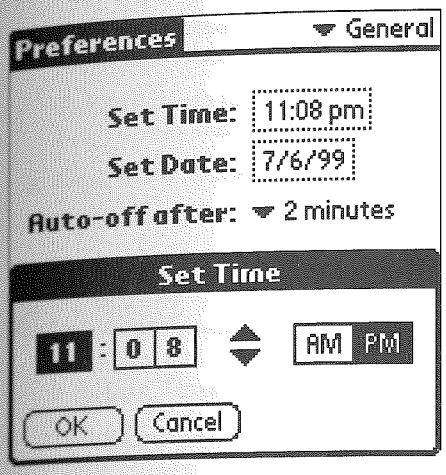

Figure 3-2: In the Set Time dialog box, tap the triangles to set the time.

2. **Tap the hour in the Set Time dialog box.**

   The hour is highlighted to show that you've selected it.

3. **Tap the triangles repeatedly until the hour you want appears.**

   The hour changes as you tap the triangles.

4. **Set the minutes by following Steps 2 and 3 for each of the two minutes boxes.**

   The minutes change as you tap the triangles.

5. **Tap the AM or PM box to choose the appropriate setting.**

   The box that you tap is highlighted to show that you've picked it.

6. **Tap OK.**

   The Set Time dialog box closes.

If you like to show the time in a different format than the standard 1:35 PM format, I show you how to change the time format in the section "Setting Format Preferences" later in this chapter.

Setting the date

If you use the calendar frequently or if you enter lots of tasks with due dates assigned, you may want your PalmPilot to know what day it is.

Follow these steps to set the date on your PalmPilot:

1. **With the General Preferences screen visible, tap the date shown in the Set Date box.**

   The Set Date dialog box opens, as shown in Figure 3-3.

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