

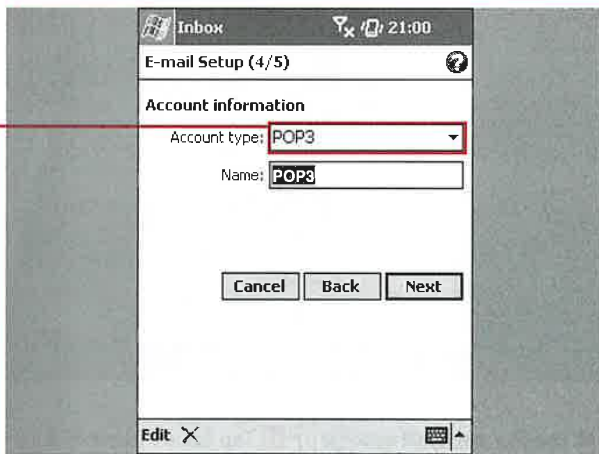
## SET UP OR MODIFY AN E-MAIL ACCOUNT (CONTINUED)

You can easily step through the Inbox e-mail account setup wizard when you create a new account or edit existing accounts. The wizard has five steps for new accounts and four steps for editing existing accounts. If your device is connected to the Internet, the Inbox's Auto Configuration feature

will attempt to connect to your e-mail provider and download the settings. If the auto-configuration is successful, you can connect and begin downloading e-mail without completing the other steps in the wizard. The Auto Configuration page is not included when you are editing existing accounts.

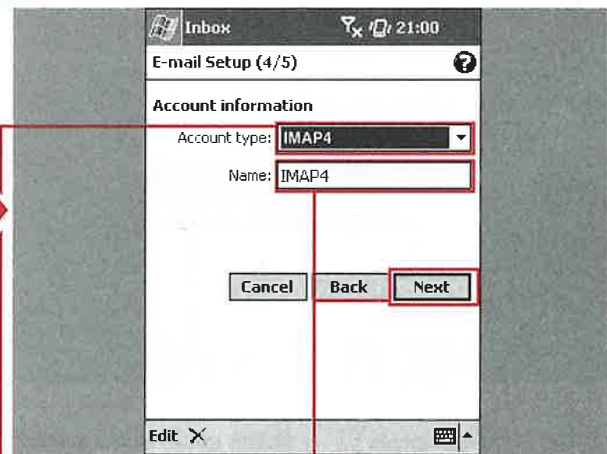
The account name defaults to POP3 or IMAP4, but you can change this to match the name of your provider or to another name that you prefer. This name cannot be changed later, however, if you want to edit your account. The only way to change the account name at that point is to delete the account and create a new account.

### SET UP OR MODIFY AN E-MAIL ACCOUNT (CONTINUED)



13 Tap the Account Type  and select POP3.

■ POP3 appears in the Name box.



14 Alternatively, you can tap the Account Type  and select IMAP4.

14 Enter a unique name for the e-mail account.

15 Tap Next.

■ IMAP4 appears in the Name box.



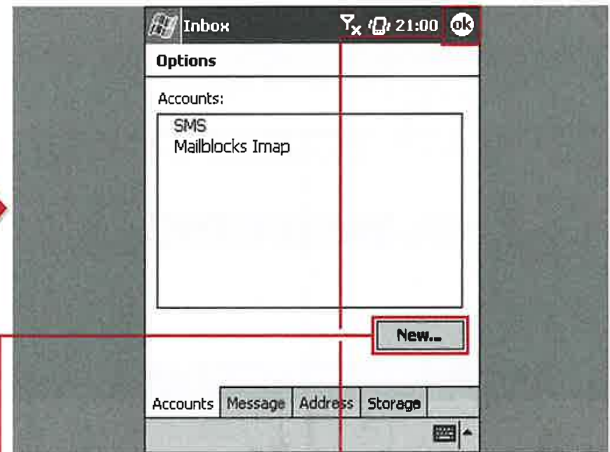
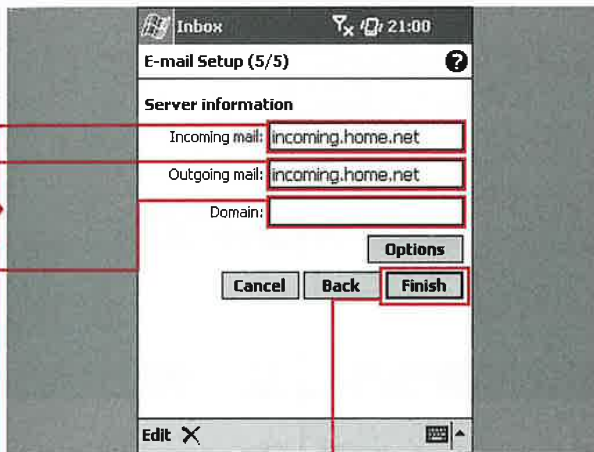
**How do I know if I have a POP3 or IMAP4 account, and which is the better alternative for the Inbox?**

✓ Check with your e-mail provider for your account type and details. IMAP (Internet Message Access Protocol) accounts are particularly useful for mobile devices because the Inbox enables you to remotely manage your e-mail on the server and IMAP helps to avoid the duplication of e-mail on different mobile devices or platforms. IMAP also prevents you from accidentally deleting an e-mail on your device that you did not intend to delete from the server.

**Can I add my Hotmail or Yahoo e-mail account to the Inbox?**

✓ No, you cannot add any Web-based e-mail accounts to the Inbox application. If you pay for a premium Yahoo account, you can check e-mail using POP3 through the Inbox as well as checking e-mail via Internet Explorer. Microsoft will be adding a Pocket MSN client to the Windows Mobile 2003 platform in the near future that will allow access to Hotmail accounts.

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- 16 Enter the mail server name.
- 17 Enter the SMTP server name for outgoing mail.
- 18 If applicable, enter the domain name.

- 19 Tap Finish.
  - A pop-up window appears, asking if you want to download e-mail from the newly created account.

- If you decide not to check your e-mail, a list of your e-mail accounts appears.
- You can tap New to configure another e-mail account.

- 20 If you are done configuring accounts, tap OK.
  - You are returned to the main Inbox display.

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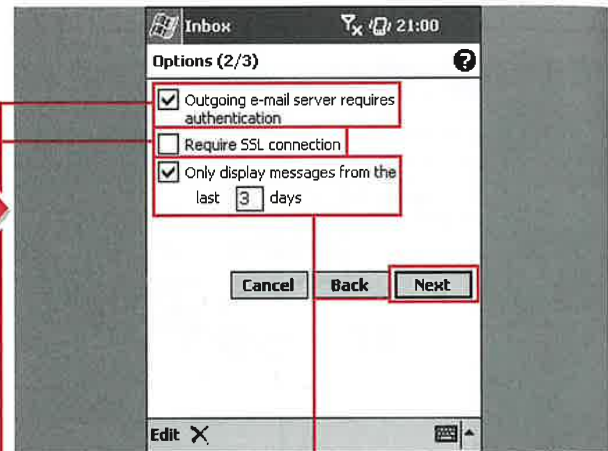
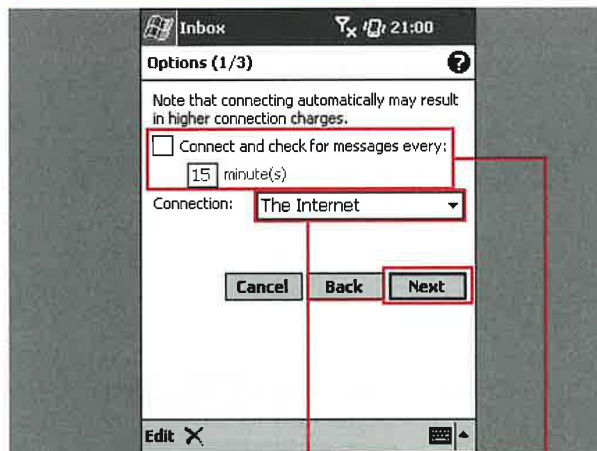
## SET UP ACCOUNT OPTIONS

After going through the steps of the new e-mail account wizard, you can access and set up advanced options for each of your e-mail accounts. These options are not required to receive e-mail, but they may be required to send e-mail if your e-mail provider requires authentication.

The advanced e-mail account settings enable you to configure your account to connect and check for e-mail messages at set time periods, select outgoing authentication, enable SSL connections, set how many days' worth of e-mails will be displayed, and select whether full copies or parts of messages will be downloaded.

Step 3 of 3 in the Options setup wizard differs slightly for POP3 and IMAP4. You can manage attachment sizes in the IMAP4 settings, but only the message size can be managed in the POP3 options. Steps 1 and 2 are the same for both types of accounts.

### SET UP ACCOUNT OPTIONS



#### STEPS 1/3 AND 2/3

**1** Set up or edit an account as shown in the section “Set Up or Modify an E-mail Account,” but instead of performing step 19, tap Options.

■ The Options Wizard appears.

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**2** Tap Connect and Check for Messages Every and enter a time interval.

*Note: A short time interval results in high battery usage and may increase connection charges.*

**3** Tap  and select the connection.

**4** Tap Next.

**5** Tap the first check box if your e-mail server requires authentication ( changes to .

**6** Tap the next check box if your e-mail account requires an SSL connection ( changes to .

**7** Tap the third check box to set a limit on the number of messages that will be downloaded to your device and enter a number of days to retrieve ( changes to .

**8** Tap Next.



**How do I get attachments on my device with a POP3 account?**

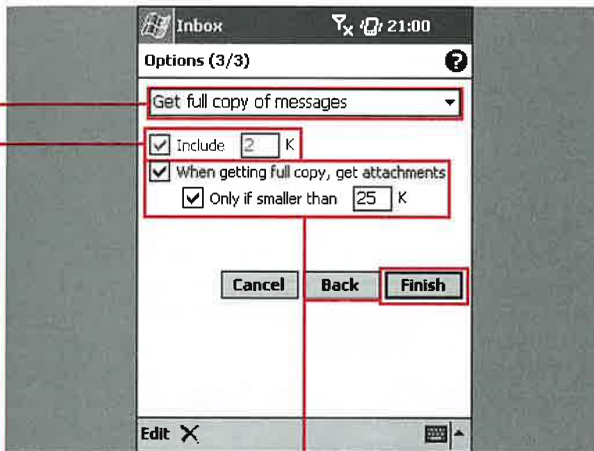
- ✓ You can download attachments in a POP3 e-mail account by tapping and holding the e-mail message and selecting to download the attachment.

**Can I get full copies of messages at a later time without having to edit my advanced options?**

- ✓ Yes, you can mark each message that you read for download and then download the entire message rather than just the header and a certain amount of the message.

**What is the limit for e-mail message size and attachments that I can download?**

- ✓ If you do not want to include the full copy of the messages, you can limit the download to 99KB. If you want to get the full copy, you can limit the attachment size to a maximum of 999KB.



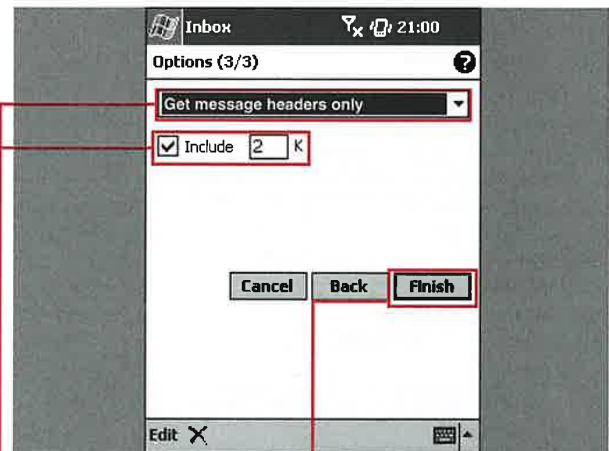
**STEP 3/3 FOR IMAP4 ACCOUNTS**

- 1 Tap [ ] and select to retrieve full copies of messages or headers only.
- 2 If Headers Only is selected, tap Include and enter how many KB of the message you want to include.

- 3 If Full Copy of Messages is selected, tap the check boxes to retrieve attachments and set a size limit.

- 4 Tap Finish.

■ If the account is a new account, a pop-up box appears, asking if you want to download messages for the new account.



**STEP 3/3 FOR POP3 ACCOUNTS**

- 1 Tap [ ] and select to retrieve full copies of messages or headers only.
- 2 If Headers Only is selected, tap Include and enter how many KB of the message you want to include.

*Note: If you select Get Full Copy of Messages, there is no option to limit the size of the message.*

- 3 Tap Finish.

■ If the account is new, a pop-up box appears, asking if you want to download messages for the new account.

# SET UP MESSAGE PREFERENCES AND SIGNATURES

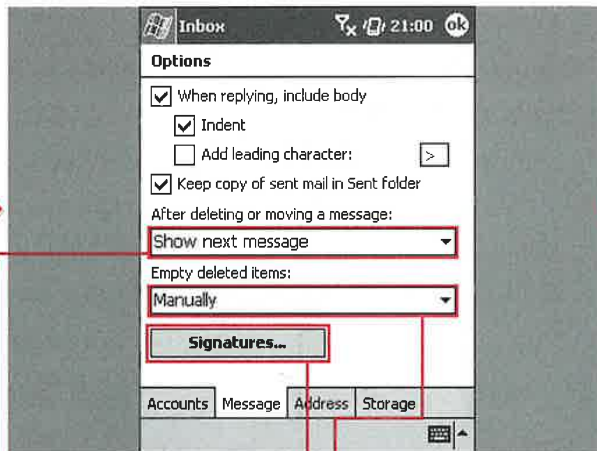
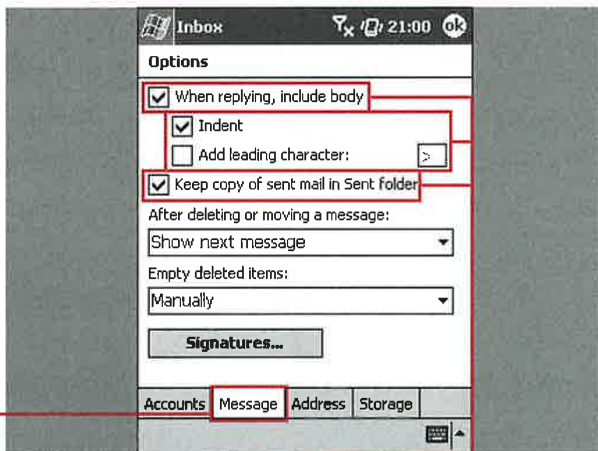
**Y**ou can set up global message settings that apply to all e-mail accounts configured on your device. These global settings include reply formatting, keeping sent mail on your device, the action to take after a message is moved or deleted, and when to empty deleted items from your device.

The default setting is to not save sent mail on your device because this uses valuable storage memory. You can have the Inbox return to the message list, show the next message, or show the previous message when a message is moved or deleted. The Deleted Items folder can be emptied manually, immediately, or when connecting

to and disconnecting from your e-mail account.

You can also attach different signatures to each account and specify when the signature will be added to messages. Signatures can be added to ActiveSync and SMS accounts as well as POP3 and IMAP4 accounts.

## SET UP MESSAGE PREFERENCES AND SIGNATURES



### SET UP MESSAGE PREFERENCES

- 1 From the main Inbox view, tap Tools.
- 2 Tap Options.
- 3 Tap the Message tab.

- 4 Tap When Replying to include the body of the original when replying ( changes to ).
- You can use the next two check boxes to specify how the original body appears in the reply.
- You can tap Keep Copy to keep a copy of the sent mail on your device.

- 5 Tap the After Deleting or Moving a Message  and specify the action to take after a message is moved or deleted.

- 6 Tap the Empty Deleted Items  and specify when to empty the Deleted Items folder.
- 7 Tap Signatures to set up your e-mail signatures.



**Can I use images in my signature?**

✓ No, only text can be included in signatures. However, you can enter a URL of an image with http:// in the prefix that will show up as an active hyperlink in your e-mail signature.

**If I deactivate my signature, will it still be there if I go back later and enable my signature with the same account?**

✓ Yes. If you uncheck the Use Signature with This Account check box, you will see that the signature becomes grayed out. If you later go back and select the check box, the same signature will become active again.

**Can I assign the same signature to multiple accounts?**

✓ No, you cannot create one signature and then simply assign it to multiple accounts using the signature setup options. However, if you select all the text of a signature that you want to use repeatedly, you can tap and hold it and copy it to the Clipboard. Then select another e-mail account, tap and hold in the signature entry box, and select Paste.

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**SET UP SIGNATURES**

■ The Signatures settings appear.

8 Tap [v] and select the account to which you want to assign the signature.

9 Tap Use Signature with This Account ([ ] changes to [x]).

10 Enter your signature.

11 Tap Use When Replying and Forwarding ([ ] changes to [x]).

12 Tap OK to save the Signatures settings.

13 Tap OK again to save the Messages options.

■ You are returned to the main message list view.

## SET ADDRESS PREFERENCES

**Y**ou can specify where the Inbox will look for e-mail addresses when you are creating a new message. The default option is for the Inbox to look in all e-mail fields of your Contacts list, but you can specify None or one of the other e-mail fields in the Contacts database.

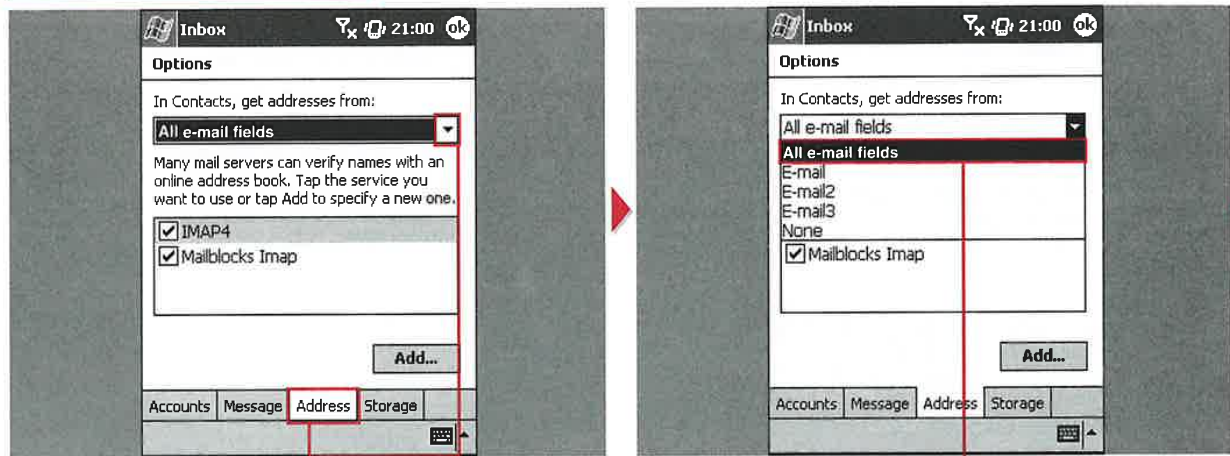
Another option to help you quickly fill out an e-mail message address

is to use Lightweight Directory Access Protocol (LDAP). LDAP works with Microsoft Exchange and other e-mail servers to verify names with an online address book. The Inbox adds your e-mail server's directory to the Address options tab, and you can tap the service's check box to enable it. Most ISPs and e-mail providers do not use LDAP, but it can be a valuable tool for corporate users who want to

check and verify that an e-mail address is correct before sending out a message.

You need to know the name of the server, your username, and password to set up the LDAP address preferences. You may also have to select to use authentication with the server.

### SET ADDRESS PREFERENCES



#### SPECIFY WHERE TO GET ADDRESSES

**1** From the main Inbox view, tap Tools.

**2** Tap Options.

**3** Tap the Address tab.

**4** Tap ▾.

**■** A list with five choices appears. The default setting is for the Inbox to use all e-mail fields in your Contacts database.

**5** Tap the e-mail field that you want to get addresses from when you create an e-mail message.



**Why would I want or need to add another mail server to the mail servers list on the Address tab?**

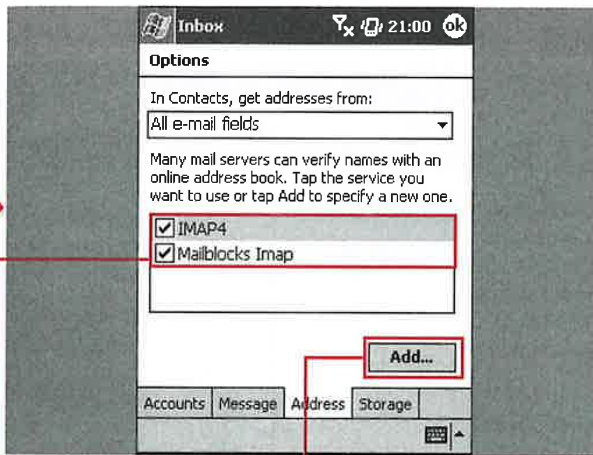
- ✓ Some mail servers do not support LDAP, and you may have a corporate server that you can use to verify e-mail addresses. If so, you can add that corporate server to the mail servers list.

**If I do not have a corporate server, do I need to change any options on the Address tab?**

- ✓ No. If you create a new e-mail message, you will still be able to pull all e-mail addresses from your Contacts list without performing any configuration of the Address options, just using the default settings.

**Can I delete a mail server? If so, how do I do that?**

- ✓ Yes, you can delete a mail server. To do so, tap and hold the mail server's name in the list on the Address tab of the Inbox Options. Then tap Delete on the menu that appears.

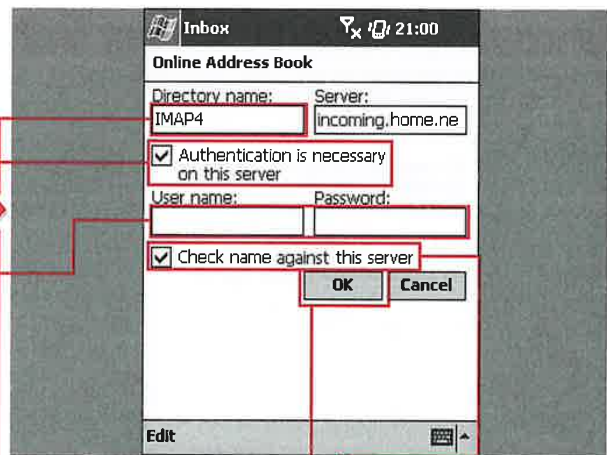


**SELECT MAIL SERVERS**

- 6 Tap the check boxes next to the mail servers that you want to use to check online address books ( changes to ).

**ADD A MAIL SERVER**

- 7 Tap Add.



- 8 Enter a name for the directory and server.

- 9 Tap the first check box if authentication is necessary ( changes to ).

- 10 Enter your username and password.

- 11 Tap the second check box to check names against the server ( changes to ).

- 12 Tap OK.

- 13 Tap OK to close the options.

■ You are returned to the main message list view.



## SET ATTACHMENT OPTIONS AND VIEW THE INBOX STATUS

To save space on your device, you can set an option to store attachments on an external storage card. However, you cannot store your e-mail messages on an external card. The Inbox provides a summary of available main memory and storage card memory on your device, as well as the current size of attachments.

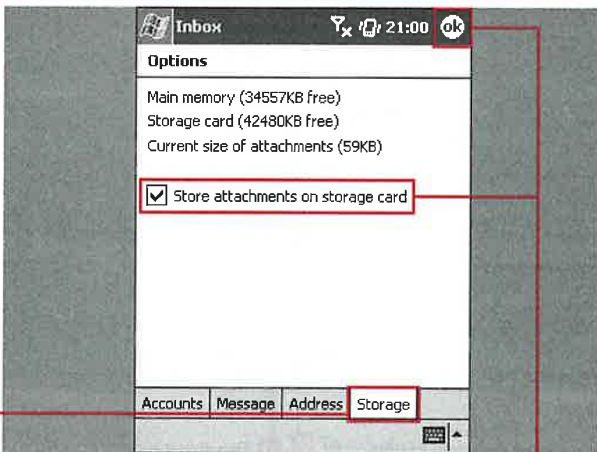
You can also view the current status of e-mail messages for each account on your device. The status lists the number of messages to be sent, copied, and deleted, as well as the attachments to be copied.



**I have an HP iPAQ 2215 and see only a small amount of free space listed in the storage card area, even though I have an empty 256MB SD card in the slot. What is the problem?**

- ✓ iPAQ 2215 devices have an issue with recognizing an external storage card. The free space you see available is the iPAQ File Store ROM area on your device. A Registry hack has been circulated online, but no official ROM update that fixes the issue has been released yet.

### SET ATTACHMENT OPTIONS AND VIEW THE INBOX STATUS



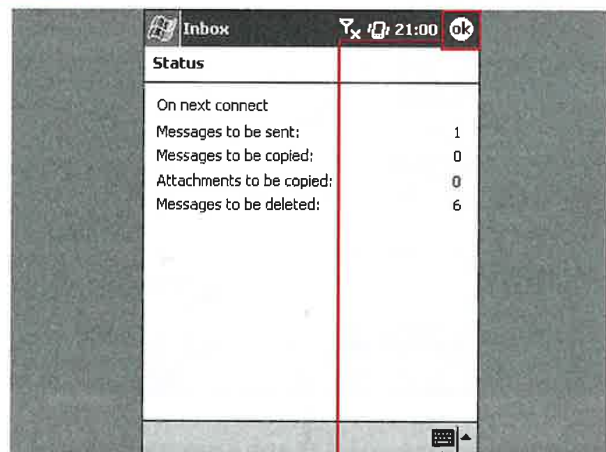
#### SET ATTACHMENT OPTIONS

- 1 From the main Inbox view, tap Tools.
- 2 Tap Options.
- 3 Tap the Storage tab.

- 4 Tap Store Attachments on Storage Card ( changes to )

- 5 Tap OK to save the settings.

- Existing attachments are moved to the storage card.



#### VIEW THE INBOX STATUS

- 1 From the main Inbox view, tap Tools.
- 2 Tap Status.

- The status of messages and attachments appears.

- 3 When you are done viewing the statistics, tap OK.

- The Status window closes, and the main message view appears.

# CONNECT TO AN E-MAIL ACCOUNT AND CLEAR MESSAGES

**Y**ou can connect to your e-mail account and check for new messages when you send out messages from your Outlook.

You can also choose to clear messages associated with a POP3 or IMAP4 account. All messages and folders that are linked to the

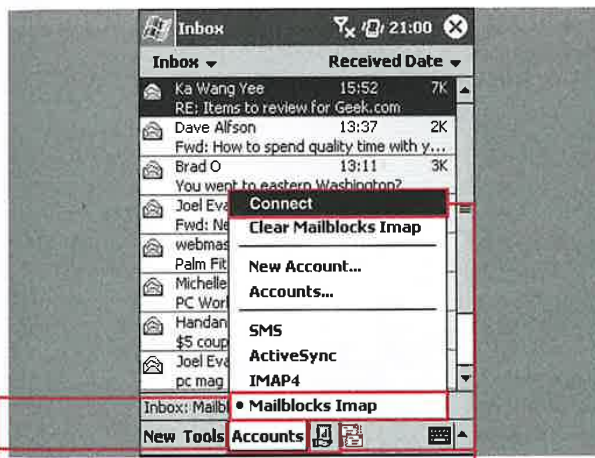
account will be cleared, without deleting the messages from the server. The next time that you connect, the messages and folders will appear in the account. However, you cannot clear messages from your ActiveSync account.



### Why would I want to clear messages from my device?

✓ You may want to change your account settings to download e-mail from a shorter time period; thus you can remove older messages from your device that you no longer need to view while recovering some available memory.

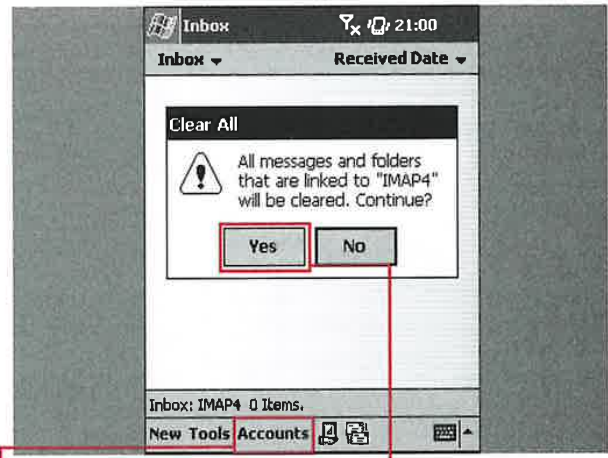
## CONNECT TO AN E-MAIL ACCOUNT AND CLEAR MESSAGES



### CONNECT TO AN E-MAIL ACCOUNT

- 1 Tap Accounts.
- 2 Tap the account to which you want to connect.
- 3 Tap Accounts again.

- 4 Tap Connect.  
 Alternatively, you can tap the Connect button.  
 The Connection status notification appears.



### CLEAR MESSAGES FROM AN ACCOUNT

- 1 Tap Accounts.
- 2 Tap the account that you want to clear.
- 3 Tap Accounts again.
- 4 Tap Clear Account Name.

- A pop-up dialog box appears to verify that you want to clear the messages.
- 5 Tap Yes.  
 The messages and folders are cleared, and the empty message list appears.

## SWITCH BETWEEN E-MAIL ACCOUNTS

**Y**ou can create and manage multiple e-mail accounts on your device, and you can switch between the different accounts a couple of ways.

In the folder view, you can switch between accounts and go to a specific e-mail folder. You can also use the Accounts menu to switch between accounts; this method takes you to the Inbox folder of each account.



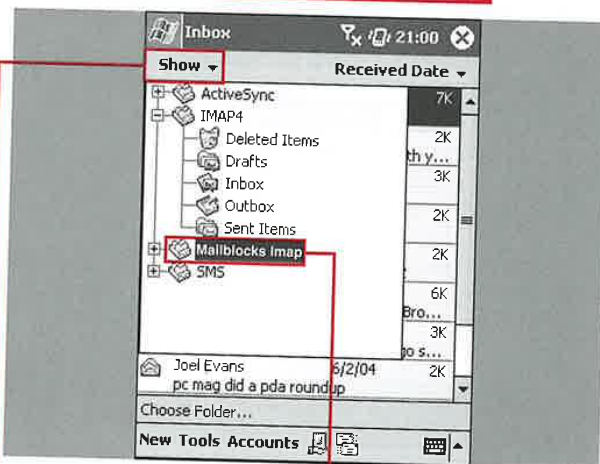
**How do I expand the e-mail account so that I can switch to a specific folder?**

- ✓ Tap the + to the left of the account name to expand the folder list. Then tap the folder to which you want to switch.


**Is there any other way to switch between accounts, aside from using the folder view or Accounts menu?**

- ✓ Yes, if you press the left or right side of the navigational pad found on most Windows Mobile 2003 devices, you will be taken to the previous account's or next account's Inbox.

### SWITCH BETWEEN E-MAIL ACCOUNTS

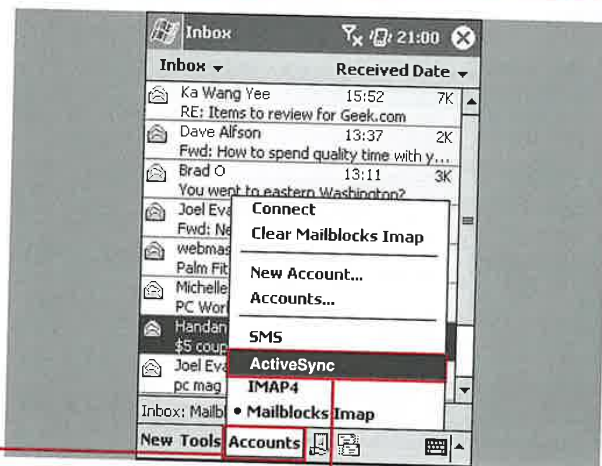


#### USING THE FOLDER VIEW

- 1 Tap .
- The folder name changes to Show.

- 2 Tap a different account and folder to which you want to quickly jump.

- The folder of the selected account appears on your display.



#### USING THE ACCOUNTS MENU

- 1 Tap Accounts.

- 2 Tap the name of the account to which you want to switch.

- The messages in that account's Inbox appear.

# MANAGE AND SORT MESSAGES

**Y**ou can manage your messages a number of different ways. You can create a new message; delete a message; move a message to another folder; reply, reply to all, or forward a message; send and receive messages; mark a message as unread; or mark a message for download.

You can also sort messages by the sender, received date, or subject. You can change the sort order from descending to ascending and vice versa.



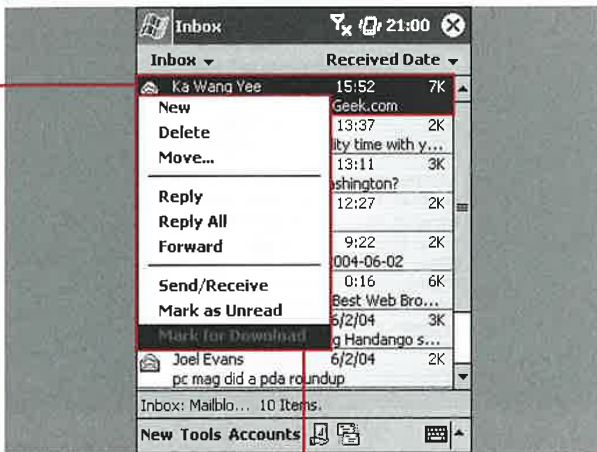
## Can I move a message from one e-mail account to another e-mail account?

✓ No, you can only move messages within the same e-mail account. An illegal operation error appears if you attempt to place an e-mail in an invalid location.

## Can I cancel a move after I select the Move option?

✓ No, there is no cancel option when moving a message. If you change your mind, you can move the message back to its old folder.

### MANAGE AND SORT MESSAGES

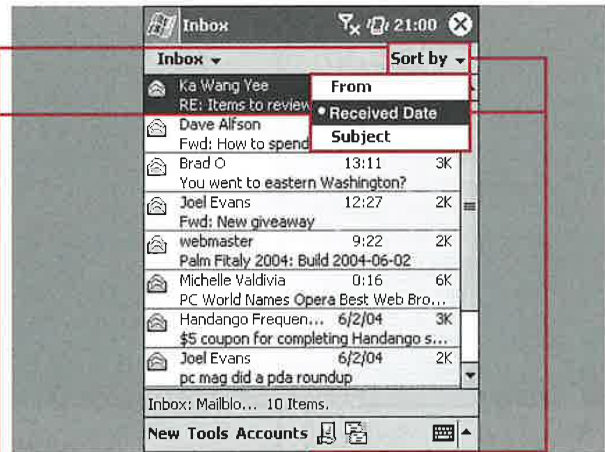


#### MANAGE A MESSAGE

- 1 Tap and hold the message.
- A menu appears with several options.

- 2 Select one of the options to perform the action.

*Note: If you tap Move, you then tap a folder to move the message to.*



#### SORT MESSAGES

- 1 Tap .
- 2 Tap one of the options.

#### REVERSE THE SORT ORDER

- 3 Tap again.
- 4 Tap the same option.
- The order of the messages is reversed using the same criteria.

## CREATE A NEW E-MAIL MESSAGE

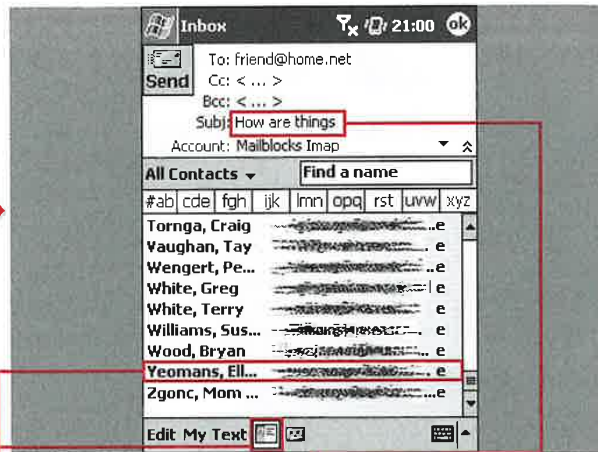
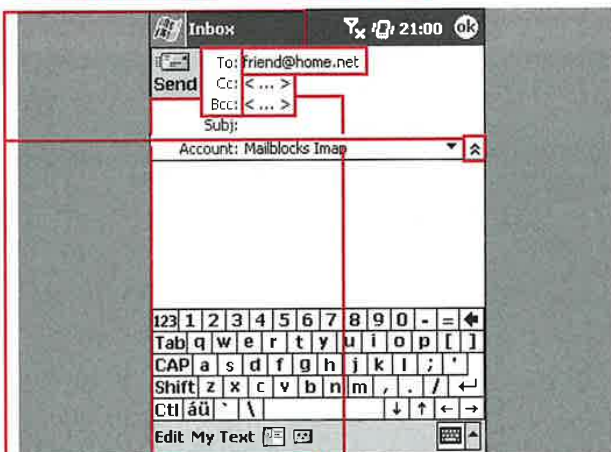
You can create new e-mail messages on your device and send them via the ActiveSync conduit or another Internet connection. The standard To:, Cc:, Bcc:, and Subject lines are used to set up the header of your outgoing messages. You can manually enter an e-mail address or select a contact from your Contacts list.

You can use different input methods available on your device to create the e-mail body, and you can use a signature; see the section “Set Up Message Preferences and Signatures” for more information.

Several editing functions are available to you as you create your e-mail message, including the

standard Cut, Copy, Paste, Clear, and Select All options. You can conduct a spell check of your e-mail message before it is sent. Also, the message can be canceled or saved in the Drafts folder from the Edit menu.

### CREATE A NEW E-MAIL MESSAGE



**1** From the main Inbox window, tap New.

**2** Enter a recipient's e-mail address.

You can tap  to show Cc:, Bcc:, and the e-mail account from which you are sending.

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**3** You can enter e-mail addresses in the remaining header lines.

**3** Tap To:, Cc:, or Bcc: to find a recipient's e-mail address in the Address Book.

A list of your contacts' e-mail addresses appears.

**4** Tap a contact name that you want inserted into the recipient list.

*Note: If you manually enter addresses, separate the addresses with a semicolon.*

**5** Tap the Address Book button to close the Contacts list.

*Note: You can also tap To:, Cc:, or Bcc: again to close the Contacts list.*

**6** Enter a subject for your e-mail.



**Can I create HTML messages using the Inbox?**

- ✓ No, the Inbox does not support sending or receiving HTML e-mail messages.

**Can I send the same e-mail message from multiple accounts?**

- ✓ No, you can select only one account from which to send a message.

**Can I have my e-mail messages automatically spell checked before sending?**

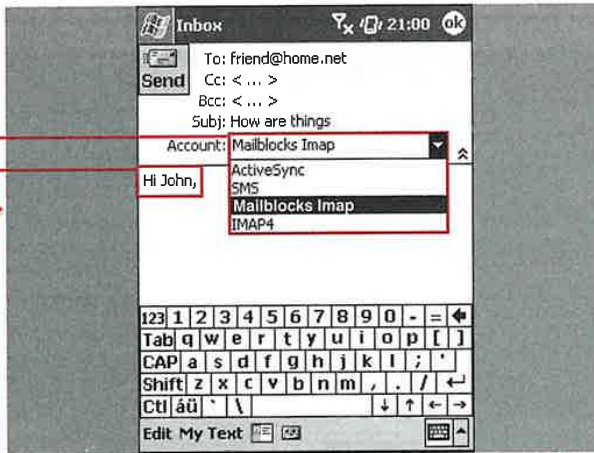
- ✓ No, you must manually initiate a spell check of your e-mail body using the Edit menu. The spell checker also does not check the e-mail header's spelling.

**What is the Check Names option on the Edit menu used for?**

- ✓ This option uses your LDAP server connection established in the Address options to check the recipients against the server's database for accuracy; see the section "Set Address Preferences" for more information.

**Can I send SMS messages from my device?**

- ✓ You can send SMS messages from a Pocket PC Phone Edition device, but you need a third-party application such as Simple SMS to send SMS via a Bluetooth or IR connection using your cell phone. Details on sending SMS messages with a Phone Edition device are covered in Chapter 28.

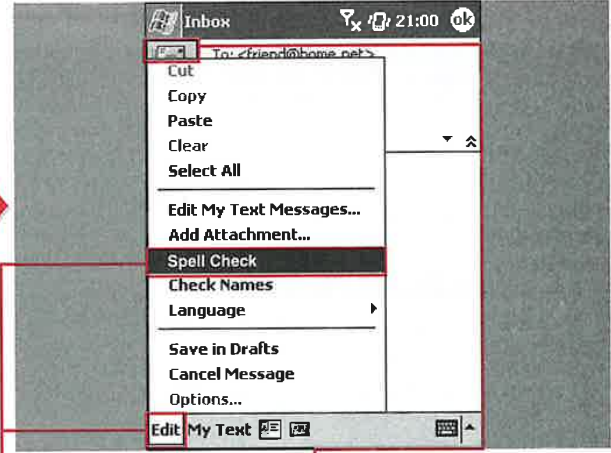


**7** Tap and tap a new e-mail account to switch the account from which you are sending.

**8** Enter the body of your e-mail message.

■ If the text of your message extends beyond the viewable area, scrollbars appear.

*Note: You can hide Cc:, Bcc:, and the e-mail account if you want more viewable room to enter the e-mail body.*



**9** Tap Edit.

*Note: You can tap one of the Editing functions to perform that action.*

**10** Tap Spell Check.

■ The first misspelled word is highlighted, and alternatives are offered that you can accept, ignore, or add to your dictionary.

**11** Tap Send.

■ Your e-mail is sent the next time that your device is connected.

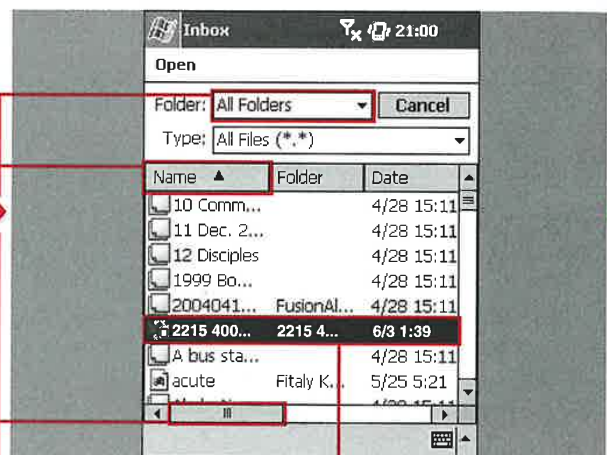
## ADD AN ATTACHMENT TO YOUR E-MAIL

**Y**ou can add files as attachments to your outgoing e-mail messages sent from your mobile device. The Inbox includes a simple utility to add an attachment, and the only limit on an attachment's size is the amount of available memory on your device.

There is no file compression utility included with Windows Mobile 2003, so each file has to be added as a separate attachment. You can use third-party compression utilities such as Resco Explorer 2003 and then attach the zipped file as a single e-mail attachment. You also cannot select multiple files in the attachment management window.

In the attachment management window, you can adjust the column widths so that you can view the entire filename, folder, date, size, type, and location. You tap and drag on the separation line found at the right side of the column heading to adjust the width.

### ADD AN ATTACHMENT TO YOUR E-MAIL



**1** When creating an e-mail message, tap Edit.

*Note: See the section "Create a New E-mail Message" for details on creating a message.*

**2** Tap Add Attachment.

■ The attachment management window opens.

**3** Tap the Folder and select the folder to view.

**4** Tap a heading to sort the list of files.

■ You can tap the scrollbar to view more file details.

**5** Tap the file to add as an attachment.

■ You are returned to the e-mail message.

*Note: You can repeat steps 1 to 5 to add multiple files to the e-mail message.*



**Will my recipient be able to read my Pocket Excel or Pocket Word document on his desktop computer if he does not have ActiveSync installed?**

- ✓ Yes, Pocket Word documents are converted to .doc format and Pocket Excel documents to .xls when sent as an e-mail attachment.

**Can I limit the types of files that the Inbox lists when attaching a file?**

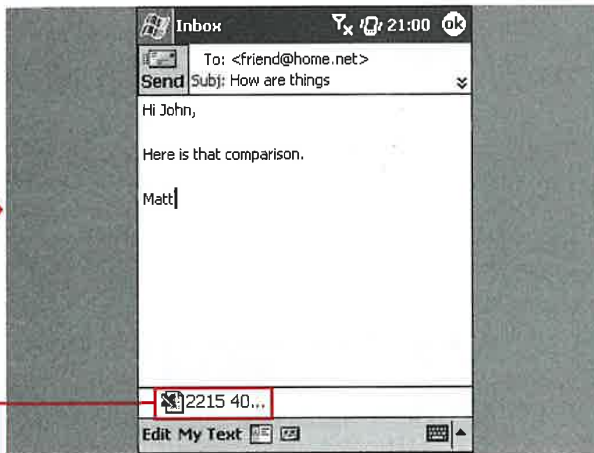
- ✓ No, the Inbox shows all files using the \*.\* search term. Only documents in the My Documents folders in RAM and on storage cards are used, so all files in Windows, Program Files, and so on are not shown.

**Are there any restrictions on files that can be attached?**

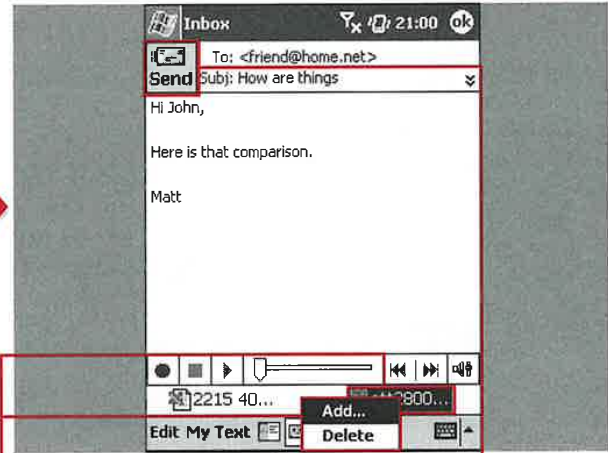
- ✓ Yes, OLE objects cannot be attached to e-mail messages.

**Can I sort the available files so that I can find the document that I want to attach?**

- ✓ Yes, tap the column header to sort the files using that criteria. Tapping a second time on the header reverses the order. An icon in the name also indicates if the file is on a storage card.



■ The file that you attached appears along the bottom of the e-mail body.



■ To add or delete attachments, tap and hold the attached filename.  
 ■ You can tap Add to add more attachments or Delete to remove the attachment.

6 Tap Send.

■ The e-mail message is sent with the attachments after you connect.



## SEND A VOICE MESSAGE

**Y**ou can add recordings to your outgoing e-mail messages with a method that is similar to adding an e-mail attachment. The quality and size of the recordings is set using the Input settings on your device and cannot be changed within the Inbox application.

Voice messages are convenient to send when you are unable to spend the time writing out a full e-mail message using a text-entry method. The recipient receives the file as a .wav file, so it can be listened to on virtually any computer.



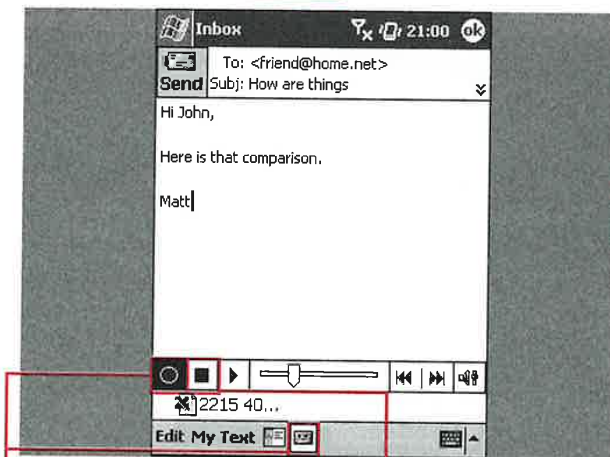
### Can I add multiple voice messages to my e-mail?

✓ Yes, the only limit on outgoing messages is the available memory on your device when you create the voice messages.

### Is there any menu to add a voice message?

✓ No, you can only add voice messages by tapping the Record button.

### SEND A VOICE MESSAGE

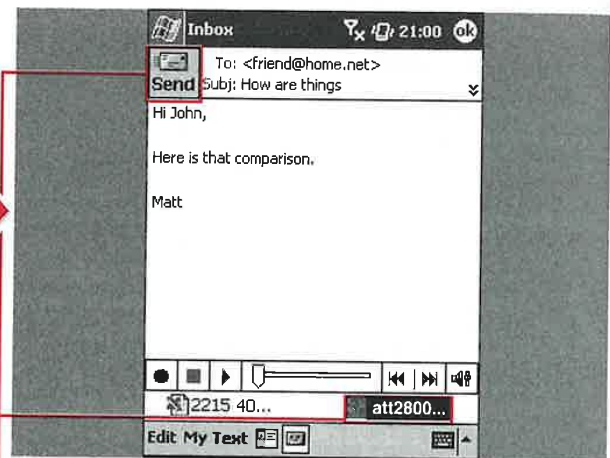


**1** When creating an outgoing e-mail message, tap the Record button.

**2** Tap the red button to start recording.

**3** Speak your message into the microphone.

**4** Tap the Stop button to stop recording.



**5** The voice recording appears as an attachment.

**5** Tap Send to send the e-mail message.

■ The main Inbox message list appears.

# USE AND EDIT MY TEXT MESSAGES

**M**y Text messages enable you to quickly add short statements to your e-mails with no text entry. Nine preset My Text messages are included on your device, and there is one blank slot for you to add your own message. You can also edit the existing messages and customize them to your needs. My Text messages can be fun statements or can be used to respond quickly to another person.



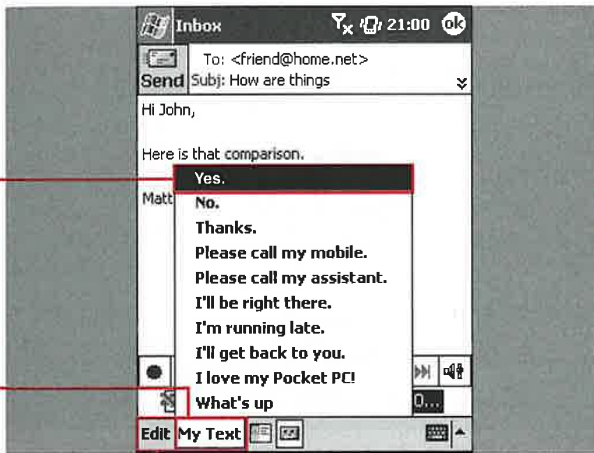
**Can I add more My Text messages?**

- ✓ No, only ten My Text messages are allowed on your device. They can be edited, but you cannot add or delete them from the system.

**Is there another method to access the My Text Messages editing window, other than the Edit menu?**

- ✓ Yes, from the main Inbox view, you can tap Tools ⇨ Edit My Text Messages.

**USE AND EDIT MY TEXT MESSAGES**



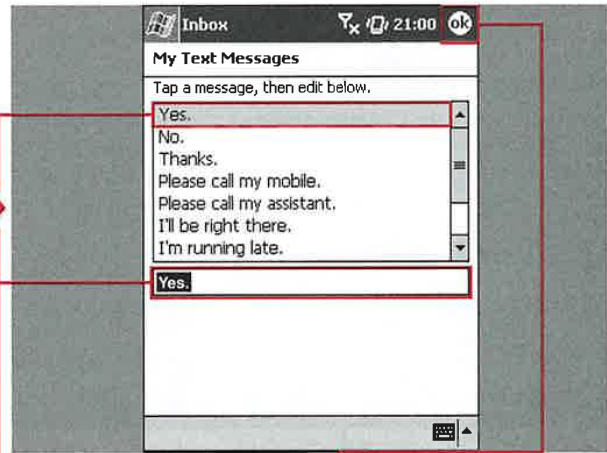
**USE MY TEXT MESSAGES**

- 1 When creating a new e-mail message, tap My Text.
- 2 Tap the My Text message you want to insert.

*Note: You can insert multiple My Text messages by performing steps 1 and 2 repeatedly.*

**EDIT MY TEXT MESSAGES**

- 1 Tap Edit.
- 2 Tap Edit My Text Messages.
- The My Text Messages editing window appears.



- 3 Tap the message to edit.
- 4 Enter the new text.

*Note: You can repeat steps 3 and 4 if you want to make more changes.*

- 5 Tap OK.

■ Your My Text messages are saved, and you are returned to the e-mail message.

# MANAGE FOLDERS

If you use your mobile device regularly for sending and receiving e-mails, you may find that your Inbox is becoming unmanageable with so many messages. You can create and manage folders on your device to help organize your messages.

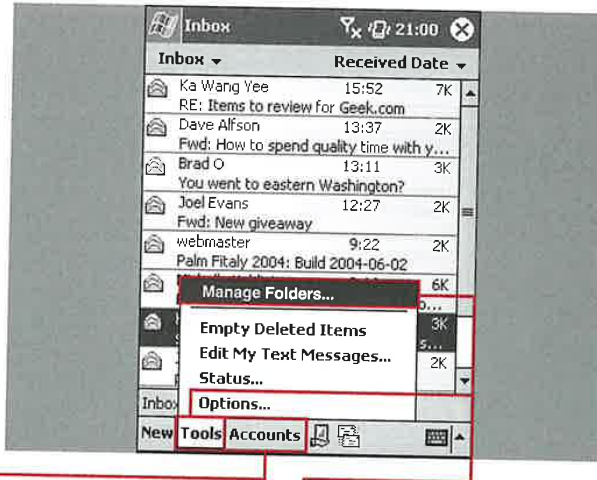
You cannot manage folders in your ActiveSync account on your device. Folders can be added using the desktop version of ActiveSync, and

you can specify the folders that will be synced to your mobile device during an ActiveSync connection.

You can add folders on your device for POP3 accounts, but these folders will reside only on your mobile device and will not be synced to your server. Folders created on your device in an IMAP4 account will be synced to your server along with any messages you place in those folders.

The power of an IMAP4 account can be seen when you select to sync a folder from your server to your device and all e-mails — up to the time period you specified in the Options setup wizard (see the section “Set Up Account Options”) — in that folder are synced to your mobile device for use and reference while you are on the road.

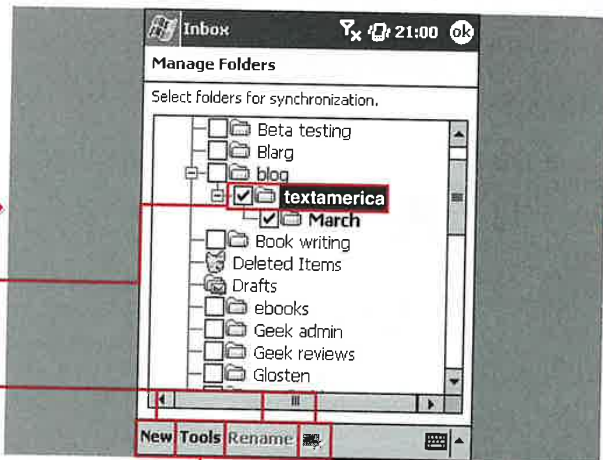
## MANAGE FOLDERS



### MANAGE FOLDERS

- 1 Tap Accounts.
- 2 Tap the account that you want to manage.

- 3 Tap Tools.
- 4 Tap Manage Folders.



- 5 Tap a folder to select it for syncing in an IMAP4 account.
- 6 Tap New to create a new folder.
- 7 Tap Rename to change a folder name.
- 8 Tap the Delete button to delete a folder and all its contents.

### SET A FOLDER'S OPTIONS

- 9 Tap the folder.
- 10 Tap Tools.
- 11 Tap Options.



**Why was my e-mail message deleted when I moved it into a different folder in my POP3 account?**

✓ If you move an e-mail into another folder on your device, the link is broken between the messages on your device and server because folders are not synched to your server as they are with IMAP4 service.

**Can I empty the Deleted Items folder of the ActiveSync account?**

✓ No, this option is hidden from use on your device. You have to manually select all the messages in the Deleted Items folder and then tap and hold to select Delete.

**What can I do with folders in a POP3 account?**

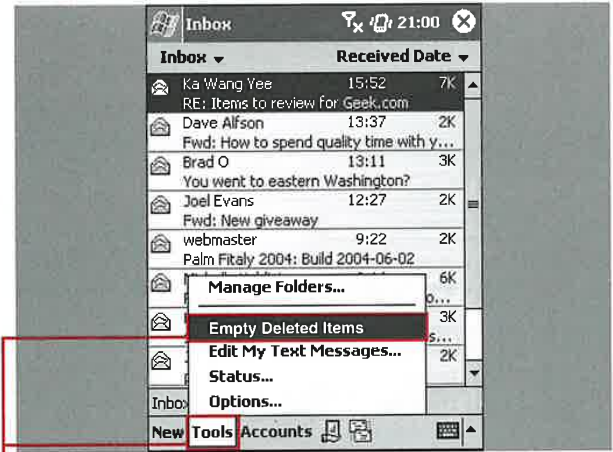
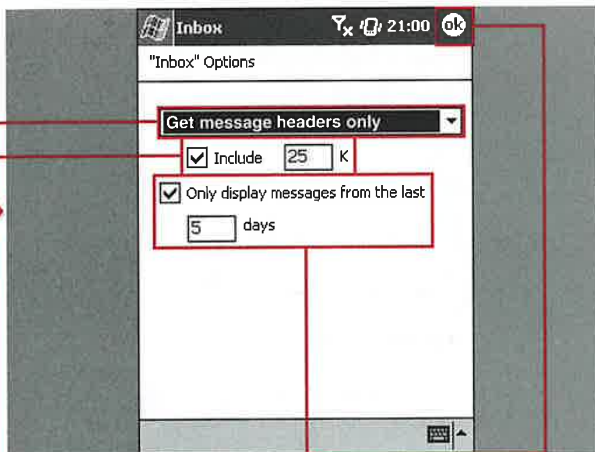
✓ You can only create, rename, or delete local folders. There are no options or other settings available.

**I cannot delete or rename folders in my IMAP4 account. Why not?**

✓ Your device must be online and connected to change folders with IMAP because the folders are synched with your server and will appear on your server as well as your device.

**Can I rename or delete any folder?**

✓ No, you cannot rename or delete the Drafts, Outbox, Inbox, Deleted Items, or Sent Items folder.



■ The options for the folder appear and can be different for different types of folders.

12 For the Inbox folder, tap  and select headers only or full copies of messages.

■ If headers only is selected, you can specify how much of the message to include.

■ You can limit how far in the past your e-mails are synched.

13 Tap OK twice.

■ Your folder settings are saved.

**EMPTY THE DELETED ITEMS FOLDER**

1 Tap Tools.

2 Tap Empty Deleted Items.

■ All the messages in your Deleted Items folder and on the server are deleted, and some memory is freed up on your device.

# USING INTERNET EXPLORER

**Y**ou can browse the Internet from your Windows Mobile 2003 device using Pocket Internet Explorer. Although this version is more limited than the desktop version of Internet Explorer, it is quite capable of enabling you to view most Web sites.

This new version of Pocket Internet Explorer reformats

Web sites better than previous versions so that side-to-side scrolling is significantly reduced.

You can view Web sites via a wireless connection, via your cradle or cable and ActiveSync passthrough, and in an offline mode using pages synched with mobile favorites or services such as AvantGo or Mobipocket.



### Can I open multiple browser windows?

✓ No, not in Pocket Internet Explorer. There are third-party add-ons that provide this capability in Internet Explorer.

### Can I map hardware buttons to go back or forward?

✓ No, these options are not available in Pocket Internet Explorer.

## USING INTERNET EXPLORER



- 1 Tap Start.
  - 2 Tap Programs.
  - 3 Tap Internet Explorer.
- Internet Explorer opens.
- You can tap a hyperlink to follow it to another site.

150

- 4 Tap View.
  - 5 Tap Address Bar.
- The Address Bar is toggled on.



- 6 Tap the Address bar.
- 7 Type the URL of the site that you want to visit.
- 8 Tap the green arrow to load the URL.
- 9 Tap and hold anywhere on the display to access other functions.

- 10 Tap the right scrollbar to move up and down the page.

*Note: Some sites may also have a bottom left-and-right scrollbar. You can also use your navigation pad to move around the page if your device is so equipped.*

# VIEW PAGE HISTORY

You can save links to sites that you have visited and view those links in Internet Explorer's History file. Setting the number of days that the history shows is discussed in the section "Modify General and Advanced Settings."

The history can be viewed by page title or by URL and is organized so that the most recently visited page is at the top. There is no way to sort the history file.



**Is there any way to see the full URL if it is longer than the display width?**

- ✓ Not in the History view. You can copy and paste the URL in Notes or another text-editing program to view the full URL.

**Can I delete history links individually?**

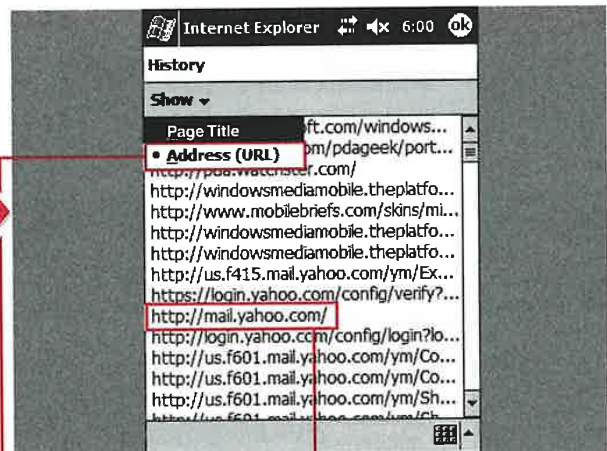
- ✓ No, the History view screens are for viewing history links only. You can clear the entire history in the General settings.

## VIEW PAGE HISTORY



- 1 Tap View in Internet Explorer.
- 2 Tap History.

- The History file appears with the Page Title view automatically selected.
- 3 Tap Page Title.



- "Page Title" changes to "Show," and a menu appears.
- 4 Tap Address (URL) to view the URL address of each site visited in your history.

- 5 Tap any URL in your history.
- You are taken back to Internet Explorer and the page that you selected.

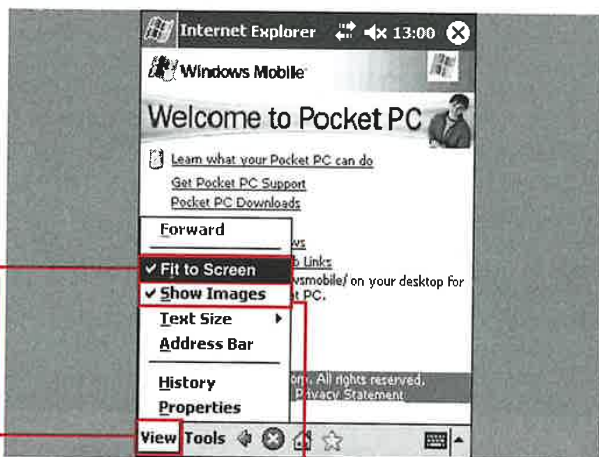
## MODIFY THE VIEW SETTINGS

You can customize how Web sites are viewed on your mobile device using the View menu. You can have Web sites fitted to your screen so that only up and down scrolling is required, you can turn off images, you can change the text size, and you can view the URL Address bar.

Pocket Internet Explorer attempts to format pages so that they appear vertically by default. You can turn off this option and have pages shown in their full-screen format. This can be useful for sites such as MapQuest where you want to see the largest maps possible and they are not helpful when squeezed in the 240-pixel-wide area.

You can choose from five different sizes of text. You can also choose to have the URL Address bar shown at the top of the display and to hide or show images on the pages.

### MODIFY THE VIEW SETTINGS



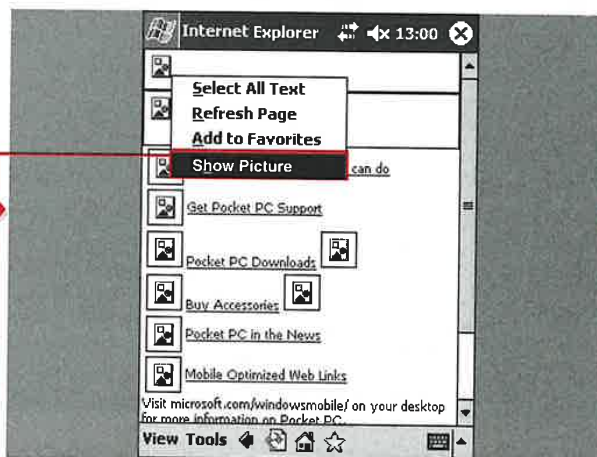
1 Tap View.

■ A menu appears with several options.

2 Tap Fit to Screen to have the mobile device formatting turned off.

*Note: A check box next to an option means that it has been selected and is active.*

3 Tap View ⇨ Show Images to turn off the images on the page.



4 The page refreshes, and the images are replaced by icons.

■ The specific image appears while the remaining images remain icons.

4 Tap and hold on individual icons and select the Show Picture option.



**Why would I want the Address bar shown?**

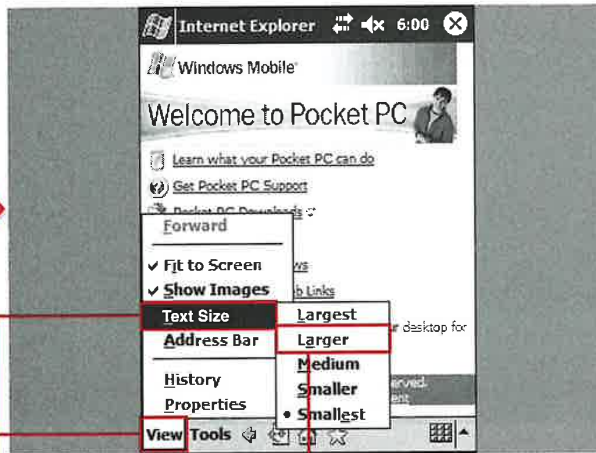
- ✓ This is helpful when you want to enter a Web address manually or see the address of a site that you are visiting.

**Why would I want to turn off images?**

- ✓ If you are surfing via a Bluetooth connection and a Bluetooth phone or a Pocket PC Phone Edition device where data is metered, or the connection is slower than a WiFi connection, then turning off the images will speed page loading and save on data usage.

**Why are some sites formatted well for my device's display?**

- ✓ Web site owners can create mobile versions of their sites and add tags that automatically detect if you are surfing from a mobile device. These sites generally show up without having to perform side-to-side scrolling. You can also go directly to Windows Mobile-formatted sites. The Windows Mobile page has a link to several mobile-optimized sites.



- 5 Tap View.
- 6 Tap Text Size.

- 7 Tap an option to change the font size.



- 8 Tap X.

- 9 The page refreshes with the new font size.
- 10 Internet Explorer is minimized, and all the View settings that you specified will be used when Internet Explorer is launched next.



## SEND A LINK VIA E-MAIL

People often find interesting sites that they would like to share with friends and family, so in Internet Explorer, you can send URL links to these sites via the Inbox application.

As previously discussed, you can view the URL by turning on the Address Bar view. You could

go up to the Address bar, select the entire line of text, copy it, and then go into the Inbox and paste the URL into an e-mail. However, Microsoft has included a much shorter method for e-mailing URLs from your device — the Tools menu's Send Link via E-mail option.



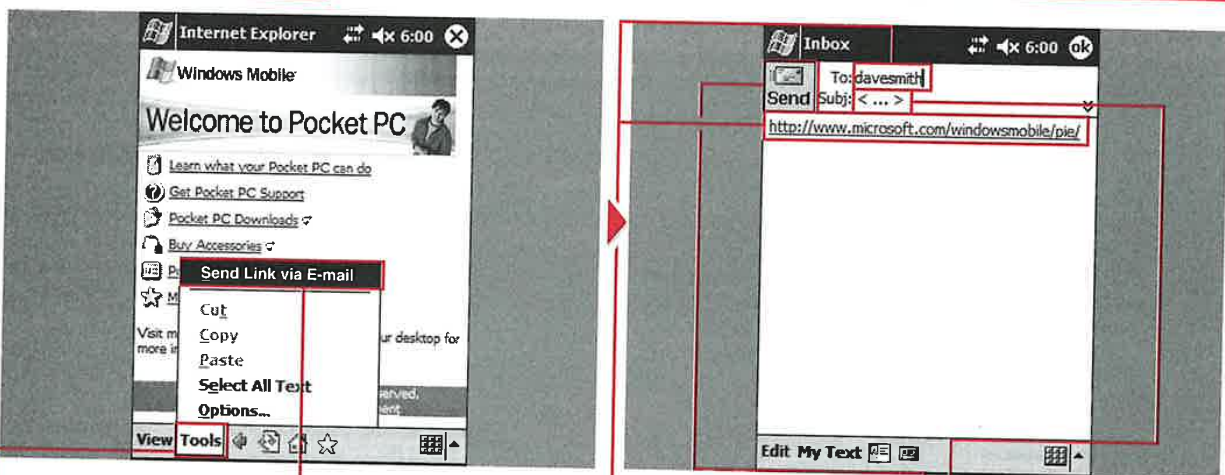
### Can I send multiple URLs in one e-mail?

✓ No, each time that you choose the Send Link via E-mail option, a new e-mail is generated with the URL in the body.

### Can I send a URL to multiple people?

✓ Yes, see Chapter 15 for specifics on sending e-mail to more than one person.

### SEND A LINK VIA E-MAIL



**1** When visiting a site you would like to share, tap Tools.

**2** A menu appears.

**3** Tap Send Link via E-mail.

**4** Internet Explorer is minimized, and the Inbox is launched.

**5** The URL appears as a hyperlink in the body of your e-mail.

**6** Fill in the recipient's e-mail address in the To line.

**7** You may also want to enter a subject for the e-mail.

**8** Tap Send.

**9** The e-mail is placed in the Outbox or Sent folder, and Internet Explorer reappears.

# MODIFY GENERAL AND ADVANCED SETTINGS

There are two Options screens in Internet Explorer that you can use to configure your General and Advanced browsing settings.

General settings enable you to set your home page, designate the number of days of history that will be stored on your

device, and delete temporary Internet files.

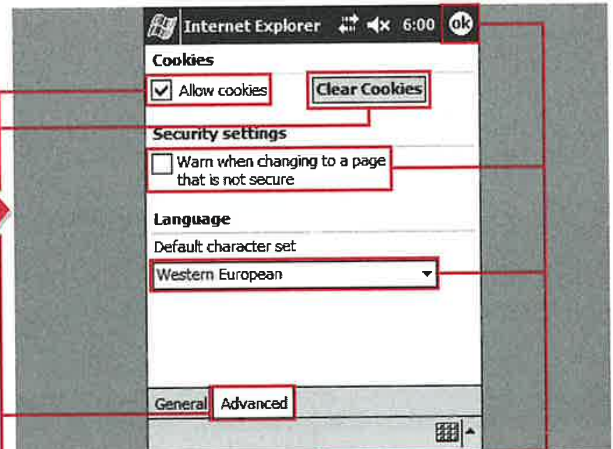
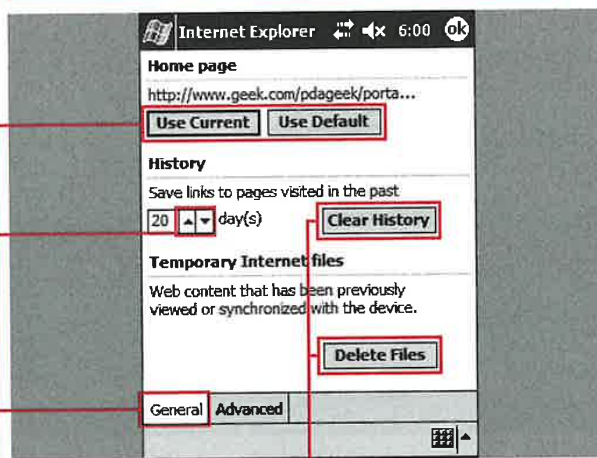
Advanced settings enable you to authorize cookies or clear cookies from your device, select a warning for nonsecure pages, and select the language that you want to use in Internet Explorer.



### Why would I want to delete temporary Internet files?

- ✓ If you surf a lot on your mobile device, you will find that your temporary Internet files typically grow upwards of 1 to several megabytes in size. You will need to delete them occasionally to prevent maxing out your memory allocation.

## MODIFY GENERAL AND ADVANCED SETTINGS



- 1 Tap Tools ⇄ Options in Internet Explorer.
- 2 Tap the General tab.
- 3 Tap Use Current or Use Default to set the home page.
- 4 Tap the ▲ or ▼ to set the number of days of history.

- 5 Tap Clear History to clear out the file.
- 6 Tap Delete Files to remove temporary Internet files.
- An hourglass may appear as the files are being deleted.

- 7 Tap Advanced.
- 8 Tap Allow Cookies to allow cookies (☐ changes to ☑).
- 9 Tap Clear Cookies to clear out the saved cookies.

- 10 Tap Warn When Changing to turn on the security warning (☐ changes to ☑).
- 11 Tap ▼ to select your language.
- 12 Tap OK.
- Your new settings are saved.

# USING FAVORITES

To make navigating the Web a bit easier on your device, you can designate Web site links that you want to save for future access as favorites. These favorites are URL links like the favorites used in Internet Explorer on your desktop computer.

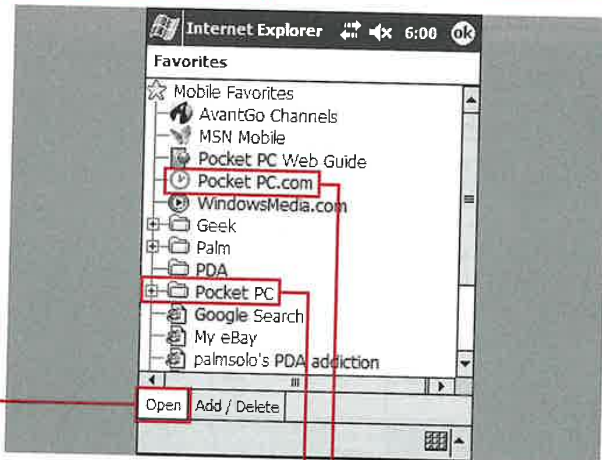
You can even simply copy over your existing Favorites folder from your Windows desktop and use that on

your mobile device. You can also place links to sites designed for mobile device displays in the Mobile Favorites subfolder on your desktop and use ActiveSync to sync these favorites to your device.

The star icon on the bottom toolbar in Internet Explorer is used to access your favorites. There is no menu selection to access your favorites.

You can add folders, rename favorites, and add or delete favorites, as well as open and launch favorites.

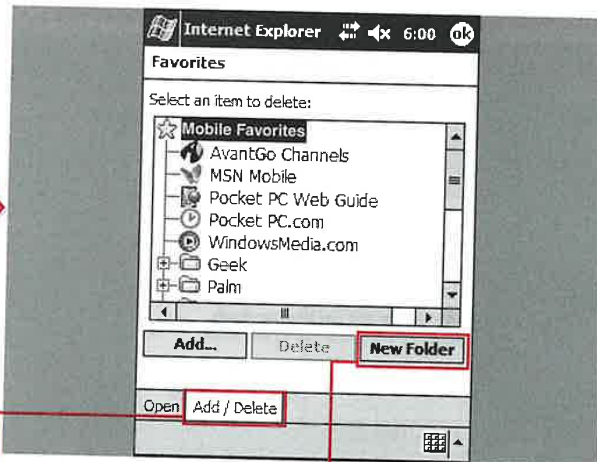
## USING FAVORITES



### OPEN A FAVORITE

- 1 Tap the star icon on the bottom toolbar of the main Internet Explorer screen.
- 2 The Favorites window appears.
- 3 Tap the Open tab.

- 3 Tap any favorite.
  - Alternatively, you can tap a folder to access more favorites.
  - The Web site appears in Internet Explorer if you are connected.



### CREATE A FAVORITES FOLDER

- 4 Tap the Add/Delete tab.
- 5 The Favorites editing window appears.

- 5 Tap New Folder.
  - The New Folder window appears.



**Is there a limit to the number of favorites that I can have on my device?**

- ✓ No, there is no limit — if there is available memory to store the favorites on your device.

**Can I add subfolders in different levels on my mobile device?**

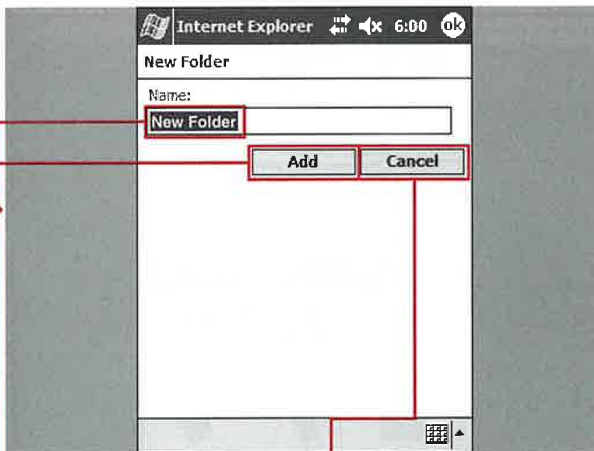
- ✓ No, only one level of folders is allowed in Pocket Internet Explorer. If multiple-level folders are added on your desktop and then brought to your mobile device, the favorites will not appear in Pocket Internet Explorer.

**Why are some of my favorites grayed out?**

- ✓ You may not currently be connected, or the page may not be saved in your temporary Internet files. After you connect, the favorites should be enabled, returning to black text.

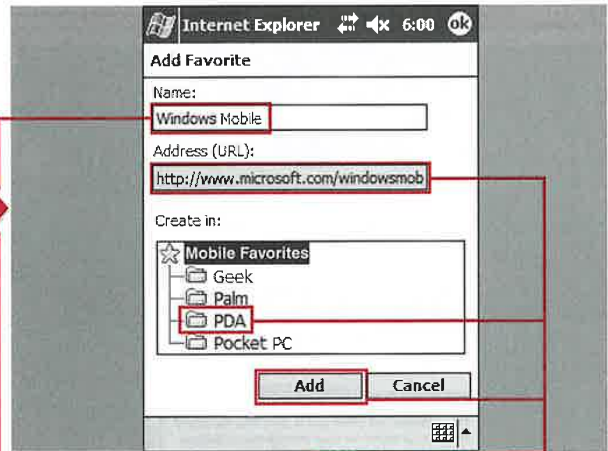
**Is there another method for adding favorites, outside of the Add/Delete tab?**

- ✓ Yes, if you tap and hold anywhere on the display, a pop-up menu appears. Tap Add to Favorites to go directly to the Add Favorite page.



- 6 Enter a name for the new folder.
- 7 Tap Add.
- The new folder is added to your Favorites list.

- You can tap Cancel if you want to cancel adding the folder.
- The main Favorites display appears.



- ADD A FAVORITE**
- 8 With the page that you want to make a favorite loaded, tap Add on the Add/Delete tab.
  - The Add Favorite editing screen appears.
  - 9 Enter a name for the favorite.

- The URL of the favorite appears in the Address (URL) box.
- 10 Tap the folder or location where you want to place the favorite.
- 11 Tap Add to save your changes.
- The Favorites window reappears.

# DOWNLOAD APPLICATIONS

Using Internet Explorer, you can download files and applications directly to your mobile device.

A few vendors have Web sites that are formatted for mobile devices and enable you to purchase or select trial versions of software and download them. The only limitation on downloading applications is the amount of

memory available on your device.

You can select where the application or file is saved and if the file should be opened after downloading. The installation file will be a .cab file that will be deleted after installation, so you should save a copy to an external storage card for future use.



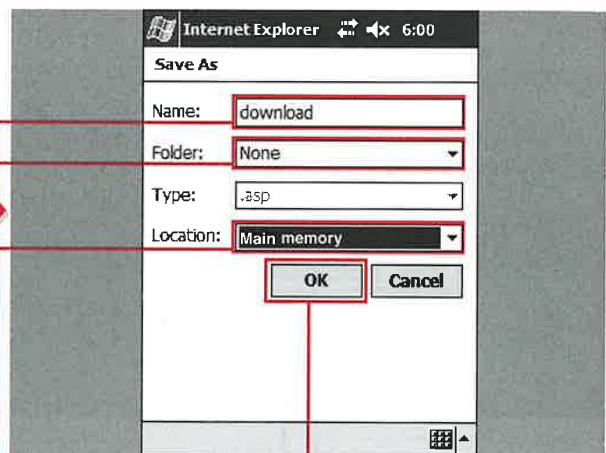
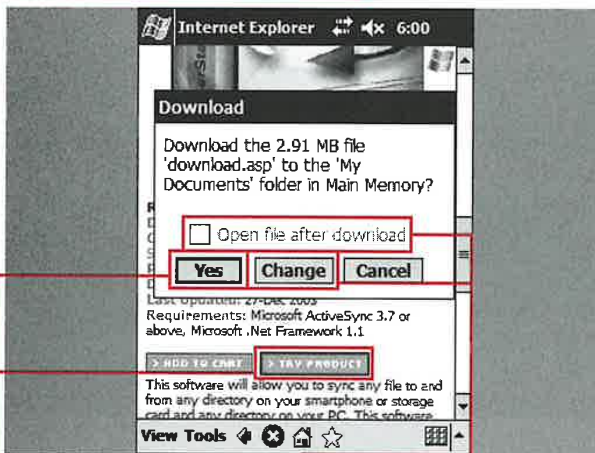
**If I do not tap Change in the Download dialog box, where is the file downloaded?**

- ✓ To the My Documents folder.

**Can I open all files or applications that I download?**

- ✓ No. You can open only files that can be used with applications loaded on your device. You may have to copy a file to your desktop to use it.

## DOWNLOAD APPLICATIONS



**1** Tap a link in Internet Explorer that initiates a download of a file or product.

■ The Download dialog box appears.

**2** Tap Yes.

**3** Tap the check box to open the file after downloading ( changes to .

**4** Tap Change if you do not want the file downloaded to the default location.

■ The Save As screen appears.

**5** Enter a name for the file or application.

**6** Tap  and select the folder where the file will be saved.

**7** Tap  and select the location.

*Note: For example, you can choose to place the download on a storage card or in main memory.*

**8** Tap OK to start the download.

■ A download status window appears.

# PREVIEW POCKET MSN

With your Windows Mobile 2003 device and Pocket MSN, you can access MSN Messenger, Hotmail e-mail accounts, Alerts, and the Mobile Web.

Pocket MSN is a Microsoft subscription service that was scheduled for launch in the fall of 2003, but it is still not available. The service appears

in your Programs menu and launches a Pocket MSN Web site in Internet Explorer.

There are links on the Pocket MSN page to launch the four services, but they are not yet active on Windows Mobile 2003 devices.



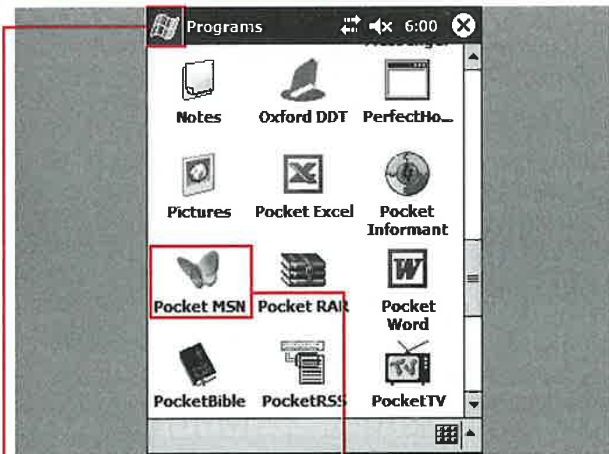
### Can I use MSN Messenger without the Pocket MSN service?

- ✓ Yes, Windows Mobile 2003 devices come with MSN Messenger loaded in the ROM. Go to Start ⇨ Programs to find the MSN Messenger icon and launch the application.

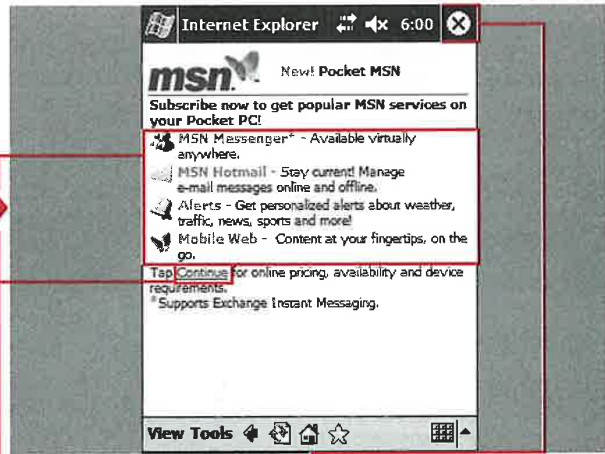
### What is the price for the Pocket MSN services?

- ✓ No pricing is yet available.

## PREVIEW POCKET MSN



- 1 Tap Start.
  - 2 Tap Programs.
  - 3 Tap Pocket MSN.
- All your installed programs appear.
- Internet Explorer opens to the MSN page.



- 4 Tap one of the four choices to access MSN services.
  - 5 Tap Continue to view pricing and subscribe to the Pocket MSN service.
  - 6 Tap X.
- A page appears stating that the service is coming soon.
- Pocket MSN and Internet Explorer close.
- Note: You can launch MSN Messenger, MSN Hotmail, Alerts, or the Mobile Web.*

## CREATE A NEW NOTE

**Y**ou can create multiple-format notes using your Windows Mobile 2003 device. You can write notes in your own handwriting or using text via a text input method or an external keyboard, you can draw a picture, or you can record a voice note. Notes can also be

a combination of any of these four options.

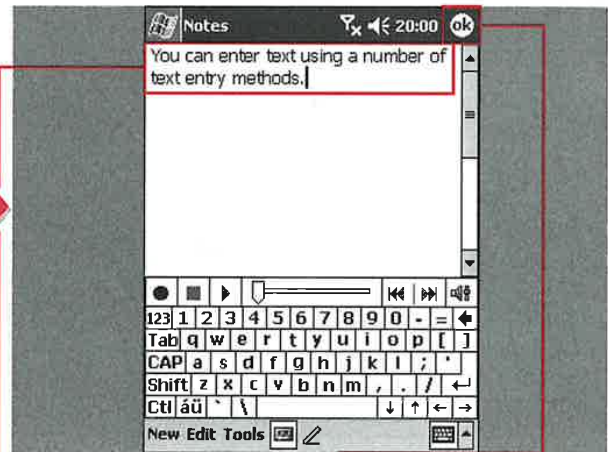
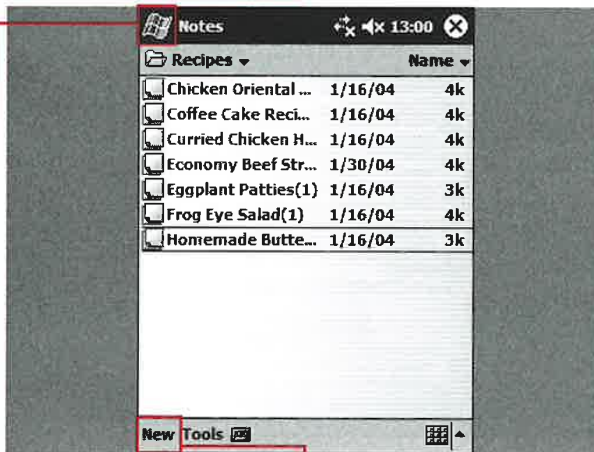
You can synchronize notes to your desktop, e-mail them to others, or beam them via infrared. Notes are saved in the .pwi format and can be opened in Outlook on your desktop PC.



### How is my note titled by default?

- ✓ If you type a note, the first 20 letters on the top line are used for the note name. If you handwrite a note, it is named Note1, 2, 3, and so on if you are in the All Folders category. If you are in a specific category when you tap New, the note uses the category name and then a number, such as Business1.

### CREATE A NEW NOTE



- 1 Tap Start.
- 2 Tap Programs.
- 3 Tap Notes.

*Note: Alternatively, you can press the hardware button assigned to Notes.*

- The main Notes explorer window appears.

- 4 Tap New.

- A blank note window appears with the cursor in the top-left corner.
- 5 Use a text-entry method to write your note.

- 6 When you are done entering your note, tap OK.
- The note is saved, and the Notes explorer window appears.

## EDIT A NOTE

After you have created a note, you can easily go back and make changes to it on your device. You can also edit the note in Outlook on your desktop, and the change will be synchronized to your device through ActiveSync.

You may want to edit a note if something changes in its status. For example, if you use the To Do

template and you complete a task, you will want to edit the note.

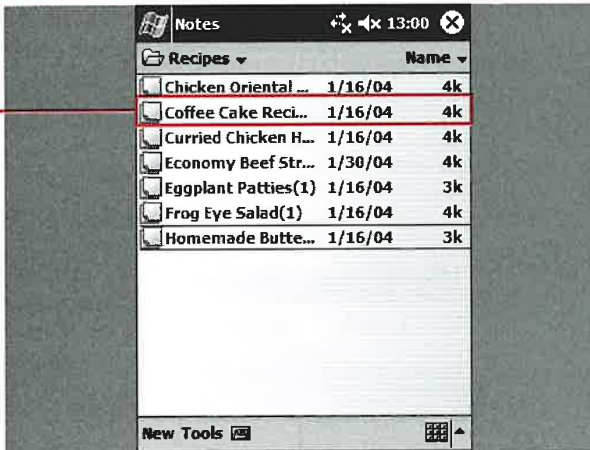
Editing a note is essentially the same as creating a new note, except that you open an existing note.



### Can I add handwriting to a note that is all text?

- ✓ Yes, when you edit or create a note, you can use any of the four available methods (typed text, handwritten text, voice notes, and drawing) in combination within the note.

### EDIT A NOTE

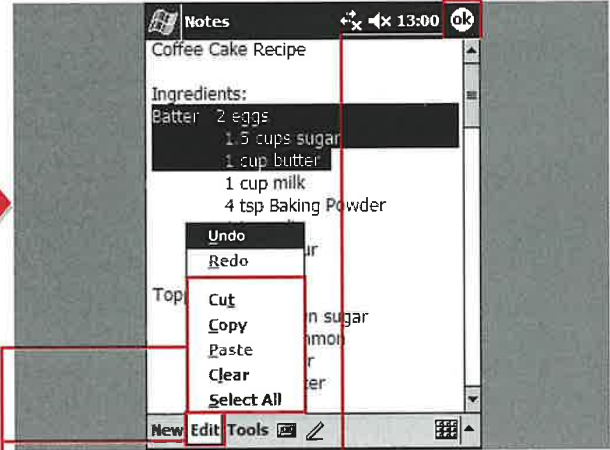


1 Tap once on the existing note in your list.

■ The note opens and appears on your display.

2 Make the changes using handwritten or typed text.

*Note: The title of the note does not change even if you make changes to the first line.*



3 Tap Edit to use the editing tools in your note.

■ The Edit menu items appear.

4 Tap an editing tool to use it in your note.

5 Tap OK.

■ The note is saved, and the main Notes explorer display appears.



## RECORD A VOICE NOTE

**Y**ou can use your Windows Mobile 2003 device to create a voice recording as either a standalone file or an embedded recording in an existing note. Microsoft has specified that all Windows Mobile devices include the capability to create voice recordings, and there is a dedicated button along the

side of most devices. Pressing and holding this button starts the microphone and launches a new voice note.

Voice notes are useful when you are driving so that you can record thoughts and ideas without taking your eyes off the road.



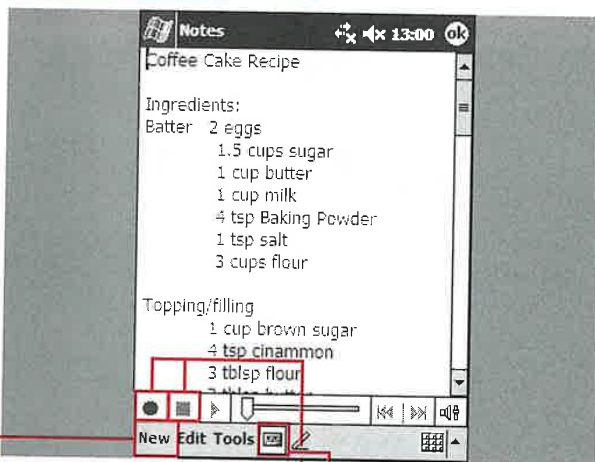
### Can I have more than one voice recording in a single note?

- ✓ Yes, but each voice note is indicated by a speaker icon with no title.

### Can I edit a standalone voice note?

- ✓ No, if a voice note is created from the explorer view and is not embedded in an existing note, you can only listen to, copy, or delete the recording. You cannot add more voice recording to the end of the note or delete parts of the recording.

### RECORD A VOICE NOTE

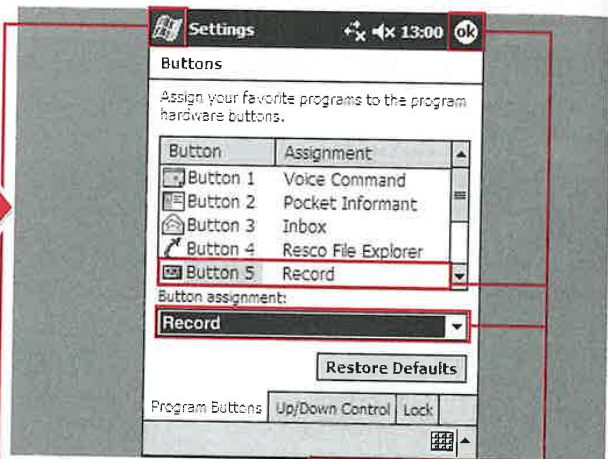


#### RECORD A VOICE NOTE

- 1 Tap New to create a new note or tap an existing note to add a voice recording.
  - The note entry display appears.

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- 2 Tap the Record button to activate the recording toolbar.
- 3 Tap the Record button to start recording.
- 4 Tap the Stop button to stop recording.
  - The recording is saved.



#### ADD RECORD TO A HARDWARE BUTTON

- 5 Tap Start.
- 6 Tap Settings.
- 7 Tap Buttons.
  - The Buttons settings appear.

- 8 If your device has a dedicated record button, tap it once.
- 9 Tap the drop-down list and select Record.
- 10 Tap OK.

*Note:* You can now press and hold your Record button to create a new voice note.

# SORT A NOTES LIST

**Y**ou can categorize your notes, or sort them, by name, date, size, or type. The default sorting is done by name. Tapping the Sort option once sorts by descending values, and tapping it again reverses the sort order. Sorting by type separates the voice recording notes from other notes.

By default, Notes shows you all folders. You can select a category, or folder, to help filter your notes for sorting.



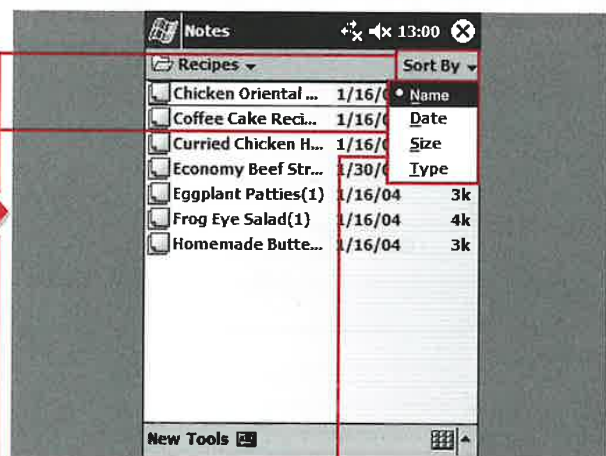
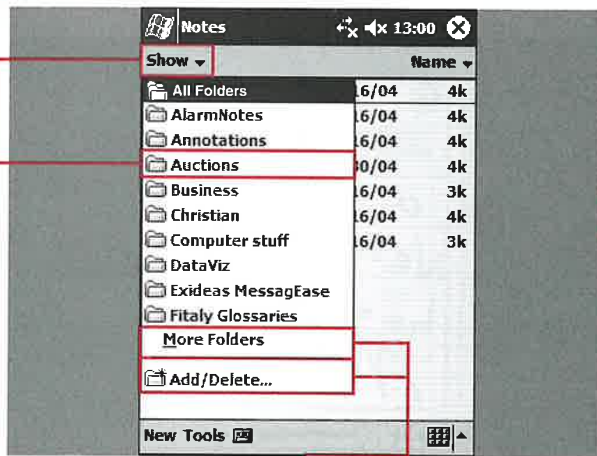
### Is there a limit to the number of categories I can use?

✓ No, there is no limit, and with many notes, more categories may help your organization.

### Can I change the default sort option?

✓ No, Notes always launches with your notes sorted by name. If you exit Notes and then relaunch it, the folder you last had open is remembered, but Notes still defaults to sorting by name.

## SORT A NOTES LIST



1 Tap [Show].

■ The menu name changes to Show after you tap it.

2 Tap a folder name to show the notes in that folder.

■ The folder opens.

■ You can tap More Folders if you have a list longer than one page.

■ You can tap Add/Delete to add or delete folders.

3 Tap [Sort By].

■ The menu name changes to Sort By when tapped.

4 Tap the option by which you want to sort your notes.

5 Tap the option a second time to reverse the order of the sorting.

■ The order changes from descending to ascending, and vice versa, with a second tap.

## CREATE OR RECOGNIZE A HANDWRITTEN NOTE

You can create handwritten notes on your device and even have them converted to typed text with the Recognize function in Windows Mobile 2003.

One of the most powerful aspects of the Windows Mobile 2003 platform is the capability to recognize each person's individual handwriting. Although accuracy

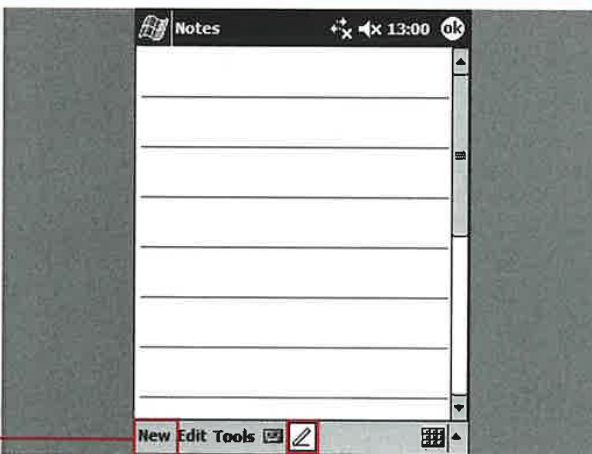
may not be 100 percent, there are some tips that you can follow to improve recognition. You can mix recognized text with handwriting and can handwrite in both cursive and print formats.

You can also choose to leave your notes in the handwritten format, which is handy for replacing the traditional yellow stickies that

many people use to jot down quick notes. You can also use your handwriting to draw objects, such as maps with directions.

Handwritten notes can also be beamed or e-mailed to other devices or people. You cannot set alarms for your handwritten notes, so you may want to create a To Do folder to store reminders.

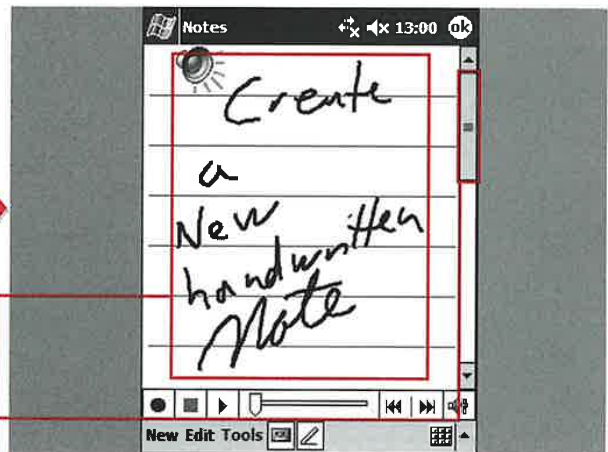
### CREATE OR RECOGNIZE A HANDWRITTEN NOTE



#### HANDWRITE A NOTE

- 1 Tap New from the main Notes explorer view.
- 2 Tap the Handwriting button if it is not selected automatically.

*Note: The default input for notes can be changed to either handwriting or text; this is discussed in the section "Modify Notes Options."*



- 3 Start writing your note on the display.
- 4 Tap the right scrollbar to add more text down the page.

■ The page may automatically move down if you extend a letter below the available display.



**Can I scroll right and left when creating a handwritten note?**

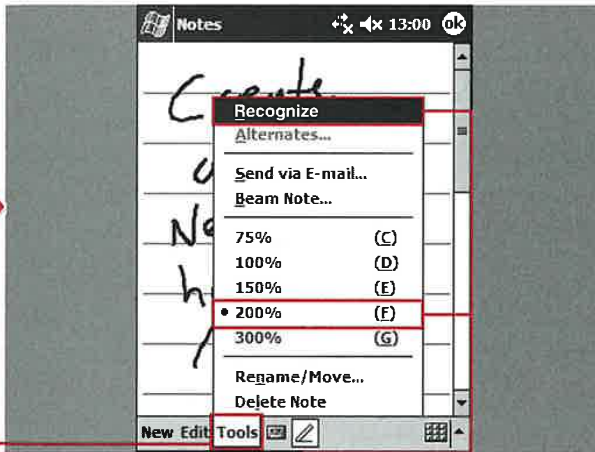
- ✓ No, Notes has only an up-and-down scrollbar. To write on the right side of the full note, you have to zoom out. However, zooming out makes handwriting recognition more difficult.

**Can I change the pen size, color, or background color?**

- ✓ No, Notes does not support these options. The pen is always black ink on a white background. There are third-party applications that do support changing the pen options.

**How can I improve handwriting recognition of my notes?**

- ✓ You can set the zoom level to 300 percent for more accurate recognition. Recognition does not work well below 150 percent zoom. You should also write on the lines. Place letters close together with a decent space between words so that the recognition engine can determine that there are separate words.



**RECOGNIZE A HANDWRITTEN NOTE**

5 Tap Tools.

6 Tap a Zoom level to increase recognition accuracy.

7 Tap Recognize.

8 The handwriting is converted to text, and the note with text appears.

8 Tap to select any words that were not recognized properly.

9 Tap Tools ⇨ Alternates and select the correct word from a suggested list.

Note: You can also select Alternates by tapping and holding the word in question.

## COPY OR DELETE A NOTE

**Y**ou can copy or delete notes from your device with a couple quick taps. You can tap and hold a selected note from the main explorer window to access both the Copy and Delete functions. You can also delete a note after opening it.

If you have repetitive data in your notes, it can be handy to copy notes. You cannot copy and then paste a note in a different folder, though, because there is the Create a Copy function but no Paste function.



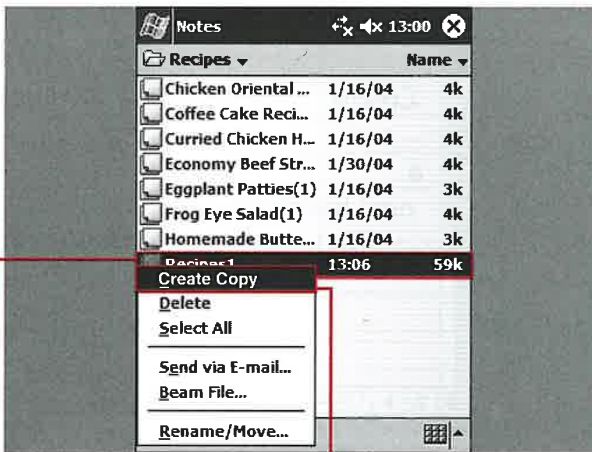
### Can I copy multiple notes if I select multiple notes?

- ✓ No, the Copy function is disabled if multiple notes are selected. You can select and delete multiple notes, however.

### Aside from tapping and holding a note to bring up a menu, how else can I delete a note?

- ✓ Open the note and then tap Tools ⇨ Delete Note. A verification box appears to ensure that you mean to delete the note, in which you tap Yes.

### COPY OR DELETE A NOTE



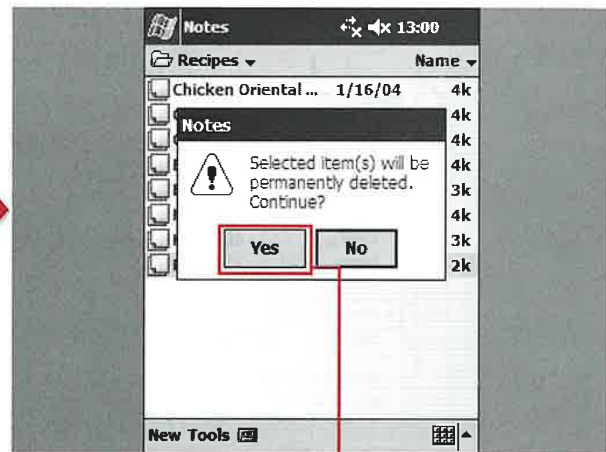
#### COPY A NOTE

- 1 Select the note.
- 2 Tap and hold the selected note.
- A menu appears.

#### 3 Tap Create Copy.

- A duplicate note appears in the same folder with a (1) after it.

*Note: You can rename the copy to avoid confusing the two notes.*



#### DELETE A NOTE

- 4 Perform steps 1 and 2.
- 5 Tap Delete.

■ A dialog box appears to verify that you want to delete the note.

#### 6 Tap Yes.

- The note is deleted.

*Note: If you tap No in the dialog box, you will be taken back to the Notes explorer view, and the note will not be deleted.*

# RENAME OR MOVE A NOTE

**Y**ou can rename or move notes with a couple quick taps on your device. Notes are named by default, and if it is a text note, part of the first line is used to create the name. If the note is handwritten, a drawing, or a voice note, then a generic name related to the folder where the note originated is given to the note.

You can move notes to different folders or locations, such as different external storage cards or into the internal flash memory storage space.



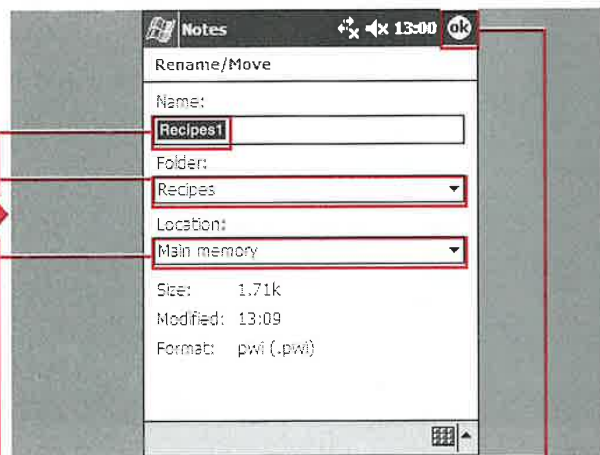
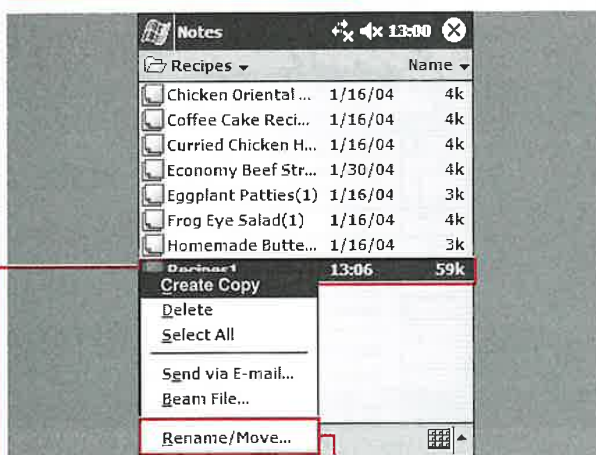
### What happens if I rename a note with the same name as an existing note?

- ✓ A warning box appears that states you must enter a different name for the note. There is no option to overwrite the existing note.

### Can I access the Rename/Move function another way, instead of tapping and holding a note?

- ✓ Yes, open the note and then tap Tools → Rename/Move.

## RENAME OR MOVE A NOTE



- 1 Select the note.
- 2 Tap and hold the selected note.
- 3 Tap Rename/Move.
- 4 The Rename/Move window appears.
- 5 A menu appears.

- 4 Enter the new name for the note.
- 5 Tap [v] and select a folder in which to store the note.
- 6 Tap [v] and select the location where you want to store the note.

*Note: Only notes stored in main memory are backed up during ActiveSync.*

- 7 Tap OK.
- 8 The note is renamed or moved as you specified.

## SEND A NOTE VIA E-MAIL OR INFRARED

**Y**ou can send notes to others via e-mail or beaming with infrared. Notes are saved as .pwi files, which others can open with Microsoft Word.

Notes containing handwritten text or drawings can also be opened with Word, and the content appears as a drawing. Notes with embedded

recordings can also be opened in Word, and the recording can be played right in Word.

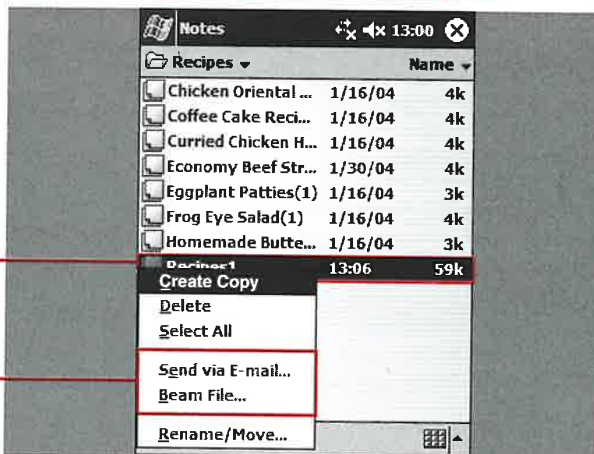
Notes that are only recordings are sent as .wav-formatted files and can be listened to with Windows Media Player or other players capable of playing .wav files.



### Can I beam notes to a Palm Powered device?

✓ No, Palm Powered devices cannot read .pwi formatted documents at this time. You can beam the file to a laptop or desktop with an infrared port and Windows XP.

### SEND A NOTE VIA E-MAIL OR INFRARED



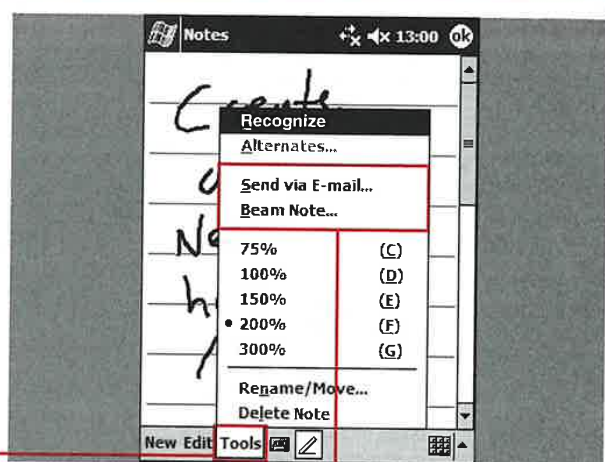
#### FROM THE NOTES EXPLORERVIEW

- 1 Select the note.
- 2 Tap and hold the note.
- A menu appears.
- 3 Tap Send via E-mail or Beam File.

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■ If you send via e-mail, the Inbox appears. Enter the e-mail address and subject. The note is sent as an attachment.

■ If you beam the file, the Infrared utility appears, and the device attempts to send to another device.



#### WITH THE NOTE OPEN

- 1 After opening the note, tap Tools.

2 Tap Send via E-mail or Beam Note.

■ The Inbox program or Infrared utility is launched as discussed earlier.

# MODIFY NOTES OPTIONS

**Y**ou can set up a couple options in the Notes application. You can specify the default note mode, a default template, where notes are saved, and the action that your record button performs.

There are two default entry modes, five templates to choose from, and two options for the Record button.

Even if you set the default modes in Options, you can always switch to another mode within notes that you create.



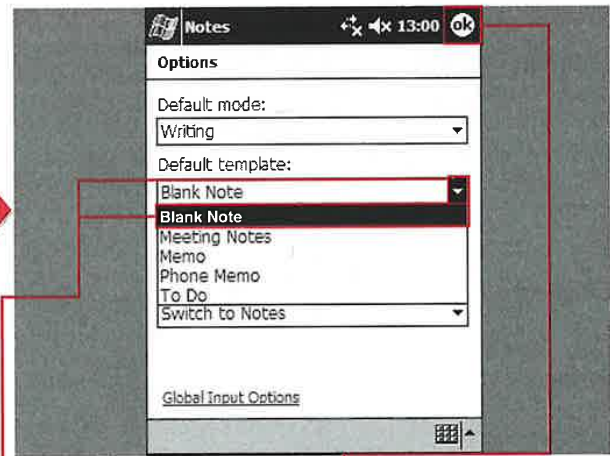
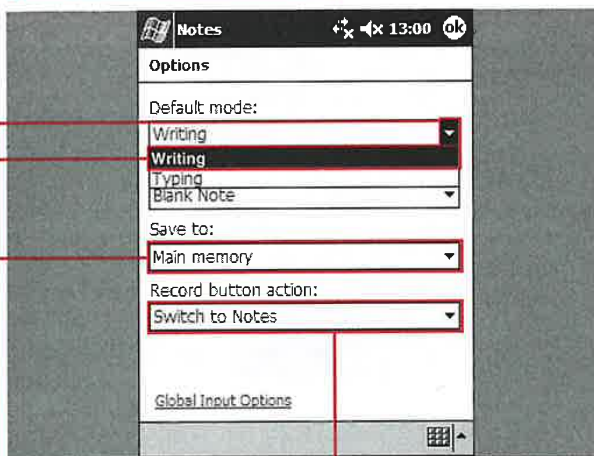
**Can I use a template without setting it up in Options?**

- ✓ No, if you use Blank Note as your template, there is no way to switch to another template in Notes without changing the template in Options.

**Can I switch between writing and typing within a note?**

- ✓ Yes, tap the Handwriting button to switch between writing and typing.

## MODIFY NOTES OPTIONS



- 1 On the main Notes display, tap Tools ⇄ Options.
- 2 Tap the Default Mode ▾.
- 3 Tap the entry mode that you prefer.
- 4 Tap the Save To ▾ and select where you want notes stored.

- 5 Tap the Record Button Action ▾ and select what action will be used for the Record button.

*Note: You can select to have Notes launched or remain in your current program.*

- 6 Tap the Default Template ▾.
  - A drop-down list with five options appears.
- 7 Tap the template that you want to use.

- 8 Tap OK.
  - New notes will now use the settings that you chose.



## PLAY MEDIA FILES

You can play audio and video files using the latest version of Windows Media Player 9 Series for Pocket PC. Files can be stored in RAM or on external storage cards, as well as streaming files from the Internet via Pocket Internet Explorer.

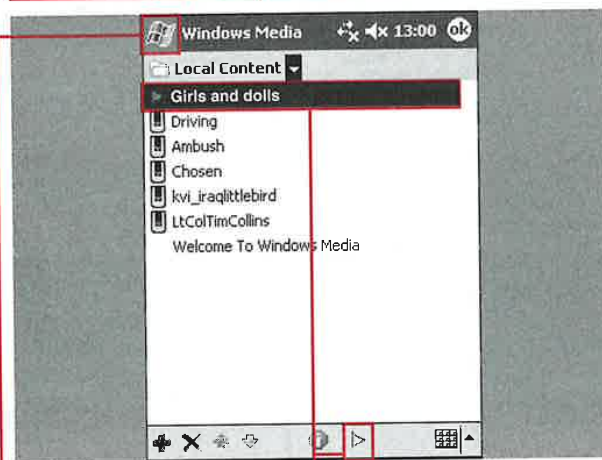
You can play Windows Media-formatted audio and video files or MP3 audio files. The following

types of files are supported: .asf, .wma, .wmv, and .mp3. All Windows Mobile 2003 devices include a headphone jack with stereo output because most devices have only a single internal speaker. Media files sound much better on headphones or external speakers, so these are the preferred ways to listen to media files.

Most media files consume a sizable amount of memory, but the files can be played off of external storage media with no lag in performance.

*Note:* Not all Windows Media Player files play; variable rate files do not play, nor do files that require a special codec to be installed on the Pocket PC.

### PLAY MEDIA FILES



#### PLAY A MEDIA FILE

- 1 Tap Start.
- 2 Tap Windows Media.
- 3 Tap Playlist.
- 4 Tap the file that you want to load into the player.
- 5 Tap the Play button.



- Windows Media Player plays the file.
- The name of the file appears here.
- The length of time the file has been playing appears here.
- 6 Tap the Stop button to stop playing the file.
- The file goes back to the beginning, and Windows Media Player is in a ready state.



**Can I view .mpeg video files in Windows Media Player?**

- ✓ No, .mpeg, or .mpg, video files are not natively supported in Media Player. You can use the free desktop application Windows Movie Maker to convert .mpeg files into .wmv files or install a third-party application such as Pocket TV.

**Can I listen to music downloaded from the Web with Apple iTunes?**

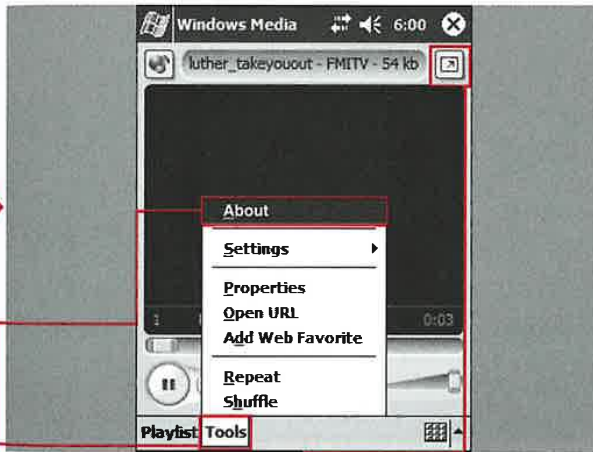
- ✓ Not directly, because Apple uses the AAC file format. However, you can use iTunes to convert these files into .mp3 files and then play them on your Windows Mobile 2003 device. You also cannot play OGG files.

**Can I turn off the display and listen to music files?**

- ✓ Most Windows Mobile 2003 devices enable you to press and hold the On/Off button and either turn off the backlight or turn off the display to conserve battery life as you listen to music on your device.

**Why is the file still playing after I close Windows Media Player?**

- ✓ The X button minimizes the application, but it is still running in the background. If you do not stop the file or fully close the application, you can listen to music while you perform other tasks on the device.



**VIEW MEDIA PLAYER INFORMATION**

- 7 Tap Tools.
- 8 Tap About.
- The version of Media Player and licensing information appear.

**SWITCH TO LANDSCAPE MODE**

- 9 Tap the Rotate icon.
- The Rotate icon is available only for video files.
- The screen rotates to Landscape mode.

**RETURN TO PORTRAIT MODE**

- 10 Tap anywhere on the display.
- Windows Media Player goes back to Portrait mode.
- 11 Tap X.

■ Windows Media Player is minimized. Files that are playing continue to play in the background until the application is closed or the file is stopped.

## CREATE A PLAYLIST

**Y**ou can organize your music for faster access using customizable playlists. The default playlists are Local Content and Web Favorites. The Local Content playlist shows you all the files that you have stored in internal memory and on external storage cards. The Web Favorites playlist stores URLs that you designate as

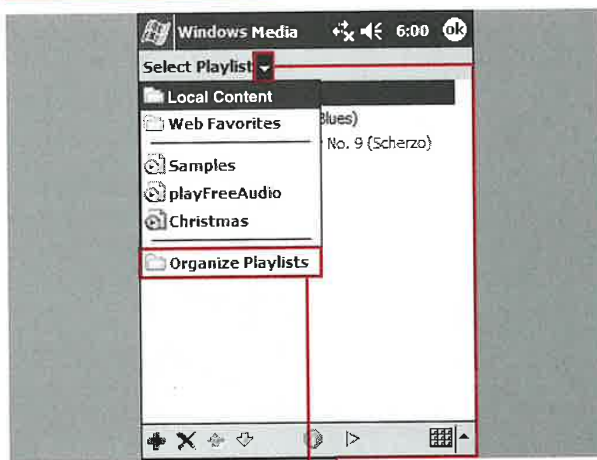
streaming media favorites. You cannot delete or rename the Local Content or Web Favorites playlists on your device.

You can create playlists for different artists or albums, different genres, or any other grouping that you want. You can then place songs and videos in the order that you want

to listen to or watch them in each individual playlist. Media files can be placed in multiple playlists for your convenience.

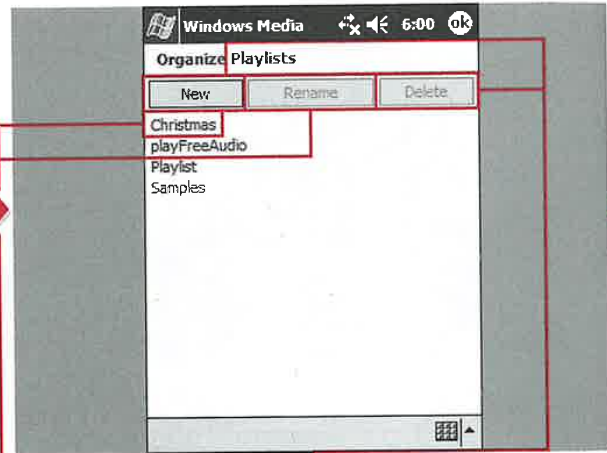
Icons appear in your playlists that indicate where the file is stored — in RAM, on an external card, or on the Internet.

### CREATE A PLAYLIST



**1** Tap Playlist on the bottom left of Windows Media Player.  
 ■ The Playlist display appears.

**2** Tap ▾ next to the current playlist.  
 ■ A list of playlists appears.  
**3** Tap Organize Playlists.



■ The Organize Playlists editing window appears.  
**4** Tap a playlist.  
 ■ The New, Rename, and Delete options are enabled.  
 ■ You can tap Rename to change the name of the playlist.

■ You can tap Delete to delete the playlist.  
**5** Tap New.  
 ■ The New playlist window appears.



**If I delete a playlist, will my songs be deleted?**

- ✓ No, the playlist is just a shortcut that links to songs; thus the songs will not be deleted.

**What are the icons on the bottom of the main playlist display?**

- ✓ The green adds songs to existing playlists, deletes songs from the playlist, the blue up and down arrows enable you to reorder songs in the playlist, shows the properties of the song, and the blue is used to start playing a selected song.

**Can the same song be present in multiple playlists?**

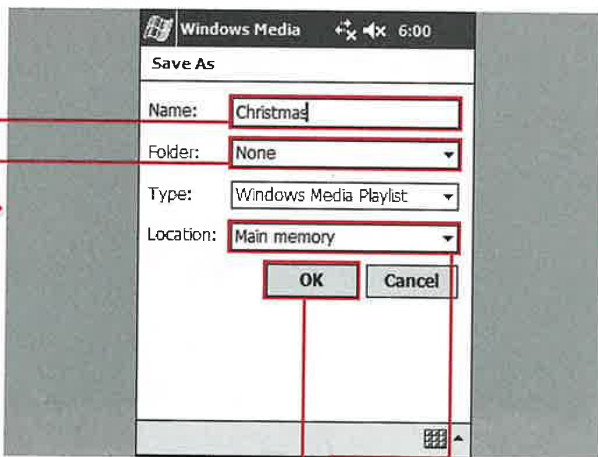
- ✓ Yes, it may be convenient to have the same song in artist, genre, and holiday playlists.

**Can I create a new folder in which to place the playlist after selecting to add a new playlist?**

- ✓ No, playlists can only be added to existing folders.

**Where do the songs in the playlist go when I delete the playlist?**

- ✓ The songs then appear in the Local Content folder.



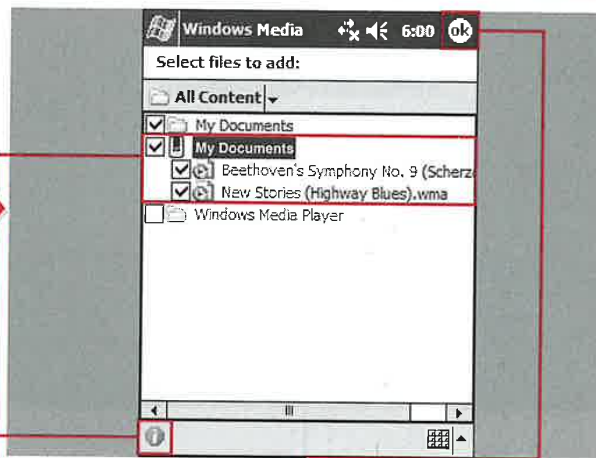
6 Enter a name for the playlist.

7 Tap the Folder and select the folder in which to store the playlist.

8 Tap the Location and select where to store the playlist — in RAM or on a storage card.

9 Tap OK.

■ The Select Files to Add window appears.



10 Tap the available folders and media files to add to your new playlist.

Note: Tapping the folder or storage location selects all the files in that location.

11 Tap .

■ A window appears with the file or folder properties.

12 Tap OK.

■ The main Playlist window appears with your new playlist selected and the media files shown below it.

## PLAY INTERNET MEDIA

You can find streaming audio and video files on the Internet, and you can play many of these files directly on your Windows Mobile 2003 device using Windows Media Player and Internet Explorer.

Your device must be connected to the Internet to play these media files. After connecting your device,

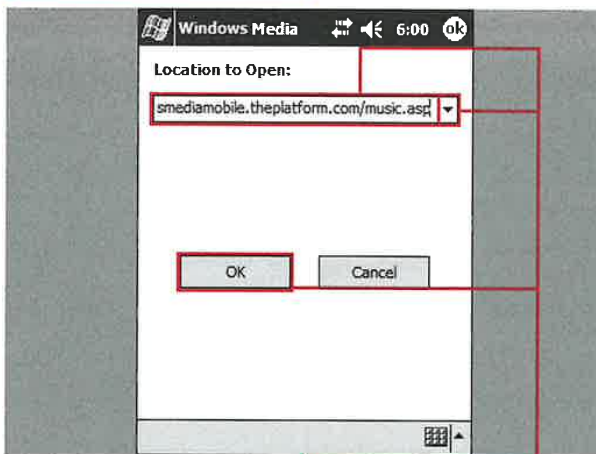
you can open a URL from within Windows Media Player, or you can surf to Web sites with media files using Internet Explorer. After you find a media file in Internet Explorer and tap it to open it, Windows Media Player launches and plays the streaming file.



### What streaming rate does Windows Media Player support?

- ✓ Windows Media Player 9 supports streaming playback up to 300Kbps, provided that your connection supports this speed.

### PLAY INTERNET MEDIA




1 Tap Tools.

2 Tap Open URL.

■ The URL location page appears.

3 Enter the URL address for the media file that you want to open.

■ You can tap  to access previously viewed URLs.

4 Tap OK.

■ The media file begins playing in Windows Media Player.

5 Tap the Internet Explorer button.

■ The Windows Media site opens up in Internet Explorer, if you have an Internet connection.

6 Tap a video or audio file that you want to open.

■ Windows Media Player plays the audio or video file that you selected.

# MODIFY AUDIO AND VIDEO SETTINGS

You can select a few audio and video preferences in Windows Media Player. You can choose to pause or play audio files when using other programs. You can also choose when to play a video in full-screen mode or shrink it to fit in the window, as well as rotate the full-screen mode 180 degrees.

Windows Media Player can be used to listen to music when you are using other applications because multitasking is supported in Windows Mobile 2003.



**Why does my video still have a small playback screen even though I selected the full-screen mode?**

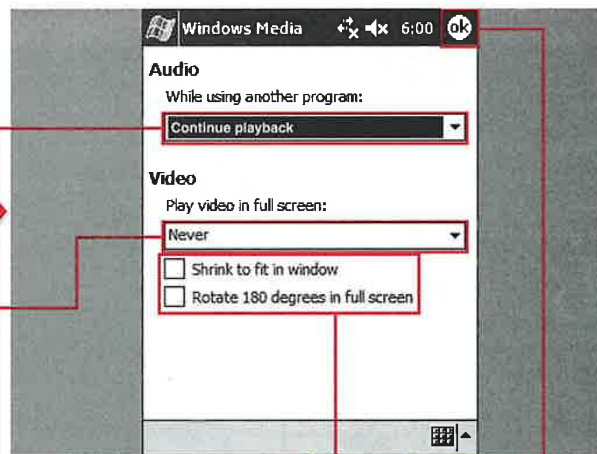
- ✓ Windows Media Player shrinks large-size-formatted video down to 240 x 176 to fit in the skinned main Media Player window, but it will not increase the size for the full 240 x 320 display. A black border may be present around the video display.

## MODIFY AUDIO AND VIDEO SETTINGS



- 1 Tap Tools.
- 2 Tap Settings.

- 3 Tap Audio & Video. The Audio and Video preference display appears.



- 4 Tap this  and select an audio option.
- 5 Tap this  and select Never, Only When Oversized, or Always for the full-screen option.

- You can have video shrink to the window or rotate in full-screen mode.
- 6 Tap OK. The main Windows Media Player window appears.

*Note: Continue Playback enables you to listen to audio files while in another application. Pause Playback pauses the audio file when in another application.*

# MODIFY NETWORK SETTINGS

**Y**ou can select the connection speed that you use with Windows Media Player network files and what protocol you prefer to use to access network files.

You can select from four connection speeds — LAN, ISDN, 56Kbps, and 28.8Kbps — and three protocols — User Datagram Protocol (UDP),

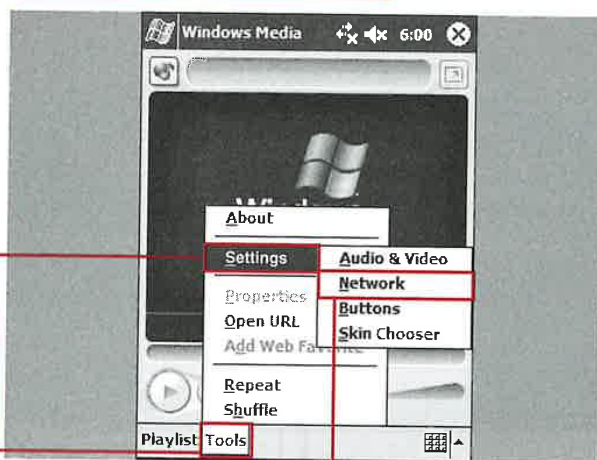
Transmission Control Protocol (TCP), and Hypertext Transfer Protocol (HTTP). At least one protocol must be selected to play networked Windows Media files. All protocols are selected by default. Network settings should be checked and set up prior to attempting to listen to or view network media files.



### What protocol is recommended for most users?

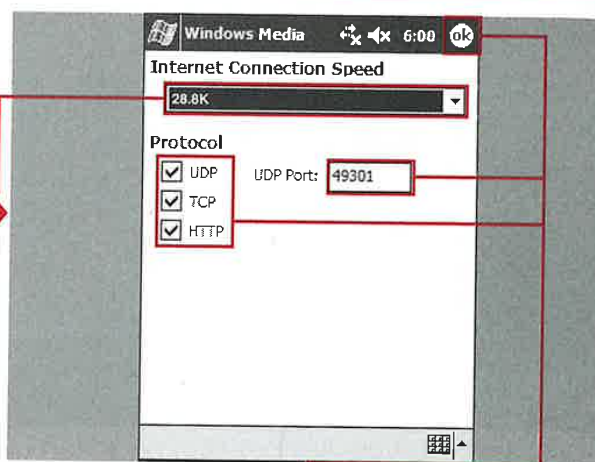
✓ Unless you have a specific network with which you want to connect, you can select all three protocols of the Network settings. This enables you to connect via Bluetooth and a cell phone, the USB port and ActiveSync, and WiFi and a network.

## MODIFY NETWORK SETTINGS



- 1 Tap Tools.
- 2 Tap Settings.

- 3 Tap Network.
- The Network settings display appears.



- 4 Tap the Internet Connection Speed ▾.

- 5 Select one of the speed options.

- 6 Tap one, two, or three of the protocol options.

- 7 If you selected the UDP protocol, enter a port.

- 8 Tap OK.

*Note: If you are connecting via a wireless GPRS connection, a speed of 28.8K is recommended.*

■ The network settings are established, and the main Windows Media Player display appears.

# SET UP HARDWARE BUTTON MAPPING

If you want to control your Media Player without using your stylus, you can select hardware buttons to perform the same functionality. Hardware button mapping is particularly useful if you listen to music files and turn off your display to help conserve battery life. You can still select different

songs, pause playback, and perform other functions without a stylus.

The number of functions that you can map depends on how many buttons your particular device is designed to support.



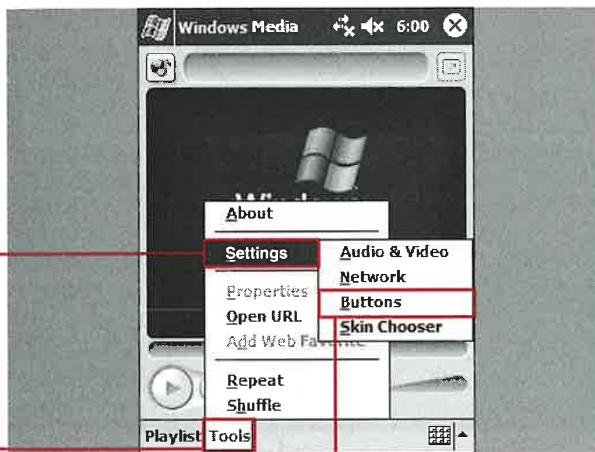
**How many functions are available to map to a hardware button?**

- ✓ Window Media Player enables you to select from 11 functions, including Play, Pause, Next Track, Mute, and Full Screen Toggle.

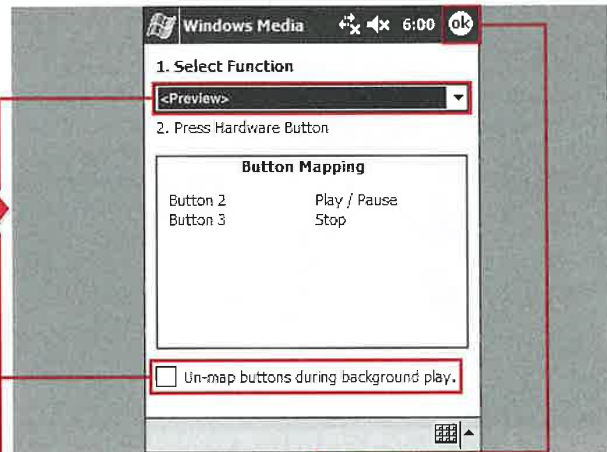
**Can my directional pad be used for button mapping?**

- ✓ Yes, the four directions and the center action button can be mapped on some devices.

SET UP HARDWARE BUTTON MAPPING



- 1 Tap Tools.
- 2 Tap Settings.



- 3 Tap Buttons.
  - The Hardware Buttons configuration display appears.

- 4 Tap the Function  and select a function.
- 5 Press the hardware button you want to map to that function.
- 6 Tap the check box to disable the hardware buttons when Windows Media Player is playing in the background.

*Note: If the hardware buttons are not disabled, the default button options for other applications will not work.*

- 7 Tap OK.
  - The hardware button mapping is saved.



## SELECT A MEDIA PLAYER SKIN

To make your Windows Media Player more functional and personal, you can change the skin on your device. Skins serve as the user interface in Windows Media Player.



A couple of default skins are loaded on your device, and you can find many more on the Internet. You can also create your own custom skins and place them on your device.

Skins are stored as .skn files on your device and can vary from 1KB to 70KB, depending on their complexity.

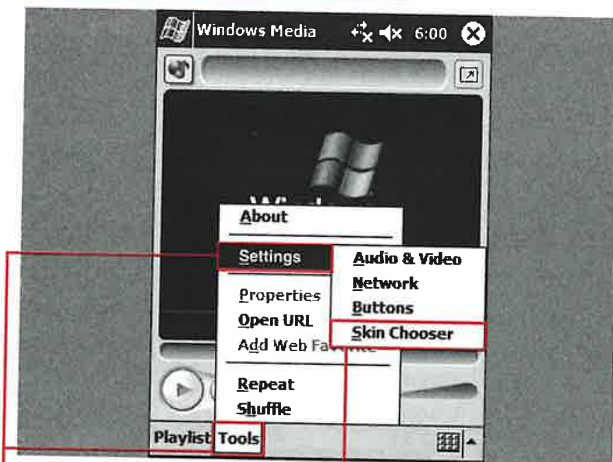
### Are there any special requirements for storing skins on my device?

- ✓ Yes, all the files associated with a particular skin must be in the same folder. However, these skin folders can be placed anywhere on your device for use.

### Where can I find some skins?

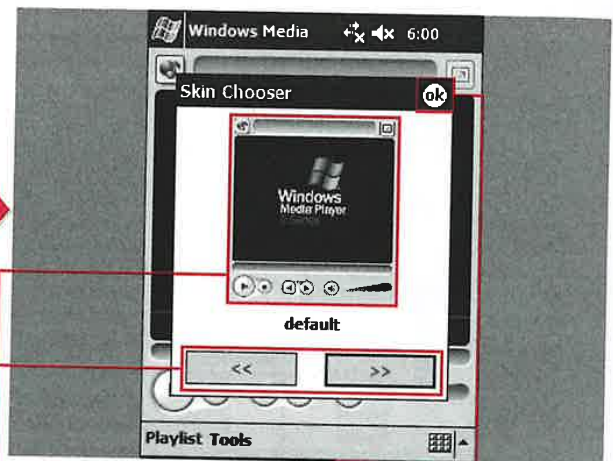
- ✓ Microsoft's Windows Mobile site ([www.microsoft.com/windowsmobile](http://www.microsoft.com/windowsmobile)) has several skins to choose from and download for free.

### SELECT A MEDIA PLAYER SKIN



- 1 Tap Tools.
- 2 Tap Settings.

- 3 Tap Skin Chooser.
  - The Skin Chooser window appears on top of the Windows Media Player window.



- 4 Tap the left or right button to move through the skins on your device.

■ A preview of the skin appears here.

- 5 Stop tapping the left or right button when you find the skin that you want to use.

- 6 Tap OK.
  - The skin that you selected appears on the main Windows Media Player display.

# USING THE MEDIA PLAYER TOOLBAR

**H**ardware buttons can be mapped to operate Windows Media Player, but you can also choose to use your stylus and the toolbar along the bottom of the Media Player display.

There are five buttons and two sliders that you can operate with your stylus. There are also two

buttons at the top of the display that link to Internet Explorer and full-screen viewing in Windows Media Player.

The toolbar controls enable you to navigate around a file but not to maneuver between files or operate multiple files.



**If I tap the Stop button and then the Play button, will the file start where I stopped it?**

- ✓ No, stopping the file takes it back to the beginning; thus the file would start all over again.

## USING THE MEDIA PLAYER TOOLBAR



- 1** Tap the Play button to play the file.
  - The Play button turns into a Pause button.
- 2** Tap the Stop button to stop the file.
- 3** Tap the Rewind or Fast Forward button to skip to the beginning or end of the current file.

*Note: Skipping to the beginning also takes you back to the previous file if one was played recently.*

*Note: If you tap the Rewind or Fast Forward button while a file is playing, it goes back or forward.*



- 4** Tap the speaker on or off.
- 5** Tap and slide the Volume slider to decrease or increase the volume.
- 6** Tap and slide the playback progress slider to maneuver within the file.
  - The status and location within the file appear here.

## START A NEW GAME OF JAWBREAKER

Microsoft has included a new game in Windows Mobile 2003 called *Jawbreaker*. *Jawbreaker* follows in a long line of puzzle games that have become very popular on the PC and handheld devices.

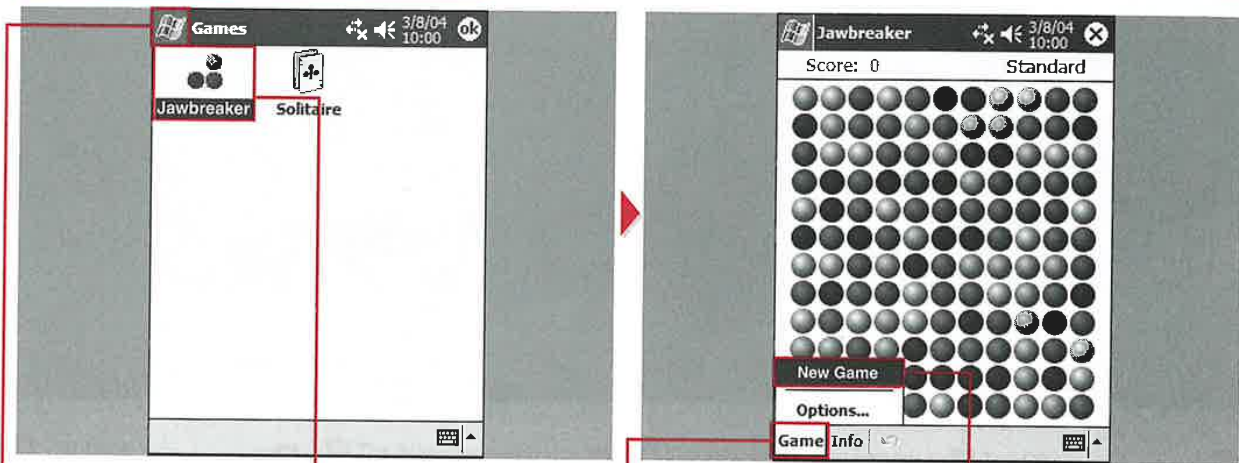
You can start a new game of *Jawbreaker* to test your puzzle-solving skills in a fast and arcade-style of game play.

The objective of *Jawbreaker* is to line up like-colored jawbreakers in horizontal and vertical rows. The larger the number of like-colored jawbreakers you line up, the greater the score you get for “popping” that grouping. *Popping* means tapping a selected grouping so that the jawbreakers disappear. When you pop a grouping, you will notice that

the surrounding jawbreakers fall into the place of the jawbreaker grouping that you eliminated.

You continue popping jawbreakers until all possible groupings have been eliminated. The goal is to get to as close to no jawbreakers left as you can.

### START A NEW GAME OF JAWBREAKER



- 1 Tap Start.
- 2 Tap Programs.

- 3 Tap Games.
- 4 Tap Jawbreaker.
- 5 Tap Game.

- 6 Tap New Game.
- Jawbreaker launches.
- A new game screen is created.



**Can I save my current game of Jawbreaker and finish it later?**

✓ No, the current game cannot be saved. However, you can go on to another task or program, leaving Jawbreaker minimized, which will allow you to resume where you left off as long as the program has not been manually stopped.

**Is there a two-player mode for Jawbreaker?**

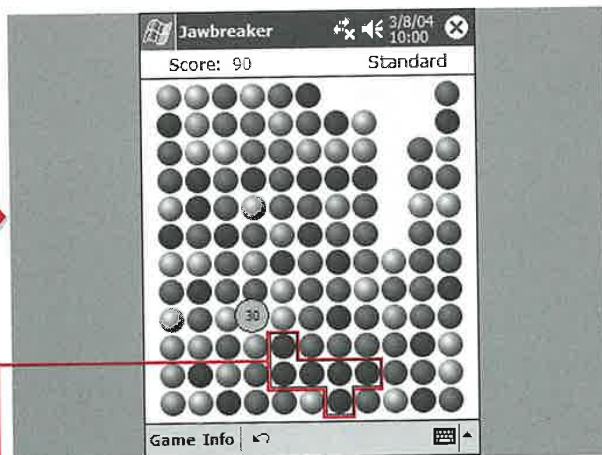
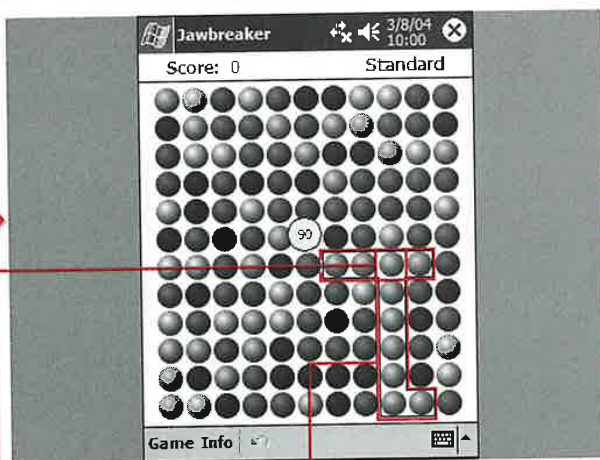
✓ No, there is no two-player mode for this game. Many people keep track of their statistics and compare them with friends, though.

**Can I change my mind if I do not want to pop the group of jawbreakers that I have selected?**

✓ Yes. You can single tap another jawbreaker that is not selected to deselect the first grouping.

**Can I change my mind after popping a group of jawbreakers?**

✓ Yes. You can tap the Undo button to restore the last eliminated group of jawbreakers.



**7** Tap a jawbreaker that is next to other same-colored jawbreakers.

■ The group of like-colored jawbreakers becomes highlighted.

**8** Tap the selected grouping of jawbreakers again to pop that grouping.

■ The jawbreakers above the eliminated grouping fall into the empty space.

**9** Repeat steps 7 and 8 until the game has ended — when there are no more possible groupings.

■ When you clear the screen of all possible jawbreaker groupings, you will proceed on to the next level.

## SET JAWBREAKER OPTIONS AND ACCESS STATISTICS

The Jawbreaker game comes equipped with a variety of options. You can select to play sounds during game play, confirm the end of the game, display decimal averages, display bursts, and play in Guest mode.

You can also select alternative styles of game play. The forms of game play are Standard, Continuous, Shifter, and MegaShift. These

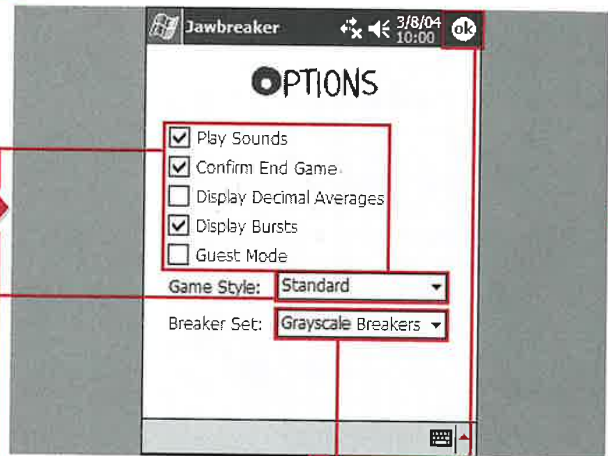
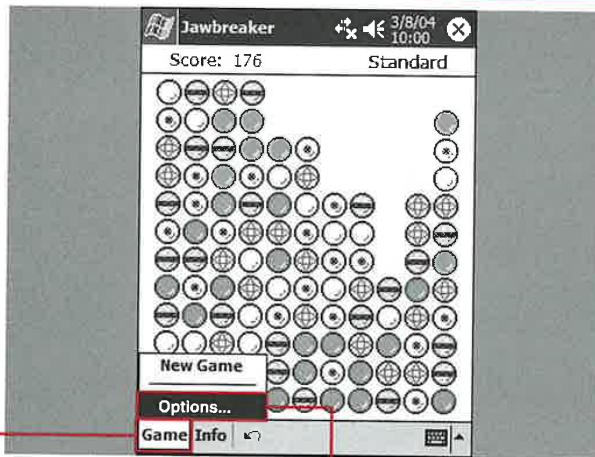
different game styles change how the jawbreakers fill the screen during game play and can provide an added level of complexity to Jawbreaker, keeping the game fresh and challenging.

You can also change the jawbreaker set from colored to grayscale jawbreakers. This can add another level of challenge to the game because it replaces colored

jawbreakers with grayscale jawbreakers containing shapes and patterns.

Jawbreaker keeps statistics of your previously played games. It tracks the number of games played of all four versions of the game. It also tracks the average score of the games played and the high score achieved for each game style.

### SET JAWBREAKER OPTIONS AND ACCESS STATISTICS



#### SET JAWBREAKER OPTIONS

1 Tap Game.

2 Tap Options.

3 The Options screen appears.

3 Tap the options that you want to enable ( changes to .

4 Tap the Game Style  to select a different game version.

5 Tap the Breaker Set  to change between colored or grayscale jawbreakers.

6 Tap OK.

You are returned to the game.



**What do the decimal averages mean?**

- ✓ Games indicates the total number of games that you have played. Average is the aggregate average score of all games played under that style. High indicates the highest score that you achieved in that game style.

**I want to play Jawbreaker on my PC. Can I move the application to my desktop computer?**

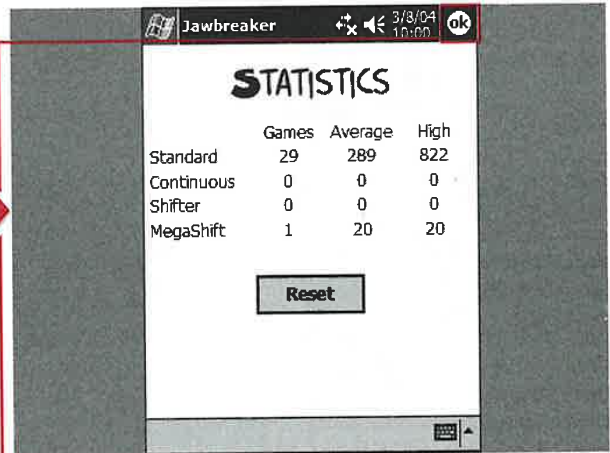
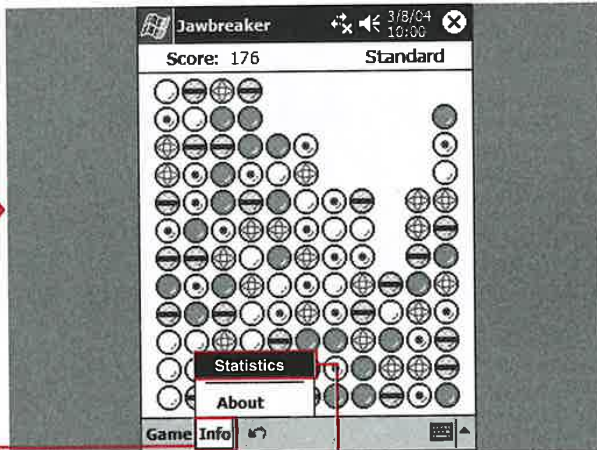
- ✓ This version of the game was designed for the Pocket PC and therefore cannot be moved to the PC; however, there are versions of Jawbreaker for the PC available.

**Is there a way to let another person play Jawbreaker and not affect my game statistics?**

- ✓ Yes. You can place a check in the Guest Mode box; the statistics for games played while this box is checked are not added to the Statistics page.

**Can I reset my game statistics and start them over?**

- ✓ Yes. Simply tap Reset on the statistics screen to reset them all to zero.



**ACCESS STATISTICS**

7 Tap Info.

8 Tap Statistics.

■ The Statistics screen appears.

9 Tap OK.

■ You are returned to the game.

## START A NEW GAME OF SOLITAIRE

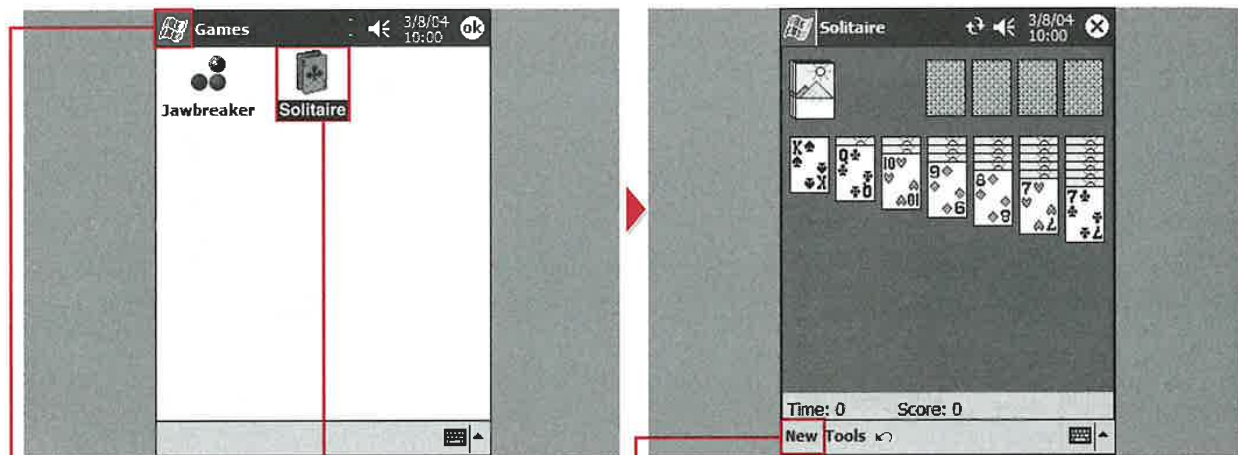
The Solitaire game has changed little since its early days on the PC with the introduction of Windows 3.1. Microsoft has included Solitaire in all editions of the Windows operating systems to date, including Windows Mobile 2003.

You can start a new game of Solitaire to be dealt a fresh deck of cards. You will see the deck of cards in the upper-left corner and the seven columns of cards with the top card displayed. You will also notice a place for four additional cards in the top-right corner of the screen.

You place cards in descending order from king to two and alternate between red and black in the columns of seven cards. You can move a king to an empty column, and aces can be dragged to the top row of four cards.

To win the game, build up your top row of four cards from ace to king all in the same suits.

### START A NEW GAME OF SOLITAIRE



- 1 Tap Start.
- 2 Tap Programs.

- 3 Tap Games.
- 4 Tap Solitaire.

- 5 Tap New.

- The Solitaire game is launched.
- A new game is started, and a new deck of cards is dealt.



**Is there a two-player option for Solitaire, like Double Solitaire?**

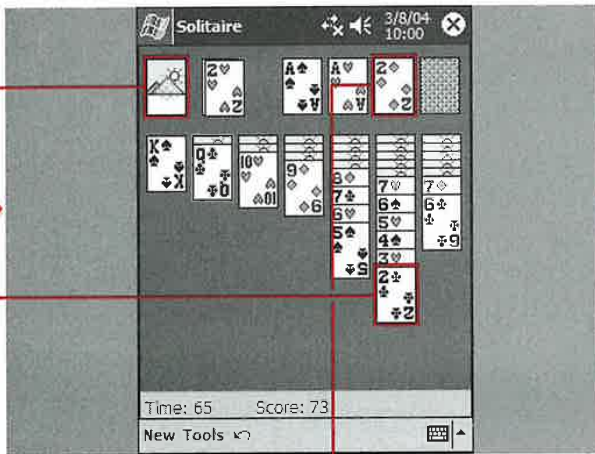
✓ No. Solitaire by definition is a single-player game. However, many people keep track of their scores and compare them with other Solitaire enthusiasts to see who can complete a game in the quickest amount of time.

**Can I save my current game and finish it later?**

✓ No, the current game cannot be saved. However, you can go on to another task or program, leaving Solitaire minimized, which allows you to resume where you left off as long as the program has not been manually stopped.

**Can I undo a mistake or card that I just played?**

✓ Yes. If you just played a card and are having second thoughts, you can undo that move by tapping the Undo button before making your next move. Note, however, that you will lose any points that you earned for the card prior to selecting Undo. Also, you can undo only one move.

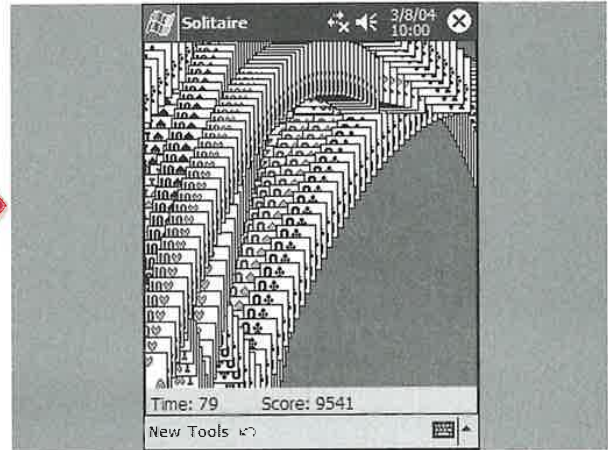


**6** Tap the deck of cards to reveal the top card.

**7** Drag alternating red and black cards to the appropriate stack in descending order.

**8** Drag cards to the upper row in ascending order.

*Note: You do not have to use the card from the upper deck; the cards will be cycled through as you continue to tap the deck.*



**9** Repeat steps 6 to 8 until you can no longer move cards.

■ You win the game when you have aligned all the suits from ace to king in the top four card slots.

■ Solitaire “celebrates” your win by bouncing the four stacks away.



## SET SOLITAIRE OPTIONS

Playing the same variation of Solitaire can become repetitive over time. With Solitaire on the Windows Mobile device, you can change many of the options to make the game more challenging and visually appealing.

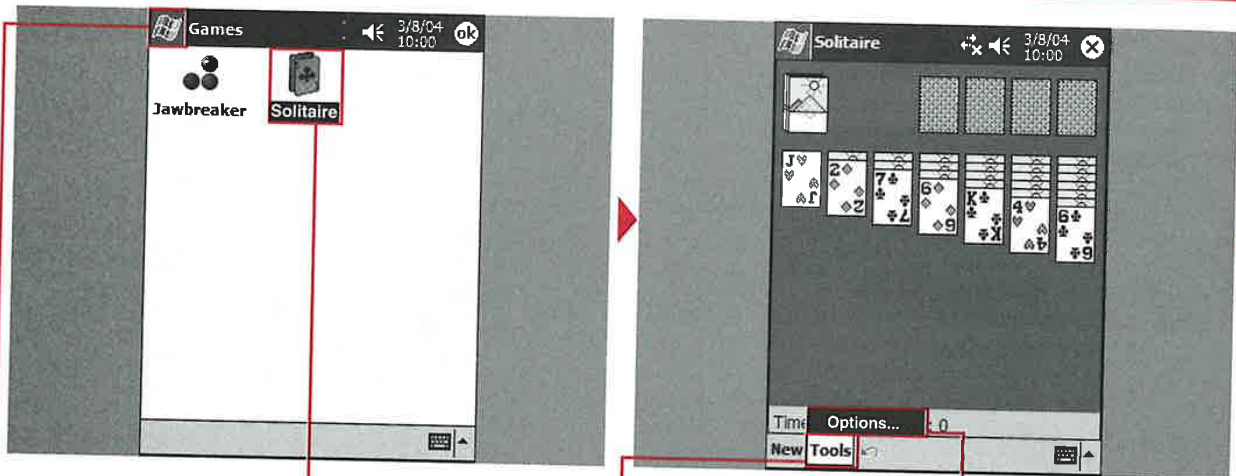
You can set the game type to one-card draw or three-card draw. You can set the scoring options to Standard, Vegas, or None.

Other options that you can set include timing the game, displaying the game status, and whether or not to keep a cumulative score while playing with the Vegas-scoring

rules. With the Vegas-scoring rules, you earn money for each card that you place from the top deck.

To add more visual appeal to the game, you can select the design for the back of the card deck from six included designs. Some card backs are animated, so keep a sharp eye out for added visual tricks.

### SET SOLITAIRE OPTIONS



- 1 Tap Start.
- 2 Tap Programs.

- 3 Tap Games.
- 4 The Games folder opens.
- 4 Tap Solitaire.

- 5 Tap Tools.
- 6 Tap Options.



**Is there a way to ensure that I get dealt a winning deck?**

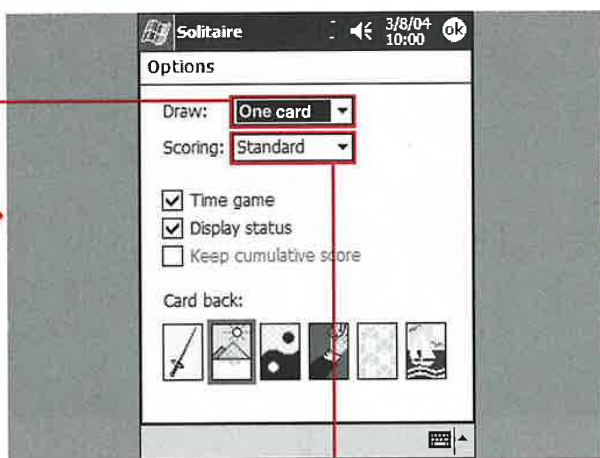
✓ Yes. First bring up the soft keyboard and tap Ctrl and then Shift. Make sure that they are both highlighted. Then tap New. The deck that you are dealt is a winning deck. Now you can amaze your friends with how fast you can complete a game of Solitaire.

**How do I activate the Keep Cumulative Score check box?**

✓ First you must select Vegas scoring from the Scoring drop-down list. Then the Keep Cumulative Score option becomes available, and you will be able to keep a running score from game to game.

**How are points awarded in the Vegas style of scoring?**

✓ You start with a 52-dollar ante at the beginning of each game. You want to win more than your wager. To do so, you get 5 dollars for each card that you move to a suit stack. Unlike regular Solitaire scoring, there is no time penalty. You can select the Keep a Cumulative Score check box in Options to have the game track your dollars won or lost.

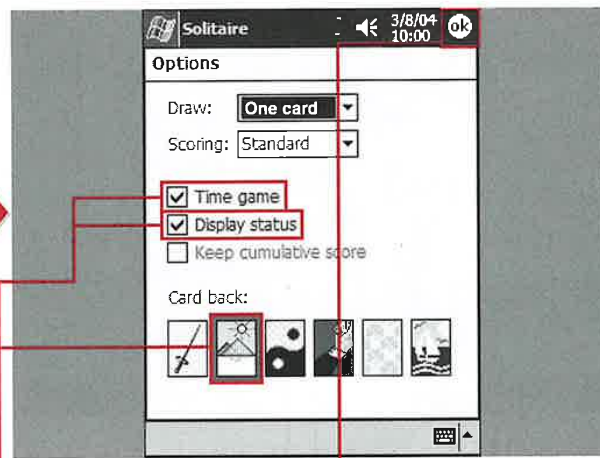


■ The Options screen is displayed.

7 Tap the Draw ▾ and select one- or three-card draw.

8 Tap the Scoring ▾ and select Standard, Vegas, or None.

*Note: If you change the scoring options, you are dealt a new deck.*



9 Tap a deck to select a new card back.

10 Tap Time Game to keep time during the game (□ changes to )

11 Tap Display Status to display the game status (□ changes to )

12 Tap OK.

■ Your changes are saved, and you are returned to the game.

*Note: Some changes may cause your game to be redealt.*

# USING BASIC CALCULATOR FUNCTIONS

**Y**ou can perform basic calculations using Windows Mobile 2003's calculator. The calculator enables you to add, subtract, multiply, divide, calculate a percentage, and calculate a fraction.

You can enter numbers using the calculator buttons, input panel, or attached keyboard. Numbers can be copied and pasted into the calculation line. You can also clear the last digit entered by using the arrow adjacent to the entry box.



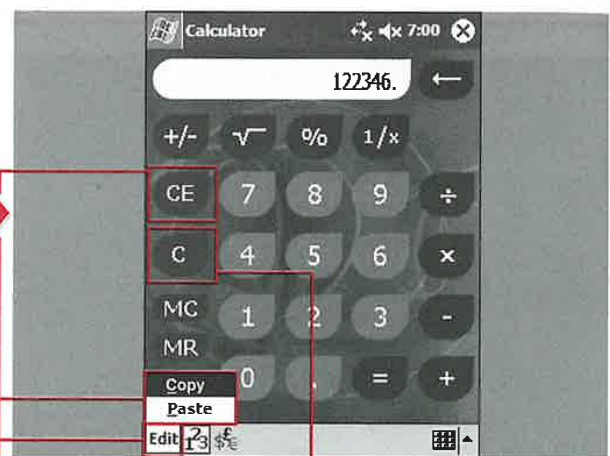
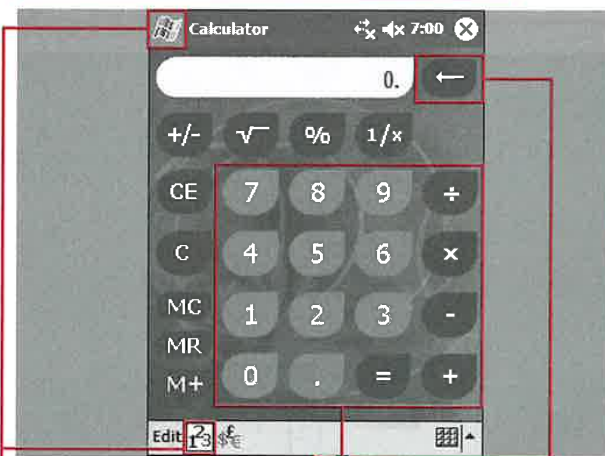
**How do I get a fraction of a number?**

- ✓ Enter a number and then tap the 1/x calculator button.

**How many digits can fit on the entry line?**

- ✓ The longest number can contain nine digits, but after eight decimal places, an e for exponential digits appears.

**USING BASIC CALCULATOR FUNCTIONS**



- 1** Tap Start.
- 2** Tap Programs.
- 3** Tap Calculator.
- The calculator appears.
- 4** Tap the 123 button to use the calculator if the currency converter appears.

- 5** Tap numbers and functions to perform calculations.
- You can tap the Backspace button to delete the previous digit in a multiple-digit entry.

- 6** Tap Edit.
- 7** Tap Copy or Paste to copy or paste digits in the entry line.
- 8** Tap CE to clear the displayed number.

- Previous numbers entered in the calculation remain.
- 9** Tap C to clear the current calculation.
- Any previously entered numbers in the calculation are removed.

# USING THE MEMORY FUNCTIONS

If you will be performing calculations that use the same number over and over or you have a long calculation, then you can use memory functions to temporarily store numbers in the calculator.

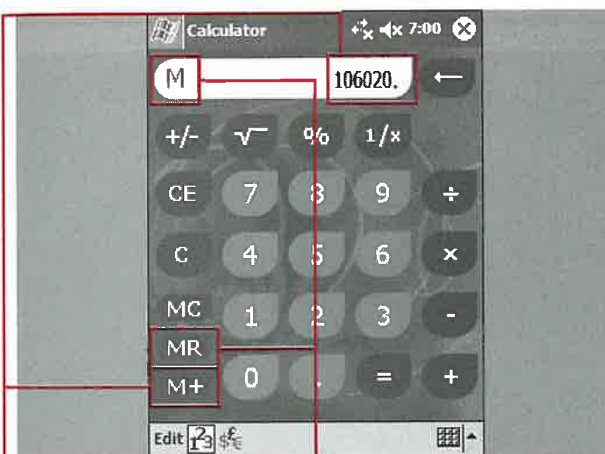
The calculator has the capability to store a single number for future recall. The number can be displayed or cleared using the buttons on the calculator. Multiple numbers cannot be placed into the calculator memory.



## What happens if I tap M+ when another number is already stored in memory?

- ✓ The number is added to the number in memory, so the new number in memory will be the total of the two numbers. If you keep entering numbers and tapping M+ without using the MC function, the numbers continue to be added with the total in memory.

### USING THE MEMORY FUNCTIONS

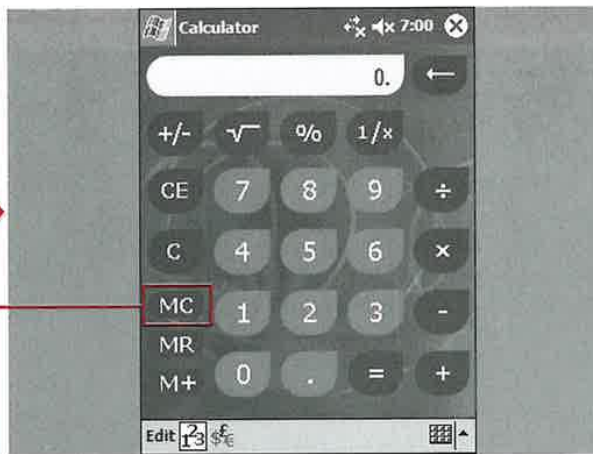


1 Enter a number in the entry line.

2 Tap the M+ button to store the number.

3 After entering another number and a function, tap MR to use the number stored in memory.

■ A capital M appears here when there is a number stored in memory.



4 Tap MC to clear out the memory.

■ The capital M in the entry line is cleared from the display, indicating that there is no number stored in memory.

## USING THE CURRENCY CALCULATOR

In addition to using the calculator to perform basic math calculations, you can use the calculator as a currency calculator. This handy feature has several functions to convert between any two currencies that you choose. You can quickly calculate a currency conversion with a couple taps on your device.

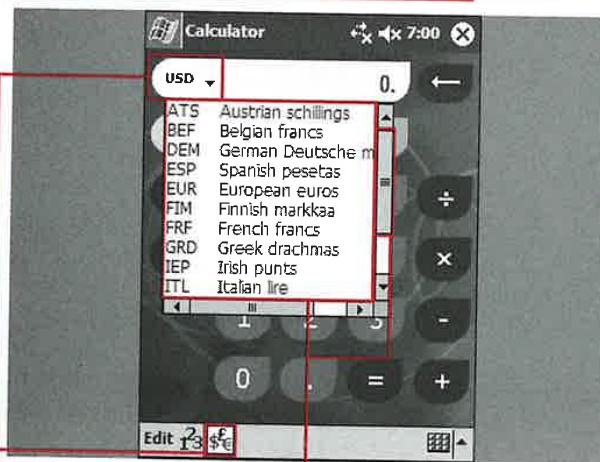
You can copy the currency value from either line of the display and then paste it into other documents on your device. Numbers can also be pasted into the top conversion line.

Different currencies appear in the drop-down lists for countries that you have selected and that have established currency rates. The process of setting up currencies is

discussed in the section “Enable Currencies and Modify Conversion Rates.”

There are 176 currencies to select from in the Windows Mobile 2003 operating system by default. You can also choose to add custom currencies, which is discussed in the section “Add or Remove Currencies.”

### USING THE CURRENCY CALCULATOR



**1** Tap the Currency Converter button.

■ The currency conversion display appears.

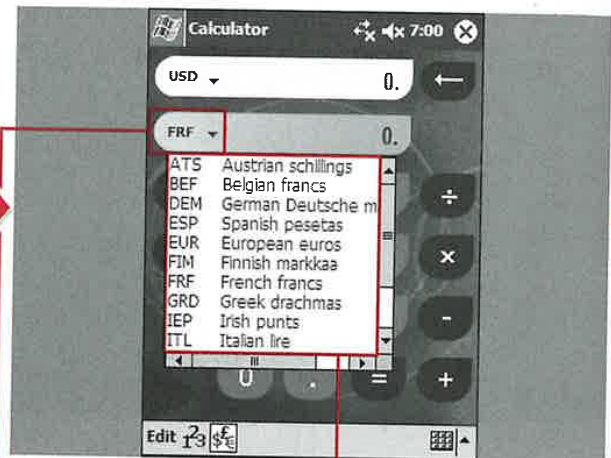
**2** Tap the top currency symbol's ▾.

190

■ A drop-down list with all the active currencies appears.

■ You can tap the right scrollbar to move through the available currencies.

**3** Tap the currency that you want to convert from.



**4** Tap the bottom currency symbol's ▾.

■ A drop-down list with all the active currencies appears.

**5** Tap the currency that you want to convert to.



**Can I perform calculations in the currency converter?**

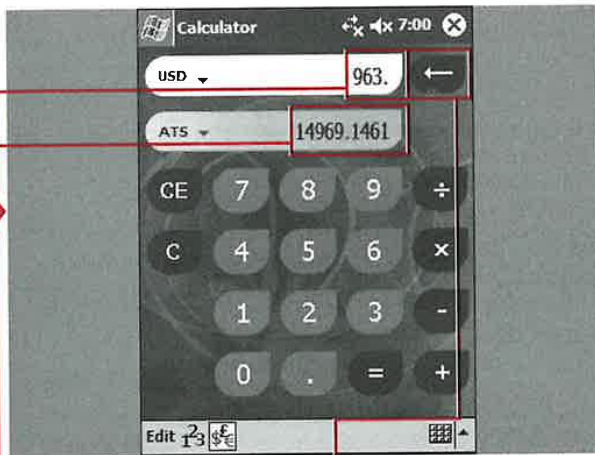
✓ Yes, you will find the basic calculator under the currency conversion lines, which enables you to add, subtract, multiply, and divide values in the top conversion line.

**Can I perform multiple currency conversions without entering another value on the top line?**

✓ Yes, if you have a currency that you want to convert into multiple currencies, then after you enter the value in the top line, you simply tap different currencies in the bottom line's drop-down list.

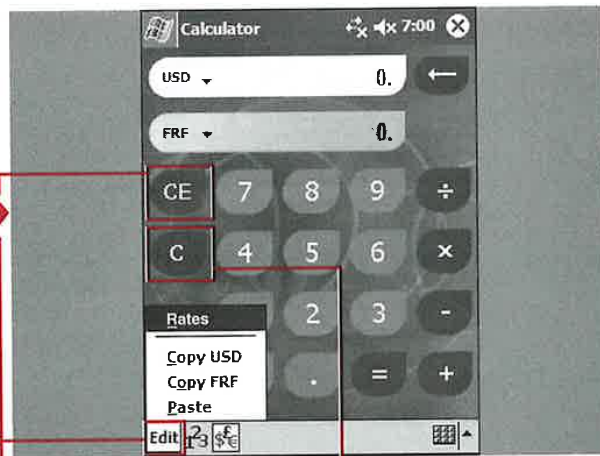
**Is there a fast way to perform conversions for different multiples of the top line value?**

✓ Yes, if you want to convert multiples of a number such as 3 (that is, 3, 6, 9, and so on), you simply enter 3, tap the multiplication symbol, and then repeatedly tap the equals sign. This same process can be used for addition, subtraction, and division.



6 Enter the number that you want converted.  
 ■ The conversion appears here.

■ You can tap the Backspace button to clear the last digit entered.



■ You can tap CE to clear the displayed number.  
 ■ You can tap Edit to open the Edit menu.

7 Tap C to clear the calculation.  
 ■ The calculation is removed, and the converter is ready to perform another conversion.

## ENABLE CURRENCIES AND MODIFY CONVERSION RATES

There are 176 default currencies on your Windows Mobile 2003 device, and you can enable or disable as many as you want available to conduct currency conversions using the converter. The currencies that are enabled appear in both of the drop-down lists in the currency converter.

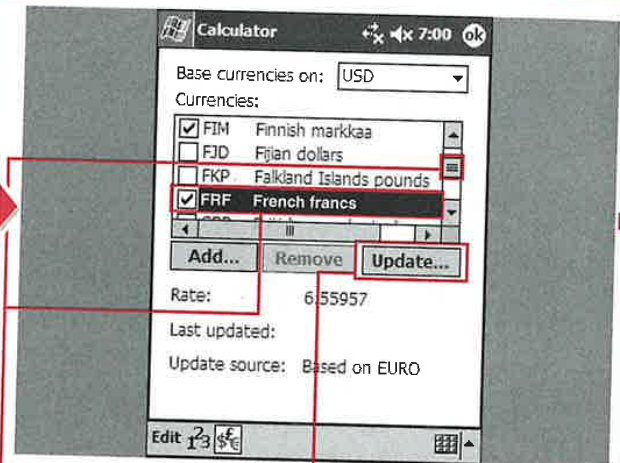
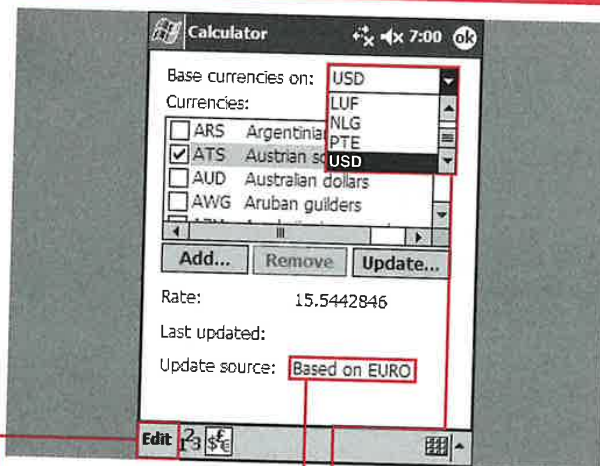
The first step in enabling a currency is establishing what currency you are using as your *baseline currency* — the one that you plan to convert from. You can use only base currencies that you have enabled in the rate-editing process.

You must manually enter conversion rates on your device. There is no mechanism for automatically

downloading the current conversion rates from the Internet. After currencies are enabled and the initial exchange rates are set, you need to update them manually with new currency values as well.

By default, the rates that are enabled on new Windows Mobile 2003 devices are based on the Euro.

### ENABLE CURRENCIES AND MODIFY CONVERSION RATES



1 In the currency converter, tap Edit.

2 Tap Rates.

■ The Currency Rate page appears.

3 Tap the Base Currencies On  and select the base rate.

■ The currency that each currency is based on appears after Update Source.

4 Scroll through the list of currencies to find the ones that you want to enable.

5 Tap the check box to the left of the currency to enable it ( changes to .

■ If it is the first time the currency has been enabled, the Enable Currency dialog box appears.

■ If the currency is already enabled, tap Update to update the rate.



**If I change the base currency, will I have to edit all the currency conversion rates again?**

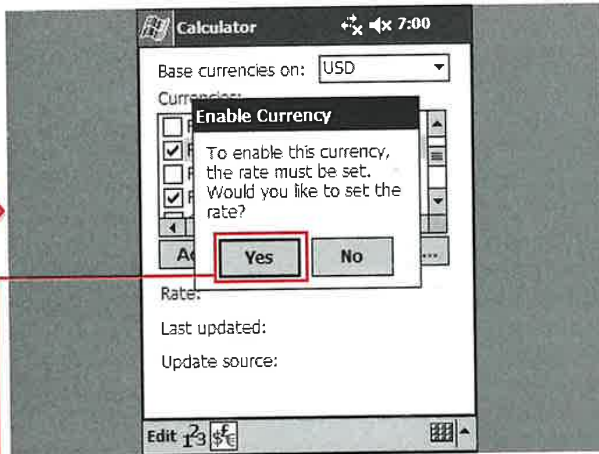
- ✓ No, all currencies that have been enabled automatically convert to the new base currency after you select it from the Base Currencies On drop-down list. Many currencies are based on the Euro and are tied to the Euro by a fixed rate that cannot be changed.

**Can I base my currencies on any of the currencies in the list?**

- ✓ Yes, if the currency has been enabled. You cannot use a currency that is disabled as a base currency.

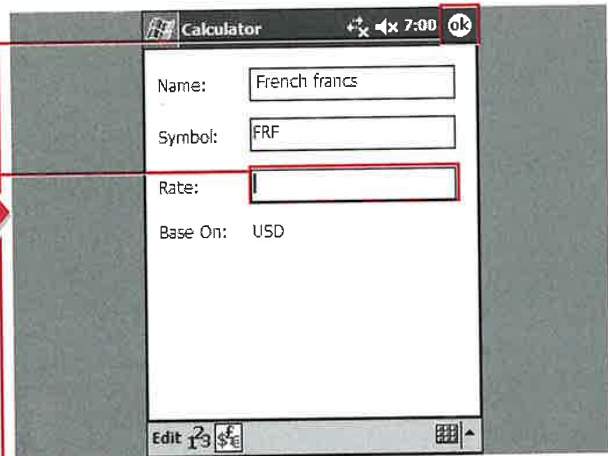
**Why do I get an error message when I tap OK in the rate entry screen?**

- ✓ If you do not enter a rate in the rate entry screen and tap OK to close the window, an error message appears stating that the rate must be greater than zero. If you do not want to enter a rate at this time, tap No to close the error message. Tap Yes if you accidentally entered a number less than zero and make the correction.



**6** Tap Yes to set the rate.

*Note: If you tap No, the dialog box closes, and you are returned to the editing screen.*



**7** Enter the currency conversion rate for the selected currency.

**8** Tap OK.

■ The Currency Rate entry display closes, and the rate is established for that currency.



## ADD OR REMOVE CURRENCIES

**Y**ou cannot remove any of the 176 currencies that are loaded on your device, although they can be enabled or disabled as detailed in the section “Enable Currencies and Modify Conversion Rates.” You will see that the Remove option is grayed out for the default currencies.

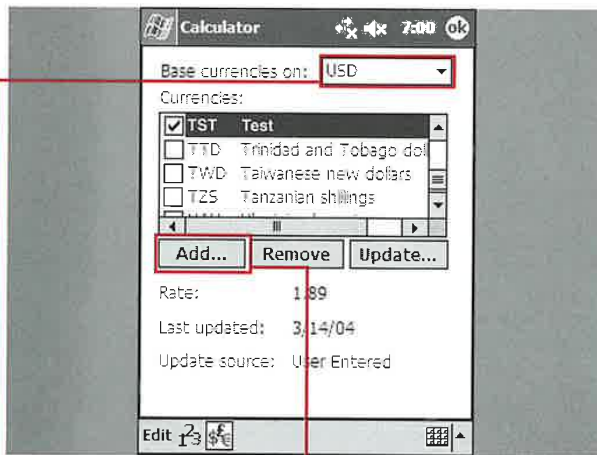
However, you can add and remove other currencies that may not be included on the default list. When you add a new currency, you must enter a name, currency symbol, and rate for the currency.

The currency name can be 60 characters long, and the currency symbol must be three letters with

no numbers. The currency symbol defaults to all capital letters for the three characters that you enter and must be unique compared to the other symbols on your device.

There is no limit on the number that you enter for the conversion rate, except that it must be greater than zero.

### ADD OR REMOVE CURRENCIES

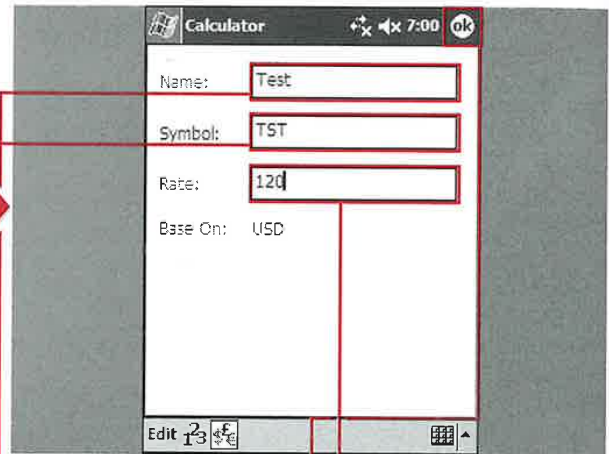


#### ADD A CURRENCY

**1** On the Currency Rate page, tap the Base Currencies On ▾.

**2** Tap the base currency that you want to use for your new currency.

**3** Tap Add.



**4** Enter a name for the new currency.

**5** Enter a three-letter symbol for the currency.

**6** Enter a rate based on the base currency that you selected.

**7** Tap OK.

**8** The entry screen closes, and the new currency appears in the currency list.



**Does a custom currency have to be enabled to remove it from the list?**

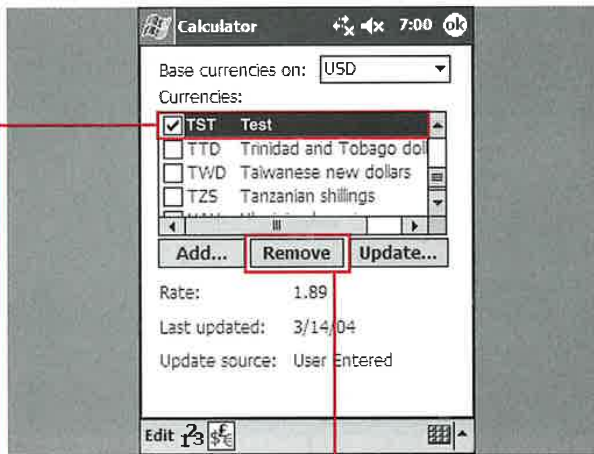
- ✓ No, you can select the currency by using your directional pad or scrollbar and then remove it by tapping the Delete button without enabling the currency.

**Is there a limit to the number of currencies that I can add?**

- ✓ No, the only limit would be due to using all possible three-letter combinations for the currency symbols, with the default 176 currencies and your custom currencies.

**Can I have my custom currencies appear at the top or bottom of the full currency list?**

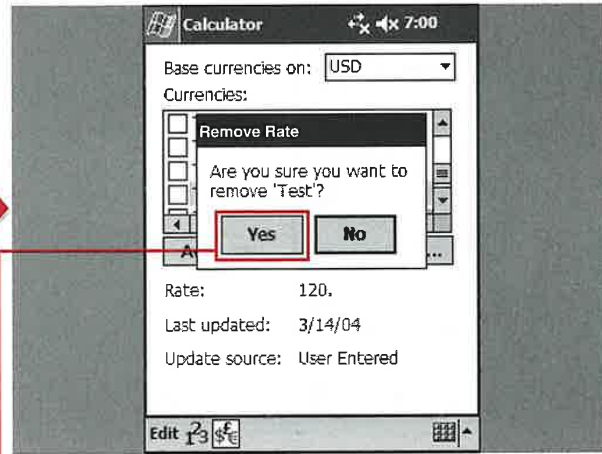
- ✓ The currency list is organized alphabetically using the three-letter symbols. If you want your custom currencies at the beginning or end of the list, you can start the symbols with A or Z.



**REMOVE A CURRENCY**

1 On the Currency Rate page, tap the currency.

2 Tap Remove.



3 The Remove Rate dialog box appears.

3 Tap Yes.

3 The currency list reappears with the selected currency removed.

4 Tap OK.

4 The editing screen closes, and the main currency converter display appears.

## USING FILE EXPLORER

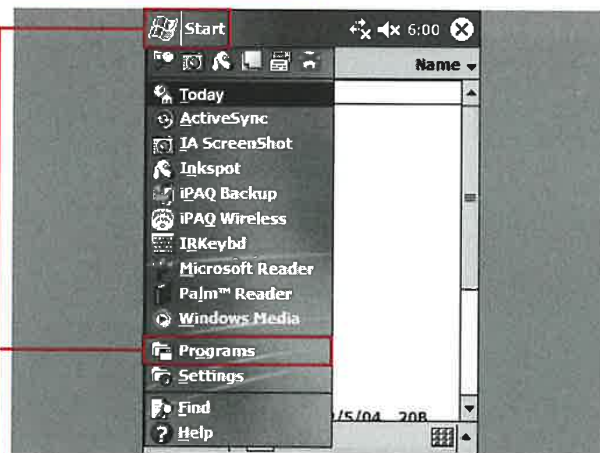
Your Windows Mobile 2003 device uses a file system similar to a Windows desktop computer called *File Explorer*. With File Explorer, you can open, cut, copy, paste, move, sort, send via e-mail, beam, delete, and rename files. You can also create or delete folders.

Windows Mobile 2003 devices have external storage capacity, and File Explorer has icons and pull-down lists to quickly switch between the internal file system or the file structure on an external storage card.

You can select multiple files or folders to move, delete, copy, and paste. You cannot delete, move, or copy files in the device's ROM using File Explorer, however.

File Explorer shows the last date of modification and the size of individual files but does not show the size of folders. File Explorer also does not use a tree view like the one you may be familiar with in Windows Explorer. File Explorer opens each folder that you tap rather than expanding it for viewing.

### USING FILE EXPLORER



#### OPEN FILE EXPLORER


- 1 Tap Start.
- 2 Tap Programs.
- 3 Tap File Explorer.

■ The main File Explorer window appears.

*Note: You may also have another shortcut to launch File Explorer on your device.*



#### VIEW FILES AND FOLDERS

- 4 Tap .
- 5 Tap the Memory icon.

■ A File Explorer window showing files and folders saved in RAM appears.

6 Tap the Storage Card icon.

■ A File Explorer window showing files and folders on the external storage card appears.



**What do the rectangular icons on a folder mean?**

✓ The icons indicate that the folder is on an external storage card. Many Windows Mobile devices also have available storage in the ROM of the device that shows up as an external storage card in File Explorer. The HP iPAQ ROM area is known as the iPAQ File Store.

**Can I send files via Bluetooth from File Explorer?**

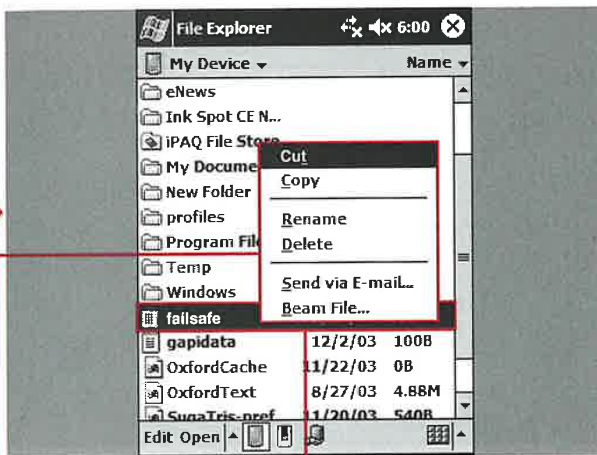
✓ No, you can send files only via e-mail and the Inbox application or beam them via the infrared port on the device. Third-party vendors support sending files via Bluetooth.

**Can I view file extensions, such as .txt, .doc, and .exe, in File Explorer?**

✓ No, File Explorer shows the file type as icons. For example, an .html file has an Internet Explorer icon before its filename.

**Can I change the application associated with different files or documents?**

✓ No, file associations are automatic in File Explorer. Third-party file explorer applications are available with many more options and functions.

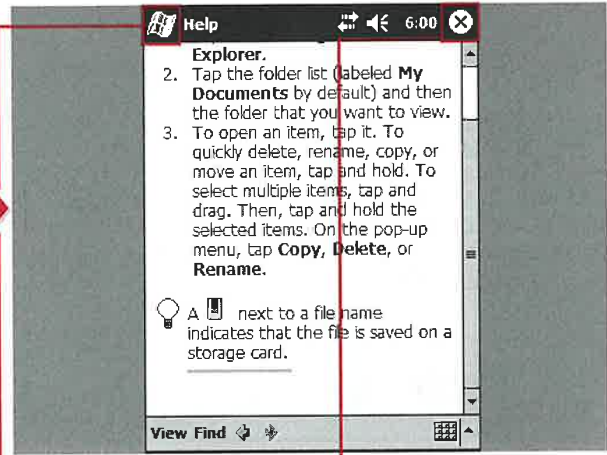


**COPY, RENAME, DELETE, OR SEND FILES**

**7** Tap and hold anywhere on the display to access a menu that enables you to cut, rename, delete, or send files.

*Note: You can send files via e-mail or via beaming using infrared.*

**8** Tap directly on a file to open it in its native application.



**GET HELP**

**9** Tap Start.

**10** Tap Help.

■ The Help file opens, describing the icons in File Explorer and the type of functions that you can perform using different methods.

**11** Tap X.

■ The Help screen closes, and you are returned to the File Explorer utility.

## CREATE A NEW FOLDER

**Y**ou can create an unlimited number of folders to organize and file your data. The Windows, My Documents, Program Files, iPAQ File Store (or other accessible ROM file), and Temp folders are preloaded on your device. The Storage Card(s) folder

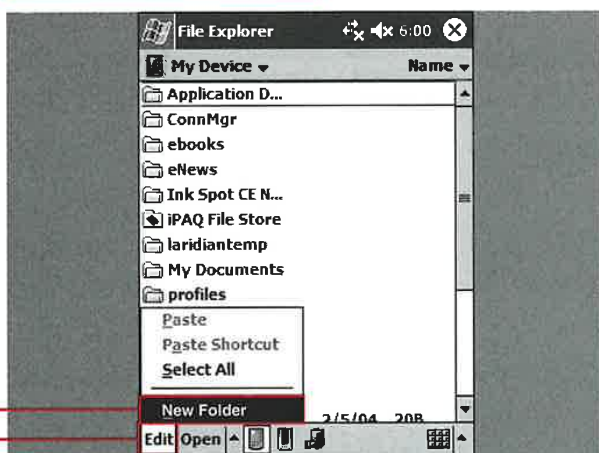
is automatically created when an external storage card is inserted into your device. The Windows folder cannot be deleted because it is a system folder and contains items found in the ROM. Some applications also add folders to your device when they are installed.



### Can I have folders within folders?

- ✓ Yes, you can create a hierarchy of folders. For example, by default, there are a few levels of folders in the Windows directory installed on your device.

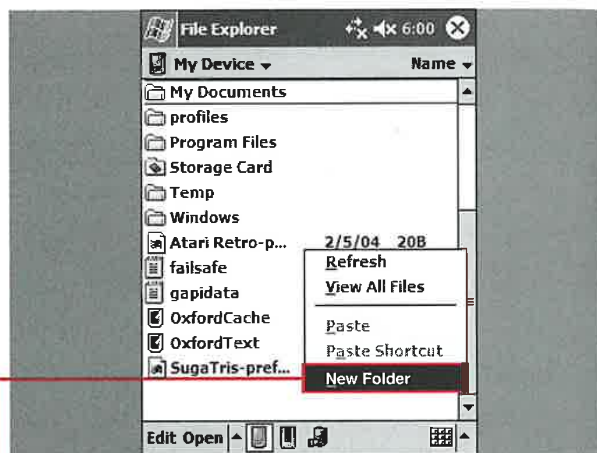
### CREATE A NEW FOLDER



#### USING THE EDIT MENU

- 1 In File Explorer, tap Edit.
- 2 Tap New Folder.

- A folder named New Folder appears and is selected automatically.
- 3 Type a name for the new folder.
- The new folder is created.



#### USING A CONTEXTUAL MENU

- 1 Tap and hold anywhere in the window.
- A pop-up menu appears.
- 2 Tap New Folder.

- A folder named New Folder appears and is selected automatically.

- 3 Type a name for the new folder.

- The folder with the new name is selected.

*Note: After you open and close File Explorer again, the new folder will be sorted with the other folders.*

# SORT A FILE LIST

**Y**ou can have your folders and files sorted on your display using four different methods: You can sort them by name, date, size, or type. By default, files and folders are sorted by name in alphabetical order. Sorting files and folders can help you to quickly find a file, see when it was last modified, see how much memory it is consuming, and group files by their types.



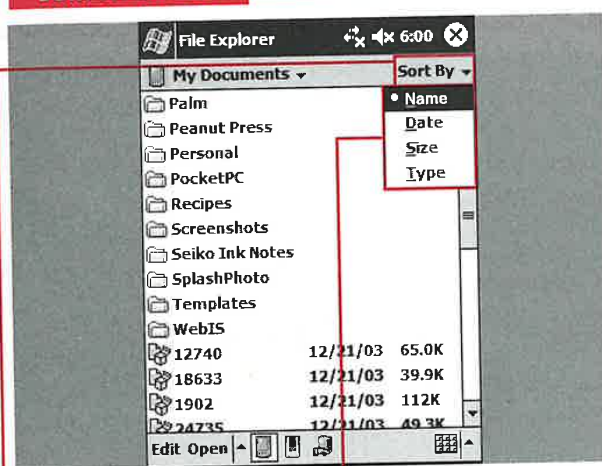
## How does File Explorer sort folders?

- ✓ The folders are always grouped together and are either above or below all the files. The folders are always sorted by their name if you select Name, Type, or Size, and their order changes only if you select Date.

## Is there any other way to access the sort function, aside from using the Sort By menu?

- ✓ No, a tap-and-hold option for sorting is not available.

### SORT A FILE LIST

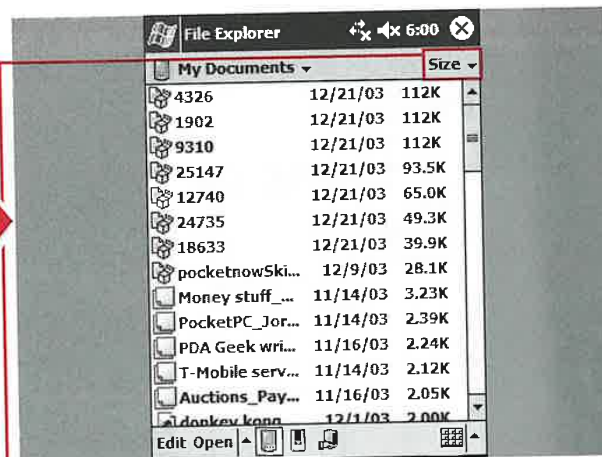


**1** Tap Sort By.

■ A menu appears with Name, Date, Size, and Type.

**2** Tap one of the four options to sort your files and folders.

■ The files and folders are sorted by the method that you selected.



**3** Tap the current menu name.

■ The menu appears again.

**4** Tap the same option that you chose in step 2.

■ The files and folders are sorted in reverse order.

## OPEN A NETWORK PATH

With a connected device, you can access folders and files on a remote network. You can get connected either wirelessly or via your cable or cradle. This functionality can be useful for storing files on a network computer with larger storage capacity than a Windows Mobile 2003 device. The external network

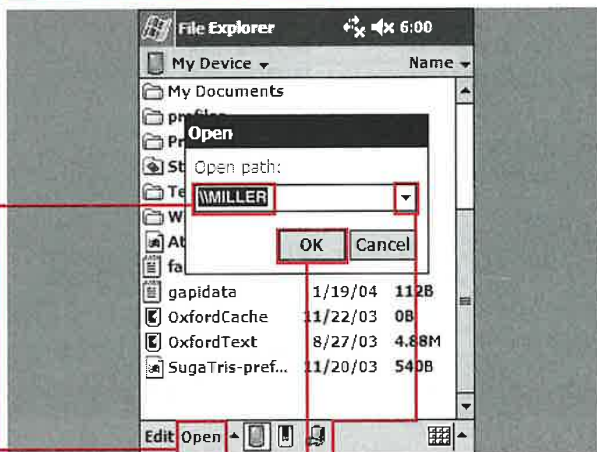
folders can also be useful for storing backups of applications and data.

You can cut, copy, rename, and delete files and folders on the remote network. You cannot open files directly on a remote network using File Explorer standard functions, however. Third-party file

explorers do enable you to open files on a remote network, making them more functional as an external storage option.

You can set up multiple network paths using File Explorer in case you have access to multiple networks via your connected device.


### OPEN A NETWORK PATH



1 Tap Open.

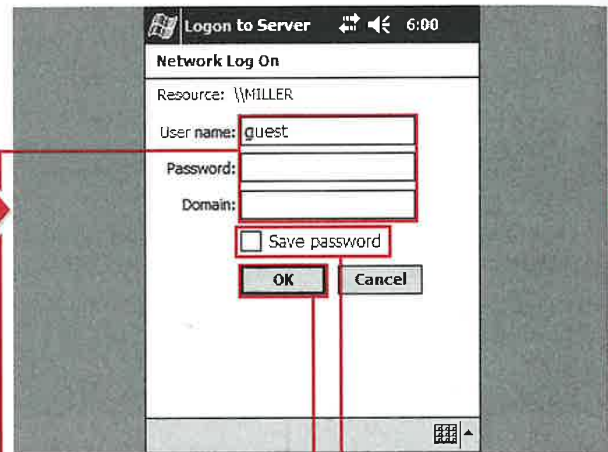
The Open dialog box appears.

2 Enter the network pathname.

Alternatively, you can click  to access previously named networks.

3 Tap OK.

If this is your first time connecting to the network, the Network Log On screen appears.



4 Fill in the username, password, or domain, as applicable for your network.

*Note: See your network administrator for permission settings.*

5 Tap Save Password to make connections quicker in the future ( changes to .

6 Tap OK to initiate the connection.

A connection status box appears.



**Can I open files that are stored on a network?**

- ✓ Yes, but files cannot be opened directly by tapping them in File Explorer. You must tap the file and select Copy. Then go to a location on your local device, such as the My Documents folder, tap and hold, and select Paste Shortcut. A shortcut directly to the file on the network is created. Tapping this shortcut opens the file stored on the network. This is useful for large-sized movies or songs that you do not have the capacity to store on your device.

**Can I access files stored on a network from within other applications?**

- ✓ Windows Mobile 2003 applications such as Microsoft Reader or Windows Media Player will not access files stored on a remote network, although these files can be opened individually using the method described previously.

**Can I use a network image file on my device?**

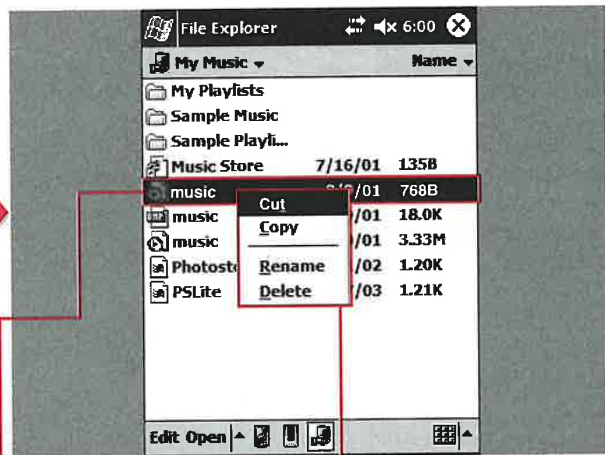
- ✓ Yes, if you tap and hold on a .gif or .jpg image file, you can select to have the image be used as your Today wallpaper.



1 The Network icon is highlighted when the network path is successfully connected.

7 Tap the network path to view the available folders or files on the network.

8 Tap any folder to open it on the network and access the files or folders within it.



9 Tap and hold a file.

A pop-up menu appears.

10 Tap Cut, Copy, Rename, or Delete to perform that function.

The chosen action is completed.



## SET AN IMAGE AS THE TODAY WALLPAPER

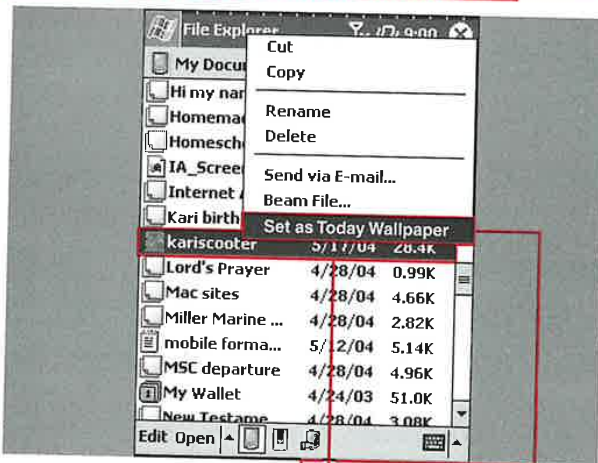
There are many ways to customize the look and feel of your mobile device. Chapter 2 shows you how to customize your Today screen with different background images or themes, but File Explorer makes it even easier to designate a photo for your Today background image. You

can select to set an image as the Today wallpaper with a couple of simple taps in File Explorer.

The image should be sized to fit the device's display, generally 268 x 240 pixels. If you select an image sized larger than this, the top-left 268 x 240 piece of the image will appear on the Today screen.

If you decide that you do not like your new Today wallpaper, however, you cannot remove it within File Explorer. You need to open up the Today settings to undo the new wallpaper.

### SET AN IMAGE AS THE TODAY WALLPAPER



#### SET AN IMAGE AS THE TODAY WALLPAPER

**1** Navigate to the folder with the image that you want to use as the Today wallpaper.

**2** Tap and hold the name of the image file.

**3** Tap Set as Today Wallpaper.

The Today screen appears with the new image in the background.



**Can I use any common type of image file as the Today wallpaper?**

- ✓ Yes, the image can be a .jpg, .bmp, .tiff, or .gif file. The tap-and-hold option to set the image as the Today wallpaper does not appear for other image file types.

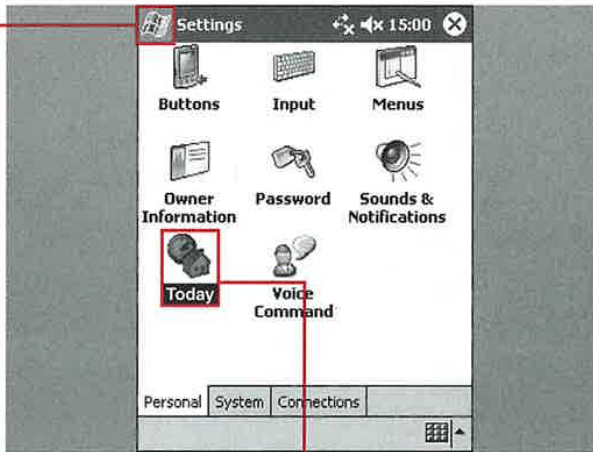
**Why does my image appear lighter as wallpaper than it actually is?**

- ✓ When you set an image as the Today wallpaper, it is automatically adjusted to be less opaque so that text on the Today screen is visible.

**Can I adjust the transparency level so that my image is not so washed out?**

- ✓ Yes. The default setting in File Explorer washes out the image, but there are alternative ways to get an image on the Today screen. If your device has the Pictures application discussed in Chapter 23, you can adjust the transparency level there.

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**UNDO THE NEW TODAY WALLPAPER**

1 Tap Start.

2 Tap Settings.

3 Tap Today.

■ The Today Settings display appears with the Appearance tab active.

4 Tap Use This Picture as the Background (checkbox changes to ).

■ The previously used theme reappears on the Today screen.

# ACTIVATE MICROSOFT READER

**Y**ou can use Microsoft Reader on your device to read the hundreds of available public domain eBooks or eBooks that you create yourself using tools Microsoft provides for free. If you want to read new novels or premium titles with digital rights management (DRM) that you purchase online, then you have to first activate Reader. Publishers use DRM to manage the rights to read their books.

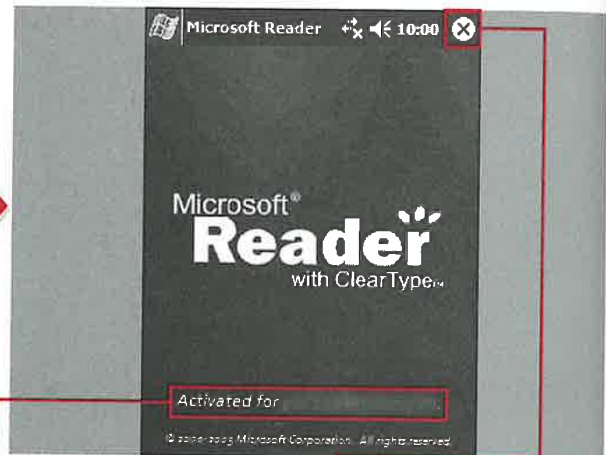
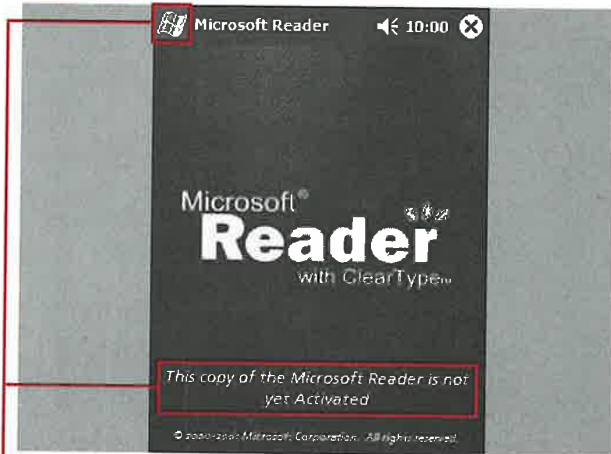
Activation requires you to sign in to a free Microsoft Passport account on your PC while your device is connected through ActiveSync. After you tap the Start button on the Web site, a permission code is placed on your device, and Reader is activated. You have to perform activation only once for your device.



### Do I have to pay to activate my device?

- ✓ No, activation is free. Microsoft Reader is also free and can be installed on your desktop or laptop, and you can use the same books on those devices as your Pocket PC.

## ACTIVATE MICROSOFT READER



- 1** Tap Start.
- 2** Tap Microsoft Reader.
  - The main Reader splash screen appears.
- 3** Check to see if Reader is activated on your device.
- 4** Make sure that your Pocket PC is connected to your PC (via the cradle or USB).
- 5** Visit <http://das.microsoft.com/activate> to activate Reader on your PC.
- 6** Follow the instructions.
- 7** After activation, launch Microsoft Reader again by tapping Start → Microsoft Reader.
- 8** Check the splash screen to ensure that Reader is activated.
- 9** Tap X.
  - Reader is minimized, and you are taken back to the last active application.

# SHOP AND GET HELP



From many places online, you can download free eBooks or purchase premium titles. Microsoft Reader can help you find these sites. You can shop directly from your connected device using Reader and Internet Explorer.

to answer common questions. The Help file includes topics such as how to move around in an eBook and how to listen to an audio book. The Help file supplements the material found in this book and is always with you on your device.

Microsoft Reader also has an extensive Help file that you can use

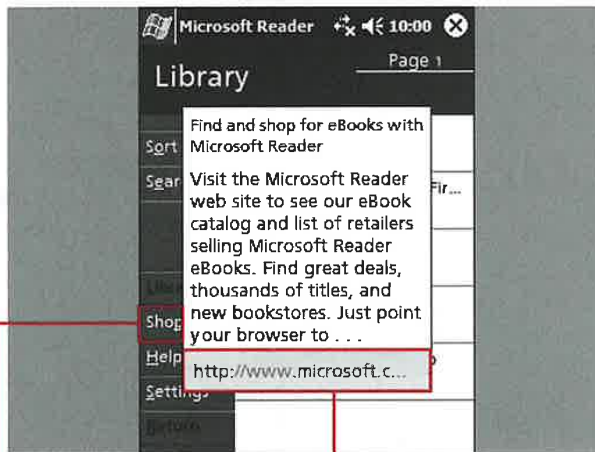
### Can I purchase any format of eBook to use with Reader?

- ✓ No, eBooks formatted for Microsoft Reader have an .lit extension. There are other formats on various sites that are not compatible with Reader.

### Do eBooks cost more than hard copies?

- ✓ Generally, eBooks cost about the same or a bit less than hard copies.

## SHOP AND GET HELP



### SHOP FOR EBOOKS

- 1 Tap Shop.
  - A pop-up box appears that discusses where to find and shop for eBooks.
- 2 Tap the hyperlink.
  - Internet Explorer is launched, and if you are connected to the Internet, you are taken to a Microsoft site that details where to find eBooks.



### GET HELP

- 1 Tap Help.
- 2 Enter a word or phrase.
  - Note: You can also press the navigational pad to go to the next page to see the Help table of contents and browse through the Help file.*
- 3 Tap Search.
  - The search term is highlighted in the Help document.
  - Note: Tapping and holding the term enables you to find the first, next, or previous term.*

## READ A BOOK

With Microsoft Reader installed on your device, you can read eBooks that you download, purchase, or create yourself. Microsoft offers information on sites where you can find free public domain books, where you can make purchases, and where you can find the free tool to help you create your own electronic books.

A couple of powerful features available in Reader are the capability to find text quickly and instantly look up words with two simple screen taps. This makes searching through books easy.

You can place hyperlinks within eBooks that automatically launch Internet Explorer or move around inside the eBook, depending on how you create the links. eBooks

can be read in low light and dark conditions with your device because the screen has its own backlight.

It is very easy to navigate through eBooks as well. Rather than bend over a paper page or use a paper bookmark, you can use virtual bookmarks that can be quickly placed in your eBooks for fast navigation.

### READ A BOOK



#### READ A BOOK

1 After launching Microsoft Reader, tap the number to view book titles on other Library pages.

■ Six titles appear on the first page.

2 Tap the book that you want to open.

■ A splash screen with the title or cover art may be displayed for a couple seconds.

3 Tap the title of the book.

■ A menu appears.

4 Tap one of the choices to navigate quickly to that section.

■ You can close the menu by tapping anywhere on the display.



**Is there any other way to navigate around books besides tapping the arrows or the Riffle Control bar?**

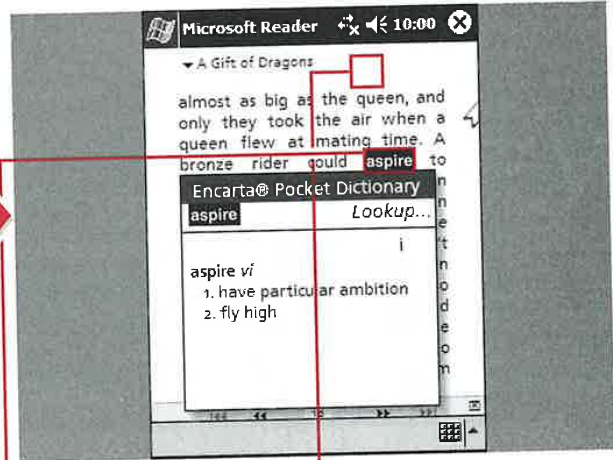
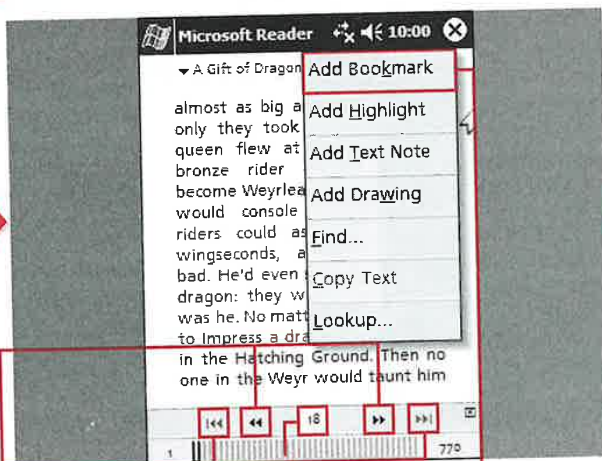
- ✓ Yes, you can use your navigation pad or the scroll button on your device to quickly move through the pages.

**If I turn off my device while reading a book, where will it be when I turn it back on?**

- ✓ If you just turn off the power, the book will be in the same place as when your device was powered off. If you fully exit from Reader, the book will open from the beginning again. You can use bookmarks to save your place in the book.

**Is there any way to get back to where I was last reading, without using a bookmark?**

- ✓ Yes, if you tap and hold on a book title in the Library view, you can select to go to the most recent page.



**MOVE WITHIN THE TEXT**

- 5** Tap the arrows to move one page forward or back.
- You can tap here to move ahead or back one chapter.
- You can tap and hold the page number to activate the riffle controls.

**ADD A BOOKMARK**

- 6** Tap and hold on the display to activate a menu.
- 7** Tap Add Bookmark.
- A bookmark is placed at your current location in the text.

**LOOK UP A WORD**

- 8** Highlight a word and tap and hold it.
- A menu appears.
- 9** Tap Lookup.

- If a dictionary is loaded on your device, the definition appears in a text box.
- 10** Tap an empty area to close the text box.
- You can continue reading using your stylus or navigation button.

## LISTEN TO AN AUDIO BOOK

In addition to reading eBooks with Microsoft Reader, you can listen to audio books. Audio books are great for commuting, travel, or relaxing in your favorite chair.

You can use an FM transmitter or cassette adapter in your vehicle to

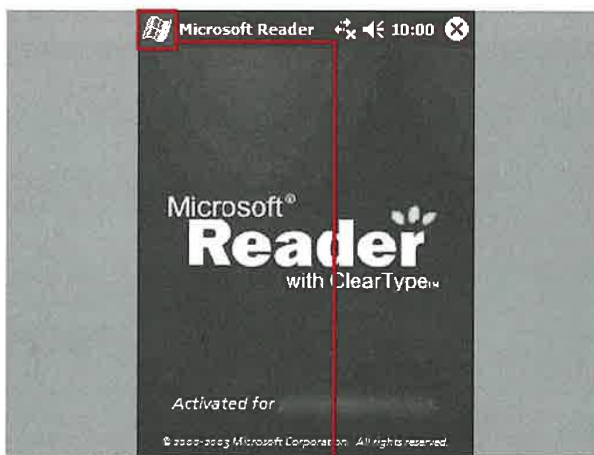
listen to audio books over your vehicle audio system. You can also turn off the display on most devices to save battery power for longer listening time between charges.

You can use audio books that you purchase from Audible.com with Microsoft Reader after downloading

and installing the Audible Manager software on your device. Audio books in other formats are not supported by Microsoft Reader.

A slightly different control interface is used with audio books, but they show up in the library in the same list as your eBooks.

### LISTEN TO AN AUDIO BOOK



**1** Purchase an audio book from Audible.com.

**2** Load the Audible Manager on your desktop and device.

*Note: Follow the instructions at Audible.com to load the Audible Manager.*

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**3** Tap Start.

**4** Tap Microsoft Reader.

■ The splash screen appears for a couple seconds, and then the library appears.



**5** Tap an audio book in your library list.

■ You can tap and hold on a title for more options, such as deleting a book or viewing information about it.



**Instead of using the Play button and such, are there other ways to move around an audio book?**

- ✓ Yes, you can tap anywhere along the Riffle Control slide bar and go to that spot in the audio book. You can also use your device's navigation pad to move around the book.

**What formats of Audible.com does Reader support?**

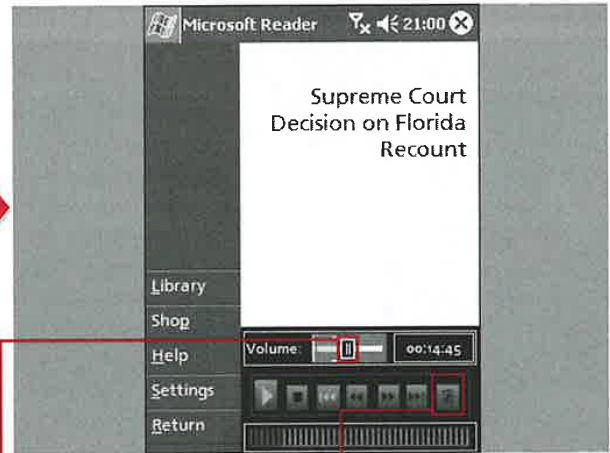
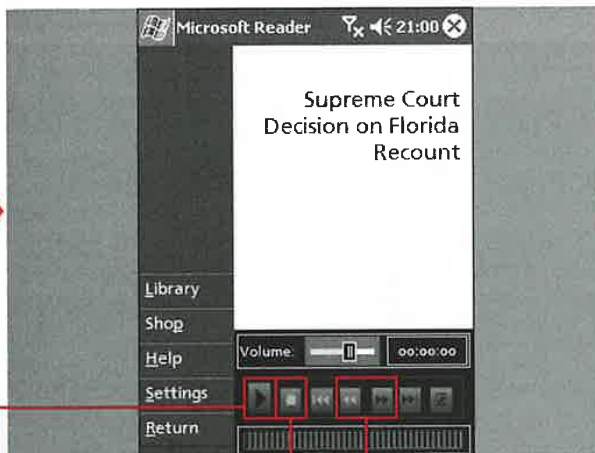
- ✓ Microsoft Reader plays format 1, 2, or 3 Audible.com books. Format 4 books are not supported. MP3 audio books also will not play in Microsoft Reader, although they can be played in Windows Media Player 9.

**Can I buy audio books anywhere besides Audible.com and play them with Reader?**

- ✓ No, only Audible.com audio books are supported by Microsoft Reader.

**What kind of audio books can I buy at Audible.com for Reader?**

- ✓ You can select from over 18,000 books, magazines, newspapers, and radio programs. Purchases are stored online in your virtual library and can be downloaded to your device whenever you want. There are also some free audio titles available.



- 6** Tap Play to start playing the audio book.
  - The Play button grays out when activated.
- 7** Tap Pause to pause the audio book.

- 8** Tap the arrows to move forward or backward.
  - Note: The double arrows move in ten-second increments, and the double arrows with lines move to the next or previous section.*

- 9** Tap the Volume slider to change the volume.
  - Note: Move the slider right or left to increase or decrease the volume, respectively.*

- 10** Tap the Bookmark button to add a bookmark.
  - A small text window appears, enabling you to add a bookmark.



## CUSTOMIZE YOUR VIEW



You can choose from four different font sizes for reading your eBooks on your device. Unlike traditional books with an established font size, you can use small or large fonts and change them whenever you want.

You cannot, however, change the font type; the ClearType font is always used in Reader. ClearType uses subpixel font rendering to

create readable fonts that are better than traditional font-smoothing techniques.

You can customize what annotations appear on the display when you are reading eBooks. The Annotations menu enables you to select to view bookmarks, highlights, text notes, or drawings as you read through the book.

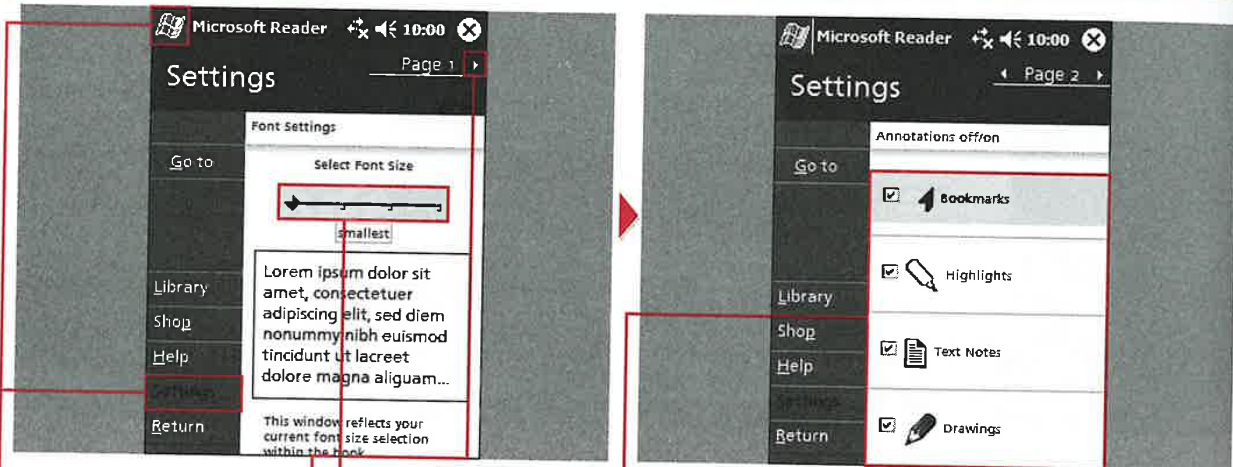
### Can I change the background color?

- ✓ No, the background color cannot be changed.

### Why does my book now have more pages than before?

- ✓ The number of pages changes with the size of the font, so it appears that there are more pages with a larger font and fewer pages with a smaller font.


### CUSTOMIZE YOUR VIEW



#### CHANGE THE FONT SIZE

- 1 Tap Start → Microsoft Reader.
- 2 Tap Settings.
- The Font Settings display appears.

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- 3 Tap along the font size bar to choose from one of four sizes.
- The selected size appears in the preview box.
- 4 Tap .

#### TURN ON ANNOTATIONS

- The next display in Settings appears.
- 5 Tap the annotation choices that you want to appear ( changes to ).

- The annotation items that you choose will appear on the display when you view an eBook.

# ORGANIZE YOUR BOOKS

If you have several eBooks loaded on your device, you can use the Sort functionality to organize your books. You can sort books by title, author, the last ones read, book size, and date acquired. Author sorting uses the author's last name.

In most cases, the properties of books are not shown until after the sort method is selected. For example, the book sizes appear under the title when By Book Size is selected as the sort parameter.



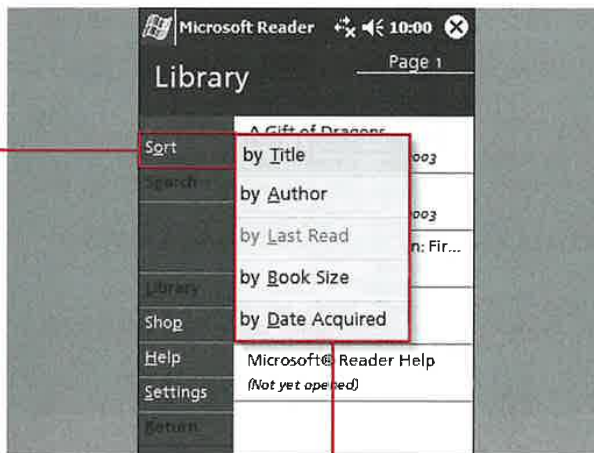
### Do I have to store my eBooks in the My Documents folder?

- ✓ No, Windows Mobile 2003 allows eBooks to be placed anywhere in RAM or on your external storage card.

### Can I flip the order of the sorting function?

- ✓ No, the sorting goes from A to Z, most recent to oldest, and smallest to largest. The sorting function cannot be switched from Z to A, and so on.

## ORGANIZE YOUR BOOKS

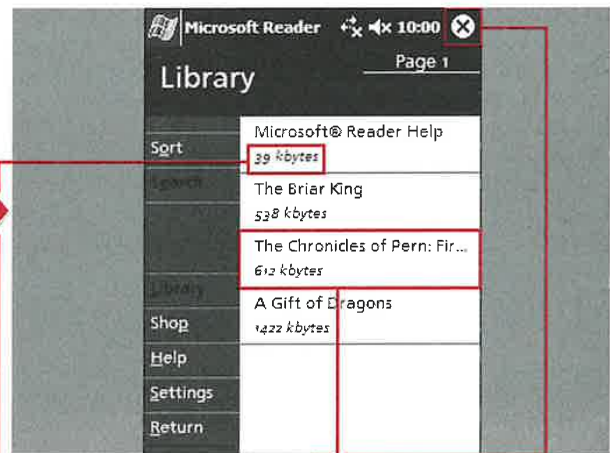


1 In the main Reader Library window, tap Sort.

■ A menu appears.

2 Tap one of the five choices to sort your eBooks.

■ The menu closes, and your eBooks are sorted as selected.



■ The details of the sort parameter appear under the book title.

*Note: For example, the size of the book appears if By Book Size is selected.*

3 Tap X.

■ Reader is minimized, and you are taken back to your last active application.

## ANNOTATE YOUR BOOKS

You can add highlighting, text notes, and drawings to your eBooks to make reading an interactive experience. These functions are saved as a separate annotation file that is synched on your device. Any annotation made in an eBook can be quickly viewed by using the top drop-down menu and selecting Annotations. An Annotations page appears with

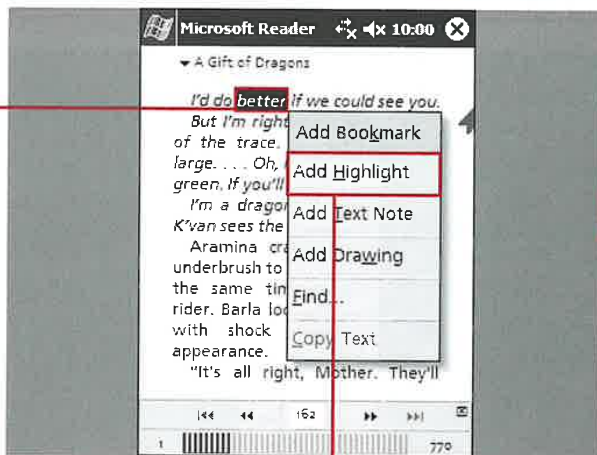
buttons for each type of annotation.

You can highlight words, sentences, or paragraphs in yellow using the Add Highlight functionality.

Text notes that you add to eBooks are clearly noted over in the left margin for later viewing. You can edit, delete, or rename notes after they are created.

The drawing tool enables you to select from 12 colored pens. You then simply draw or write what you want right on the display over the electronic book. The book text is visible underneath the drawing. This tool is helpful for calling out sections of books that you want to review later.

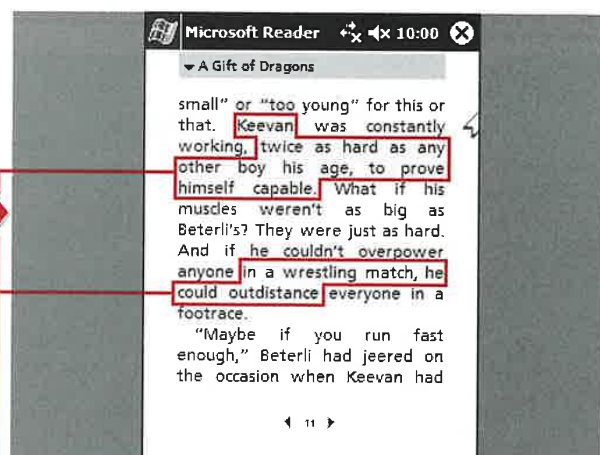
### ANNOTATE YOUR BOOKS



#### ADD HIGHLIGHTING

- 1 Tap a word, sentence, or phrase while reading a book.
  - A menu appears with options for annotating the book.

- 2 Tap Add Highlight to highlight in yellow.
  - The menu disappears, and the selected text is highlighted.



- 3 Tap more words, sentences, or paragraphs to highlight more of the document.
  - Yellow highlighting appears in the document wherever text is selected.



**Can I change the color of the highlighting?**

- ✓ No, yellow is currently the only available color for highlighting.

**Can I format the text in the notes?**

- ✓ No, standard text is used in the notes, and no bold, italic, or different-sized fonts are allowed.

**Can I change the pen thickness in the drawings?**

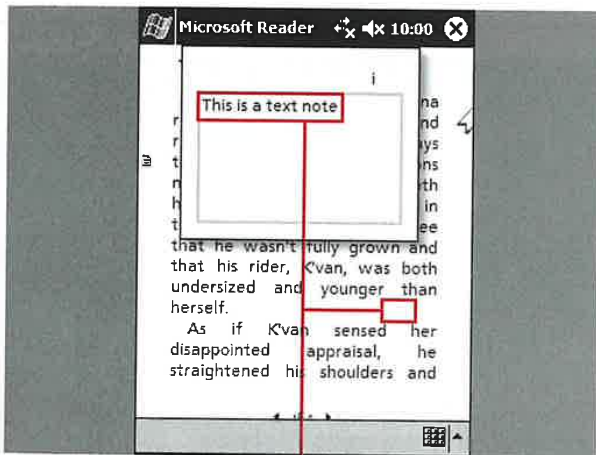
- ✓ No, the pen thickness is standard. However, you can select from 12 different pen colors to make your drawing stand out.

**Can I name my annotations?**

- ✓ Yes, tapping the top-left title of the book launches a menu from which you can select Annotations. On the Annotations display, you can tap and hold on the annotation titles to delete or rename each one.

**Can I filter the annotations that I have?**

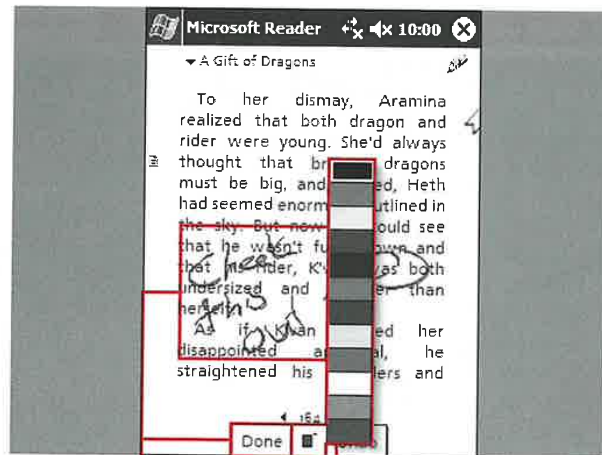
- ✓ Yes, on the Annotations display, tap Show from the menu and tap what annotations you want to view.



**ADD A TEXT NOTE**

- 1 Tap a word, sentence, or phrase.
- 2 Tap Add Text Note in the menu.
- A small text window appears over the eBook.

- 3 Enter text into the text box.
- 4 Tap anywhere outside the text box when finished.
- The text box closes, and a small text icon appears in the left margin.



**ADD A DRAWING**

- 1 Tap a word, sentence, or phrase.
- 2 Tap Add Drawing in the menu.
- A pencil icon appears in the upper-right corner, and a small toolbar appears.

- 3 Tap the color box and select a pen color.
- 4 Create your drawing on the eBook.
- You can tap Undo to erase drawing pieces.
- 5 Tap Done when finished.
- The drawing toolbar disappears.

## SIGN IN TO AND OUT OF MSN MESSENGER

One of the great features of Windows Mobile 2003 is the capability to stay in touch with your MSN (Microsoft Network) Instant Messenger contacts; the MSN Instant Messenger application is included in Windows Mobile 2003. MSN Messenger requires you to have a Hotmail e-mail account or a .NET Passport account, both of which are

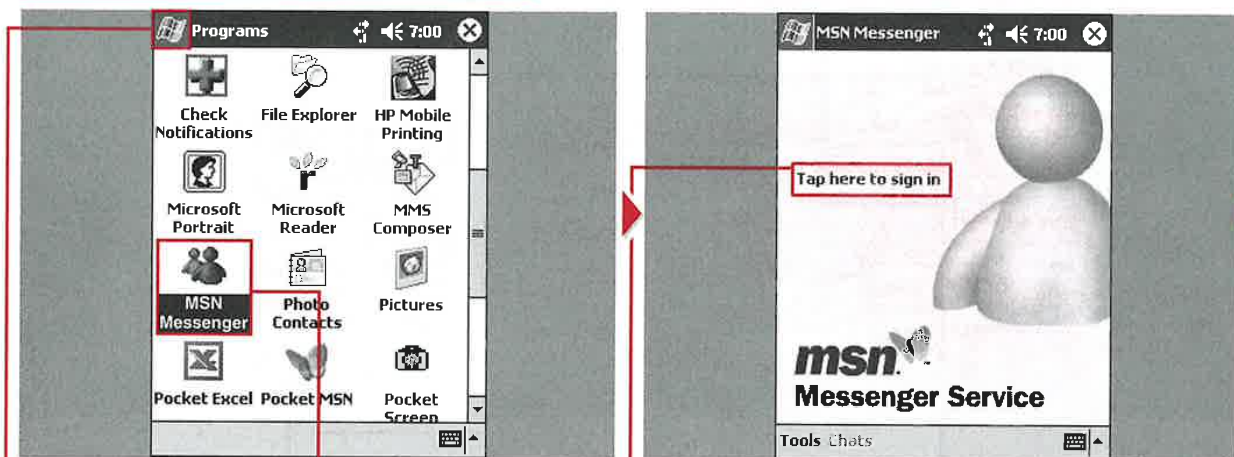
free. Hotmail ([www.hotmail.com](http://www.hotmail.com)) is an e-mail service provided by Microsoft. The .NET Passport service ([www.passport.com](http://www.passport.com)) enables you to create one username and password to sign in to all the .NET Passport-participating Web sites and services, including Hotmail.

MSN Messenger connects to the Internet using your default

connection that was set up in the Connections Manager. You can learn more about setting up an Internet connection in Chapter 10. Phone Edition devices typically connect via their wireless Internet connection.

After you create your .NET or Hotmail account, you can sign in to and out of MSN Messenger on your device.

### SIGN IN TO AND OUT OF MSN MESSENGER



#### SIGN IN

1 Tap Start.

2 Tap Programs.

3 Tap MSN Messenger.

4 MSN Messenger opens.

4 Tap Tap Here to Sign In.

■ The MSN Messenger sign-in screen appears.



**Can I use my own e-mail address to log in to MSN Messenger?**

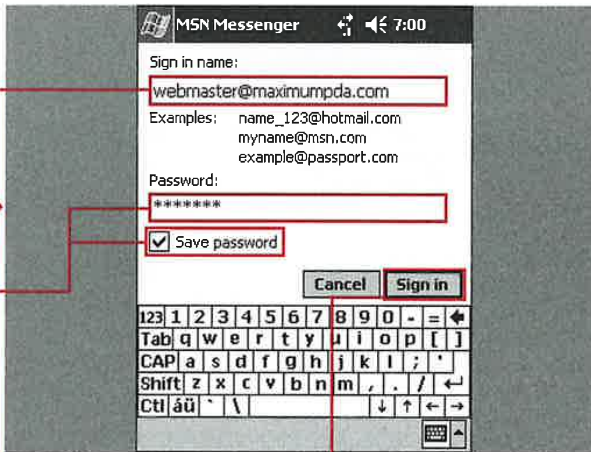
✓ Yes. To do so, create a .NET Passport account and use the e-mail account that you want to use for MSN Messenger during the account-creation process. Using your desktop PC, you can find more information about .NET Passport accounts at [www.passport.com](http://www.passport.com).

**A friend of mine logged in to MSN Messenger using my device; now my login name no longer appears. What happened?**

✓ MSN Messenger remembers the last account used to log in to the MSN Messenger service on your device. You need to reenter your account name and password to log back on.

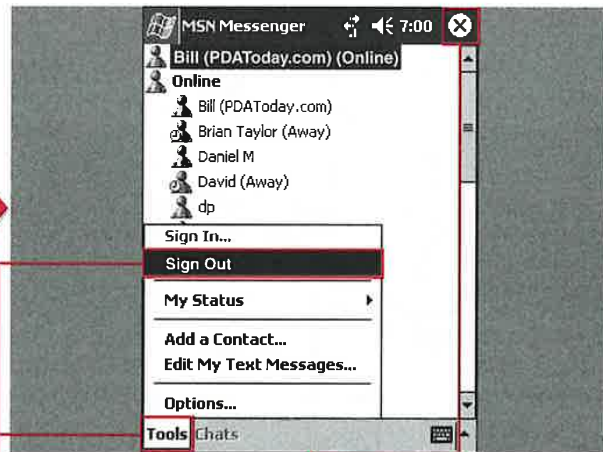
**My company uses Exchange Instant Messaging. Can I log in to that service using MSN Messenger on my device?**

✓ Yes. On the Accounts tab of the Messenger options, check the Enable Exchange Instant Messaging check box and then enter your Exchange Instant Messenger account sign-in name and password.



- 5 Enter your sign-in name.
- 6 Enter your password.
- You can tap Save Password to have MSN Messenger remember your password the next time that you log in to the service ( changes to ).

- 7 Tap Sign In.
- Your device signs you in to the MSN Messenger service using your default Internet connection.



- SIGN OUT**
- 8 Tap Tools.
- 9 Tap Sign Out.

- You are signed out of the MSN Messenger service.
- 10 Tap X to smart minimize MSN Messenger.

## CREATE AN MSN MESSENGER CONTACT

**A**fter you have an MSN sign-in name and password, you are ready to create MSN Messenger contacts.

You create new contacts by adding them to your MSN Messenger account. Adding MSN Messenger contacts to your account is an easy and effective way to stay in touch

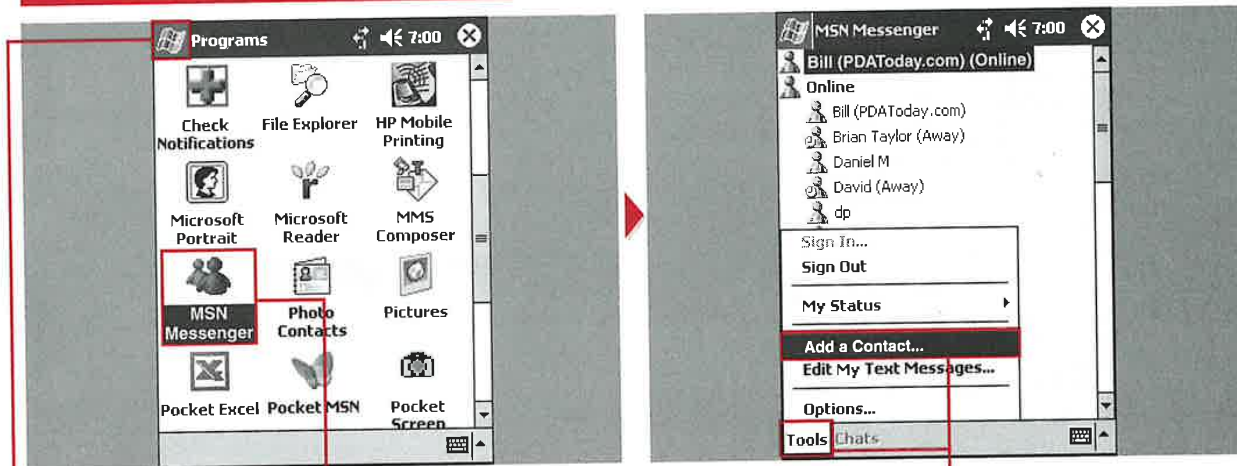
with your family, friends, and colleagues — just about anyone with whom you want to communicate while using your device.

You need to be connected to the Internet in order to add contacts to your MSN Messenger account, and the contacts that you create must

also have an MSN Messenger account and software before you can chat with them.

If you are logging in to an existing MSN Messenger account and already have contacts associated with that account, they will appear in your contact list.

### CREATE AN MSN MESSENGER CONTACT



1 Tap Start.

2 Tap Programs.

3 Tap MSN Messenger.

■ MSN Messenger opens.

4 Tap Tools.

5 Tap Add a Contact.

*Note: You need to sign in to the MSN Messenger service. See the section "Sign In to and Out of MSN Messenger" for more information.*



**Why did MSN Messenger say “Failed” when I tried to add a contact?**

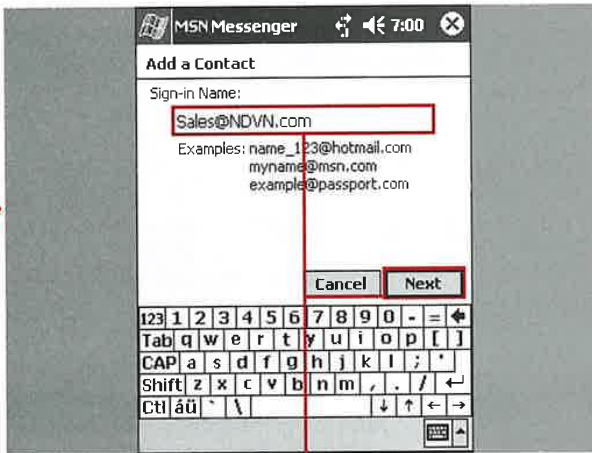
- ✓ There can be a couple of reasons for this: You may have mistyped your contact’s e-mail address, or your contact may not have an MSN Messenger account. Remember that your contact needs to have a .NET Passport or Hotmail e-mail account to be added to your contact list.

**How do I delete a contact that I no longer want on my list?**

- ✓ To delete a contact from your contact list, tap and hold the contact and select Delete. When you are asked if you want to **permanently** delete your contact, tap Yes. **Note** that the contact will also be deleted from any other computer on which you use MSN Messenger.

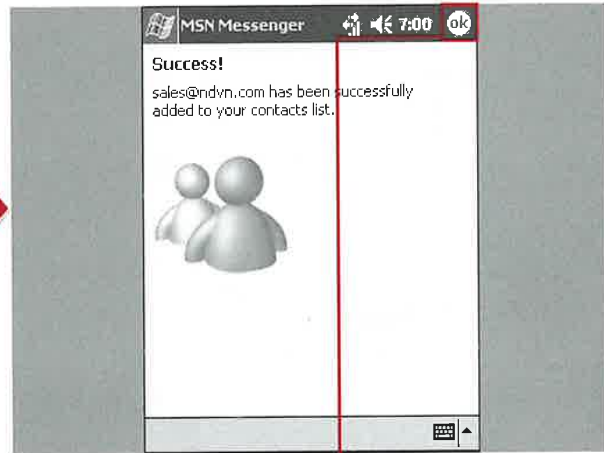
**Can I send e-mail to an MSN Messenger contact?**

- ✓ Yes. With your stylus, tap and hold the contact that you want to e-mail and select Send E-mail. Your Inbox is launched, and a new e-mail message is opened with the contact’s name already in the To field. For more information on sending e-mail, see Chapter 15.



■ The Add a Contact screen appears.

- 6 Enter your contact’s Messenger sign-in name — his or her e-mail address.
- 7 Tap Next.



■ A screen appears indicating that your contact addition was a success.

- 8 Tap OK.
- You are returned to your contact list.



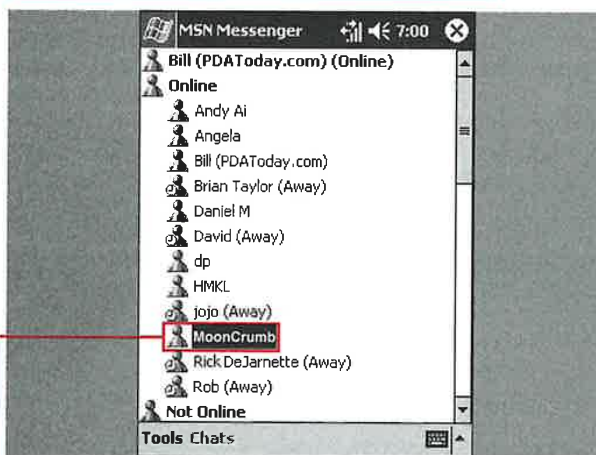
## SEND AND RECEIVE INSTANT MESSAGES

**A**fter you have entered contacts into your MSN Messenger account, you can select a contact and chat with him or her. Your MSN Messenger contact must be logged in to the MSN Messenger service in order for you to send him an instant message.

Your MSN Messenger contacts that are online and available to chat with appear as green icons in your contact list and are listed under Online. When a contact is offline, she appears as a red icon and is listed under Not Online. You cannot chat with contacts that are not online.

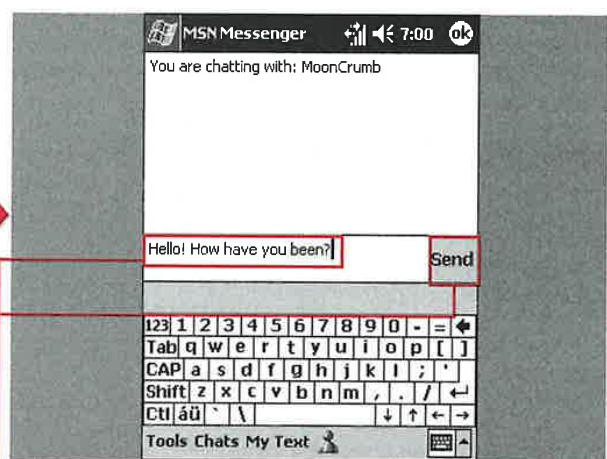
Any of your contacts can send you an instant message if you are listed as one of their contacts, but you must be logged in to the MSN Messenger service to be able to receive the instant message. Your device notifies you when a message is being received.

### SEND AND RECEIVE INSTANT MESSAGES



#### SEND AN INSTANT MESSAGE

**1** Tap the contact to which you want to send a message.



**2** A chat screen appears.

**3** Enter your message.

**4** Tap Send.

Your instant message appears on your contact's screen, and his or her response will appear on your screen.

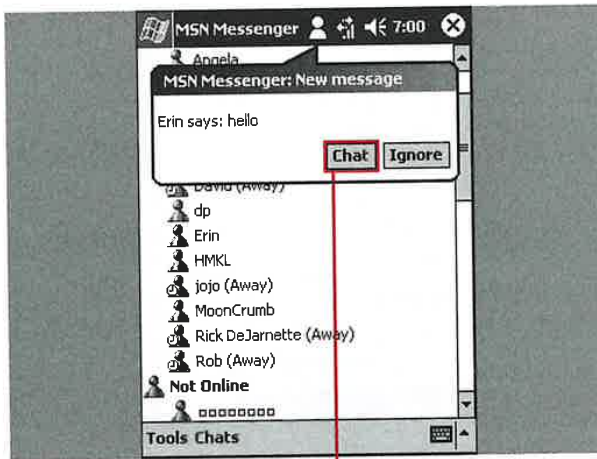


**What is My Text, and how can I use it?**

- ✓ My Text is a collection of commonly used phrases that you can send to the person you are chatting with. Just tap My Text and select the text that you want use. From Tools, you can tap Edit My Text Messages and add your own phrases or edit the built-in phrases. See the section “Edit My Text Messages” for more information.

**How do I add other people to an existing chat?**

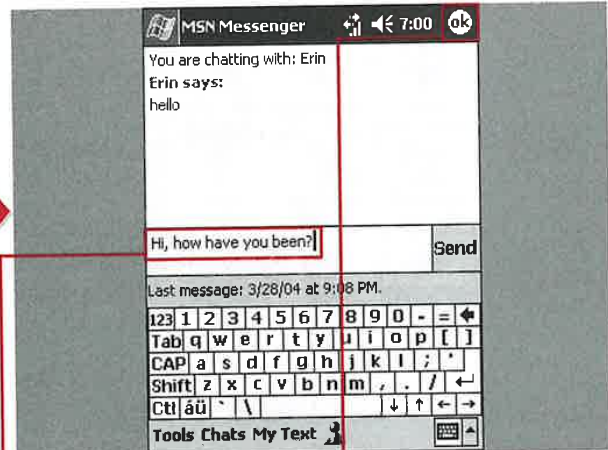
- ✓ Tap Tools and select Invite. A list of currently logged on MSN Messenger contacts is displayed. Tap the contact that you want to join your chat, and he or she is added to your current chat.



**RECEIVE AN INSTANT MESSAGE**

- A pop-up box appears when a contact is sending you an instant message.

**1** Tap Chat.



■ A chat screen appears.

**2** Enter your response.

**3** Tap OK when you are finished chatting.

■ You are returned to your contact list.

## MODIFY MSN MESSENGER OPTIONS

**M**SN Messenger has many options that enable you to optimize your online instant messaging experience. You can modify the name displayed when you are online. Changing your display name can alert your contacts to information about your location, mood, or just about anything you want your contacts to see. A good example of this is changing your display name to

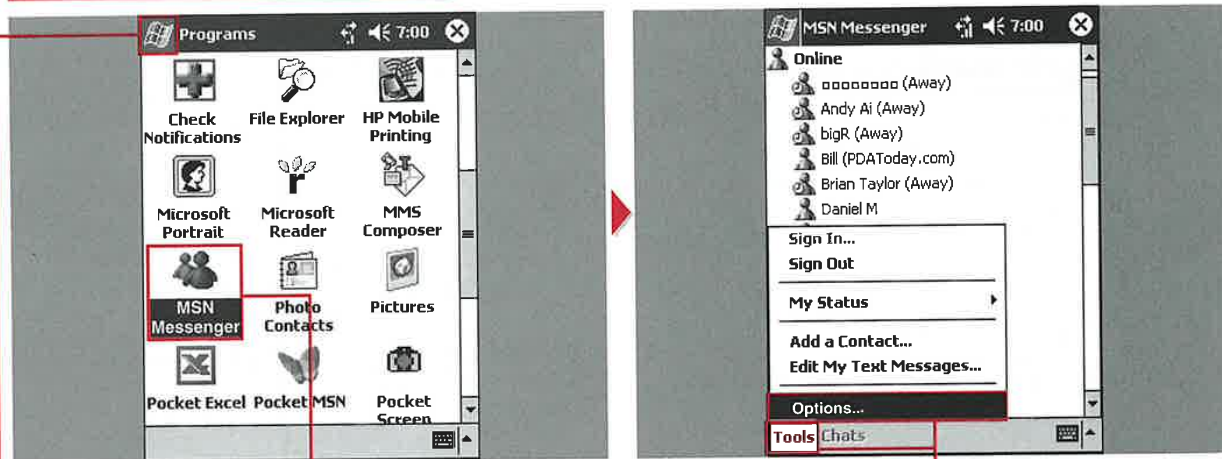
“your name (Pocket PC)” to alert your contacts that you are online with your Windows Mobile device.

You can set MSN Messenger to automatically log on to the MSN Messenger service when you initiate an Internet connection with your device. Note that you should be careful with this if you are using a wireless service that requires you to pay by the amount of data that is

sent or received because automatically logging on must send and receive data to work.

You can set up a block list that shows your status as offline and prevents selected contacts from sending you messages or knowing your online status. This can be useful when you only want to initiate chats with certain contacts and do not want them to initiate a chat with you.

### MODIFY MSN MESSENGER OPTIONS



1 Tap Start.

2 Tap Programs.

3 Tap MSN Messenger.

■ MSN Messenger is launched.

4 Tap Tools.

5 Tap Options.



**How do I change my displayed status when I am online?**

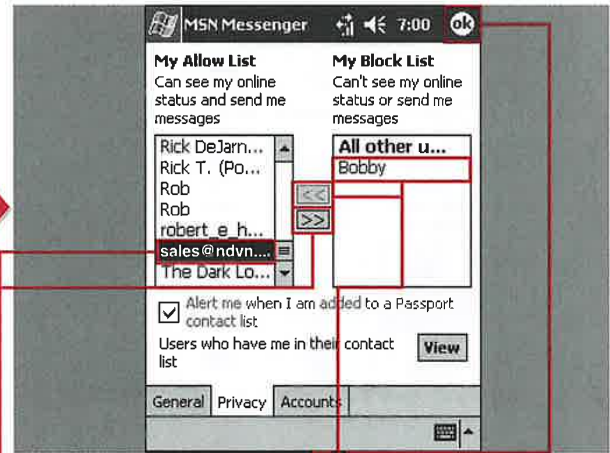
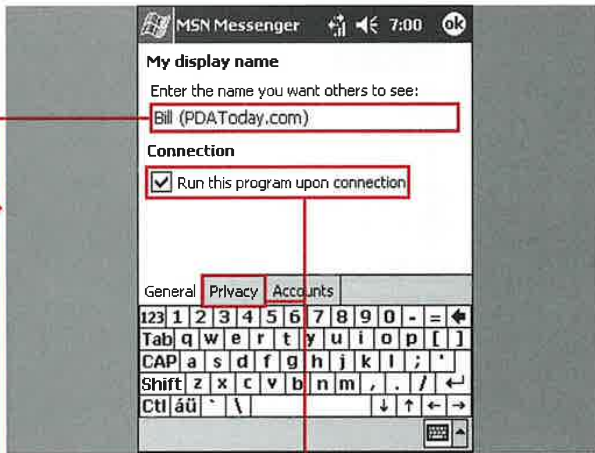
- ✓ Tap Tools and select My Status. You can select from seven status options: Online, Busy, Be Right Back, Away, On the Phone, Out to Lunch, and Appear Offline. After you select your new online status, your contacts see the new status in parentheses after your screen name.

**Can I tell who has me added to their contact list?**

- ✓ Yes. From the Privacy tab of the options, tap View. This displays a list of people who have added you to their contact list.

**Is there an easy way to view a contact's e-mail address?**

- ✓ Yes. Tap and hold the contact that you want to view and select Properties. The e-mail account that the contact used to sign up for his or her MSN Messenger account is displayed.



■ The MSN Messenger options screen appears.

6 Enter the name that you want others to see.

7 Tap Run This Program upon Connection if you want MSN Messenger to run when an Internet connection is started ( changes to .

8 Tap the Privacy tab.

■ The privacy screen is displayed.

9 Select any contacts that you do not want to see you when you are online.

10 Tap >>> to move that contact to the block list.

■ You can move contacts back to the Allow list by selecting them and tapping <<<.

11 Tap OK.

■ You are returned to your contact list.

## EDIT MY TEXT MESSAGES

You can use the default My Text statements or change them to something else to help speed up chatting with people on your mobile device. My Text statements are designed with the most common phrases or sentences that you would use while chatting

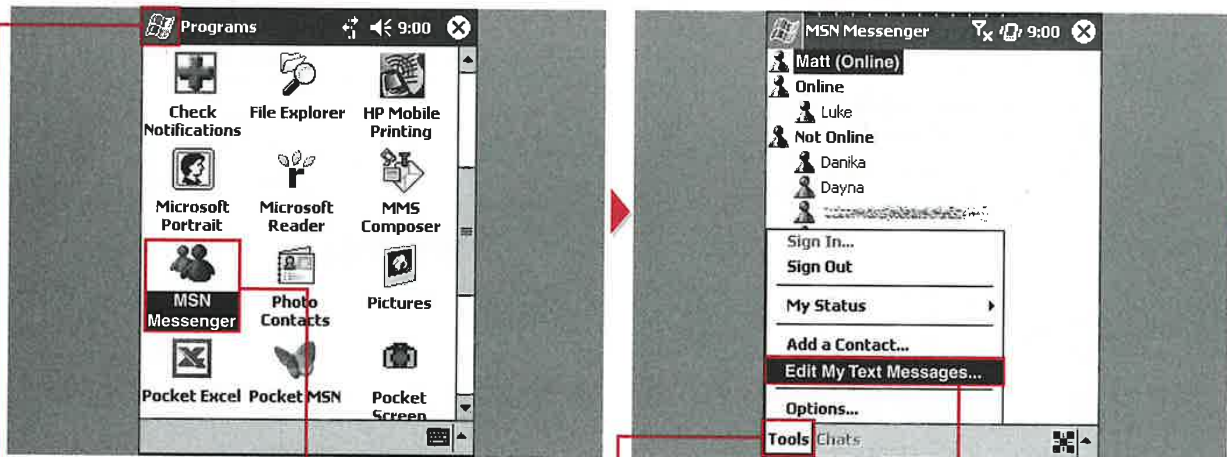
to make responses faster and easier than using another input method on your device.

The My Text messages can also be used with the Inbox application, as discussed in Chapter 15, but the databases are different. You can

have up to ten My Text messages on your device, and no more can be added through MSN Messenger.

You can enter text or use common emoticon symbols in your My Text messages.

### EDIT MY TEXT MESSAGES



1 Tap Start.

2 Tap Programs.

3 Tap MSN Messenger.

MSN Messenger is launched.

4 Tap Tools.

5 Tap Edit My Text Messages.



**Can I add more than ten My Text messages?**

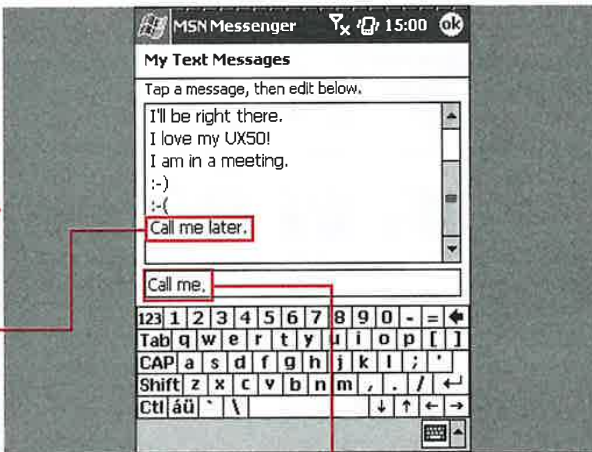
- ✓ No, there is no ability to add messages. You can only edit existing messages.

**Can I change all ten My Text messages to my own messages?**

- ✓ Yes, you do not have to keep any of the default messages in the list.

**Can I use any standard editing functions when entering My Text messages?**

- ✓ Yes, you can use the Cut, Copy, Paste, Clear, Undo, and Select All commands when entering messages. To do so, tap and hold in the text-entry box. The editing menu appears, from which you can tap the function that you want.



**6** Tap the message that you want to change.

**7** Enter the corrected text.



**8** Tap OK.

■ The edited message is now available on the My Text menu.

## USING PICTURES

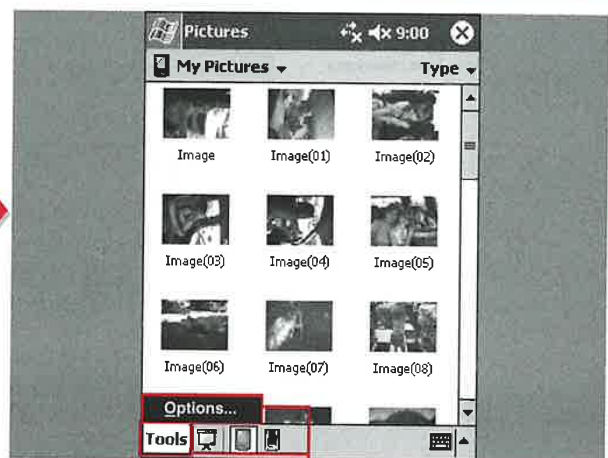
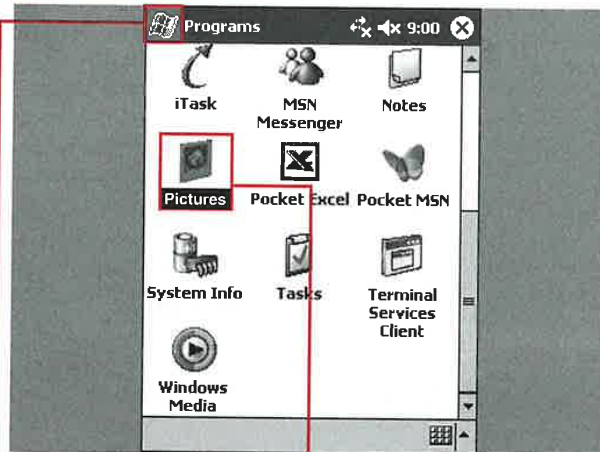
Your digital camera may have a preview display that is a couple inches wide, and you may want to quickly view photos on a larger display. You may also want to take digital photos with you that are stored on your desktop PC. With the Pictures application, you can transfer images to your device and view them in Thumbnail or Full-Screen view. Pictures also enables you to make minor edits to the images.

Pictures supports viewing images in the .jpg format. It recognizes the DCIM folder created by digital cameras when a compact flash (CF) or secure digital (SD) card is inserted into the external storage slot of your device to allow for quick access to your photos.

You can transfer pictures to your device by placing them in the Windows Mobile 2003 device's My Documents folder on your desktop

and performing a sync operation using ActiveSync. You can also place them on an SD or CF external storage card — from your desktop using a card reader or directly from your camera — and then place the card into your device's external storage slot.

### USING PICTURES



#### SET CAMERA STORAGE CARDS TO BE DETECTED

1 Tap Start.

2 Tap Programs.

3 Tap Pictures.

4 The Pictures application starts, and the main thumbnail screen appears.

4 Tap Tools.

5 Tap Options.



**Do I have to place images in the My Pictures folder inside my mobile device's My Documents folder?**

- ✓ No, Pictures searches for and presents thumbnails of all .jpg formatted images located on your device or external storage cards.

**Do I have to enable the digital camera storage card detection option to read photos from my card?**

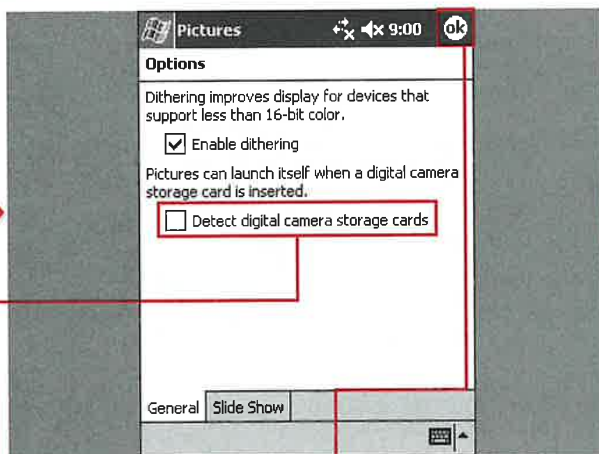
- ✓ No, Pictures still enables you to view photos from your external storage card. The option just enables the notification message that appears if you insert an external card with images on it to allow for faster launching of Pictures.

**Can I transfer images to my device or storage card using the Explore function of ActiveSync?**

- ✓ Yes, you can click the Explore button or File ⇨ Explore and transfer images directly to any file you want.

**Is there a limit to the number of pictures I can transfer to my device?**

- ✓ If you transfer images to the internal memory of your device, there is a limit to the available storage memory that can be used, which varies by device hardware.

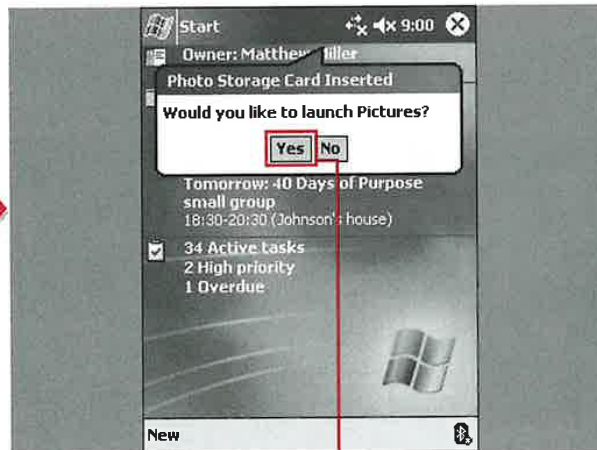


■ The Options settings appear.

**6** Tap Detect Digital Camera Storage Cards so that Pictures will launch a notification when a storage card is inserted ( changes to .

**7** Tap OK.

■ The detection setting is saved.



**START PICTURES AUTOMATICALLY WITH CARD INSERTION**

**8** Insert an external storage card.

■ A notification box appears.

**9** Tap Yes.

■ The Pictures application starts, and the main thumbnail screen appears.



## VIEW IMAGES


**A**fter you have images loaded onto your device or external storage card, you can view the images by using the Pictures application. When you first start Pictures, a thumbnail screen appears showing all the images in the selected folder. By default, Pictures starts up with the images loaded in the internal memory of

your device located in the My Documents folder. If Pictures is launched using the external storage card notification, the thumbnails for images found anywhere on the storage card appear by default.

You can quickly move between viewing images on your storage card or internal memory by tapping

the buttons on the bottom menu bar. You can also filter images by viewing different folder contents on your external storage cards. You can sort the thumbnails by name, date, size, or type.

**VIEW IMAGES**

- 1** Tap .
  - The menu name changes to Sort By.
- 2** Tap one of the four options to sort the thumbnails.
- 3** Tap the Pocket PC button or Storage Card button to switch locations.
- 4** Tap the image that you want to view.
  - Another window appears with the image that you selected.
  - A new bottom menu bar is also visible.
- 5** Tap OK.
  - The selected image closes, and the thumbnail screen appears.

# SEND IMAGES

One of the great things about taking digital photos is the ability to share them with family and friends via e-mail. Using the Pictures application, you can send images via e-mail or infrared to another Pocket PC device.

The Inbox starts automatically when you select the Send via E-mail option, and the picture is attached to an e-mail message. If you choose to beam a picture, the beaming utility launches and instructs you to align ports so that it can find a device and send the photo.



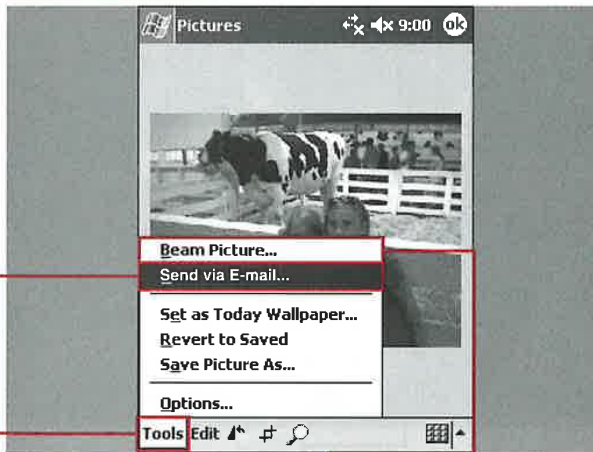
### Can I send multiple images via e-mail from within Pictures?

✓ No, you can select multiple images, but when you tap and hold to access the menu, the Send via E-mail function will be grayed out. You can attach multiple images using the Inbox, however, as covered in Chapter 15.

### Will Pictures send my images in their original format?

✓ If the image is less than 30KB, it is sent without alteration. If your image is larger than 30KB, Pictures resizes it to 30KB to make it easier to send via wireless connections.

## SEND IMAGES



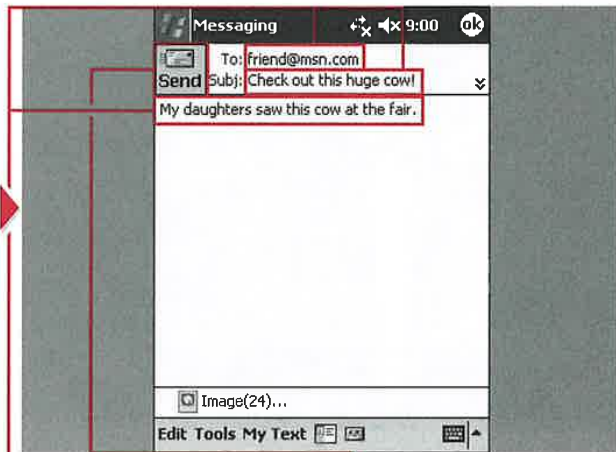
1 After selecting an image, tap Tools.

2 Tap Send via E-mail.

■ The Inbox launches with the selected image as an attachment to an e-mail message.

■ Alternatively, you can tap Beam Picture to send it via infrared.

*Note: The beam and e-mail options can also be launched in the Thumbnail view by tapping and holding a thumbnail.*



3 Enter a recipient e-mail address.

4 Enter a subject for the e-mail message.

5 Enter the message text.

6 Tap Send.

■ The e-mail is sent, and the main Pictures thumbnail display appears.

## VIEW A SLIDESHOW

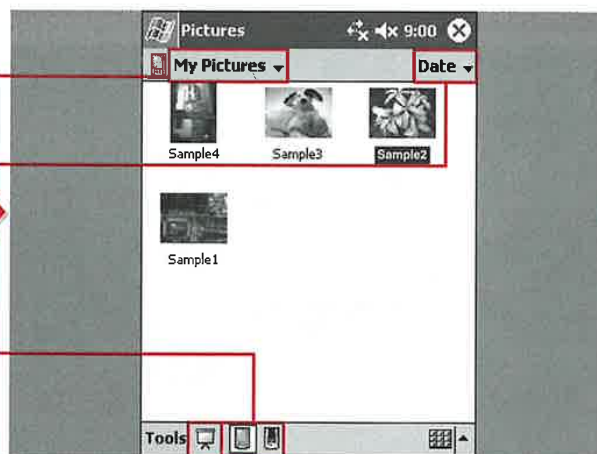
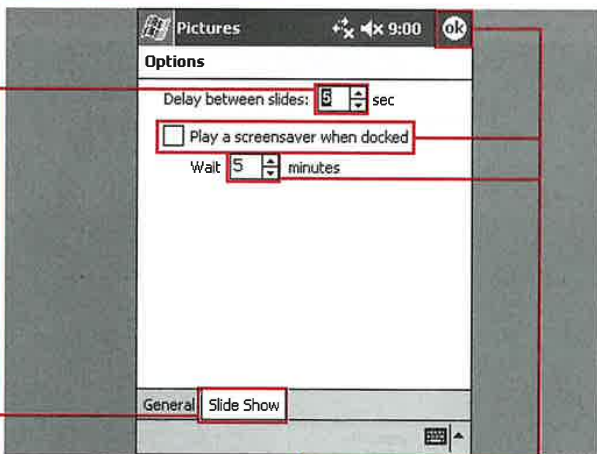
Your Windows Mobile 2003 device probably has a larger color display than your digital camera; thus viewing photos on your device can be a better experience. You can view the photos in a slideshow that has preset delays between photos. You can also set up a slideshow to play

on your device while it is resting in its cradle.

The slideshow options enable you to set the delay between photos from 1 to 30 seconds. You can also set the screensaver slideshow to start 1 to 30 minutes after your device has been docked in the cradle.

You can also manually advance, pause, or rotate the photos in a slideshow using your stylus. You can use the navigational pad on your device to advance photos and use the Action button to pause and restart the slideshow.

### VIEW A SLIDESHOW



#### SET SLIDESHOW OPTIONS

- 1 On the main Pictures thumbnail display, tap Tools.
- 2 Tap Options.
- 3 Tap the Slide Show tab.
- 4 Tap  or  to set the delay between photos.

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- 5 Tap Play a Screensaver When Docked ( changes to ).
- 6 Tap  or  to set the waiting period.
- 7 Tap OK.

■ The settings are saved, and the main Pictures display appears.

#### VIEW A SLIDESHOW

- 8 Tap the location where the photos are stored.
- 9 Tap  and select the folder where the photos are located.
- 10 Tap  and select a sorting option.

- 11 Tap the Slideshow button to start the show.
- The photos appear in the order they are sorted from left to right and down in the Thumbnail view.
- The slideshow is launched.



**Can I specify what photos will be in the slideshow?**

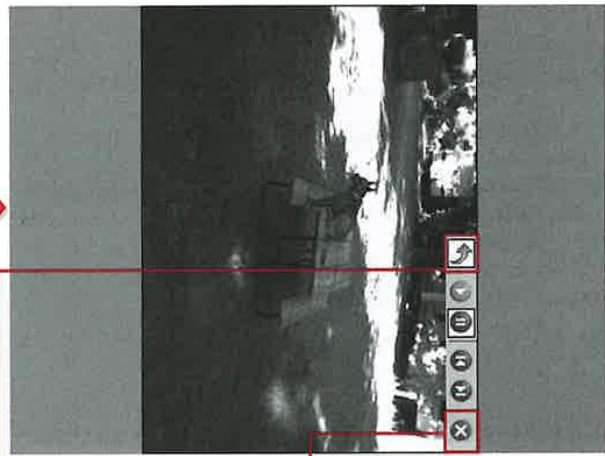
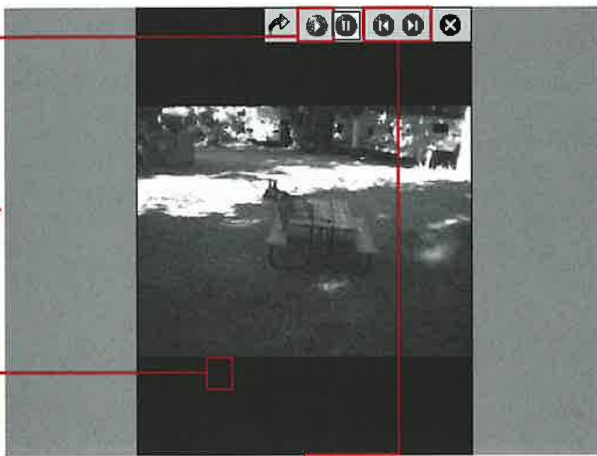
✓ No, all photos in the internal memory of your device are shown in a slideshow run from your internal memory. However, if you have photos stored in a specific folder on an external storage card, only the photos in that folder are shown in the slideshow.

**Can I save a slideshow and e-mail it to family and friends?**

✓ No, slideshows are not files that can be saved, edited, or modified. You can e-mail individual photos as detailed in the section "Send Images."

**Can I rotate images through 360 degrees in the Slideshow view?**

✓ No, images are displayed in their default view, which is shown in their thumbnail, when a slideshow is started. You can select to rotate the image clockwise 90 degrees. If you select to rotate again, the image returns to its original orientation. All images are rotated in a slideshow if you rotate one image.



- 12 Tap anywhere on the display to pause the slideshow.
- 13 Tap the Play button to restart the show where you left off.

- The control bar disappears when the show is playing.
- You can tap the Forward or Back buttons to move through photos manually.

**ROTATE A SLIDESHOW**  
14 Tap the Rotate button to rotate all images clockwise 90 degrees.

**STOP A SLIDESHOW**  
15 Tap X to stop the slideshow.

- The main Pictures display with the Thumbnail view appears.

## EDIT IMAGES

You can edit images right on your mobile device. This can be very helpful if you want to take a photo with your digital camera and then make some edits before sending it off to your friends.

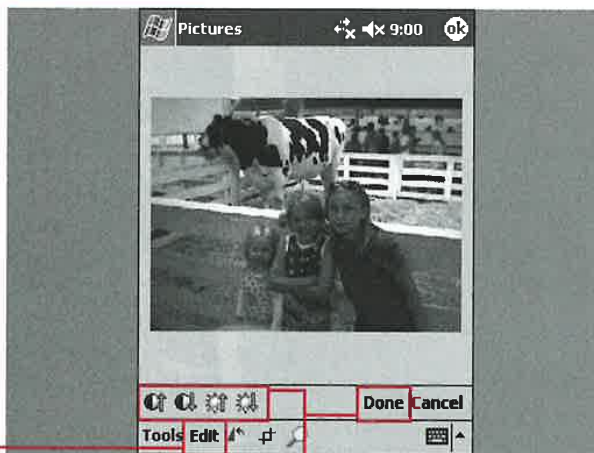
You can alter the brightness or contrast using simple button controls. You can rotate your

images counterclockwise through 360 degrees in 90 degree increments. Rotated images are saved in the new orientation.

You can even crop your photos to focus in on particular aspects. You can zoom into photos with different levels that are dependent on the photo resolution and size.

However, you cannot perform color enhancement on your photos, and there is no auto-correct feature for brightness and contrast, but the included features are handy for quick mobile editing.

### EDIT IMAGES



#### ADJUST BRIGHTNESS AND CONTRAST

- 1 Tap Edit.
- 2 Tap Brightness and Contrast.
- The Brightness and Contrast editing buttons appear on the toolbar.

- 3 Tap the Brightness and Contrast up and down arrows to adjust the photo.

- The changes appear automatically.
- 4 Tap Done to close the toolbar.



#### ROTATE A PHOTO

- 1 Tap the Rotate button.

- The photo rotates 90 degrees counterclockwise with each tap of the button.



**After editing a photo, can I save it with a different filename?**

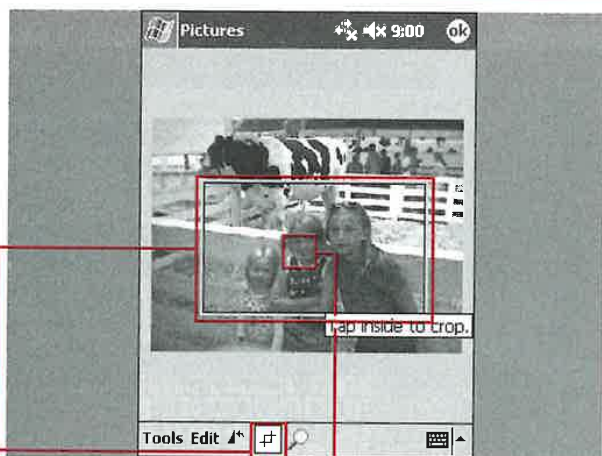
✓ Yes. However, you must be careful because if you tap OK after making edits, Pictures asks if you want to save the changes. If you tap Yes, your original photo will be overwritten with the edited photo. If you want to maintain a copy of the original photo, copy the photo by tapping and holding the Thumbnail view in the main Pictures display or by using Save Picture As, as detailed in the next section, "Save an Image."

**Can I undo individual levels of brightness and contrast?**

✓ No, the Undo and Redo functions do not work with individual levels. You can, however, tap Cancel to undo all the changes that you made to the brightness and contrast.

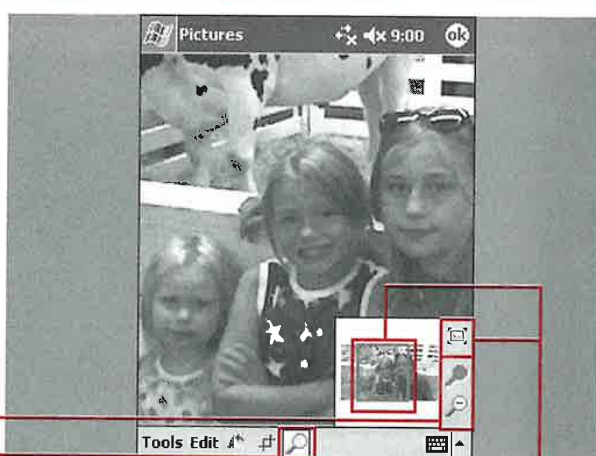
**Are zoom levels saved, or are they just for viewing?**

✓ Zooming into a photo is used just for assisting you with editing and is not a photo characteristic that you can save. Cropping a photo has the same effect as zooming into different levels and is saved.



**CROP A PHOTO**

- 1 Tap the Crop button.
- 2 Tap and drag on the area that you want to crop.
- 3 Tap anywhere inside the cropped guide box.
- The image is cropped.



**ZOOM IN OR OUT**

- 1 Tap the Zoom button.
- A small zoom control box appears in the lower-right corner.
- 2 Tap the + or – button to zoom in or out.
- 3 Tap and drag the red box to center the zoom area.
- 4 Tap the Best Fit button to return to the full photo view.
- The image is displayed zoomed out, as it was originally.

## SAVE AN IMAGE

If you are going to make changes to an image and want to keep the original one, it is important that you save the picture with a different filename. You can save your picture using a custom filename on your mobile device.

You can also quickly revert to the saved photo after making further edits if you have not selected to overwrite the photo.

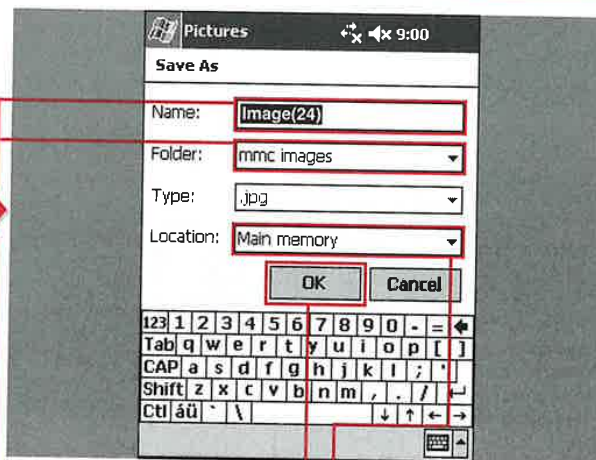
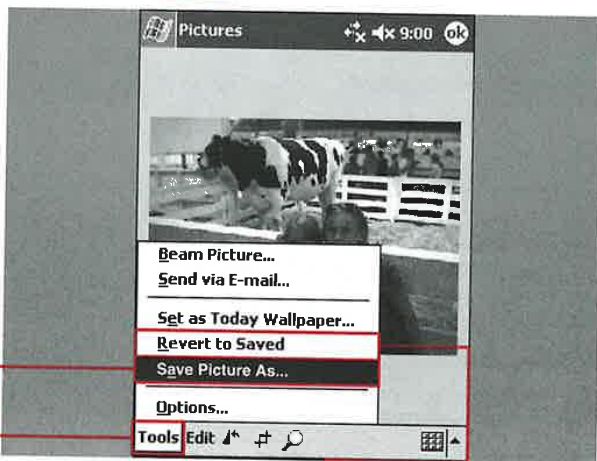
You can select a folder found in your internal memory or select to save the photo onto an external storage card.



### Can I save my photo as a different file type?

- ✓ No, only the .jpg image format is supported by Pictures. The file type option is always grayed out and is present just because it is part of the standard Windows Mobile display formatting.

### SAVE AN IMAGE



1 Tap Tools.

2 Tap Save Picture As.

The Save As settings appear with options for saving the photo.

You can tap Revert to Saved if you do not want to keep your editing changes before the file is saved.

3 Enter a name for the photo.

4 Tap the Folder and select the folder in which to save the photo.

5 Tap the Location and select where the photo will be saved.

6 Tap OK.

The photo is saved, and the main Pictures thumbnail display appears.

# SET AN IMAGE AS THE TODAY WALLPAPER

As presented in Chapter 2, you can customize your Today screen with different background images or themes. You can use the Today settings option to browse and find a photo to use as the background image. However, that method shows only part of the image if it is larger than the 240 x 320 display.

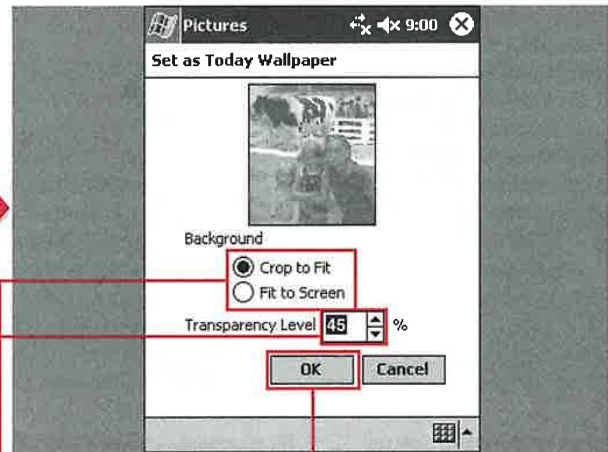
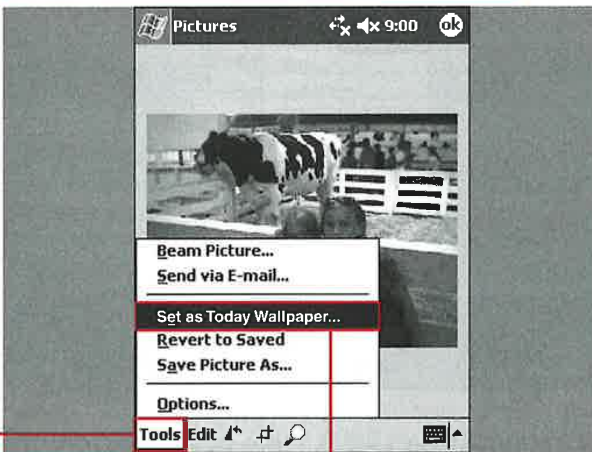
With the Pictures application, you can select a photo to serve as the Today wallpaper and choose how the photo fits on the Today screen with a transparency level. The transparency level can be set to 0 percent (white screen) or 100 percent (full-color original photo).



### How can I change to another Today screen wallpaper?

- ✓ The selected photo will not appear in the Today settings, and there is no command to undo it. You must select another Today screen background image or theme to remove the Pictures wallpaper.

## SET AN IMAGE AS THE TODAY WALLPAPER



1 After opening the photo that you want to set as the Today wallpaper, tap Tools.

2 Tap Set as Today Wallpaper.

■ The Set as Today Wallpaper settings appear.

3 Tap Crop to Fit or Fit to Screen (○ changes to ●).

*Note: Crop to Fit crops the photo and has it fill the entire Today background. Fit to Screen keeps the entire photo and fits it to the width or height as needed.*

4 Tap [left arrow] or [right arrow] to set the transparency.

■ The preview image shows the transparency level and how it will fit on the display.

5 Tap OK.

■ The Today screen will now have the photo as the wallpaper background image.



## CREATE AND SAVE A NEW WORKBOOK

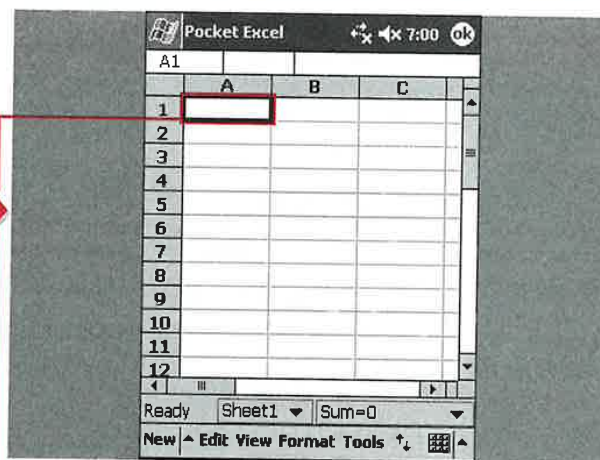
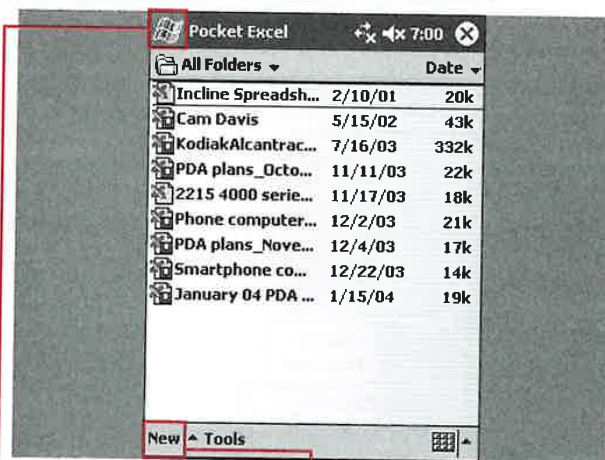
**W**indows Mobile 2003 includes Pocket Excel in the ROM of every device. You can create new workbooks in Pocket Excel that can be used with your desktop version of Excel. Documents can be saved in the Pocket Excel Workbook (.pxl) or Template (.pxt) formats or in the Excel 97/2000 Workbook (.xls) or Template (.xlt) formats. Pocket

Excel is designed as a mobile version of Excel, but some features have been removed to fit it on the device: There is no support for graphics, the VBA scripting language, pivot tables, embedded objects, embedded passwords, or add-ins.

After you launch Pocket Excel, the Workbook List view appears, which

shows existing workbooks on your device or external storage card that you can open from the My Documents folder. You can save workbooks as templates and use the Tools ⇨ Options menu to open existing templates to speed data entry. There are no templates loaded by default in Pocket Excel as there are in Pocket Word.

### CREATE AND SAVE A NEW WORKBOOK



#### CREATE A WORKBOOK

- 1 Tap Start.
- 2 Tap Programs.
- 3 Tap Pocket Excel.
- 4 Tap New.
- 5 The List view appears.

- 6 A blank workbook or template appears.
- 7 Tap a cell.
- 8 Enter data into the cells.

*Note: You can use the soft input panel keyboard or an external keyboard to enter data and move around the workbook.*

*Note: For more information about inputting data in Excel, you can see the section "Enter and Locate Data."*



**What happens if I tap OK after creating a workbook and do not use the Save As option?**

- ✓ The workbook is automatically saved in the location specified in Options. The workbook is named Book1, Book2, and so on; names already in your workbook list will not be copied.

**How do I rename or move a workbook after it is saved?**

- ✓ Tap and hold the workbook in List view and tap Rename/Move.

**Can I save workbooks to folders on an external storage card?**

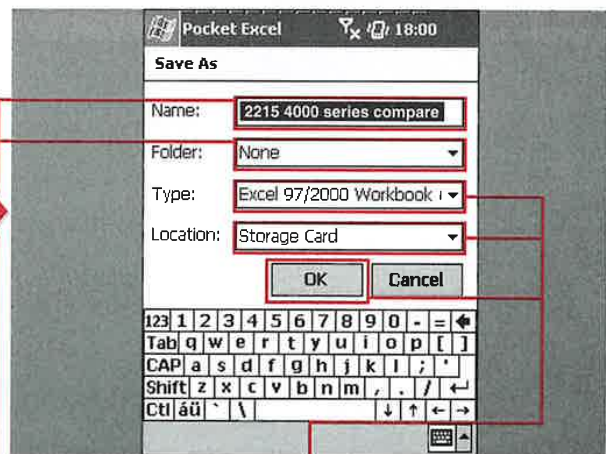
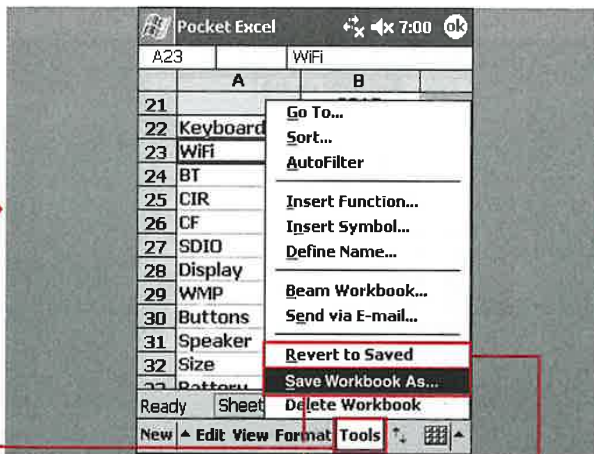
- ✓ No, all workbooks saved to an external card are stored in My Documents.

**Can I copy an existing workbook and modify it?**

- ✓ Yes, tap and hold the workbook in List view; you are presented with the options to create a copy or delete a workbook.

**Can I password-protect a workbook?**

- ✓ Yes, while you are entering data into the workbook, tap Edit ⇨ Password and then enter and verify a password. When you tap to open a password-protected workbook, you will be prompted for the password.



**SAVE A WORKBOOK**

7 When you are done entering data, tap Tools.

8 You can tap Revert to Saved if you made changes that you do not want to keep.

8 Tap Save Workbook As.

9 The Save As display appears.

9 Enter a name for the workbook.

10 Tap the Folder ▾ and select a folder in which to save your workbook.

11 Tap the Type ▾ and select from the list of available types.

12 Tap the Location ▾ and select where to store the new workbook.

13 Tap OK.

13 The workbook is saved, and the List view appears.

## ENTER AND LOCATE DATA

**Y**ou can enter text, numbers, or formulas into Pocket Excel workbooks using your preferred text-entry method.

Data is entered one cell at a time. After tapping a cell and starting to enter data, you will see the upper data-entry line change to include the cell name, and X, Check Mark, and Fx buttons. Tapping X deletes

the contents of the cell, tapping the check mark enters the data into the workbook and checks for valid formula entry, and the Fx button accesses the formula options that are presented in the section “Insert Functions and Symbols.”

A powerful feature of Pocket Excel is the capability to quickly locate and replace data. Because the

display is limited in size, being able to quickly find information that may be hidden off the viewable screen can be helpful when using your workbooks. You can find items in formulas or in values throughout the workbook.

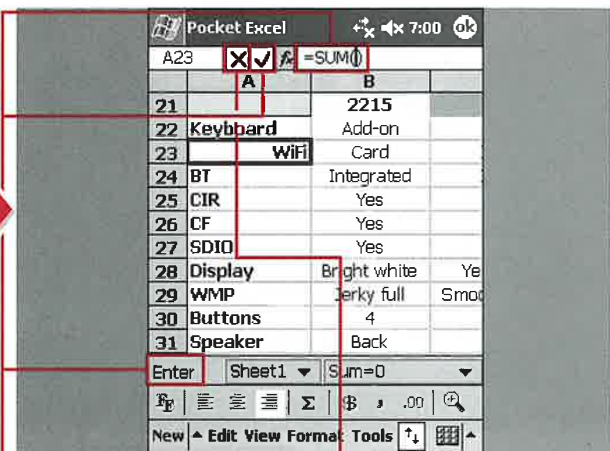
### ENTER AND LOCATE DATA



#### ENTER DATA

**1** Tap a cell that you want to work with.

■ The cell is outlined in a bold black line.



**2** Enter information into the cell.

■ The status of the sheet changes from Ready to Enter.

**3** Tap  to have the data placed into the workbook and check your formulas.

■ You can tap X to clear the cell contents.

*Note: For more information about inputting data in Excel, you can see Master Visually Office XP or Teach Yourself Visually Microsoft Excel 2000.*



**Can I use an external keyboard to enter data?**

✓ Yes, you can use any text-entry method supported by Windows Mobile 2003 to enter data in the cells.

**Can I move data from the entry line to my workbook without tapping the check mark?**

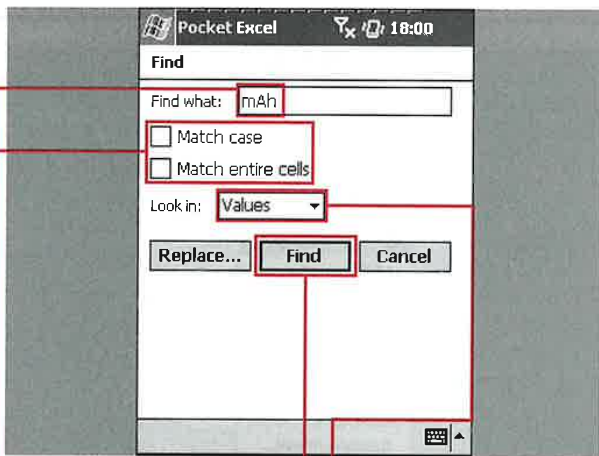
✓ Yes, if you tap or press Enter on a keyboard or if you tab to another cell, the data is entered into the workbook.

**When I perform a search, what happens if I keep tapping Next after the term has been found?**

✓ The search utility continues to cycle through the found terms until you tap X. If you use the Replace All function, the utility closes automatically after all replacements have been made.

**Will Pocket Excel report how many replacements were made?**

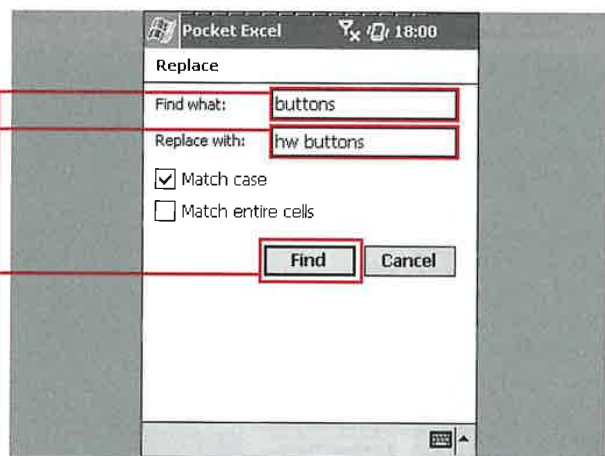
✓ No, unlike the desktop version of Excel, Pocket Excel does not make a report.



**LOCATE DATA**

- 1 From the main entry screen, tap Edit.
- 2 Tap Find/Replace.
- 3 Enter a value or term to find.
- 4 Tap Match Case or Match Entire Cells to limit your search.

- 5 Specify where the search should be conducted.
- 6 Tap Find.
- 7 The cell where the first term is found is selected.
- 8 Tap Next to find the next term in your workbook.
- 9 Tap X to close the search utility.



**REPLACE DATA**

- 1 Tap Replace.
- 2 Enter your search term.
- 3 Enter the replacement term.
- 4 Tap Find.
- 5 The cell where the first term is found is selected.

- 6 Choose to replace the term, replace all matching terms, or just go to the next matching term.
- 7 Tap Next to find the next term in your workbook.
- 8 Tap X to close the search utility.
- 9 The main workbook appears.

## EDIT A WORKBOOK

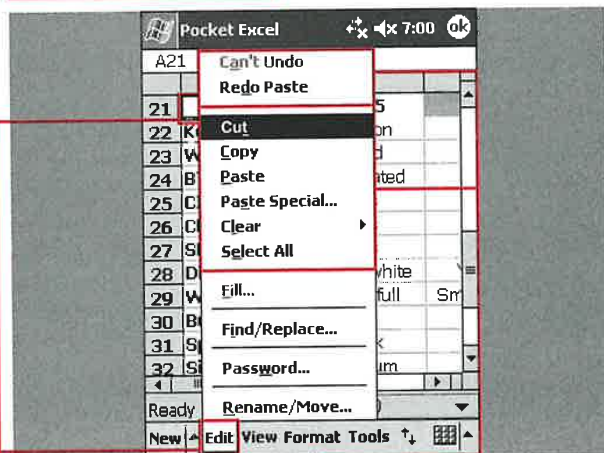
**E** editing features similar to what you can find in the desktop version of Excel are included in Pocket Excel. You can cut, copy, paste, and paste special between cells and sheets in a workbook. You can clear all characteristics, the formats, or the contents of a cell using the Clear command. The editing options can be accessed through the Edit menu or by tapping and holding a cell.

You can paste all characteristics of a cell or the formulas, values, formats, and everything except the borders by using the Paste Special command. However, you cannot paste links between sheets or between other applications.

You can fill cells horizontally or vertically to quickly copy formulas or data. You can also fill cells in series. You have a choice of

different series formats, including autofill, date, and number. For the date, you can select day, month, or year. The step value for the date and number can also be set when the Fill command is initiated.

### EDIT A WORKBOOK

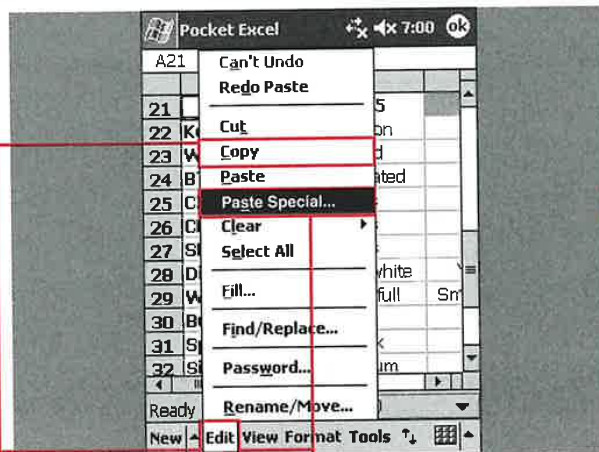


#### EDIT A CELL

- 1 Tap the cell to select it.
- 2 Tap Edit.

- 3 Tap one of the editing functions to perform that action.

You can tap Redo or Undo to reverse previous actions.



#### USE PASTE SPECIAL

- 1 Tap the cell to select it.
- 2 Tap Edit.
- 3 Tap Copy.

- 4 Tap Edit again.
- 5 Tap Paste Special.



**Why do I not see Paste Special in the menu when I tap and hold a cell?**

- ✓ Paste Special can be accessed only through the Edit menu at the bottom of the display.

**If I just tap Paste, what is pasted into the cell?**

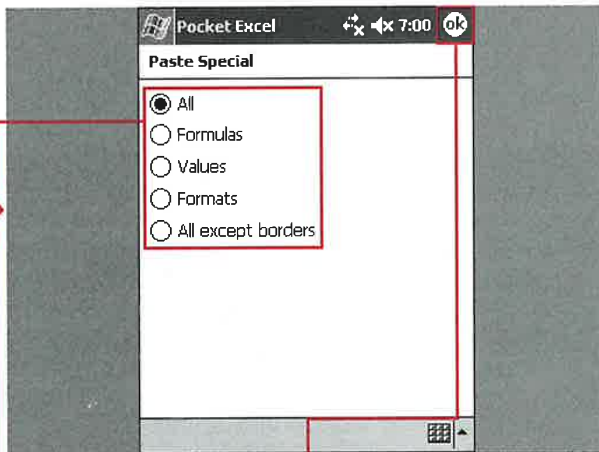
- ✓ All the attributes of the copied cell are pasted into the new cell. This also occurs if you select Paste Special and tap All.

**In what directions can I fill?**

- ✓ You can fill cells up, down, right, or left of the cell that you selected as the starting point.

**Can I use the keyboard Ctrl key to paste into multiple cells that are not adjacent to each other?**

- ✓ No, this desktop function is not available in Pocket Excel.

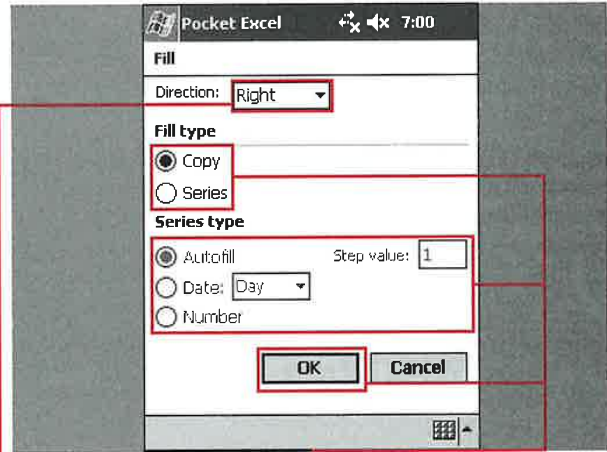


■ Another display appears with options for Paste Special.

- 6 Tap one of the five choices (○ changes to ●).

*Note: You can paste everything in the cell or everything minus the borders or just the formula, value, or format.*

- 7 Tap OK.
- The copied cell is pasted using the option that you selected.



**FILL A CELL**

- 1 Tap and drag on more than one cell out from a cell with data.
- 2 Tap Edit.
- 3 Tap Fill.
- 4 Tap a direction to fill.

- 5 Tap the fill type.
- 6 Tap the series type, including a step value if applicable.
- 7 Tap OK.
- The cells are filled.

## VIEW A WORKBOOK

You have several options available for viewing Pocket Excel workbooks. You can view the toolbar, the horizontal and vertical scrollbars, the status bar, and row and column headings.

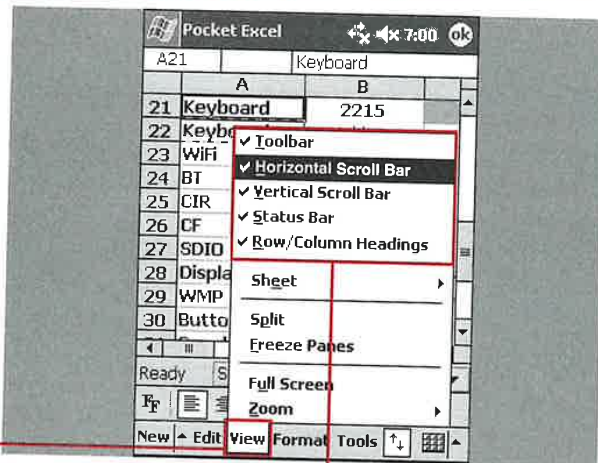
You can access the toolbar using the bottom-right icon in the menu list. The toolbar provides you with

formatting options that are discussed in the section “Format a Workbook.”

You can split the workbook display into four quadrants so that you can keep row and column headings visible while you enter data several rows or columns away from the origin.

You can display the workbook in full-screen view, which shows the cell, top cell entry bar, and bottom menu list. You can also zoom the workbook using the five preset levels or specify a custom zoom level from 50 percent to 200 percent.

### VIEW A WORKBOOK

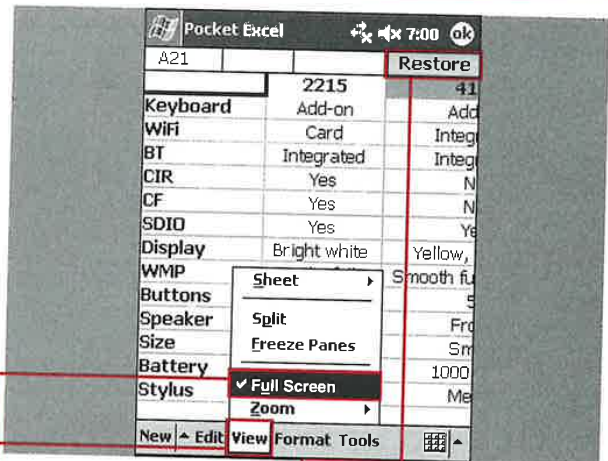


#### CHANGE THE VIEW

1 Tap View.

2 Tap the Pocket Excel features that you want to display.

■ The features with a check mark appear.



#### DISPLAY THE FULL-SCREEN VIEW

1 Tap View.

2 Tap Full Screen.

■ The toolbar, scrollbars, status bar, and row and column heads are hidden, giving you a view of data only.

#### RESTORE THE NORMAL VIEW

3 Tap Restore.

■ The Pocket Excel features that you chose to view appear.



**Can I view workbooks in landscape format?**

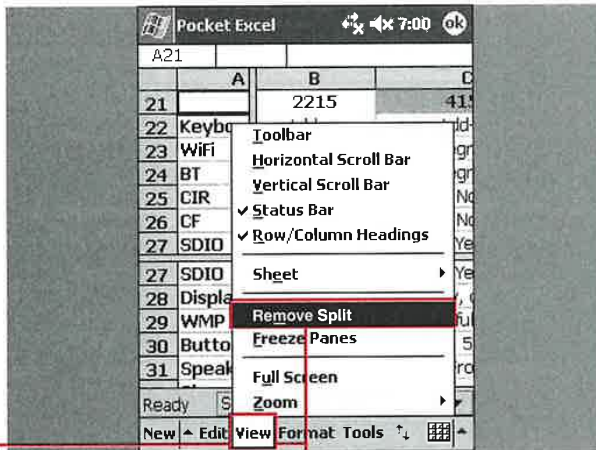
✓ Not with Windows Mobile 2003, unless you use a third-party application such as Nyditot or JSlandscape. Windows Mobile 2003 Second Edition does provide support for landscape or portrait viewing of Pocket Excel workbooks.

**Why are all the upper View options grayed out and inaccessible?**

✓ Check to see if you are working in a cell. If you are entering data into a cell, you can only open the toolbar. If you do open the toolbar, you will notice that only one option is available for you to use, the Summation function.

**What are the letters to the right of the default zoom levels?**

✓ The letters are shortcuts that enable you to quickly change the zoom level of the workbook. Although they are shown as uppercase letters, tapping an upper- or lowercase letter will zoom the workbook to the level that you want.

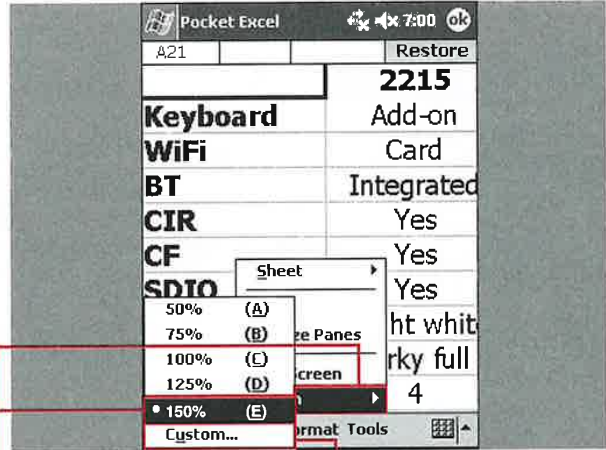


**SPLIT THE DISPLAY**

- 1 Tap View.
  - 2 Tap Split.
- Split changes to Remove Split, and frames appear.

**REMOVE THE FRAMES**

- 3 Tap View.
- 4 Tap Remove Split.



**ZOOM IN OR OUT**

- 1 Tap View.
- 2 Tap Zoom.
- 3 Tap a preset zoom level.

- You can tap Custom, enter a custom level, and tap OK in the Custom dialog box.
- The workbook is zoomed to your setting.



## FORMAT A WORKBOOK

**A**lthough Pocket Excel is a slimmed-down version of Excel, it has several options for formatting a workbook to make it very usable on a mobile device. You can set the row height and column width; format numbers used in the cells; align the data in the cells; select the font type, color, size, and style; and select the border color and characteristics.

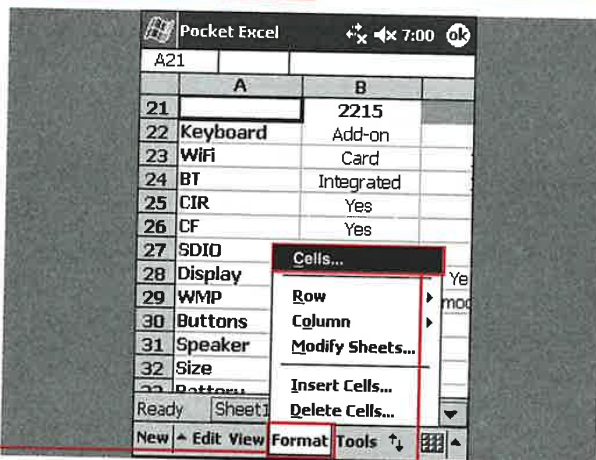
You can also format complete rows or columns using the Format menu.

You can enter a row height from 0 to 409 and a cell width between 0 and 255. You have ten options for formatting numbers in your cells, including a custom formatting category. The categories include Fraction, Scientific, Accounting, Currency, and Date.

You can align cells horizontally or vertically. You can also wrap text within a cell.

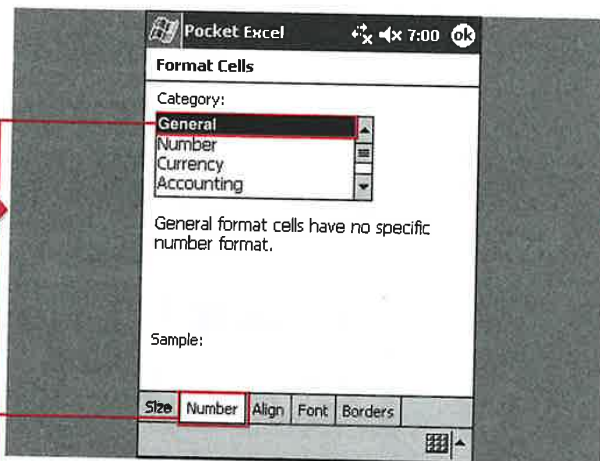
You can select 17 different colors for both font and border formats. You can choose from bold, italic, or underline styles of fonts in sizes ranging from 8 to 36. Five border options are available, and you can also select to fill the cell with one of the 17 available colors.

### FORMAT A WORKBOOK



1 Tap Format.

2 Tap Cells.



3 The Format Cells entry screen appears.

4 Tap the Number tab.

5 Tap the number format that you want to use for the cell.

*Note: You can use the Size tab to set the size of the row and column, and you can use the Align tab to align the data. The settings are similar to those of Excel on your desktop computer.*



**How many fonts can I choose from?**

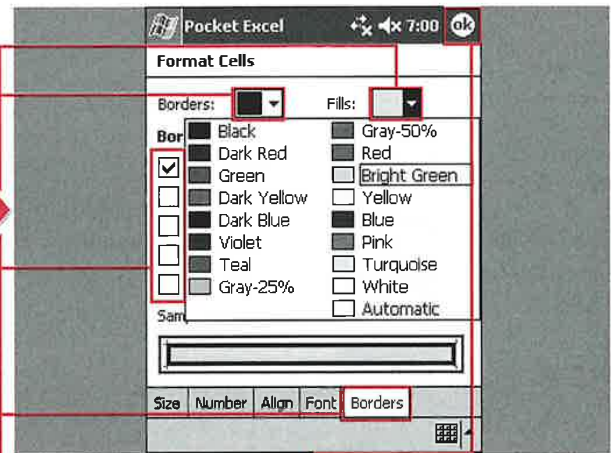
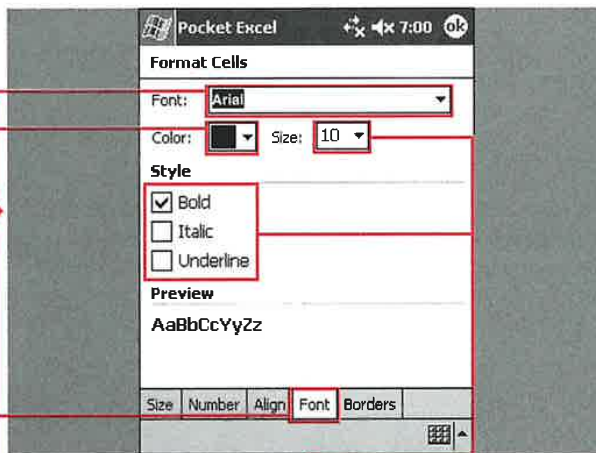
- ✓ Four fonts are preloaded in Pocket Excel — Bookdings, Courier New, Frutiger Linotype, and Tahoma. You can add more fonts, just as you can in Pocket Word. Pocket Excel supports TrueType fonts; you can add .ttf font files to the Windows\Fonts directory on your mobile device. If the font is not supported, it defaults to Tahoma.

**Can I merge cells as I do in my desktop version of Excel?**

- ✓ No, cells cannot be merged in Pocket Excel.

**Can I use the AutoFit command for multiple rows and columns?**

- ✓ Yes, tap and drag in the column or row headings and select those that you want to format. If you tap in the heading of the row or column, the entire row or column is selected. If you tap in the top-left corner of the workbook or tap Edit ⇨ Select All, the entire workbook is selected so that you can make changes to the row and column formats. After selecting the row or columns that you want to change, tap Format ⇨ Column or Row ⇨ AutoFit.



5 Tap the Font tab.

6 Tap the Font ▾ and select a font.

7 Tap the Color ▾ and select a color.

8 Tap the Size ▾ and select a size.

9 Tap the styles that you want (☐ changes to ☑).

10 Tap the Borders tab.

11 Tap the Borders ▾ and tap a color.

12 Tap the Fills ▾ and tap a color.

13 Tap the check boxes to specify where to insert the border.

*Note: You can select Outline, Left, Right, Top, and Bottom.*

14 Tap OK.

■ The cell settings are saved, and the changes occur in your workbook.

# WORK WITH CELLS AND MULTIPLE SHEETS

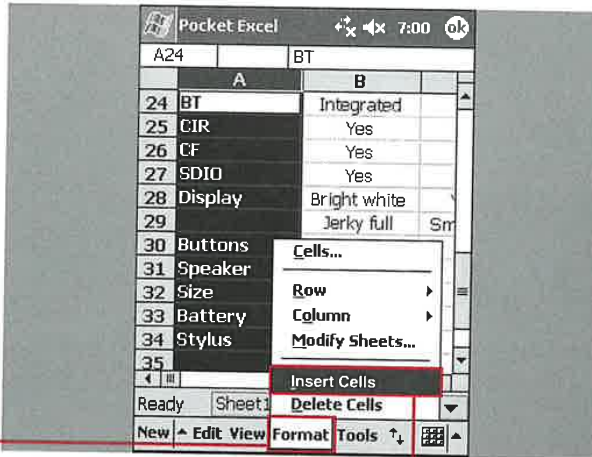
**Y**ou may find that you need to insert or delete cells, rows, or columns as you work with and edit your workbooks. Pocket Excel provides the tools to complete these tasks with a couple taps. You may also need to work with multiple sheets in a workbook, so Pocket Excel provides that functionality as well.

When you insert cells, you have the options to shift the cells to the right or down and to insert an entire row or column.

You can rename, insert, delete, or move sheets around in the order that they appear using the Modify Sheets function.

When you are working with multiple sheets, Pocket Excel makes it easy to quickly jump to the various sheets by tapping the sheet name in the status bar or by tapping View ⇌ Sheet.

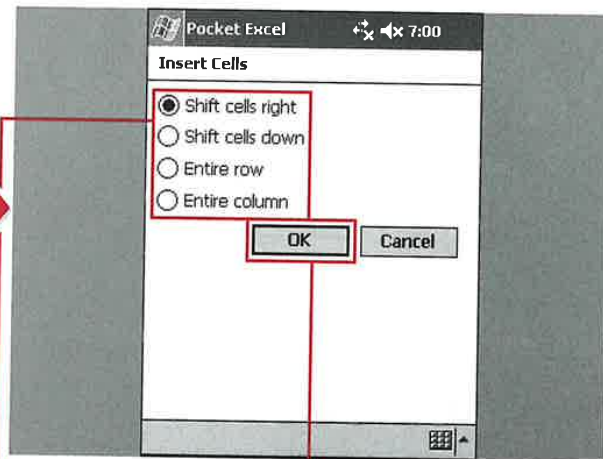
## WORK WITH CELLS AND MULTIPLE SHEETS



**INSERT CELLS**

1 Tap Format.

2 Tap Insert Cells.



3 The Insert Cells display appears.

4 Tap one of the four insertion options (○ changes to ●).

*Note: You can add a cell to the left of the current location or under it or insert an entire row or column.*

5 Tap OK.

6 The cells are inserted as directed.



**Can I display multiple sheets at one time?**

- ✓ No, only one sheet can be viewed or edited in Pocket Excel.

**Where does Pocket Excel place the new sheet when I select to insert one on the Modify Sheets display?**

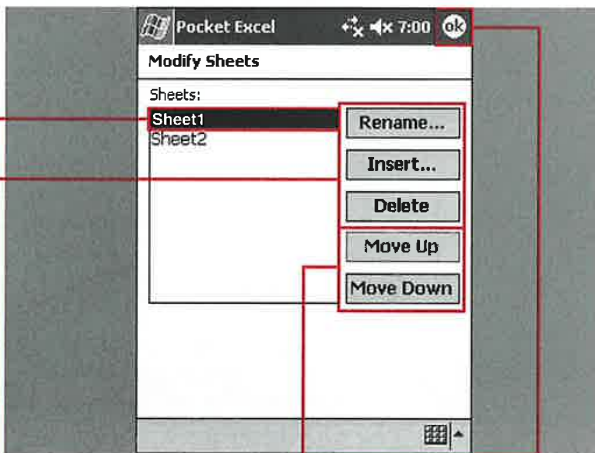
- ✓ By default, the new sheet is inserted at the top of the list. You can change the order of the sheets by using the Move Up or Move Down buttons on the right of the Modify Sheets display.

**What does Pocket Excel name the sheet when I insert one?**

- ✓ Pocket Excel names the sheets Sheet1, Sheet2, and so on by default. You can select a new sheet and rename it in the Modify Sheets display.

**If I choose to insert an entire row and column, where is the new row and column placed?**

- ✓ New rows are placed under the cell that you selected when you chose to insert a row. New columns are added to the left of the cell that you selected.

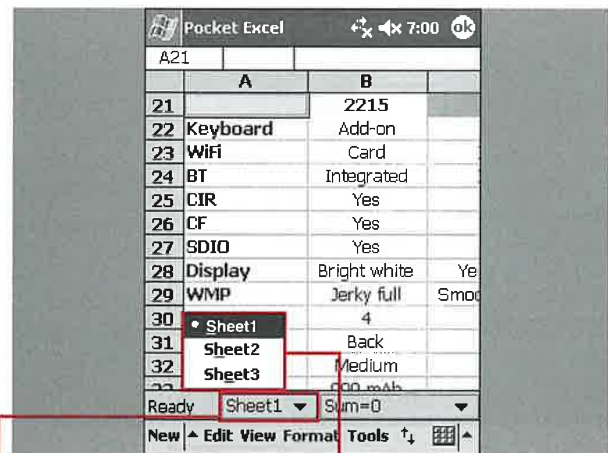


**MODIFY SHEETS**

- 1 Tap Format.
- 2 Tap Modify Sheets.
- 3 Tap the sheet name.
- 4 Tap Rename, Insert, or Delete to perform that action.

*Note: If you are renaming a sheet, enter the new name and tap OK.*

- 5 After selecting the sheet name, tap Move Up or Move Down to set the order in which the sheet appears.
- 6 Tap OK.



**JUMP TO ANOTHER SHEET**

- 1 Tap the sheet name.
  - A list of all the sheets in the workbook appears.

- 2 Tap the sheet that you want to jump to.
  - The selected sheet appears.

## USE GO TO AND SORT DATA

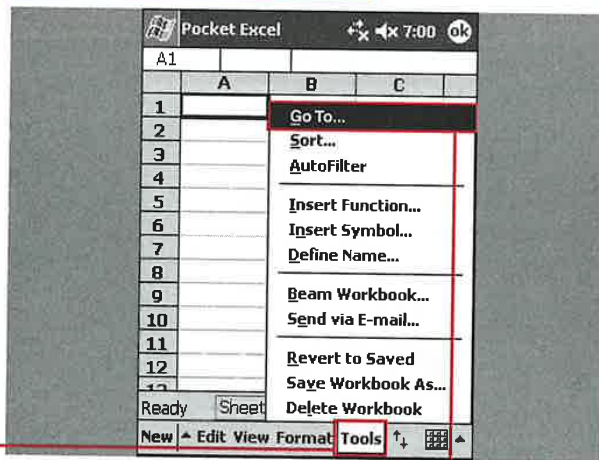
**B**ecause not much data can be shown on the viewable display without zooming, Pocket Excel provides a tool that enables you to quickly go to a specific cell or region — the Go To command. Using Go To, you can go to any cell in the spreadsheet or

back to the currently selected region.

Another helpful tool to manage the data in your spreadsheet is the Sort function. Sort enables you to sort your data by designated columns in an ascending or descending

manner. You can refine the sort by selecting one to three columns. The second and third column sorts can be thought of as “then by” lists; for example, you can sort by the date of entry and then by the number of items.

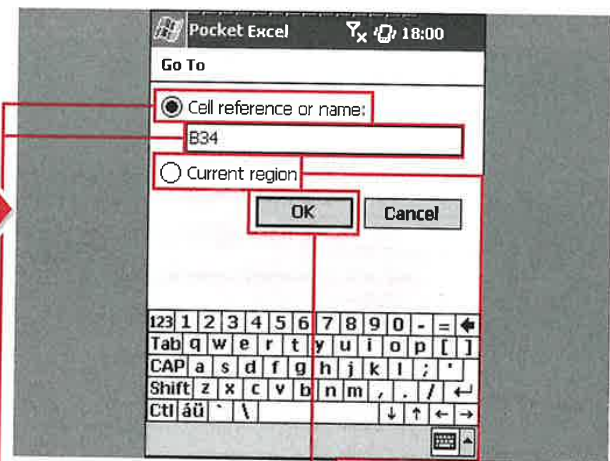
### USE GO TO AND SORT DATA



#### USE GOTO

1 Tap Tools.

2 Tap Go To.



3 The Go To display appears.

4 Tap Cell Reference or Name (○ changes to ●).

5 Enter a name or cell reference.

6 You can also choose to go to the current region.

7 Tap OK.

8 You are taken to the cell that you selected.



**Can I enter the name of the cell in the Go To settings if I cannot remember the cell reference designation?**

- ✓ If the cell has a designated name, you can go to it. The text in the cell is not considered the cell name.

**How do I name a cell?**

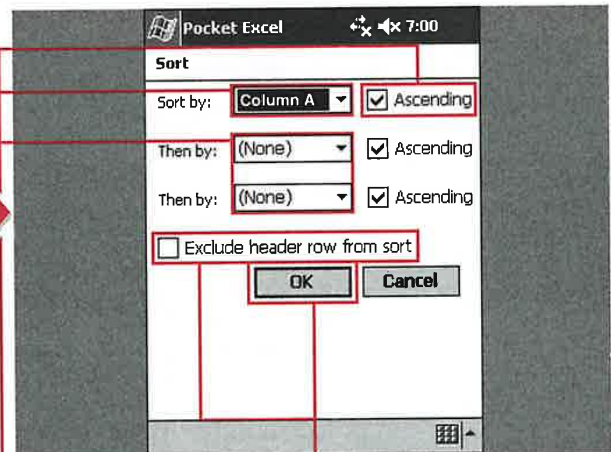
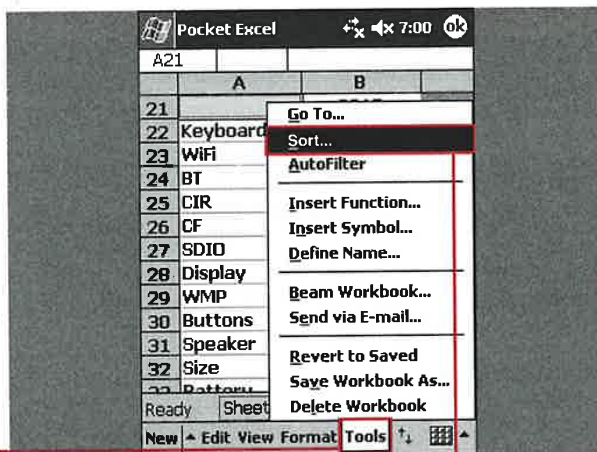
- ✓ Select the cell and then tap Tools ⇒ Define Name. Enter a name for the cell, and you will see the letter and number cell designation replaced by your custom cell name.

**What is the difference between a cell and a region, and where do I go if I select Current Region in the Go To settings?**

- ✓ A *region* is a collection of cells that are immediately adjacent to the active cell and continuous around the active cell until an empty cell, column, or row is found. If you select Current Region, all cells that have values in the area where your active cell is located will be selected.

**Can I sort by rows?**

- ✓ No, sorting can be carried out only on columns.



**SORT DATA**

1 Tap Tools.

2 Tap Sort.

The Sort settings appear.

3 Tap how you want to sort the workbook.

You can also choose to sort with secondary or tertiary filters.

4 Tap Ascending if you want the values in ascending order (☐ changes to ☑).

*Note: The sorting default is descending order.*

5 Tap the check box to exclude the header row from the sort (☐ changes to ☑).

6 Tap OK.

Your workbook is sorted as specified.

## INSERT FUNCTIONS AND SYMBOLS

**Y**ou can use 109 functions from 9 categories to create your workbook. You can enter a function using text input, or you can use the Insert Function tool to quickly place a function in a cell. After a function is placed in the cell, you must enter the required values for the function to perform its purpose; when you

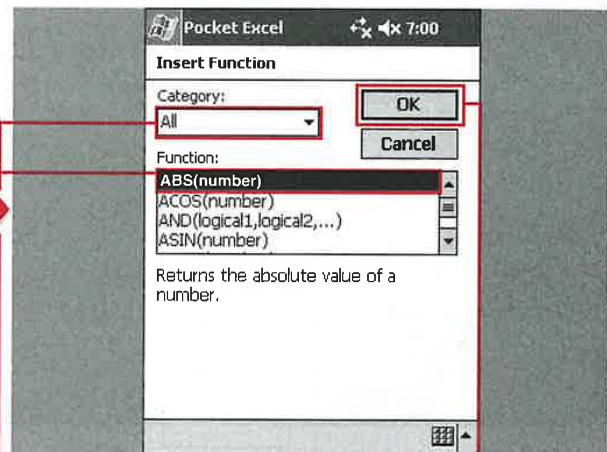
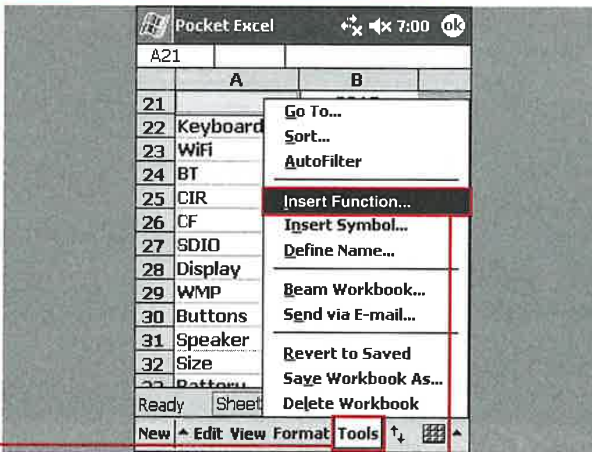
insert a function, Pocket Excel places the name of the required information between parentheses.

Symbols are often used to designate different variables, so Pocket Excel includes the Insert Symbol tool, which enables you to insert a large number of symbols from 65 subsets. The subsets include Latin,

Greek, and Cyrillic. Not all the subsets that are supported in the full version of Excel are supported in Pocket Excel.

If you add custom fonts to your device, the symbol subsets also present more choices from which to select. You can insert symbols into a cell along with other text.

### INSERT FUNCTIONS AND SYMBOLS



#### INSERT A FUNCTION

1 Tap Tools.

2 Tap Insert Function.

3 The Insert Function settings appear.

3 Tap the Category  and select the function category.

4 Tap the function that you want to use in the cell.

5 Tap OK.

5 The function is pasted into the active cell.



**What happens if invalid information is placed in a function?**

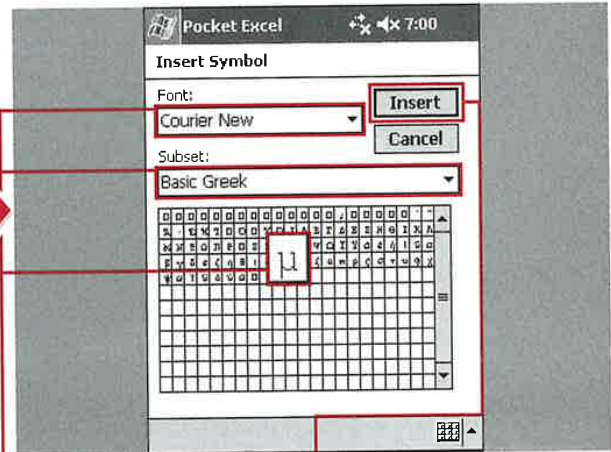
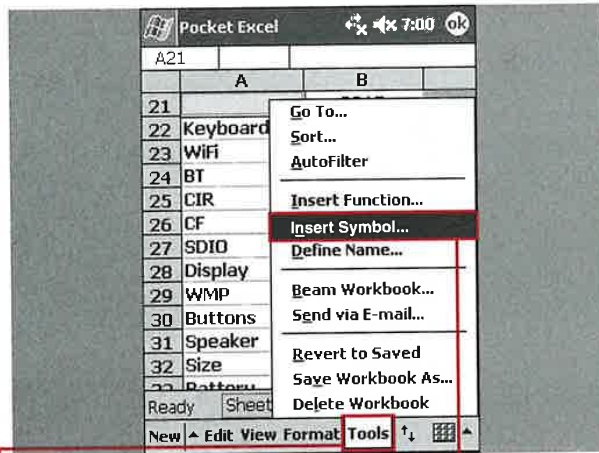
✓ You may receive a #NAME? or #VALUE! error. You may also see a pop-up dialog box appear stating that there is an error in the formula. You must make the corrections or delete the cell to work with another cell.

**Is there another way to access the available functions, aside from tapping Tools ⇨ Insert Function?**

✓ After you select a cell that you want to work with, the Fx symbol appears in the text-entry line at the top of the page. Tapping Fx brings up the Insert Function display.

**What is the Summation button on the toolbar used for?**

✓ The Summation button is used for summing numbers, which is a common function in Pocket Excel. This button makes the summation function readily available for easy insertion into your workbook.



**INSERT A SYMBOL**

1 Tap Tools.

2 Tap Insert Symbol.

■ The Insert Symbol settings appear.

3 Tap the Font ▾ and select the font.

4 Tap the Subset ▾ and select the subset.

5 Tap the symbol that you want.

■ A magnified preview image appears.

6 Tap Insert.

■ The symbol is placed in the selected cell.



# SEND A WORKBOOK

**Y**ou can send your workbook to others using the beam functionality through the infrared port or via e-mail using the Inbox application.

You can e-mail only one workbook at a time using the Pocket Excel Inbox

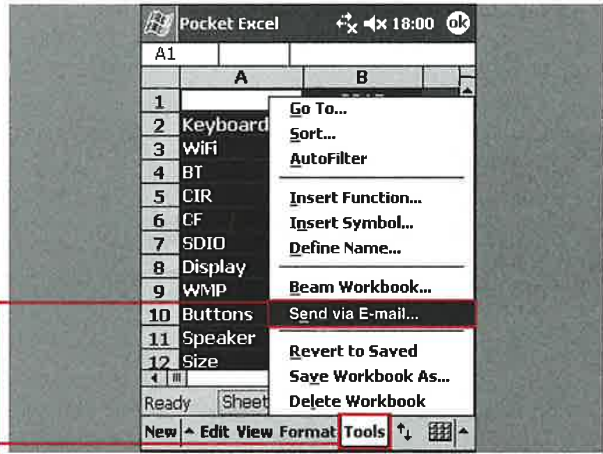
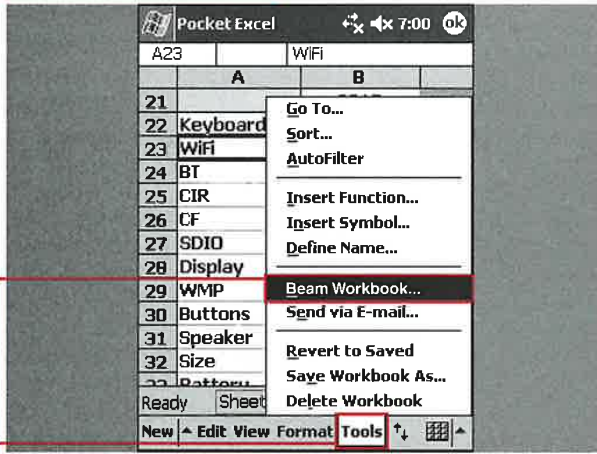
option. You can send multiple workbooks if you send them as attachments through the Inbox application instead of sending them directly through the Pocket Excel interface. You can also beam only one workbook at a time.



**Will recipients without a Pocket PC device be able to read my sent workbooks?**

- ✓ Workbooks are sent in the saved format, so if a workbook is saved as a Pocket Excel (.pxl) document, the recipient needs a Pocket PC to read the file. The recipient can also read the file on his desktop if he has ActiveSync installed to perform the conversion. You should save the workbook as an .xls file if you are going to send it to others.

**SEND A WORKBOOK**



**BEAM A WORKBOOK**

- 1 Tap Tools.
  - 2 Tap Beam Workbook.
- The Beam utility appears and starts searching for devices.

- 3 Tap the device to which you want to send the workbook.
  - 4 Tap OK.
- The workbook is sent to the selected device.

**E-MAIL A WORKBOOK**

- 1 Tap Tools.
  - 2 Tap Send via E-mail.
- The Inbox is launched with the workbook as an attachment.

- 3 Fill in the recipient's e-mail address in the To: line.
  - 4 Tap Send.
- The workbook is sent if you are connected to the Internet or placed in the Outbox if you are not connected.

# SET POCKET EXCEL CONVERSION OPTIONS

Pocket Excel files can be synced to your desktop through ActiveSync and the My Documents folder created when you installed ActiveSync and set up your partnership. You can specify the conversion settings in ActiveSync.

If you receive an Excel e-mail attachment on your

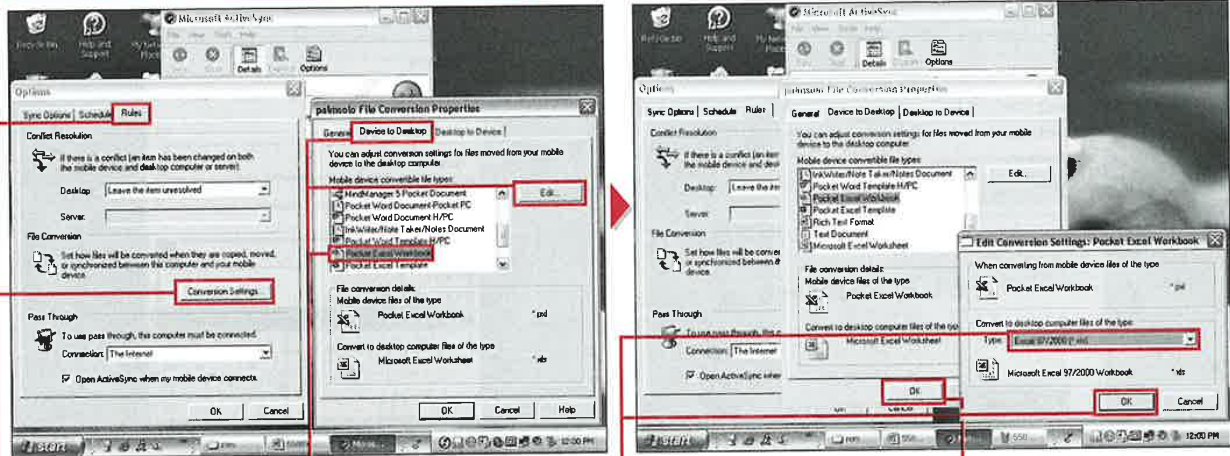
device without its going through ActiveSync, your device will perform a conversion to Pocket Excel format. However, if you view the document without making any changes and then close it, you can still transfer or e-mail it and have it retain the full desktop Excel formatting.



**What happens to the attributes of a full Excel spreadsheet when they are run through the ActiveSync conversion?**

- ✓ All attributes not supported by Pocket Excel are deleted from the document. If you are going to make changes to a spreadsheet, save it with a different filename so that the version on the desktop does not lose its formatting when you sync up again.

## SET POCKET EXCEL CONVERSION OPTIONS



- 1 In ActiveSync on your desktop, click Tools.
- 2 Click Options.
- 3 Click the Rules tab.
- 4 Click Conversion Settings.

- 5 Click the Device to Desktop or Desktop to Device tab.
- 6 Click Pocket Excel Workbook.
- 7 Click Edit.

- 8 The Edit Conversion Settings dialog box appears.
- 8 Click the Type and select the format that you want to convert to.
- 9 Click OK.

- 10 Click OK in the File Conversion Properties dialog box.
- 11 Click OK in the Options dialog box.
- The File Conversion properties are saved.

## CREATE AND SAVE A NEW DOCUMENT

Windows Mobile 2003 includes Pocket Word in the ROM of every device. You can create new documents in Pocket Word that can be used on your desktop version of Word. Documents can be saved in the following formats: Pocket Word (.psw), rich text format (.rtf), plain text (.txt), Word 97/2000 document (.doc), or Word 97/2000 template (.dot). You may notice

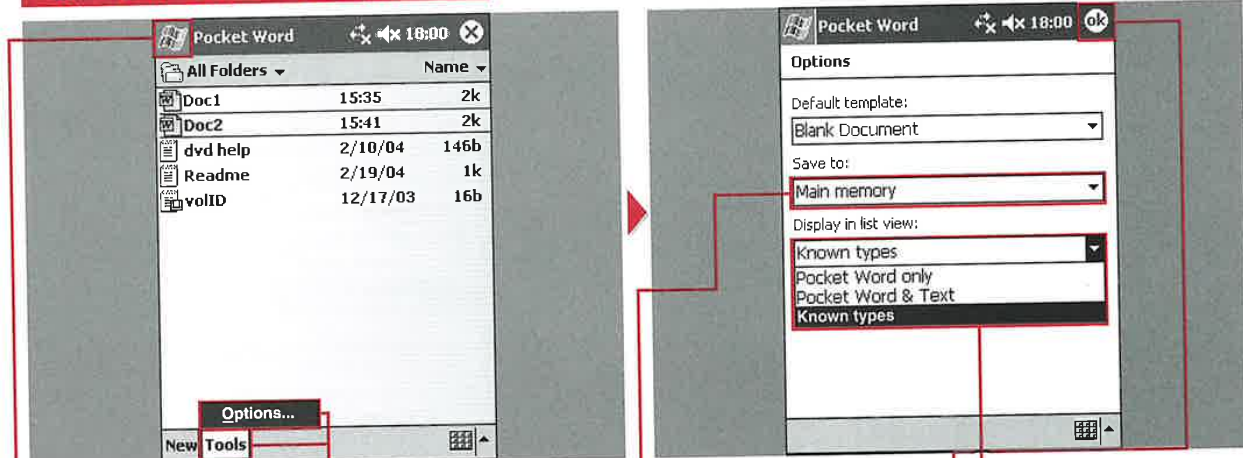
that Pocket Word is a less robust companion to the desktop version of Word and not all features are supported on your mobile device.

After you launch Pocket Word, the last document that you were using or a default document may appear. After closing this document, you see the Document List view, which shows all the documents that can be opened in Pocket Word that are

stored on your device or external storage card. This is the display that you start with to create a new document.

In the List view, you can see documents saved in different formats, which can be identified by their icons. Documents with a small disk icon are stored on an external storage card.

### CREATE AND SAVE A NEW DOCUMENT



#### SET OPTIONS

- 1 Tap Start.
- 2 Tap Programs.
- 3 Tap Pocket Word.

- 4 Tap Tools.
- 5 Tap Options.
  - The Options display appears.

Note: Document templates are covered in the section "Using a Document Template."

- 6 Tap the Save To and select where new documents are saved by default.

- 7 Tap the Display in List View and select what types of documents are shown.
- 8 Tap OK.
  - The options are saved, and the List view appears.



**What happens if I tap OK after creating the document and do not use the Save As option?**

- ✓ The document is automatically saved in the location that you set up in Options in the My Documents folder. The document name will be composed of several characters from your first line of text. If the document is a drawing, a recording, or handwritten, it will be named Doc1, Doc2, and so on.

**How do I rename or move a document after it is saved?**

- ✓ Tap and hold the document in the List view and tap Rename/Move to perform the action that you want.

**Can I save documents to any folder on an external storage card?**

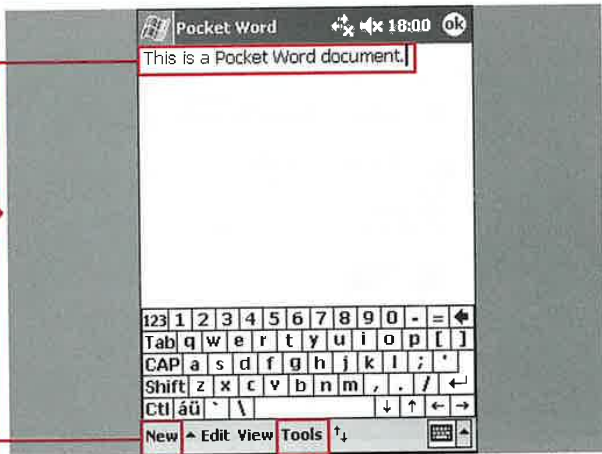
- ✓ No, all documents saved to an external card are stored in the My Documents folder.

**How do I share a new document with others?**

- ✓ Tap and hold the document in the List view to access a menu with options to send the document via e-mail or infrared.

**Can I copy an existing document and modify it?**

- ✓ Yes, tap and hold the document in the List view; you are presented with the option to create a copy.



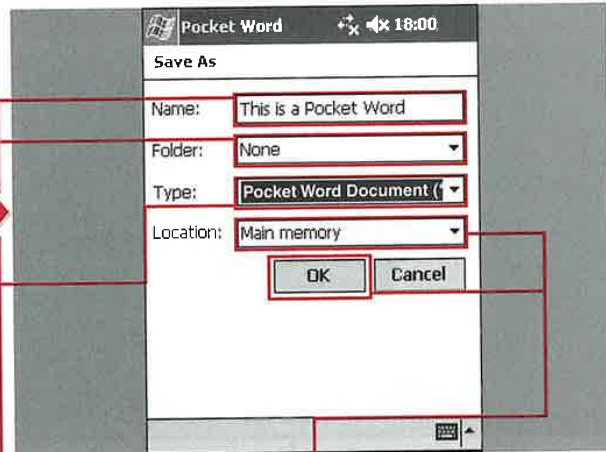
**CREATE A DOCUMENT**

- 9 From the List view, tap New.
  - A new document opens.
- Note: You can also tap New in an opened document to start another document.*

- 10 Enter text on the page.

**SAVE A DOCUMENT**

- 11 When you are done with your document, tap Tools.
- 12 Tap Save Document As.
- The Save As display appears.



- 13 Enter a name for the document.
- 14 Tap the Folder ▾ and select a folder to save your document in.
- 15 Tap the Type ▾ and select a type.

- 16 Tap the Location ▾ and select where to store the new document.
- 17 Tap OK.
- The document is saved, and the List view of Pocket Word appears.

## USING THE WRITING INPUT METHOD

There are four input methods for creating Pocket Word documents: writing, drawing, typing, and recording. The method that simulates paper the best is the writing input method. In Writing mode, you see lines in the background to help simulate writing on paper. With this method, you use your own handwriting to

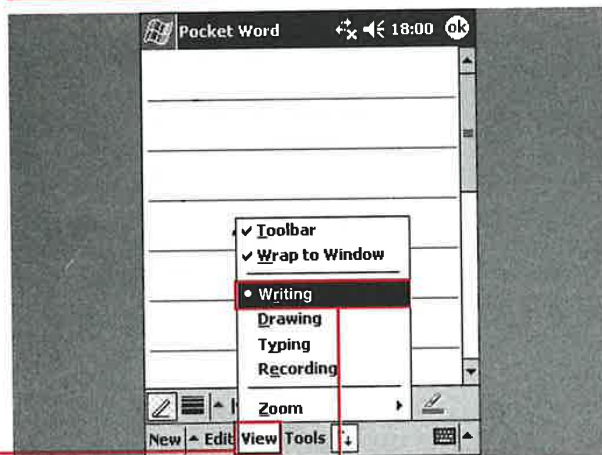
create documents. A powerful feature of the Windows Mobile 2003 operating system is the capability to later select handwritten text and convert it into typed text via the Recognize function.

You can customize your pen thicknesses and colors to personalize the writing input

method. You can undo, clear, copy, and paste what you write. You can highlight, underline, boldface, italicize, or change the color of handwritten text.

All four input methods can also be mixed and matched within a single document, so you can switch to another method after you have started creating a document.

### USING THE WRITING INPUT METHOD

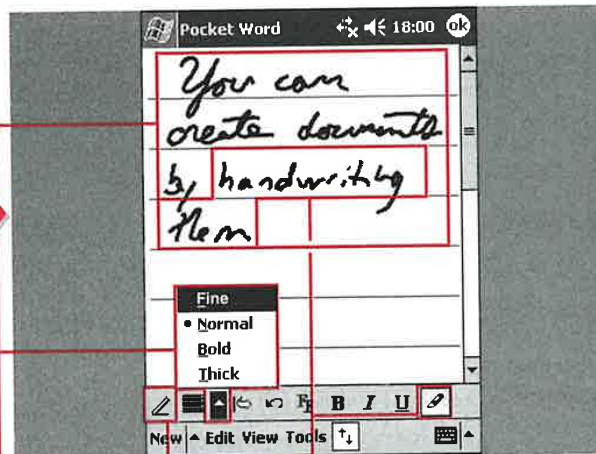



#### HANDWRITE TEXT

**1** In a new document, tap View, if the Writing mode is not the default mode.

**2** Tap Writing.

The display changes to one with a lined background, and the Writing button on the toolbar is selected.



**3** Tap the Pen Weight  and tap the pen thickness that you want.

**4** Handwrite text on your display.

#### HIGHLIGHT TEXT

**5** Tap the Writing button.

**6** Select some text.

**7** Tap the Highlight button.

The selected text is highlighted in yellow.



**Can I change the color of the pen's ink?**

- ✓ Yes, tap the Format button and select from 16 colors.

**Can I change the highlighter color?**

- ✓ No, the highlighter always highlights text in yellow.

**How many times can I undo or redo handwriting?**

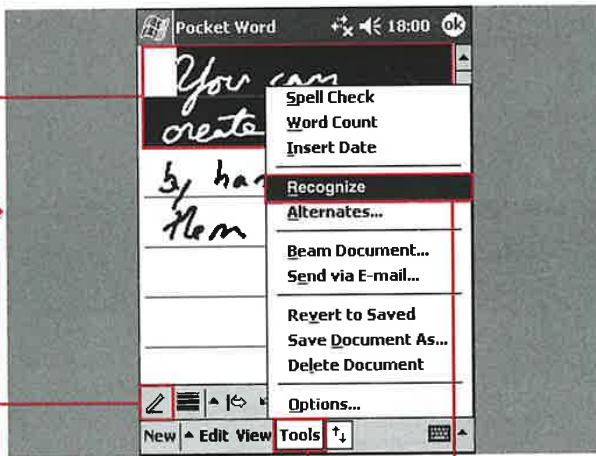
- ✓ You can use the Undo or Redo function as many times as you want — all the way back to when the document was first created or all the way forward to the last line that you wrote.

**What is the Alternates function on the Tools menu used for?**

- ✓ Alternates presents a list of different words that may be the intended words that you handwrote on the display. Tapping a selection changes your handwriting into text as the recognition engine does for the complete selection automatically. Alternates gives you more choices in case your handwriting is difficult for the system to interpret.

**What can I do if the Recognize function does not accurately interpret my handwriting?**

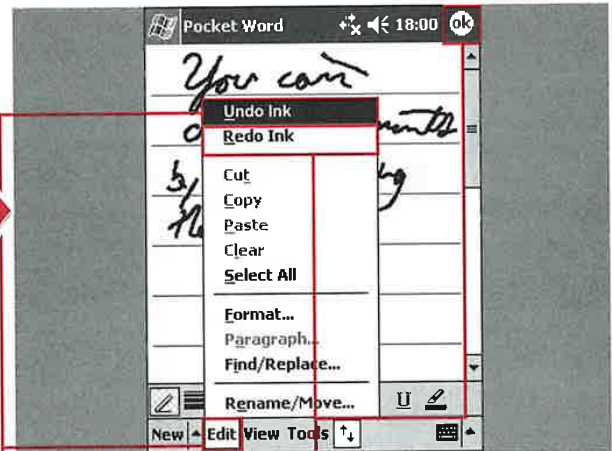
- ✓ You can switch to text input and use a keyboard entry system to edit your text, you can try the Alternates function, or you can rewrite the text using better penmanship and try again.



**CONVERT HANDWRITING TO TEXT**

- 8 Tap the Writing button.
- 9 Select the handwriting that you want converted into text.

- 10 Tap Tools.
- 11 Tap Recognize.
- The handwriting is converted to text using the recognition engine.



**UNDO HANDWRITING**

- 12 After writing something that you are unsatisfied with, tap Edit.
- 13 Tap Undo Ink.

- The handwriting is undone.
- You can tap Redo Ink to restore what you wrote.
- 14 Tap OK.
- The document that you wrote is saved and appears in your List view.

## USING THE DRAWING INPUT METHOD

You can create drawings on your device by using your stylus in Pocket Word. Drawings can be helpful when taking down directions, creating room layouts, or trying to present an idea to someone.

Pocket Word includes some shape tools that can convert your hand-drawn shape into a standard

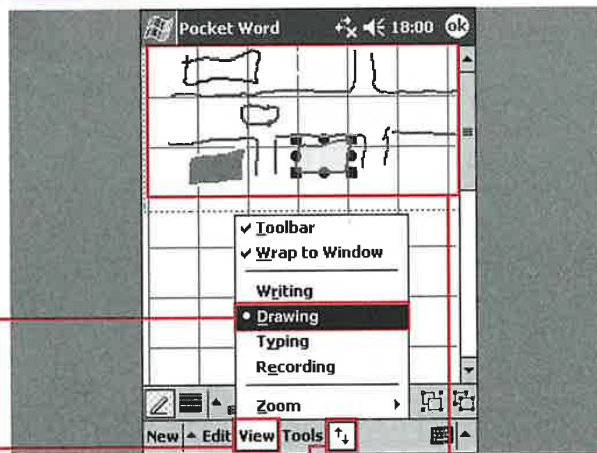
rectangle, circle, triangle, or line to help present a clean drawing. These shapes can be resized, filled with color, and moved around the document.

You can add text to the drawing object by tapping the Writing button and using the input panel or a keyboard to type.

You can group or ungroup objects that you draw. Objects can also be aligned to the left, right, top, or bottom of a document, or they can be centered vertically or horizontally.

Sixteen colors are available to set as pen colors or fill colors for items that you draw. Also, you can copy and paste shapes into a document.

### USING THE DRAWING INPUT METHOD



#### CREATE A DRAWING

1 Tap View.

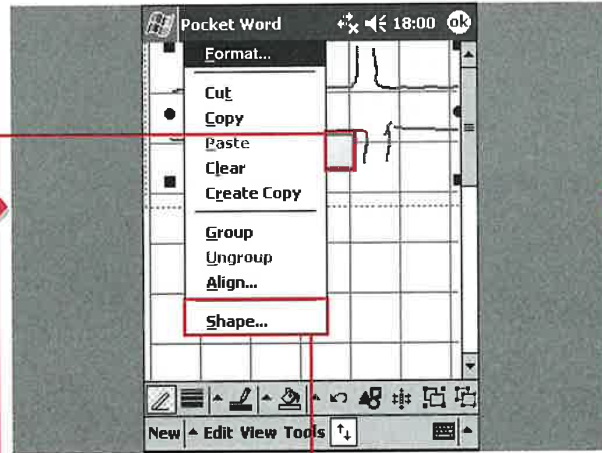
2 Tap Drawing.

■ A grid appears in the background.

3 Draw on the display.

4 Tap the Toolbar button to view the drawing tools.

*Note: The drawing tools can also be accessed through the menus.*



#### CONVERT AN OBJECT TO A SHAPE

5 Select a drawing object.

6 Tap and hold on the display.

7 Tap Shape.



**Can I bring an image or photo into Pocket Word to use in my drawing?**

✓ No, Pocket Word does not support importing images in documents.

**Why would I want to group or ungroup drawing objects?**

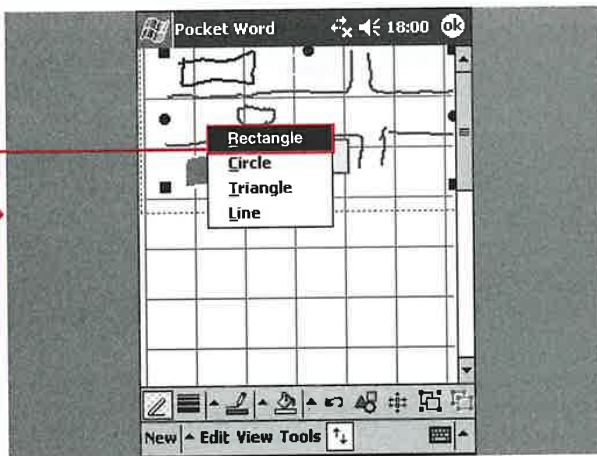
✓ If you create several smaller objects, it is convenient to group them all together as one drawing so that you can move it around the document or resize it using the buttons that appear when you tap the drawing.

**What can I do with the small circles and boxes that appear when I tap on a drawing object?**

✓ These drawing tools enable you to resize and reshape the object and rotate the object through 360 degrees.

**Can I change the shape of an existing object, such as from a square to a circle?**

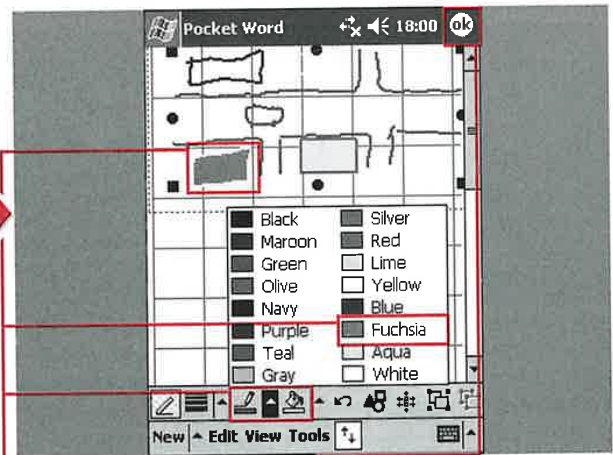
✓ Yes, if you tap and hold the object and then select Shape from the menu, you can tap one of the four available shapes. The object instantly changes to the new shape.



■ A menu appears with four different shape choices.

8 Tap the shape that you want.

■ The object changes to the selected shape.



**ADD A COLOR**

9 Select a line or shape.

10 Tap the pen button for a line or the fill color palette button for a shape.

■ The color palette appears.

11 Tap a color.

■ Your line color changes, or your shape is filled with the color that you selected.

12 Tap OK.

■ The drawing document closes and is saved, and the Document List view appears.



# USING THE TYPING AND RECORDING INPUT METHODS

The most common entry method for Pocket Word is typing. You can enter text by tapping the keyboard keys of the soft input panel or by using an external keyboard designed for your hardware. Typing Pocket Word documents is generally the most accurate method of entry and can be the fastest, depending on the keyboard that you are using.

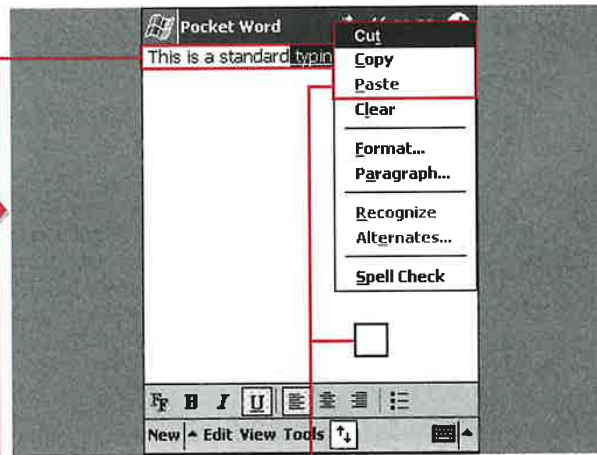
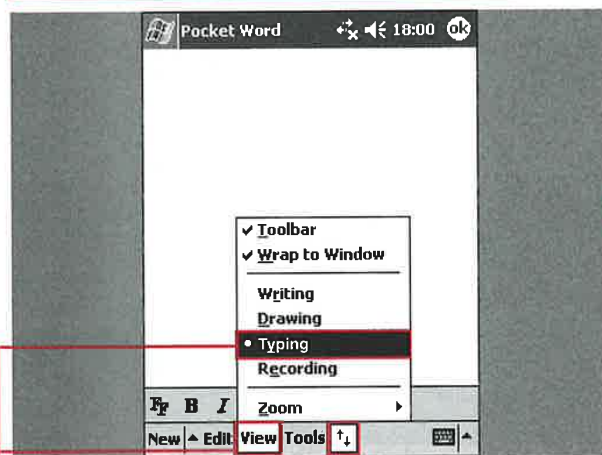
You can switch between typing and other modes with a couple of taps and include typing in drawing or writing documents. You can perform the standard typing commands such as Cut, Copy, and Paste.

Another useful input method is voice recordings. This method is especially good when you are unable to use your stylus to input data directly on your display. All

Windows Mobile 2003 devices include an integrated microphone for making voice recordings.

Voice recordings can be embedded in documents using other input methods and can be synched or sent to others for listening. You can adjust the recording quality to your preference. Note, however, that the quality impacts the size of the document.

## USING THE TYPING AND RECORDING INPUT METHODS



### ADD TYPING

- 1 Tap View.
- 2 Tap Typing.
- A blank white background appears on the display.

### 3 Tap the Toolbar button.

- The typing toolbar appears above the menu line.

### 4 Enter text into the document using a soft keyboard or an external keyboard.

### ACCESS TYPING OPTIONS

- 5 Tap and hold on the display.
- An edit options menu appears.
- You can cut, copy, or paste the text.



**What kinds of keyboards can I use to type in data?**

- ✓ There are full-screen keyboards and keyboards that work with the soft input panel at the bottom right of your display. Fitaly and MessagEase are the two most popular soft input keyboards; they are designed to maximize speed and accuracy with stylus input rather than using the QWERTY keyboard designed for two-handed operation.

**Do standard keyboard shortcuts work in typing mode?**

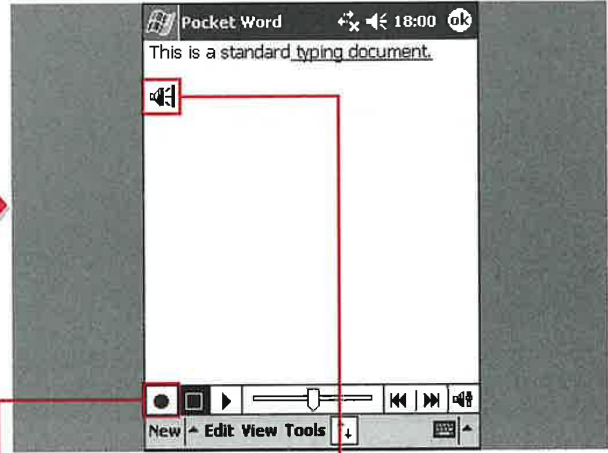
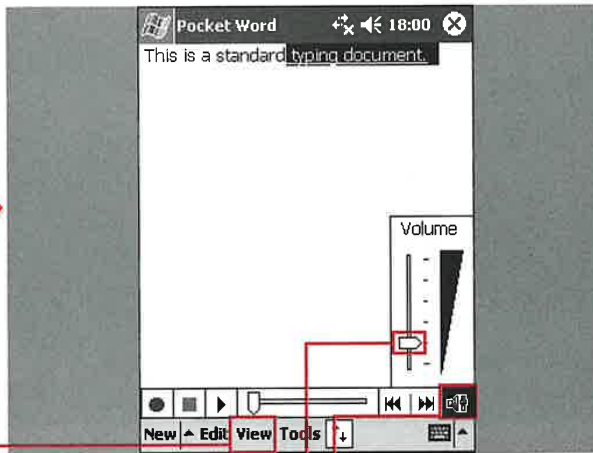
- ✓ Yes, most shortcuts for selecting text and performing editing functions work on the soft input keyboard.

**Can I add to an existing voice recording?**

- ✓ No, after a recording has been stopped, a new recording file is created when the Recording function is activated. There is no pause function in Recording mode.

**What are the file sizes of recordings?**

- ✓ The lowest quality recording is 8,000Hz mono and records at 2KB per second. The highest quality is 44,100Hz 16-bit stereo and records at 172KB per second; however, you can only listen to stereo recordings through headphones or after transferring the audio file to your desktop. Note: Do not record until your available device memory is full, or you may be unable to use your device.



**ADD A VOICE RECORDING**

- 6** Tap View.
- 7** Tap Recording.
- A recording control bar appears above the menu bar.

- 8** Tap the Volume Control button.
- The volume control slider appears.
- 9** Move the slider to the volume level that you prefer.

- 10** Tap the Record button.
- 11** Speak into the microphone to make your recording.

- 12** Tap the speaker icon in the document.
- The recording starts playing.

# USING A DOCUMENT TEMPLATE

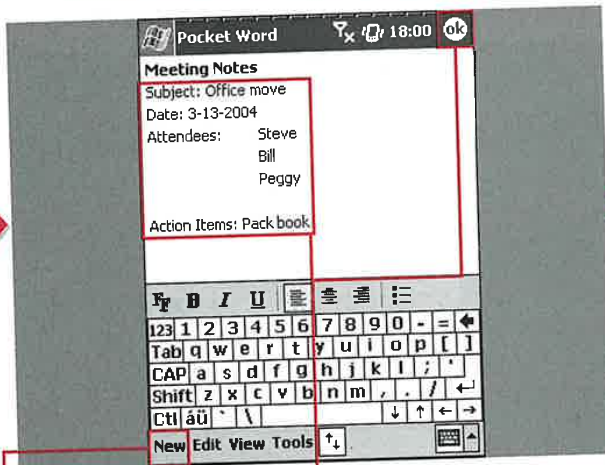
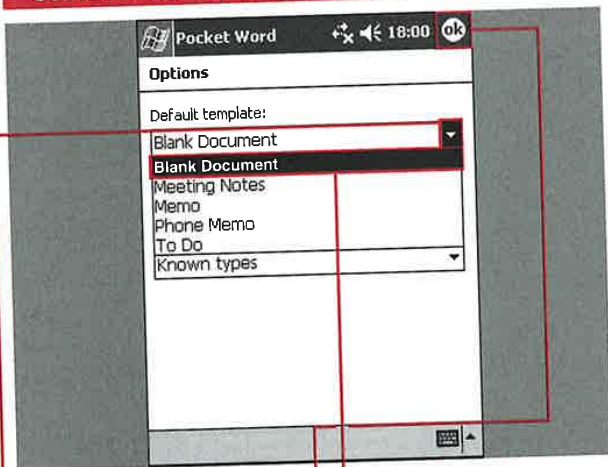
**B**y default, Pocket Word starts a new blank document when you tap New. You can also select from four other templates that help you organize your data and enable the quick input of information — Meeting Notes, Memo, Phone Memo, and To Do. You can also import Microsoft Word templates (.dot) to use in Pocket Word.

The default loaded templates include preformatted text or bullets that you use to fill out with more information. The templates are basic, and generally have about four to five entry fields.

You can combine input methods, such as using the Meeting Notes template in conjunction with voice recordings of the meeting to ensure that nothing was lost in translation.

Templates can only be used by creating a new document; you cannot switch to Template mode while working in a Pocket Word document. Templates are selected in the Options menu, and each subsequent new document will use that template until you change the options.

## USING A DOCUMENT TEMPLATE



### SET THE DEFAULT TEMPLATE

- 1 Tap Tools in the List view.
- 2 Tap Options.
- 3 Tap the Default Template.

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- 4 Select one of the default templates or one of the templates that you installed.
  - 5 Tap OK.
- The Options settings appear.
  - The template is set as the default.

### USING THE MEETING NOTES TEMPLATE

- 6 Perform steps 1 to 5, tapping Meeting Notes in step 4.
- 7 Tap New.

- 8 Enter text into the template.
  - 9 Tap OK.
- The Meeting Notes template appears.
  - The document is saved, and the List view appears.



**Can I use any desktop Word template on my mobile device?**

✓ No, some templates are too complex for Pocket Word. Templates moved from your desktop to Pocket Word go through a conversion process that may strip certain aspects of the template, including macros, headers and footers, and mail-merge features.

**Can I permanently change the template on my device?**

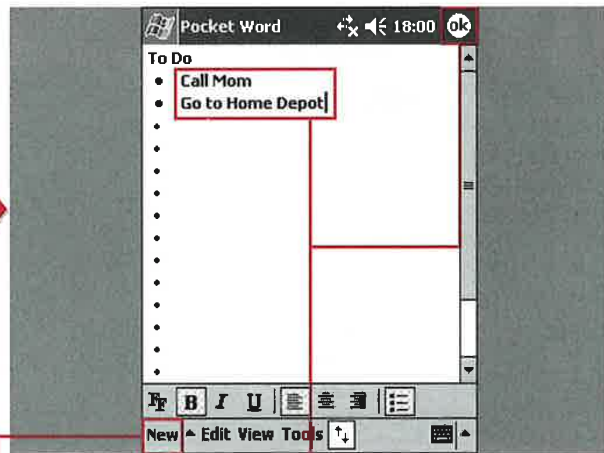
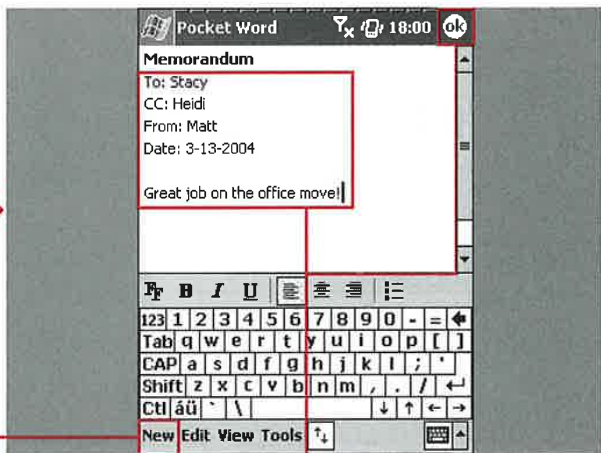
✓ No, you cannot change and save the template on your mobile device. However, you can make changes to the template on your desktop and replace the template on your device by editing the template file stored in the Windows directory.

**Can I change the text in the template within a document?**

✓ Yes, the templates primarily provide preformatted text in bold with certain spacing to help format your data. You can edit this text and formatting like any Pocket Word document.

**What name is given to my document from a template when I close it without using Save As?**

✓ The document is named with the template name — that is, Meeting Notes, Phone Memo, To Do, or Memo. Multiple documents using the same template include parentheses and a number at the end of the filename, such as To Do(4).



**USING THE MEMO TEMPLATE**

10 Perform steps 1 to 5, tapping Memo in step 4.

11 Tap New.

■ The Memo template appears.

12 Enter text into the template.

13 Tap OK.

■ The document is saved, and the List view appears.

**USING THE TO DO TEMPLATE**

14 Perform steps 1 to 5, tapping To Do in step 4.

15 Tap New.

■ The To Do template appears.

16 Enter text into the template.

17 Tap OK.

■ The document is saved, and the List view appears.

## EDIT A DOCUMENT

Basic editing features are included in Pocket Word that should be familiar to desktop Word users. You can change the formatting, change paragraph alignment and indentation, and find and replace words in your document. You can also perform the common text-editing functions mentioned in previous sections, such as Cut, Copy, Paste, and Select All.

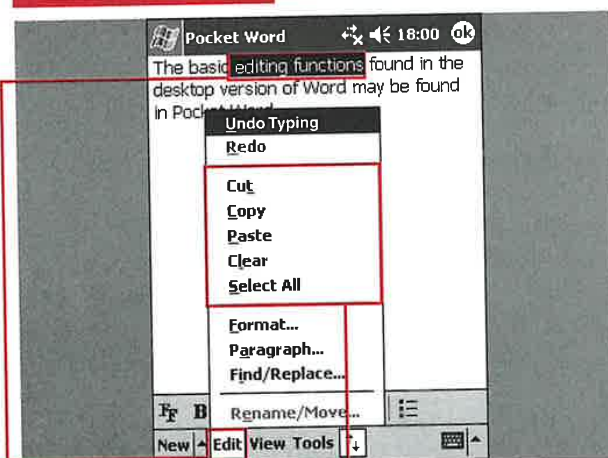
The Format options enable you to change the font, font size, pen weight, line and font color, fill color, and attributes of the font such as bold, italic, and underline.

The Paragraph options enable you to change the paragraph alignment to left, right, or center and make the paragraph a bulleted list. You can also set the left and right indentation and set first line or hanging indentations.

The Find/Replace function enables you to search for and replace words and includes the options to match case or match whole words only to help narrow the focus of your search.

You can use the Undo function or Undo button to undo text entry or ink entry or to move back to when the document was first created.

### EDIT A DOCUMENT

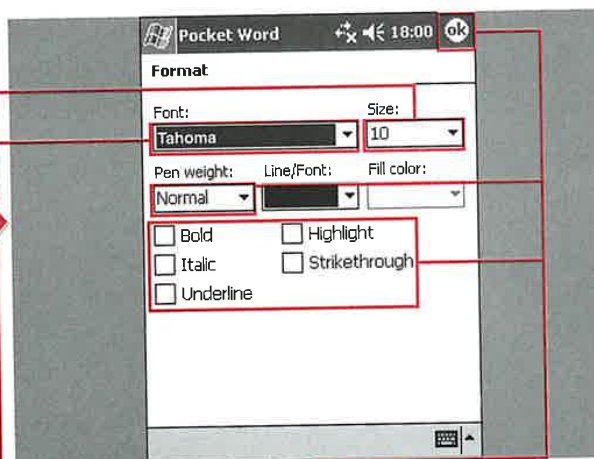


#### EDIT TEXT

- 1 While working in a document, select some text with your stylus.
- 2 Tap Edit.

- 3 Tap one of the editing options to perform that action.

*Note: You can tap Cut, Copy, Paste, Clear, or Select All.*



#### FORMAT TEXT

- 4 Tap Edit.
- 5 Tap Format.
- 6 Tap the Font and select the font.
- 7 Tap the Size and select the font size.

- 8 Tap the Pen Weight and select the weight.
- 9 Tap one or more of the font attributes (checkbox changes to checked).
- 10 Tap OK.

The Format window closes, and the text is formatted according to your selections.



**How many fonts and font sizes are included in Pocket Word?**

- ✓ Four fonts are available: Bookings, Courier New, Frutiger Linotype, and Tahoma. Font sizes can range from 8 to 36 points, and you cannot enter a custom font size.

**Can I add more fonts to Pocket Word?**

- ✓ Yes, Pocket Word supports TrueType fonts, so you can add .ttf font files to the Windows\Fonts directory on your mobile device. The font should work normally but may default back to Tahoma if it is not compatible.

**Can I change line or character spacing?**

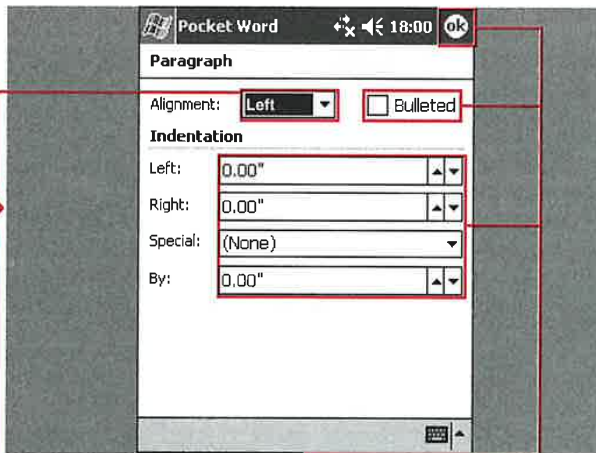
- ✓ No, line and character spacing is not an adjustable feature in Pocket Word.

**Can I select numbers or letters as my bullet headings?**

- ✓ No, only bullets are included in Pocket Word.

**What is the maximum indentation spacing that I can use?**

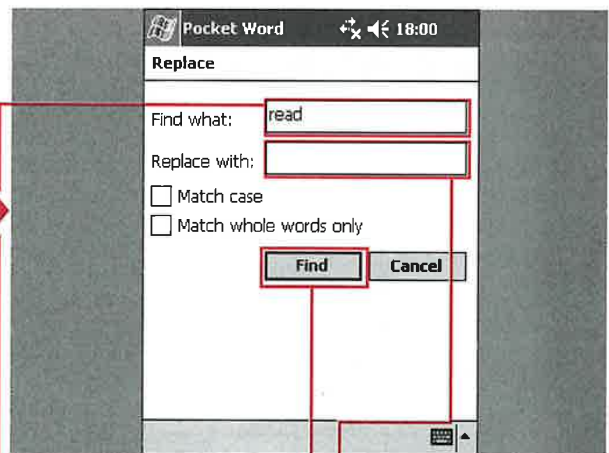
- ✓ You can set your left or right indentation from 0 to 5.5 inches.



**CHANGE THE PARAGRAPH SETTINGS**

- 11 Tap Edit.
- 12 Tap Paragraph.
- 13 Tap the Alignment  and select where the text will be aligned.

- 14 Tap Bulleted to create a bullet list ( changes to .
- 15 Tap and select from the four indentation options.
- 16 Tap OK.
  - The Paragraph settings are saved.



**FIND AND REPLACE WORDS**

- 17 Tap Edit.
- 18 Tap Find/Replace.
- 19 Enter a term to find.
- 20 If you want to replace the term, tap Replace.

- 21 Enter the replacement term.
- 22 Tap Find.
  - The found terms are highlighted, and you can choose to go to the next word or to replace the word.

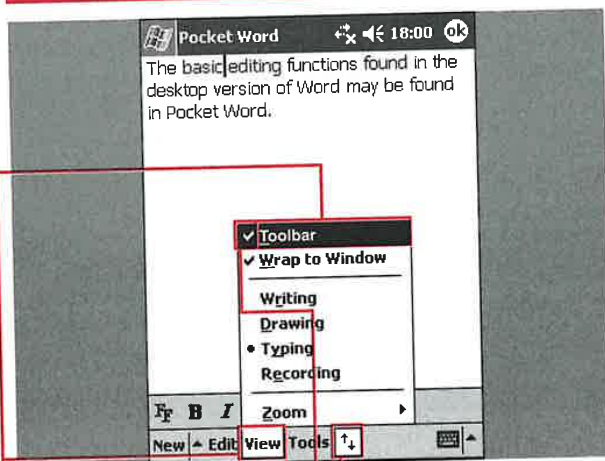
## CHANGE THE VIEW SETTINGS

You can change a few view settings on your device to help you view and work with your documents in the manner that you prefer. You can choose to view the bottom toolbar or close it to view more of the input screen. You can keep the default setting of the document wrapping to fit in the window or have it unwrapped in the full 8.5 x 11-inch paper size.

You can switch between the four input method views of Writing, Drawing, Typing, and Recording. You will notice that text or drawings are grayed out in different views, which means that you must switch back to the view an object or text was created in to edit it. You can also select from five zoom levels ranging from 75 percent to 300 percent.

You can also change the view of a document list by sorting documents according to their name, date, size, or type. You can also select what folder's contents you would like to view.

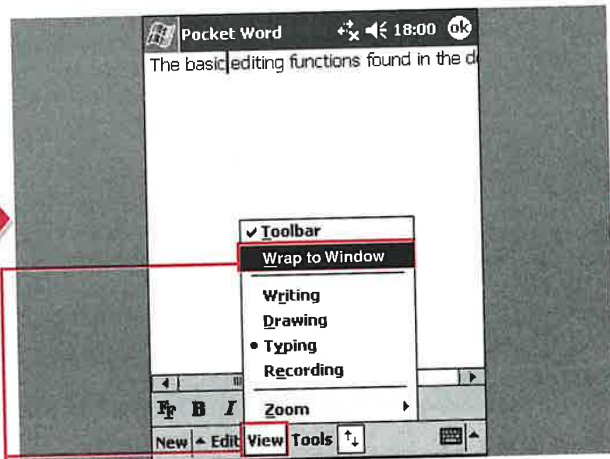
### CHANGE THE VIEW SETTINGS



#### SHOW THE TOOLBAR

- 1 While in a document, tap View.
- 2 Tap Toolbar.

- Alternatively, you can tap the Toolbar button to show the toolbar.
- A  appears next to the word *Toolbar* if the toolbar is shown.



#### UNWRAP THE TEXT

- 3 Tap View.
  - 4 Tap Wrap to Window.
- The  is removed.

- The document text switches to full paper size, and scrollbars may appear along the bottom and right sides.



**If I uncheck Wrap to Window, how do I navigate in the document?**

- ✓ You can use the scrollbars that appear on the right side and bottom of the display if there is enough text to require them. You can also use your device's direction pad to move through the text, but it will not pan the document as the scrollbars will. The stylus will not pan around the document.

**Can I enter a custom zoom level?**

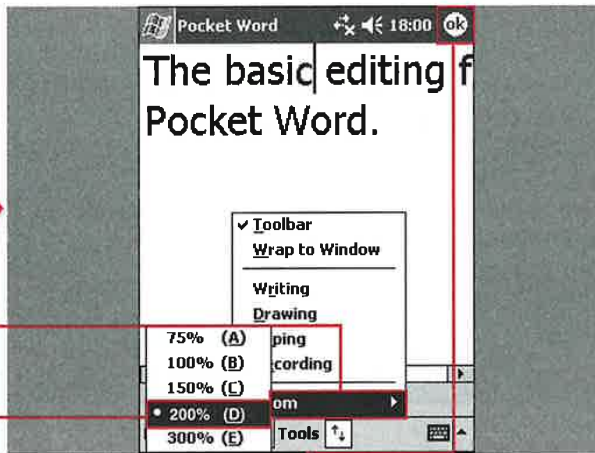
- ✓ No, only the default five zoom levels are supported in Pocket Word.

**How can I view documents in Landscape mode?**

- ✓ You cannot view documents in Landscape mode in Windows Mobile 2003. However, support for landscape viewing is included with Windows Mobile 2003 Second Edition or in third-party applications.

**How can I view different pages of a multiple-page document?**

- ✓ All documents appear as one long page in Pocket Word; there is no pagination support included. The document will be paginated during the conversion process when synched with your desktop computer.

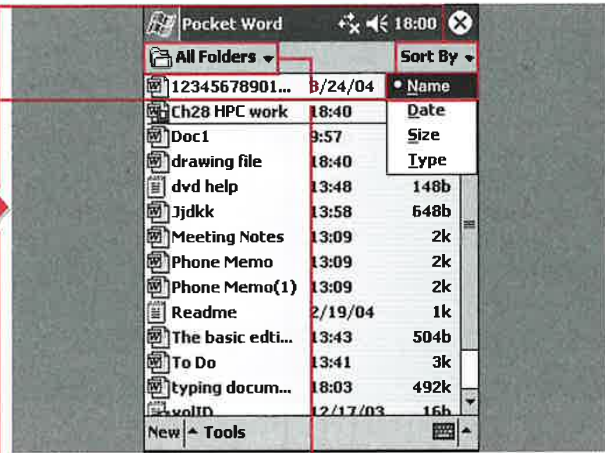


**ZOOM IN OR OUT**

- 5 Tap View.
- 6 Tap Zoom.
- 7 Tap one of the zoom percentages.

*Note: You can also enter the letter indicated next to the zoom level.*

- The text is zoomed to the selected level.
- 8 Tap OK.
- The document closes, and the List view appears.



**SORT YOUR DOCUMENTS**

- 9 Tap the right .
- The menu name changes to Sort By, and a menu with four options appears.
- 10 Tap one of the options to sort the list of documents.

**DISPLAY A FOLDER**

- 11 Tap the left and select a folder to show.
- Documents within that folder are shown in the list.



# SPELL CHECK A DOCUMENT AND COUNT WORDS

There are a couple of additional Pocket Word tools that are helpful for the mobile writer. You can conduct a spell check of your documents and perform a word count. You can even use a custom spell check dictionary on your mobile device.

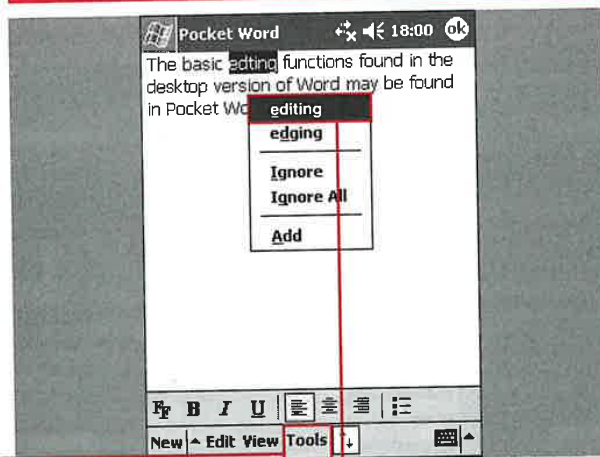
You can also tap and hold the display in a document and choose to insert the date, or you can choose Tools → Insert Date. The date will be inserted in short form, such as 08/13/04.



### Can I change the format of the insert date function?

- ✓ Yes, go to Start → Settings → System → Regional Settings and tap the Date tab. Select the Short date block and edit how you want it to appear. This changes the Short date format for all applications, including Pocket Word.

## SPELL CHECK A DOCUMENT AND COUNT WORDS



### SPELL CHECK A DOCUMENT

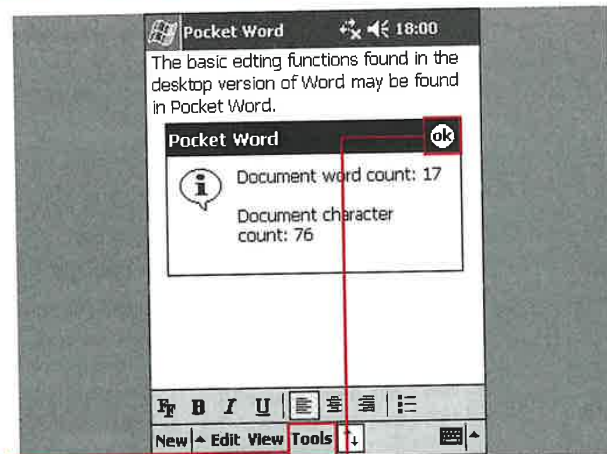
- 1 Tap Tools.
- 2 Tap Spell Check.
- Pocket Word finds the first misspelled word after the cursor.
- A pop-up list appears with alternative spellings.

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- 3 Tap the correct spelling.

- The word is changed in the document.

*Note: You can also choose to ignore the misspelled word or add the word to your device's dictionary for future reference.*



### COUNT WORDS

- 1 Tap Tools.
- 2 Tap Word Count.
- A window appears showing the document word count and character count.

- 3 Tap OK.

- The pop-up window closes, returning you to the document.

# SET POCKET WORD SYNCHRONIZATION OPTIONS

You can sync documents back and forth between your desktop and mobile device. However, not all formatting and features of Microsoft Word are supported in Pocket Word, so some things will be removed in the syncing process. Pocket Word does not support passwords, headers and footers, tables,

and other advanced features. Image support is provided but is limited.

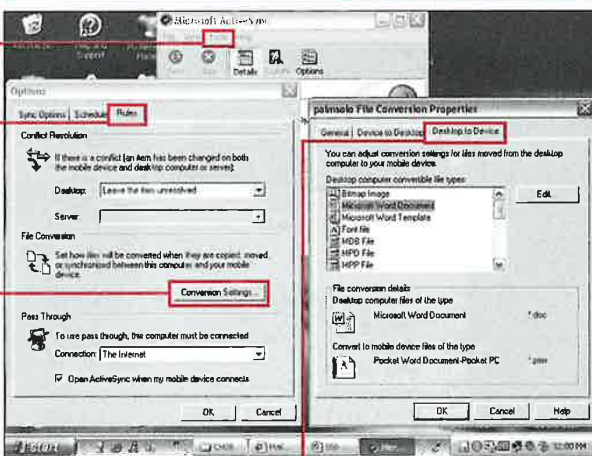
When you move or copy documents from your desktop to the My Documents folder of your Pocket PC, a conversion through ActiveSync takes place. You have the option of choosing the conversion settings on your desktop.



**I opened a document on my mobile device that had an image on my desktop, but the image has disappeared; what happened?**

- ✓ If you open a Word document in Pocket Word that has not gone through ActiveSync — that is, was stored directly on a storage card — then images are removed during device conversion.

## SET POCKET WORD SYNCHRONIZATION OPTIONS

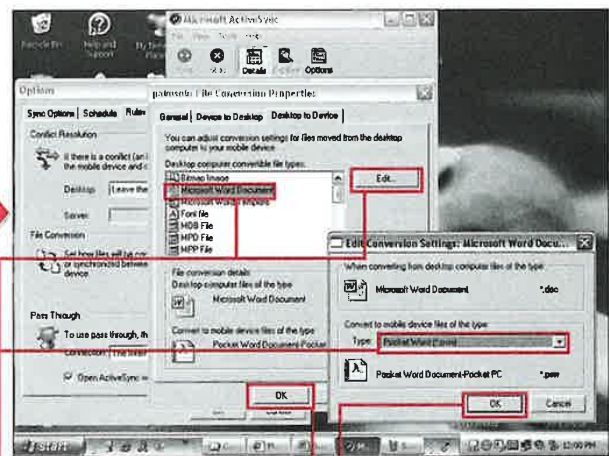


- 1 On your desktop computer, open ActiveSync.
- 2 Click Tools.
- 3 Click Options.
- 4 Click the Rules tab.
- 5 Click Conversion Settings.

- 6 The File Conversion Properties dialog box appears.

- 6 Click the Desktop to Device tab.

*Note: The settings for the Device to Desktop tab are very similar.*



- 7 Click Microsoft Word Document.

- 8 Click Edit.

- 9 The Edit Conversion Settings dialog box appears.

- 9 Click the Type dropdown and select the format that you want to convert into.

- 10 Click OK.

- 11 Click OK in the Properties dialog box.

- 12 Click OK in the Options dialog box.

- 13 The conversion settings are saved and used during the next ActiveSync.

## CREATE A NEW TASK

**W**ith the Tasks program, you can create a task list or to-do list of things that you need to accomplish or track. You can then update and track your tasks while on the go.

When creating a new task for your task list, select a descriptive subject that you will understand later, such as “clean the garage” or “purchase

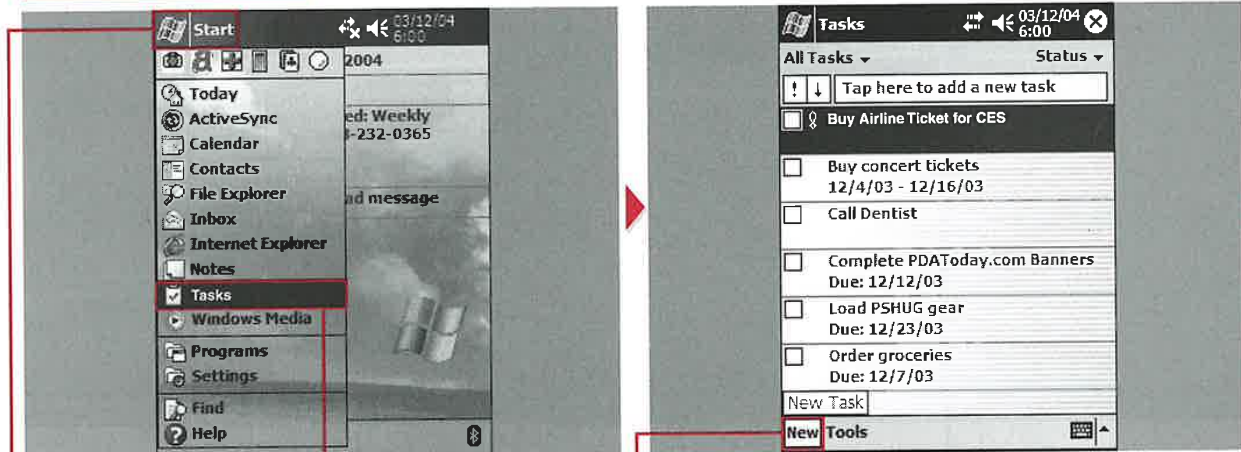
concert tickets.” The subject title appears in your task list.

You can specify what date the task is to start and whether it is to be completed by a specific date. The start and end date can appear on your task list to remind you of upcoming deadlines. You can also set a reminder alarm to alert you to an upcoming deadline.

Tasks enables you to specify the priority of a task. Assigning a priority to your task can help you organize your task list.

You can also add text notes to a task to provide you with additional task details as well as voice notes.

### CREATE A NEW TASK



1 Tap Start.

2 Tap Tasks.

■ The Tasks list appears.

■ The new task window appears.

3 Tap New.



**How do I edit a task?**

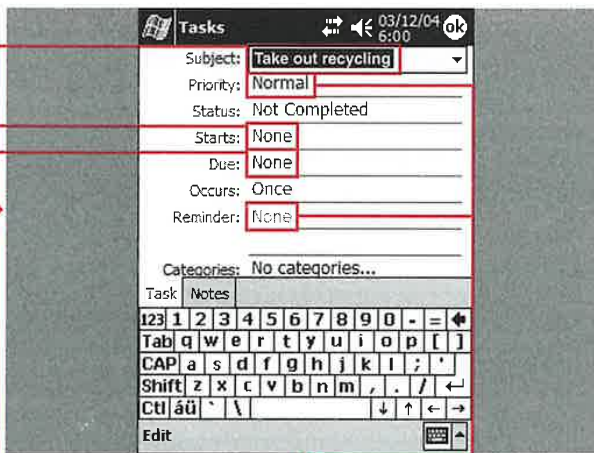
✓ Tap the task that you want to edit and then tap Edit to display the task's properties. Modify the task's properties as needed and tap OK.

**Is there a way to display the start and due dates on the task list?**

✓ Yes. From the task list, tap Tools and then tap Options. You can select to show the start and due dates for your task list.

**Why is the Reminder option gray in my task, and I am unable to set it?**

✓ The reminder is disabled and therefore gray because the reminder has not been set. To set a reminder, you need to first assign a start date, and then you can tap Reminder to set a reminder alarm.



**4** Enter a subject for the new task.

**5** Tap Starts to set a starting date of your task.

**6** Tap Due to set a due date for your task.

*Note: If you place no start or due date, these are set to None.*

**7** Tap Priority to change your task's priority.

*Note: Your choices are High, Normal, and Low.*

**8** Tap Reminder to turn on the reminder alarm.

■ After you turn on the reminder, you can set a reminder date.

**9** Tap the Notes tab.

**10** Enter any notes for your task.

**11** Tap OK to save the new task.

■ The task appears in the task list.

*Note: You can find more information on adding text and voice notes in Chapter 17.*

## SET A TASK TO REOCCUR

With the Tasks program, you can define whether a task occurs only once or on a regular schedule. This can be helpful if you want a task to reoccur on a regular pattern such as every Thursday.

You can also specify a recurrence pattern. A recurrence pattern

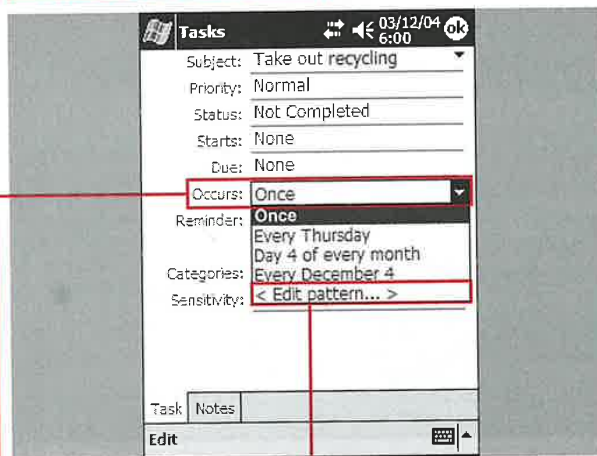
enables you to automate when a task that does not follow one of the preset patterns appears on your list.

The Occurs Pattern Wizard is available to help you create your own custom occurrence patterns. You can specify when the pattern is to start and end and the duration of

the pattern. You can set whether the pattern is daily, weekly, monthly, or yearly and what day of the week the pattern occurs.

You can also set a specific time for the pattern to end after a set number of occurrences. This can be useful for a task that you need to complete only a set number of times.

### SET A TASK TO REOCCUR

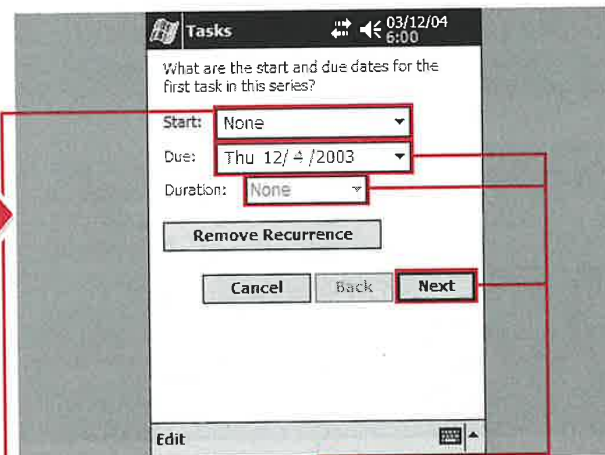


1 Tap Occurs.

A drop-down list appears with predefined recurrence intervals.

*Note: From here, you can select the recurrence interval that you want to use.*

2 Tap Edit Pattern.



3 The Occurs Pattern Wizard appears.

4 Set your task's start date, if applicable.

5 Set your task's end date.

6 Set the task's duration, if applicable.

7 Tap Next.



**How do I remove a custom occurrence from a task?**

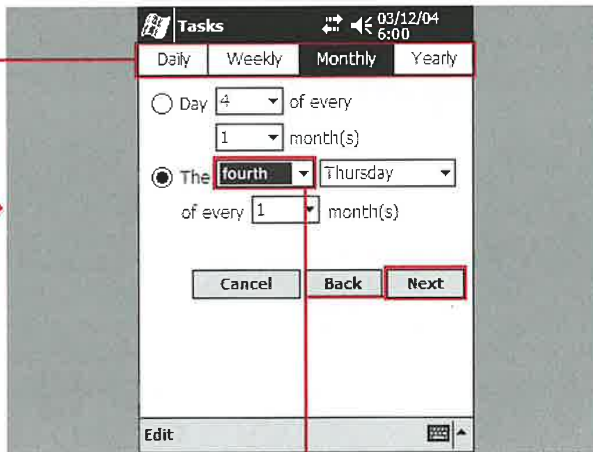
- ✓ Start the Occurs Pattern Wizard for the task from which you want to remove the custom pattern. Tap Remove Recurrence when the wizard starts.

**How do I add a note to a reoccurring task?**

- ✓ You add a note to a reoccurring task the same way that you would for a one-time task; see the section "Create a New Task."

**Can I set a reminder for a reoccurring task?**

- ✓ Yes, you can set a reminder just as you would for a one-time task. To do so, set the reminder for the first date of the task when you want it. Then the reminder will reset itself for subsequent occurrences. See the section "Create a New Task" for more information.

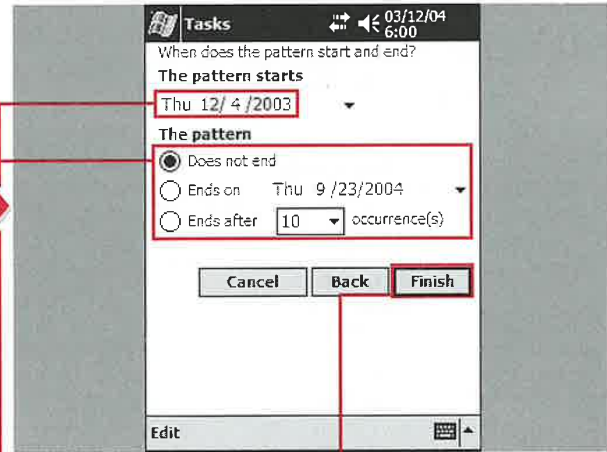


**7** Tap Daily, Weekly, Monthly, or Yearly, depending on how often you want the task to reoccur.

**8** Tap your selected occurrence.

**9** Tap Next.

*Note: Each option has its own set of patterns. The example in this figure shows the Monthly option.*



**10** Set a start date for the occurrence pattern, if necessary.

**11** Tap the end date or a number of occurrences to end after, if applicable, or choose for the pattern not to end (○ changes to ●).

**12** Tap Finish.

■ Your task entry with the new occurrence set is displayed.

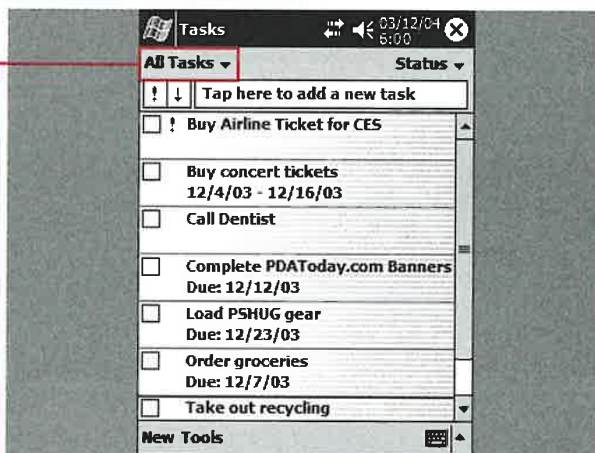
## MANAGE A TASK LIST

**Y**ou can manage a task list by sorting the list a number of different ways. You can show your tasks defined by category, active tasks, all tasks, and completed tasks. You can further sort your task list by priority, subject, start date, or due date.

When you complete a task, you can place a check in the check box next to the task to mark it as complete. You can also delete a task when you no longer need it on your list. Remember, however, that there is no way to recover a deleted task. Make sure that you do not delete a

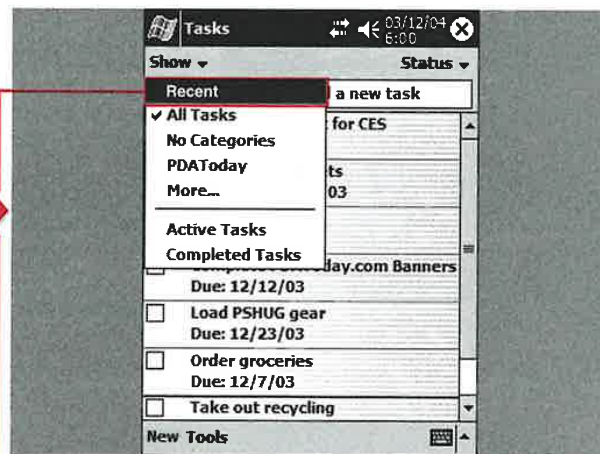
task if you think that you may need information from it later. On the other hand, you also do not want to keep too many tasks in your task list that you have already completed, giving you too much to scroll through.

### MANAGE A TASK LIST



#### SHOW TASKS

- 1 Tap All Tasks.



- 2 Tap the option for how you want your tasks to be displayed.

- A drop-down menu labeled Show appears.
- Your task list is shown according to your selection.



**Is there a quick way to tell if a task is past due?**

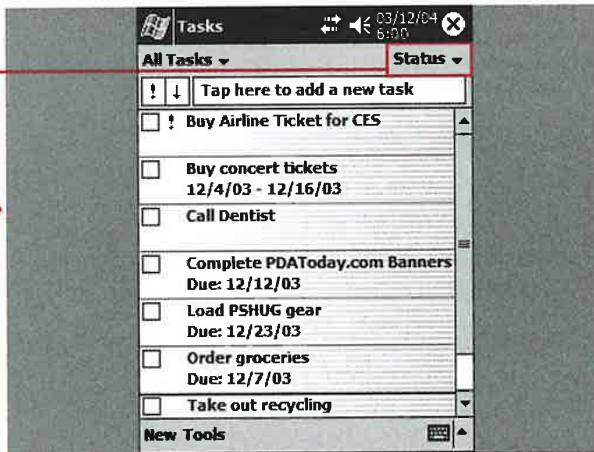
- ✓ Yes, your task appears red in the task list when it becomes past due.

**I use Tasks in Outlook on my PC; can I synchronize that list with my mobile device and vice versa?**

- ✓ Yes. Tasks entered in Outlook on your PC or on your device get copied to one another during synchronization with ActiveSync. You can find more information on ActiveSync and synchronization in Chapter 12.

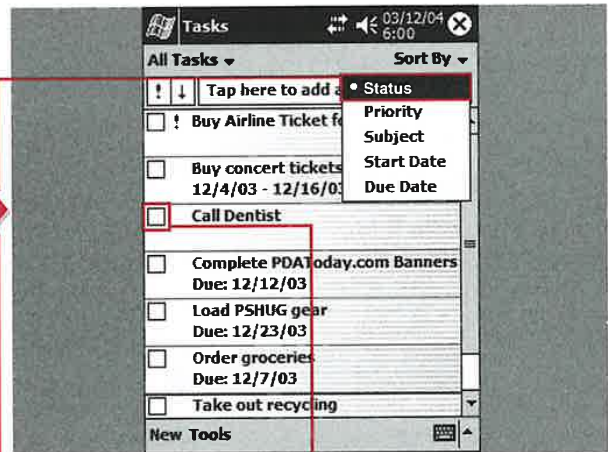
**Can I make the task list text appear larger?**

- ✓ Yes. You can do so by selecting Use Large Font on the Options screen. This option is covered later in this chapter in the section “Set Task Options.”



**SORT TASKS**

- 3 Tap Status.



- A drop-down menu labeled Sort By appears.

- 4 Tap the method by which you want to sort your task list.

- Your task list is sorted according to your selection.

**MARK A TASK AS COMPLETED**

- 5 Tap the box next to a task that you have completed.

- A check appears in the box to indicate that the task is completed (☐ changes to ☑).



## CREATE A CUSTOM CATEGORY

**Y**ou can organize your tasks by assigning them to any of the existing categories. The built-in categories are Business, Holiday, and Personal. Additionally, you can create custom categories. Creating custom categories can help you keep your tasks organized in far greater detail.

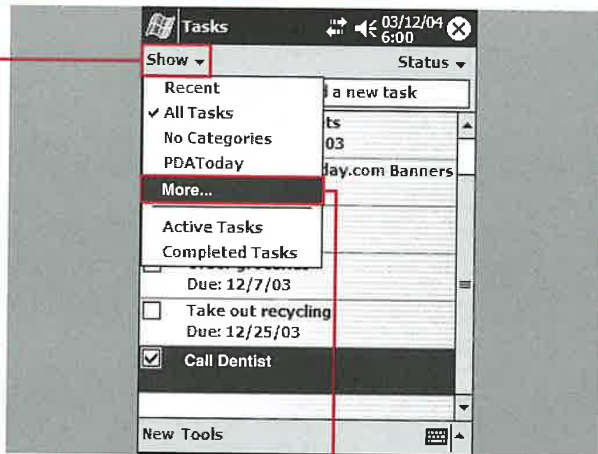
After you create a custom category in Tasks, you will be able to use this category in Calendar and Contacts, and vice versa. The categories are also synchronized to the desktop.



### Can I delete custom or existing categories?

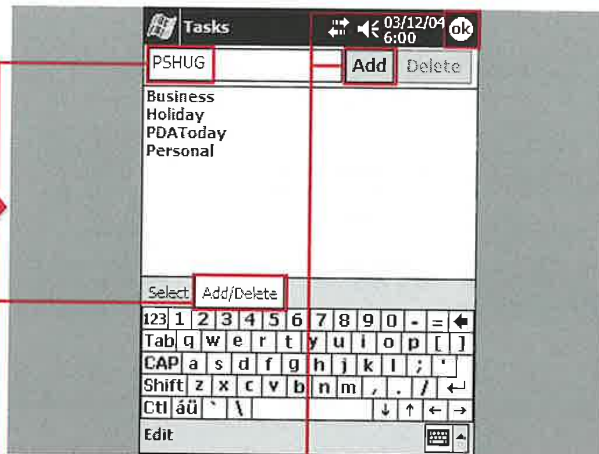
- ✓ Yes. You can delete any category listed. Tap the category that you want to delete and then tap Delete. This can be useful for removing unused categories.

### CREATE A CUSTOM CATEGORY



**1** Tap Show.

**2** Tap More.



**3** The category list appears.

**3** Tap the Add/Delete tab.

**4** Type the name of your new category.

**5** Tap Add.

**6** The new category is added to the list.

**6** Tap OK to return to the task list.

# SET TASK OPTIONS

**Y**ou can turn on or off several options in the task list.

You can set Tasks to always use reminders for new items. When this option is turned off, you will not be able to add a reminder to your tasks.

You can set Tasks to show a start and due date for tasks on your task list. Setting this option to off helps to display more of your list on the screen at one time.

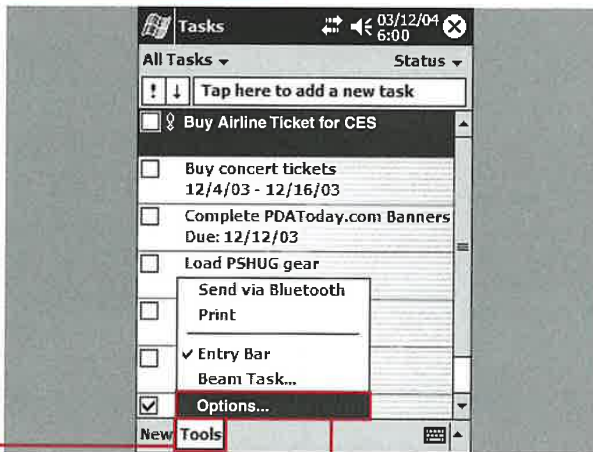
You can set Tasks to display the task list using large fonts. This can be helpful if you are having trouble reading the list.



### Is there a way to change the font colors for my task list?

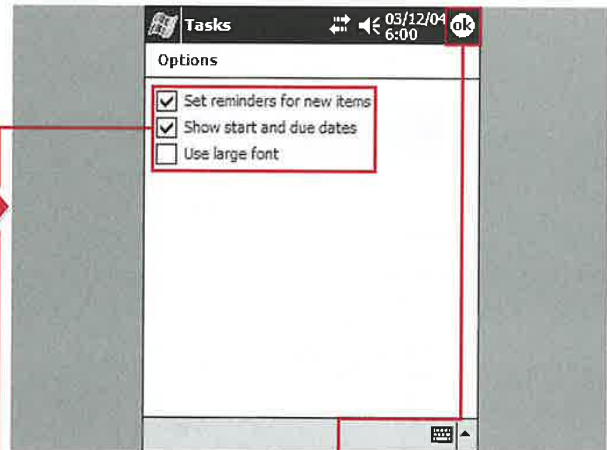
✓ Your task list fonts are controlled by the Windows Mobile system and cannot be changed here. There are third-party tools that can alter system font colors.

## SET TASK OPTIONS



1 Tap Tools.

2 Tap Options.



3 The Options screen appears.

3 Tap the Set Reminders for New Items, Show Start and Due Dates, and/or Use Large Font option (□ changes to ✓).

4 Tap OK to return to the task list.

4 The task list is displayed with the new options that you have selected.

## SEND A TASK

In **Tasks**, you can send a task to another Windows Mobile device via the built-in infrared port or, if your device is equipped with Bluetooth, via the Bluetooth radio. Sharing tasks with another Windows Mobile device is a quick and easy way to send a task to a colleague.

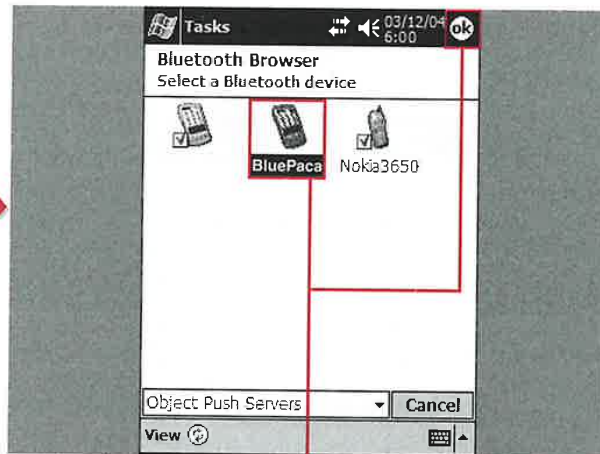
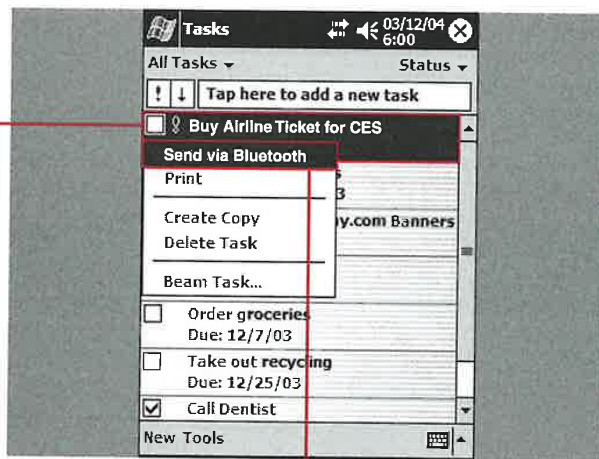
When sending a task to another device via Bluetooth, you need to

make sure that the other device is able to receive a Bluetooth signal. Sometimes this setting is called *Discoverable mode*. Additionally, you should ensure that your Bluetooth radio is turned on. You can find more information about the Bluetooth radio and Bluetooth Manager in Chapter 8.

When sending a task to another device via infrared, you need to

ensure that the device to which you are sending the appointment has the *Beam* utility set to receive all incoming beams. You can find more information about receiving infrared beams in Chapter 9.

### SEND A TASK



#### SEND A TASK VIA BLUETOOTH

1 Tap and hold the task that you want to send.

■ A drop-down list appears.

2 Tap Send via Bluetooth.

■ A list of available Bluetooth devices appears in your device's Bluetooth Manager.

*Note: Some Bluetooth managers look different.*

3 Tap the device to which you want to send your task.

4 Tap OK to complete the transfer.

■ The device to which you sent your task receives a notification dialog box asking if it wants to save your task to its task list.



**Can I send a task via Bluetooth when the task is open?**

✓ No, the Send via Bluetooth option appears only when the task list is open.

**Can I send more than one task at a time?**

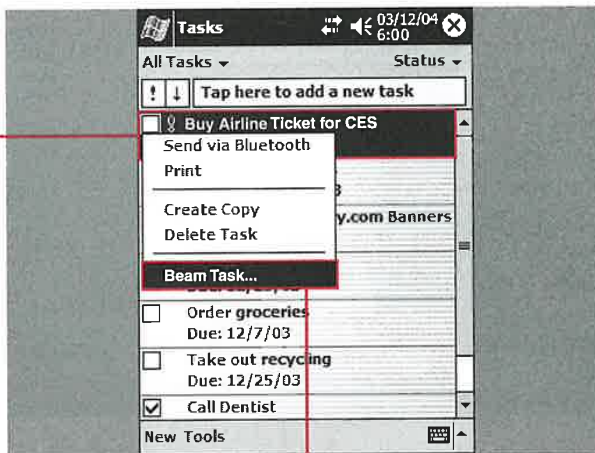
✓ Yes. You can select as many tasks from your task list as you want to send to the other device before tapping Send via Bluetooth.

**Can I send a task using just the stylus?**

✓ Yes. Find the task that you want to send on your task list and then tap and hold the item with your stylus. Select the method with which you want to send your task.

**How come when I try to send a task to the office next to me via Bluetooth, it only connects intermittently?**

✓ Most Bluetooth radio-enabled devices beam information only about 10 meters (about 30 feet).



**SEND A TASK VIA INFRARED**

1 Tap and hold the task that you want to send.

2 A drop-down list appears.

2 Tap Beam Task.

3 The beaming screen appears.

3 Make sure that the IR ports of the two devices are aligned.

4 The device to which you sent your task receives a notification dialog box asking if it wants to save your task to its task list.

4 Tap OK.

# CONNECT TO TERMINAL SERVICES

Using the Terminal Services Client on your Windows Mobile 2003 device, you can log on to a desktop computer and use all the applications, files, and such on that computer. The desktop computer needs to run Terminal Services or Remote Desktop to allow a connection.

Terminal Services enables you to run applications that cannot be

used on your mobile device. It is also helpful when you are traveling because you can gain access to all the files on your work computer.

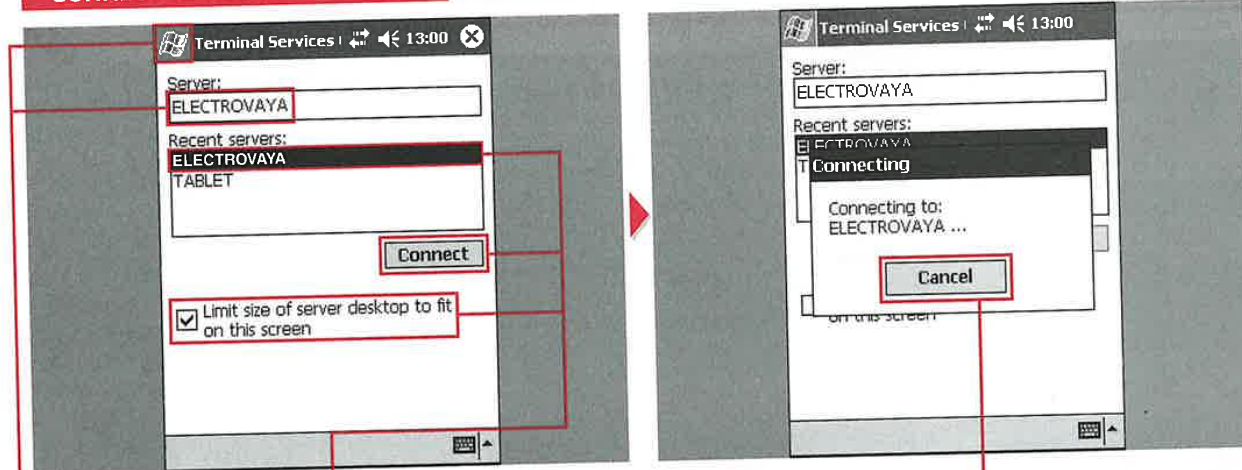
You can also use the Terminal Services client to access Terminal servers as clients and administer Windows 2000 or 2003 Exchange servers.



**When would I want to limit the size of the desktop to fit the mobile device?**

- ✓ When you run applications on your remote desktop that have been sized for Windows Mobile devices. If you run an application that is not formatted for the display, you will not be able to navigate and may become frustrated with the results.

## CONNECT TO TERMINAL SERVICES



1 Tap Start.

2 Tap Programs.

3 Tap Terminal Services Client.

4 Enter the name or IP address of the remote server or computer to which you will be connecting.

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■ If you previously connected to a server, you can tap the name from the Recent Servers list.

5 Tap the check box to fit the desktop to your device ( changes to .

6 Tap Connect.

■ A connection status box appears.

■ The status box disappears when the connection is established.

■ You can tap Cancel to stop the connection.

# DISCONNECT A SESSION

After connecting with Terminal Services, you will find that there are no menus on your device. You can end a session only by performing a couple of actions on your remote desktop via the Terminal Services client on your device.

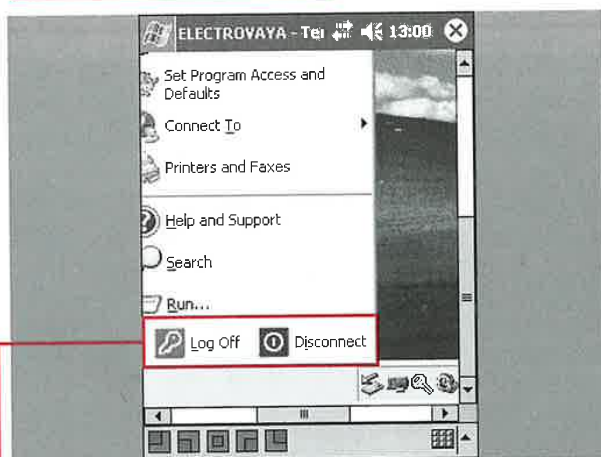
You can disconnect from your desktop without ending a session, or you can disconnect and end a session. Both options are accessed via your remote desktop's Start menu. There is no option on the mobile device's Start menu to disconnect a session.



**I disconnected from a session, but the next time I logged in, the session was reconnected. What happened?**

- ✓ Check with your network administrator to see if he or she has configured Terminal Services to reconnect to disconnected sessions. If so, you will always be reconnected to them the next time that you log in.

## DISCONNECT A SESSION

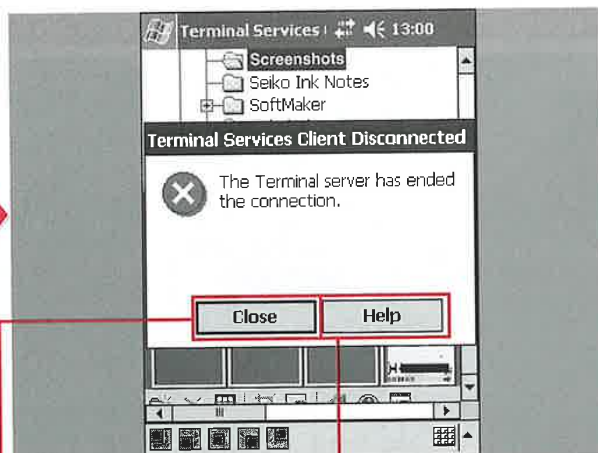


**1** Tap Start on your remote desktop via the Terminal Services Client window.

**2** Tap Log Off or Disconnect.

*Note: Log Off disconnects and ends your session. Disconnect disconnects without ending the session.*

*Note: You may have to tap Shutdown and then Disconnect or Log Off, depending on your desktop operating system.*



**■** A dialog box appears, informing you that the Terminal Services Client has disconnected.

**3** Tap Close to close the dialog box and go back to using your mobile device.

**■** You can tap Help to access the Help file.

*Note: You can find more information about Help files in Chapter 3.*

## NAVIGATE WITHIN THE TERMINAL SERVICES CLIENT

Viewing a large desktop display on a 320 x 240 mobile device display can be challenging. You can use a couple of navigational tools to move around the larger remote display.

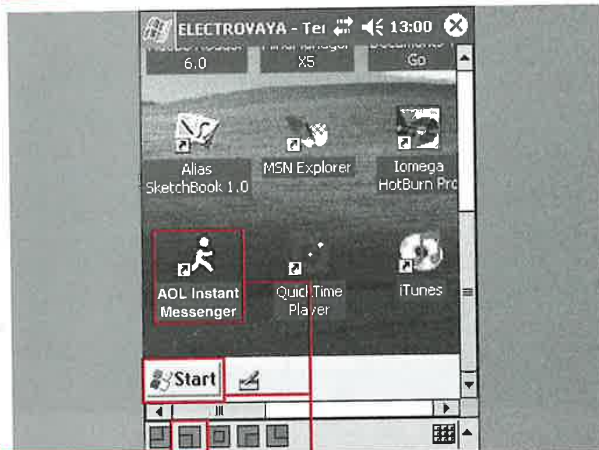
The Terminal Services Client has five navigational buttons along the bottom of the display that enable you to quickly jump to parts of the remote display. These buttons are

the fastest way to move around the display, but are not present if you selected to fit the remote desktop into the mobile device's display size.

There are scrollbars along the right side and bottom of the Terminal Services window. You can also find scrollbars on the desktop in many applications and must be careful to move along the scrollbar that you intended to if you use this navigation technique.

If you selected to have the remote desktop fit to the mobile device screen, there will be no means of navigating around the display. To undo this selection, uncheck Limit Size of Server Desktop to Fit on This Screen when you first connect to Terminal Services. See "Connect to Terminal Services" for more information.

### NAVIGATE WITHIN THE TERMINAL SERVICES CLIENT



#### WITH THE NAVIGATIONAL BUTTONS

1 Tap any of the five navigational buttons to quickly jump to that sector of the remote display.

■ The window on your mobile device changes to the location indicated by the button.

■ You can double-tap an application or tap the Start menu to operate the remote desktop.



2 Tap more navigational buttons to move around the display.

■ Different sectors of the desktop display appear on your mobile device.



**Can I add more navigational sectors to the five current buttons?**

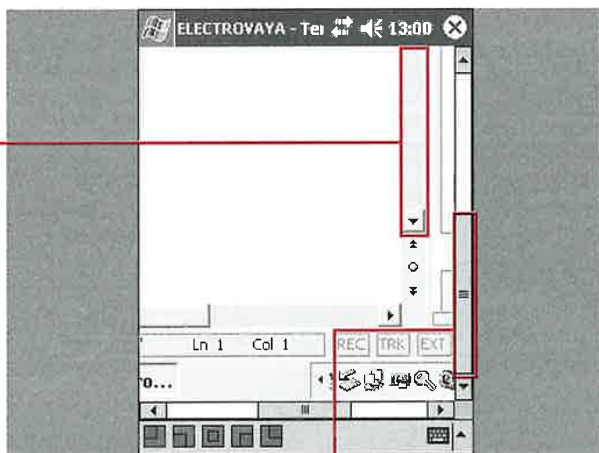
✓ No, the five buttons cover the display, and you cannot create more buttons for more specific locations.

**Is there anything that I can do to make the appearance better and navigation easier on my mobile device?**

✓ Yes, you can maximize programs on the desktop computer to get the best view on your mobile device.

**Can I use my stylus or mobile device hardware navigational pad to navigate around the remote desktop?**

✓ Yes and no. You can control your desktop using double-taps on your display that simulate double-clicks of your mouse with your desktop. However, the hardware navigational pad does not function in Terminal Services.



**WITHIN AN APPLICATION**

1 Use your stylus to move the scrollbar.

*Note: Notice the separate scrollbars in the application and in the mobile device's Terminal Services Client window.*

2 Use your stylus to move the scrollbar in the Terminal Services Client window.

■ The display moves according to the amount of scrolling that you perform.



**WITHOUT THE NAVIGATIONAL BUTTONS**

1 Double-tap an application to launch it on your remote desktop.

■ You can tap Start to access programs not shown on the fitted display.

*Note: When you have the check box for fitting to your mobile device selected, notice that there are no navigational buttons.*



# IMPROVE TERMINAL SERVICES CLIENT PERFORMANCE

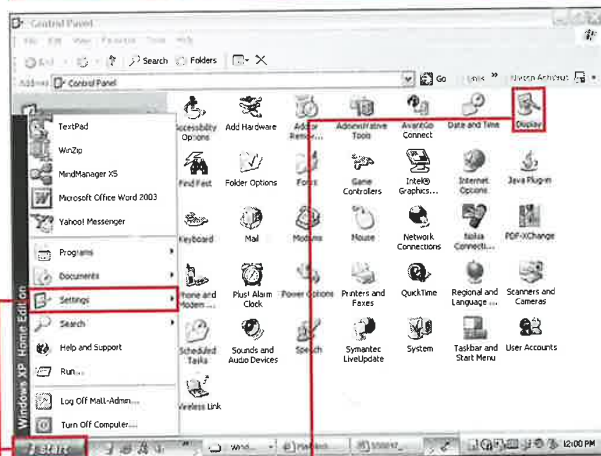
Operating a remote desktop from a much smaller window presents some readability and usability challenges, even with a high-speed data connection. You can perform a couple of steps to improve the performance of the Terminal Services Client. These steps are all

performed on the desktop that you will be connecting with from your mobile device.

In order to improve the display performance, you can go into your Display settings via the Control Panel and clear the transition effects for menus and ToolTips. This decreases the time that it takes for the screen to be refreshed.

If you plan to use the Terminal Services Client to browse via your desktop's more powerful version of Internet Explorer, you can make a change to the Advanced options that also decreases the time that it takes for Web pages to be refreshed on your desktop computer.

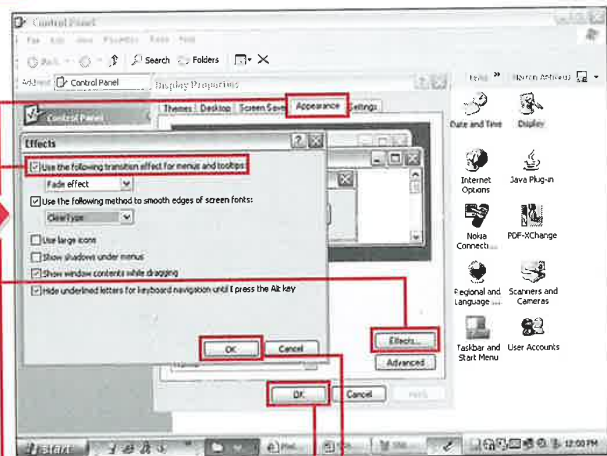
## IMPROVE TERMINAL SERVICES CLIENT PERFORMANCE



### DISABLE TRANSITION EFFECTS

- 1 Click Start on your desktop computer.
- 2 Click Settings.

- 3 Click Control Panel.  
■ The Control Panel appears.
- 4 Double-click Display.



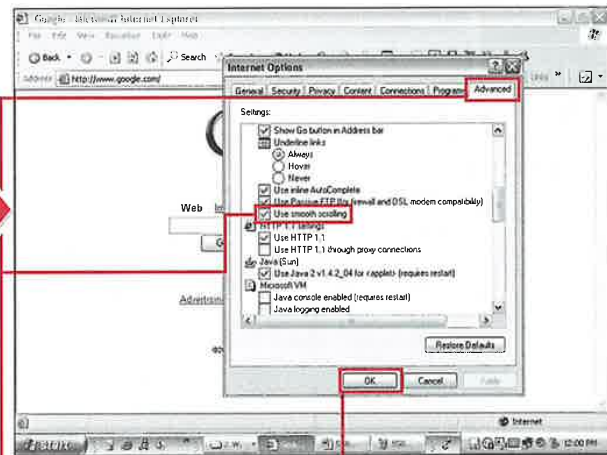
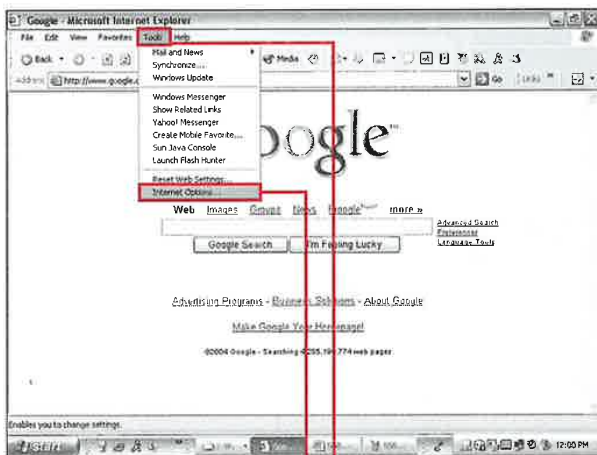
- 5 Click the Appearance tab.
- 6 Click Effects.  
■ The Effects settings appear.
- 7 Click Use the Following Transition Effect for Menus and ToolTips ( changes to ).

- 8 Click OK.
- 9 Click OK to exit the Display settings.  
■ The modified Display settings will now be used when you connect via your mobile device.



**Are there other steps that I can take to improve the performance of the Terminal Services Client?**

✓ Yes. You can exit applications on your device that you are no longer actively using to ensure that adequate memory is available. Also, you can change the settings for the display to be smaller on your desktop, such as 640 x 480, so that you can more easily view the applications (because they would be larger). Another method is to reduce the number of colors on your screen to 256 so that it takes less time to update. You can also set up your system to allow single clicks in Windows XP to make navigation easier; to do so, open My Computer and click Tools ⇨ Folder Options and then change Click Items as Follows to Single Click. Finally, you can perform all of these enhancements as a new user so that they do not affect your everyday user account. The downside is that you need to navigate to your My Documents folder for your everyday account.



**DISABLE SMOOTH SCROLLING IN INTERNET EXPLORER**

1 Launch Internet Explorer on your desktop computer.

- 2 Click Tools.
- 3 Click Internet Options.

- 4 The Internet Options dialog box appears.
- 4 Click the Advanced tab.
- 5 Click Use Smooth Scrolling ( changes to .

- 6 Click OK.
- The new settings are saved, and Internet Explorer will be faster on your mobile device when accessing the desktop application.

# TURN PHONE FUNCTIONALITY ON AND OFF

**Y**ou can turn phone functionality on and off and still use the Pocket PC features of your device. Also, you can leave the phone on when you turn off the Pocket PC device and still receive calls. You have to turn the phone off to stop receiving calls.

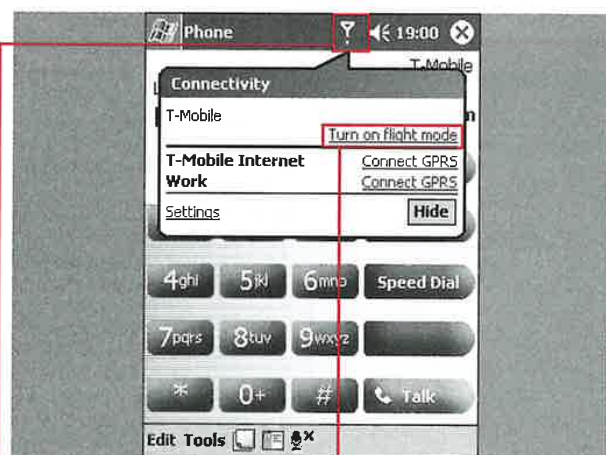
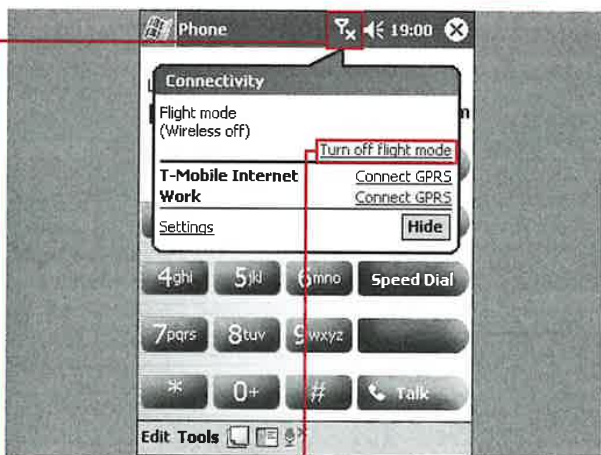
When the phone is on, you can quickly switch back to the phone features from any Pocket PC application by pressing the Talk hardware button on your device.



**Is there any other way to turn on my phone, instead of tapping the signal strength indicator?**

- ✓ Yes, if you tap Start ⇨ Settings and then the Personal tab, you will see a Phone icon. Tapping this icon launches a notification asking if you want to turn wireless on.

## TURN PHONE FUNCTIONALITY ON AND OFF



### TURN YOUR PHONE ON

- 1** Press the Talk hardware button to start the Phone application.

*Note: The Talk button is usually the green-colored button on the device.*

- 2** Tap the signal strength indicator.

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*Note: If the phone is off, the indicator shows an antenna with an X to the right of it.*

- 3** Tap Turn Off Flight Mode.

■ The X in the indicator changes to bars numbering from 1 to 4 for the signal strength.

### TURN YOUR PHONE OFF

- 1** Tap the signal strength indicator.

■ The Connectivity notification pops up with the name of your service provider on the left.

- 2** Tap Turn On Flight Mode.

■ The bars indicating the signal strength change to an X in the indicator, and the Connectivity notification shows that wireless is off.

# SET UP YOUR SPEED DIAL LIST

**Y**ou can set up a list of frequently called numbers on your device for speed dial. Each contact must be in your Contacts database.

You can edit the name that appears in your speed dial list, and it will still be

associated with the contact that you initially set it up with. You can also specify what speed dial location the contact is assigned to, and the list does not have to be in sequential order.



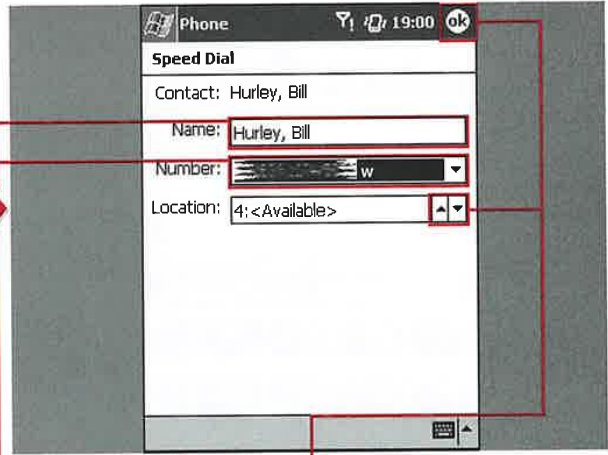
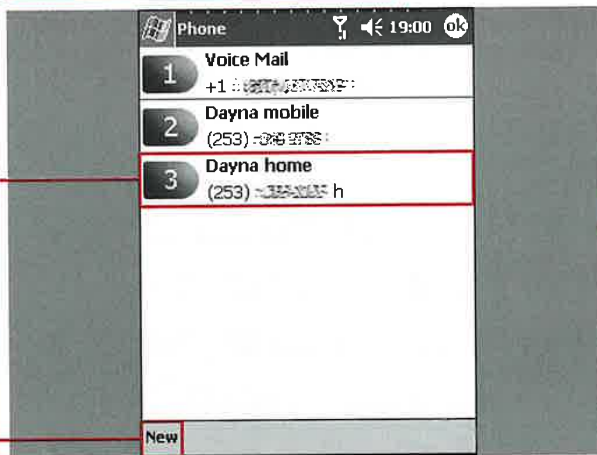
**Is there a limit to the number of speed dial numbers that I can set up?**

✓ Yes, you can set up a maximum of 99 speed dial numbers going from 1 to 99.

**Can I move an entry up or down my speed dial list?**

✓ Yes, but if the spot that you move the contact to is taken, you will be prompted to overwrite the existing contact.

**SET UP YOUR SPEED DIAL LIST**



**1** Press the Talk hardware button to start the Phone application.

**2** Tap Speed Dial.

**3** Tap New to create a new entry.

■ You can tap and hold an existing speed dial entry to edit or delete the contact.

■ Your Contacts list appears.

**4** Select a contact from the list.

*Note: You can also tap and hold a contact name in Contacts and select Add to Speed Dial.*

**5** Enter a display name for your speed dial list.

**6** If there is more than one number associated with the contact, tap [dropdown] to select the number that you want to use.

**7** Tap [up/down] to select a location to assign to your contact.

**8** Tap OK.

■ The contact appears in your speed dial list.

# ANSWER OR IGNORE A CALL

If the wireless functionality is turned on, you can receive phone calls directly to your mobile device. If the device is turned off but the radio is on, you can still receive phone calls.

When you receive a call, the signal indicator icon changes to a right-leaning phone, and a notification

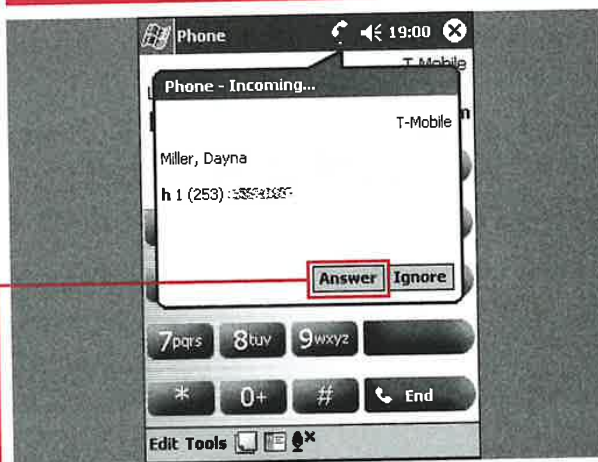
appears with the caller ID information (if you set this up with your provider) and two actions that you can take — Answer or Ignore.

If you answer the call, simply use your headset or device directly to talk with the caller. If you choose to ignore the call, the ringing or vibrating stops, and the call is

forwarded to your voice mail, if that is available from your provider. You will also receive a notification that a call was missed.

You can also set up to have your calls answered automatically, which is discussed in the section “Change Your Phone Settings.”

## ANSWER OR IGNORE A CALL



### ANSWER A CALL

*Note: When someone calls your phone, the signal indicator changes to a phone, and a notification appears.*

- 1 Tap Answer.

*Note: You can also press the Talk hardware button to answer the phone or have your device answer automatically after a set number of rings. This option is discussed in the section “Change Your Phone Settings.”*

- The notification disappears.

- The green Talk button changes to a red End button, and the signal indicator switches from a phone icon to a radio signal icon.
- A call timer also appears.

- 2 Use your headset or device to talk.
- 3 Tap End to end the call.
  - The red End button changes back to a green Talk button.



**Can I answer or ignore a second call that may come in?**

- ✓ Yes, the notification box appears, and you can place your first call on hold while you answer the new call. Details on call management are covered in the section “Manage a Call in Progress.”

**What is the difference between just ignoring a call and tapping the Ignore button?**

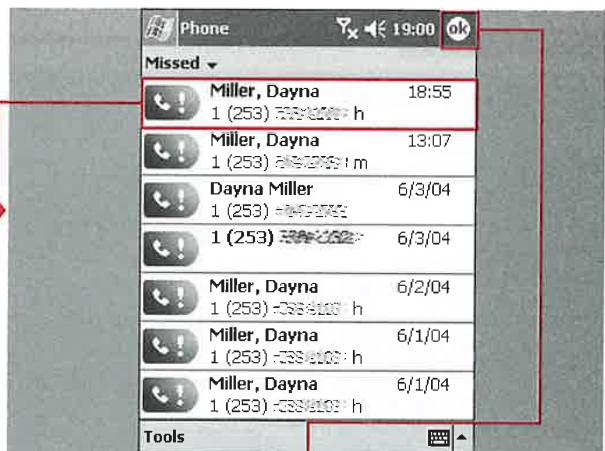
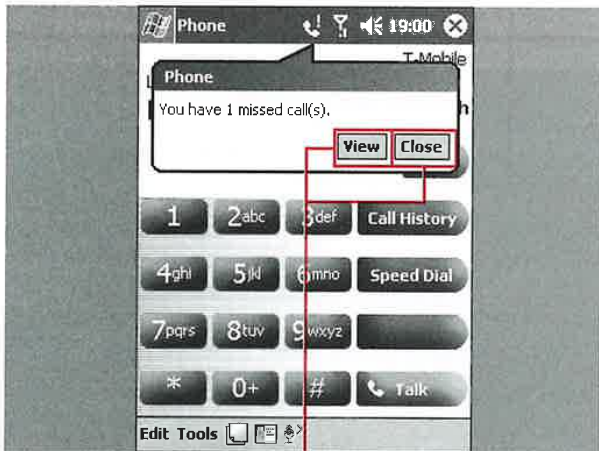
- ✓ If you tap Ignore, the ringing or vibrating stops. If you just physically ignore the call, the ringing or vibrating continues for a few rings.

**Will my caller know that I tapped the Ignore button?**

- ✓ No, the caller will eventually receive your voice mail message and probably assume that your phone was off or you were on another call.

**Can I clear my missed calls list?**

- ✓ Yes, you can tap and hold the Tools menu and then select Delete All Calls.



**IGNORE A CALL**

- 1** When the incoming call notification appears, tap Ignore.
- The signal indicator changes to a phone with an exclamation point, and a missed call notification appears.

- 2** Tap View if you want to see the missed call details.
- You can tap Close to close the notification.

- 3** Tap a contact name.
- The time, date, and duration of the call is shown in a pop-up window.

*Note: The duration for missed calls is shown as 00:00.*

*Note: You can tap and hold a name to delete the missed call information, call the contact back, or send him or her an SMS message.*

- 4** Tap OK.
- The missed Call History window closes, and the main phone entry display appears.

## PLACE A CALL

In addition to receiving calls, you can place an outgoing call several different ways. You can call using the keypad, using speed dial, from Call History, and from your Contacts list.

Microsoft has designed the buttons on the Phone Edition devices to be large enough so that you can

comfortably tap on a phone number with your finger. You can also use your stylus on the buttons to dial.

With Windows Mobile 2003 Second Edition, you can dial phone numbers from the Today screen using Transcriber or an external keyboard.

If you miss a call, a notification bubble appears, and you can place a call by tapping Call in the notification.

### PLACE A CALL



#### USING THE KEYPAD

- 1 Tap the number to be dialed.
  - The phone number appears on the entry line as you tap numbers.

- 2 Tap Talk.
  - Note: Alternatively, you can press the Talk hardware button.*
  - The call is initiated.



#### USING SPEED DIAL

- 1 Tap and hold the number corresponding to the contact that you want to call in your Speed Dial list.

*Note: See the section "Set Up Your Speed Dial List" for more information.*

- The keypad color scheme may change as the number is dialed.



**What can I do if I enter an incorrect digit?**

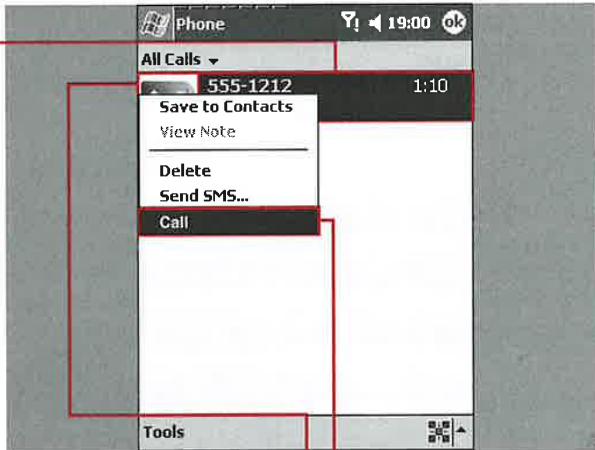
- ✓ You can tap the Backspace button, and after each tap the right-most digit will disappear. You can then enter the correct digit on the number entry line. You can also tap and hold the Backspace button to clear the entire entry line.

**Can the Edit menu assist me when I am placing a call?**

- ✓ Yes, if you copy a phone number from another application and place it into the Clipboard, you can paste the number into the entry line. You can also tap Edit ⇨ Clear to clear the entire number entry line with one command.

**Can I make a call using voice recognition?**

- ✓ There is no voice calling functionality included in the operating system. However, Microsoft developed and sells Voice Command software that enables you to call contacts and dial numbers using voice recognition. There are other third-party solutions for voice dialing as well, such as the Fonix products.

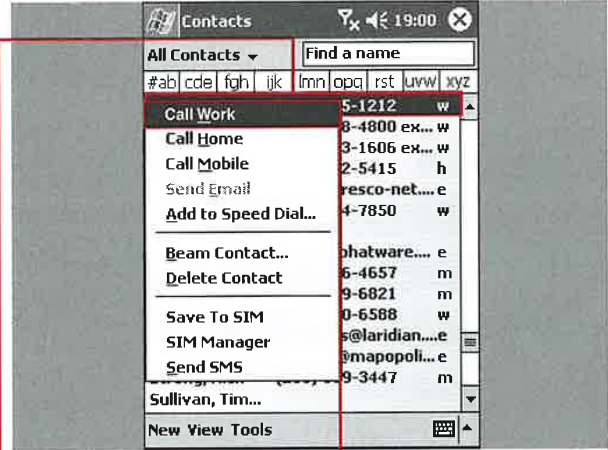


**USING CALL HISTORY**

- 1 Tap Call History in the main keypad view.
- 2 Tap and hold the name that you want to call.

**3 Tap Call.**

- You can also tap the icon to the left of a name to place a call.
- The call is initiated.



**USING YOUR CONTACT LIST**

- 1 While in the Contacts application, tap and hold a name.

**2 Tap the number that you want to dial.**

- The call dialog box opens, and your call is placed if a cellular signal can be achieved.

*Note: See Chapter 14 for more information about using Contacts.*



## MANAGE A CALL IN PROGRESS

**A**dvanced call-management features are included in the Windows Mobile operating system for the Pocket PC Phone Edition. You can mute a caller, place a call on hold, quickly switch between callers, and manage a conference call with a few quick taps on your display.

The Mute button is available only when a call is in progress. When you mute a call, a notification will appear in the top-right corner to let you know the mute status. When you can place a call on hold, the status will again appear at the top of the window.

Another powerful feature is the ability to quickly set up a three-way conference call. When you are

placing a conference call, the Conference and Swap buttons become available. You can use these to have all three callers talk, or you can choose to swap the two callers and speak to each individually. However, you will be billed for the minutes used for each caller on a three-way call.

### MANAGE A CALL IN PROGRESS



#### MUTE A CALL

**1** While you are on a call, tap the Mute button.

■ A small mute symbol appears here.

#### PLACE A CALL ON HOLD

**1** While you are on a call, tap Hold.



■ Hold changes to Resume, and (On Hold) appears in the status window.

**2** Tap Resume to continue the call.

■ Resume changes back to Hold.



**Can I put a conference call or other call on speaker phone?**

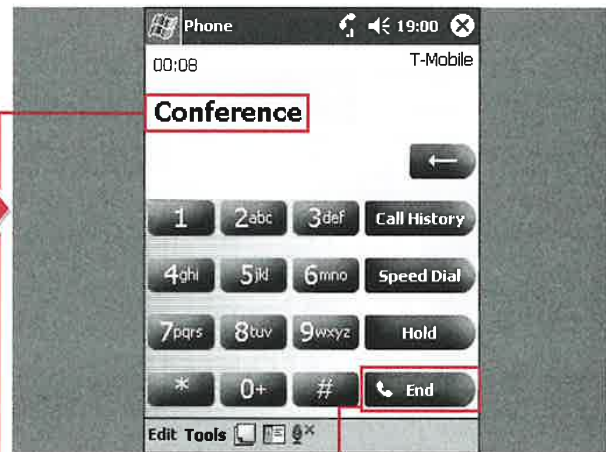
✓ Yes, simply press and hold the Talk hardware button, and a speaker phone notification will pop up stating that the speaker phone is on.

**Can I have more than two other people on the line at the same time?**

✓ No, the operating system supports only three-way conferencing calling and does not support adding more calls.

**When I am in a conference call, can I put both of the callers on hold?**

✓ Yes, to place both of the callers on hold, simply tap the Hold button. You can tap the Resume button to continue the call with all three participants.



**MAKE A CONFERENCE CALL**

**1** While you are on a call, tap Hold while talking with the first person.

**2** Dial the second person.

*Note: Alternatively, you can have him or her call your phone.*

**3** Tap Conference to get all three callers on the same line.

■ You can tap Swap to switch the hold from one person to the other.

■ The Conference button changes back into Speed Dial.

■ The names and numbers of the other two people are replaced by the word Conference.

**4** Tap End to end the conference call.

■ The call ends, and the keypad view appears.

## MANAGE YOUR CALL HISTORY

**Y**ou can view the time and duration of missed, outgoing, and incoming calls using your Call History. You can view all the calls in your history or filter the list by missed, outgoing, or incoming calls or by caller.

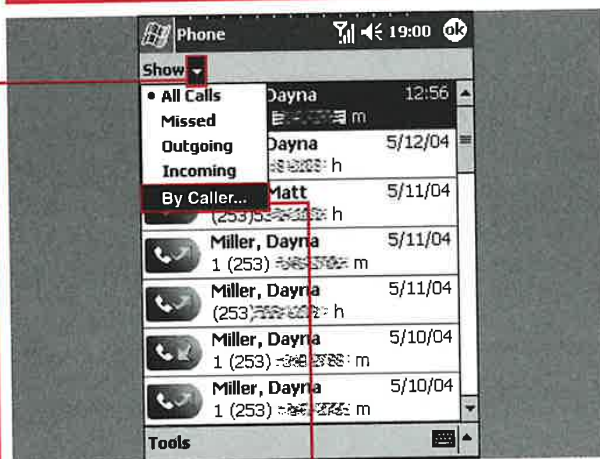
Any notes that you have attached to a call show up as a pencil and paper icon in the Call History list. You can tap and hold a call to access the menu to view the note.

You can individually delete a call, or you can delete all the calls in the list in the view that you have filtered on your device. If you want


to hold on to some calls but do not want to keep every call, you can use the Call Timers display to set how far back calls will be deleted to.

The Call Timers display shows the duration and number of calls that have been made on your device. You can reset the Recent Calls numbers and track just a set period of time.

### MANAGE YOUR CALL HISTORY

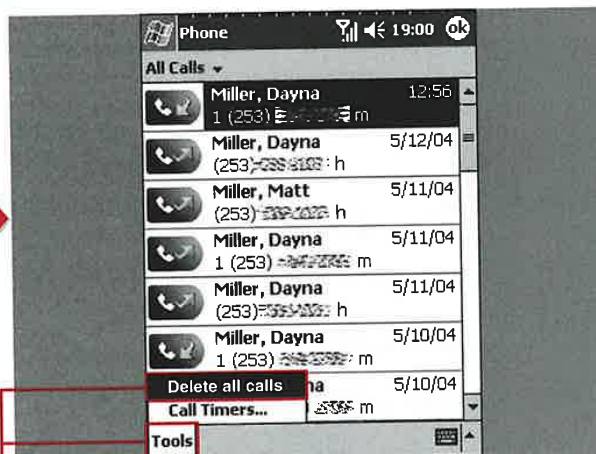


#### FILTER CALL HISTORY

- 1 From the main keypad display, tap Call History.
- 2 Tap .

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- The category name changes to Show.
- 3 Tap how you want the calls filtered.
- Just the calls in the category that you selected appear in the list.



#### DELETE ALL CALLS

- 4 Tap Tools.
- 5 Tap Delete All Calls.
- A confirmation dialog box appears, asking if you want to delete all the calls permanently.

#### 6 Tap Yes.

- All the calls are deleted, and a blank Call History page appears.



**If I filter my Call History by contact name, how will I know what type of calls the history contains?**

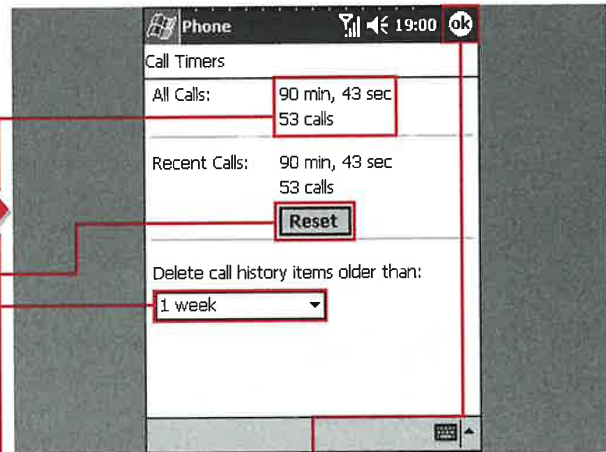
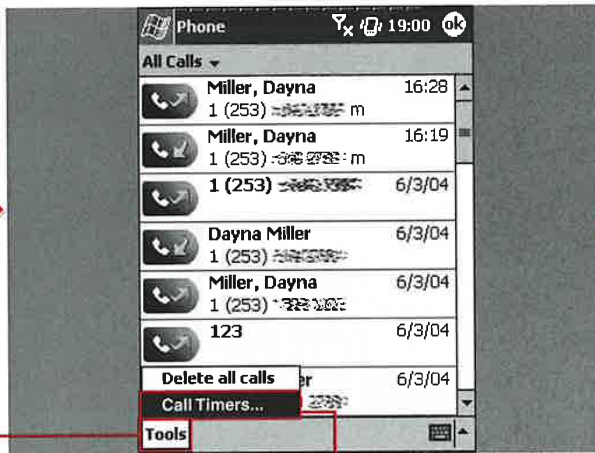
- ✓ The icons on the left side of the display indicate if the call was missed, outgoing, or incoming.

**What order are calls listed in Call History, and can I reverse the order?**

- ✓ The Call History shows the newest calls at the top, down to the oldest calls at the bottom. You cannot reverse the order of the calls in the history.

**Can I export my call history for future reference?**

- ✓ No, however, you can take screen shots, with IA Screenshot or Developer One Screensnap, for example, of the Call History pages and save those for later viewing.



**CHANGE CALL TIMERS SETTINGS**

- 7 Tap Tools.

- 8 Tap Call Timers.
- The Call Timers management display appears.

- Stats for all calls made on your device appear here.
- 9 Tap Reset to reset the recent call timer.
- 10 Tap the Delete Call History Items Older Than ▾ and set the date range.

*Note: The choices range from one week to never.*

- 11 Tap OK.
- The Call Timers settings are saved and will be used for future calls.



# MESSAGE

## MAN

**Y**ou d... are  
your... 160-  
the... similar to  
th... out is more  
... and can be used for  
... messaging.

SMS messages are sent to a cell phone number and not an e-mail address, so they do not go through the Internet but through the wireless provider's network.

### What happens when I receive SMS messages on my device?

- ✓ When an SMS message is delivered to your device, a notification appears with the options of replying to the message, calling the person who sent the message, deleting the message, or closing the message. The body of the message appears in the notification as well.

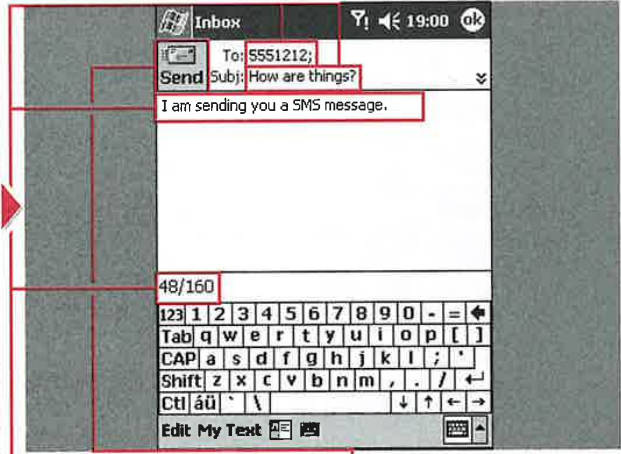
### Can I send an SMS message to multiple recipients at one time?

- ✓ Yes, just separate the addresses with a semicolon.

## SEND AN SMS MESSAGE



- 1 Tap Tools.
- 2 Tap Send SMS.



- 3 Enter an SMS address.
  - 4 Enter a subject.
  - 5 Enter the message body.
  - 6 Tap Send.
- The message is sent, if you are connected, or placed in the Outbox, to be sent when you reconnect.

■ The Inbox is launched, and a new message appears.

*Note: You can also send SMS messages by starting from the Inbox application.*

# TAKE NOTES DURING A CALL

**Y**ou can take handwritten or text notes on your device while talking with someone on the phone. The notes that you take during the call are attached to that call. When you view the call in your Call History, you can also view the attached note. Notes are also saved in the Notes application, filed under the Calls folder.



**If I delete all the calls in my Call History, will my notes be deleted too?**

- ✓ No, your notes can still be found in the Calls folder of the Notes application. However, they will no longer be attached to a specific call. The note automatically includes the caller, phone number, and date and time of the call.

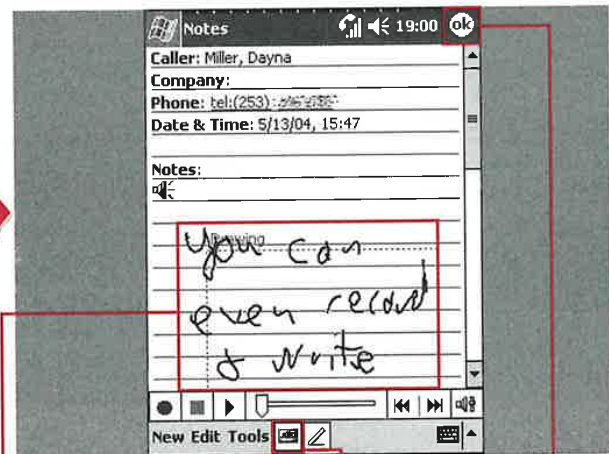
**Can I make multiple note files in one call?**

- ✓ Yes, you just need to tap New from the Notes page.

**TAKE NOTES DURING A CALL**



- 1** Tap the Create New Note button while on a call.



- The Notes application is launched, and the call data is automatically filled out.

*Note: See Chapter 17 for more information about using Notes.*

- 2** Enter your note using your preferred text-entry method.

- You can tap the Record button to open the Recording toolbar and make voice recordings.

- 3** Tap OK.

- The note is saved and associated with the call in Call History.

# CHANGE YOUR PHONE SETTINGS

**Y**ou can select from several settings for your Phone Edition device to customize the phone features according to your preferences.

You can select the ringer type and tone, how the keypad taps sound, security features, various phone services, network settings, broadcast channels, and automatic pickup.

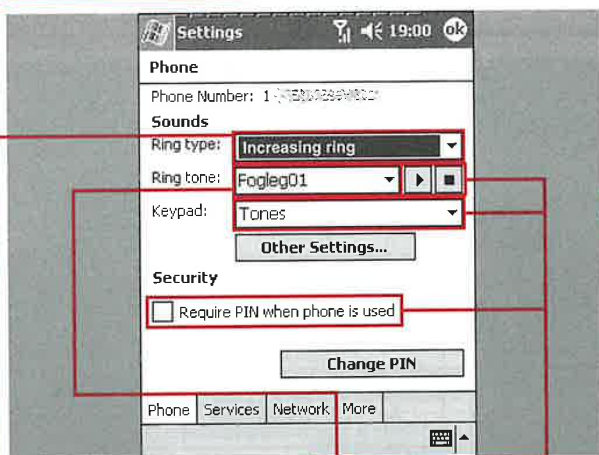
You can use custom ring tones to truly make your device unique. You can assign a PIN number to your phone to add additional security and prevent unauthorized use. You can also view available networks in case your network is unavailable or you travel and need access to multiple networks.

The automatic pickup feature tells your phone to pick up after a set amount of rings, from 1 to 10. You

may also see the option to turn off all buttons except for the On/Off button; if you bump your Phone Edition device and initiate calls by accident, you may want to enable this feature.

The phone service settings are specific to your wireless provider, and the subscription services that you pay for will vary from other users.

## CHANGE YOUR PHONE SETTINGS

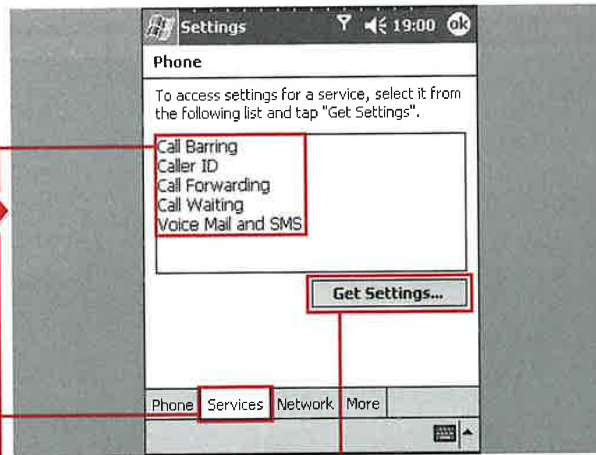


### PHONE SETTINGS

- 1 From the main keypad view, tap Tools.
- 2 Tap Options.
- 3 Tap the Ring Type ▾ and select a type.

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- 4 Tap the Ring Tone ▾ and select a tone.
- 5 Tap the Keypad ▾ and select how the keypad will sound.
- 6 Tap the check box to enable security.



### SERVICES SETTINGS

- 7 Tap the Services tab.
- 8 Tap the service that you want to set up.

- 9 Tap Get Settings.

Your device connects to your wireless provider and automatically configures your settings.



**What is my original PIN?**

- ✓ This varies depending on your wireless provider. Contact your provider to find out what PIN was assigned to your device.

**Is there another method to manage ring tones, outside of the Phone settings?**

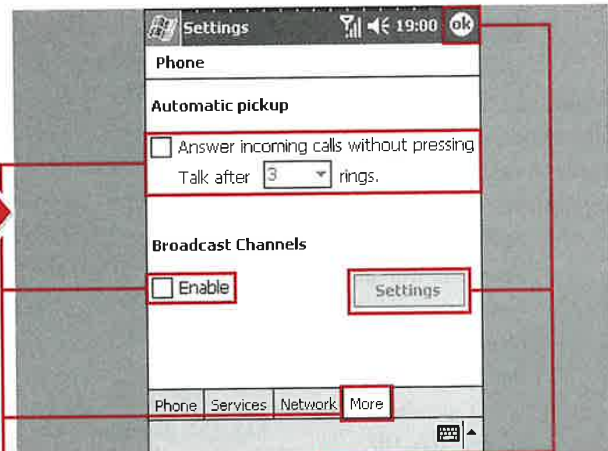
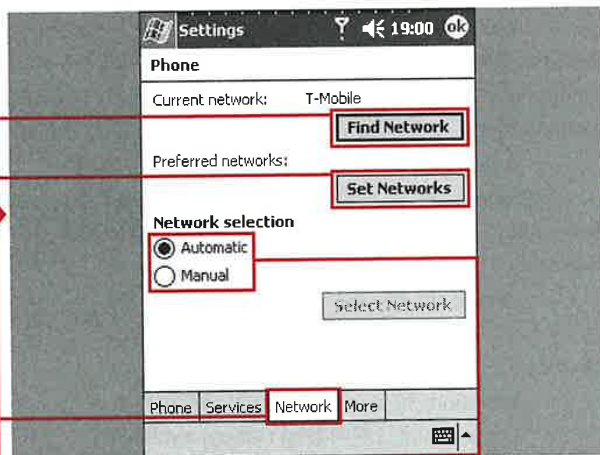
- ✓ Yes, tap Start ⇨ Settings and choose the System tab; then tap on Add Ring Tone. Windows Mobile 2003 searches for and returns a list of all acceptable audio types. Then you can test the types and select the ones that you want to be included in your Phone Settings Ring Tone drop-down list.

**What type of sound files can I use for ring tones?**

- ✓ You can use .wav, .mid, or .wma files as ring tones. You may want to manage the size of the audio file because the ring tones need to be stored in the RAM of your device.

**What are the different ring types?**

- ✓ The ring types are Ring, Increasing Ring, Ring Once, Vibrate, Vibrate and Ring, Vibrate Then Ring, and None.



**NETWORK SETTINGS**

- 10 Tap the Network tab.
- 11 Tap Find Network.
  - Your device connects and verifies your current network.
  - You can tap Set Networks to set up how a secondary network can be accessed.

- 12 Tap how you want your network to be selected — either automatically or manually.

*Note: If you choose Manual, you have to tap Select Network and then tap the network name to connect with.*

**MORE SETTINGS**

- 13 Tap the More tab.
- 14 Tap the first check box to set automatic pickup and tap [3] to select how many rings will occur before pickup.
- 15 Tap Enable to enable broadcast channels.

- 16 Tap Settings to specify what type of channels you will receive.

- 17 Tap OK.

■ Your Phone settings are saved.

*Note: Your device may also have the option to lock the hardware buttons.*



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CHAPTER 26 WORKING WITH TASKS

WINDOWS MOBILE 2003 Applications IV

### CREATE A NEW TASK

**W**ith the Tasks program, you can create a task list or todo list of things that you need to accomplish or track. You can then update and track your tasks while on the go.

When creating a new task for your task list, select a descriptive subject that you will understand later, such as “clean the garage” or “purchase concert tickets.” The subject title appears in your task list.

You can specify what date the task is to start and whether it is to be completed by a specific date. The start and end date can appear on your task list to remind you of upcoming deadlines. You can also set a reminder alarm to alert you to an upcoming deadline.

Tasks enables you to specify the priority of a task. Assigning a priority to your task can help you organize your task list.

You can also add voice notes to a task to provide you with additional task details as well as voice notes.

**How do I edit a task?**  
 Tap the task that you want to edit and then tap Edit to display the task's properties. Modify the task's properties as needed and tap OK.

**Why is the Reminder option gray in my task, and I am unable to set it?**  
 The reminder is disabled and therefore gray because the reminder has not been set. To set a reminder, you need to first assign a start date, and then you can tap Reminder to set a reminder alarm.

**Is there a way to display the start and due dates on the task list?**  
 Yes. From the task list, tap Tools and then tap Options. You can select to show the start and due dates for your task list.



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