How to...

- Create and save documents
- Edit and format documents
- Send documents via e-mail
- Beam documents using infrared
- Create notes in digital ink or text
- Make voice recordings

Word Mobile enables you to use your device for more than just storing personal information and retrieving e-mail. With Word Mobile, you can create letters, memos, or notes wherever the need arises. Word Mobile is similar to Microsoft Word, but its purpose is to complement the desktop software rather than replace it. Because of this, Word Mobile does not have many of the formatting features—such as tables and footnotes—that you find in Microsoft Word. With Word Mobile, though, you can instantly write documents wherever you are, and then transfer the documents to a desktop computer for further editing and final formatting.

NOTE *This application was called Pocket Word in prior versions of Windows Mobile.*

Use Word Mobile on Your Pocket PC

Unlike the desktop version, Word Mobile cannot do any of the following:

- Password-protect documents
- Print documents
- Create tables
- Create headers or footers

Did you know?

Improved Round-Tripping

Unlike prior versions of Windows Mobile, when you synchronize documents that contain tables, headers, and footers to a Windows Mobile Version 5 device, the tables, headers, and footers stay in the document. When you synchronize and edit documents on devices running prior versions of the software, tables, headers, and footers are removed from the document when it synchronizes to a PC, or when you e-mail the document.

You will not see headers or footers in Word Mobile, but you can edit table contents.

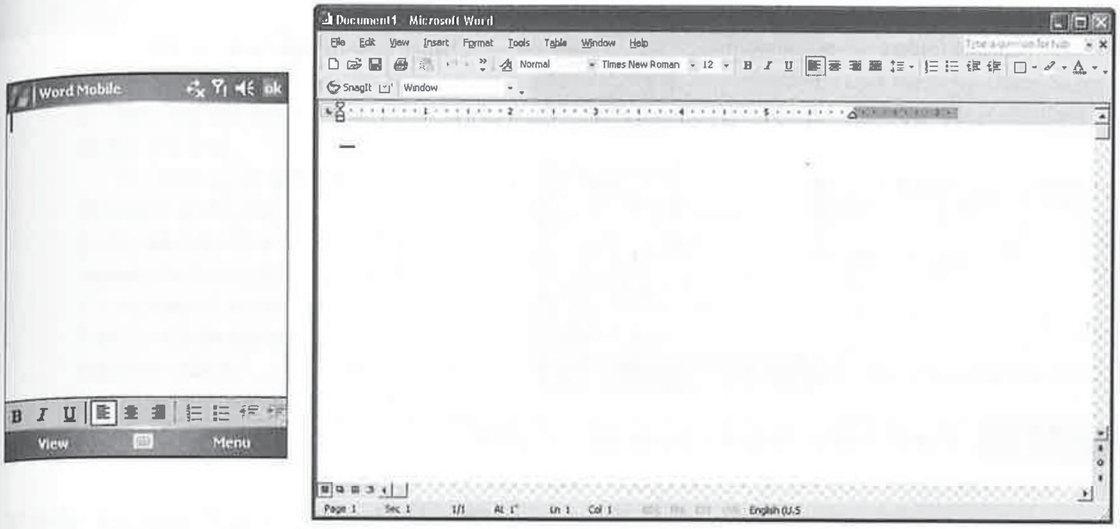

Word Mobile
ok
B I U
View
Menu
Document1 - Microsoft Word
File Edit View Insert Format Tools Table Window Help
Normal
Times New Roman
12
B I U
SnagIt
Window
Page 1 Sec 1 1/1 At 1" Ln 1 Col 1
English (U.S

FIGURE 14-1 Word Mobile program window with Windows Mobile for Pocket PC (left) and Microsoft Word program window (right)

NOTE *Word Mobile is not available on Smartphones, so this chapter focuses on Pocket PCs. You can view Word documents on Smartphones using Westtek's ClearVue, which you can find at www.westtek.com/smartphone/.*

Figure 14-1 (above) shows the differences between the Word Mobile program on the Pocket PC and Word on a desktop computer. At the bottom of the Word Mobile screen is the Command bar, which contains the Menu button on the right, and either the New or View buttons on the left.

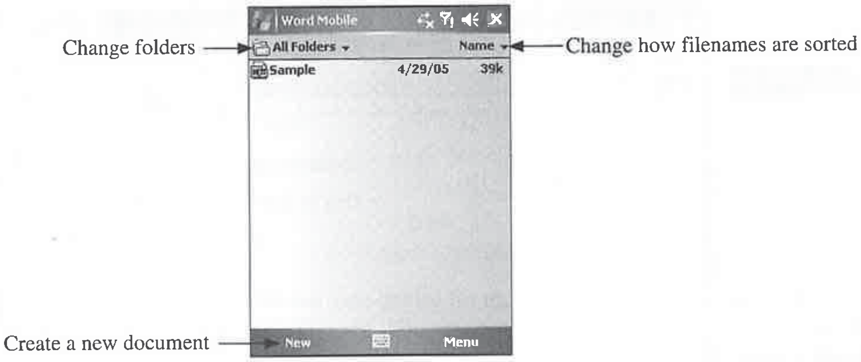
NOTE Command bar *is a term created by Microsoft to refer to the bar at the bottom of the screen on the Pocket PC.*

Create, Open, and Save Documents

To start Word Mobile, tap Start | Programs | Word Mobile, which opens to the File List view, shown in Figure 14-2. Tap New to create a blank document in the program window.

To create documents using a template, follow these steps in the File List view:

1. Tap Menu | Options.
2. Tap to expand the Default Template drop-down list.
3. Tap the name of the template you want to use.
4. Tap OK.
5. Tap New.


Word Mobile
All Folders
Name
Sample 4/29/05 39k
New
Menu

Change folders

Change how filenames are sorted

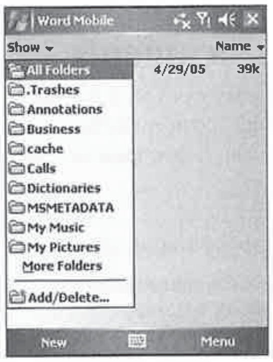
Create a new document

FIGURE 14-2 Word Mobile File List view on the Pocket PC

At this point all new documents are based on the template that you select. To revert to blank documents, repeat these steps and select Blank Document from the Default Template drop-down list.

NOTE *Previous versions of Windows Mobile have the New pop-up menu, which displays Pocket Word templates and contains options for creating the following: Appointments, Contacts, E-mails, Excel Workbooks, Notes, and Tasks.*

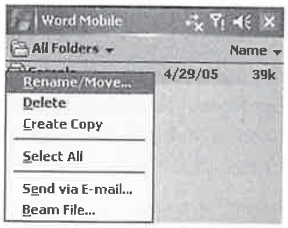
Use the File List view shown in Figure 14-2 to create new documents or to open, copy, delete, rename, or move existing documents. By default, all documents in the My Documents folder, and any subfolders, are displayed. If a My Documents folder exists on a storage card inserted in the device, its contents, along with the contents of its subfolders, will be merged into the list. Tap the down arrow next to All Folders to display the Folders drop-down list, shown here. Select a folder name from this list to display its contents. If you tap the Add/Delete item at the bottom of the drop-down list, you can create, rename, and delete subfolders.


Word Mobile
Show
Name
All Folders
4/29/05 39k
.Trashes
Annotations
Business
cache
Calls
Dictionaries
MSMETADATA
My Music
My Pictures
More Folders
Add/Delete...
New
Menu

TIP *Pocket PCs look for only those documents stored in the My Documents folder. That's why, if you want to store your documents on a storage card, it is best to create a My Documents folder on the card and then store the documents in it.*

In the File List view, the files are sorted alphabetically by name. To sort them by Date, Size, or Type, tap the arrow to the right of Name. Notice that the type of sort that you select displays on the top line.

To open a document, tap its filename. Tap-and-hold on a filename to display the pop-up menu shown here. Tap Create Copy, and another copy of the file using the same filename appears with a copy number added to the filename. For example, if you select Create Copy for the file named Foo, the filename Foo(1) will be added to the list. Tap Delete to delete the file that you selected, and tap Rename/Move to open a dialog box in which you can specify a new filename, folder, and storage location.



Edit Your Word Mobile Documents

Word Mobile provides all the tools you need for editing text in a document. With the commands available by tapping Menu, you can copy, delete, search for, and replace text.

TIP *To count the number of words in a document, tap Menu | Tools | Word Count.*

Copy Text

To copy or move text within a document, follow these steps:

1. Select the text by tapping-and-holding at the beginning of the text to be selected, dragging to the end, and releasing.
2. Tap Menu | Copy to copy text, or Menu | Cut to move text.
3. Tap at the location where you want the text to be inserted.
4. Tap Menu | Paste.

TIP *A shortcut on the Pocket PC is to tap-and-hold on the selected text, and then choose Copy, Cut, or Paste from the pop-up menu. With the onscreen or built-in keyboard, you can also use* CTRL-C *to copy,* CTRL-X *to cut, and* CTRL-V *to paste.*

Delete Text

To delete text from a document, select the text and then tap Menu | Edit | Clear. To select all of the text in a document, tap Menu | Edit | Select All.

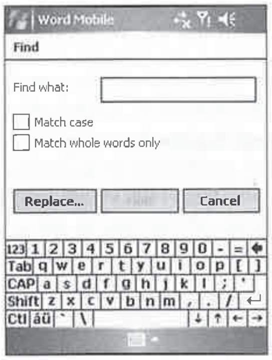
How to ... Revert to the Previously Saved Document

The Undo command recovers mistakes that you make, one at a time. For example, if you enter a line of text in a document, and then decide to remove it, tapping Menu | Undo removes the sentence. If you made a number of edits to a document, you might want to cancel them all, but unlike Word 2000, there is no Close menu command or button to close the file without saving. To cancel all the changes you made since you opened the document, tap Menu | File | Revert To Saved, and then tap Yes when Word Mobile asks whether you want to undo all document changes.

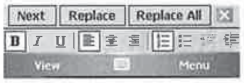
If you make an edit that you do not like, you can undo it by selecting Menu | Undo. If you performed multiple edits, continue to select Menu | Undo to remove each edit that you performed. The opposite is Menu | Redo, which restores each edit that was removed using Menu | Undo.

Search for a Text String

To search for a word or phrase in a document, tap Menu | Edit | Find/Replace to open the Find dialog box:



Enter the search text in the Find What field. If you want to search only for a whole word that you enter, and not search for words containing the letters you type, select Match Whole Words Only. If you want to search only for words using a specific case, select Match Case. After you have entered the text, tap Find. The first instance of the text in the document will be highlighted and a bar will appear above the Command bar that contains four buttons.

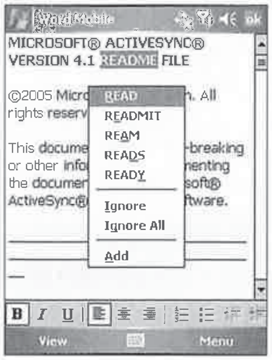


Tap Next to move to the next occurrence of the text in the document. Tap the Close button, which looks like an *X*, to stop searching for text.

Replacing text is a similar process. Tap Menu | Edit | Find/Replace, and then tap the Replace button. Enter the text to be replaced in the Find What field, and enter the new text in the Replace With field. If you want to match whole words, or case, be sure to select the appropriate check boxes and then tap Find. A bar appears with buttons for Next, Replace, Replace All, and Close; the first instance of the text to be replaced is highlighted. To skip the instance and move to the next, tap Next; to replace the text, tap Replace. The text is replaced and the search continues to the next occurrence of the text. If there are no more occurrences, a dialog box displays saying that Word Mobile has finished searching the document. Tap Replace All to replace all occurrences of the text without a prompt for direction from you.

Check the Spelling

To check the spelling in a document, tap Menu | Tools | Spelling. Each questionable word is highlighted in turn and a pop-up menu appears near the word, as shown here. Tap one of the recommended words at the top of the pop-up menu to replace the highlighted word. If the highlighted word is correct as is, tap Ignore, and the next questionable word will be highlighted. Tap Ignore All to skip the remaining instances of that word in the document. When you tap Add, the highlighted word is added to the Spell Check Dictionary so that the word will not be highlighted as questionable in the future.



How to ... Edit the Spell Check Dictionary

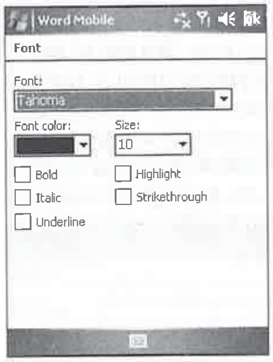
Words that you add to the Spell Check Dictionary are stored in a file named custom.dic. You can find this text file in the Windows folder on your Pocket PC. To edit the file, copy it to your desktop using ActiveSync Explorer, open the file, and add or remove words. Save the file and then copy it back to the Windows folder on your Pocket PC with ActiveSync Explorer. By default, the Pocket PC Windows folder is hidden in ActiveSync Explorer. To view the folder and its files on your PC, click Tools | Folder Options, click the View tab, and then click the Show Hidden Files And Folders radio button. Chapter 8 provides instructions for using ActiveSync Explorer to copy files between a Pocket PC and desktop computer.

Format Your Documents

Text displayed in a document can use different fonts and be aligned left, center, or right. Paragraphs can also be indented in a couple of different ways. To make these changes, use the Word Mobile Menu | Format option.

Apply formatting to existing text by selecting the text and then choosing the desired option. If you specify the formatting that you want before typing text, anything that you enter will display as specified. Most formats can be specified using the toolbar buttons as well as through menu selections. The Pocket PC pop-up menu that appears when you tap-and-hold on selected text includes the same Font and Paragraph menu options that are in the Format menu.

In the Font dialog box on the Pocket PC, shown next, you can select fonts and font sizes from the appropriate drop-down lists. Select font color from the Font Color drop-down list. In addition to the standard font styles, you can also select Highlight, which adds yellow highlighting over the text, and Strikethrough, which displays a line through selected text.



Font

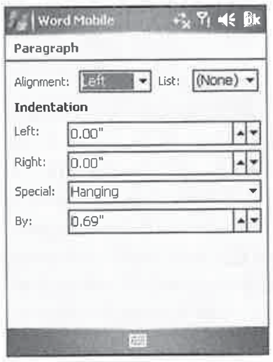
Font: Tahoma

Font color:

Size: 10

☐ Bold
☐ Highlight
☐ Italic
☐ Strikethrough
☐ Underline

To specify paragraph formatting, tap Menu | Format | Paragraph, and the following Paragraph dialog box appears:



Paragraph

Alignment: Left

List: (None)

Indentation

Left: 0.00"

Right: 0.00"

Special: Hanging

By: 0.69"

Align text left, center, or right by selecting the corresponding menu item from the Alignment drop-down list. To indent the margins, use the arrows in the Left and Right fields to select the

graphs
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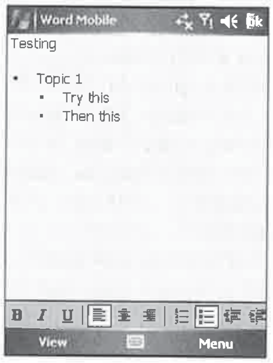
indent value. If you want the first line of the paragraph to be indented, or you want a hanging indent, select it from the Special field; the size of the indent is specified in the By field directly beneath the Special field.

To create a bulleted or numbered list, select the desired option from the List drop-down list. You can create outlines from either a bulleted or numbered list by pressing the indent and outdent buttons on the toolbar:



Testing

- Topic 1
  - Try this
  - Then this

How to … Type Documents in Word Mobile

The easiest way to write large documents on a Pocket PC is to use a keyboard. A variety of keyboards are available for most Pocket PCs. One popular keyboard is Think Outside's Stowaway, a full-sized keyboard that folds up to about the same size as a Pocket PC. Information about the Stowaway keyboard is available at www.thinkoutside.com.

Some versions of the Stowaway keyboard connect to the Pocket PC accessory port, which varies according to Pocket PC brands. However, Think Outside also sells infrared and Bluetooth versions of its keyboard. The infrared version works with any Pocket PC, while the Bluetooth version works with Pocket PCs and Smartphones that have Bluetooth radios.

Thumb keyboards, which are tiny keyboards that you type on using your thumbs, also attach to the accessory port. Some Pocket PCs, such as the i-mate PDA2K and the iPAQ hw6515, have thumb keyboards built-in.

If you use one of these keyboards, you will be glad to know that Windows Mobile includes some basic support for keyboard shortcuts in Word Mobile. For example, you can use CTRL-B for bold, CTRL-I for italics, and CTRL-U for underlined text.

Pocket PC 2002 doesn't support even these three basic shortcuts. To add more support for keyboard shortcuts on your Pocket PC, download and install WordCommands from www.lagorio.net/pocketpc/wordcommands/. WordCommands provides 26 different shortcuts that significantly speed up text entry by keyboard in Word Mobile.

How to ... Do Full-Featured Word Processing on Your Pocket PC

As you can tell by this chapter, Word Mobile does not provide many of the features available in desktop word processors. For example, you cannot create tables or footnotes, nor can you make changes to the layout of a document. If you need more word processing features, your only option is SoftMaker's TextMaker word processor.

TextMaker has just about every feature available on desktop word processors. Not only can you create tables, add footnotes, and change the document layout, but you can also work with embedded graphics and create borders and shades. TextMaker works directly with Microsoft Word files, which allows you to synchronize and edit Word files on your Pocket PC without worrying about losing formatting. SoftMaker also sells a desktop version of TextMaker that runs on Windows and Linux.

While TextMaker provides a ton of features, they come at a price. The program costs $39.95 and requires a little over 6MB of storage space and 3MB of program memory. You can find more information about this program at www.softmaker.com/english/.

Use the View Menu to Change the Screen Display

The View menu is used to control the screen display. To hide or show the toolbar, tap View | Toolbar. Turn Wrap To Window on or off by tapping View | Wrap To Window. Use View | Zoom to change the display size by selecting from one of the five settings in the menu.

Share Documents Easily with Other Users

Word Mobile makes it easy to share documents with other people by including the ability to send documents via infrared or e-mail. Use infrared to send a document to another Windows Powered device by following these steps from the File List view:

1. If the receiving device is running Pocket PC 2000, tap Start | Programs | Infrared Receive; otherwise, simply align the two devices' infrared ports.
2. On the sending device that has a document open in Word Mobile, tap Menu | Beam File, and line up the device infrared ports.

NOTE *If the sending device is running Pocket PC 2000, tap Tools | Send Via Infrared.*

3. After the two devices recognize each other, the file transfers to the receiving device. When the transfer is complete, the sending device indicates that one file has been sent, and a Close button appears, which you tap to return to Word Mobile.

To send a document via e-mail, tap Menu | Send Via E-mail, and a new e-mail message opens with the document as an attachment. Enter an e-mail address, subject, and message, and then tap Send. Inbox will send the message the next time you connect to the Internet and retrieve e-mail.

TIP *You can also beam or e-mail documents by tapping-and-holding on the filename and tapping either Beam File or Send Via E-mail in the pop-up menu.*

Copy and Delete Documents

To create another copy of the document currently open in Word Mobile, tap Menu | File | Save Document As to open the Save As dialog box. Enter a new filename, select the location where you want the file to be stored, and tap OK. Tap Cancel to close the dialog box and not save the document.

Tap Menu | File | Delete and then tap Yes on the Confirmation dialog box to delete the currently open document. The document is deleted, and you are returned to the Word Mobile List view.

Create, Open, and Save Notes

If you need to write a quick note, what do you use? Before I started using my Pocket PC, I would write notes on pieces of paper and stick them somewhere easy to find. On my desk at work, notes were scattered everywhere, and over time my workspace would look cluttered. Inevitably, I would lose a note that had an important phone number or appointment, causing me either to lose time hunting for the phone number or to miss a meeting.

How to ... Add Fonts to Your Pocket PC

Like Windows XP, Windows Mobile uses TrueType fonts, and each device comes with six different fonts. You can add fonts to your Pocket PC by copying the font file from your desktop computer to the device. On your desktop computer, the default location for your computer fonts is the \Windows\Fonts folder.

If you want to transfer a font from your desktop computer to your Pocket PC, use Windows Explorer and ActiveSync to copy a font file to the \Windows\Fonts folder on your Pocket PC. Once the font is copied, do a soft reset and then start Word Mobile. Check the Fonts drop-down list to verify that the font is now available.

See Chapter 8 for directions on how to copy files from your desktop computer to the Pocket PC using ActiveSync.

How to ... Write Text Notes on a Smartphone

Windows Mobile Smartphones do not include a text editor, so if you want to write text notes using a Smartphone, you need to add a third-party program. One such program is SmartphoneNotes, from Syncdata, which you can find at www.syncdata.it.

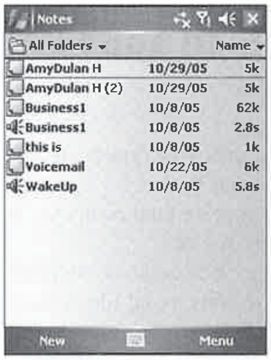
SmartphoneNotes enables you to create, edit, and manage text notes on your Smartphone. Best of all, it synchronizes notes with Outlook versions 2000, 2002, and 2003.

Now that I have my Pocket PC, I store phone numbers in Contacts and enter appointments in Calendar, and when I need to jot a quick note, I turn to the Notes application. Of course, I could use Word Mobile, but I have found Notes to be better suited for this task.

Tap Start | Programs | Notes to start the Notes application. The application opens in the List view, as shown in Figure 14-3. Simply tap a filename in the List view to open the note. Tap New to create a blank note page that is ready for handwriting, text, or recordings. Tap OK to save the note and return to the List view.

Write Notes

Writing notes is as simple as using a paper notepad. When you create a note by tapping New, the screen displays a ruled page that looks similar to a paper page. If you write directly on the screen, your handwriting appears as digital ink, as shown in Figure 14-4. By default, Notes is in



AmyDulan H	10/29/05	5k
AmyDulan H (2)	10/29/05	5k
Business1	10/8/05	62k
Business1	10/8/05	2.8s
this is	10/8/05	1k
Voicemail	10/22/05	6k
WakeUp	10/8/05	5.8s

FIGURE 14-3 The Notes application in List view

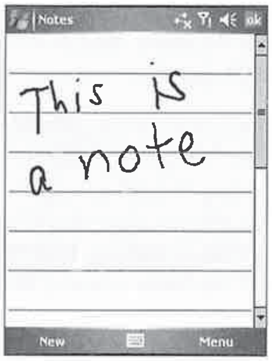


FIGURE 14-4 Draw mode, in Notes

Draw mode; if you want to type text in Notes, tap Menu | Draw, which clears the check next to Draw in the menu. Select the same commands to switch back to Draw mode.

TIP *If you want to always have your handwriting be translated to text instead of appearing as digital ink, you can change the default Draw mode by tapping Menu | Options from the List view, and then select Typing from the Default Mode drop-down list.*

If you tap Menu | Tools | Recognize, all handwriting in the note converts to text. You may also narrow the conversion down to a portion of the handwriting by first selecting the portion and then tapping Menu | Tools | Recognize. To make corrections to the conversion, tap-and-hold the stylus on the incorrect word and tap Alternates. Tap the correct word from the list that appears. Undo the conversion by tapping Menu | Undo.

TIP *Although you can make drawings in Notes, you may have problems viewing the drawings after you synchronize the file to a desktop PC. If you tap Menu | Tools | Recognize to convert an entire document to text, Notes converts the drawing to text as well, generating some strange results.*

Edit Notes

You can use the standard edit functions (Cut, Copy, and Paste) to edit Notes. Select these functions from either the Notes menu or the pop-up menu. To select writing, tap the stylus on the screen until the cursor appears, drag the stylus across the writing, and then lift the stylus. When selecting text, just drag the stylus across the words that you want to select and lift the stylus. Embedded recordings are also selected in this manner. Tap-and-hold the stylus on the selection to open the pop-up menu and tap Cut, Copy, Paste, or Clear. These same functions are also available in the menu.

To select the entire note, tap Menu | Edit | Select All. You can undo any edit function by using the menu. The Undo options in the menu change according to the last edit that you performed. For example, if you just cut an item from the document, the Edit menu contains Undo Clear, which will replace the item cut (deleted) from the document.

TIP *To insert the current date and time into a note, tap-and-hold the stylus on the screen until the pop-up menu appears, and then select Insert Date.*

Zoom Notes

Change the display size by selecting a zoom percentage from the Zoom menu; for example, to increase the display size to 200 percent, tap Menu | Zoom | 200%. You cannot customize the Zoom settings.

Make Voice Recordings

How often do you drive and use your computer at the same time? (Not often, I hope, or I would like to know what roads you travel on so that I can avoid them.) Yet, while you shouldn't be using your computer while driving, there probably have been times when you've had a thought that you would like to make sure you remember. For that, you could use a cassette recorder or your Pocket PC.

You make voice recordings with a Pocket PC the same way that you do with a cassette recorder, but once a recording is completed, the Pocket PC capabilities shine. You can label the recordings, giving each a name that you can easily identify for later retrieval, as well as date and time stamp each recording. Recordings can be grouped in folders and synchronized to a desktop computer. They can also be attached to e-mail and sent to anyone with an Internet e-mail address, and they can be beamed via infrared to any other Pocket PC.

The number of recordings you may store on your device is limited by the amount of storage space available. You can store recordings either in internal storage memory or on a storage card. Your Pocket PC creates files in the Waveform (WAV) audio format, and there are different types of WAV files. Depending on which format you select and its recording quality, a three-second recording can require 1KB to 28KB of storage. Approximately one hour of recordings can take up to 1MB of space.

Storage space is not your only consideration; using the microphone and other peripherals drains batteries fast, decreasing the amount of recording time. If you plan to make long recordings, make sure the battery is fully charged and remove any unnecessary peripherals.

TIP *If you want to record audio to the MP3 format on a Pocket PC, or you want a voice recording program that provides more functions than Notes, check out VITO Technology's SoundExplorer at www.vitotechnology.com.*

Create Recordings

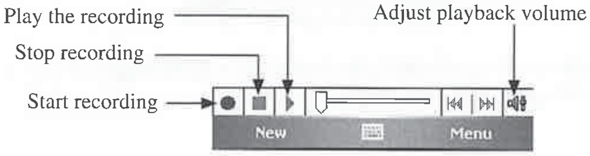
Your Pocket PC is designed to work like a tape recorder. To make a recording, press-and-hold the Record hardware button. The device will beep and begin recording. Stop the recording by

How to ... Make Recordings on Smartphones

One way to store quick notes on Smartphones is to use Voice Notes, which you start by pressing Start | More | Voice Notes. Once Voice Notes is running, press Record to start recording a note and press Stop to stop recording. To play back a recording, press the navigation button up or down and then press the navigation button to play. To rename or delete a recording, press Menu | Rename or Menu | Delete.

releasing the button. The recording is stored on your device and is included in the Notes List view with a default filename. To play a recording, tap its filename, and use the buttons on the Recording toolbar to control the playback.

You can also create recordings in Notes by selecting View Recording Toolbar from the Notes menu to open the Recording toolbar:



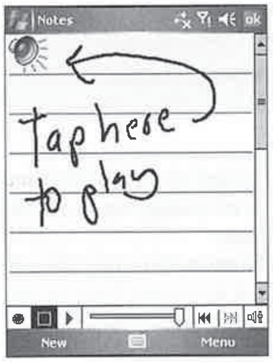
Tap the Record button on the toolbar to begin recording, and tap the Stop button to end recording.

How to ... Create a Customized Alarm

Your Pocket PC comes with several different sounds that are used for reminders in Calendar and Tasks and as general alarms. You can record your own customized alarm by using Notes. First, create the recording that you want to use, and then tap-and-hold on the file and rename the file to something easy to remember. Then, start File Explorer and copy the file from the My Documents folder to the Windows folder. To use the recording for reminders, tap Start | Settings | Sounds & Notifications, and then tap the Notifications tab, select Reminders from the Event drop-down list, and select your recording from the Sound drop-down list. To create an alarm, tap Start | Settings | System | Clock & Alarms, and then tap the Alarms tab. Tap the Alarm button and select your recording from the Play Sound drop-down list.

TIP *The default filename for text notes and recordings is based on the folder name in which the item is stored. For example, if you select a folder named Projects in the Notes List view, notes and recordings will have the default filename of* Projects *and a number, such as* Projects1.

If you make a recording while a note is open, it will be embedded in the note. Once the recording is finished, an icon is inserted into the note, as shown in the following image. Play the recording by tapping the icon.



TIP *Speak directly into the microphone to create good recordings. Check the user manual of your Pocket PC to locate the microphone.*

How to ... Change the Format of Voice Recordings

Recordings are created using one of several formats available on your Pocket PC. Which format you use depends on your personal preferences for sound quality, and how much you want to record. Higher-quality recordings require more storage space.

To change the recording format, tap Start | Settings | Input, and then tap the Options tab on the Input screen. Tap the Voice Recording Format drop-down list to expand the list of available formats, and then select the format you want to use. The Pulse Code Modulation (PCM) and Global System for Mobile Communications (GSM) 6.10 formats come standard on Pocket PCs. Pocket PC hardware manufacturers may add formats that are unique to their devices.

Of the standard formats, PCM provides the highest quality, and the drop-down list provides several different bit rates of this format in either mono or stereo, which you can select to balance between quality and storage space. GSM 6.10 provides medium-quality recordings, and both formats can be played on Windows desktop computers. If your Pocket PC has additional formats, make sure you select either PCM or GSM 6.10 as the format to use if you plan to e-mail recordings to people who can receive them only on Windows desktops.

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Send Notes and Recordings via E-mail or Infrared

You may send notes and recordings to someone via e-mail, which the receiver opens using Microsoft Word or the default WAV file player. To e-mail a note, follow these steps:

1. If the note is already open, tap Menu | Tools | Send Via E-mail.
2. If the note or recording is displayed in the Notes List view, tap-and-hold on the filename and select Send Via E-mail from the pop-up menu.
3. Inbox starts with a new message and the note attached. Enter an e-mail address. (See Chapter 11 for instructions on how to use Inbox.)
4. Enter a subject.
5. Tap Send.

Depending on how you use Inbox, the e-mail will be sent the next time you connect with your Internet service provider (ISP) or the next time you synchronize with your desktop computer.

How to ... Assign an Alarm to a Note

There are many good reasons for taking notes; one of them is to remind yourself to do something in a couple of hours. You could create an appointment or task and set a reminder, but sometimes that is overkill when you just want to jot a quick note to yourself. Fortunately, three software developers have created solutions that sound an alarm and display a written note at a set time, or automatically play a voice recording at a set time.

RemindMe from Applian Technologies is available in English, German, French, and Spanish. RemindMe can display notes or play voice recordings either within a certain amount of time, say 15 minutes from now, or at a set time. You can find a trial version of this program along with more information at www.applianmobile.com/pocketpc/remindme/index.php.

BugMe from Electric Pocket is an award-winning Palm OS application that has also been written for the Pocket PC. It provides the same functions as RemindMe, plus it adds the ability to change note and ink colors and lock notes so they can't be accidentally deleted. A trial version of BugMe is available at www.electricpocket.com/bugme/.

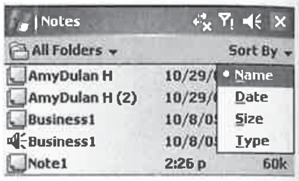
If you already use Pocket Informant as an alternative to Pocket Outlook, you don't need to install RemindMe or BugMe, because their features are available as a Pocket Informant Alarm Note. By default, Pocket Informant assigns the Alarm Note feature to the Voice Record button on your Pocket PC. Pocket Informant provides many more features than described here, and more information and a trial version of the program are available at www.pocketinformant.com.

TIP *If you e-mail a voice recording and the person who receives the recording cannot play it, check to make sure the recording is in either the PCM or GSM 6.10 format.*

Notes and recordings can be transferred between devices using the infrared port. To perform infrared transfers, follow these steps:

1. If the note is already open, tap Menu | Tools | Beam.
2. If the note or recording is displayed in the Notes List view, tap-and-hold on the filename and select Beam File from the pop-up menu.
3. Make sure the device receiving the transfer is set to Receive.
4. Line up the infrared ports of both devices. A sound indicates that a connection is made, and the note transfers.
5. The receiving device indicates that one file was received and the sending device indicates that one file was sent.

Manage Your Notes and Recordings



The best way to manage notes is by using the Notes List view. You can sort notes by Name, Date, Size, or Type.

Notes are copied, deleted, renamed, or moved by using the pop-up menu that appears when you tap-and-hold the stylus on a note. Table 14-1 summarizes the pop-up menu options.

You can rename or move an open note by tapping Menu | Tools | Rename/Move. To delete a note while it is open, tap Menu | Tools | Delete Note.

Menu Option	Action
Create Copy	Places a copy of the selected note in the List view. The copy has the same name as the original with the addition of a number in parentheses—Note(1).
Delete	Opens a warning dialog box telling you that the selected item(s) will be permanently deleted. Tap Yes to delete or No to cancel.
Send Via E-mail	Starts Inbox and creates a new e-mail message with the note you select as an attachment.
Beam File	Initiates an infrared beam of the note that you select. After you tap Beam File, align the infrared ports of the sending and receiving Pocket PCs.
Rename/Move	Opens the Rename/Move dialog box. Enter a name in the Name field to rename the note. Move the note to a different folder by selecting it from the Folder drop-down list, or to a different storage location by selecting it from the Location drop-down list.

TABLE 14-1 Notes List View Pop-Up Menu Options

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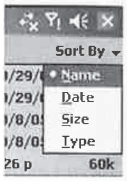

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Did you know?

Note-Taking Alternatives

If Notes does not provide enough functionality for you, several alternative note-taking applications are available for the Pocket PC. Here is a list of some of these programs:

- **PhatNotes** www.phatware.com
- **Forget Me Not** and **Journal Pro** www.dsrtech.net
- **dNote** www.derago.com/n/changelang-eng.htm

If you prefer to take notes in an outline format, you may prefer to use one of these outlining programs available for the Pocket PC:

- **TreNotes** www.fannsoftware.com
- **Pocket Mindmap** www.pocketmindmap.com
- **Streamliner** www.kopsisengineering.com/streamliner
- **Pocket Outliner** www.dsrtech.net

Configure Notes

Unlike all other Pocket PC applications, you can configure Notes only from the List view. You can set several options in the Options dialog box, which you open by tapping Menu | Options. Table 14-2 lists these options, what they do, and their possible values.

Option	What It Does	Possible Values
Default Mode	Specifies which mode Notes will be in when the application starts.	Writing Typing
Default Template	Specifies the template used to create new notes.	Blank Note Meeting Notes Memo Phone Memo To Do
Save To	Specifies the default storage location for new notes.	Main memory Storage card 1 (if available)
Record Button Action	Specifies what happens when you press the Hardware Record button.	Switch to Notes Stay in current program

TABLE 14-2 Notes Configuration Settings

NOTE *Notes written to a storage card will not synchronize with your desktop computer.*

Wrapping Up

Now, whenever you need to write a quick note, reach for your Pocket PC rather than a scrap piece of paper. Anything that you need to write and throw away quickly you can write with digital ink in Notes, and a backup copy of your notes is stored in Outlook by ActiveSync.

Because Word Mobile does not have all the features of Microsoft Word, I use it primarily for creating text, and then I transfer documents to a PC for formatting. As you have seen in this chapter, Word Mobile has all the features you need for creating new documents, including spell check and word count capabilities.

Spreadsheets are important documents for people who analyze financial data. In the next chapter, you will learn how to use Pocket Excel to create and edit spreadsheets on your Pocket PC.

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Chapter 15

Crunch Numbers

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10/17/2005
Partner Meeting - Discuss project schedule
10:30 PM Room 100
Profile: Normal
MINI SD
space
DELL
AXIM
Start
3:03
Thursday, July 07, 2005
Owner: Dan Chappelear
Outlook E-mail: 99 Unread
12 Active tasks
Tap here to sign in to Pocket MSN!
Device unlocked
Calendar
Contacts
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How to...

- Create Excel Mobile workbooks
- Add data and formulas to workbooks
- Edit and format workbooks
- Password-protect workbooks

Of all the types of software that have been written for personal computers, spreadsheets may have had the most impact. Indeed, it wasn't until VisiCalc and Lotus 1-2-3 were released that businesses began to use personal computers in earnest, perhaps launching the entire personal computer industry. The appeal of the spreadsheet is its tremendous versatility: it can be used for tracking hours, managing budgets, or creating *what if* scenarios.

Excel Mobile provides similar versatility for your Pocket PC. In this chapter, you'll learn how to use Excel Mobile to create workbooks that crunch numbers. You'll learn how these workbooks can be transferred to a desktop computer, beamed via infrared to other Windows Powered devices, or e-mailed to your friends and coworkers via the Internet. Because workbooks may contain sensitive information, you'll also learn how to protect your data by assigning a password to workbooks.

NOTE *Excel Mobile is not available on Smartphones, so this chapter focuses on Pocket PCs. To view spreadsheets on Smartphones, use Westtek's ClearVue, available at www.westtek.com/smartphone/. To create and edit spreadsheets on Smartphones, try PTab Spreadsheet, available at www.z4soft.com.*

Excel Mobile on the Pocket PC

Excel Mobile is similar to the version of Excel that you run on your desktop computer, except that you cannot print spreadsheets and it does not support macros or the Visual Basic for Applications programming language. Like Excel, Excel Mobile spreadsheets can have 256 columns, but only 16,384 rows—versus the 65,536 in PC Excel—can be used. Nonetheless, Excel Mobile features do allow you to create spreadsheets that will meet the majority of your needs.

In this section, you learn about Excel Mobile for the Pocket PC and how to use it to create and save workbooks, work with data, password-protect workbooks, and send workbooks via e-mail or infrared.

Figure 15-1 shows the differences between the Excel Mobile program window on the Pocket PC (left) and Excel on a desktop computer (right). At the bottom of the screen on the left is the Command bar, with the left and right softkey buttons for View and Menu. By default, the toolbar is not displayed. Tap View | Toolbar to display the toolbar, and tap again to hide the toolbar.

NOTE Command bar *is a term created by Microsoft to refer to the bar at the bottom of the screen on the Pocket PC.*

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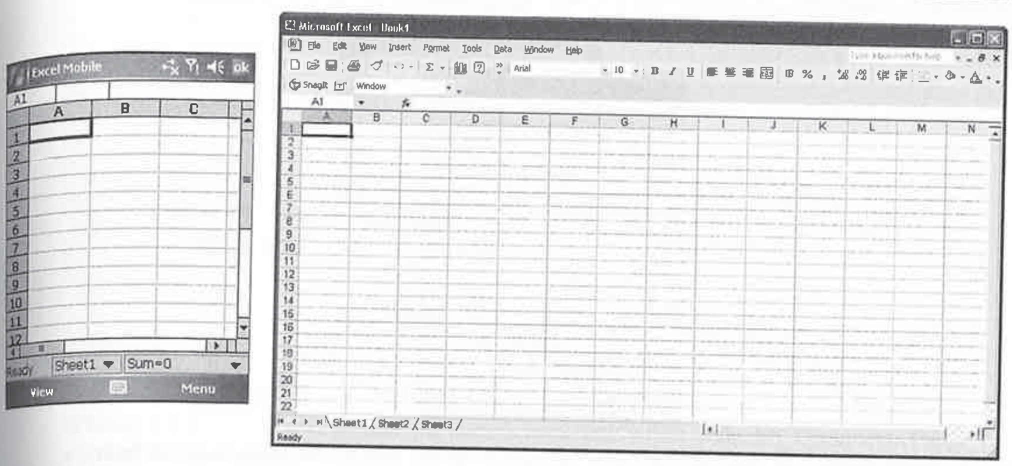
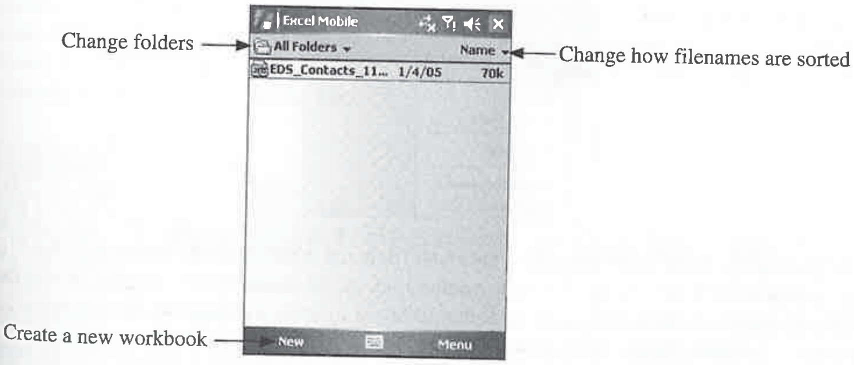

Excel Mobile
A1
A
B
C
Sheet1
Sum=0
View
Menu
Microsoft Excel - Book1
File Edit View Insert Format Tools Data Window Help
Arial
10
Sheet1 Sheet2 Sheet3
Ready

FIGURE 15-1 Excel Mobile program window on a Pocket PC (left) and Excel program window on a desktop computer

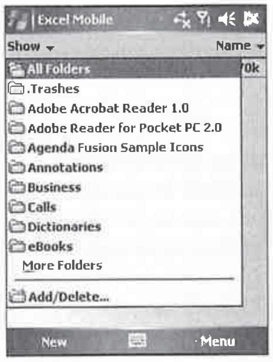
Start Excel Mobile

To start Excel Mobile, tap Start | Programs | Excel Mobile, which displays the List view window:


Excel Mobile
All Folders
Name
EDS_Contacts_11... 1/4/05 70k
New
Menu
Change folders
Change how filenames are sorted
Create a new workbook

NOTE *If you start Excel Mobile with no workbooks stored in the My Documents folder, the program automatically creates a blank workbook and skips the List view.*

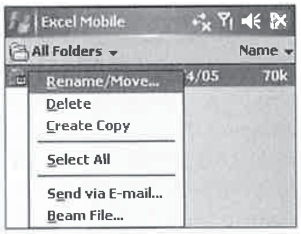
Use the List view window to create new workbooks or to open, copy, delete, or move existing workbooks. By default, all workbooks in the My Documents folder, and any subfolders, display. If a My Documents folder exists on a storage card inserted in the device, its contents, and the contents of its subfolders, are merged into the list. Tap the down arrow next to All Folders to display the Folders drop-down list:


Excel Mobile
Show
Name
All Folders
70k
.Trashes
Adobe Acrobat Reader 1.0
Adobe Reader for Pocket PC 2.0
Agenda Fusion Sample Icons
Annotations
Business
Calls
Dictionaries
eBooks
More Folders
Add/Delete...
New
Menu

Select a folder name from this list to display its contents. If you tap the Add/Delete option from the drop-down list, you can create, rename, and delete subfolders.

TIP *Pocket PCs look only for documents stored in the My Documents folder. Therefore, if you want to store your documents on a storage card, it is best to create a My Documents folder on the card and store the documents in it.*

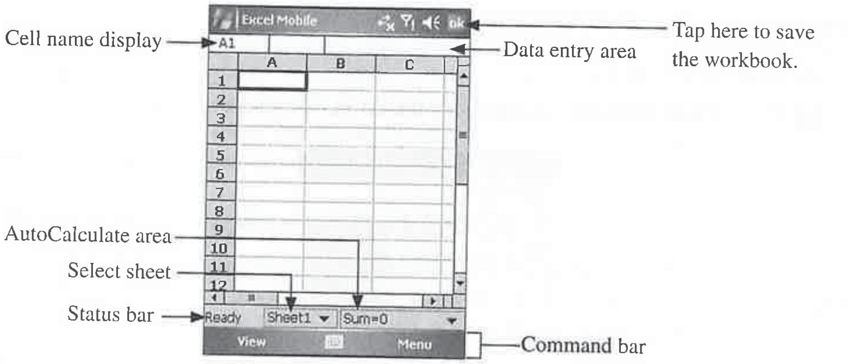
To open a workbook, tap the filename in the list. Tap-and-hold on a filename to display the following pop-up menu:


Excel Mobile
All Folders
Name
4/05
70k
Rename/Move...
Delete
Create Copy
Select All
Send via E-mail...
Beam File...

Tap Create Copy to copy the file using the same filename with a number appended. For example, if you select Create Copy for a file named Foo, the filename Foo(1) if added to the list. Tap Delete to delete a selected file, and tap Rename/Move to open a dialog box in which you can specify a new filename, folder, and storage location.

Create a New Workbook

Tap New on the Command bar in Excel Mobile to create a blank workbook, as shown in the following image.


Excel Mobile
ok
A1
A
B
C
1
2
3
4
5
6
7
8
9
10
11
12
Ready
Sheet1
Sum=0
View
Menu
Cell name display
Tap here to save the workbook.
Data entry area
AutoCalculate area
Select sheet
Status bar
Command bar

Save Workbooks

When you tap OK in Excel Mobile, the current workbook writes to the My Documents folder and is given a default filename, unless you are editing a previously saved workbook. To assign a filename to a workbook, tap Menu | File | Save As to open the Save As dialog box. Enter a filename, select a file type and storage location, and then tap OK.

TIP *When you tap OK in Excel Mobile, the List view replaces the application program window. To rename a workbook in the List view, tap-and-hold on a workbook name, select Rename/Move from the pop-up menu, and then enter a filename.*

Move Around in Workbooks

Spreadsheets tend to grow in size as you add information, which can make it difficult to move through cells quickly. The Define Name command and the Go To command can help with this problem. By using the Define Name command, you can name a cell, and then use the Go To command to move the cursor to that cell.

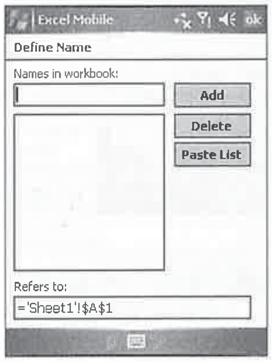
Did you know?

Password-Protecting Workbooks

Excel Mobile does not provide a way to password-protect workbooks, but you can password-protect Pocket Excel workbooks with Windows Mobile 2003SE or older. To create a password in a workbook on these devices, tap Edit | Password. Don't forget the password; without it, you will not be able to open the workbook, nor will you be able to synchronize the workbook with your desktop computer.

To assign a name to a cell, follow these steps:

1. Tap a cell to select it.
2. Tap Menu | Insert | Define Name to open the Define Name dialog box:


Excel Mobile
ok
Define Name
Names in workbook:
Add
Delete
Paste List
Refers to:

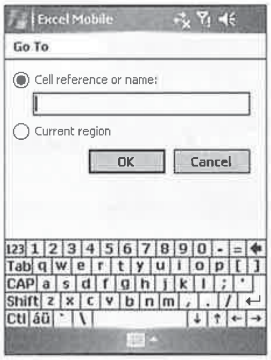
Refers to: ='Sheet1'!A1

3. Enter a name in the Names In Workbook field.
4. Tap Add.
5. Tap OK to close the dialog box.

After the name is assigned, it appears in the cell name display area. If you want to assign a name to a range of cells, select the range in Step 1 and then enter the name in the Names In Workbook field.

TIP *A quick way to define a name for a cell is to tap in the cell name display area and enter a name.*

To use the name with the Go To command, first tap Menu | Edit | Go To to open the Go To dialog box. Select the Cell Reference Or Name radio button, enter the name in the field, and then tap OK. The cursor moves to the cell, or range of cells, assigned to that name. Choosing the Current Region radio button selects the region of cells around the current cell. Cell references also work with the Go To command. For example, entering F18 in the dialog box moves the cursor to cell F18 in the spreadsheet.


Excel Mobile
Go To
OK
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123 1 2 3 4 5 6 7 8 9 0 - =
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CAP a s d f g h j k l ; '
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Ctl áü ` \

● Cell reference or name:

○ Current region

TIP *You can also use the cell name display area to move to cells within a sheet. Tap the display, enter the name or reference, and then tap* ENTER *on the Software Input Panel (SIP).*

The Go To command works across all spreadsheets in a workbook. To use the Go To command to move to a cell reference in another sheet, enter the sheet name, an exclamation mark, and the cell reference in the Go To dialog box. For example, to move to cell A1 in Sheet1, enter **Sheet1!A1**.

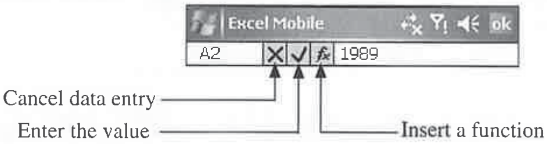
A workbook may contain more than one sheet, and you can use the sheet selector in the Status bar to move between them. Tap the down arrow in the sheet selector to display a pop-up list of the sheet names, and then tap the name of the destination sheet.

Add Data and Formulas to Workbooks

Entering data into Excel Mobile is a simple process. First, select the cell in which you want to enter data, open the SIP, write the data, and then tap ENTER or move to another cell. If the cell is not visible on the screen, use the Go To command, as described in the preceding section.

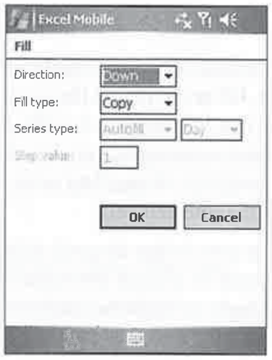
TIP *Entering data on a Pocket PC is easier when using the keyboard buttons on the SIP. Chapter 3 contains information on how to use these buttons.*

What you write appears in the data entry area, and three buttons appear to the left of that area for canceling the entry, entering the value in the cell, and opening the Insert Function dialog box:



Use Fill to Enter Data Quickly

To enter a series of data quickly in a range of cells, enter the first value in a cell, select the range, and then tap Menu | Edit | Fill to open the Fill dialog box:



Direction: Down
Fill type: Copy
Series type: AutoFill Day
Step value: 1

To copy the value entered in all cells in the range, select an option in the Direction drop-down list, select Copy from the Fill Type drop-down list, and then tap OK. The value will be copied into all the cells in the range.

TIP *The fill direction is based on the range. If you select a column of cells, the direction is up or down; but if you select a row of cells, the direction is left or right.*

If you want the range to contain a series of data, such as the numbers one through ten, select Series from the Fill Type drop-down list, and then select one of the following options in the Series Type drop-down list:

- **AutoFill** Creates a series based on the contents of the first cell. The first value must be a day of the week or month, or text followed by a number. For example, a range starting with Value1 will be filled with Value1, Value2, Value3, and so on.
- **Date** Creates a series of dates. Specify which part of the date to increment by selecting Day, Month, or Year from the drop-down list. The series will increment by the amount entered in the Step Value field.
- **Number** Creates a series of numbers that is incremented by the value entered in the Step Value field. For example, to create a series of even numbers, the first value must be even, with a Step Value of 2.

TIP *The starting value of a date series must contain at least a month and a date. Other values will generate unexpected results.*

Enter Formulas

Every formula begins with the equal sign (=) plus one or more of the following: values, cell references, name references, operators, and functions. The result of the formula displays in the cell in which it was entered. For example, if cell A1 contains the value 10, cell B1 the value 5, and C1 the formula =A1–B1, then the number 5 will display in cell C1.

To enter a formula, select the cell that you want to contain the result, enter the equal sign, enter a combination of one of the following, and then tap ENTER:

- **Values** Otherwise known as constants, may be numbers, characters, text, or dates.
- **Cell references** The two-character identifiers made by the intersection of the column and row headers. For example, G6 is the cell at the intersection of column G and row 6. An example of cell references in a formula is =A1+B1. To use cell references of multiple sheets in a formula, add the sheet name and an exclamation mark before the reference. For example, the formula =Sheet1!A1+Sheet2!A1 adds the values in the A1 cell of both sheets and places the result in the selected cell.
- **Name references** Names that you assign to a cell using Tools | Define, as described earlier in this chapter. An example of a name reference in a formula is =Assets–Liability. Name references of multiple sheets can also be used in formulas, such as =Sheet1!Total+ Sheet2!Total.
- **Operators** May be arithmetic, comparison, or reference. Arithmetic operators perform basic mathematical operations such as addition, subtraction, multiplication, and division. Comparison operators compare two values, the result of which is either true or false. Reference operators combine a range of cells for calculations.

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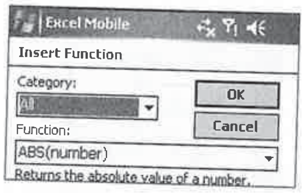
s perform
division.
false.

- **Functions** Predefined formulas that return a result, based on constants or references passed to them as arguments. For example, the formula =POWER(2,3) displays the value 8. If 2 were entered in cell A1, and 3 in cell B1, the formula =POWER(A1,B1) would also display the value 8.

Excel Mobile supports many functions, a list of which you can find in Online Help. If you have Excel on your desktop computer, you can find out more information about the functions in its Online Help.

NOTE *Excel Mobile does not support all of the functions available in the desktop version of Excel.*

Fortunately, the Insert Function dialog box is available to assist in adding functions to formulas. Tap Menu | Insert | Function to open the Insert Function dialog box:



Category: All

Function: ABS(number)

Returns the absolute value of a number.

TIP *Another way to open the Insert Function dialog box is to tap Function in the data entry area.*

The functions are listed in the middle of the dialog box; to narrow the list of options, select an item from the Category drop-down list. Tap a function to add it to the formula in the data entry area. When you add a function to a formula, it includes a template between the parentheses for its arguments—for example, POWER(*number,power*). The template items must be replaced with either a value or a reference—for example, POWER(2,3).

TIP *A description of each function displays in the Insert Function dialog box when you tap a function name in the list.*

The most common function that you will use is Sum, and the AutoSum (Sigma) button on the toolbar provides a quick way to insert the sum of a range of cells into a spreadsheet. To use AutoSum, follow these steps:

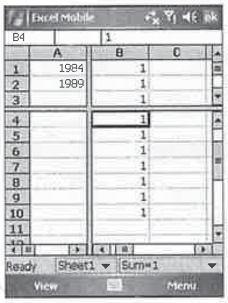
1. Select the cell in which you want to insert the sum.
2. Tap AutoSum. AutoSum automatically selects a range of cells adjacent to the selected cell. The selection starts with the first cell above the selected cell and continues until it finds a blank cell. If the cell immediately above the selected cell is blank, AutoSum selects a range of adjacent cells to the right. However, if you wish, you can select a range and override what AutoSum automatically selects.
3. Press ENTER.

Change the View in Workbooks

Excel Mobile provides multiple ways to change the view of a workbook. These commands are particularly useful with the small display of the Pocket PC. The horizontal scrollbar, the vertical scrollbar, the Status bar, and row and column heads are turned on and off by selecting the appropriate command from the View menu. Turning off these elements allows more of the spreadsheet to display in the program window.

Split the Screen

By splitting the screen display horizontally or vertically, you can see different parts of the spreadsheet at the same time. To split the screen, tap View | Split, and the screen splits above and to the left of the selected cell:



B4 1

	A	B	C
1	1984	1	
2	1989	1	
3		1	
4		1	
5		1	
6		1	
7		1	
8		1	
9		1	
10		1	
11			

If you want to split the screen horizontally, select a cell in column A, and then tap View | Split. To split the screen vertically, select a cell in row 1, and then tap View | Split. To remove the split, tap View | Remove Split.

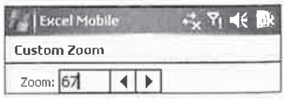
Adjust the screen split by moving the horizontal and vertical bars. To make the adjustment, tap-and-hold the stylus on the bar, and then drag it in the direction you want it to move.

Freeze Panes

Freezing panes locks a column or row in place while you scroll through the rest of the spreadsheet. This is typically done to display column and row heads of data beyond the screen. To freeze panes on a spreadsheet, first select the cell where you want to freeze panes, and then tap View | Freeze Panes. All rows above the current cell, and all columns to the left of the current cell, are frozen. Lines appear above and to the left of the cell, indicating the location of the panes. To unfreeze panes, tap View | Unfreeze Panes.

Change the Screen Display

The Zoom command changes the display size of items in the spreadsheet, allowing more rows and columns to display. To zoom the display, tap View | Zoom, and then select the magnification. Create a custom zoom setting by tapping View | Zoom | Custom, and then enter a value in the Custom Zoom dialog box. Zoom settings apply to the entire workbook, and they are saved when you save the workbook.



Custom Zoom

Zoom: 67

To display even more columns and rows, tap View | Full Screen. All that appears are the cell reference and data entry areas, along with the spreadsheet rows and columns. To exit the Full Screen view, tap Restore.

Adjust Column Width and Row Height

Changing the size of columns and rows displays more or less of the data that they contain. To change the size of a column, tap-and-hold the stylus on the right edge of the column head, and then drag the stylus left or right. To adjust the row height, with a stylus, tap-and-hold on the bottom edge of the row head, and then drag the stylus up or down.

Automatically adjust the size of a column to the width of its longest value by double-tapping the right edge of the column head, or tap Menu | Format | Column | AutoFit. To size a row automatically, double-tap the bottom edge of the row head, or tap Format | Row | AutoFit.

Hide Rows or Columns

Hiding a row or column removes it from the display but does not delete the contents from the workbook. To hide a row or column, follow these steps:

1. Select a cell in the row or column to be hidden.
2. To hide a row, tap Menu | Format | Row | Hide.
3. To hide a column, tap Menu | Format | Column | Hide.

To display a hidden row or column, follow these steps:

1. Tap Menu | Edit | Go To.
2. Type a reference for a cell, such as E4, in the hidden row or column.
3. Tap OK.
4. To display the hidden row, tap Menu | Format | Row | Unhide.
5. To display the hidden column, tap Menu | Format | Column | Unhide.

Insert, Rename, Move, and Delete Sheets

By default, each new workbook contains three sheets. To insert another sheet into a workbook, tap Menu | Format | Modify Sheets. Tap Insert, enter a name for the sheet, and then tap OK. The Modify Sheets dialog box is also used to rename, delete, and move sheets.

Edit Data in Workbooks

As you select each cell, its contents display in the data entry area. To edit the contents, place the cursor in the area by tapping the area, and then use the SIP to edit the data. If you intend to replace the contents of a cell, just select it and begin writing and the contents are replaced.

TIP *If you decide that you do not want the edit after you make it, you can restore the previous contents by using the Menu | Undo command.*

How to ... View Your Spreadsheet in Landscape

By now you have probably thought to yourself, “Wouldn’t it be great to view a spreadsheet in landscape?” Indeed, by default, the Pocket PC portrait display shows only three columns in Excel Mobile, although spreadsheets tend to have many more columns.

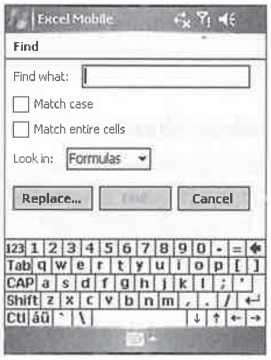
Windows Mobile 2003SE and newer can switch the screen display to landscape. Tap Start | Settings | System | Screen and select one of the Landscape radio buttons. You can also assign a hardware button to rotate the screen by assigning the <Rotate Screen> action in the Buttons setting (tap Start | Settings | Buttons). Some Pocket PCs with built-in keyboards automatically switch to landscape display when you use the keyboard.

To copy, move, or delete the contents of a cell or a range of cells that you select, tap-and-hold and select either Cut, Copy, Paste, or Clear from the pop-up menu. You can also use tap-and-hold to insert, delete, or format cells.

TIP *If you want to only paste formulas, values, formats, or everything except borders, select Menu | Edit | Paste Special.*

Find or Replace Cell Contents

To find or replace a number or text in a cell value or formula, tap Menu | Edit | Find/Replace to open the Find dialog box, shown here, and then follow the steps.



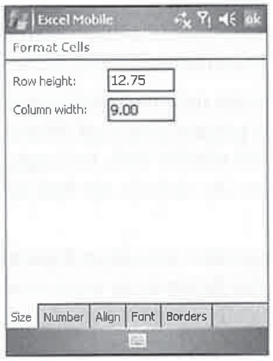
1. Enter a value in the Find What field.
2. Check the Match Case or Match Entire Cells boxes as needed.

3. Specify whether to look in the cell values or formulas from the Look In drop-down list.
4. Tap Find to search for the value you entered in Step 1.
5. To replace a value with another value, tap Replace, enter values in the Find What and Replace With fields, and then tap Find.
6. Tap OK.

The first instance of the value being searched for is highlighted, and a toolbar appears with buttons for Next, Replace, Replace All, and Close. Tap the appropriate button on the toolbar, or tap Close to stop the search.

Format Data in Workbooks

Excel Mobile provides a variety of ways to format the display of data in a workbook. Select a cell, or a range of cells, and then tap Menu | Format | Cells to open the Format Cells dialog box:



Row height: 12.75
Column width: 9.00

With this dialog box, you can change the cell size, and format the display of numbers, alignment, font, and borders (and fills) by making changes in the tabs and then tapping OK.

TIP *Tap a row or column head to select the entire row or column and then change the formatting for the entire selection.*

Change the Cell Size

The Size tab, shown in the previous illustration, has fields for the row height and column width, in pixels. Changing the values of these fields changes the entire row or column of the current cell. The default row height is 12.75 pixels, and the default column width is 9.00 pixels.

TIP *You can also change the row height or column width from the spreadsheet. To change the row height, tap-and-hold on the line underneath the row number and drag up or down. To change the column width, tap-and-hold on the line to the right of the column letter and drag left or right.*

Format Numbers

Ten predefined formats exist for numbers: Number, Currency, Accounting, Date, Time, Percentage, Fraction, Scientific, Text, and General. You can also customize the format of numbers. By default, every number in a spreadsheet has a general format.

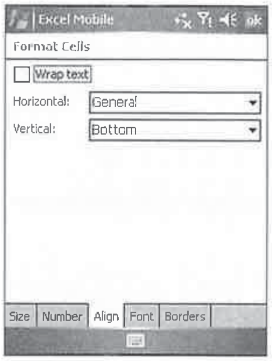
To apply a format, first select a cell or range, select a format from the Category drop-down list, configure the format, and then tap OK. As you change the settings, a sample of the format displays in the dialog box. The following list summarizes each number format:

- **Number** Changes the display to show the number of decimal places specified. Negative numbers display based on the format selected from the Negative Numbers drop-down list. To include a 1,000 separator (a comma), check the Use 1000 Separator box.
- **Currency** Adds the currency symbol to the display when Use Currency Symbol is checked. The symbol is based on the settings that you define using the Regional Settings icon in Pocket PC Settings. This format also defines the number of decimal places and negative numbers.
- **Accounting** Adds the currency symbol and decimal places to the display. Negative numbers are formatted using parentheses and cannot be changed.
- **Date** Enables you to change the date in 11 different ways by selecting the format from the list. When you enter a value into a cell that contains a number followed by a forward slash and then another number (4/5, for example), Excel Mobile automatically assumes you are entering a date. By default, the date appears as specified in the Pocket PC Regional settings.
- **Time** Has six different formats that you select from the list. When you enter a value into a cell that contains a number followed by a colon and then another number (such as 12:05), Excel Mobile automatically assumes you are entering a time. The default format is specified in the Pocket PC Regional settings.
- **Percentage** Adds the percent symbol (%) at the end of a number, and you select the number of decimal places in the Decimal Places field.
- **Fraction** Changes the display of a calculated value, such as =1/4 from a decimal of 0.25 to a fraction. To specify the number of digits in the fraction, select it from the Type field. To enter a fraction in a cell, the fraction must be preceded by an equal sign; otherwise, the value is treated as a date.
- **Scientific** Displays the value in scientific notation, using the number of decimal places that you specify.
- **Text** Forces the contents of a cell to be formatted as text, even when a number is in the cell.

Create a Custom Format If none of the pre-existing formats meets your needs, you can create a custom format by creating a template using format codes. Excel Mobile includes several predefined templates that you can select and customize. The templates contain four sections of format codes, which are separated by semicolons. The sections define positive numbers, negative numbers, zero values, and text, in that order. If only two sections are specified, the first is used for positive numbers and zeros and the second for negative numbers and text. When only one section is specified, it is applied to all numbers. To skip a section, include the ending semicolon for that section. Excel Mobile uses the same format codes as Excel, and you can find the codes in the Excel Online Help.

Change Alignment

To align cell contents, first select the cells to be changed, open the Format Cells dialog box, and tap the Align tab. Options in the Horizontal drop-down list change the position of values left-to-right within the cell, and options in the Vertical drop-down list change the position of values top-to-bottom within the cell. You can also align cell contents by tapping the left, right, or center align buttons on the toolbar.



☐ Wrap text

Horizontal: General

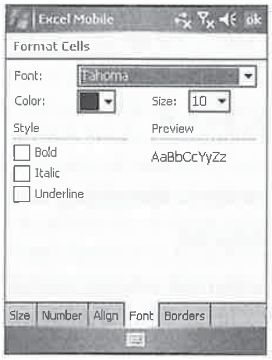
Vertical: Bottom

NOTE *Unless you change the row height, you will not notice much change on the device screen after selecting Vertical alignment options.*

If you enter text that is longer than the cell width, it will not display completely within the cell. To see the complete text in the cell, check Wrap Text in the Align tab.

Change Font Settings

The Font tab of the Format Cells dialog box provides settings to change the display of text or numbers. Select the cells, tap Format | Cells, tap the Font tab, select the changes on the tab, and then tap OK. Change the font by selecting a font from the Font drop-down list. Selecting a value from the Size drop-down list changes the font size, and checking the appropriate box sets the font style to Bold, Italic, or Underline. To change font colors, select a color from the Color drop-down list.



Font: Tahoma

Color: ■

Size: 10

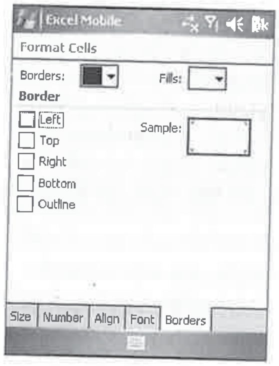
☐ Bold

☐ Italic

☐ Underline

Change Borders and Fills

To change the cell border or fill color, use the Borders tab of the Format Cells dialog box. Select the border color from the Borders drop-down list, and check the options in the Border group to select which sides of the border to change. To change cell fill colors, select a color from the Fills drop-down list.



Excel Mobile

Format Cells

Borders: ■ Fills:

Border

☐ Left
☐ Top
☐ Right
☐ Bottom
☐ Outline

Sample:

Work with Data in Workbooks

As your spreadsheets grow with data, you may want to hide some data so that you see only a subset, or you may want to change the order in which the data is entered so that similar values are grouped together. The Excel Mobile Sort and AutoFilter tools enable you to change the order of data and decrease the amount of data in the display.

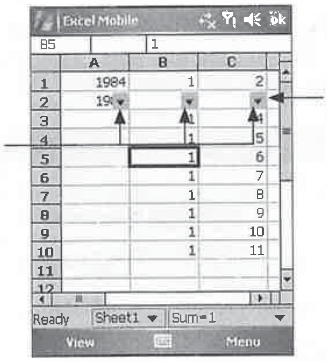
Filter Data

A filter uses values in columns to decrease the number of rows that display below the point where the filter is created. Where the filter starts depends on how it is created. If only one cell is selected, the filter begins in row 2, but if a range of cells is selected, the filter begins in the row that contains the range. Figure 15-2 shows a filter that starts in row 2. This filter will not change rows above row 2, but the rows below will change.

To filter data, follow these steps:

1. Select a cell, or a range of cells, in a row.
2. Tap Menu | Tools | AutoFilter.
3. Tap the arrow in one of the columns to open a drop-down list.
4. Select a value from the drop-down list.

Only the rows containing the value that you selected display below the location of the filter. For example, if you select the number *5* in the Filter drop-down list in Step 3, only the rows



	A	B	C
1	1984	1	2
2	19		
3		1	4
4		1	5
5		1	6
6		1	7
7		1	8
8		1	9
9		1	10
10		1	11
11			
12			

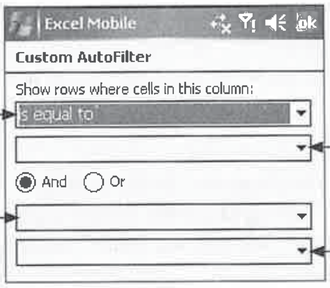
Tap these arrows to select the column values to filter out rows.

Selecting a range of cells in this row created this filter.

FIGURE 15-2 This filter affects rows below row 2.

below the filter that contain the number *5* continue to display. To remove the filter, tap Menu | Tools | AutoFilter.

Custom filters give you more control over what rows are displayed. To create a custom filter, select Custom from the Filter drop-down list to open the Custom AutoFilter dialog box:



Custom AutoFilter

Show rows where cells in this column:

is equal to

● And ○ Or

Select the filter criteria from these drop-down lists.

Select the filter value from these drop-down lists.

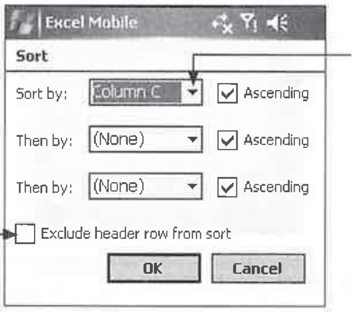
The two drop-down lists at the top of the Custom AutoFilter dialog box contain the filter criteria, such as Is Greater Than and Is Not Equal To. The two drop-down lists at the bottom of the dialog box contain the filter values that are in the column below the filter.

You can have your filters define two sets of criteria by selecting values in the second set of drop-down lists and selecting one of the middle radio buttons (And or Or). For example, you could create a filter that shows rows in which the column value is greater than 3 and less than 9.

In addition to the column values and the custom filter selection, you also see All and Top 10 in the Filter drop-down list. Selecting All clears the filter and displays all of the rows; selecting Top 10 displays rows that contain the top ten values in the column.

Sort Data

The Excel Mobile Sort command enables you to change the order of rows in a selected range of cells based on values in columns. To sort data, first select a range of cells, and then tap Menu | Tools | Sort to open the Sort dialog box:



Sort by: Column C ☑ Ascending

Then by: (None) ☑ Ascending

Then by: (None) ☑ Ascending

☐ Exclude header row from sort

Select the first column or header row title to sort from this drop-down list.

If the selected range includes a header row, check this box to exclude it from the sort.

You can include up to three columns in a sort, which you select from the drop-down lists; these columns are sorted in order from top to bottom. By default, the sort is in ascending order. To change the sort to descending order, clear the Ascending check box for the column. If the range of cells includes a header row, and the Exclude Header Row From Sort box is checked, the header titles appear in the drop-down lists rather than the column references, and the row is not included in the sort.

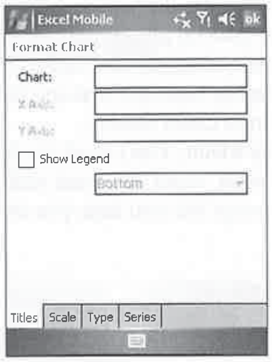
TIP *If you do not select a range of cells, the Sort command automatically selects all adjacent rows and columns of the selected cell for the sort.*

Insert Charts

Windows Mobile 5 introduces charting functions in Excel Mobile. Previous versions of Pocket Excel did not have any integrated charting functions. To add a chart to an Excel Mobile workbook, select the data you want in the chart, tap Menu | Insert | Chart to start the Chart wizard, and do the following.

1. Select a chart type and tap Next.
2. Confirm the data range and tap Next.
3. Chose a data layout and tap Next.
4. Select whether there are labels in the first row or column and tap Next.
5. Select whether to insert the chart in a new sheet or in the current sheet and tap Finish.

To edit a chart, tap-and-hold on the chart and select Format Chart to open the following dialog box. On the Titles tab you can create titles for the chart, X axis, and Y axis. Change the chart scale on the Scale tab, and select a different chart type on the Type tab. If you want to change the colors and line styles of the chart, tap Patterns on the Series tab.



To delete a chart, tap-and-hold and select Delete Chart. To turn the chart legend on or off, tap Show Legend.

How to ... Graph Pocket Excel Data

While Pocket Excel in Windows Mobile 2003SE or older does not create graphs, you can generate graphs on these Pocket PCs from Pocket Excel data by using AutoGraph from DeveloperOne. To create a graph with AutoGraph, first select and copy data in Pocket Excel and then paste it into AutoGraph. You can then create bar, column, descriptive bar, pie, *XY* scatter/line, line, and stock trend graphs. After you create a graph, you can save it to a bitmap file or copy it to the clipboard and paste it in Pocket Word or a graphics editor. More information and a trial version of AutoGraph are available at www.developerone.com.

SpreadCE from Bye Design Ltd. is a spreadsheet program that you can use instead of Pocket Excel. It provides the same functionality described in this chapter, but also includes macros and graphs. Unlike AutoGraph, the charts you create in SpreadCE stay within the spreadsheet, and they change as you update the data for the chart. You can open and save Pocket Excel files in SpreadCE, but you can save charts only in Excel 97 format, which is the default file format for the program. More information and a trial version of this program are available at www.byedesign.freeserve.co.uk. Another alternative to Excel Mobile that provides charting functions is SoftMaker's PlanMaker, available at www.softmaker.com.

Share Workbooks

Excel Mobile makes it easy to share workbooks with other people by including the ability to send workbooks via infrared or e-mail. To use infrared to send a workbook to another Pocket PC, tap Menu | File | Beam and line up the infrared port of the two devices.

After the two devices recognize each other, the file transfers to the receiving device. When the transfer is complete, the sending device indicates that one file has been sent and a Close button appears, which you tap to return to Excel Mobile.

To send a workbook via e-mail, tap Menu | File | Send Via E-mail, and a new e-mail message opens with the workbook as an attachment. Enter an e-mail address, subject, and message, and then tap Send. Inbox will send the message the next time you connect to the Internet and retrieve e-mail.

Wrapping Up

Excel Mobile enables you to analyze numbers and track information. You have now seen how Windows Mobile helps you create documents and spreadsheets that you may use at work. In the next chapter, you will learn more ways that Windows Mobile can help you be more productive at work.

Chapter 16

Be Productive at Work

The Phone Company
11:36 PM
10/17/2005
Partner Meeting - Discuss project schedule
10:30 PM Room 100
Profile: Normal
Start
Message
MINI SD
space
DELL
AXIM
Start
3:03
Thursday, July 07, 2005
Owner: Dan Chappelear
Outlook E-mail: 99 Unread
12 Active tasks
Tap here to sign in to Pocket MSN!
Device unlocked
Calendar
Contacts
X51v

How to...

- Secure information
- View presentations
- Send and receive e-mail from Exchange
- Send and receive e-mail from Lotus Notes
- Access mainframe applications
- Access corporate databases
- Run Windows programs

Your Windows Mobile device is designed to help you organize your life and to have fun along the way. While at home, you may enjoy listening to music using the Windows Media Player or reading a book using Microsoft Reader. But many of you will most often use your device at work.

One of the reasons why you might have bought a Pocket PC or Smartphone is because a coworker has one. Personal digital assistants (PDAs), whether they are Pocket PCs, Palms, or Blackberries, are increasing in numbers at corporations. These devices are usually brought to work by employees who bought them with their own money or received them as a gift.

The extent to which you use your device at work will depend significantly on how the computers at work are used and supported. Before you connect your device to your desktop PC at work, you should find out whether your company has a policy for using PDAs. Some people will have no problem connecting their device to their desktop PC at work, while others may be restricted because of corporate policy. Unfortunately, in many cases, policies are defined without knowledge of how Windows Mobile devices work.

This chapter provides information for using your device at the office. You will find tips for connecting your device to your desktop at work and with the corporate network. Windows Mobile 5 includes PowerPoint Mobile, which you can use to view presentations created in PowerPoint on PCs. You will also learn ways to secure information and access your company's e-mail, and how to run Windows programs.

Bring Windows Mobile to Work

Many great features are built into your device to help you be more productive at work and, it is hoped, to gain more free time to enjoy life. Obviously, you can use your device to schedule appointments, track tasks, and store contact information, yet the Pocket PC Mobile Office applications enable you to create documents and spreadsheets as well.

You probably already knew about all these features before you bought your device, and you probably tried each soon after you took the device out of its box. Inevitably, the time will come when you pack your Pocket PC or Smartphone in your briefcase and head off to work, but once you are there, how will you use your device?

Connect to Your PC at Work

You will encounter few problems using your device at work, but you may face some hurdles connecting the device to your work computer. You need to resolve two issues:

- The physical connection between the device and computer
- Installing and running ActiveSync

Make the Connection

Every Windows Mobile device is capable of partnering with two PCs, but most devices include only one cable or cradle. Chances are good that you already use the cable or cradle with your home computer, so you might be faced with the prospect of carrying the cable back and forth between work and home. There are a few solutions to this problem.

First, check whether your work computer has an infrared port—some notebook computers have built-in infrared ports. If the port is available, it can be used to communicate with your device. Chapter 6 provides the instructions for using infrared ports with ActiveSync.

The second solution is to buy a second cable to use at work. All hardware manufacturers sell cables as accessories. Most of the cables sell for less than $25 and are available from the manufacturers or from any online store that sells Windows Mobile devices. If you upgrade within a brand, you might already have two cables, so be sure to check the manufacturer's web site.

Finally, you can use Bluetooth to make the connection between your device and the desktop PC. Many notebooks now have built-in Bluetooth support; otherwise, it is pretty easy to add Bluetooth to PCs by using a Universal Serial Bus (USB) adapter. Chapter 6 provides the instructions for using Bluetooth to connect Windows Mobile devices to PCs.

Install ActiveSync

After you determine how you will connect the device to your computer at work, the next step is to install ActiveSync. When installing ActiveSync on PCs running Windows NT 4, Windows 2000, or Windows XP, the user ID that you use to install ActiveSync must be a local administrator on the PC. Once installed under Windows NT 4, ActiveSync will run even if the ID is only in the local Users group.

The same is not true for Windows 2000 or XP, however. By default, to run ActiveSync, the ID must at least be for a user in the Power Users local group if ActiveSync is installed on a drive formatted with NTFS (NT File System). The reason is that the Windows 2000/XP default security on the Program Files folder and subfolders does not provide users with write access, and ActiveSync must be able to write files in the \Program Files\Microsoft ActiveSync folder. An alternative is to modify the NTFS permissions of the ActiveSync folder so that the users group has full control over the folder.

NOTE *This problem does not occur if the Program Files folder is on a FAT (file allocation table) partition.*

Many corporate PCs run firewall software that may interfere with ActiveSync. You might need to configure the firewall software to allow ports 5678, 5679, 990, 999, 26675, and 5721 in order for ActiveSync to function. If you are running the Microsoft firewall that comes with Service Pack 2 of Windows XP, it should be automatically configured for ActiveSync.

Sometimes antivirus, virtual private networking, and LAN configuration tools might conflict with ActiveSync. To enable synchronization between a Windows Mobile device and the PC, you might need to disable this software.

Work with Non-Microsoft Applications

Personal Information Managers (PIMs) for the desktop PC have been available for many years, but they have never caught on in a major way, probably because the data stored by PIMs is not as useful when anchored to a desk. Sure, when you sit at your desk, you could quickly search for a telephone number or an appointment, but what happens when you are in a meeting? The best solution is probably to print the information on paper and take it with you, but adding appointments and tasks is tedious because the device requires that you enter that information when you return to your desk.

The synchronization capabilities of PDAs make PIMs more useful because carrying and updating data is easier. Furthermore, the data is in electronic form, so it is much easier to share with others, and that has led to the group scheduling capabilities that make PIMs corporate tools.

Microsoft Outlook is a popular PIM, but it is certainly not the first, or only, one used by companies. Lotus Organizer has been available for much longer, and its user interface, which looks like a paper planner, is popular. Other programs store PIM data but specialize in contact management, such as ACT!, GoldMine, and Maximizer. Collaborative software such as Microsoft Exchange Server and Lotus Notes also store PIM data.

With all of these options, there is a chance that your company uses a program other than Microsoft Outlook. If that is the case, for your Windows Mobile device to be useful at work, you need to come up with a way to synchronize data with that program. The good news is that Windows Mobile can synchronize with programs other than Outlook. The bad news is that you may need to buy additional software, because ActiveSync communicates only with Outlook and Microsoft Works.

Synchronize Data with Non-Microsoft Applications

Four programs expand the Windows Mobile synchronization capabilities beyond Outlook to several different PIMs:

- **Intellisync Handheld Edition from Intellisync** www.intellisync.com/
- **XTNDConnect PC from iAnywhere** www.ianywhere.com/
- **CompanionLink Express or Professional from CompanionLink Software** www.companionlink.com/

These programs include features not found with ActiveSync that provide more control over synchronization and address shortcomings. For example, Intellisync and XTNDConnect PC support synchronization of Outlook subfolders, which is not possible with ActiveSync.

Each of these programs synchronizes Calendar, E-mail, Contacts, and Tasks. Both Intellisync and XTNDConnect PC give you the ability to match fields of data, providing flexibility not available with ActiveSync, which is optimized for Outlook. What may be appealing to companies is that both programs synchronize with Windows Mobile and Palm devices, enabling them to provide a standard method of synchronization with a standard PIM.

Manage Contacts

Contact managers are programs that store data in a manner similar to PIMs, but they are designed for the purpose of managing relationships with people. Usually, all of the data in a contact manager relates back to a person. For example, using a contact manager, you can quickly see all the appointments that you have scheduled with a particular person. Sales departments of companies commonly use these programs to help build relationships with people.

The four third-party synchronization programs described in the previous section support the synchronization of Outlook Mobile with popular desktop contact managers like ACT! and GoldMine. However, Outlook Mobile does not provide many of the features, such as linking contacts with appointments or tasks, that one expects of a contact manager. If you want these features on your device, you have to obtain a third-party application.

One of the most popular of these applications on Pocket PCs is Pocket Informant, available for download from www.pocketinformant.com. Pocket Informant enables you to link contacts with appointments, tasks, other contacts, or files. It also provides the ability to create appointments or tasks using the contact information, which is automatically linked to the contact.

Pocket Informant works with your Outlook Mobile data, so everything synchronizes with Outlook. On-Schedule version 6 for Pocket PC from Odyssey synchronizes with On-Schedule version 6 or Microsoft Outlook. Because of this, it is a good alternative to Outlook Mobile if you don't like Outlook.

Unlike Outlook Mobile, On-Schedule provides journaling capabilities to track contact information, and it supports multiple address books, calendars, and to-do lists. For people who find Outlook Mobile categories insufficient for separating data, On-Schedule may be a good alternative. You will find more information, and a trial version of the software, at www.odysseyinc.com.

Convert Files

Even though Microsoft Word and Excel are the most popular word processor and spreadsheet programs, they are not the only programs used by companies. At one time, WordPerfect and Lotus 1-2-3 were more popular, and they are still in use.

Unfortunately, no widely available file-conversion tools exist for Windows Mobile to enable you to open WordPerfect or Lotus 1-2-3 files in Word or Excel Mobile. In both cases, the best way to work with these files is to save them in Microsoft formats before downloading to your device. This also means that if someone wants to e-mail a WordPerfect document as an attachment, the file must first be converted to a Microsoft format.

Word Mobile and Excel Mobile on Windows Mobile 5 use the same file formats as Office 2003; however, prior versions of these programs use the Pocket Word and Pocket Excel formats. Chapter 7 explains how ActiveSync converts files as they move between a device and a desktop computer.

Inbox on Windows Mobile 2003 SE and earlier converts files so that you can easily send and receive Word and Word Mobile file attachments. But if you use any other method of transferring files, such as an FTP client or a network connection, you have to convert the file manually to a supported format.

TIP *You can use Westtek's ClearVue Suite to view native Microsoft Office 97, 2000, and XP PowerPoint, Excel, and Word files on Pocket PCs and Smartphones. More information about this software is available at www.westtek.com.*

Pocket Word can save files in Rich Text format (RTF), plaintext, Word 97, and Word 6.0/95 formats. To save a document in these formats, tap Tools | Save Document As, expand the Type drop-down list, and select a format. Pocket Excel can save files in Excel 97, 5.0, and 95 workbook formats. To save a Pocket Excel workbook in one of these formats, tap Tools | Save Workbook As, expand the Type drop-down list, and select a format.

Word and Excel Mobile only support the native Word and Excel formats in the Save As dialog box.

Open Adobe Acrobat Files

The Adobe Portable Document Format (PDF) has become the de facto standard for distributing documents on the Internet. This is because Adobe distributes Acrobat Reader, which is required to view PDF files, for free on the Internet. PDF files look exactly the same as printed documents and are easy to create. For these reasons, many companies create documentation in PDF format and make it available from their web sites.

You can view PDF files with Acrobat Reader for Pocket PC, which is capable of viewing tagged and untagged Acrobat files. Tagged files are preferable for viewing on Pocket PCs because the Pocket PC allows Acrobat Reader to format the text for the size of the Pocket PC screen. When you install Acrobat Reader on your Pocket PC, it adds an Acrobat file converter to ActiveSync, which attempts to convert Acrobat files to the tagged format. If the PDF file cannot be converted to the tagged format, it is copied to the Pocket PC in the untagged format. You can find more information about Acrobat Reader at www.adobe.com/products/acrobat/readerforppc.html.

Before Adobe Acrobat Reader, PDF Viewer from Global Graphics was the only Acrobat Reader for Pocket PCs. PDF Viewer supports most PDF image formats, including bookmarks, hyperlinks, and Table of Contents. It provides magnification capabilities that are important for viewing documents designed for larger PC screens. More information and a 30-day trial version of this program is available at www.globalgraphics.com/products/editor/primer.html.

Adobe does not provide a version of Acrobat Reader for Smartphones, but if you need to view Acrobat files on a Smartphone, you can use Westtek's ClearVue PDF. You can find more information about this program at www.westtek.com/smartphone/pdf.

Access the Corporate Network

Chances are good that your computer at work is connected to a LAN so that it can access shared resources such as printers and e-mail servers. Windows Mobile includes the software to enable it to connect to these networks, either by using a modem and dial-up connection or directly with an Ethernet card. You can use this connectivity to send and receive e-mail from your company mail server or to access web pages on your corporate intranet.

Gather Dial-Up Information

Today, many companies provide dial-up access to their networks to enable employees to access resources from home or on the road. The dial-up access is probably expected to work with desktop computers, while few companies provide support for Pocket PCs. This does not mean that your Pocket PC will not work with a company dial-up access, but it does mean that you may have to gather more information and probably configure the device yourself.

If you can access a corporate network using standard Windows Dial-Up Networking, you should be able to connect using a Pocket PC. You need to gather some information before you can create a dial-up connection. If your company provides instructions for connecting using Windows, what you need is provided in those instructions. If the dial-up connection has already been created, you can find the information by opening the connection Properties window.

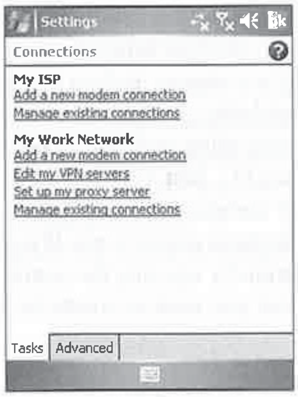
The following is the information that you need to create the dial-up connection on your Pocket PC:

- Find out whether you provide a username and password in the Dial-Up Connection dialog box, or whether a terminal window opens after the number has been dialed (in which you enter a username and password).
- Obtain the maximum baud rate for the connection as well as the settings for data bits, parity, stop bits, and flow control.
- Find out whether the connection uses Point-to-Point Protocol (PPP) or Serial Line Interface Protocol (SLIP). The most common in use is PPP.
- Determine whether the network access server, or Windows NT Remote Access Server, provides an IP address, or whether one is manually assigned. The most common configuration is server assigned, but if it is manually assigned, you need the address.
- Find out whether the connection uses software compression or IP header compression. The most common configuration is to use both.
- Learn whether addresses for name servers are server assigned or manually assigned. If they are manually assigned, you need the addresses for the primary DNS server, secondary DNS server, primary WINS server, and secondary WINS server.
- If a proxy server is used to access the Internet, you need the proxy server name. To find the proxy server name found in Internet Explorer on desktop computers, click Tools | Internet Options, and then click the Connections tab and the LAN Settings button.
- Determine whether you need to use virtual private networking (VPN) to connect to the corporate network. If you do, obtain the hostname or IP address of the VPN server.
- Obtain the phone number for accessing the corporate network, or if you use VPN, obtain the phone number for an Internet service provider (ISP).

Configure Pocket PC Connection Manager Work Settings

After you gather this information, you are ready to create the dial-up connection. To create a dial-up connection on Pocket PCs, you use Connection Manager, which simplifies the process.

Connection Manager, shown in the following image, has two sections: one for configuring ISP connection settings and another for configuring Work network settings.


Settings
Connections
My ISP
Add a new modem connection
Manage existing connections
My Work Network
Add a new modem connection
Edit my VPN servers
Set up my proxy server
Manage existing connections
Tasks
Advanced

To open Connection Manager on your Pocket PC, tap Start | Settings | Connections | Connections. To create a dial-up connection to a Work network, tap Add A New Modem Connection under My Work Network on the main Connection Manager screen. You then enter information on three screens to create a modem connection. On the first screen, enter a name for the connection, select the modem that you will use, and tap Next.

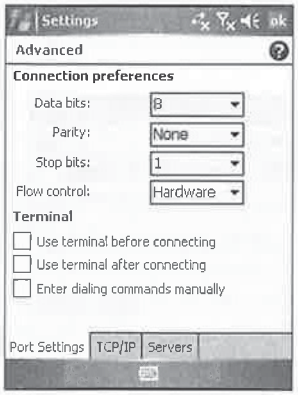
On the second screen, enter the phone number exactly as it should be dialed, including extra numbers such as an outside line or credit card, and then tap Next. If you travel or frequently change location (and thus area codes), configure the Pocket PC to use Dialing Rules.

Finally, on the third screen, enter the username and password you use to log onto your Work network. If you are connecting to a Microsoft Windows network, you may need to enter a domain name, which your network administrator can provide. Tap Advanced to change the modem baud rate or enter network addresses for the Pocket PC, DNS servers, or WINS servers. Tap OK to exit the Advanced Settings screen, and then tap Finish to exit from the third and final modem connection screen.

TIP *After you create a modem connection for a Work network, a new option called Manage Existing Connections appears on the Connection Manager screen. Tap this option to change the modem connection settings.*

Most Work networks use Dynamic Host Configuration Protocol (DHCP) to configure network addresses automatically, and Pocket PCs use DHCP by default, so you should not need to enter network addresses. If you need to enter TCP/IP or name server information, or if you need to have a terminal window open after the modem connects so that you can log onto the network, tap Advanced on the third modem connection screen.

The Advanced Settings screen has several tabs, as shown here:



Connection preferences

Data bits: 8

Parity: None

Stop bits: 1

Flow control: Hardware

Terminal

☐ Use terminal before connecting

☐ Use terminal after connecting

☐ Enter dialing commands manually

The Port Settings tab has check boxes to specify whether a terminal window displays. Tap the Use Terminal After Connecting check box if you need a terminal window for logging onto the network. Tap the Use Terminal Before Connecting or Enter Dialing Commands Manually check boxes if you need to enter modem commands prior to the call being made.

Tap the TCP/IP tab to enter the IP address that the Pocket PC should use when connecting to the network, and tap the Servers tab to enter IP addresses for DNS and WINS. Tap OK to close the Advanced Settings screen.

Windows Mobile 5 supports VPN solutions that use the Point-to-Point Tunneling Protocol (PPTP), IP Security (IPSec), or Layer Two Tunneling Protocol (L2TP). To configure your Pocket PC to use VPN, you need the hostname or IP address of the VPN connection. To configure Windows Mobile to use VPN, tap Add A New VPN Server Connection on the Tasks tab of Connection Manager.

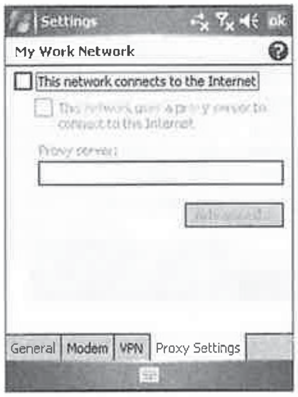
Enter the hostname or IP address for the VPN server, which your network administrator can provide, and tap Next. Enter your VPN server username and password on the second VPN settings screen, and tap Finish.

Did you know?

Virtual Private Networking Provides Access to Corporate Networks

Virtual private networking (VPN) uses encryption to secure communication between a client and a server, and it is commonly used to enable one to use the public Internet to access servers on a private network. Typically, you first dial an ISP using dial-up networking. Then, you run a VPN client, which establishes a connection with the VPN server. After a VPN connection is made, you can run any application that requires a network connection.

The final work setting to configure is for the proxy servers. Proxy servers are typically used by web browsers to access pages on the Internet on computers connected to a corporate network. If you need to use a proxy server, tap Set Up My Proxy Server on the Connection Manager screen, which opens the following:



☐ This network connects to the Internet

Tap the two check boxes on the screen to select them and enter the hostname or IP address of the proxy server in the Proxy Server field. Tap Advanced if you need to change the ports for the proxy server, enter a WAP (Wireless Application Protocol) proxy server, or configure the Socks proxy server.

NOTE *WAP proxy servers provide access to web pages that are designed for display on mobile phones. Socks proxy servers enable clients and servers of client/server applications to communicate with each other by using the Internet.*

Tap OK to return to the main Connection Manager screen. You now see an Edit My Proxy Server link under My Work Network, which you can tap if you need to make any changes to the proxy server settings.

How to ... Configure Smartphones for Work Connections

Smartphones do not have a connection manager like Pocket PCs that distinguish between Internet and Work connections, but they do support VPN and proxy servers. To configure Smartphones to use VPN, press Start | Settings | Connections | VPN, and to configure Smartphones to use proxy servers, press Start | Settings | Connections | Proxy.

Smartphones do not support dial-up modems like Pocket PCs, but you can configure some Smartphones to use Circuit-Switch Cellular, which works like dial-up. If your mobile service supports Circuit-Switch Cellular data communications, you can configure your Smartphone to use it by pressing Start | Settings | Connections, and then pressing Menu | Add to create a dial-up connection.

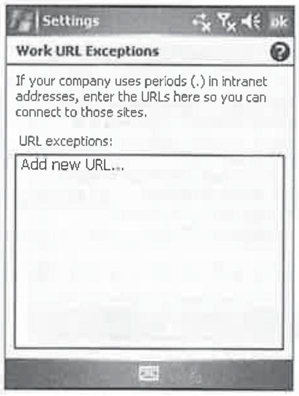
Connect to the Corporate Network

The easiest way to make a dial-up connection to a Work network is directly from Messaging or Internet Explorer. Chapter 11 shows you how to configure an account in Messaging so that it uses the Work settings.

Internet Explorer does not have an option for you to specify whether to use an Internet or Work connection. Instead, the Connection Manager determines which type of connection to use based on the URL you enter in the Address bar or the URL you select in Favorites. If the address is a fully qualified domain name (FQDN), such as www.pocketpchow2.com, Connection Manager connects to the Internet. If the address is one word, such as pocketpchow2, Connection Manager connects to Work.

If you access to a corporate intranet that uses FQDNs, and you have a Pocket PC 2002 device, you have to either manually initiate the call using Connection Manager or configure the Internet connection to access the corporate network. Windows Mobile 2003 and newer fixes this by providing a way for you to enter intranet web addresses as exceptions, so that when you try to open them in Internet Explorer, Connection Manager will establish a connection to a Work network.

To add a URL to the Exceptions list on Windows Mobile, tap the Advanced tab on Connection Manager, and then tap Exceptions, which opens the Work URL Exceptions screen. Tap Add New URL and then enter the URL of the web sites on your intranet. You can use wildcards—for example, entering *.companyname.com matches any URL ending with companyname.com.



If your company uses periods (.) in intranet addresses, enter the URLs here so you can connect to those sites.

If your corporate network uses a proxy server to connect to the Internet, Internet Explorer Mobile does not use the proxy server to access web sites in the Exceptions list.

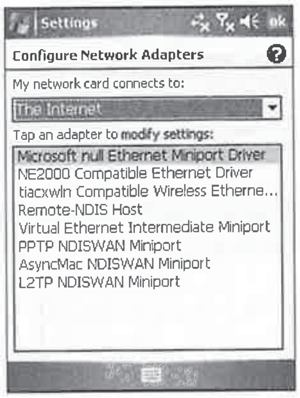
Use Ethernet Networking

Most Pocket PCs are capable of connecting to an Ethernet network, which is used by most companies that have LANs. You can use Internet Explorer Mobile to access intranet web sites, and you can even use a proxy server to access the public Internet. Furthermore, Messaging can also access e-mail servers that use standard Internet e-mail protocols. Before you connect your device to the network in your office, review the information in this section with your network administrator.

Before you can connect the Pocket PC to an Ethernet network, you must gather the following information so that you can configure the Ethernet card driver. Your network administrator can provide this information. Chapter 10 provides the instructions for using this information to configure the Ethernet card driver.

- Does the network provide IP addresses using DHCP, or are they manually assigned (static)?
- If the addresses are static, what are the address, the subnet mask, and the default gateway?
- If the network provides the addresses, are the DNS and WINS addresses also provided? If not, obtain the IP addresses for the primary and secondary DNS servers, and the primary and secondary WINS servers.

Connection Manager also has a role in how a Pocket PC uses network cards, because it specifies whether network cards connect to the Internet or Work networks. If the intranet you wish to connect to uses a proxy server, you must configure the network card to connect to a Work network. To specify how Windows Mobile uses network cards, tap Start | Settings | Connections | Network Cards to open this screen:



Configure Network Adapters

My network card connects to:

The Internet

Tap an adapter to modify settings:

Microsoft null Ethernet Miniport Driver
NE2000 Compatible Ethernet Driver
tiacxwln Compatible Wireless Etherne...
Remote-NDIS Host
Virtual Ethernet Intermediate Miniport
PPTP NDISWAN Miniport
AsyncMac NDISWAN Miniport
L2TP NDISWAN Miniport

Select either The Internet or Work from the My Network Card Connects To drop-down list on the Configure Network Adapters screen.

NOTE

If you specify that a network card connects to Work, and the Work settings are configured for a proxy server, you will not be able to access web sites on the Internet unless the proxy server is available. This means that if you connect to a home network that does not have a proxy server, you need to set the network card to the Internet to access web sites.

Use ActiveSync Desktop Pass Through

With Windows Mobile ActiveSync version 3.7 or greater, you can access the corporate network from a Pocket PC or Smartphone while the device is connected to a desktop computer. The feature is enabled by default in ActiveSync, and you can access Internet or intranet sites depending on the URL that you enter in Internet Explorer. If you are having problems using a proxy server to access an Internet site, click File | Connection Settings in ActiveSync on the desktop PC and select Work from the This Computer Is Connected To drop-down list.

View Presentations on Pocket PCs Using PowerPoint Mobile

Many business people rely on Microsoft PowerPoint every day as part of their job. For those people, if a Pocket PC is to replace notebook computers, they must include software that can view and display PowerPoint presentations. Windows Mobile 5 includes PowerPoint Mobile, which you can use to open and view presentations created on your PC. Previous versions of Windows Mobile do not include a Pocket PC version of PowerPoint, but several companies provide programs that can display PowerPoint presentations on a Pocket PC. Table 16-1 lists the programs that are available for Windows Mobile 2003SE and earlier.

PowerPoint Mobile displays presentations that are created using PowerPoint 97 or later. It supports most of the features of PowerPoint except for the following:

- You cannot view slide notes or notes pages.
- You cannot rearrange slides in presentation or edit slides.

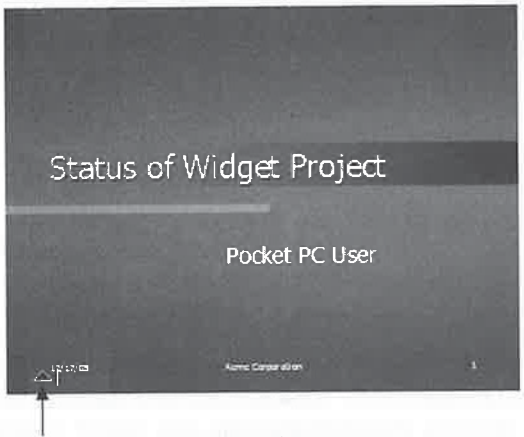
Open and View Presentations

Start PowerPoint Mobile by tapping Start | Programs | PowerPoint Mobile, which opens the program file list, and tap the name of the presentation that you want to view. If you tap the filename of a PowerPoint file in an e-mail attachment, or with File Explorer, PowerPoint Mobile

Program	URL
CNetX Pocket SlideShow	www.cnetx.com
Conduits Pocket Slides	www.conduits.com
Westtek ClearVue Presentation	www.westtek.com
RepliGo	www.cerience.com

TABLE 16-1 PowerPoint File-Viewing Programs for the Pocket PC

starts and opens the presentation that you selected. The presentation displays in Slideshow mode, as shown here:



Status of Widget Project

Pocket PC User

Acme Corporation

1

Tap here to open the Slideshow menu.

By default, presentations display in landscape, but you can change the display orientation by opening the Slideshow menu, tapping Show Options, and then tapping the orientation that you want. The Playback tab of the Options window provides a way for you to specify whether you want to override the settings specified in presentations. For example, you can specify that you do not want animations to play when they are in presentations.

Press the navigation button to move forward and backward through the slideshow, or open the Slideshow menu and tap Next or Previous. To jump to a specific slide, tap Go To Slide in the Slideshow menu, and then tap the name of the slide you want to jump to. Tap Zoom In or Zoom Out to enlarge or shrink the display of the slide. Tap End Show on the Slideshow menu to close the slideshow and return to the file list.

Secure Information

Because Windows Mobile devices are small, they are handy to carry around. Unfortunately, their size also makes them easy to steal. It is bad enough that your appointments, addresses, and tasks are at risk, but it is another thing entirely to expose confidential documents to outsiders. Fortunately, you can secure the information and data in a Windows Mobile device in several ways. This section reviews some of these methods, to help you determine which is the best for you.

Use the Pocket PC Power-On Password

Every Pocket PC can be assigned a password that you must enter whenever you turn on the device. The only way to access the device without the password is by performing a hard reset, which removes all information stored on the device. To assign a password to your device, follow the instructions provided in Chapter 3.

NOTE *Windows Mobile supports strong passwords, which consist of alphabetic and numeric characters. Because strong passwords are more secure than the simple four-digit numeric PINs used with Pocket PC 2000, they are preferred by corporations.*

Assign PINs on Smartphones

There are several built-in ways to secure information on Smartphones. One way is to enable phone lock by pressing Start | Settings | Security | Enable Phone Lock. You can specify the amount of time of inactivity before the phone is locked, and the password. While the phone is locked you can still receive phone calls and make emergency phone calls, but to access information on the phone or make a phone call, you need to first enter the password.

The Smartphone security menu also includes options for enabling the SIM PIN, which secures information on the SIM cards that are used in some Smartphones, and changing PIN2. PIN2 is a second PIN code for SIM cards that unlocks certain features such as Fixed Dialing and Call Cost metering. Not all SIM cards use the PIN2 code.

Use Antivirus Software

Although few viruses have been reported on Windows Mobile devices, the release of "proof of concept" viruses indicates that virus writers are experimenting with the platform. The good news is that the popular script-based viruses that take advantage of Outlook do not work on Windows Mobile because it does not have the same scripting support as Outlook. Table 16-2 lists the virus-scan software that you can buy for Pocket PCs and Smartphones.

Store Sensitive Information in Secure Databases

It seems as though the Internet has dramatically increased the number of user IDs and passwords in our lives. Combined with account numbers and PINs, it can be too much information to keep track of. A Windows Mobile device is perfect for storing and retrieving this information, but how do you protect it?

Fortunately, several programs have been written to store and protect this type of information. One of these programs is FlexWallet from Two Peaks Software, which is an information manager that lets you store password and registration information in one encrypted database. You can

Product	URL
Airscanner Mobile AntiVirus Pro for Pocket PC	http://airscanner.com
Symantec AntiVirus for Handhelds Corporate Edition	www.symantec.com
Kaspersky Security for PDAs	www.kaspersky.com
SMobile VirusGuard	www.fb-4.com

TABLE 16-2 Windows Mobile Virus-Scan Software

use FlexWallet to store passwords, CD-ROM keys, and web site registration information. For information and an evaluation copy, go to www.twopeaks.com.

eWallet from Ilium Software has a graphical user interface (GUI) that takes the form of a *wallet*. In this wallet, you can store cards that resemble credit cards, calling cards, and cards that include PINs and registration numbers. Each card can be protected with a password and encryption. Ilium Software sells versions of eWallet for all Windows Mobile platforms, and a version is also available for desktop computers. For more information and an evaluation copy, go to www.iliumsoft.com/wallet.htm.

Encrypt Files

Encryption is the process of converting messages and data into a form that is unreadable by anyone except the intended recipient. People commonly use this method to secure data transferred across the Internet. For example, the Secure Sockets Layer (SSL) protocol developed by Netscape encrypts the contents of web pages before they are transmitted between the web server and the web browser.

Encryption can also be used to secure files so that they cannot be opened unless a password is provided. While encryption is effective for securing documents, there is a risk that if the password is lost or forgotten, the document cannot be opened. One way to protect against this risk is to store unencrypted copies of the files in a secure location. Two products, Sentry CE and PocketLock, provide encryption for Pocket PCs.

SoftWinter, Inc., sells Sentry 2020 Pocket PC, which is also available for Windows XP. Sentry 2020 creates an encrypted virtual volume on a Pocket PC that is compatible with its Windows XP product, which means that if the volume is on a storage card and your device fails, you still can gain access to the data. Encrypting a file is a simple matter of copying the file to the virtual volume and providing a password. The virtual volume can be created on a storage card, which you can then remove from the device and store for even more security. The virtual volume looks like a large file when viewed with File Explorer. You can find more information about Sentry 2020 at www.softwinter.com.

PocketLock from Applian provides simple encryption and decryption of files and folders located internally or on a storage card. It uses the Microsoft High Encryption Pack to provide eight encryption methods. To encrypt a file or folder, you simply select either using PocketLock and provide a numeric PIN. Encrypted files can be automatically decrypted from File Explorer, but they are not visible to Pocket Word or Excel. You can find more information about PocketLock at www.applianmobile.com.

While SmartPhones do not have programs such as Word and Excel Mobile to create documents or File Explorer to manage files on the device, they do store files like Pocket PCs and desktop computers. You might receive file attachments in e-mail, or transfer files to Smartphones using ActiveSync. To manage and encrypt files on a Smartphone, you can use Resco Explorer, which provides the ability to encrypt individual files on Smartphones, Pocket PCs, and desktop computers. You can find Resco Explorer at www.resco.net.

ow to ...

Encrypt All Device Contents

The programs presented in this section provide a way to encrypt files that you store on Windows Mobile devices, but they do not encrypt the data you have in Outlook Mobile or Messaging. A few programs exist that encrypt all data on Windows Mobile devices, but they are typically sold to corporations.

One affordable program is SureWave Mobile Defense from JP Mobile, which was previously known as PDA Defense. This program currently is only available for Pocket PCs, but a version is in development for Smartphones. You can find more information about this product at www.pdadefense.com.

Several corporations use Pointsec to encrypt data on desktop and notebook computers, and there are also versions available for Pocket PCs and Smartphones. The advantage of Pointsec for corporations is that it can be centrally managed, making it easier to support a high number of devices. More information about Pointsec for Pocket PC and Smartphone is available at www.pointsec.com.

nnect to Corporate E-mail Systems

You might expect Messaging to work with Microsoft Exchange Server. After all, they're both Microsoft products, so why wouldn't they work together? However, prior to Microsoft releasing Exchange 2003, you needed an intermediary program to synchronize e-mail with Exchange unless it was configured to support Internet protocols. Exchange Server 2003 includes Server ActiveSync (previously called Mobile Information Server), which supports synchronization with Pocket PCs.

Lotus Notes and Novell GroupWise are two other popular e-mail servers used by corporations, but both primarily support their own clients, which do not use the Internet e-mail protocols. Unless Internet protocol support is added to these servers, the only way to use Inbox with them is through an intermediary program. Inbox communicates with the intermediary program using the Internet protocols, and the intermediary program communicates with the e-mail server using the appropriate non-Internet protocols.

IP

Messaging supports SSL encryption for communicating with e-mail servers using Internet protocols. See Chapter 11 for instructions on how to use SSL with Inbox.

The good news is that the intermediary program can run on a server and provide access to the corporate e-mail server for several clients. The bad news is that you must add a server to the corporate network, which may be beyond your capability.

You do have a couple of alternatives, however. One is to synchronize messages between Messaging and an e-mail client running on your PC. The process for synchronization between Messaging and Outlook, explained in Chapter 11, enables you to send and receive messages from Exchange when Outlook is used as an Exchange client. Intellisync and XTNDConnect PC, described earlier in this chapter, are both capable of synchronizing Messaging messages with Lotus Notes clients, and Intellisync can also sync with Novell GroupWise.

Send and Receive E-mail from Exchange

As explained in Chapter 11, Messaging is primarily an Internet e-mail client. While Exchange includes support for Internet protocols, many implementations have this feature disabled. If the Exchange server that you use does support either the POP3 or IMAP4 protocol, Messaging can be configured to work with the server. Follow the instructions provided in Chapter 11 for setting up an Internet service.

As previously mentioned, Microsoft Exchange Server 2003 includes Server ActiveSync, which supports direct synchronization of Windows Mobile devices with Exchange. Chapter 7 provides instructions for configuring your device for synchronization with Exchange.

A highly anticipated new feature of Windows Mobile 5 is the support of push e-mail. *Push e-mail* transfers e-mail messages to devices nearly the instant the messages are received by the e-mail server, and was made popular by Research In Motion's Blackberry software.

To enable push e-mail for Windows Mobile devices, you need to install Service Pack 2 (SP2) for Exchange Server 2003 and you need to install the Messaging and Security Feature Pack (MSFP) on Windows Mobile 5 devices. Unfortunately, while Microsoft has released SP2 for Exchange, MSFP will only be available from mobile carriers or device manufacturers, and no company has announced when it will make MSFP available for its devices. If you are interested in using push-email with your Windows Mobile 5 device, contact the device manufacturer and ask when it will make MSFP available.

Send and Receive E-mail from Lotus Notes

To say that Lotus Notes is commonly found among corporations around the world is an understatement. Recently, Lotus announced that it had reached 50 million users. The popularity of this program has created a whole new category of software, called *groupware*.

Companies use groupware to provide access to free-form information stored in databases. Several copies of the same database may be kept consistent throughout a company through a process called *replication*. Replication is similar to the synchronization process that you use to keep your device and Outlook consistent. The difference is that the databases may be countries apart, and they use networks and messaging to pass information back and forth.

At first, Lotus Notes consisted of e-mail messages and databases. Later, PIM features and group scheduling were added to the product. The product has also been divided in two, with Notes being the client and Domino being the server, but people often refer to the two as one and call it Lotus Notes.

Lotus Notes has many features and can be complicated. If you are trying to determine how to get a Windows Mobile device to work with Lotus Notes, things can get confusing. First, you need to ask yourself a few questions: Do you want to communicate with the Notes client or the Domino server? Do you want to synchronize E-mail, Calendar, Contacts, and Tasks, or do you want access to databases? Let's see if we can sort this out.

A number of the products already described enable synchronization of E-mail, Calendar, Contacts, and Tasks with the Lotus Notes client. Intellisync and XTNDConnect PC support Lotus Notes versions 4.5, 4.6, 5.0, and 6.0.

If you need access to Lotus Notes databases, you will want to look at mNotes from CommonTime Ltd. This product is the only one designed specifically for working with Lotus Notes databases, which CommonTime specializes in developing. If you are familiar with Lotus Notes, you will find that CommonTime products provide the most support for all of its features. More information is available at www.commontime.com/.

Run Windows Programs on Pocket PCs

You may be painfully aware by now that the Pocket Office applications included with Pocket PCs do not have the same functionality as those provided in Microsoft Office. If you travel frequently, you may have hoped that your device could replace that notebook computer you lug around, only to have those hopes dashed when you found out that you couldn't create tables in Pocket Word. Wouldn't it be great if you could run the full copy of Microsoft Word on your Pocket PC?

Well, you can, kind of. Actually, you can work with a display of Word on your Pocket PC while the program actually runs on another computer. The process for doing this is called *network computing,* and it is similar to the mainframe programs you access with a terminal emulator.

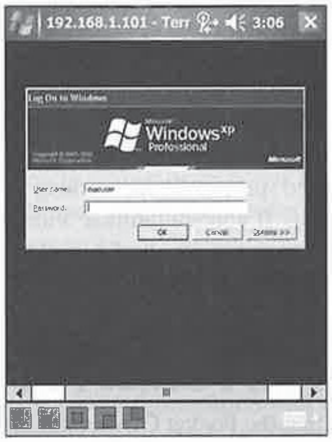
A terminal server client runs on your Pocket PC that accesses programs running on the server. The display of those programs appears on your Pocket PC, and it seems as if you are sitting at a regular desktop computer, but all of the processing happens back at the server. This software is becoming a popular way for companies to provide remote access to their systems, because it centralizes support. Programs are installed on one computer and made available to all who access it, rather than having to install programs on hundreds of notebook computers spread throughout the country.

While they work incredibly well, terminal server clients have one significant limitation: the client must be able to connect to the server to run applications. People who travel frequently on airplanes may find this limitation to be a problem when they want to run Microsoft Word or Excel. However, for users of Pocket PCs, these clients are the only way to run Windows programs.

Use Microsoft Mobile Terminal Services Client

The first step in using the Microsoft Mobile Terminal Services Client is to obtain access to the server. Your network administrator will create a username and password that you will use to log onto the server. The administrator also sets you up with the programs that you need to run on your Pocket PC. You also need to connect your Pocket PC to the corporate network, as described in the "Access the Corporate Network" section earlier in this chapter.

To start the Terminal Services Client, tap Start | Programs | Terminal Services Client. Enter a hostname or an IP address of the terminal server and tap Connect. After a connection is established, you see the standard Windows logon screen.



Along the bottom of the screen are five buttons that you can use to quickly move the display around the screen. If you limit the size of the server desktop to fit the Pocket PC screen, the buttons do not display.

TIP *The Pocket PC portrait orientation limits what you can see on the Windows desktop; to see more of the screen, switch to landscape mode by tapping Start | Settings | System | Screen and then tap one of the landscape buttons.*

Use the stylus for mouse operations when running Windows programs, and tap-and-hold to open a drop-down menu (like the one that appears when you right-click with your PC mouse). You cannot use Transcriber with Terminal Services, so you need to use the keyboard, Letter Recognizer, or Block Recognizer to enter information. To end the terminal session, tap Start | Shut Down, select Logoff, and then tap OK.

How to ... Turn On Remote Desktop in Windows XP

If you want to use the Terminal Services Client to access a Windows XP desktop, you need to enable Remote Desktop, which is turned off by default. On the desktop PC, click Start | Control Panel | System, then click the Remote tab, and check the Allow Users To Connect Remotely To This Computer check box. Only user accounts that have passwords on the PC will be allowed to connect.

NOTE *The Pocket PC Close button does not shut down the Terminal Services Client. If you tap Close and then switch back to Terminal Services, you will find that your Pocket PC is still connected to the server.*

Use Citrix WinFrame

Citrix pioneered the development of server-based computing when it created and sold WinFrame. The Independent Computing Architecture (ICA), also developed by Citrix, enables client devices running a variety of operating systems to access their terminal server. Included among those devices are Pocket PCs.

Because Citrix has been selling WinFrame for a number of years, a large number of corporations have it installed. If your company uses Citrix, you will be able to download and use the ICA client, which you can find at http://download.citrix.com/.

Use Other Remote-Control Applications

Remote-control software works like terminal servers because you run programs running on other computers. The difference is that the host program can support only one client session at a time. Perhaps the most popular use of these programs is to provide remote troubleshooting and help desk support for remote and mobile workers.

Virtual Network Computing (VNC) is a remote display system that allows you to view a desktop environment running on a machine from anywhere on the Internet. It is usually used to display an X Windows System that runs on Unix, but it will also run on Macintoshes and Windows. With VNC Viewer running on a Pocket PC, you can access desktops running on Unix, Macintosh, and Windows computers running the VNC server. Best of all, the software is free and available for download from the Internet. To download any one of the server programs, go to www.realvnc.com/. You can find a Pocket PC version of VNC Viewer at www.cs.utah.edu/~midgley/wince/vnc.html.

TIP *While the small screens on Smartphones make it hard to view a desktop computer, there is at least one version of a VNC viewer for Smartphones, .NET VNC Viewer, at http://dotnetvnc.sourceforge.net/.*

Wrapping Up

Windows Mobile devices are powerful productivity tools at the office. They connect to corporate networks and synchronize with Exchange servers, open Internet and intranet web sites, retrieve e-mail from corporate mail servers, and run Windows programs using the Terminal Services Client. A number of third-party applications are available to synchronize data with PIMs, such as ACT! and Lotus Organizer, and to view PDF files.

Just as Windows Mobile devices are useful at the office, they are even more useful when traveling. In the next chapter, you will learn how to take full advantage of your device while you are away from your home or office.

Chapter 17

Travel with Windows Mobile

The Phone Company
11:36 PM
10/17/2005
Partner Meeting - Discuss project schedule
10:30 PM Room 100
Profile: Normal
Start
Message
MINI SD
space
DELL
AXIM
Start
3:03
Thursday, July 07, 2005
Owner: Dan Chappelear
Outlook E-mail: 99 Unread
12 Active tasks
Tap here to sign in to Pocket MSN!
Device unlocked
Calendar
Contacts
X51v

How to…

- Prepare to travel with your Windows Mobile device
- Extend battery life
- Get connected to the Internet while traveling
- Print to different types of printers
- Back up your device while traveling
- Connect a GPS receiver to your device
- Find maps to install on your device
- Find language translators for your device

Whether you choose to replace your notebook computer with a Windows Mobile device on your next business trip will depend on the amount of functionality that you need from software applications versus the convenience of less weight, longer battery life, and the "instant on" startup time provided by a device. If you need to retrieve your e-mail, give a presentation, write documents, and create spreadsheets, a Pocket PC will meet your needs, with much less weight and longer battery life than most notebook computers. However, if all you need to do is retrieve e-mail and make phone calls, you might be able to get by with a Smartphone. In this chapter, you'll find many tips on traveling with Windows Mobile devices, along with a handy checklist that you can use while packing for your trip.

Prepare to Travel

Murphy's Law seems to apply most often when you are on the road and away from any help. Preparation will either prevent problems or help you deal with them when they happen. Planning how you'll use your device on your trip will reduce stress and increase productivity. Four items that you should plan ahead for before embarking on your trip are power, connectivity, printing, and backup.

Keep Your Windows Mobile Device Running

Every computer ever made has at least one thing in common: it needs a power source to work. Batteries enable computers to be used in places where using a power cord is not possible. The longer the battery lasts, the more productivity you gain using the computer. A Windows Mobile device maximizes your productivity with its long battery life.

Unfortunately, no matter how long a battery can last, it will eventually need to be replaced or recharged. Because power is so important, you should take the time to plan how you will power your device and recharge its battery while traveling. Here are some tips for planning for your power needs:

- *Charge the battery before you leave.* Batteries tend to run out at the worst possible time, like halfway through a flight while you're writing a report that is due the next day. That would not be a good time to recall that the last time you charged the battery was last week. Don't let a depleted battery be the cause of not finishing that report; charge it the night before you leave.
- *Pack an extra battery.* If your device uses a removable battery, consider buying a spare battery that you can bring on long trips. Of course, make sure you also charge that extra battery before you leave on the trip.
- *Buy an external battery pack.* Some Pocket PCs do not have a replaceable battery but do have an external battery pack that connects to the power adapter port and recharges the internal battery. An example is the Socket Mobile Power Pack, which you can find at www.socketcom.com.
- *Buy an extra power adapter.* If you frequently travel to the same location, buy an extra power adapter and leave it at that location. It is also a good idea to keep adapters at your office and home. By doing this, you lighten your luggage and avoid forgetting to pack the adapter.
- *Buy a USB sync-and-charge cable.* This cable draws power from the USB port on a personal computer and also supports synchronization. By using this cable, you do not have to carry separate power adapters and synchronization cables or cradles. You can find sync-and-charge cables at retail and online computer stores that sell Pocket PC and Smartphone accessories.
- *Pack an extension cord.* Older hotel rooms tend to have too few power outlets, and the ones they do have always seem to be behind beds and dressers and placed as far from the desk or table as possible. An extension cord allows you to use your device wherever it is convenient.
- *Pack a portable surge suppressor.* Power surges can occur anywhere, creating the possibility of destroying your device. Most computer stores carry portable surge suppressors that have two outlets and possibly two or three phone jacks, all of which protect your device from power surges.
- *Get a power adapter for your car.* If you spend a lot of time traveling by car, consider getting an adapter that converts the car cigarette lighter socket into an outlet for the AC adapter of the device. Using this adapter, you can charge up your device while driving your car.
- *Remove cards.* Modem and network cards draw extra power from the device, even if they are not being used. Plug the cards into your device only when you are using them. As an extra precaution, use the card in your device only while it is using the AC adapter. Buy a case to house extra storage cards so they don't get lost.

- *Be aware of international power differences.* Many countries have different power standards from those of the United States. AC adapters designed for the United States do not work in those countries, and vice versa. Check with the manufacturer of your device to find out whether its power adapter works in the country to which you plan to travel. You may need to purchase an international power adapter for your device, or you may find it easier to buy a power conversion kit.
- *Know the power-saving features of your device.* Most devices include features designed for extending battery life. An example of this is settings that control the backlighting of the display. Learn how to use these features, and use them while you travel.

Plan How to Connect Your Pocket PC to the Internet

Next to battery life, the biggest challenge of using a Pocket PC on the road is Internet connectivity. Most of us have become dependent on Internet access to communicate via e-mail and to keep abreast of news on the Web. Determining how you will access the Internet, or your office network, before you leave on a trip will help tremendously when you finally make it to your hotel room.

NOTE *Even though these tips are for access to the Internet, they also apply to accessing corporate networks. Chapter 16 has additional information on accessing corporate networks via the Internet using virtual private networking (VPN) software.*

Here are some tips to help you get connected on the road:

- *Pick hotels with high-speed Internet access.* Many hotel chains today provide in-room Internet access, by providing wired or wireless Ethernet connections. Some chains provide access for free while others charge a daily fee. When making your hotel reservations, find out whether the hotel provides Internet access and how that access is provided. If the hotel provides only wired Internet access, be sure to pack an Ethernet adapter. Check whether you need an account to access the Internet, and be aware that you may have to set up the account from a PC before it will work on a mobile device.
- *Check wireless coverage.* If you have a Pocket PC Phone Edition or a Smartphone, check the mobile service provider's web site to verify that it provides coverage for your destination. Most providers do not charge for roaming, but coverage may be limited to metropolitan areas. If your Pocket PC supports wireless Ethernet, check whether Wi-Fi hotspots are available where you are traveling (for example, search www.wi-fihotspotlist.com/).
- *Get the local ISP phone numbers before you leave.* Most ISPs have pages on their web sites that list all their phone numbers, or they provide the numbers based on an area code and phone number that you enter. They may also have a toll-free number that you can call to obtain these numbers. Use the hotel phone number to determine what will be a local phone call. If your ISP provides a toll-free access number, find out what it is; while you may be charged more for using the number, it might be the only way to connect with the ISP at the destination.

- *Test access numbers before you leave.* If being able to connect to the Internet at your destination is important, it may be worth the long-distance call to test the connection before you leave. Use remote networking to create a new dial-up connection using the access number. You will find it easier to get help while you are at home, and you can travel with the confidence that you will be able to connect to the Internet when you reach your destination.
- *Know how to create and use dialing locations.* Most hotel and office phones require the entry of a number to access an outside line. The dialing locations of a Pocket PC make it easy to configure your modem to dial that number before making any call. Chapter 10 provides instructions for creating dialing locations on a Pocket PC.
- *Use a calling card.* Your ISP may not have a local-access number or toll-free number that you can use at your destination. In these cases, you may want to use a phone company calling card. You can create dial-up connections that use calling cards by putting the appropriate codes in the telephone number field of the Dial-Up Connection dialog box. Chapter 10 provides instructions for creating dial-up connections.
- *Research international requirements.* If you plan to travel to another country and want to use your device to connect to the Internet, you need to do some additional research. First, find out whether your ISP has access numbers outside the United States; many of them do not. Next, be aware that international numbers do not include a one (1) before the area code, but they may require country and city codes. This is best handled by using dialing locations and dialing patterns, as described in Chapter 10. The international dialing pattern is used when a dial-up connection of a country code is blank.
- *Pack a phone line tester.* A few hotels and businesses use digital phone lines that can damage the modem. The tester has an indicator light that shows whether the line is digital, which should not be used, or analog, which is safe.
- *Pack a long phone cord.* Phone jacks may be hidden behind beds and dressers, making them difficult to reach. A long phone cord can be useful for connecting your device to those phone jacks. Computer and electronics stores carry retractable phone lines that are easy to carry.
- *Pack a one-to-two phone jack adapter.* Some hotel rooms have only one phone jack and a phone without a data port. In this case, the adapter enables you to connect your modem and the phone to the jack.
- *Pack a phone line adapter for international travel.* The phone jacks in some countries may not match the jacks you use at home. Call ahead and find out whether you need a special adapter, or ask your travel agent. If you travel abroad, you may want to buy a travel kit, which is available at most computer stores. These kits contain many adapters and tools that you may need to connect to phone systems in other countries.
- *Pack a line-noise filter.* Some hotels have phone systems that are not modem-friendly, and some European countries add a *tax tone* to monitor usage. The result is a reduction of signal clarity, making it difficult for modems to communicate with each other. A noise filter can reduce this problem.

Print on the Road with a Pocket PC

The Pocket PC does not have built-in support for printing, but you can add the ability to print Word Mobile documents, plain text, or e-mail using ActivePrint from Pocket Watch Software. ActivePrint uses ActiveSync to print documents, so while you are away from your desktop computer, your print jobs queue up on the device and print once you connect to a PC. You can find more information about ActivePrint at http://activeprint.pocketwatchsoftware.com.

If you have a Windows Mobile 2003SE or earlier device, you can use PrintPocketCE from FieldSoftware Products. The program prints to HP PCL3-compatible printers as well as various printers that have built-in infrared ports. A list of supported printers is available at www.fieldsoftware.com/PrintersSupported.htm, and you can find more information and a 30-day trial copy of PrintPocketCE at www.fieldsoftware.com.

Infrared provides the simplest way to connect a Pocket PC to a printer. When using PrintPocketCE, all you need to do is align the infrared ports and tap Start Printing. The FieldSoftware Products web site lists a number of printers that have infrared ports, or you can connect an infrared printer adapter to a printer parallel port. Such adapters are available from ACTiSYS Corporation, at www.actisys.com/actir100.html.

TIP

Serial printers are harder to find, but still available. You can use a serial sync cable for your Pocket PC and a null modem adapter to connect with a printer serial cable. You cannot connect a Pocket PC to a printer using a USB cable.

If you don't plan to do a lot of printing, you might not want to purchase extra software or cables. Yet you may find that, on occasion, you need to print a page or two. In these instances, a road-warrior trick comes in handy: fax the document from your device to a fax machine.

To send faxes from your Pocket PC, you need fax software. The following two fax programs are available: pocket PhoneTools (www.bvrp.com) from BVRP Software and KSE Truefax (www.ksesoftware.com) from KSE Software. Most hotels provide fax services for their customers, so call the front desk and get the fax number. Then start up either pocket Phone Tools or Truefax and send the document to that fax machine.

NOTE

Pocket PhoneTools and Truefax may not work with Windows Mobile 5 devices. Check with the software vendor about compatibility before purchasing these programs to run on a Windows Mobile 5 device.

If you decide that you need a printer, Pentax, Hewlett-Packard, Citizen, Canon, and Seiko Instruments all make portable printers. Be aware that these printers may require special paper, and they are not designed for high-volume printing. Some of these printers have built-in infrared ports, which eliminate the need for carrying and connecting extra cables.

Back Up Your Windows Mobile Device on the Road

If you consider the information in your Pocket PC or Smartphone to be critical, you ought to live by the motto "Back up early and often." Chances are good that when traveling, you will not have access to a desktop computer, yet the risk of losing data while traveling is great. Therefore, you need a way to back up your device without using a PC.

The best tool for backing up your device on the road is a storage card. If you already use a storage card, consider buying an extra card that you use only for backups. The extra card should be at least 128MB for Pocket PCs and 64MB for Smartphones so it can hold all of the files in internal storage memory.

You could copy files to the storage card, but many devices have a better method of backup. Included is software designed to back up the entire contents of internal storage to a storage card. Backing up this way is faster than using a serial cable, so you might want to use this as your main backup method. Consult the user manual of your device for instructions on using its backup software.

The backup software on most Pocket PCs is pretty basic in its functioning, and some Pocket PCs and Smartphones may not have built-in backup software. Sprite Software's Sprite Backup for Pocket PC has features such as automatic backup when the battery is low and scheduled backups. It also provides a way to select specific files and folders to back up and restore, and there are versions for Pocket PCs and Smartphones. You will find Sprite Backup at www.spritesoftware.com.

NOTE *Be aware that the backup file is written in a proprietary format. If the device is lost or stolen, you will need to obtain an identical device to restore the files.*

For an additional level of security, use a PC storage card reader to copy the backup file from the card to a computer hard drive. You will find this a better method for backing up your device to a desktop computer, but it has the additional cost of the card reader.

The Internet is also a useful tool for backing up files on your device. If you don't have a storage card and you want to back up a file, attach the file to an e-mail message and mail it to yourself. The e-mail message and the file will stay on the mail server until it is deleted. This has the added benefit of giving you access to the file from any computer that can read e-mail from the server.

TIP *Google, Yahoo, and MSN all provide free web-based e-mail services with large amounts of storage space. Create an account with one of these services and back up files by sending them as e-mail attachments to that account. An additional benefit of this approach is that you can access your backup files from any computer with Internet access.*

Secure Your Data

While traveling, your Pocket PC and the data it contains are at risk of being lost or stolen. Backing up your data to a storage card and then carrying that card separately from the device ensures that you have a secure copy of your data at all times. Other methods exist for securing the data even further, but they come with the cost of some inconvenience and the risk of rendering data inaccessible due to lost passwords.

Here are some tips for securing your data:

- *Use password protection by using the Password icon in Settings on a Pocket PC or the Security settings on Smartphones.* With power-on protection enabled, a password must be entered every time the device is turned on. If you forget the password, the device will be inaccessible unless you perform a hard reset, which removes all installed applications and data from the device. Windows Mobile 5 devices that have the Messaging and Security Feature Pack (MSFP) installed support "remote kill," which enables system administrators to send a command to the device that deletes all of the data on that device.

- *Use software that securely stores personal information such as bank account numbers and user IDs.* Programs that provide this function include CodeWallet Pro at www.developerone.com; eWallet at www.iliumsoft.com; and FlexWallet at www.twopeaks.com.
- *Encrypt data stored either internally or on a storage card.* Data on storage cards is particularly vulnerable because the cards are easy to steal and use in other devices, including personal computers. Tools such as Sentry 2020 Pocket PC (www.softwinter.com/sentry_ce.html) can encrypt files that are on storage cards so that they are protected if the card is lost or stolen.

TIP *Chapter 16 provides more information about securing your Windows Mobile device.*

Turn Your Windows Mobile Device into a Traveling Tool

Now that you have all of the preparations out of the way, you are ready to look at some additional hardware and software that turn your Windows Mobile device into a valuable travel tool. From time to time, we all get lost while traveling and we may end up looking to the skies for direction. With a global positioning system (GPS) receiver, a Pocket PC or Smartphone can show your exact location on a map. Even if you don't have a GPS receiver, several different mapping programs run on Windows Mobile devices, and with the software, you won't have to figure out how to refold the map.

TIP *These GPS systems may not include maps for use outside the contiguous United States. You may want to check which systems provide maps for Alaska, Hawaii, or other countries.*

International travel presents additional challenges of overcoming language barriers. Several language translators exist that run on Windows Mobile devices, and using one can help you order a grilled cheese sandwich in France or Spain.

Know Where to Go and How to Get There

GPS has existed since 1973 and is operated by the United States Department of Defense. It determines a location by computing the difference between the time a signal is sent and the time it is received. The signals come from three different satellites floating over the earth. A GPS receiver uses the data to triangulate a location in latitude and longitude, which is then used to identify a spot on a map.

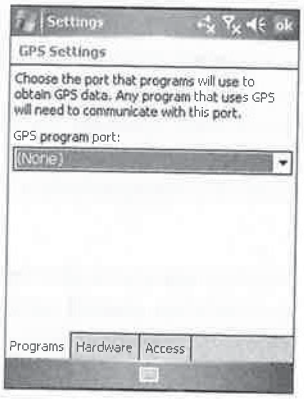
GPS hardware and software are popular Windows Mobile accessories. While you can buy a stand-alone GPS receiver, there are several advantages to using a receiver with a Windows Mobile device. For example, in a car, you can place the receiver wherever the signal strength is the greatest and hold the device in your hand. In addition, Pocket PCs are cheaper than many stand-alone GPS receivers that have high-resolution color displays. Finally, Windows Mobile GPS software is designed to work with storage cards, providing a significantly greater amount of space to store maps over stand-alone GPS receivers.

Several companies sell GPS receivers and software that work with Pocket PCs and Smartphones. Each product provides driving directions, voice prompts, route computation, and off-route warning. Maps are provided on CD-ROM and are downloaded either to internal storage on a device or onto a storage card. The following is a summary of the GPS solutions available for Windows Mobile.

- Pharos bundles its GPS receiver and software in a product called Pocket GPS Navigator, and versions are available for most Pocket PC brands. If your Pocket PC supports Bluetooth, you can use the wireless version of the GPS, which allows you to place the receiver anywhere in your car. You can find more information about this product at www.pharosgps.com.
- CoPilot Live Pocket PC 6 and CoPilot Live Smartphone 6 from ALK Technologies are the Windows Mobile versions of its popular CoPilot software for PCs. If you use this product with a device that has a wireless Internet connection, you can receive live updates on road conditions and accidents. Map data is downloaded to a device or storage card using desktop software. This product can be found at www.alk.com.
- TeleType GPS sells several receivers that work with Pocket PCs, including CompactFlash and Bluetooth versions that turn your Pocket PC into a portable GPS. The TeleType GPS software can be purchased separately and works with other GPS receivers that are compliant with the standards of the National Marine Electronics Association (NMEA). You can find these products at www.teletype.com.
- HandMap from Evolutionary Systems is a vector-based map viewer. The professional version of the software includes plug-ins that work with GPS receivers. A standard version is available as a free download from the company's web site, but it works only with maps provided by Evolutionary Systems. More information can be found at www.handmap.net.
- TomTom NAVIGATOR is a bundle that includes TomTom's popular Route Planner mapping software and a GPS receiver. You can buy a version of the bundle that uses either Bluetooth or a serial cable. You can find this product at www.tomtom.com.

Configure GPS on Pocket PCs

Windows Mobile 5 enables multiple applications to retrieve data from GPS receivers at the same time. To enable this functionality you need to configure the GPS system settings by tapping Start | Settings | System | GPS, which opens this screen.



Choose the port that programs will use to obtain GPS data. Any program that uses GPS will need to communicate with this port.

GPS program port: (None)

On the Programs tab, you specify what communications (COM) port the GPS software will use to communicate with GPS receivers. Select one of the COM port options from the GPS Program Port drop-down list.

Your Pocket PC may automatically detect the GPS receiver that you are using, and enter the settings on the Hardware tab. If not, you have to select the COM port that the GPS receiver uses to communicate with the Pocket PC, and the speed of the communications, by selecting the appropriate values from the drop-down lists on the tab. You will find this information in the user manual of the GPS receiver.

Windows Mobile 5 automatically manages access to the GPS receiver, allowing multiple programs to retrieve GPS data simultaneously. Some GPS programs may not be able to work with the automatic configuration, in which case you can shut it off by clearing the Manage GPS Automatically check box on the Access tab.

View a Customized Map with Microsoft Pocket Streets

Pocket Streets is a map-viewing program for Pocket PCs and Smartphones that displays maps created with Microsoft Streets & Trips 2005 or MapPoint 2004. It is included with these programs, or you can buy a stand-alone version at www.microsoft.com/pocketstreets.

Microsoft provides 318 U.S. and Canadian city maps and 277 European city maps on the setup CD-ROM, and you can also download these maps from www.microsoft.com/pocketstreets. To use these maps, copy the file to the device or storage card.

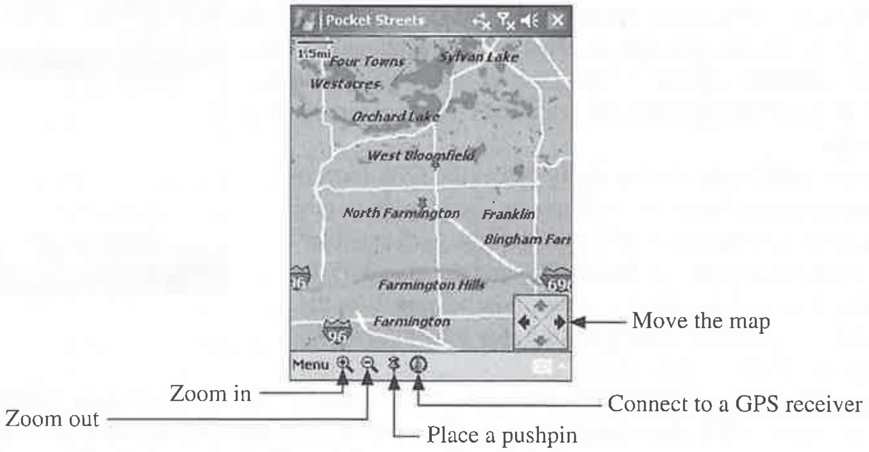
NOTE *Pocket Streets will run a little slower if it loads maps from a storage card.*

To create your own maps using Streets & Trips, select a portion of the map on your desktop using the mouse, right-click within the selected area, and then click Export Map for Pocket Streets. Streets & Trips calculates the approximate amount of storage space the map will need on the device and then prompts you for a location on your desktop to store the files.

Two files are created: a map file that has an .mps extension and a pushpin file that has a .psp extension. Copy these two files to the My Documents folder on your device or on a storage card using ActiveSync Explorer, as described in Chapter 8.

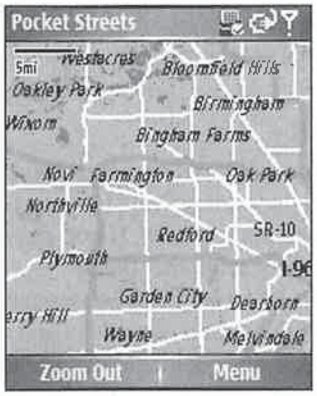
TIP *If you have a storage card reader connected to your desktop, you can export the map file directly to a storage card.*

When Pocket Streets starts on a Pocket PC, you may see the standard Pocket PC List view showing all the map files stored in the My Documents folder on your Pocket PC. If only one map is on your device, Pocket Streets automatically loads that map. Maps that you put in the My Documents folder on storage cards are also listed. If you do not see a map, make sure it is in the My Documents folder. Tap a map name to open the map, as shown here. Tap the buttons on the Command bar to zoom the map, and tap the buttons in the Navigation box to move the map.


Pocket Streets
1.5mi
Four Towns
Sylvan Lake
Westacres
Orchard Lake
West Bloomfield
North Farmington
Franklin
Bingham Far
Farmington Hills
Farmington
96
69
96
Menu
Move the map
Zoom in
Zoom out
Connect to a GPS receiver
Place a pushpin

TIP *Another way to zoom in on a map is to select an area of the map using the stylus.*

Pocket Streets looks slightly different on Smartphones because it is designed to work with the left and right softkeys. When you load a map on a Smartphone, it looks like this:



Press Zoom Out to zoom out the map, or press Menu to zoom in, find an address, or select points of interest to display on the map.

Pocket Streets 2005 works with GPS receivers to display the current location on the map, but it does not provide directions like other GPS navigation software. Tap the GPS button on the Pocket PC Command bar, or press Menu | GPS | Menu | Start GPS to connect to a GPS receiver.

TIP *Online services such as MSN Mobile (http://mobile.msn.com) and Yahoo Mobile (http://mobile.yahoo.com) provide maps or text directions that work with Windows Mobile devices. While they don't work with GPS receivers, they are useful for finding directions.*

Translate Foreign Languages

English is a widely used language inside and outside of the United States. Americans who do not speak foreign languages, or those who are learning them, rely on either interpreters or language translators. Typically, these translators list English words and their foreign-language equivalents. Language translators are available for Windows Mobile and provide searching capabilities that make it easier to find the correct words to say. Here is an overview of some language translator software available for your device:

- ECTACO's Talking Partner dictionaries provide word translation both in text and audio for English, Russian, Spanish, simplified Chinese, traditional Chinese, French, and German. ECTACO also sells text-only translation dictionaries for many more languages, as well as learning language software. You can find all of ECTACO's products at www.ectaco.com.
- Translation Experts' PocketTran runs only on Pocket PCs, and does phrase-by-phrase and word-by-word translations for several languages. You can find PocketTran at www.tranexp.com.
- LingvoSoft sells dictionaries, language-learning software, speech interpreters, flashcards, and dictionaries for travelers in several languages that run on Pocket PCs and Smartphones. You can find LingvoSoft's products at www.lingvosoft.com.

Hit the Road

Having read this far, you know how to plan ahead for your trip and how your device can help you get to your destination. Now it is time to put everything together, pack it up, and head off on your trip. Before you go, here are a few final preparations.

Make Final Preparations

If you plan to work in your hotel room, ask about accommodations for business travelers when you make the reservation. If the hotel does not provide in-room high-speed Internet access, ask whether computer modems can be used in the rooms. If not, and connecting to the Internet is important for you, you might want to stay at another hotel.

Some hotels have business centers that have personal computers and printers available for their patrons. Find out the manufacturers of their equipment and ask whether you can use their printers with your notebook computer. (Don't bother asking about Pocket PCs; chances are good the person you talk to will know nothing about them.) This information will help you decide what printer software should be installed on your device.

Make sure you download to your device or storage card all the data files that you will need. The wrong time to find out that you are missing a file is when you try to open it hundreds, or thousands, of miles away from home. The ActiveSync file synchronization capability helps with this, because as long as the file stays in the Synchronized Files folders, you know a copy is stored on the device. Chapter 7 has all the information you need on using file synchronization.

Don't put your Windows Mobile device, or important components, in checked luggage. Not only do you run the risk of the luggage, and your equipment, not showing up at your destination, but it can be stolen as well. Keep briefcases and computer bags with you at all times. Airports are popular locations for thieves.

What type of case do you use to carry your Pocket PC? If you use the case that it came with, it is probably too small to carry accessories, and it may not provide enough protection. Targus (www.targus.com) offers some nice cases, as does E&B Company (www.ebcases.com). Try to find a case that has enough padding to withstand normal travel abuses.

TIP *Todd Ogasawara keeps an extensive list of carrying-case vendors at http://to-tech.com/windowsce/faqs/cases.htm.*

Complete a Travel Checklist

Checklists are handy tools to help you remember what to pack and what to do as you prepare for a trip. Chapter 19 has information about Ilium Software's ListPro, a handy program designed for making and reusing lists. Unfortunately, a ListPro file cannot be attached to this book, so the next best thing is the travel checklist shown in Table 17-1.

☐ Charge all rechargeable batteries.
☐ Pack extra batteries or an external battery pack.
☐ Pack an AC power adapter.
☐ Pack a portable surge suppressor.
☐ Pack a phone line tester.
☐ Pack an extra phone cable.
☐ Pack a CompactFlash or PC Card modem.
☐ Pack a backup storage card.
☐ Find ISP access numbers for your destination.
☐ Determine whether you will need to print and, if so, how.
☐ Pack an extra storage card for backup.
☐ Download maps of the destination to your device.

If you are traveling outside the United States:

☐ Verify that your power adapter will work at the destination.
☐ Find out how phone calls are made at the destination.
☐ Pack an international phone line adapter.
☐ Pack a phone line noise filter.

TABLE 17-1 Windows Mobile travel checklist

Wrapping Up

Windows Mobile devices are made for traveling. With a little planning, you will have a happy and safe journey. When I travel, I enjoy taking along my Pocket PC and GPS receiver so that I know where I am and how much longer I have to travel. For anyone like me who gets anxious when they are lost, a GPS receiver can be a godsend.

In this section, you have learned how to get the most out of your Windows Mobile device, by using it to stay organized, create documents and spreadsheets, be productive at work, and take it with you on your travels. Pocket PCs and Smartphones are also great tools for relaxing and having fun, and in the next chapter you will learn how you can play games, listen to music, and read books using your Windows Mobile device.

Chapter 18

Have Fun with Games, Pictures, Music, Books, and Movies

The Phone Company
11:36 PM
10/17/2005
Partner Meeting - Discuss project schedule
10:30 PM Room 100
Profile: Normal
Start
Message
space
DELL
AXIM
Start
3:03
Thursday, July 07, 2005
Owner: Dan Chappelear
Outlook E-mail: 99 Unread
12 Active tasks
Tap here to sign in to Pocket MSN!
Device unlocked
Calendar
Contacts
X51v

How to . . .

- Pick the best Pocket PC for playing games
- Find games to play on your Windows Mobile device
- Read eBooks
- Play music
- Play movies and watch television shows
- View pictures

Having read this far, you may think that a Pocket PC or Smartphone is for nothing more than managing time and creating documents. Nothing could be further from the truth. When it's time to kick back and relax, a Windows Mobile device can be a perfect companion. With your device you can play games, view pictures, listen to music or audio books, read a novel, or even watch a movie.

If you enjoy playing computer games, you'll be happy to find Windows Mobile programs for every game category. The speed, color screens, and sound capabilities of the latest Pocket PCs make them great portable game machines, and you might be surprised by what a Smartphone can do. Fortunately, many talented programmers have been hard at work writing games that exploit the capabilities of your Windows Mobile device.

If you don't find playing games to be relaxing, perhaps lounging on a couch listening to your favorite music is more to your liking. Here, too, your device is up to the task, thanks to Windows Media Player, which is capable of playing music stored in digital files that you can download to your device or put on storage cards.

Perhaps you find the complete audio and visual experience of a movie a great form of relaxation. No, you won't be able to play the latest box office hit, but several independent artists make their work available on the Internet so that you can download and play it using Windows Media Player.

Perhaps your favorite way to relax is to curl up in front of a warm fire and read a novel. You can purchase and download electronic books, or eBooks, from the Internet, and read them on your Pocket PC using software such as Microsoft Reader. Third-party eBook programs are available for Smartphones and Pocket PCs. You can also play audio books using Windows Media Player.

As you can see, Windows Mobile provides many tools to help you relax during a trip. It also lightens your load because you don't have to pack a half dozen CDs or a couple of books. Of course, you don't need to travel to enjoy all these features; anywhere your device goes, so goes your favorite music or books. Ready? Let's have some fun!

Play Games

If any one software category represents how well the Pocket PC has sold, it is games. When I wrote the first edition of this book in early 2000, few games were available, but today this is not the case. Right now, www.pocketgamer.org has 16 different categories of games listed, including action and arcade, board, role-playing, simulation, and strategy games.

Game software evokes a tremendous amount of passion from Pocket PC owners. Go to any online forum and ask which Pocket PC is the best for games, and you are certain to receive many replies promoting one brand over another. The debate over which brand of Pocket PC is best for games centers on three items: processors, screens, and buttons.

Of all the software available for Pocket PCs, games may be the most processor-intensive, particularly action and arcade games and simulations. Simply stated, many games run better on faster processors. If action and arcade games or simulations are what you like, you should consider buying the Pocket PC with the fastest processor; however, even slower processors are capable of playing card and board games.

Good computer games have great graphics, and the Pocket PC color screens set it above other handhelds for great-looking games. Graphics quality doesn't necessarily affect game play, so the differences have more to do with personal preference. If you want to see the best graphics in the games you play, pick a Pocket PC that has a *transreflective* display with the most colors.

Most current Pocket PC brands now use transreflective liquid crystal displays (LCDs). These screens reflect ambient light but also have a backlight to brighten the display in dark conditions. The combination provides a good display in a variety of lighting conditions. Older Pocket PCs had either *transmissive* screens, which had backlighting that worked better indoors than outdoors, or *reflective* screens, which had combined front-lighting and ambient light for good viewing outdoors but tended to look dark indoors.

Action games demand a lot not only from a processor, but also from a player in the form of input. While desktop computers can support a wide array of joysticks and game pads, the Pocket PC is limited to a few buttons. Casio pioneered the navigation button on its E-100 Palm-size PCs, and it has become the benchmark for game control on Pocket PCs because it provides complete cursor control.

Today most Pocket PCs have a navigation button, but some suffer from what many consider a flaw in not being able to process simultaneous button presses. If you press two buttons at once, one is ignored; this is unlike other Pocket PCs, which recognize both button presses. Consequently, you may find it difficult to play action games on these devices. If action games are important to you, ask the device manufacturer (or do research on the Web) whether its device can process simultaneous button presses.

TIP *Another source of information about the best Pocket PCs for playing games is PocketGamer's forums at www.pocketgamer.org.*

Download Games to Play

The best source of Windows Mobile games is the Internet, and Table 18-1 lists some of the web sites that provide games. Most of the download web sites described in Chapter 19 also have categories for games, where you can find many links for games that you can download and install on your device.

To install these games, first download the software to your desktop computer. If the software has been compressed, decompress it using one of the many desktop programs, such as WinZip, that are available for this task. Next, connect your device and run the setup program on the desktop computer.

Web Site	URL
PocketGamer.org	www.pocketgamer.org
Jimmy Software	www.jimmysoftware.com
Rapture Technologies	www.rapturetech.com
Ppcgaming.com	www.ppcgaming.com
ZIO Interactive	www.clubzio.com/eng/index.asp
PDAmill	www.pdamill.com
Clickgamer	www.clickgamer.com

TABLE 18-1 Windows Mobile Game Web Sites

Play Solitaire

It began as a tool to learn a new way to interact with a computer and quickly became a phenomenon. We all have probably seen people obsessed with clicking-and-dragging until they see cards drop all across their computer screen. Of course, I am talking about the great computer pastime—Solitaire.

How to ... Track Your Golf Game

This chapter is about playing games on Windows Mobile devices, but your Pocket PC or Smartphone can also be used while you are playing games. By using a Smartphone, for example, you could take a couple of strokes off your golf game!

IntelliGolf Par Edition enables up to four players to score, analyze, and review statistics of their golf game. The software also enables players to place *on course* wagers. With this software, golfers can do the following:

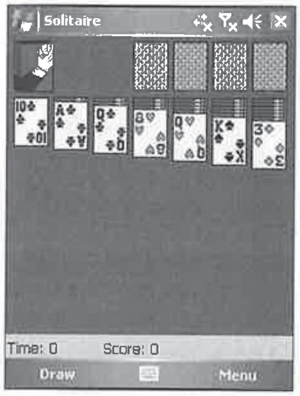
- Automate golf scoring
- Calculate an approximate handicap
- Download courses from the Internet
- Capture round statistics to help improve their game

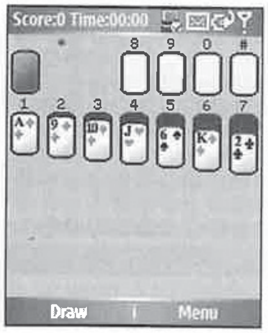
The Birdie Edition of IntelliGolf includes desktop software that will synchronize with the software on the device. By using the PC, golfers can review historical trends and evaluate their strengths using more than 60 categories of performance statistics. You will find more information about IntelliGolf at www.intelligolf.com.

Solitaire became part of the computer operating system when it was included with Windows Version 3.1. Since then, every Microsoft operating system, including Windows CE .NET, which is the Windows Mobile operating system, has included a version to help teach users how to click-and-drag with a mouse.

Windows Mobile users may not need to learn how to click-and-drag, but some people use Solitaire as a way to compare the speed and feel of different devices. It can also be a great way to kill a little free time.

To start Solitaire, on a Pocket PC tap Start | Programs | Games | Solitaire, and the game will load as shown in the following image at left. On a Smartphone, press Start | More | Games | Solitaire, and the game loads as shown in the image at right.



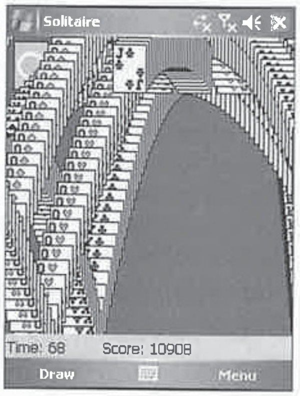


When you start Solitaire, the cards are dealt and displayed on the computer screen. Four spaces are marked at the top of the screen for building the foundation piles, and the hand is placed face down in the upper-left corner. Tap the top of the hand to turn over a packet of three cards into the stack. To turn over cards in the tableau piles, tap on them.

To move a card on a Pocket PC, tap-and-hold the stylus on the card, drag the card to a location on the screen, and then lift up the stylus. On a Smartphone, use the numeric keypad to move cards between locations on the screen. If the play is legal, the card stays on the pile; otherwise, the card returns to its original location.

TIP *On a Pocket PC, double-tap a card to move it to a foundation pile, and the card will be placed in the correct pile.*

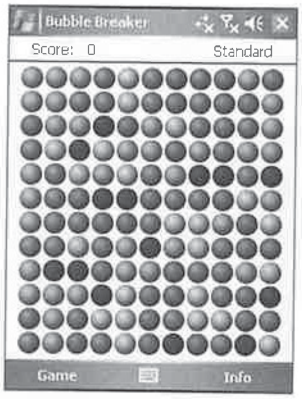
Play continues until you win, exit the game, or deal a new set of cards. When you win, the cards cascade around the screen, as shown in this image.



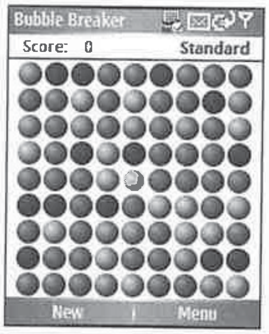
Play Bubble Breaker

Bubble Breaker has been available for previous versions of Pocket PCs and is also called Bubblets and Jawbreaker. Microsoft made arrangements with the original software developer, Oopdreams Software, Inc., to include it with Windows Mobile 2003 and newer.

To start the game, on a Pocket PC tap Start | Programs | Games | Bubble Breaker, which opens the program window shown at left. On a Smartphone, press Start | More | Games | Bubble Breaker to open the program window shown at right.



Score: 0 Standard



Score: 0 Standard

How to ... Deal a Perfect Hand on a Pocket PC

You might think I spent all night playing Solitaire to capture the screenshot of cascading cards. Actually, I didn't have to, because you can make Solitaire deal a winning hand every time. (You might want to stop reading the rest of this box if you don't want to know how to cheat at Solitaire.)

Here is what you need to do:

1. Start Solitaire.
2. Open the keyboard version of the Software Input Panel.
3. Tap CTL-SHIFT.
4. Tap Menu | New.

To start playing a new game, on a Pocket PC tap Game | New Game, and on a Smartphone press New. The objective is to align the same colored circles, or bubbles, to form large blocks before bursting them. The more bubbles in a block, the higher the number of points you earn when you burst the block.

On Smartphones, use the navigation button to move around the screen. As you move around the screen, the bubbles change size to show you which one is currently selected. To burst a bubble, click the navigation button. All of the connected bubbles are highlighted, and you see the number of points you earn if you burst them. To burst a block, click the navigation button.

To burst a bubble on a Pocket PC, tap one that is connected to the same color bubble. All of the connected bubbles are highlighted, and you see the number of points you earn if you burst them. To burst a block, tap a highlighted bubble. If you decide that you don't want to burst a highlighted block, simply select a different block of bubbles.

After you burst a block of bubbles, surrounding bubbles fill in the open space. The game continues until you have burst all the possible blocks of bubbles, and if less than five bubbles remain, you earn bonus points. The game ends if no more possible blocks exist for you to burst.

To set game-play options, tap Game | Options on Pocket PCs, or press Menu | Options on Smartphones. Bubble Breaker tracks game-play statistics, which you display by tapping Info | Statistics on Pocket PCs, or press Menu | Statistics on Smartphones. If you want to let someone else play the game without affecting the statistics, tap the Guest Mode check box on the Options screen.

Four different game styles are available, which you can select from the Game Style drop-down list on the Options screen. Standard is the default mode, in which a set number of bubbles is used and none are added during the game. If you select Continuous mode, an additional column of bubbles appears on the left as you burst a vertical block, and the remaining bubbles shift to the right. In Shifter mode, when you burst a block, the remaining bubbles to the top and left shift down and to the right. The MegaShift mode combines the Continuous and Shifter modes.

View Pictures

Twenty years ago, the only way you could see a photo right after it was taken was to use a Polaroid instant camera. After you shot the picture, the photo would pop out of the camera and the image would slowly appear on the paper after a couple of minutes. By today's standards, the old Polaroid is quaint compared to digital cameras, which enable you to see pictures at nearly the instant they are shot.

Digital photography not only enables us to see pictures instantly, but has also changed the way we store and transport pictures. While our parents and grandparents stored photos in albums, which lost color over time, you and I and our children are more likely to store our pictures on CD-ROMs or DVDs, and the pictures will be as vibrant in the future as they were on the day they were taken.

While you might still carry pictures of loved ones in a wallet or purse, it is also likely that you simply carry them on CD-ROM to display on a personal computer. You can even buy devices that are designed to display photos from CDs on TV screens. If you carry a Windows Mobile device, you can also view pictures anywhere by using one of the many picture-viewing programs.

To view pictures, you need to load them on the device, normally using a storage card. If you use a camera that stores pictures on CompactFlash or Secure Digital cards, you can simply remove the card from the camera and insert it into most Pocket PCs to view the pictures. All the picture-viewing programs display pictures from a folder as thumbnails, and you can select individual pictures to display or sort the pictures to display in a slide show.

Loading pictures on Smartphones can be more difficult because most Smartphones only support mini-Secure Digital (miniSD) cards, which are not used by most digital cameras. One option is to use a miniSD-to-Secure Digital card adapter to use the miniSD card in digital cameras that use SD cards. Otherwise, you need to use ActiveSync to transfer pictures to Smartphones by using the instructions in Chapter 8 for transferring files between PCs and devices.

TIP *You can transfer pictures between Pocket PCs and Smartphones using infrared or Bluetooth communications.*

All the picture-viewing programs provide a way to rotate and zoom pictures. Most provide ways to annotate pictures with text and attach voice recordings to pictures. These extra features can be useful for recording information about the pictures when they are taken.

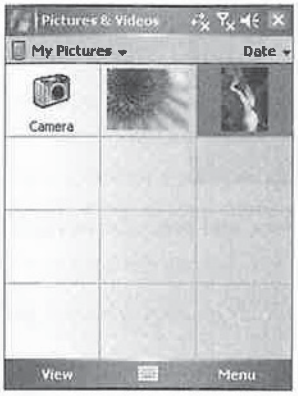
Microsoft did not include a picture-viewing program prior to Windows Mobile 2003. However, several manufacturers bundle these programs with Pocket PC 2002 and earlier devices. In some cases, they simply include third-party programs, but others provide their own picture-viewing programs. Table 18-2 provides an overview of the picture-viewing programs available for Windows Mobile. This section describes Microsoft Pictures & Videos, which is included with Windows Mobile 5.

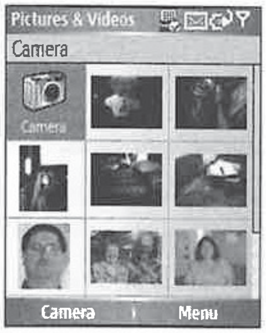
Program	URL
PicturePerfect (Applian Mobile)	www.applianmobile.com/
Photo Explorer (Aidem Systems)	www.aidem.com.tw
Photo Viewer (Resco)	www.resco.net/homepage.asp
PocketPics (ScaryBear Software)	www.scarybearsoftware.com
Spb Imageer (Spb Software House)	www.spbsoftwarehouse.com/
Image Explorer (TangCode)	www.tang.btinternet.co.uk/tangcode/imgexp.html
Pocket QuickView (BitBank Software)	www.bitbanksoftware.com
Pocket Album (Conduits Technologies)	www.conduits.com
SplashPhoto (SplashData)	www.splashdata.com/splashphoto/
PocketSnapShots (stoutbytes.com)	www.stoutbytes.com

TABLE 18-2 Picture-Viewing Programs for Windows Mobile

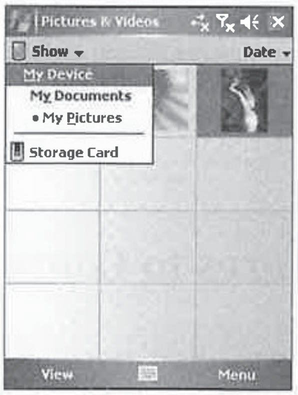
View Pictures Using Microsoft Pictures & Videos

Microsoft Pictures & Videos enables Windows Mobile users to view and share digital pictures. You can also crop and rotate pictures and change their brightness and contrast. To start Pictures & Videos, on a Pocket PC tap Start | Programs | Pictures & Videos, which displays the program window shown at left. On a Smartphone press Start | More | Pictures & Videos, which displays the program window shown at right.


Pictures & Videos
My Pictures
Date
Camera
View
Menu

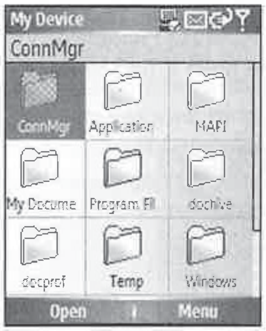

Pictures & Videos
Camera
Camera
Camera
Menu

When Pictures & Videos starts, it scans the My Documents folder for image and video files and displays them as thumbnails along with the filenames. Pictures & Videos will also scan a Digital Camera Image (DCIM) folder that some digital cameras create on storage cards. On Pocket PCs, select an option from the Show drop-down list to switch between file locations:


Pictures & Videos
Show
Date
My Device
My Documents
• My Pictures
Storage Card
View
Menu

TIP *Windows Mobile has a My Pictures folder inside My Documents. If you enable file synchronization, the pictures in this folder synchronize between the device and a desktop computer.*

To change the file location on Smartphones, press Menu | My Device, which opens a screen showing the folders on your Smartphone:



Use the navigation button to move between the folders, and press the navigation button to select a folder.

TIP *To quickly switch back to the My Pictures folder on Smartphones, press Menu | My Pictures.*

By default, the thumbnail pictures are sorted by date, but you can change the sort order on Pocket PCs by selecting either Name, Date, or Size from the Sort drop-down list in the upper-right corner of the screen. You cannot change the sort order on Smartphones.

Select a picture thumbnail or select View to display a larger version of the picture on the screen. When you select a video thumbnail or select View, Windows Media Player launches and plays the video. Tap-and-hold a thumbnail on Pocket PCs to open a drop-down menu where you can choose to copy, delete, or rename the picture or video; send the picture or video as an e-mail attachment; beam the picture or video to another device; or select a picture as a Today screen background. Press the Menu button to perform similar functions on Smartphones.

How to ... Add Pictures to Contacts

One of the new features of Windows Mobile 5 is photos in Contacts, which synchronize with Outlook 2003. If your Pocket PC or Smartphone has a built-in camera, you can use Pictures & Videos to associate pictures with contacts. Select a picture in thumbnail view, select Menu | Save To Contact, and then select the contact to associate with the picture. When you open the Summary view of the contact, you see the picture, and the next time you synchronize with Outlook 2003, the picture will synchronize to your PC.

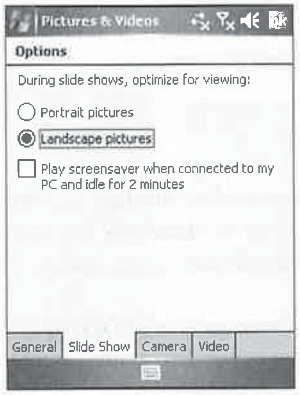
TIP *If your device has a built-in camera, select the Camera icon thumbnail to take a picture. Most devices that have a built-in camera have a hardware button for taking pictures, which you can press to start Pictures & Videos in Camera mode. You then press the button a second time to take a picture.*

When you display a picture, you can rotate, crop, or enhance it. First select Menu | Edit, and then, on a Pocket PC, tap the Rotate button to rotate the picture 90 degrees to the left. On a Smartphone, press Menu | Rotate. To crop a picture, do the following:

1. Select Menu | Crop.
2. Use the stylus to draw a box around the section of the picture that you want to keep. On a Smartphone, use the navigation button to draw the box.
3. Tap inside the box to remove everything in the picture except what is inside the box you drew. Once you select the second corner on Smartphones, the picture automatically crops.

If you decide after you crop the picture that you want to undo the change, select Menu | Undo, and the picture will be restored to its previous form. To change the picture's brightness or contrast, select Menu | Auto Correct, and brightness and contrast are automatically reset. Tap OK to return to the thumbnail view.

To display pictures in a slide show, select Menu | Play Slide Show, and the pictures automatically change after three seconds, or you can press the navigation button to move between pictures. Tap the screen or press Back to close the slide show. To display a picture across the entire screen, the slide show needs to display in landscape, which you can configure by selecting Menu | Options | Slide Show and then selecting the Landscape Pictures radio button on Pocket PCs:



During slide shows, optimize for viewing:

○ Portrait pictures
● Landscape pictures

☐ Play screensaver when connected to my PC and idle for 2 minutes

On a Smartphone, select Landscape Pictures from the Optimize For Viewing drop-down list. If you want your pictures to play as a screen saver, select the Play Screensaver When Connected To My PC And Idle For 2 Minutes check box.

How to ... Moblog with Windows Mobile

Mobile blogging, or *moblogging,* is the posting of pictures to a web site in a reverse chronological order. Services such as Flickr (www.flickr.com) and TypePad (www.typepad.com/) provide web server software for posting your pictures and sharing them on the Internet. If you have a Pocket PC or Smartphone with a built-in camera, it is easy to use it for moblogging:

1. Take a picture, select the picture in thumbnail view, and press the navigation button to display the picture on the screen.
2. Select Send, which opens Messaging.
3. Select an e-mail account, enter the e-mail address for the Internet service that you are using, enter a subject, which will be the subject of the picture, and enter a description that you want to go with the picture in the body of the e-mail.
4. Select Send.

The picture is sent as an e-mail attachment to the service that you use and will then be posted to your web site.

TIP *Ilium Software's DockWare Pro displays pictures as a screen saver when docked on Pocket PC 2002, Windows Mobile 2003, and older devices. You can download DockWare Pro from www.iliumsoft.com.*

Play Music and Videos

Recently, the Internet has become popular for distributing music, thanks to MPEG (Moving Picture Experts Group). MPEG is a family of standards for encoding audio-visual information in a compressed digital format. Part of the standard is the audio-coding format known as MP3, or MPEG Audio Layer 3.

Without compression technology, three minutes of CD-quality sound requires approximately 32MB of storage space, which is too large for distribution over the Internet. MP3 compresses this storage space to 3MB, making it possible to download sound files from the Internet.

Audio compression enables CD-quality music to be played on personal computers, portable music players such as the Apple iPod, and Windows Mobile devices. Windows Media Player on your Pocket PC or Smartphone plays music that you can download from thousands of web sites on the Internet. With your device and a storage card, you can listen to hours of music and not have to carry an extra CD player.

Did you know?

Audio File Formats

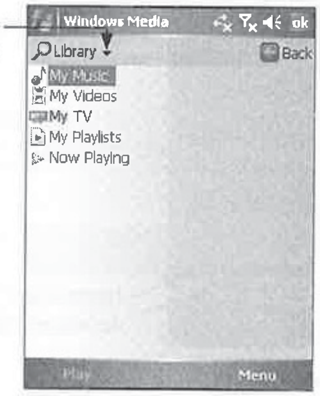
MP3 is one of several sound file types. Another type is WAV (waveform), which doesn't compress the size of the file and therefore requires a lot of storage space. It is, however, the simplest sound format and is typically used to create small files, such as the sounds available in Microsoft Themes. Pocket PCs create WAV files that vary in size based on the quality of the sound. Lower-quality sound, captured in kilobits per second (Kbps), creates smaller files than higher-quality sound. Windows CE, like all versions of Windows, has built-in support for playing WAV files.

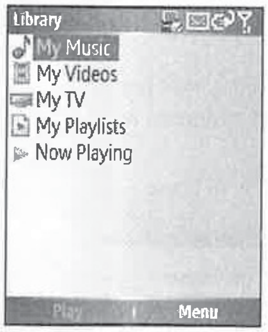
Microsoft created the WMA (Windows Media Audio) format. It also compresses audio files but with half the size of MP3 and with better quality. The file format can be secured to protect sound files from being illegally distributed.

Play Music and Videos Using Windows Media Player

Windows Media Player Version 10 from Microsoft plays MP3 and WMA music files and Windows Media Video stored internally on a device or on a storage card. It can also play streaming media stored on a network. Windows Media Player is built-in on some devices; otherwise, it can be installed on the device. To start Windows Media Player on a Pocket PC, tap Start | Windows Media, which opens the Library screen shown at left. On a Smartphone, press Start | Windows Media to open the screen shown at right.

Tap here to select a library.





NOTE *If you are playing music on a Pocket PC Phone Edition or Smartphone and receive a phone call, Windows Mobile automatically pauses the music playback while you are talking. When the call finishes, Windows Mobile automatically starts music playback.*

When Windows Media Player starts, it searches internal storage and storage cards for audio and video content, and displays those files in the Library. You can browse the music files by selecting My Music, or select My Videos or My TV to browse video files. Music files display by artist, album, and genre, while video files display only by genre.

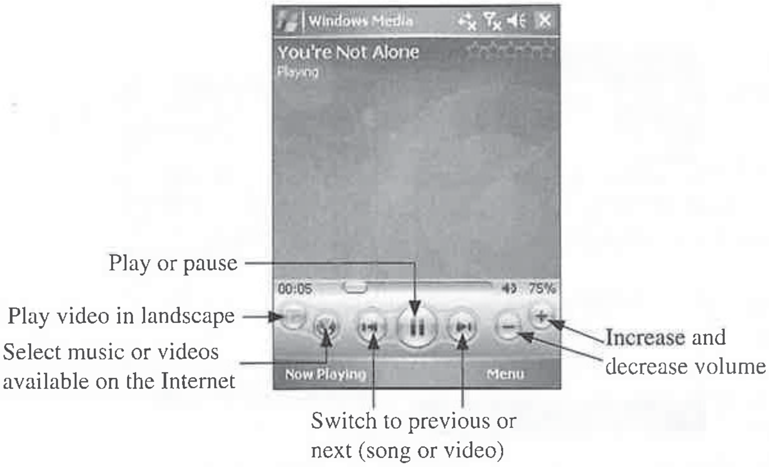
TIP *If Windows Media Player does not find new files that you copy to a device, you can manually update the library by selecting Menu | Update Library.*

Libraries are created in every location where Windows Media Player finds files. For example, any files found in internal storage on your device are stored in the My Device library, while storage card files are in the Storage Card library. If you use multiple storage cards that contain media files, a library is created on each card and appears in the Library menu when the card is in the device.

You can arrange music in the order in which you want to hear it by adding songs to the Now Playing playlist. To add a song to Now Playing on a Pocket PC, tap-and-hold on the song title and then tap Queue Up. On a Smartphone, press Menu | Queue Up. To review what songs are in the Now Playing playlist, select Menu | Now Playing in the Library, or select Now Playing on the Command bar. You can then remove songs from the list or change the order in which they play.

NOTE *While you can create playlists on devices that have Windows Media Player 9, you cannot create permanent playlists in Windows Media Player 10 on a device. However, you can create playlists using Windows Media Version 10 for Windows and synchronize those playlists to a device. See Chapter 7 for instructions on how to synchronize media files to a device using ActiveSync.*

Any time that a media file or playlist is selected in the Library, the Play command is visible, which you can select to start playing the file or playlist. The music or video that you select starts playing:


Windows Media
You're Not Alone
Playing
00:05
75%
Now Playing
Menu
Play or pause
Play video in landscape
Select music or videos available on the Internet
Increase and decrease volume
Switch to previous or next (song or video)

Tap the buttons on the screen to control playback. If you have associated artwork with a song that you synchronize to a device, that artwork displays while the song is playing.

To play music or videos stored on the Internet, open the Library and select Menu | Open URL, enter the URL for where the music is located, and select OK. You can also play music or videos from Internet Explorer. When you select a link to the content on a web page, Windows Media Player automatically loads and starts playing the content.

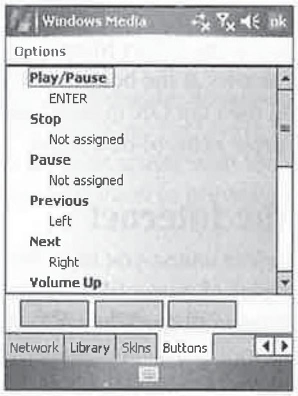
TIP

Microsoft's WindowsMedia.com mobile web site provides media that you can play on your device. You will find a link to the web site in the Internet Explorer Favorites on your device. Alternately, on a Pocket PC you can tap the Internet button on Media Player to launch the web site.

Personalize Windows Media Player

Tape and CD players have buttons that control music playback. On a Smartphone you use the navigation button to control playback, while on a Pocket PC you can tap the onscreen buttons or use the navigation button, as listed in Table 18-3.

You can program the hardware buttons on your Pocket PC to perform different playback functions. Tap Menu | Options and then the Buttons tab to open the following screen:



Play/Pause
ENTER
Stop
Not assigned
Pause
Not assigned
Previous
Left
Next
Right
Volume Up

To map a button, double-tap a function such as Play/Pause and then press the hardware button that you want to use to perform that function. To remove a button mapping, tap the function name and tap None.

Function	Navigation Button Action
Play/Pause	Press
Next Song	Press Right
Previous Song	Press Left
Increase Volume	Press Up
Decrease Volume	Press Down

TABLE 18-3 Navigation Button Actions for Controlling Windows Media Player

The Toggle Screen function is unique to Pocket PCs; it turns the screen display on or off. Turning the display off saves battery life, which allows you to play more music. All of the button mappings that you program remain in effect while the screen is off so that you can easily adjust music playback.

NOTE *Previous versions of Windows Media Player have a setting that you can configure to specify whether to unmap buttons when Media Player is running in the background. This is the default behavior for Windows Media Player 10, and there is no way to change it.*

Windows Media Player supports *skins,* which you can change to tailor the user interface to your tastes. A Media Player skin consists of a number of bitmap image files and a text file. Files of each skin should be stored in a separate directory on the device. The skin directories can be stored anywhere on the device, but keep in mind that if a skin is on a storage card, the card needs to be in the device every time you run Media Player so that it can load the skin.

NOTE *If Windows Media Player cannot find the skin it is configured to use, it automatically loads the Skin Chooser so that you can select another skin.*

To change skins in Windows Media Player, select Menu | Options | Skins. The Skin Chooser dialog box displays with left and right arrows at the bottom of the box. Tap the arrows to scroll through the skins that are available, and then tap OK to select the skin. Table 18-4 lists web sites where you can find Windows Media Player skins to download.

Where to Find Music on the Internet

Of course, Windows Media Player is useless unless you have files to play. Fortunately, plenty of web sites on the Internet contain free copies of music files for you to download. In fact, so many MP3 web sites are available that I can't begin to describe them all. The simplest way to find them is to go to a large index web site, like Yahoo! or Excite, and perform a search for **MP3**. I assure you, you will find plenty of sites.

Be aware that you probably won't find legal copies of songs by popular artists in MP3 format, because the format does not have provisions to protect against piracy. Most of the music that you'll find at web sites like www.garageband.com is written and performed by relatively unknown bands and musicians from around the world. This, in itself, makes finding MP3s fun because it gives you a chance to discover music that you have never heard before.

Web Site	URL
SnoopSoft	www.snoopsoft.com/skins/other.html
PocketGear	www.pocketgear.com
Microsoft	www.microsoft.com/windows/windowsmedia/player/windowsmobile/ppcskins.aspx

TABLE 18-4 Web Sites of Windows Media Player Skins

How to ... Play MPEG Video Files

MPEG is a more popular video file format than Windows Media Video, and you can play MPEG video files on a Windows Mobile device by using PocketTV. PocketTV is free for personal use and can be downloaded from www.pockettv.com. Another popular media player for Windows Mobile devices is Core Pocket Media Player, available at www.corecodec.org.

PocketTV is capable of playing streaming video files, and it can play video in both portrait and landscape view. It can improve video playback on certain devices, and has a Microdrive option that reduces the power used when playing videos from the Microdrives.

Encoders are programs that convert audio and video files from one format to another. Several encoders are available for making MPEG video files. You can use one of these encoders to create your own MPEG files from home videos. You can find several links to encoders at www.pockettv.com/encoding.html.

Finding WMA files is a little more challenging, because they are not as popular as MP3 files. The best site for WMA files is Microsoft's WindowsMedia.com at http://windowsmedia.com. At this web site, you'll find tracks from popular artists such as Green Day, Nickelback, and Martina McBride. The WMA format supports encryption to prevent music from being played unless it is purchased.

Did you know? Alternative Music Players

Windows Media Player does not have an equalizer or other settings common to many music players. If you prefer to use a different music player, check out the players listed here:

Player	URL
Pocket Player 2 (Conduits)	www.conduits.com
PocketMusic (PocketMind)	www.pocketmind.com
iMusic (CITSoft)	www.citsoft.net
The Core Pocket Media Player (Gabor Kovacs)	http://tcpmp.corecodec.org/download

Did you know?

Microsoft Reader Digital Rights Management

Digital Rights Management (DRM) is technology that ensures that content, such as music and eBooks, is not pirated on the Internet. While the technology is implemented in a variety of ways, it typically involves encrypting the content to prevent it from being copied to multiple computers.

The Microsoft version of DRM has three levels: Sealed, Inscribed, and Owner Exclusive. Sealed eBooks are simply encrypted to ensure the authenticity of the content and can be distributed among multiple computers. Inscribed eBooks are Sealed and further encrypted to include the purchaser's name on the cover page. They can be distributed among multiple computers but will always display the purchaser's information to reinforce honest usage. Owner Exclusive eBooks include additional encryption that requires them to be read only on activated Reader clients. Activation uses the Microsoft Passport authentication, and you can activate only two computers using a Passport ID.

The Reader program that runs on Pocket PC 2000 devices does not support Owner Exclusive eBooks, or what has also been referred to as DRM Level 5. Microsoft does not intend to provide an upgrade for Pocket PC 2000 devices that will support Owner Exclusive eBooks. You can read Sealed (DRM Level 0) and Inscribed (DRM Level 3) eBooks on Pocket PC 2000 devices.

The Reader program that runs on Pocket PC 2002 and newer devices does support Owner Exclusive eBooks as well as Sealed and Inscribed eBooks. To read an Owner Exclusive eBook, you must activate the Reader client. The activation process is explained in an upcoming How To section.

Microsoft Reader's DRM may not work on Windows Mobile 5 devices. As this book is being written, DRM is not working with Windows Mobile 5, though you can expect Microsoft to fix this problem. Before you buy an eBook for Reader, check www.microsoft .com/reader to see whether this problem has been fixed.

Read eBooks

For many people, reading a book is the ultimate escape from computers and the Internet. Most people still read books printed on paper, but an increasing number of people prefer to have their favorite books available on their PC or PDA, which is the idea behind electronic books, or *eBooks*.

Read eBooks Using Microsoft Reader on Pocket PCs

Microsoft Reader is an eBook-viewing program for the Pocket PC. It uses a Microsoft-proprietary font-rendering technology called *ClearType* that is designed to make text easier to read on color LCD screens. With Microsoft Reader, you can read eBooks on your Pocket PC that you may have purchased and downloaded off the Internet.

How to ... Activate Microsoft Reader on a Pocket PC

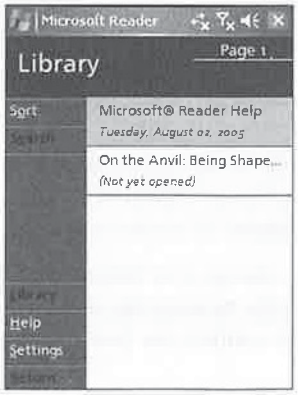
Premium eBooks are Owner Exclusive and can be read only using an activated Reader client. To activate Reader, you need a Passport ID, which you can get at www.passport.net. You also need at least ActiveSync Version 3.5 and Internet Explorer Version 4. (Reader cannot be activated on Pocket PC 2000 devices.) Your Pocket PC must be connected to a desktop running ActiveSync during activation and shouldn't have Reader running. You might have activated Reader the first time you synchronized; if not, follow these steps:

1. Connect your Pocket PC to the desktop.
2. Start Internet Explorer and open das.microsoft.com/activate/en-us/default.asp.
3. Log into the web site using your Passport ID.
4. Click Activate My Pocket PC.

The activation process associates your Passport ID with your Pocket PC. It also downloads files to your Pocket PC that are unique to you, along with an Activation Certificate, which is the key piece of information that enables you to read premium eBooks on your Pocket PC.

Microsoft Reader Help provides additional information about activation, and you can find an FAQ at the activation web site.

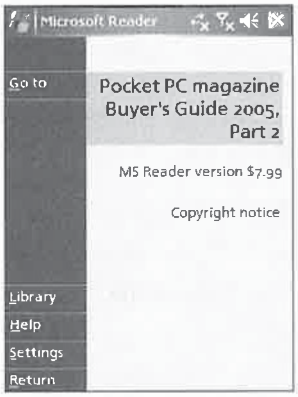
If Microsoft Reader is not on your Pocket PC, you can download it from www.microsoft.com/reader/downloads/ppc.asp, and then install it. To start Microsoft Reader on a Pocket PC, tap Start | Programs | Microsoft Reader, which opens the Microsoft Reader Library page. The Library lists all of the eBooks that are stored in the My Documents folder on the Pocket PC. Any eBooks stored in subfolders, or in a My Documents folder on a storage card, are also listed.



Microsoft® Reader Help
Tuesday, August 02, 2005

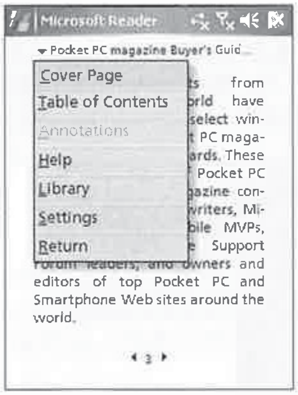
On the Anvil: Being Shape...
(Not yet opened)

To open a book, tap its name on the Library page, and the cover page of the eBook will open, as shown here. Along the left side of the cover page are buttons you can tap to move to various parts of the eBook or the Reader program. Tap Go To to open a menu with options for moving to the Table of Contents, Most Recent Page, Begin Reading, Furthest Read, Annotations, About This Title, and Cover Image.


Microsoft Reader
Go to
Pocket PC magazine Buyer's Guide 2005, Part 2
MS Reader version $7.99
Copyright notice
Library
Help
Settings
Return

When you tap the Most Recent Page link, you return to the last page that was open in the eBook; when you tap Furthest Read, you return to the furthest page opened in the eBook. Tap Annotations to open a list of all the annotations added to the eBook. To move to an annotation quickly, tap its entry in the list.

The easiest way to read an eBook is to press the navigation button left or right on the Pocket PC to move back and forth between pages, or tap the arrows at the bottom of the page. When you tap the title of the eBook at the top of the page, a pop-up list appears:


Microsoft Reader
Pocket PC magazine Buyer's Guid...
Cover Page
Table of Contents
Annotations
Help
Library
Settings
Return
editors of top Pocket PC and Smartphone Web sites around the world.
3

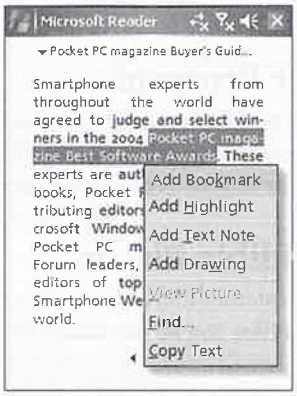
Tap Settings on the pop-up list to change how Reader displays an eBook. Three pages of settings are available: the first page is for turning the visual guides on or off, the second page controls annotations, and the third page controls the font size. To select a page, tap Go To, and

How to ... Read eBooks on Smartphones

The small screens that you find on Smartphones do not make them optimal for reading eBooks. Nevertheless, there are a few eBook programs available for Smartphones so that you can use them to read eBooks if you like. You can download Mobipocket Reader and purchase eBooks to read with it at www.mobipocket.com. Tiny eBook Reader from Golden Crater Software is available at www.goldencrater.com.

then tap the items on the page to turn them on or off. When you are done making setting changes, tap Return at the bottom of the screen.

You can annotate text on a page in an eBook by selecting the text using the stylus, which causes a pop-up list to appear:



Smartphone experts from throughout the world have agreed to judge and select winners in the 2004 Pocket PC magazine Best Software Awards. These experts are aut
books, Pocket
tributing editor
crosoft Window
Pocket PC m
Forum leaders,
editors of top
Smartphone We
world.

Tap an entry in the menu to carry out its action. For example, to highlight the text that you selected, tap Add Highlight. When you tap Copy Text, the text is placed on the Pocket PC Clipboard and can be pasted into a Note or Word Mobile document. If you select a word and tap Find, Reader searches through the book for the next occurrence of that word.

Electronic notes can be attached to specific passages of text. To add notes, use the stylus to select text on a page and tap Add Text Note on the pop-up menu. A Note icon appears on the left margin and a notepad displays on the screen. When you are finished writing, tap outside the note to close it. To view notes, tap the Note icon in the left margin; to delete a note, tap-and-hold on the Note icon and tap Delete from the pop-up menu. To display a list of notes for an eBook from the cover page, tap Go To | Annotations.

TIP *For more information about how to use Microsoft Reader, open the Microsoft Reader Help eBook on your Pocket PC.*

How to ... Create Your Own Reader eBook

Microsoft provides a free add-in for Word 2000 and Word 2003 that converts a document to the LIT format used by Reader. You can find the Read in Microsoft Reader (RMR) add-in at www.microsoft.com/ebooks/tools/default.asp. OverDrive ReaderWorks is another eBook-creation tool that converts HTML, text, and image files to the LIT format. ReaderWorks Standard is free; ReaderWorks Publisher costs $69 and enables you to add cover art and marketing data. You can download ReaderWorks from www.overdrive.com/readerworks.

Download Microsoft Reader eBooks

Many Internet web sites provide eBooks that you can download and read on your Pocket PC, some of which are listed in Table 18-5. To read these eBooks on your Pocket PC, copy them to the My Documents folder on your device, or copy them into a My Documents folder on a storage card.

Read eBooks Using Other Programs

Microsoft Reader isn't the only eBook program available for Pocket PCs. Most of the other eBook programs are available for Palm OS devices as well as Pocket PCs, and because of this fact, more eBooks are available. Table 18-6 lists the alternative eBook readers for the Pocket PC.

Listen to Books Using Audible Player

Audible, Inc., is a leading provider of Internet-delivered spoken content for playback on personal computers and Pocket PCs. The sound files can be purchased from the Audible web site at www.audible.com.

Web Site	URL
Pocket PC FAQ	www.pocketpcfaq.com
Elegant Solutions Software and Publishing Company	http://esspc-ebooks.com/default.htm
Pocket PC eBooks Watch	http://cebooks.blogspot.com
Baen Books	www.baen.com
University of Virginia	http://etext.virginia.edu/ebooks
Pocket PC Press	www.pocketpcpress.com
Blackmask Online	www.blackmask.com
Fictionwise	www.fictionwise.com
MemoWare	www.memoware.com

TABLE 18-5 Web Sites Offering Microsoft Reader eBooks for Download

Reader	URL
eReader	www.ereader.com
Mobipocket Reader	www.mobipocket.com/en/HomePage/default.asp
TomeRaider	www.tomeraider.com

TABLE 18-6 eBook Reader Programs for Pocket PCs

Much of the content available for you to buy is recordings of books, but you'll also find special broadcasts, such as *The Wall Street Journal Final & Analysis*. The process of downloading Audible files to a Pocket PC takes two steps. First, the Audible Manager, which is a program that runs on your desktop computer, logs on to the Audible web site and downloads the sound file to the PC. Second, you connect the Pocket PC to the desktop, and then you transfer the sound file to the Audible player.

For every hour of audio programming, you need 2MB of storage space. The recordings vary in length; for example, *The Wall Street Journal Final & Analysis* broadcast lasts 20 minutes, but you can also buy actor Gregory Peck's narration of the Bible that runs 19 hours and 45 minutes. Fortunately, you can specify where Audible will write the sound files when you download them to the Pocket PC.

The Audio Player software contains features optimized for playback of spoken content. You can skip back and forth to sections, which usually are chapters in books. If, during playback, you hear a particular segment to which you want to return, you can create a bookmark that the Audio Player is able to skip to during playback.

How to ... Play Audible Content with Microsoft Reader

When you install the Audible Manager, the installation program configures your Pocket PC, so it must be connected to the desktop. It installs the Audible Player on your Pocket PC, but you can also choose not to download the Audio Player and instead listen to books using Microsoft Reader, which is described earlier in the chapter. Microsoft Reader lists Audible content along with all other eBooks on the Library page. To play an Audible book, just tap its entry on the Library page. The Microsoft Reader playback features are not as robust as the Audible Player, but since Reader is already installed on your Pocket PC, you can save storage space by not installing another program that provides the same functionality.

How to ... Listen to Podcasts

Podcasting is a new method of transferring audio files on the Internet, and it has become a very popular method for hobbyists and professional media organizations to make audio content available for download. Podcasts are usually recorded in MP3 format and therefore you can play them on Pocket PCs and Smartphones by using Windows Media Player.

One way to transfer a podcast to a Windows Mobile device is to download it to a PC and then synchronize the podcast files to the device. A popular Windows program that downloads podcasts is Doppler, available at www.dopplerradio.net.

Once you enter the RSS feed for the podcasts you want to listen to, Doppler downloads the podcast to your PC and adds it to a playlist in the Windows Media Player Library. You can then configure media synchronization, as described in Chapter 7, to synchronize the playlist to a Pocket PC or Smartphone. If you prefer to download podcasts directly to your device, check out DopplerMobile, which is also available at www.dopplerradio.net.

Wrapping Up

Windows Mobile is a great entertainer. It lets you play games, view pictures, store a library of eBooks, play music, and watch movies. All of these tasks take advantage of the Pocket PC and Smartphone multimedia features, which set it apart from the competition. As you now know, your Windows Mobile device helps you stay organized and is entertaining, but there is much more that your device can do, and you will learn about that in the next chapter.

Chapter 19

Do More with Windows Mobile

The Phone Company
11:36 PM
10/17/2005
Partner Meeting - Discuss project schedule
10:30 PM Room 100
Profile: Normal
Start
Message
mini SD
space
DELL
AXIM
Start
3:03
Thursday, July 07, 2005
Owner: Dan Chappelear
Outlook E-mail: 99 Unread
12 Active tasks
Tap here to sign in to Pocket MSN!
Device unlocked
Calendar
Contacts
X51v

How to...

- Manage money
- Query and store data in databases
- Try some of the best Pocket PC and Smartphone software
- Expand your device with accessories

In the previous chapters, you have learned how to use the programs that come with your Windows Mobile device to manage personal information and edit Word and Excel documents. Many people use their device to perform just these functions, and possibly also to play music and read eBooks. However, there are many more ways for you to use your Pocket PC or Smartphone.

For example, you can use your device to track finances. Microsoft provides a Pocket PC version of Money 2006 so that you can track your spending while you are on the go and synchronize that information with your PC when you get back home. Finance-tracking programs are also available for Smartphones.

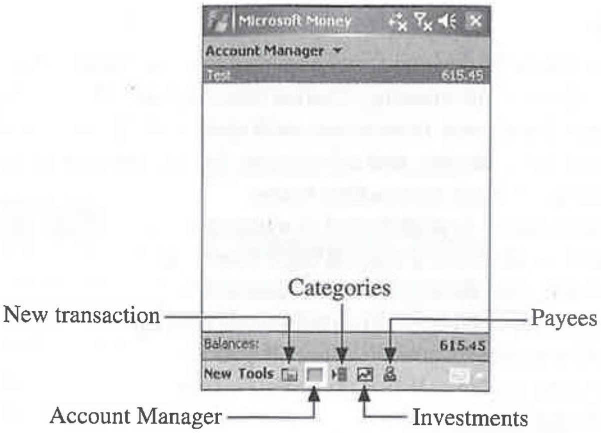
Many third-party programs are available that add functionality to your device. You can create and query databases, secure information, use your device as a travel assistant, and use your Pocket PC as a disk drive on your PC. These are but a sample of the many ways that you can do more with your Windows Mobile device with the help of thousands of programs that you can download from the Internet. This chapter describes some of the greatest programs that are available to help you do more with your Pocket PC or Smartphone.

Manage Your Money Using Microsoft Money

Microsoft Money (www.microsoft.com/money/) is a financial information management program that runs on Pocket PCs. With this program, you can track financial information such as checking accounts, savings accounts, credit card accounts, and investment accounts. If you run Microsoft Money on a desktop computer, all of your data can be synchronized between it and your device. Transactions that you enter on your Pocket PC automatically synchronize to your desktop and update account balances.

NOTE *As this book is being written, Money 2006 does not synchronize with Windows Mobile 5 devices. I believe Microsoft is working to fix this problem, but I do not know a date for when the fix will be available.*

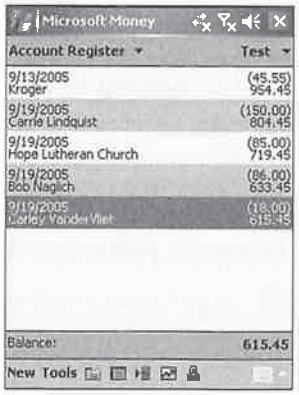
Microsoft Money has five views: Account Manager, Account Register, Categories, Investments, and Payees. The current view is always displayed at the top of the screen, as shown in the following image of the Account Manager view. To switch between views, select a view from the View drop-down list, or tap one of the five Command bar buttons at the bottom of the screen.


Microsoft Money
Account Manager
Test 615.45
Categories
New transaction
Payees
Balances: 615.45
New Tools
Account Manager
Investments

NOTE *Microsoft Money 2006 for Pocket PC runs on Windows Mobile 5, but does not support the Windows Mobile 5 softkeys.*

Use Accounts and the Account Register

When you start Microsoft Money, the Account Manager view displays, which is the main view of the program. This view displays the name and balance for each account, as well as the total balance for all accounts. To see the transactions for an account, tap the account name in the Account Manager view. You can also switch to the Account Register view by expanding the View drop-down list and tapping Account Register, which opens the following program window on a Pocket PC:


Microsoft Money
Account Register
Test
New Tools

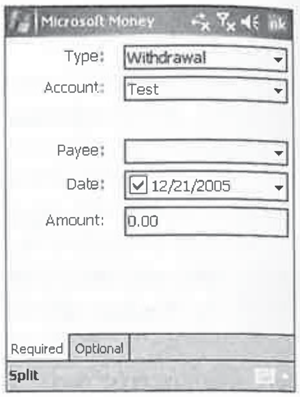
9/13/2005 Kroger	(45.55) 954.45
9/19/2005 Carrie Lindquist	(150.00) 804.45
9/19/2005 Hope Lutheran Church	(85.00) 719.45
9/19/2005 Bob Naglich	(86.00) 633.45
9/19/2005 Cordy Vander Vliet	(18.00) 615.45
Balance:	615.45

Notice that the current account displays in the upper-right corner. If you want to switch to another account, tap the drop-down list triangle next to the account name and tap an account name in the list.

Enter Transactions

Microsoft Money for Pocket PC is designed so that entering transactions is fast and easy. Many of the fields that you complete while entering a transaction contain default values; for instance, the default Type field entry for all new transactions is Withdrawal. AutoFill automatically enters the most recently used amount, category, and subcategory for the last transaction for a payee.

Microsoft Money supports three transaction types: withdrawal, deposit, and transfer. A withdrawal is a transaction that removes money from an account; a deposit adds money to an account; and a transfer moves money from one account to another. You can enter new transactions from any view by tapping the New Transaction button on the Command bar; or if you are in the Account Register view, tap New. When you create a new transaction, the screen shown here displays.



Type: Withdrawal
Account: Test
Payee:
Date: ☑ 12/21/2005
Amount: 0.00

To enter a new transaction, do the following:

1. Select Withdrawal, Deposit, or Transfer from the Type drop-down list.
2. Select an account from the Account drop-down list.

How to ... Synchronize with Quicken

LandWare is licensed by Intuit to develop and sell handheld versions of Quicken, which are called Pocket Quicken. The Pocket PC version of Pocket Quicken runs on Pocket PC 2000 through Windows Mobile 5 and synchronizes with Quicken Basic, Deluxe, Home & Business, and Premier versions 99 through 2006. Pocket Quicken also synchronizes with Quicken UK 2002 or later and Quicken 2004 Personal Plus Australian Version, while Microsoft Money synchronizes only with U.S. versions of Money. You can find more information about Pocket Quicken at www.landware.com/pocketquicken/ppc/index.html.

A few alternatives to Microsoft Money and Pocket Quicken include the following:

Program	URL
Mastersoft Money	www.mastersoftmobilesolutions.com/
Cash Organizer	www.inesoft.com/
PocketMoney	www.catamount.com/PocketMoney.html/
Money Manager	www.owlseeker.co.uk/
Spb Finance	www.spbsoftwarehouse.com/

3. Enter a payee in the Payee field, or select an entry from the drop-down list. AutoFill attempts to determine which payee you are entering and automatically displays one previously entered into the field based on the letters you enter.
4. Select a date from the Date pop-up menu.
5. Enter a value in the Amount field.

Smartphone Programs for Managing Money

Windows Mobile devices work well for tracking money because they are small enough to be carried everywhere, including places where you spend money. If you want to use your Smartphone to track your finances, check out one of the following programs:

Program	URL
XS Finance	www.xcitesoftware.com/
Keep Track	www.iliumsoft.com/
SmartMoney	www.mactiontech.com/english/

View Microsoft Access Databases

The Microsoft Access database application is not available for Pocket PC, and Microsoft does not provide a Pocket PC version of Access for you to install. Fortunately, several software developers have written Pocket PC database programs that you can download from the Internet. In this section, you'll learn how to use one of these programs to create databases to store and query information.

Windows Mobile 5 does not support Access database synchronization, but you can synchronize Access data with Pocket Access databases on Windows Mobile 2003SE and earlier devices. Synchronization between Pocket Access and Microsoft Access is not enabled by default. It has to be turned on by selecting the Pocket Access information type in ActiveSync.

NOTE *As this book is being written, Access synchronization does not work with Windows Mobile 5; however, Microsoft may add an Access synchronization feature in a future release of ActiveSync.*

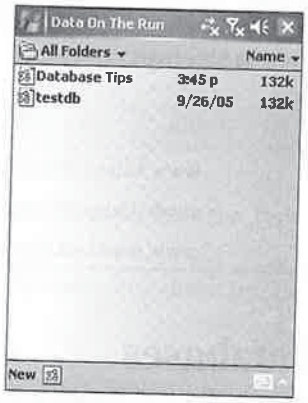
While you can synchronize Microsoft Access data to a Pocket PC, you are limited in how much information you can synchronize. Only tables, fields, and indexes are synchronized between your device and PC. You can choose to synchronize only certain fields within a table or mark information as read-only on your device. Unfortunately, you cannot synchronize forms, queries, or reports. The Pocket PC database programs that work with Access data work with only one table of a database, and they don't provide the full functionality of a relational database.

NOTE *Only 65,536 records can be synchronized from a host database to a Pocket PC database.*

To view or edit the data once it is on your Pocket PC, you need to download and install a third-party database program. Perhaps the easiest and least expensive of those programs is Data On The Run from Biomobility. A trial version of this program is available at www.biomobility.com.

Open a Database

When Data On The Run first loads, you see the following file list window. To open a database that is stored in the My Documents folder, either internally or on a storage card, tap the name of the database that you want to open. To create a new database, tap New.

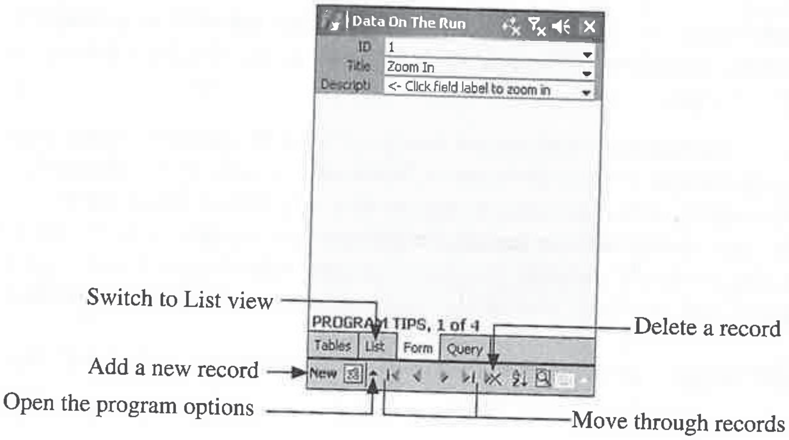


Database Tips	3:45 p	132k
testdb	9/26/05	132k

Access databases can contain several tables of records that store information. Only one table opens at a time in Data On The Run, so immediately after selecting a database, you are prompted to select the table to open from a drop-down list of tables in the database. To open another table in the database, tap the Tables tab, select a table, and then tap Open Selected Table.

View Data

The table that you select displays in the following Form view:



ID 1
Title Zoom In
Descripti <- Click field label to zoom in

PROGRAM TIPS, 1 of 4

Switch to List view

Add a new record

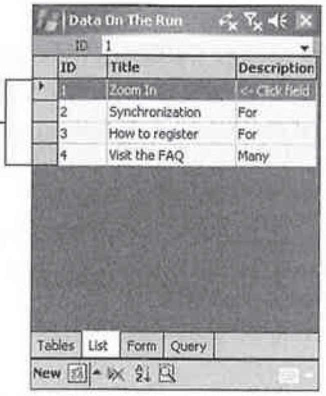
Open the program options

Delete a record

Move through records

This Form view is automatically created by the program, and, unlike other database software available for Pocket PCs, Data On The Run does not allow you to create your own forms. You can configure Data On The Run to display the List view by tapping Use List View As Default View in the program's options.

The Command bar has buttons for moving through the records in the table. Above the Command bar are tabs for different parts of the database. Tap List to display all of the records in the table in a tabular view:



ID 1

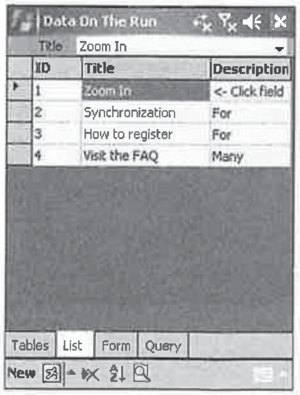
ID	Title	Description
1	Zoom In	<- Click field
2	Synchronization	For
3	How to register	For
4	Visit the FAQ	Many

Tap here to move through records.

To resize a column, tap the stylus on the right edge of the column head and drag either left or right. Slide the scroll bar left or right to view more columns in the table.

Edit Data

You might choose to synchronize a Microsoft Access database so that you can edit the data when you are away from your desktop computer. Editing data using Data On The Run is easy. Simply tap the field that you want to change, make the changes, and then move to the next record to save the changes. To edit data in the List view, tap the field you want to change, which displays the field at the top of the screen, as shown here. Make the changes in the field at the top of the screen, and then tap another field to store the change.



Title Zoom In

ID	Title	Description
1	Zoom In	<- Click field
2	Synchronization	For
3	How to register	For
4	Visit the FAQ	Many

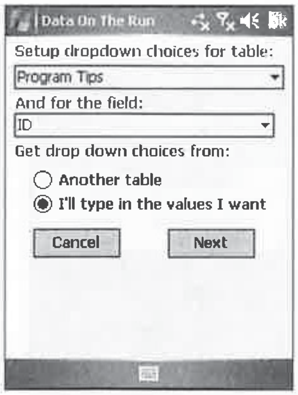
How to ... Synchronize Databases with Windows Mobile 5

While you may not be able to synchronize Microsoft Access databases with Windows Mobile 5 devices, there are three other databases that will synchronize with Windows Mobile 5:

- **Microsoft SQL Server 2005 Mobile Edition** You can find information about this program at www.microsoft.com/sql/editions/sqlmobile/default.mspx.
- **Syware Visual CE** A visual database development tool for Pocket PCs whose mEnable synchronization works with Windows Mobile 5. Find details at www.syware.com.
- **HanDBase** A very popular database program for Pocket PCs that has a desktop equivalent and enables you to synchronize data between the two. You can find HanDBase at www.ddhsoftware.com/.

To add or delete data from either the Form or List view, tap either New or the Delete Record button on the Command bar. When you tap New while in List view, a new record is added, and you add data to the record by tapping the field and entering the data at the top of the screen.

One of the neat features that Data On The Run provides is the ability to define a drop-down list of data that is frequently entered into a database. Select Drop Down Wizard from the program menu to display the window shown here. Provide the information in the window and tap Next to either select a table to use for the drop-down values or manually enter the values for the drop-down menu.



Setup dropdown choices for table:
Program Tips
And for the field:
ID
Get drop down choices from:
○ Another table
● I'll type in the values I want

A triangle to the right of a field indicates that a drop-down list contains information. When you add a record, tap the triangle to display the list, tap an item, and it will be inserted into the field.

Work with Databases on a Smartphone

A version of Data On The Run is not available for Smartphones, but you can view Microsoft Access databases, along with databases created using many other desktop PC database software, with Smartphone Database Viewer from Cellica Software Services. Smartphone Database Viewer has desktop and Smartphone components for creating an extract of a PC database that you then copy to a Smartphone and view. You can find more information about this program at www.cellica.com.

Other database software available for Smartphones includes:

Program	URL
FoneDB	www.syware.com
eSQL	http://vieka.com/

Top Ten Pocket PC Downloads

What you choose to install on your Pocket PC depends on your needs. You might want a better personal information manager than Pocket Outlook, or you may want to play games, view images, or play music. I have found a number of downloads to be valuable for use on my Pocket PC, and I've included a personal Top Ten list of favorites, although by no means am I suggesting that these programs are the best of what's out there. Rather, the applications presented here are a small sample of the type of software available for Pocket PCs and programs that I think will appeal to a wide variety of users.

Create Lists with ListPro

Do you find yourself making lists on all sorts of scrap paper? Many people create shopping lists to help them remember what they need to buy when they are at a store, or lists of Tasks to Do, Toys to Buy, Movies to Rent, and so on. Some lists are in numerical order, while others may be indented like an outline. The Pocket PC Tasks application is good for creating unordered lists, but it does not support numbered lists or indentation. To overcome these deficiencies, download ListPro from Ilium Software. With ListPro, you can create and reuse any type of list that you need.

You can find this program at any of the download web sites listed in this chapter and also at the Ilium Software web site at www.iliumsoft.com. A 30-day trial version is also available, which stops functioning after the trial period unless you purchase a registration code. You buy the code at the Ilium Software web site.

Versions of the program exist for Windows Mobile Pocket PCs and Smartphones. Ilium Software sells ListPro bundled with a Windows desktop version, or you can buy the two separately. Also, you need the Windows version if you want to synchronize lists between your device and a desktop computer.

Lists are stored in a single file and can be organized into folders. Once you create a file, you then create a list by defining how you want the list to work and what should display. By default, a list item displays a check box and description in columns. You can add columns to the display. Certain columns can be associated with special actions; for example, when you check an item, its color can change.

You can sort list items by any column and filter them so that only certain items display. If a list has an amount column, you can total those amounts at the tap of a button. Resetting a list clears all item check boxes, enabling you to reuse lists. If you find yourself writing the same shopping list over and over, create it using ListPro, and when you are done shopping, just reset the list to use it another day.

Read the Bible with PocketBible

Your Pocket PC is as handy as a book; wouldn't it be great to be able to read a book on it? Bible readers will appreciate PocketBible, a version of the Bible for Pocket PCs from Laridian Electronic Publishing. With this software, Bible verses are only a tap away. PocketBible consists of two parts: the reader program and any number of Bibles. Each piece is sold separately, and six different translations of the Bible are available, including the popular New International Version. A demo is available from Laridian at www.laridian.com/.

What makes this program particularly useful is its Go To Verse keypad. With a couple of taps of the keypad, you select the book, chapter, and verse to read. You can also search for verses using the PocketBible Find command and Boolean logic (AND, OR, NOT, and XOR). The Find dialog box even auto-completes popular search phrases.

Each Bible requires 2 to 3MB of storage space on the device, which can be on a storage card. If you store a Bible on a storage card, the software will run a little slower than if the file were stored internally. The PocketBible reader program can be stored internally, enabling you to store different translations on more than one storage card.

Test Network Connections with vxUtil

One of the more frustrating things about Pocket PCs is that while they provide a number of ways to connect to networks, they don't include the basic tools you need for troubleshooting network connectivity problems. For example, Pocket PCs do not have a way to display IP addresses. Pocket PCs also do not have a *Ping utility,* which you normally use to test network connectivity between two devices. Without these basic tools, it is impossible for you to determine what causes a network connectivity problem.

Fortunately, Cambridge Computer Corporation provides vxUtil, which is a free program that provides 14 network utilities. The program displays the current IP address of the Pocket PC and has a standard Ping utility. It also includes DNS Audit, DNS Lookup, Finger, Get HTML, IP Subnet Calculator, Password Generator, Port Scanner, Quote, Time Service, Trace Route, Wake On LAN, and Whois utilities.

If you connect your Pocket PC to a network, you should download and install vxUtil from www.cam.com/vxutil.html.

Create Outlines with Streamliner

When I write magazine articles or chapters for this book, I first create an outline using Outline View in Microsoft Word. I find that outlines help me to write about a subject thoroughly by identifying main points and related topics. While Word Mobile now supports outlines, Pocket Word, which is on Windows Mobile 2003SE and older devices, does not provide a way to create outlines. To create outlines on my Pocket PC, I use Streamliner from Kopsis, Inc., which you can download from http://kopsisengineering.com/streamliner/.

Streamliner provides all the basic functions for creating outlines, such as Expand, Collapse, and Indent. Outline items can include check boxes or progress indicators for tracking tasks. Streamliner is not integrated with Pocket Word, but you can export outlines to Rich Text Format, which you can open in Pocket Word.

Secure Information in eWallet

If you are like me, you probably use a number of user IDs and passwords to connect to web sites on the Internet. User IDs, passwords, and account numbers are the type of information that you want to keep secure. To store and secure all of this type of information on my Pocket PC, I use eWallet from Ilium Software.

With eWallet, you store information on cards with 30 different templates. For example, you can store credit card numbers on a card with a background that looks like a credit card. Information is organized in six categories: Accounts, Information, Internet, Memberships, Passwords, and Software Registration Codes. Each category can be protected with a password.

The eWallet data file is secured with RC4 128-bit encryption, and you can configure eWallet to prompt for a password before opening a file. You can also configure eWallet to lock and close after a set period of inactivity, as well as lock access for a period of time after a certain number of incorrect password attempts. A desktop version of eWallet lets you access information if your Pocket PC is lost or stolen.

eWallet is the most important program on my Pocket PC. You can download this program from www.iliumsoft.com.

Capture Screenshots with Screen Capture Utility

As you have read this book, you have seen a number of screenshots that I captured using Screen Capture Utility from ValkSoft. Screen Capture Utility creates bitmap image files (BMP) that are written to a folder you specify, which can be on a storage card. This program is available at www.valksoft.com/.

To use this program, you assign it to a hardware button and then press the button to capture a screenshot. The captured files are written to the My Documents folder on the device so that you can easily transfer them to a PC via ActiveSync file synchronization. You can use this program to capture QVGA and VGA Pocket PC displays.

Watch Live Television

Long before there were portable media players and video iPods, Pocket PCs were capable of playing audio and video content. As wireless networks become pervasive around the world, more streaming media will be available that you can play on Windows Mobile devices.

SmartVideo, one such streaming media service, provides live video from CNBC, MSNBC, and The Weather Channel, as well as video on demand from Court TV, E! Networks, and more. The service works with Smartphones, Pocket PC Phone Editions, and Pocket PCs with Internet access. There is a monthly subscription fee for SmartVideo. You can find more information about this service at www.smartvideo.com/.

View Flash Content

Flash is one of the most popular forms for multimedia content on the Internet. Web sites built with Flash appear and sound like programs that run on desktop computers. Macromedia sells the toolkits for making Flash content and provides Flash players for free from its web site. You can download Flash Player for Pocket PC from www.macromedia.com/software/flashplayer_pocketpc/.

Flash Player for Pocket PC is integrated with Internet Explorer Mobile, and you normally play Flash content by opening a web page on the Internet. However, Flash content can also be downloaded as individual files, which have the file extension .swf. You cannot open an SWF file on a Pocket PC; instead, you must open an HTML file that is designed to display the Flash file. To open the file, use File Explorer to locate the HTML file, and then tap to open the file in Pocket Internet Explorer.

Examples of the type of Flash content available for Pocket PCs include a Tetris game, a New York City subway map, and a Hewlett-Packard Scientific Calculator. You can find Flash files to download and play on your Pocket PC at http://flashdevices.net/.

Really Shut Down Applications

When you tap the X button in the upper-right corner of Pocket PC programs, the program disappears from the screen, but it does not shut down like in Windows. Spb Software House's Spb Pocket Plus, available at www.spbsoftwarehouse.com, changes what happens when you tap the X button so that programs shut down. If you tap-and-hold the X button, a menu appears that enables you to switch between running programs.

Spb Pocket Plus enhances many Pocket PC programs to make them more powerful and easier to use. It provides a Today screen plug-in that shows vital information about your Pocket PC, such as remaining battery life and storage space, and provides tabs of icons to launch programs.

Spb Pocket Plus improves alarms on your Pocket PC so that they repeat rather than play only once as they do by default on Pocket PCs. File Explorer gains ZIP file compression support, the ability to format storage cards, and a Folder Up button to jump to the parent folder. Internet Explorer Mobile gains multiple windows, which are similar to tabs that are popular in desktop web browsers, the ability to view HTML source code for the page that is currently displayed, and the ability to save web pages and pictures.

Use Your Pocket PC as a USB Flash Drive

USB flash drives have become popular for transporting files between computers. You plug in the drives, which are about the size of your thumb, to the USB port on your PC, and Windows treats it like a disk drive. Since Pocket PCs also use USB ports to connect to PCs, and support storage cards, many people wonder why their Pocket PC can't be treated like a USB drive.

Microsoft does not enable Pocket PCs to be USB drives, but you can add this feature with Softick Card Export II. The program adds an icon to the bottom of the Today screen to display a menu to switch between Card Export and ActiveSync modes. When you select Card Export and connect the Pocket PC to a PC, the PC recognizes the Pocket PC as a USB storage device and creates a disk drive. The disk drive maps to the storage card you have in the Pocket PC, and the program menu provides options for selecting which storage card you want to use if your Pocket PC has multiple storage card slots.

To synchronize the Pocket PC, select ActiveSync on Card Export II's menu. You do not need to install any software on the PC, and with the Pocket PC in Card Export mode, it can be connected to any computer running Windows, Linux, or Mac OS X. You can download this program from www.softick.com.

Top Ten Smartphone Downloads

Because I carry my Windows Mobile Smartphone everywhere, I seek out software that helps me the most when I am on the run. The software in this list stores information that I need when I travel or provides entertainment during small periods of downtime, such as waiting in line at the grocery store.

Customize the Home Screen

The Home Screen is the most prominent part of your Smartphone, but besides the five screens that come on the Smartphone, there appears to be little that you can do to change how your Smartphone looks. To change the look of your Home Screen, you can download one of the Home Screens (listed under Themes) available at Smartphone.net (www.smartphone.net) or Handango (www.handango.com), or you could create your own using Homescreen Designer.

With Homescreen Designer from RuttenSoft, you can graphically create your own Home Screens that support all of the standard Home Screen plug-ins, plus several third-party plug-ins. For more information about this program, go to www.ruttensoft.com.

Monitor the Weather

During a recent trip to visit family, we found ourselves racing against a snow storm as the storm made its way toward Michigan from Wisconsin, and we were traveling north. Radio updates of the storm's progress were spotty, so we relied on radar images on my Smartphone that I obtained from AccuWeather.com Wireless. A free version of AccuWeather Wireless is available at http://pda.accuweather.com, and it provides brief forecasts along with satellite and radar images.

One of the best weather programs that I have seen on any mobile device is WeatherBug Mobile, which is designed specifically for Windows Mobile Smartphones. With this program, you can see live, streaming weather conditions, detailed forecasts, local radar, and live cameras. The program costs $14.95, and you can download a trial version from either Handango (www.handango.com) or Smartphone.net (www.smartphone.net).

Find Travel Information

If you travel frequently, your Smartphone can be a useful tool for keeping track of your travel information, such as the weather conditions and the time zone at your destination. Fizz Traveler provides customized clocks for 58,000 cities around the world, along with weather information for those cities, and dialing codes. The program provides currency conversion and other conversion calculators, to-do lists, and alarms tailored to work when traveling through several time zones. You can find Fizz Traveler at www.fizzsoftware.com.

Secure Information

By now you know how I use eWallet to securely store information like passwords on my Pocket PC. While I carry my Pocket PC most everywhere, there are times when all I have is my Smartphone, so if I need information in my eWallet, I might be out of luck. Fortunately, Ilium Software also has a version of eWallet for Smartphones that can read the same file that is on my Pocket PC. You can download the Smartphone version of eWallet from www.iliumsoft.com.

Manage Lists

Just as I use eWallet on my Pocket PC to store information, and eWallet on my Smartphone to retrieve that information, I also use ListPro to create checklists on my Pocket PC, and a version of ListPro to use those checklists on my Smartphone. For example, this year I created a Christmas shopping list using ListPro on my Pocket PC, then I copied that list to my Smartphone, and while I was shopping I crossed items off my list on the Smartphone. You can find the Smartphone version of ListPro at www.iliumsoft.com.

Manage Files

While Smartphones store files in folders just as Pocket PCs and Windows desktops do, Smartphones don't come with a File Explorer program that you can use to copy or delete files on your device. With Resco Explorer, which is available at www.resco.net, you can manage the files on your Smartphone as well as encrypt and compress files. It also includes a file viewer to view text files and several of the common graphic file formats.

Send Instant Messages to AOL and Yahoo

Smartphones include MSN Messenger for sending instant messages to other people using MSN Messenger, but there are other instant messaging services such as AOL and Yahoo that your friends may use. Agile Messenger from Agilemobile.com supports instant messaging services from MSN, AOL, Yahoo, and ICQ, enabling you to use one program to keep in touch with all your friends that use these various services. You can find Agile Messenger at www.agilemobile.com.

Read RSS Feeds

Internet Explorer Mobile does a great job of formatting web pages for display on the small Smartphone screens, but some pages may not display well, or may take a long time to download. Really Simple Syndication (RSS) is a file format that many web sites use to provide content without information about the presentation, which means that Smartphone programs can display the content in the best way possible on the small screen.

NewsBreak from Ilium Software is one of the best RSS readers for Smartphones. You can configure it to automatically download RSS feeds, and it comes with a good built-in list of RSS feeds that you can subscribe to. NewsBreak is available at www.iliumsoft.com.

Play Mini Golf

If you really want to show off what your Smartphone can do, try one of the many games available for it, such as Pocket Mini Golf from Momentum Games. Up to six people can play the game, using golfers with different skills and playing on one of several different courses that come with the game. The game even includes weather effects, instant replays, and sound effects. Check out this game at www.momentumgames.com.

Rack 'Em Up with Virtual Pool

Another great game for Smartphones is Virtual Pool Mobile by Celeris, available at www.celeris.com. Virtual Pool Mobile is a 3-D pool simulation that has six different pool games and several different opponents. The interface is easy to use to aim, set the spin, and stroke the cue. Even though I am not a great pool player, I find the 3-D graphics of this program just stunning, and they should look remarkable on the QVGA screens of the newer Smartphones.

Accessorize Your Windows Mobile Device

As you have seen throughout this book, there are many ways to expand the functionality of Windows Mobile by installing software. Another way to expand functionality is with hardware accessories. For example, your Windows Mobile device becomes a navigation tool when combined with a global positioning system (GPS) receiver.

I have often been asked how one can increase memory in a device, or whether one can have their Pocket PC screen repaired, and I always refer people to PPC Techs at www.pocketpctechs.com. PPC Techs can repair the screens of many Smartphones and Pocket PCs for reasonable prices, and its RAM and ROM upgrades are the only way to increase internal program and storage memory on Pocket PCs. Over the years PPC Techs has expanded its offerings to include many popular accessories. In short, PPC Techs should be the first site you go to for repairing, upgrading, or accessorizing your Windows Mobile device.

Many companies sell accessories for Smartphones and Pocket PCs. Table 19-1 provides a sample of what is available to expand your device.

Cases	
Cases.com	www.cases.com/
Covertec	www.covertec.com/
EBCases	www.ebcases.com/
JAVOedge	www.javoedge.com/
RhinoSkin	www.saunders-usa.com/rhinoskin/
Storage Cards	
Kingston	www.kingston.com/
Lexar	www.lexar.com/
Pretec	www.pretec.com/
SanDisk	www.sandisk.com/
Keyboards	
Stowaway	www.thinkoutside.com/
JAVOKeyboard	www.javoedge.com/
Freedom Keyboard	www.freedominput.com/
FrogPad	www.frogpad.com/
Sync and Charge Cables	
JAVAOSync	www.javoedge.com/
miniSync	www.boxwave.com/
Styluses	
StylusCentral.com	www.styluscentral.com/
PDA Panache	www.pdapanache.com/
StyliSource.com	www.stylisource.com/
GPS Receivers	
TeleType GPS	www.teletype.com/
Pocket GPS Navigator	www.pharosgps.com/
WayPoint 200	www.mobilecrossing.com/
Pretec SDIO GPS and CompactGPS	www.pretec.com/
Car Mounts	
Arkon Resources	www.arkon.com/
Seidio	www.seidioonline.com/

TABLE 19-1 Windows Mobile Hardware Accessories

Screen Protectors	
ClearTouch	www.boxwave.com/
WriteSHIELD	www.pocketpctechs.com/
JAVAOScreen	www.javoedge.com/
Bluetooth Cards	
Bluetooth Connection Kits	www.socketcom.com/
Bluetooth PDA and PC Adapter Combo Card	www.belkin.com/
ANYCOM Blue CompactFlash Card	www.anycom.com/
Wired LAN Cards	
Socket Low Power and 10/100 Ethernet Cards	www.socketcom.com/
Wireless LAN Cards	
802.11b Wireless PDA Network Card	www.belkin.com/
Socket Go Wi-Fi E300	www.socketcom.com/
Pretec SDIO 802.11b Wireless Card	www.pretec.com/

TABLE 19-1 Windows Mobile Hardware Accessories (*continued*)

Wrapping Up

The success of any computing platform is measured by the amount of software and hardware available for that platform. Thousands of people have downloaded the free development tools that Microsoft provides, resulting in hundreds of programs that you can download and install on your device. The expansion capabilities of Windows Mobile ensure that you will be able to continue enjoying new software on your device for many years to come.

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Use these gestures when entering text with Microsoft Transcriber:

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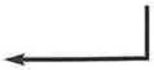
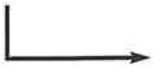
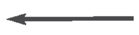
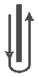
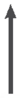
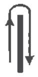
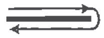
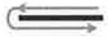
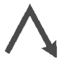
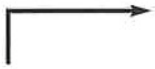
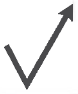
Enter	
Space	
Backspace	
Quick Correct	
Change Case	
Undo	

COMMAND	ACTION
Copy	
Cut	
Paste	
Tab	
Correction	

Personalize Your Pocket PC

Follow these quick tips to tailor your Pocket PC to your personal preferences:

- **Turn on passwords to secure your device:**
  Tap Start | Settings | Password
- **Store your name and address as owner information:**
  Tap Start | Settings | Owner Information
- **Configure the Start menu:**
  Tap Start | Settings | Menus
- **Set a unique device name:**
  Tap Start | Settings | System | About
- **Change the Today Screen theme:**
  Tap Start | Settings | Today

How to Do *Everything* with

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Pocket PCs, Pocket PC Phones, and Smartphones

Windows Mobile®

Get the most out of your Pocket PC, Pocket PC Phone, or Smartphone using the latest Windows Mobile software and this easy-to-follow guide. Learn fast and simple ways to manage all types of information—from everyday essentials such as scheduling appointments and storing addresses to balancing your checkbook and reading email—no matter where you go. Written in a step-by-step format, *How to Do Everything with Windows Mobile* shows you how to share data with other wireless devices, play music, watch videos, send messages, and much more. Whether your needs are business or pleasure, this handy guide will have you fully utilizing all of the expanded features and capabilities of your Windows Mobile device.

- **Personalize your Pocket PC, Pocket PC Phone, or Smartphone**
- **Synchronize data with desktop computers**
- **Send and receive text messages and manage phone call information**
- **Schedule appointments and manage contacts**
- **Add notes to documents and make voice recordings**
- **View presentations and access corporate databases**
- **Create and view pictures**
- **Play movies and watch television shows**
- **Track finances and manage your money on the go**
- **Expand your device with accessories**

About the author:

Frank McPherson is the author of the first three editions of *How to Do Everything with Your Pocket PC*, and his articles about Windows Mobile have appeared in *Pocket PC Magazine*.

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