Microsoft Applications for Windows Mobile 6
User Guide
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## Revision History

Changes to the original manual are listed below:

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<td>-01 Rev A</td>
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About This Guide

Introduction

This guide provides instructions for using Microsoft Windows Mobile 6 applications on Zebra devices.

NOTE This guide covers Windows Mobile 6.0 and 6.1 Professional and Classic operating systems. Not all features described in this guide pertain to all devices. Refer to the device’s User Guide for supported features.

Screens and windows pictured in this guide are samples and can differ from actual screens.

Documentation Set

The documentation set for Zebra devices is divided into guides that provide information for specific user needs. The guides are:

• Microsoft Applications for Windows Mobile 6 User Guide - describes how to use Microsoft developed applications.
• Application Guide - describes how to use Zebra developed applications.
• User Guide - describes how to use the device.
• Integrator Guide - describes how to set up the device and accessories.
• EMDK Help File - provides API information for writing applications.

Chapter Descriptions

Topics covered in this guide are as follows:

• Chapter 1, Getting Started, explains how to use the Today screen, select programs, and enter information on a Windows Mobile 6 device.
• Chapter 2, Windows Mobile 6 Settings, explains how to adjust settings on a Windows Mobile 6 device, including screen brightness, time and regional settings, memory, power, and owner information.
• Chapter 3, *Mobile 6 Applications*, explains how to use Windows Mobile 6 applications such as *Calendar*, *Notes*, and *Inbox*.

• Chapter 4, *Office Mobile Applications*, explains how to use Windows Mobile 6 applications such as *Mobile Word*, *Mobile Excel* and *Mobile PowerPoint*.

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**Notational Conventions**

The following conventions are used in this document:

• “Device” refers to any Zebra computer that runs Windows Mobile 6.0 or 6.1.

• *Italics* are used to highlight specific items in the general text, and to identify chapters and sections in this and related documents.

• **Bold** text is used to highlight the following:
  • Dialog box, window and screen names
  • Drop-down list and list box names
  • Check box and radio button names
  • Icons on a screen.
  • Key names on a keypad
  • Button names on a screen or window.

• bullets (•) indicate:
  • Action items
  • Lists of alternatives
  • Lists of required steps that are not necessarily sequential

• Sequential lists (e.g., those that describe step-by-step procedures) appear as numbered lists.

**NOTE** This symbol indicates something of special interest or importance to the reader. Failure to read the note will not result in physical harm to the reader, equipment or data.

**CAUTION** This symbol indicates that if this information is ignored, the possibility of data or material damage may occur.

**WARNING!** This symbol indicates that if this information is ignored the possibility that serious personal injury may occur.

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**Service Information**

If you have a problem with your equipment, contact Zebra Support for your region. Contact information is available at: [http://www.zebra.com/support](http://www.zebra.com/support).

When contacting Zebra Support, please have the following information available:

• Serial number of the unit
• Model number or product name
• Software type and version number.

Zebra responds to calls by E-mail, telephone or fax within the time limits set forth in support agreements.

If your problem cannot be solved by Zebra Support, you may need to return your equipment for servicing and will be given specific directions. Zebra is not responsible for any damages incurred during shipment if the approved shipping container is not used. Shipping the units improperly can possibly void the warranty.

If you purchased your business product from a Zebra business partner, contact that business partner for support.
Chapter 1 Getting Started

Today Screen

The Today screen displays important information, such as upcoming appointments and status indicators. Tap a section on the screen to open the associated program. Alternatively, tap Start > Today to display the Today screen.

Figure 1-1  Today Screen

The Today screen displays important information for the day, and varies depending on the device configuration.

To customize the Today screen, tap Start > Settings > Today icon. Use the Appearance tab to customize the background and the Items tab to change the list and order of items that appear on the screen. See Today on page 2-23.
Using the Status Bar

The status bar at the top of the screen displays various status icons, and current time.

![Status Bar](image)

- Tap to view connection status
- Tap to change volume or mute all sounds
- Tap to select a program
- Tap to select a recently used program
- Tap to see additional programs
- Tap to customize the device

**Figure 1-2  Screen Navigation - Portrait Screens**

![Status Bar](image)

- Tap to view connection status
- Tap to change volume or mute all sounds
- Tap to select a recently used program
- Tap to select a program
- Tap to see additional programs
- Tap to customize the device

**Figure 1-3  Screen Navigation - Square Screens**

Using the Command Bar

Use the command bar at the bottom of the screen to perform program tasks. The command bar includes menu names, buttons, and the **Input Panel** button. To create a new item in the current program, tap **New**. To see the name of a button, hold the stylus on the button. Drag the stylus off the button to decline the command.
Soft Keys

Use the soft menu keys on the device, if applicable, keypad to access the menu or action above this key on the screen.

Selecting Programs

To select a program, tap Start > Programs, then select the program icon. See Menus on page 2-18 to select which programs appear in the Start menu.

Using Pop-up Menus

Use pop-up menus to quickly choose an action for an item. For example, use the pop-up menu in the contact list to delete a contact, make a copy of a contact, or send an e-mail message to a contact. The actions in the pop-up menus vary from program to program.

To access a pop-up menu, hold the stylus on the item on which to perform the action. When the menu appears, lift the stylus and select the action, or tap outside the menu to close it without performing an action.
Notifications

The device provides notifications for appointments and tasks. For example, after setting up an appointment in Calendar, a task with a due date in Tasks, or an alarm in Clock, the device provides a notification in any of the following ways:

- a message box appears on the screen
- a pre-set sound plays
- the device vibrates.

To choose reminder types and sounds for the device, tap Start > Settings > Personal tab > Sounds & Notifications icon. Select the desired options. See Sounds & Notifications on page 2-22.

Entering Information

To enter information in applications:

- use the keypad (on models with a keypad)
- use the input panel
- write directly on the screen
- draw pictures on the screen
- speak into the microphone to record a message
- scan bar code data.

Entering Information Using the Input Panel

Use the input panel to enter information. Enter information using the soft Keyboard or write using Block Recognizer, Letter Recognizer, or Transcriber. The characters appear as typed text on the screen. See Input on page 2-6 to customize settings for input methods.

To show or hide the input panel, tap the Input Panel button. Tap the arrow next to this button to view and select input methods.

![Input Panel Menu](image)

**Figure 1-6**  Input Panel Menu
When using the input panel, the device anticipates the word and displays it above the input panel, if set to do so in Word Completion on page 2-14. Tap the displayed word to insert it into the text at the insertion point. With frequent use, the device learns to anticipate more words.

**Using the Soft Keyboard**

Use the Keyboard input method to enter information by tapping keys with the stylus. To type with the soft Keyboard:

1. Tap the arrow next to the **Input Panel** button, then select **Keyboard**.
2. On the Keyboard, tap the keys with the stylus.

![Keyboard Input Panel](image)

3. Tap the pop-up word to enter this word on the screen, or continuing tapping keys to enter information.

**Using Letter Recognizer**

Use the Letter Recognizer input method to enter information by writing letters and numbers in a special writing area. To enter information using Letter Recognizer:

1. Tap the arrow next to the **Input Panel** button, then select **Letter Recognizer**.
2. Write letters or numbers in the writing area. Write capital letters in the left side of the writing area, numbers in the right side, and lower case letters in the center.

![Letter Recognizer Input Panel](image)

3. Tap the button to open a panel of symbols and special characters to enter, including foreign characters.
4. Tap the button to return to Letter Recognizer.

When writing a letter, it appears as typed text on the screen. For specific instructions on using Letter Recognizer, with Letter Recognizer open, tap the next to the writing area.

See Letter Recognizer Input Method on page 2-7 to configure Letter Recognizer.

Using Block Recognizer

Use the Block Recognizer input method to enter information by writing letters and numbers in a writing area using special stylus strokes. This requires learning how to write characters in a specific way, but speeds recognition.

To enter information using Block Recognizer:

1. Tap the arrow next to the Input Panel button, then select Block Recognizer.

2. Write letters in the left side of the writing area (labeled abc), or numbers, symbols, special characters, or punctuation in the right side (labeled 123), using special character strokes. Each written character appears as typed text in the window. Figure 1-11 provides examples of how to write characters in lowercase.

Following are tips for using Block Recognizer:

- To enter an upper case letter, enter an upstroke in the left side of the writing area, and when a cursor appears on the screen write the letter. To enter more than one uppercase letter (to achieve a caps lock), first enter two upstrokes. Enter another upstroke to return to lower case.

- When entering special characters or punctuation, first tap in the right side of the writing area, then enter the character.

- Tap the button to open a panel of symbols and special characters to enter, including foreign characters.

The following chart illustrates some of the characters to write (the dot on each character is the starting point for writing).
For specific instructions on using Block Recognizer, with Block Recognizer open, tap  next to the writing area. See  Block Recognizer Input Method on page 2-6 to configure Block Recognizer.

**Using Transcriber**

Use the Transcriber input option to enter information by writing letters and numbers customized to an individual’s handwriting style. To enter information using Transcriber:

1. Tap the arrow next to the Input Panel button, then select Transcriber.

![Character Chart](image)

**Figure 1-11  Character Chart**

**Figure 1-12  Transcriber Icons**
2. To open a customized letter shapes file to speed recognition, tap \( \text{Letter Shapes} \). See *Transcriber Input Method on page 2-8* to create a letter shapes file.

3. Tap File > Open... and tap the file to open it.

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<td>Adapt a writing style to optimize recognition. See <em>Transcriber Input Method on page 2-8</em>.</td>
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<td><img src="image" alt="Quick input" /></td>
<td>Quickly input numbers, punctuation, and other symbols.</td>
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| ![Select mode](image) | Select a recognition mode:

  - Alpha mode (a): Default mode for handwriting recognition.
  - Numeric mode (123): Allows numbers and some letters, and activates the Calculator.
  - Uppercase mode (A): Capitalizes all letters. |
| ![Space](image) | Inserts a space at the cursor. |
| ![Return](image) | Inserts a return at the cursor. |
| ![Left](image) | Moves the cursor one space to the left. |
| ![Right](image) | Moves the cursor one space to the right. |
| ![Erase](image) | Erases the character to the left of the cursor. |
| ![Help](image) | Opens the help file. |
4. Tap ok.

5. Write anywhere on the screen. Transcriber changes the written characters to typed characters. For specific instructions on using Transcriber, with Transcriber open, tap 🎨.

See Transcriber Input Method on page 2-8 to configure Transcriber.

Writing on the Screen

In some programs that accept writing, such as Notes and the Notes tab in Calendar, Contacts, and Tasks, use the stylus to write directly on the screen.

To write on the screen, tap Menu > Draw to switch to writing mode. Lines appear on the screen for guidance.

Writing Tips

- Write neatly.
- Write on the lines and draw descenders below the line. Cross off the “t” and write apostrophes below the top line so they are not confused with the word above. Write periods and commas above the line.
- For better recognition, increase the zoom level to 300% using Menu > Zoom.
- Leave large gaps between words so the device can easily tell where words begin and end.
- Hyphenated words, foreign words that use special characters such as accents, and some punctuation cannot be converted.
Selecting Text

To edit or format typed text, select it by dragging the stylus across the text. Cut, copy, and/or paste text by holding the selected words and selecting an editing command on the pop-up menu, or by tapping Menu.

Selecting Writing

To select writing to edit or format:

1. Tap and hold the stylus next to the writing to select until the insertion point appears.
2. Drag the stylus across the writing.

Tap Menu > Undo Ink to erase accidental writing, and try again.

Cut, copy, and paste written text in the same way as with typed text: tap and hold the selected words, then select the command from the pop-up menu, or select the command from Menu.

Drawing on the Screen

Drawing on the screen is similar to writing on the screen. To create a drawing:

2. Cross three ruled lines on the first stroke. A drawing box appears.
3. Draw strokes in or touching the drawing box to include the strokes in the drawing. Drawings that do not cross three ruled lines are treated as writing.

![Figure 1-15 Drawing on the Screen](image)

To change the zoom level, select a level from Menu > Zoom.

Manipulating a Drawing

To manipulate a drawing:

- To select a drawing to edit or format, tap Menu > Draw and drag the stylus over the drawing. Selection handles appear.
- To resize a drawing, drag a selection handle.
- To cut, copy, and paste drawings, tap and hold the selected drawing, then select an editing command on the pop-up menu, or select the command from Menu.
Recording a Message

Record a message to capture thoughts, reminders, and phone numbers. In Calendar, Tasks, and Contacts, include the recording in the Notes tab. In the Notes program, either create a stand-alone recording or include a recording in a written note.

To create a recording:

1. Tap Start > Programs > Notes to open the Notes application.
2. Tap Menu > View Recording Toolbar.
3. Tap the Record button (the circle) to begin recording.
4. Speak into the device’s microphone, or hold the microphone near another source of sound.
5. Tap the Stop button when finished. The new recording appears in the note list or as an embedded icon.
6. To play a recording, tap it in the list or tap the embedded icon in the note.

Using My Text

When using Messaging or MSN Messenger, use My Text to quickly insert preset or frequently used messages into the text entry area. To insert a message:

1. Tap Start > Messaging to open Inbox.
2. Open a new message or chat.
3. Tap Menu > My Text and select a message.
4. If desired, add text after the My Text message by tapping at the end of the message and inserting text using the input panel.

To edit a My Text message, tap Menu > My Text > Edit My Text Messages... . Select the message to edit and make the changes.

Finding Information

To locate information on the device, use the Search application or File Explorer.

Search

The Search application locates information. To use Search:

1. Tap Start > Programs > Search icon.

   ![Search Window](image)

   Figure 1-18 Search Window

2. Enter the text to find in the Search for: field.

3. Select a data type from the Type: drop-down list. To find information taking up storage space on the device, select Larger than 64 KB.

4. Tap Search. All information containing the text entered in the Search for: field appears in the Results area.

File Explorer

Use File Explorer to find files and organize them into folders. Tap Start > Programs > File Explorer.
Use File Explorer to perform the following:

- **Browse folders to locate a file by tapping folders to open them, or using the Show menu (labeled My Device by default) to close folders.**

- **To list folders and files alphabetically or by date, size, or type, tap the Sort By menu (labeled Name by default), then select an option to sort by.**

- **To move a file, tap and hold the file, then select Cut or Copy. Navigate to a different folder, tap and hold the screen, then select Paste on the pop-up menu.**

- **To create a new folder, tap and hold the screen and select New Folder on the pop-up menu, or tap Menu > New Folder, then name the folder using the input panel.**

- **To delete a file or folder, tap and hold the item to delete, then select Delete.**

- **To view the contents of an inserted storage card, navigate to Storage Card under My Device in the Show menu.**

- **To enter a network path, tap Menu > Open Path > New Path.**
Chapter 2 Windows Mobile 6 Settings

Introduction

For Windows Mobile 6 devices, this chapter provides device setting adjustments and customization instructions for setting options such as selecting programs to appear in the Start menu, setting input method options, and customizing device sounds.

Adjusting Settings

To view available options for device settings, tap Start > Settings. Adjust settings in either the Personal tab or the System tab.

\[ \text{NOTE} \] Available settings vary depending on the device.

Personal Tab

Table 2-1 lists the applications available in the Personal tab.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buttons</td>
<td>Assign an application to a key to open a frequently used application by pressing one key. See Buttons on page 2-5 for more information.</td>
<td></td>
</tr>
<tr>
<td>Input</td>
<td>Set options for each of the input methods. See Input on page 2-6 for more information.</td>
<td></td>
</tr>
<tr>
<td>Lock</td>
<td>Set a password for the mobile computer. See Lock on page 2-16 for more information.</td>
<td></td>
</tr>
</tbody>
</table>
Table 2-1  *Personal Tab Icons*

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Menus</td>
<td>Set what programs appear in the Start menu. See <em>Menus on page 2-18</em> for more information.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Owner Information</td>
<td>Enter personal information on the mobile computer. See <em>Owner Information on page 2-19</em> for more information.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Phone</td>
<td>Make and receive calls, switch between calls, and set up conference calling. See <em>Phone on page 2-21</em> for more information.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Sounds &amp; Notifications</td>
<td>Enable sounds for events, notifications, and more, and set the type of notification for different events. See <em>Sounds &amp; Notifications on page 2-22</em> for more information.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Today</td>
<td>Customize the appearance and the information to be displayed on the Today screen. See <em>Today on page 2-23</em> for more information.</td>
</tr>
</tbody>
</table>

**System Tab**

*Table 2-2* lists the applications available in the *System* tab.

Table 2-2  *System Tab Icons*

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>About</td>
<td>This is where you can see basic information such as the Windows Mobile® version and type of processor used on the mobile computer. You can also specify a name for the mobile computer. See <em>About on page 2-25</em> for more information.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Backlight</td>
<td>Set the backlight timeout and adjust brightness. See <em>Backlight on page 2-27</em> for more information.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Certificates</td>
<td>See information about certificates that are installed on the mobile computer. See <em>Certificates on page 2-29</em> for more information.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Clock &amp; Alarms</td>
<td>Set the device clock to the date and time of your locale or to a visiting time zone when you’re traveling. Alarms can also be set at specified days and times of a week. See <em>Clock and Alarms on page 2-31</em> for more information.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Customer Feedback</td>
<td>Submit feedback on the Windows Mobile 6 software. See <em>Customer Feedback on page 2-34</em> for more information.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Encryption</td>
<td>Allow files on your storage card to be encrypted. Encrypted files will be readable only on your device. See <em>Encryption on page 2-35</em> for more information.</td>
</tr>
</tbody>
</table>
Windows Mobile 6 Settings 2 - 3

Table 2-2  System Tab Icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Error Reporting</td>
<td>Enable or disable the device’s error reporting function. When this function is enabled and a program error occurs, technical data about the state of the program and your computer will be logged in a text file and delivered to Microsoft's technical support if you choose to send it. See Error Reporting on page 2-36 for more information.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>External GPS</td>
<td>Set the appropriate GPS communication ports, if required. You may need to do this when there are programs on your device that access GPS data or you have connected a GPS receiver to the mobile computer. See External GPS on page 2-37 for more information.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>GPS Setup</td>
<td>Configure Secure User Plane Location (SUPL) protocol with GPS enabled devices. Refer to the device’s user guide for more information. See GPS Setup on page 2-40 for more information.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Keylight</td>
<td>Set the keylight timeout. See Keylight on page 2-41 for more information.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Managed Programs</td>
<td>Lists applications that have been installed remotely by your system administrator. See Managed Programs on page 2-43 for more information.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Memory</td>
<td>Check the device memory allocation status and memory card information. You can also stop currently running programs. See Memory on page 2-44 for more information.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Power</td>
<td>Check the remaining battery power. You can also set the timeout for turning off the display (switching device to Sleep mode) to conserve battery power. See Power on page 2-46 for more information.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Regional Settings</td>
<td>Set the regional configuration to use, including the format for displaying numbers, currency, date, and time on the mobile computer. See Regional Settings on page 2-49 for more information.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Remove Programs</td>
<td>Remove programs that you installed on the mobile computer. See Remove Programs on page 2-51 for more information.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Screen</td>
<td>Change the screen orientation, re-calibrate the screen, and change the screen text size. See Screen on page 2-52 for more information.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>System Info</td>
<td>Displays the mobile computer’s software and hardware information. See System Info on page 2-54 for more information.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Task Manager</td>
<td>Enables viewing of memory and CPU allocations and stops running processes. See Task Manager on page 2-57 for more information.</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Windows Update</td>
<td>Link to Microsoft's web site and update Windows Mobile® on your device with the latest security patches or fixes. See Windows Update on page 2-58 for more information.</td>
</tr>
</tbody>
</table>
Connections Tab

*Table 2-3* lists the applications available in the **Connections** tab.

**Table 2-3  Connection Tab Icons**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Beam Icon" /></td>
<td>Beam</td>
<td>Set the mobile computer to receive incoming IrDA beams. See <em>Beams on page 2-59</em> for more information.</td>
</tr>
<tr>
<td><img src="image" alt="Bluetooth Icon" /></td>
<td>Bluetooth</td>
<td>Launches the Bluetooth application. Refer to the device’s User Guide for more information.</td>
</tr>
<tr>
<td><img src="image" alt="Connections Icon" /></td>
<td>Connections</td>
<td>Set up one or more types of modem connections for your device, such as phone dial-up, GPRS, Bluetooth, and more, so that your device can connect to the Internet or a private local network. See <em>Connections on page 2-60</em> for more information.</td>
</tr>
<tr>
<td><img src="image" alt="Domain Enroll Icon" /></td>
<td>Domain Enroll</td>
<td>Make your device an AD domain member for device management and security. See <em>Domain Enroll on page 2-62</em> for more information.</td>
</tr>
<tr>
<td><img src="image" alt="USB to PC Icon" /></td>
<td>USB to PC</td>
<td>Enables or disables the enhanced network connectivity. See <em>USB to PC on page 2-63</em> for more information.</td>
</tr>
<tr>
<td><img src="image" alt="Wi-Fi Icon" /></td>
<td>Wi-Fi</td>
<td>Setup wireless network connection and customize settings. See <em>Wi-Fi on page 2-64</em> for more information.</td>
</tr>
<tr>
<td><img src="image" alt="Wireless Manager Icon" /></td>
<td>Wireless Manager</td>
<td>Enables or disables the mobile computer’s wireless radios and customizes Wi-Fi, Bluetooth and Phone settings. See <em>Wireless Manager on page 2-66</em> for more information.</td>
</tr>
</tbody>
</table>
Use the Buttons windows to assign an application to a key to open a frequently used application by pressing one key.

**Program Buttons**

To assign an application to a key on the keypad:

1. Tap **Start > Settings > Personal tab > Buttons icon > Program Buttons tab**.

2. Select a button from the **Select a button:** list.

3. Select a key or application from the **Assign a program:** drop-down list.

4. Tap **ok**.

**Up/Down Control**

To set the key repeat rate:

1. Tap **Start > Settings > Personal tab > Buttons icon > Up/Down Control tab**.

2. Adjust the **Delay before first repeat**: slide bar to change the time elapsed before scrolling begins.

3. Adjust the **Repeat rate**: slide bar to change the time it takes to scroll from one item to the next.
4. Tap ok.

## Input

Use the Input windows to set input method options.

### Keyboard Input Method

Use the Keyboard input method to enter information by tapping keys with the stylus. See *Using the Soft Keyboard on page 1-5*. To set options for the Keyboard input method:

1. Tap **Start > Settings > Personal tab > Input icon > Input Method tab.**
2. Select **Keyboard** from the **Input method: drop-down list.**

   ![Input Window - Input Method Tab, Keyboard](image)

3. Select the **Large keys** or **Small keys** radio button to set the size of the Keyboard’s keys.
4. If selecting the **Large keys** radio button, tap the **Use gestures for the following keys:** check box to use stylus strokes to enter the keys specified in the **Input window.**

### Block Recognizer Input Method

Use the Block Recognizer to convert writing to typed text on the screen. See *Using Block Recognizer on page 1-6*. To set options for the Block Recognizer input method:

1. Tap **Start > Settings > Personal tab > Input icon > Input Method tab.**
2. Select **Block Recognizer** from the **Input method: drop-down list.**
Letter Recognizer Input Method

Use the Letter Recognizer to convert writing to typed text on the screen. See Using Letter Recognizer on page 1-5. To set options for the Letter Recognizer input method:

1. Tap **Start** > **Settings** > **Personal** tab > **Input** icon > **Input Method** tab.

2. Select **Letter Recognizer** from the **Input method**: drop-down list.

   ![Letter Recognizer Input Method](image)

   Figure 2-5  *Input Window - Input Method Tab, Letter Recognizer*

3. Tap **Options...**.

   ![Options...](image)

   NOTE There are currently no Block Recognizer customization settings available in **Options...**.
4. Select the **Quick stroke** check box to write letters using one stroke. This requires learning a new way to write letters.

5. Select the **Right to left crossbar** check box if you cross “t”, “f”, and “+” from right to left.

6. Select the **Allow accented characters** check box to enable the recognizer to predict whether entered characters use accent marks.

**Transcriber Input Method**

Use the Transcriber input method to convert handwriting to typed text on the screen. See *Using Transcriber on page 1-7*. To set options for the **Transcriber** input method:

1. Tap **Start > Settings > Personal** tab > **Input** icon > **Input Method** tab.

2. Select **Transcriber** from the **Input method**: drop-down list.

3. Select **Options...** to customize the **Transcriber** for your handwriting.
4. On the **Quick Settings** tab, select the alphabet used for writing from the **Recognition** drop-down list.

5. Next to **Writing Direction**: select the direction closely representing the writing angle when forming letters. Select the last option to change the screen orientation for recognition when writing in landscape mode.

6. Select the **Intro Screen** check box to view an informative introduction dialog box when using **Transcriber**.

7. Select the **Sound** check box to use sound to indicate recognition.

8. Tap the **Inking** tab.

9. Use the slide bar to select how long the Transcriber takes to recognize writing after completion. Shorten the delay to speed recognition as you become more comfortable with **Transcriber**.

10. Select whether **Transcriber** adds a space after each recognized word.

11. Select the width and color of pen strokes using the drop-down lists.

12. Tap **Match Letter Shapes to your writing** to familiarize Transcriber with the different ways you write letters, numbers, and special characters, enabling Transcriber to work faster and more accurately.
To update an existing letter shape file (rather than create a new file), tap File > Open... and tap the file to open it.

NOTE Creating a letter file is optional, as Transcriber can use a default file, but recommended to optimize recognition of an individual’s handwriting.

Tap each character in the list on the Letter Shapes window (Figure 2-10), using the double arrows to scroll through character selections. Select an option representing how to write that character, then select whether you use that method of writing the letter often, rarely, or never.

Tap File > Save ... to save the set of letter shapes, recommended if more than one person uses the device.
15. Enter a name for the file, then select the folder, type of file, and location (main memory, application, or platform) using the drop-down lists.

16. Tap **Save**.

17. Tap **ok** to return to the **Inking** tab.

18. Tap the **Advanced** tab.

19. Tap **Shorthand Settings** to automatically expand a short word into a longer word, insert data such as a date, or run a program.
20. In the **Shorthand** window, tap **Add** to add shorthand settings.

21. To enter words to automatically expand when written, select the **Text expansion** radio button, then tap **Next**.

22. Tap in the **Shorthand** field, then write the shortened version of the word to expand.

23. Tap in the **Text expansion** field, and write the expanded word.

24. Tap **Finish**.

25. Tap **Add**.
26. In the **Add Shorthand** window (*Figure 2-15*), select the **Function** radio button then tap **Next** to assign a shorthand to a function.

![Figure 2-17 Transcriber Options - Function Shorthand](image)

27. Tap in the **Shorthand** field, then write the shorthand to assign to a function.

28. Select the function from the **Function** drop-down list.

29. Tap **Finish**.

30. Tap **Add**.

31. In the **Add Shorthand** window (*Figure 2-15*), select the **Run program** radio button then tap **Next** to assign a shorthand to a program to run.

![Figure 2-18 Transcriber Options - Run Program Shorthand](image)

32. Tap in the **Shorthand** field, then write the shorthand to assign to a program.

33. Select the program from the **Run program** drop-down list.

34. Tap **Finish**.

35. Tap **ok**.

36. Tap **Dictionaries Settings** on the **Advanced** tab (*Figure 2-13*) to select the default dictionary or personal dictionaries to optimize word recognition. See *Creating Dictionaries on page 2-14* for information on creating a personal dictionary.
37. Check the dictionaries to use in recognition.

38. Tap ok.

Creating Dictionaries

To create a personalized dictionary:

1. On a host computer, open a text program such as Notepad.

2. Enter each dictionary word on a separate line.

3. Select File > Save as.

4. In the Save as type box, select All Files, then name the file using a .dct extension.

5. Using an ActiveSync connection, copy the file to the My Device\My Documents\Dictionaries folder on the device. The file appears in the Transcriber: Dictionaries window (Figure 2-19) for selection.

Word Completion

Use the Word Completion tab to adjust how suggested words pop up in a window above the input panel.

1. Tap Start > Settings > Personal tab > Input icon > Word Completion tab.

2. Make the desired changes to the settings.

3. Tap ok.
Options

Use the Options tab to adjust preferences for writing and recording.

1. Tap Start > Settings > Personal tab > Input icon > Options tab.

2. Make the desired changes to the settings.

3. Tap ok.
Lock

Use the Password window to set a password to disable unauthorized access to the device.

Password

If the device is configured to connect to a network, use a strong (difficult to figure out) password to help protect network security. Password cracking tools continue to improve and the computers used to crack passwords are more powerful than ever.

1. Tap Start > Settings > Personal tab > Lock icon > Password tab.

2. Select Prompt if device unused for check box to enable password protection.

3. From the drop-down list, select a time value for the protection to take affect after non-use.

4. From the Password type: drop-down list, select either Simple 4 digit or Strong alphanumeric.

5. For a simple password, enter a four-digit password in the Password field.

   For a stronger password:
   a. Enter a seven character password in the Password: field. A strong password must contain at least seven characters that are a combination of uppercase and lowercase letters, numerals, and punctuation.

   b. Re-enter the password in the Confirm: field.

6. Tap ok.
Hint

To set a hint to remember the password:

1. Tap **Start > Settings > Personal tab > Password icon > Hint tab.**

![Password Window - Hint Tab](image)

2. In the text box, enter a password hint for a password reminder.

3. Tap **ok.**
Menus

Use the **Menus** window to change the items that appear in the **Start** menu.

1. Tap **Start** > **Settings** > **Personal** tab > **Menus** icon.

![Figure 2-25  Menus Window](image)

2. Select up to seven programs to appear in the **Start** menu.

3. Tap **ok**.

To create subfolders and shortcuts to appear under the **Start** menu:

1. In ActiveSync on the host computer, click **Explore**.

2. Double-click **My Windows Mobile-based Device**.

3. Double-click **Windows**.

4. Double-click **Start Menu**.

5. Create the folders and shortcuts. The folders appear in the **Start Menu** after synchronization.
Owner Information

Use the Owner Information window to enter information about the device owner. The information can appear when the device is turned on.

Identification

To enter personal information:

1. Tap Start > Settings > Personal tab > Owner Information > Identification tab.

2. Fill in or edit the data as desired.

3. Tap ok.

Notes

To add more information about the owner:

1. Tap Start > Settings > Personal tab > Owner Information icon > Notes tab.

2. Enter information in the Notes: text box.

3. Tap ok.
Options

To display information when starting the device:

1. Tap Start > Settings > Personal tab > Owner Information icon > Options tab.

   ![Owner Information Window - Options Tab](image)

   Figure 2-28 Owner Information Window - Options Tab

2. To have owner information display when starting the device, select the Identification information and/or Notes check box(es).

3. Tap ok.

   After entering the information and selecting the Identification information and/or Notes check box(es), the Welcome window appears whenever the device powers on.

   ![Welcome Window](image)

   Figure 2-29 Welcome Window
Phone

NOTE Screens may vary depending upon product and carrier. Refer to your product user and integrator guides for specific information.

Use the Phone Settings window to customize settings, such as the ring type and ring tone for incoming calls, security options, and other options depending on the type of service.

- Phone tab - Use the Phone tab to customize ring type, ring tone, keypad tone, and security options.
- Services tab - Use the Services tab to configure settings for subscribed phone services.
- Network tab - Use the Network tab to view available networks, determine the order in which the phone accesses another network if the current network is unavailable, and specify whether to change networks manually or automatically.
- Phone Info tab - Use the Phone Info tab to view hardware and software information about the phone.
Sounds & Notifications

Use the Sounds & Notifications window to set event sounds and notification options.

Sounds

To enable event sounds:

1. Tap Start > Settings > Personal tab > Sounds & Notifications icon > Sounds tab.

2. Select the desired Enable Sounds for options.

   ![ Sounds & Notifications Window - Sounds Tab ]

   *NOTE* Turning off sounds saves power and prolongs battery life.

3. Tap ok.

Notifications

Use the Notifications tab to customize notification about different events.

1. Tap Start > Settings > Personal tab > Sounds & Notifications icon > Notifications tab.

2. Select the event name from the Event: drop-down list.

3. Choose how you want to be notified by selecting the appropriate check boxes. You can choose from several options, such as sound, a message, a flashing light, or vibrate.
4. Tap ok.

**Today**

Use the **Today** window to customize the **Today** screen.

**Appearance**

To change the appearance of the **Today** screen:

1. Tap **Start > Settings > Personal tab > Today icon > Appearance tab.**

![Figure 2-32 Today Window - Appearance Tab](image)

2. Select the desired theme for the **Today** screen background. To use a customized background, select the **Use this picture as the background** check box and tap **Browse** to locate the desired file on the device.

3. To beam a theme to another device, select the desired theme and tap **Beam**. This feature is only available on devices with infrared capabilities.

4. To delete a theme, select the desired theme and tap **Delete**.

5. Tap **ok**.

**Items**

To select items that appear on the **Today** screen:

1. Tap **Start > Settings > Personal tab > Today icon > Items tab.**

![Figure 2-33 Today Window - Items Tab](image)
2. Select the items to appear on the Today screen. To customize the information further, select an information type, then tap Options... (not available for all information types).

3. To set an inactivity timeout after which the device returns to the Today screen, select the Today timeout: check box, then select the time period from the drop-down list.

4. Tap ok.
About

Use the About window to view general system properties, change memory settings, input device name, and view copyright information.

Version

The Version tab displays general system settings.

1. Tap Start > Settings > System tab > About icon > Version tab.

![Figure 2-34 About Window - Version Tab](image)

2. Tap ok.

Device ID

Use the Device ID tab to customize the name and description of the device.

1. Tap Start > Settings > System tab > About icon > Device ID tab.

![Figure 2-35 About Window - Device ID Tab](image)

2. In the Device name: text box, enter a name for the device. Do not use spaces.

3. In the Description: text box, enter a description for the device.

4. Tap ok.
Copyrights

The **Copyrights** tab displays copyright information.

1. Tap **Start** > **Settings** > **System** tab > **About** icon > **Copyrights** tab.

   ![Figure 2-36 About Window - Copyrights Tab](image)

2. Tap ok.
Backlight

Use the Backlight windows to conserve battery power by turning off the backlight when the device is idle, and to control backlight brightness.

Battery Power

To set the backlight settings when using battery power:

1. Tap Start > Settings > System tab > Backlight icon > Battery Power tab.

   ![Backlight Window - Battery Power Tab](image)

   Figure 2-37 Backlight Window - Battery Power Tab

2. Select the **Disable backlight if device is not use for** check box to turn off the backlight when the device is not used for a certain period of time. Select this period of time from the drop-down list. Available times are 10 seconds, 30 seconds, 1 minute, 2 minutes, 3 minutes, 4 minutes, 5 minutes.

3. Select the **Enable backlight when a button is pressed or the screen is tapped** check box to turn on the backlight when the screen is tapped or if a key is pressed.

4. Tap ok.
External Power

To set the backlight settings when using external AC power:

1. Tap **Start > Settings > System tab > Backlight icon > External Power tab.**

![Backlight Window - External Power Tab](image)

2. Select the **Disable backlight if device is not used for** check box to turn off the backlight when the device is not used for a certain period of time. Select this period of time from the drop-down list. Available times are 1 minute to 10 minutes in 1 minute increments.

3. Select the **Enable backlight when a button is pressed or the screen is tapped** check box to turn on the backlight when the screen is tapped or if a key is pressed.

4. Tap ok.

Brightness

To set a brightness level for the backlight:

1. Tap **Start > Settings > System tab > Backlight icon > Brightness tab.**

![Backlight Window - Brightness Tab](image)

2. Select the **Disable backlight** check box to disable the backlight from turning on.

3. To adjust the brightness level, use the slider to adjust screen brightness.

4. Tap ok.
Certificates

Add and delete public key certificates on the device to help establish identity when logging onto a secured network, such as a corporate network. Certificates also help establish the identity of other computers, such as servers, with which the device connects. This helps prevent unauthorized users from accessing the device and information.

There are two types of certificates: personal certificates that establish identity, and root certificates that establish the identity of servers with which the device connects. The device may include a set of preinstalled certificates.

**Personal**

1. Tap **Start > Settings > System tab > Certificates icon > Personal tab.**

   ![Certificates Window - Personal Tab](image)

   The list box displays the name of the certificate issuer and the expiration date.

2. To view more information about a certificate, select it from the list box.

3. To delete a certificate, tap and hold it in the list box, and then tap **Delete.**

4. Tap **ok.**

**Intermediate**

1. Tap **Start > Settings > System tab > Certificates icon > Intermediate tab.**

   ![Certificates Window - Intermediate Tab](image)

   The list box displays the name of the certificate issuer and the expiration date.
2. To view more information about a certificate, select it from the list box.

3. To delete a certificate, tap and hold it in the list box, and then tap **Delete**.

4. Tap **ok**.

**Root**

1. Tap **Start** > **Settings** > **System** tab > **Certificates** icon > **Root** tab.

![Certificates Window - Root Tab](image)

The list box displays the name of the certificate issuer and the expiration date.

2. To view more information about a certificate, select it from the list box.

3. To delete a certificate, tap and hold it in the list box, and then tap **Delete**.

4. Tap **ok**.
Clock and Alarms

Use the Clock & Alarms windows to change the date, time, and time zone, and set alarms.

Time

To set the date, time, and time zone:

1. Tap Start > Settings > System tab > Clock & Alarms icon > Time tab.

   Figure 2-43 Clock Window - Time Tab

2. Select the Home radio button.

3. Select the current time zone from the time zone drop-down list.

4. To set the hour, tap on the hour field and use the up and down arrows next to the time to adjust the hour.

5. To set the minutes, tap on the minute field and use the up and down arrows next to the time to adjust the minutes.

6. To set the date, tap in the date field.

7. Tap the down arrow to the right of the date field. The Calendar window appears.

   Figure 2-44 Calendar

8. To select the month and year, tap the arrows to the right or left of the month until the current month and year appear.

9. Tap the day of the month. The calendar disappears.

10. Tap ok.

11. Set the Visiting time zone to quickly see the correct date and time in a frequently visited time zone.
Alarms

To use the device as a travel alarm clock, set a wake-up alarm.

1. Tap Start > Settings > System tab > Clock & Alarms icon > Alarms tab.

![Figure 2-45  Clock Window - Alarms Tab](image)

2. Highlight a Description field, then enter a name for the alarm.

3. Tap the letter(s) representing the day(s) of the week to enable the alarm.

4. Tap the Bell icon to set alarm features. The Alarm Settings window appears.

![Figure 2-46  Alarm Settings Window](image)

5. Select the Play sound check box to enable a sound when the alarm starts.

6. From the drop-down list, select the sound that plays when the alarm starts.

7. Select the Repeat sound check box to repeat the sound notification.

8. Select the Flash light and/or Vibrate checkbox to flash a light and/or vibrate when the alarm starts.

9. Tap ok.

10. Tap the time field to set the alarm time. The clock window appears.
11. Use the time field and up and down arrows to set the time, or tap, hold, and drag the clock hands.

12. Tap ok.

13. Set up to two more alarms in the available fields.

14. Tap ok.

15. To change the way the date or time is displayed on the device, see Regional Settings on page 2-49.

**More**

To display the clock in the title bar:

1. Tap Start > Settings > System tab > Clock & Alarms icon > More tab.

2. Check the Display the clock on the title bar in all programs check box.

3. Tap ok.
Customer Feedback

To help make Windows Mobile software better by participating in the Customer Experience Improvement Program, the device can collect information on how you use the software.

1. Tap Start > Settings > System tab > Customer Feedback icon.

2. To enable feedback, select the Send Feedback radio button. To disable feedback, select the Don’t Send Feedback radio button.

3. Tap ok.
Encryption

Use the **Encryption** window to encrypt files on a storage card.

![Encryption window](image)

**CAUTION** Encrypted files are opened just like other files, provided you are using the device that encrypted them.

Figure 2-50  *Encryption Window*

Tap the **Encrypt files placed on storage cards** check box to encrypt the files.
Error Reporting

To help Microsoft improve its software product, the device can collect information on software operation for reporting if a serious error occurs.

1. Tap Start > Settings > System tab > Error Reporting icon.

2. To enable error reporting, select the Enable error reporting radio button. To disable error reporting, select the Disable error reporting radio button.

Figure 2-51  Error Reporting Window

3. Tap ok.
External GPS

With a Global Positioning System (GPS) receiver, the device can show your exact location on a map. An accessory GPS receiver provides location information to programs on your device.

✓  **NOTE** A device may display GPS settings without having a built-in or plug-in GPS receiver, so refer to the device’s documentation.

Programs

Programs that use GPS must know which port to use to access GPS data. If you don’t specify a program port, many GPS-enabled programs cannot access GPS data.

1. Tap **Start** > **Settings** > **System** tab > **GPS** icon > **Programs** tab.

![GPS Settings Window - Programs Tab](image)

2. In the **GPS program port**: drop-down list, select the port from which programs access GPS data.

   The program port must be a different port than the one specified as the hardware port.

✓  **NOTE** Ensure GPS programs also have this port selected in their configuration settings. Refer to the GPS program’s user documentation for more information.
Hardware

Windows Mobile automatically detects some GPS receivers and configures the appropriate hardware settings for them. If your GPS receiver is not automatically configured, specify its hardware port and baud rate according to device specifications.

1. Tap **Start** > **Settings** > **System** tab > **GPS** icon > **Hardware** tab.

2. In the **GPS hardware port** drop-down list, select the port to which your GPS receiver is connected. This port must be a different port than the one specified as the program port.

3. In the **Baud rate** drop-down list, select the baud rate for the GPS receiver.

4. Tap **ok**.

Access

To allow multiple programs to simultaneously access GPS data, Windows Mobile automatically manages access to the GPS receiver. Selecting this is highly recommended, otherwise only one program at a time can access the GPS receiver.

1. Tap **Start** > **Settings** > **System** tab > **GPS** icon > **Access** tab.

2. Select the **Manage GPS automatically** check box.
3. Tap **ok**.

   ✔️ **NOTE** Some programs require direct access to the GPS receiver. For these programs, do not select this option.
GPS Setup

Use GPS Setup to configure Secure User Plane Location (SUPL) protocol with GPS enabled devices. Refer to the device’s user guide for more information.

Figure 2-55  GPS Setup SUPL Setup Window
Keylight

Use the Keylight window to conserve battery power or to turn off the keyboard backlight when the device is idle.

**Battery Power**

To set the keyboard backlight settings when using battery power:

1. Tap **Start > Settings > System tab > Keylight icon > Battery Power tab.**

   ![Keylight Window - Battery Power Tab](image)

   **Figure 2-56**  Keylight Window - Battery Power Tab

2. Select the **Disable keylight if device is not used for** check box to turn off the keyboard backlight when the device is not used for a certain period of time. Select this period of time from the drop-down list. Available times are 1 minute through 7 minutes in 1 minute increments.

3. Select the **Enable keylight when a button is pressed or the screen is tapped** check box to turn on the keyboard backlight when the screen is tapped or a key is pressed.

4. Tap **ok.**

**External Power**

To set the keyboard backlight settings when using external AC power:

1. Tap **Start > Settings > System tab > Keylight icon > External Power tab.**

   ![Keylight Window - External Power Tab](image)

   **Figure 2-57**  Keylight Window - External Power Tab
2. Select the **Disable keylight if device is not used for** check box to turn off the keyboard backlight when the device is not used for a certain period of time. Select this period of time from the drop-down list. Available times are 1 minute through 7 minutes in 1 minute increments.

3. Select the **Enable keylight when a button is pressed or the screen is tapped** check box to turn on the keyboard backlight when the screen is tapped or a key is pressed.

4. Tap **ok**.

**Advanced**

To enable or disable the keyboard backlight:

1. Tap **Start > Settings > System tab > Keylight icon > Advanced tab.**

![Figure 2-58 Keylight Window - Advanced Tab](image)

2. Select the **Disable keylight** check box to disable the keyboard backlight from turning on.

3. Select the **Track Backlight** check box to enable backlight tracking. This disables the options in the **Battery Power** tab and the **External Power** tab.

4. Tap **ok**.
Managed Programs

Lists applications that have been installed remotely by your system administrator.

Figure 2-59 Managed Programs Window
Memory

Use the Memory window to adjust RAM allocation, view storage card memory usage, and control active programs.

Main

To view the amount of memory allocated to file and data storage (Flash) versus program storage (RAM), and the amount of memory in use versus available memory:

1. Tap Start > Settings > System tab > Memory icon > Main tab.

![Memory Window - Main Tab](image)

2. Tap ok.

To free up memory on the device, close programs, delete unnecessary files, or move files and e-mail attachments to a storage card. Search for large files by tapping Find.

Storage Card

The Storage Card tab displays how much memory is available in the device’s partitions.

1. Tap Start > Settings > System tab > Memory icon > Storage Card tab.

![Memory Window - Storage Card Tab](image)

2. Tap the drop-down list, then the name of the partition to view its information.
3. Tap ok.

Running Programs

NOTE Running Programs is only available on Windows Mobile 6.0 devices. For Windows Mobile 6.1 devices, see Task Manager on page 2-57.

The Running Programs tab displays a list of active programs.

1. Tap Start > Settings > System tab > Memory icon > Running Programs tab.

![Figure 2-62 Memory Window - Running Programs Tab]

2. To display an active program, select the program from the Running Program List: list box and tap Activate.
3. To stop an active program, select the program from Running Program List: and tap Stop.
4. To stop all active programs, tap Stop All.
5. Tap ok.
Power

Use the Power window to view the status of the main and backup batteries and set power management options.

Battery

NOTE Not all Zebra devices have backup batteries. Refer to the device’s User Guide for more information.

The Battery tab provides general information about battery conditions. The amount of useful operating time remaining varies depending on battery type and device use.

To check the main battery and backup battery status:

1. Tap Start > Settings > System tab > Power icon > Battery tab.

2. Tap ok.

Advanced

Select options for turning off the device to conserve battery power. To conserve the most power, select the option to turn off the device after 3 minutes or less.

1. Tap Start > Settings > System tab > Power icon > Advanced tab.

2. Select On battery power: Turn off device if not used for check box.
3. Select a time value from the drop-down list.
4. Select **On external power: Turn off device if not used for** check box.
5. Select a time value from the drop-down list.
6. Tap **ok**.

**Wakeup**

Enable or disable the device’s wakeup based upon how the device was suspended.

1. Tap **Start > Setting > System tab > Power icon > Wakeup tab**.

![](image)

**Figure 2-65  Power Window - Wakeup Tab**

2. In the **Wakeup...** list, select a wakeup condition.
3. Tap the value in the **PwrKey** or **Other** column to toggle the wakeup trigger on and off.
4. Tap **Apply** to confirm your choices, or **Restore** to return the wakeup conditions to their defaults.

**Misc**

To prevent the power switch from suspending the system:

1. Tap **Start > Setting > System tab > Power icon > Misc tab**.

![](image)

**Figure 2-66  Power Window - Misc Tab**

2. Tap **Disable Power Switch** check box.
3. Tap **ok**.
CPU Power

To select the CPU power mode:

1. Select one of the Power Mode radio buttons:
   - Max Performance
   - Max Power Save
   - Auto Power.
2. Tap Apply.
3. Tap ok.

Optimizing Battery Life

Under normal conditions, the device offers many hours of use from a single charge. To extend battery life as much as possible, especially when on the road, observe these tips:

- Use external power whenever possible, especially when:
  - using the backlight
  - connecting to a host computer
  - using accessories.
- Set the device to turn off when idle. While on battery power, the device automatically turns off, or suspends operation, if not used for three minutes. Maximize battery life by shortening this time.
- By default, the device produces sounds in response to a number of events, such as warnings, appointments, and key presses. To optimize battery life, turn off unnecessary sounds. See Sounds & Notifications on page 2-22.

When batteries are low, a battery icon appears in the status bar.
Regional Settings

Use regional settings to change the way the device displays dates, times, currency amounts, large numbers, and numbers with decimal fractions. Also choose the metric or U.S. system of measurement.

Choose from a large number of input locales. When switching to another input locale, some programs offer special features, such as font characters or spell checkers designed for different languages.

1. Tap **Start > Settings > System tab > Regional Settings** icon > **Region** tab.

![Regional Settings Window - Region Tab](image)

2. From the drop-down list, select the country.

3. Tap the **Number** tab.

![Regional Settings Window - Number Tab](image)

4. Select the desired options. The characteristics available depend on the region selected on the **Region** tab.

5. Tap the **Currency** tab.
6. Select the desired options. The characteristics available depend on the region selected on the Region tab.

7. Tap the Time tab.

8. Select the desired options. The characteristics available depend on the region selected on the Region tab.

9. Tap the Date tab.

10. Select the desired options. The characteristics available depend on the region selected on the Region tab.

11. Tap ok.
Remove Programs

Use the **Remove Programs** window to remove programs that were installed on the device.

1. Tap **Start > Settings > System tab > Remove Programs** icon.

![Remove Programs Window](image)

2. From the **Programs in storage memory** list box, select the program to remove.

3. Tap **Remove**.

4. Tap **Adjust memory allocation** to adjust the allocation of storage and program memory. See *Memory on page 2-44*.

5. Tap **ok**.

---

**Figure 2-73**  *Remove Programs Window*
**Screen**

Use the **Screen** window to align the screen and to enable ClearType fonts.

**General**

1. Tap **Start** > **Settings** > **System** tab > **Screen** icon > **General** tab.

![Screen Window - General Tab](image)

**Figure 2-74**  **Screen Window - General Tab**

2. Select a screen orientation. **Figure 2-75** provides an example of screen appearance for portrait and landscape orientations.

![Portrait and Landscape Screen Orientation](image)

**Figure 2-75**  **Portrait and Landscape Screen Orientation**

3. Tap **Align Screen**.

4. Tap each target with the stylus and follow the on-screen messages.

5. Tap **ok**.

**Clear Type**

1. Tap **Start** > **Settings** > **System** tab > **Screen** icon > **ClearType** tab.
2. Select the Enable ClearType check box to enable easier reading of text in programs that support ClearType.

3. Tap ok.

Text Size

1. Tap Start > Settings > System tab > Screen icon > Text Size tab.

2. Use the slider to set the size of displayed text.

3. Tap ok.
System Info

Use System Info to view device information such as operating system and software versions, and display, memory, and configuration information.

System

The **System** tab displays the versions of the operating system, applications, and partitions running on the device.

Tap **Start > Settings > System tab > System Info icon > System tab**.

![System Info - System Tab](image)

Hardware Version

The **HW Version** tab displays information for the device’s hardware.

Tap **Start > Settings > System tab > System Info icon > HW Version tab**.

![System Info - HW Version Tab](image)

Display

The **Display** tab displays information for the device’s screen.

Tap **Start > Settings > System tab > System Info icon > Display tab**.
Miscellaneous

The Misc tab displays the size and speed for various device components.

Tap Start > Settings > System tab > System Info icon > Misc tab.

Package

The Package tab displays information on the packages loaded on the device.

Tap Start > Settings > System tab > System Info icon > Package tab.
ConfigInfo

The **ConfigInfo** tab displays information on how device components are configured.

Tap **Start > Settings > System tab > System Info icon > ConfigInfo tab.**

![System Info - ConfigInfo Tab](image-url)
Task Manager

NOTE Task Manager is not available on Windows Mobile 6.0 devices. Manage tasks using the Memory application. See Memory on page 2-44 for more information.

Use Task Manager to view runnings applications and processes, switch between applications and stop running applications.

1. Tap Start > Programs > Task Manager icon.

![Figure 2-84 Task Manager - Active Applications](image)

The window displays a list of running applications or running process with the amount of memory allocated and the percent of CPU time used.

- To stop a running application, select the application from the list and tap End Task.
- To stop all running applications, tap Menu > End All Tasks.
- To switch to an application, select the application and tap Menu > Switch To.
- To view running processes, tap Menu > View > Processes.
Windows Update

Use Windows Update to keep the operating system up to date. Check with your system administrator to see if it is supported.

Figure 2-85  Windows Update screen
Beams

By default, devices receive all incoming InfraRed (IR) and Bluetooth beams, and prompt for acceptance. Clear the **Receive all incoming beams** check box to prevent the device from detecting or receiving beams.

To reject incoming beams:

1. Tap **Start > Settings > Connections tab > Beam** icon.

   ![Beam Window](Figure 2-86 Beam Window)

2. Tap the **Receive all incoming beams** check box to clear the box.

3. Tap **ok**.

   ![NOTE](Figures) Not all Zebra devices use InfraRed technology.

   Ensure the **Receive all incoming beams** check box is checked to receive all incoming beams.

To receive beams from devices with older operating systems, tap **Receive an infrared beam**.
Connections

Use the Connections window to setup multiple network connections to Internet Service Providers (ISPs), network, or a VPN connection via an external modem.

Tap Start > Settings > Connections tab > Connections icon.

Refer to the Zebra device’s Integrator Guide or the modem manufacturer’s documentation for availability of connection options and connection instructions.

Task Tab

Use the Task tab to configure and manage network settings when using a modem. Select an item in this list and then complete the setup screens that follow with the appropriate information for your network.

My ISP

These items enable you to add and manage modem connections to an ISP. To complete the setup screens, obtain the following information from your ISP:

- ISP dial-up access telephone number
- Username
- Password
- TCP/IP settings.

My Work Network

These links enable you to establish the following connection types:

- Modem
- Virtual Private Network (VPN)
- Proxy server connection

To complete the setup windows, obtain the network parameters from your system administrator.

Modify an Existing Connection
Manage Existing Connections appears on the Connections tab after at least one network connection has been established.

Tap Manage Existing Connections on the Tasks tab and follow the setup screens.

You will usually be walked through the same setup screens used to establish the connection.

**Advanced Tab**

Use the **Advanced** tab to select the default network, dialing rules, and IP address exceptions for modem connections.

![Connections Window - Advanced Tab](image)

**Figure 2-88**  Connections Window - Advanced Tab
Domain Enroll

Domain Enroll is used with the Microsoft System Center Mobile Device Manager (MDM) 2008 to manage mobile devices on a company network.

Figure 2-89  Domain Enroll Window
USB to PC

Use **USB to PC** to change the type of USB connection your device uses when having problems connecting to ActiveSync.

![USB to PC Window](image)

**Figure 2-90  USB to PC Window**

Select the **Enable advanced network functionality** check box to enable the advanced network functionality.
Wi-Fi

To configure the device for a network connection:

1. Tap **Start > Settings > Connections tab > Wi-Fi** icon. The **Configure Network Adapters** window appears.

![Configure Network Adapters Window](image)

Figure 2-91  Configure Network Adapters Window

2. In the **My network card connects to:** drop-down list, select the appropriate connection.

3. In the **Tap an adapter to modify settings:** list, select the adapter to modify.

![IP Address Tab](image)

Figure 2-92  IP Address Tab

4. In the **IP address** window, select the appropriate radio button:
   - **Use server-assigned IP address**
   - **Use specific IP address.** Enter the IP address, Subnet mask, and Default gateway, as needed.

5. Tap the **Name Servers** tab.
6. Enter the appropriate DNS, Alt DNS, WINS, and Alt WINS server addresses.

7. Tap **ok**.

8. Tap **ok** to exit.
Wireless Manager

Windows Mobile 6 devices include **Wireless Manager**, which provides a simple method of enabling, disabling, and configuring all the device’s wireless capabilities in one place.

To open **Wireless Manager**, tap the **Connectivity** icon or tap **Wireless Manager** on the **Today** screen.

![Wireless Manager Window](image)

**Figure 2-94**  *Wireless Manager Window*

To enable or disable a wireless connection, tap the specific button.

To enable or disable all wireless connections, tap the **All** button.

To configure settings for a connection, tap **Menu**.

![Wireless Manager Menu](image)

**Figure 2-95**  *Wireless Manager Menu*

**NOTE** Wireless connection options vary depending upon configurations.
Chapter 3 Mobile 6 Applications

Introduction

This chapter describes the following Microsoft applications:

- Calendar
- Contacts
- Tasks
- Notes
- Messaging
- Windows Media
- Pictures & Videos
- Internet Explorer
- Windows Live
- Internet Sharing.
Calendar

Use Calendar to schedule appointments such as meetings. View appointments in different ways (Agenda, Day, Week, Month, and Year) and easily change views by tapping the time unit in the command bar.

**Figure 3-1  Calendar Window**

Check appointments in different views by tapping the time units described in Table 3-1 in the command bar.

**Table 3-1  Appointment Views**

<table>
<thead>
<tr>
<th>View</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agenda</td>
<td>Upcoming appointments appear in bold, past appointments do not.</td>
</tr>
<tr>
<td>Day</td>
<td>View the day’s schedule in 30-minute blocks.</td>
</tr>
<tr>
<td>Week</td>
<td>View the week’s schedule in one-hour blocks.</td>
</tr>
<tr>
<td>Month</td>
<td>View the month’s schedule in 12-hour blocks.</td>
</tr>
<tr>
<td>Year</td>
<td>View a year calendar.</td>
</tr>
</tbody>
</table>

**Creating Appointments**

To create an appointment:

1. Tap Start > Calendar.
2. Tap Menu > New Appointment. When necessary, hide the input panel or use the scroll bar to see all available fields.
3. Tap in the **Subject:** text box and use the input panel to enter a subject, or tap the arrow next to the **Subject:** text box to select pre-defined text.

4. Tap in the **Location:** text box and use the input panel to enter a location, or tap the arrow next to the **Location:** text box to select a pre-defined location.

5. Tap the date in the **Starts:** and **Ends:** fields to select new dates from a pop-up calendar. Tap the time in these fields to enter a time, or tap the arrow next to the time to select a time.

6. Tap the **All Day:** drop-down list to select whether the appointment lasts all day.

7. If the appointment occurs more than once, tap the **Occurs:** field and select an option from the drop-down list, or select **Edit pattern...** in the drop-down list to create a new pattern option.

8. In the **Reminder:** field, select **Remind me** to receive a reminder notification for the appointment according to the options set in **Start > Settings > Personal tab > Sounds & Notifications.** Tap the number field below **Remind me** to select the length of time before the appointment to be reminded. Tap the time unit field next to the number field to select minutes, hours, days, or weeks.

9. To assign the appointment to a category, tap **Categories.**

10. To select one or more categories for the appointment, select their check boxes. This allows displaying appointments by category in the appointment list.

11. Select **New** to add a category.
12. Enter the name for the category in the text box, and tap ok.
13. Tap ok.
14. Tap in the Attendees: field to select attendees from the contacts list.
15. Tap the Status: drop-down list to select how the appointment appears to others.
16. Tap the Sensitivity: drop-down list and select Private to mark the appointment as private.
17. To add notes, such as maps and directions, tap the Notes tab. Enter text, draw, or create a recording. For more information on creating notes, see Notes on page 3-15.
18. When finished, tap ok to save the appointment and return to the Calendar.

**Editing an Appointment**

To make changes to an appointment:
1. Tap Start > Calendar.
2. Tap the appointment in the list to open it.
3. Tap Edit and make the changes. See Creating Appointments on page 3-2.
4. Tap ok.

**Deleting an Appointment**

To delete an appointment:
1. Tap Start > Calendar.
2. Tap and hold the appointment in the list and select Delete Appointment from the pop-up menu, or select the appointment and tap Tools > Delete Appointment.

**Beaming Appointments**

To beam an appointment to another device:
1. Tap Start > Calendar.
2. Align the infrared ports on the devices.
3. Tap and hold the appointment, and select Beam Appointment.
4. Select **Infrared** in the **To beam, select a device** field. After sending the file a message appears indicating successful data transfer.

**Using the Summary Window**

To view a summary window for an appointment:

1. Tap **Start > Calendar**.
2. Tap the appointment.

![Appointment Summary Window](image)

**Creating Meeting Requests**

Use Calendar to set up meetings with users of Outlook or Pocket Outlook. The meeting notice is created automatically and sent upon message synchronization or connecting to the e-mail server. Indicate how to send meeting requests by tapping **Start > Calendar > Tools > Options > Appointments** tab. See *Configuring Calendar Views on page 3-5*. If sending and receiving e-mail messages through ActiveSync, select **ActiveSync**.

To schedule a meeting:

1. Tap **Start > Calendar**.
2. Create an appointment. See *Creating Appointments on page 3-2*.
3. In the appointment details, hide the input panel or scroll down, then tap **Attendees**.
4. From the list of e-mail addresses entered in Contacts, select the meeting attendees.
5. Tap **ok**.
6. Tap **ok** to place the meeting request in the Outbox folder. For more information on sending and receiving meeting requests, see **Calendar Help** and **Inbox Help** on the device.

**Configuring Calendar Views**

To configure calendar views:

1. Tap **Start > Calendar > Menu > Options**.
2. On the **General** tab, select the first day of the week to display from the drop-down list.

3. Select the number of days to appear in the **Week view** drop-down list.

4. Select the **Show half hour slots** check box to appear in Agenda, Day, and Week views.

5. Select the **Show week numbers** check box to appear in Week and Month views.

6. Tap the **Appointments** tab.

7. Select the **Set reminders for new items** check box to set default reminder times.

8. Select the amount of time before an appointment to issue reminders using the number and time unit drop-down lists.

9. Next to **Show icons**: select appointment icons to appear.

10. Select an item from the **Send meeting requests via** drop-down list to indicate how to send appointment requests.
Contacts

For Windows Mobile 6 devices, Contacts maintains a list of associates and friends so information is easily accessible at home or on the road. Use the infrared (IR) port to share Contacts information with other users.

Changing Contact Options

1. To view the contact list by company name rather than by the contacts’ names, tap Start > Programs > Contacts > Menu > View By > Company.
2. To change the way information is listed, tap Menu > Options.
3. Clear the Show alphabetical index check box to increase the space available for listing contacts.
4. Select the Show contact names only check box to hide information other than the contacts’ names in the list.
5. Enter an Area code: and select a Country/Region: to use when creating new contacts.

Creating a Contact

To create a contact:

1. Tap Start > Programs > Contacts.
2. Tap New.
3. Using the input panel, tap in each field and enter contact information as needed. Scroll down to see all fields.

4. Tap the arrow next to the Name: or Home addr: field to open a window for adding more details.

5. To assign the contact to a category, tap Categories.

6. To select one or more categories for the contact, select their check boxes. This allows displaying contacts by category in the contact list.

7. Tap New to add a category.
8. Enter the name for the category in the text box, and tap ok.

9. Tap ok.

10. To add notes, tap the Notes tab and enter text, draw, or create a recording. For more information on creating notes, see Notes on page 3-15.

11. When finished, tap ok to return to the contact list.

**Editing a Contact**

To make changes to a contact:

1. Tap Start > Programs > Contacts.

2. Tap the contact in the contact list to open it.

3. Tap Edit and make the changes. See Creating a Contact on page 3-7.

4. Tap ok.

**Deleting a Contact**

To delete a contact:

1. Tap Start > Programs > Contacts.

2. Tap and hold the contact in the contact list and select Delete Contact from the pop-up menu, or select the contact and tap Menu > Delete Contact.
Finding a Contact

Find a contact in one of the following ways:

- In the contact list, enter a contact name in the Find a name text box under the status bar. To show all contacts again, tap the left arrow button to the right of the box to clear the text.

- In the drop-down list, tap the category list (labeled All Contacts by default) and select the type of contact to display. To show all contacts again, select All Contacts. To view a contact not assigned to a category, select No Categories.

- To view the names of associated companies, in the contact list, tap Menu > View By > Company. The number of contacts that work for that company appears to the right of the company name.

- Tap Start > Programs > Search, enter the contact name, select Contacts for the type, then tap Search.

Beaming Contacts

To beam a contact to another device:

1. Tap Start > Programs > Contacts.
2. Align the infrared ports on the devices.
3. Tap and hold the contact, and select Beam Contact, or select Menu > Beam Contact...
4. Select Infrared in the To beam, select a device field. After sending the file a message appears indicating successful data transfer.

Using the Summary Window

To view a summary window for a contact:

1. Tap Start > Programs > Contacts.
2. Tap a contact in the contact list.

Figure 3-12  Contacts Summary Window
Tasks

Use Tasks to keep a “to do” list.

Creating a Task

To create a task:

1. Tap Start > Programs > Tasks.
2. Tap New. When necessary, hide the input panel or use the scroll bar to see all available fields.
3. Tap in the Subject: text box and use the input panel to enter a subject, or tap the arrow next to the Subject: text box to select pre-defined text.
4. Tap in the Priority: field and select a priority level.
5. Tap in the Status: field and select whether the task is completed or not.
6. Tap the date in the Starts: and Due: fields to select these dates from a pop-up calendar.
7. If the task occurs more than once, tap the Occurs: field and select an option from the drop-down list, or select Edit pattern... in the drop-down list to create a new pattern option.
8. In the **Reminder**: field, select **Remind me** to receive a reminder notification for the task according to the options set in **Start > Settings > Personal** tab > **Sounds & Notifications**. Tap the date field below **Remind me** to select the date to issue the reminder.

9. To assign the task to a category, tap **Categories**.

![Figure 3-15 Task Categories](image)

10. To select one or more categories for the task, select their check boxes. This allows displaying tasks by category in the task list.

11. Tap **New** to add a category.

![Figure 3-16 Task Categories - Adding a Category](image)

12. Enter the name for the category in the text box, and tap **ok**.

13. Tap **ok**.

14. Tap the **Sensitivity**: drop-down list and select **Private** to mark the appointment as private.

15. To add notes, tap the **Notes** tab and enter text, draw, or create a recording. For more information on creating notes, see **Notes on page 3-15**.

16. Tap **ok** to save the task and return to the task list.

   ![NOTE](image) **To create a task with only a subject, tap in the Tap here to add a new task field and enter task information.**

**Editing a Task**

To make changes to a task:
1. Tap Start > Programs > Tasks.
2. Tap the task in the task list to open it.
3. Tap Edit and make the changes. See Creating a Task on page 3-11.
4. Tap ok.

**Deleting a Task**

To delete an task:

1. Tap Start > Programs > Tasks.
2. Tap and hold the task in the task list and select Delete Task from the pop-up menu, or select the task and tap Menu > Delete Task.

**Beaming Tasks**

To beam a task to another device:

1. Tap Start > Programs > Tasks.
2. Align the infrared ports on the devices.
3. Tap and hold the task and select Beam Task, or select the task and tap Menu > Beam Task...
   To beam several tasks, tap and drag to select the tasks, then tap Menu > Beam Task...
4. Select Infrared in the To beam, select a device field. After sending the file a message appears indicating successful data transfer.

**Using the Summary Window**

To view a summary window for an appointment:

1. Tap Start > Programs > Tasks.
2. Tap a task in the task list.

![Task Summary Window](image)

*Figure 3-17  Task Summary Window*
Configuring Tasks

To change how tasks appear:

1. Tap Menu > Filter, then select an option to show all tasks or tasks within a category.

2. Tap Menu > Sort By, then select an option to sort the tasks by status, priority, subject, start date, or due date.

3. Tap Menu > Options...

4. Select the Set reminders for new items check box to select whether to enable reminders for new items.

5. Select the Show start and due dates check box to display start and due dates for tasks.

6. Select the Show Tasks entry bar check box to display the entry bar at the top of the Tasks application.
Notes

Use Notes to capture thoughts, reminders, ideas, drawings, and phone numbers. Create a written note or a recording, or include a recording in a note. If a note is open when creating the recording, it is included in the note as an icon. If the note list is displayed, it is created as a stand-alone recording.

![Notes Window](image)

Figure 3-20  Notes Window

To limit the notes displayed, tap the **Folder** drop-down list under the status bar (labeled **All Folders** by default), then select an option to show notes within all folders or within a specified folder. Select **Add/Delete**... from the **Folder** drop-down list to add or delete a folder.

Creating a Note

To create a note:

1. Tap **Start** > **Programs** > **Notes**.
2. Tap **New**.
3. Create a note by writing, drawing, typing, and recording. For more information about using the input panel, writing and drawing on the screen, and creating recordings, see *Entering Information on page 1-4*.

![Creating a Note](image)

Figure 3-21  Creating a Note

4. Tap **ok** to save the note and return to the **Notes** list.
Creating a Template

To create a template for notes:

1. Tap Start > Programs > Notes.
3. In the Notes list, tap and hold the note, then select Rename/Move... .
4. In the Folder: drop-down list, select Templates to store the note in the Templates folder.
5. Tap ok.

Creating a Note Using a Template

To create a note based on a template:

1. Tap Start > Programs > Notes.
2. Tap the Show list (labeled All Folders by default), then select Templates. If the Templates folder doesn’t appear, tap More Folders.
3. Tap the template to use, and make the changes.
4. Tap ok to close the note.
5. In the Notes list, tap and hold the note, then select Rename/Move... .
6. Enter a new name, folder, and location for the note.
7. Tap ok.
**Editing a Note**

To make changes to a note:

1. Tap Start > Programs > Notes.
2. Tap the note in the Notes list to open it.
3. Make the changes.
4. To rename the note, tap Menu > Tools > Rename/Move... .
5. Enter the new name in the Name: field. See Figure 3-22 on page 3-16.
6. To move the note to a different folder, in the Folder: drop-down list, select the new folder.
7. Tap ok.
8. Tap ok.

**Deleting a Note**

To delete a note:

1. Tap Start > Programs > Notes.
2. Tap and hold the note in the Notes list and select Delete from the pop-up menu, or select the note and tap Menu > Tools > Delete.

**Beaming Notes**

To beam a note to another device:

1. Tap Start > Programs > Notes.
2. Align the infrared ports on the devices.
3. Tap and hold the note and select Beam File..., or select the note and tap Menu > Tools > Beam... .
   To beam several notes, tap, drag, and hold to select the notes, then select Beam File... .
4. Select Infrared in the To beam, select a device field. After sending the file a message appears indicating successful data transfer.
Configuring Notes

To configure Notes:

1. Tap Start > Programs > Notes.

2. Tap Menu > Options.

3. In the Default mode: drop-down list, set the note taking mode (writing or typing).

4. In the Default template: drop-down list, select which template to use as a default when creating notes.

5. In the Save to: drop-down list, select where to save the note (in main memory, in the Application folder, or the cache disk).

6. In the Record button action: drop-down list, select whether pressing the record hardware button switches to the Notes application or remains in the current application.

7. To change input options, tap Global Input Options. See Input on page 2-6.
Messaging

Use Messaging to manage and organize both e-mail and (SMS) text messages. See Setting an E-mail Server Connection for more information on how to set up an e-mail server connection.

With Messaging, you can:

- Setup a new e-mail account with an Internet service provider (ISP) or an account that you access using a VPN server connection.
- Synchronize Outlook E-mail messages with Microsoft Outlook on your computer or with a Microsoft Exchange server.
- Send and receive Live Hotmail messages by signing into Windows Live. See Windows Live on page 3-52 for more information.
- Send and receive e-mail messages by connecting directly to an e-mail server through an Internet service provider (ISP) or a network.
- Send and receive text messages through your mobile service subscription. Messaging supports 8 bits data with class 0, 1, 2, 3, as well as USDD (Unstructured Supplementary Service Data).

Setting an E-mail Server Connection

You can set up a connection to an e-mail server so that you can send and receive e-mail messages on your device. You can use multiple e-mail accounts to receive your messages. For each e-mail account you intend to use, first set up and name the e-mail service. If you use the same service to connect to different mailboxes, set up and name each mailbox connection.

There are two types of e-mail account that can be managed using your device.

- Microsoft Outlook
  Using Microsoft Outlook, your Inbox is updated each time you sync with your computer or corporate e-mail server.
- POP3/IMAP4
  This includes e-mail service from providers. These e-mail accounts can be managed remotely using a wireless connection.

To Set Up an E-mail Account

1. Tap Start > Messaging.
2. Tap Setup E-mail. The E-mail Setup window appears.
3. Enter your e-mail address.

4. In Windows Mobile 6.1, enter your password.

5. In Windows Mobile 6.0, tap the **Try to get e-mail settings automatically from the Internet** check box to allow auto setup to connect to the Internet and obtain e-mail server settings.

   **NOTE** When Auto configuration connects to the Internet, it transmits your e-mail address and other information. To prevent Auto configuration from connecting to the Internet, clear the Attempt to obtain e-mail settings from the Internet check box and enter the e-mail settings yourself. You may need to get e-mail server information from your service provider.

   For information that addresses your privacy concerns, tap **Read Privacy Statement online**.

6. Tap **Next**.

   **Auto configuration** attempts to download necessary e-mail server settings, so you do not need to enter them manually. If auto-configuration is successful you can begin sending/receiving e-mails. If unsuccessful you need to manually enter the settings.

7. Once **Auto configuration** is finished, tap **Next**.

8. Enter your name and account name that displays in Messaging. Tap **Next**.

9. In Windows Mobile 6.0, enter your user name and password. Tap **Next**.
10. Select the timeframe for check for new e-mail. From the **Automatic Send/Receive** drop-down list.

11. Tap **Finish**.

Before you tap **Finish**, you can tap **Review all download settings** to access additional settings.

**Open Messaging**

To open Messaging tap **Start > Messaging**.

To send and receive e-mail messages select an e-mail account then tap **Menu > Send/Receive**.
Using The Message List

The messages you receive display in the message list. By default, the most recently received messages display first in the list.

![Message List](image)

When you receive a message, tap it to open. Unread messages are displayed in bold text.

Creating an E-mail Message

To compose an e-mail message:

1. In the message list, tap **Menu > New**.
2. In the **To** field, enter the e-mail address of your intended recipients.
   - Manually enter the address using any of the **Input Selector** options.
   - Type the first few letters of an e-mail address that is stored in **Contacts**, then tap any of the available e-mail addresses. The auto-suggest feature suggests e-mail addresses as you type so that you find them more quickly.
   - Tap **Menu > Add Recipient** to display the contact list, then tap a contact from the list.

   ![Add Recipient](image)

   **NOTE** Ensure multiple e-mail addresses within the same field is separated with a semicolon.

3. Compose your e-mail message.

   **Messaging** supports the following e-mail options.
   - To enter a preset or frequently used messages, tap **Menu > My Text**, then select a message.
   - Use the **Menu > Insert** command to attach a picture, voice note, or any file as e-mail attachments.
     When attaching a voice note, the **Recording** toolbar appears for you to create the voice note (file format: .wav); or you can select a previously created voice note (file format: .pwi).
     **Outlook Mobile** supports attachment of Office Mobile files (Word, Excel, and PowerPoint).
   - Use the **Menu > Spell Check** command to search your message for common spelling errors.
   - Use the **Menu > Message Options** command to set the priority level, security, and language options.

4. Tap **Send** when you've finished the message.
If you are working offline, the message is moved to the **Outbox** folder and sent the next time you're online.

![Creating a Message](image)

**Figure 3-30  Creating a Message**

By default, sent e-mail messages are not saved on your device to help conserve memory. If you prefer to keep copies of sent e-mail messages, follow the procedure below:

1. In the message list, tap **Menu > Tools > Options**.
2. On the **Message** tab, select the **Keep copies of sent items in the Sent folder** option.
3. Tap **ok**.
4. If you are using an Outlook E-mail or a IMAP4 account, select the **Sent Items** folder for synchronization.

For more information on e-mail synchronization options, see *To configure ActiveSync e-mail synchronization settings: on page 3-24*.

**Downloading Messages**

The manner in which messages are downloaded in your device depends on the type account you have.

- E-mail messages in an Outlook E-mail account can be downloaded during ActiveSync synchronization.
- E-mail messages in a Windows Live Hotmail account can be downloaded when signed into Windows Live.
- E-mail messages in an e-mail account provided by your ISP, or that you access using a virtual private network (VPN) server can be downloaded from a remote e-mail server.
- Text messages are automatically received by your device when the phone function is turned on. When the phone function is disabled, messages are held by your mobile phone service provider until the next time you turn the phone function on.

**Synchronizing Outlook E-mail Messages**

Outlook e-mail messages can be synchronized as part of the general ActiveSync synchronization process.

During ActiveSync synchronization:

- Only the first 500 bytes (or characters, including spaces) of each new message sent to you within the last three days.
- Messages are copied from the Outlook Inbox folder on your computer, or from a Microsoft Exchange server, to the Outlook E-mail Inbox folder on your device.
• The messages on your device and on your computer are linked. When you delete a message on your device, it is also deleted from your computer the next time you synchronize, and vice versa.

To set up ActiveSync e-mail synchronization:
1. Connect your device to your computer.
2. Open ActiveSync on your computer.
3. Click Tools > Options.
4. Select the E-mail checkbox.
5. Click OK.

To configure ActiveSync e-mail synchronization settings:
1. Connect your device to your computer.
2. On ActiveSync on your computer, ensure the details pane is open. If it’s not, click Show Details.
3. Double-click E-Mail.
4. Select the e-mail synchronization options you prefer.
   • If you receive long messages often and want to synchronize them in full, select a larger size in the Download size limit drop-down list.
   • If you want to synchronize more past messages, increase the interval in the Download the past drop-down list.
   • If you want to include e-mail attachments, select the Include file attachments checkbox. To limit the size of synchronized attachments, select the Only if smaller than checkbox and enter a size limit. Attachments larger than this limit are not synchronized with your device.
   • If you want to synchronize folders other than Inbox, click Select Folders, then select the subfolders that you want to synchronize.
     The Deleted Items folder synchronizes only one direction, from the device to the computer. Items in the Deleted Items folder on your computer do not appear on your device.
5. Click OK twice.

Synchronizing POP3/IMAP4 E-mail Messages

POP3/IMAP4 e-mail messages are downloaded using an e-mail server connection. During e-mail server synchronization:
• New e-mail messages are downloaded to that account’s Inbox folder.
• E-mail messages in that account’s Outbox folder are sent.
• E-mail messages that have been deleted in the e-mail server are removed from your device’s Inbox folder.
• If you are using a POP3 account and you move e-mail messages to a folder you created, the link is broken between the messages on your device and their copies on the e-mail server. The next time you connect, the e-mail server sees that the messages are missing from the device’s Inbox and delete them from the server. This prevents you from having duplicate copies of a message, but it also means that you will no longer have access to messages that you move to folders created from anywhere except your device.
• If you are using an IMAP4 account, the folders you create and the e-mail messages you move are mirrored on the server. Therefore, messages are available to you anytime you connect to your e-mail server, whether it is from your device or from your computer. This synchronization of folders occurs whenever you connect to your mail server, create new folders or rename/delete folders when connected.
To synchronize POP3/IMAP4 e-mail messages:

1. On the message list on your device, tap **Menu > Go To**, then select the e-mail account you want to use.

2. Tap **Menu > Send/Receive**.

**Managing Messages and Folders**

To change folder options:

1. Tap **Start > Messaging**.
2. Select an e-mail account.
3. Tap **Menu > Tools > Manage Folders**...

4. As needed, manage folders as follows:
   - To move a message to another folder, in the message list, tap and hold the message, then select **Move...** on the pop-up menu. Select a folder to move to.
   - Tap and hold a folder, then tap **New Folder...** to create a new folder under the selected folder.
   - To change a folder name, tap and hold the folder, then tap **Rename...**. Note that default folder names cannot be changed.
   - To delete a folder and its contents, tap and hold **Delete**.
   - Tap and hold a folder, then select **Folder Options** to set folder synchronization settings for that folder.
Configuring Accounts

To configure accounts:

1. Tap Start > Messaging.

2. Tap Menu > Options to modify how messages appear on-screen.

3. To change a signature, tap the Accounts tab.

![Figure 3-33 Messaging Options Window - Accounts Tab](image)

4. Tap the Signatures... button.

![Figure 3-34 Messaging Options - Signatures Window](image)

5. Select the account to use a signature with from the drop-down list.

6. Select the Use signature with this account check box.

7. Select the Use when replying and forwarding check box to append the signature to replied and forwarded messages.

8. Enter the signature in the text box.

9. Tap ok.

10. Tap the Security... button.
11. Select the **Warn before navigating to a URL or file link that is not on my device** check box to notify you when a link is not on this device.

12. Tap **ok**.

13. Select the **Display account picker when opening Messaging** check box to display the list of e-mail account when Messaging opens.

14. Tap the **Message** tab to customize reply formatting options.

15. Select the **When replying to e-mail, include body** check box to choose whether to include the original message in the reply, and how this appears.

16. Select the **Keep copies of sent items in Sent folder** check box to track sent messages. Note that this occupies memory on the device.

17. Select the **Warn when deleting messages in the message list** check box to indicate when messages are going to be deleted.

18. From the drop-down list, select whether, after deleting or moving a message, to see the next message, show the previous message, or return to the message list.

19. On the **Address** tab, use the drop-down list to select which e-mail address book to check in **Contacts**.
20. Many e-mail servers can verify names with an online address book (a directory service) using Lightweight Directory Access Protocol (LDAP). To have Messaging check a directory service as well as a contact list to verify names entered in the To, Cc, and Bcc fields, select the mail service in the Verify names using these address books: field (if listed) and tap ok. If the mail service is not listed, tap Add... .

21. In the Directory name: and Server: text boxes, enter the LDAP directory and server names.

22. If authentication is needed for the server, select the Authentication is necessary on this server check box, then enter the user name and password in their respective fields.

23. To check this service when using Messaging, select the Check name against this server check box.

   \[\text{NOTE}\] When using synchronization to send and receive messages, disable installed directory services to avoid error messages that occur when Messaging attempts to verify names against an unconnected service.

24. Tap ok.

25. On the Storage tab, select the Store attachments on storage card check box to save message attachments to a storage card rather than internal RAM.
26. Select an option from the **Empty deleted items**: drop-down list to select when items are permanently removed.

**Deleting Accounts**

To delete an account:

1. Tap **Start > Messaging**.
2. Select the account to delete.
3. Tap **Menu > Delete**.
4. Tap **Yes** to delete the account.
Windows Media

Enjoy your favorite music and movies on the road, online or offline, with the new Windows Media Player 10 Mobile. The Player provides you with the highest quality audio and video experience for your mobile entertainment and it works seamlessly with Windows Media Player 10 on your Windows XP-based computer.

Copying Files To Your Device

Use the Sync feature in Windows Media Player 10 on your computer to copy your digital media files to your device. Using the Player, instead of simply copying files using the Explore button in ActiveSync, ensures that licenses are copied with protected files.

1. In Windows Media Player on your computer, click the Library tab (you must first connect your device to your computer).
2. In the Playlist pane, click the playlist, category, or other item that you want to copy.
3. On the top right side of the screen, click Now Playing List, then select Sync List.
4. Drag the items from middle portion of the screen to the Sync List pane to add them to the list of items to be synchronized.
5. Click Start Sync at the bottom right corner of the screen.

![Media Player Window](image)

Windows Media Player verifies that there is sufficient storage space on your device to copy the selected files. If there is sufficient space, the files are converted (if necessary) and copied. If the device has insufficient storage space, May not fit appears next to the selected items in the Sync List pane.

**NOTE** To facilitate faster copying of audio files to your device, it is recommended that you configure Windows Media Player 10 on your computer to automatically determine the quality level settings applicable to the mobile computer. See the Windows Media Player Help on your computer for more information.

To open Windows Media Player 10 Mobile:

Tap Start > Programs > Windows Media.

The Player displays the last open screen from your previous session.

The library

The library contains links to your playlists and audio or video files. You can sort content by criteria such as artist name, album title or genre. By default, Windows Media Player 10 Mobile automatically searches your device for
compatible digital media files and adds them to the My Device library. Similarly, when you insert a storage card into your device, Windows Media Player 10 Mobile automatically detects the files and adds them to the Storage Card library.

To update the library:

If the Player does not detect new files that you copy to your device, you can manually update the library.

1. Tap **Start** > **Programs** > **Windows Media**.
2. Tap **Menu** > **Update Library**.

![Figure 3-41 Update Library](image)

3. Wait for files to be added, then tap **Done**.

**The Playlist**

A playlist is a customized list of digital media files that you want to watch or listen to. Using a playlist lets you group various digital media files together and specify the order you want the files to play in. You can also use playlists to copy files to your computer.

You can create a playlist based on:

- **Source** - For example, tracks from various CDs of your favorite artist or streaming media from an online music site.
- **Personal preferences** - For example, a playlist of tracks belonging to your favored music genre or video clips from your funny movie collection.
- **Mood or activities** - For example, a playlist of tracks you want to listen while travelling or during your R&R periods.

The Player has two default playlists:

- **Local Content** - Consists of all compatible audio and video files stored on your device and/or storage card.
- **Web Favorites** - Consists of your favorite streaming media files. This playlist is empty until you add items to it.

To add items to the Now Playing playlist:

1. On the **Library** screen, tap **Menu** > **Library**.
2. Select a library in the Library pick list (for example a storage card).

    \* NOTE \* If the Player does not detect new files that you copied to your device, you can manually update the library by tapping Menu > Update Library. After the files have been added, tap Done.

3. Select a category, then tap and hold the item that you want to add in the Now Playing folder.

4. Tap Queue Up.

5. Tap Menu > Now Playing.

6. On the Now Playing screen, tap \( \text{ } \) to switch to the Library screen and find items to add to the Now Playing playlist.

    \* NOTE \* To quickly add a group of files to the Now Playing playlist, tap and hold an item in the library (such as an album name, artist name or genre), then tap Queue Up.

To edit the Now Playing playlist:


    - or -

    Tap Menu > Library > Menu > Now Playing, then the playlist you want to edit.
2. Perform any of the following:

- Tap \( \text{up} \) to move the selected item up in the playlist. You can also tap and drag an item to move it up in the playlist.

- Tap \( \text{down} \) to move the selected item down in the playlist. You can also tap and drag an item to move it down in the playlist.

- Tap \( \text{Library} \) to display the Library screen and add items to the Now Playing playlist.

- Tap \( \text{delete} \) to delete the selected item from the playlist.

- Tap \( \text{properties} \) to view track properties of the selected item.

To delete an item in the Now Playing playlist:


2. Tap and hold the item you want to delete, then tap Remove from Playlist from the pop-up menu.

- or -

Tap an item you want to delete, then tap Menu > Remove from Playlist.
**Viewing track properties**

You can check the file properties of a track for your reference. You can do this either in a playlist screen or in the Player screen.

To view track properties from a playlist:

1. On the **Library** screen, tap **My Playlists**.

![Figure 3-46](image)

2. Tap a playlist category.

3. On the **Playlist** window, tap or play a file.

4. Tap **Menu > Properties**.

![Figure 3-47](image)

5. Tap the scroll bar to view more fields.

6. Tap **ok**.

To view track properties from the Player screen:

- On the **Playback** screen, tap **Menu > Properties**.
- Or -
- On the **Playback** screen, tap **Now Playing**, then tap **ok**.
Tap the scroll bar to view more fields.

**File Playback**

The Player supports playback of the following file formats:

- **Windows Media** - Including .asf, .asx, .wax, .wm, .wma, .wmv, .wmx, and .wvx files.
- **MPEG** - .mp3 files

You can play files stored in your device, a storage card, or a network.

**Playing a file stored in your device or in a storage card**

If you want to use files stored in a storage card, install the card to your device.

1. On the **Playback** screen, tap **Now Playing**.

![Figure 3-48](image)

2. Tap , then the playlist/location where the file you want to play is assigned/located.

3. Tap **Play**.

   Screen shifts to the Player screen. Unless you selected the last listed track in a playlist or location, the rest of the tracks will automatically be played.

**Playing a streaming media file**

You can play files located on a network. Your device must first be connected to the network before you can do this.

1. On the **Playback** screen, tap **Menu > Library**.

2. Tap **Menu > Open URL**.
3. Enter a URL.

4. Tap **ok**. Screen shifts to the Player screen.

**Playback controls**

The user interface of the Windows Media Player Mobile Playback screen lets you easily manage all aspects of the track playback. The screenshot below shows the functions of the Playback control buttons, as well as all available menus.

![Playback control buttons](image)

**Figure 3-50  Playback Controls**

To play a playlist in random order:

- Tap **Menu > Shuffle**.

To repeat playback of a playlist:

- Tap **Menu > Repeat**.
Customizing the Player

You can change the appearance and functionality of the Player to suit your personal style and preferences.

Using Skins to Change the Player Look

Change the appearance of the Player by using skins. To download skins and learn related information, go to http://www.microsoft.com/windows/windowsmedia/.

Use ActiveSync to download skins from your computer to your device.

✓ **NOTE** To ensure that downloaded skins appear in the Skin Chooser panel, do not store the skin files in the Windows folder of your device.

To change Player appearance:

1. On the **Playback** screen, tap **Menu** > **Options** > **Skins** tab.
2. Tap the **Previous** or **Next** button to locate a skin.

![Figure 3-51 Options - Skins Tab](image)

3. Tap **ok**.
   
   The Player switches to skin mode.

Changing Audio and Video Settings

You can change the audio and video settings of the Player to suit your listening preferences.

To set audio and video preferences:

1. On the **Playback** screen, tap **Menu** > **Options** > **Playback** tab.
2. In the **Show time as** drop-down list, select whether to show how much time has elapsed or remaining on the Playback screen.
3. Tap the Video tab, then perform the following:
   a. In the Play video in full screen drop-down list, select a screen size for video playback.
   b. Select the Scale to fit in window checkbox to scale down oversized video files to fit the window size.

4. Tap ok.

Changing Network Settings

You can define Player settings for connecting to a network to optimized playback of streaming media.

To set network settings:

1. On the Playback screen, tap Menu > Options > Network tab.
2. Select the check box opposite each network protocol you want to enable. You must select at least one protocol.
3. In the **Internet connection speed** drop-down list, select the speed of your network connection.

4. Tap **ok**.

   ✓ **NOTE** Some networks use a firewall that prevents users from receiving streams. Contact your network administrator for more information.

### Changing the Startup Screen

You can define the startup screen when you start the Windows Media Player Mobile.

To change the startup screen:

1. On the **Playback** screen, tap **Menu > Options > Library** tab.

2. Perform one of the following:
   
   a. Select the **Start Player on Library screen** check box, to show the **Library** window when you start the Windows Media Player Mobile.

   b. Clear the **Start Player on Library screen** check box, to show the **Playback** window when you start the Windows Media Player Mobile.

3. Tap **ok**.
Setting Hardware Playback Controls

The button mapping function allows you to assign hardware buttons on your device to perform standard playback functions. You can also assign a button to toggle off the screen to help minimize power consumption while continuing to listen to music.

To map a button:

1. On the Playback screen, tap Menu > Options > Buttons tab.

![Options - Buttons Tab](image)

2. In the list of controls, tap a control name.

3. Tap the Assign button, then press the hardware button on your device.

4. Tap ok.

Licenses and Protected Files

Some digital media content from the Internet, CD tracks, and videos have associated licenses that protect them from being unlawfully distributed or shared. Licenses are managed and created using digital rights management (DRM), which is the technology for securing content and managing the rights for its access. Some licenses may prevent you from playing files that are copied to your device. Files that have licenses associated with them are called protected files. Use the Windows Media Player on your computer to copy your digital media files to your device. Using the Player, ensures that licenses are copied with protected files. For more information on using Windows Media Player, tap Start > Help.
Pictures & Videos

Pictures & Videos extends your device's function to the visual scene with its image management, viewer and editing functions. It supports BMP, GIF and JPEG image formats, as well as record and launch video clips stored on your device or on a storage card. Now you can keep those images of your favorite moments as mobile as you are.

To open Pictures & Videos tap > Programs > Pictures & Videos. Pictures & Videos opens to a thumbnail view of all image files stored on the My Pictures folder on your device and/or on a storage card.

![Figure 3-57 Pictures & Videos Window](image)

You can use Pictures & Videos to perform any of the following:

- View images in thumbnail, full screen or slide show mode
- Edit BMP, GIF and JPEG images.
- Set a BMP, GIF and JEG image as the background of the Today screen, similar to using a wallpaper on your computer's desktop screen.
- Send an image file or video clip via infrared or using Inbox.
- Record a video clip.
- Launch video clips on your device.
- Launch the Camera application.

Taking Photos

To take a photo:

1. Tap > Programs > Pictures & Videos.
2. Tap Camera on the command bar.
The Camera window displays the view finder. Information about the current settings or the remaining number of images that can be saved to your device are displayed on the lower right corner of the screen.

3. Check the image on the view finder, adjust if necessary.
4. Press the Enter key to take the picture.

**Burst Mode**

Burst mode is a way to take a series of quick pictures. To take photos using burst mode:

1. Tap Menu > Mode > Burst.
2. Press the Enter key to take the picture.

To stop a burst of pictures before all pictures have been taken, close Camera.

**Timer Mode**

Using the timer, you can take a self-portrait. Just place the device on a stable support and press the camera button, then get into position. To take photos using timer:

1. Tap Menu > Mode > Timer.

   **NOTE** By default, the self timer delay is set at five seconds.

**Recording Video**

To record a video clip:

1. Tap > Programs > Pictures & Videos > Camera.
2. Tap Menu > Video to set shooting mode to video.
The available recording time displays on the screen.

✓ **NOTE** By default, the time limit for recording videos is set to 30 seconds.

3. Press the **Enter** key to begin recording.
   Recording stops when you press the **Enter** button again.

### Viewing Photos and Videos

To view photos and video clips:

1. Tap **> Programs > Pictures & Videos**.
2. Tap the picture or video clip to view.

### Copying Image Files Or Video Clips to Your Device

To view your image files and video clips in **Pictures & Videos**, copy the files to the **My Pictures** folder of your device or on a storage card folder.

1. Connect your device to a host computer.
2. In ActiveSync on your computer, click Explore. Windows Explorer opens the Mobile Device window for your device.
3. Locate then select the file(s) to copy on the device.
4. Right-click the selected file(s), then click Copy.
5. Place the cursor on the **My Pictures** folder of the Mobile Device window, right-click, then click Paste.

   In **Pictures & Videos**, tap to view image files stored in the **My Pictures** folder.

To copy image files from a memory card to your device:

1. Install the memory card.
2. Perform steps 1-4 of the procedure above.
3. Locate the **Built-in Storage** folder under the **My Windows Mobile-Based Device** directory.
4. Open the folder under the Built-in Storage folder where you want to save your image file(s).

5. Place the cursor on the selected folder, right-click, then click Paste.

   In Pictures & Videos, tap to view image files stored in an attached memory card.

**Organizing Photos and Videos**

You can use Pictures & Videos to organize and search for images stored on your device. You can also edit images and send them as an e-mail attachment, view a slide show of your pictures or set a picture as a background on the Today screen. Pictures & Videos display images in any of the three view modes—thumbnail (default), full screen, and slide show.

**Thumbnail Mode**

Thumbnail mode is the default view mode every time you open Pictures.

You can perform the following while in thumbnail mode:

- Tap and hold a thumbnail to display a pop-up menu of available actions.
- Place your stylus within the edge at the far left or far right of the screen and then drag the stylus over the images to perform multiple selections useful in deleting images by batch rather than by thumbnail.

To perform image management tasks:

1. Tap and hold a thumbnail to display a pop-up menu of available actions.

2. Perform any of the following:
   - Select Cut to move image file to the Storage Card folder.
   - Select Copy to create a duplicate image file. This is useful when you want to edit an image but still want to retain an original copy of the image.
   - Select Delete to remove the selected thumbnail from its location. You are prompted to confirm the deletion.
   - Select Send to attach image as an attachment to an e-mail.
   - Select Beam to send the thumbnail to another Bluetooth or IR-enabled device.
   - Select Set as Today Background to set image as background of the Today screen.

**Full Screen Mode**

To view image in full screen mode, tap a thumbnail or press the joystick while a thumbnail is selected.

In this view, the selected image is maximized so that it fits the entire screen (with the navigator and command bars still visible) used to display it.

Tap ok to return to thumbnail mode.

**Editing Pictures**

Rotate, crop, zoom, and adjust the brightness and color contrast of the .jpg pictures.

1. Tap Start > Programs > Pictures icon.

2. Tap the thumbnail of the picture to view.
3. Tap **Menu > Zoom** to display the Zoom panel, used to zoom in or out of a picture. Tap **Menu > Zoom** again to close the Zoom panel.

4. To rotate a picture 90 degrees counter-clockwise, tap **Menu > Edit**, then tap **Rotate**.

5. To crop a picture, tap **Menu > Edit**, then tap **Menu > Crop**. Drag the stylus across the screen to select the crop area. Tap inside the area to crop the picture, or outside of the area to cancel cropping.

### Setting a Picture as Wallpaper

To add a custom look to the Today screen of your device; apply a wallpaper of your choice using any image. To set an image as a Today wallpaper:

1. Tap and hold a thumbnail, then select **Set as Today Background**.

2. Tap the up or down arrows to set the transparency level.

3. Tap **ok**.

### Slide Show Mode

You can view images in a slide show much like viewing a PowerPoint presentation in your computer. Images are adjusted to fit the entire display area and are shown in a five seconds interval (default).

To view image in slide show mode:

1. In thumbnail mode, tap **Menu > Play Slide Show**.

During the slide show, you can use hardware buttons to control the image display. Move the joystick up or down to display the previous image; rotate down to display the next image.

To view the Slide Show toolbar:

• During the slide show, tap anywhere on the screen.

The icons in the Slide Show toolbar lets you control the pace of the slide show, as well as change the orientation of the images.

• Tap to rotate the images counterclockwise.

• Tap to continue the slide show after pausing it.

• Tap to pause the slide show.

• Tap to display the previous image.

• Tap to display the next image.

• Tap to stop the slide show. Screen returns to thumbnail mode.

### Camera Configuration

To configure the camera settings:

1. Launch the **Camera** application.

2. Tap **Menu**, then configure the device settings.

   • **Video** - Tap to switch to video mode.

   • **Mode** - Select from the following modes to take the picture:
• Normal - Takes picture using the default settings.
• Burst - Takes picture consecutively in continuous mode.
• Timer - Takes picture five seconds after pressing the Enter key.

• Brightness - Set the camera brightness level.
• Resolution - Set the camera resolution level. Note that selecting a high quality picture increases the size of the file significantly.
• Flash - Turns flash on and off.
• Full Screen - Toggles the viewfinder between full screen and window modes.
• Options - Displays the camera options screen.

3. Tap ok to exit.

Video Configuration

To configure the video settings:

1. Launch the Video application.
2. Tap Menu, then configure the device settings.
   • Still - Tap to switch to still (camera) mode.
   • Brightness - Set the video brightness level.
   • Quality - Set the quality (video resolution and sound fidelity) and size of the video clips you record. Video clips of higher quality require more memory.
   • Full Screen - Toggles the viewfinder between full screen and window modes.
   • Options - Displays the video options screen.
3. Tap ok to exit.

Customizing Pictures & Videos

Using the Options command you can set preference settings on how to use Pictures & Videos.

To customize Pictures & Videos:

1. On either thumbnail or full screen mode, tap Menu > Options.
2. On the General tab, set the following options:
   • Select the size of the pictures you want to send through e-mail. Only pictures sent through an e-mail message is resized, the original picture remains unchanged.
   • Resize pictures for faster e-mail transfer.
   • Rotate pictures towards left or right.
3. On the Slide Show tab, set the following options:
   • Select the Portrait pictures or Landscape pictures radio button to set slide show orientation.
   • Select the Play a screensaver when connected to my PC and idle for 2 minutes check box to set the image files in the My Pictures folder as a screensaver whenever your device is connected to the USB sync cable and is idle for 2 minutes.
4. On the Camera tab, set the following options:
   - In the Type filename prefix text box, enter the prefix to be used as a default title for the image file.
   - In the Save files to drop-down list, select to save image files to onboard memory or built-in storage.
   - In the Still image compression level drop-down list, set a compression level when saving the image. The high quality setting provides the best image quality but more memory is required.

5. On the Video tab, set the following options:
   - Select the Include audio when recording video files check box to record audio along with video.
   - In the Time limit for videos drop-down list, set the amount of time for recording video.
Internet Explorer Mobile

Use **Internet Explorer Mobile** to view Internet or Intranet sites from your device. You can download files and programs when browsing these sites. During synchronization with your computer, you can choose to download your favorite links and mobile favorites that are stored in the Mobile Favorites subfolder of Internet Explorer on your computer.

**Internet Explorer Mobile** includes support for:

- XHTML Basic
- Cascading Style Sheets
- WML 2.0
- JScript 5.5
- IPv6.

![Internet Explorer Mobile Window](image)

**Figure 3-60  Internet Explorer Mobile Window**

To open **Internet Explorer Mobile** tap **Start > Internet Explorer**.

**Browsing the Internet**

To connect and start browsing:

- Tap **Menu > Favorites**, then tap the favorite you want to view.
- In the address bar that appears at the top of the screen, enter the Web address you want to visit, then tap \( \text{Go} \).
- Tap the **Address Bar** pick list to choose from previously entered addresses.

**Viewing the History List**

Tap **Menu > Tools > History**.

To change the number of days of links stored in the History list and clear the History list:

1. On the **Internet Explorer Mobile** window, tap **Menu > Tools > Options > Memory** tab.
2. Tap the pick list under **Save links to pages visited in the past** to set the number of days of links.

3. Tap **Clear History** to delete the stored links.

4. Tap **Ok**.

**Mobile Favorites**

To display the **Mobile Favorites** navigation screen tap **Menu > Favorites**.

1. Tap the page you want to view.

   The page that was downloaded the last time you synchronized with your computer displays. If the page is not on your device, the favorite is dimmed. Synchronize with your computer again to download the page to your device, or connect to the Internet to view the page.

To add a favorite link:

1. While on the page you want to add, tap and hold on the page.

2. Tap **Add to Favorites** from the pop-up menu.
3. Make the changes you want on the **Name** and **Address** boxes.

4. In the **Create in** drop-down list, select the folder where you want the link to be stored.

5. Tap **Add**, then tap **ok**.

**Mobile Favorites Folder**

Only items stored in the Mobile Favorites subfolder of the Favorites folder of Internet Explorer on your computer are synchronized with your device. This folder was created when you selected the Favorites information type for ActiveSync synchronization with your computer.

**Favorite Links**

During synchronization, the list of favorite links in the Mobile Favorites folder on your computer is synchronized with Internet Explorer Mobile on your device. Both locations are updated with changes made to either list each time you synchronize. Unless you mark the favorite link as a mobile favorite, only the link will be downloaded to your device, and you will need to connect to your ISP or network to view the content.

**Mobile Favorites**

If you are using Microsoft Internet Explorer 5.0 or later on your computer, you can download mobile favorites to your device. Synchronizing mobile favorites downloads Web content to your device and enables you to view pages while you are disconnected from your ISP and computer. To quickly create mobile favorites, use the Internet Explorer plug-in installed with ActiveSync.

To create a mobile favorite:

1. In Internet Explorer on your computer, click **Tools > Create Mobile Favorite**.

2. To change the link name, enter a new name in the Name box.

3. Optionally, in Update, select a desired update schedule.

   If you did not specify an update schedule, you need to manually download content to keep the information updated on both your computer and device. Before synchronizing with your device, in Internet Explorer on your computer, click **Tools**, then **Synchronize**. You will see the last time content was downloaded to the computer, and you can manually download content if needed.

4. Click **OK**.
Internet Explorer downloads the latest version of the page to your computer.

**NOTE** You can add a button to the Internet Explorer toolbar for creating mobile favorites. In Internet Explorer on your computer, click View > Toolbars > Customize.

To download a mobile favorite:

1. Right-click the mobile favorite, then click Properties.
2. On the **Download** tab, specify the number of links deep you want to download.
   
   To conserve device memory, go only one level deep.
3. Synchronize your device and computer.
   
   Mobile favorites that are stored in the Mobile Favorites folder in Internet Explorer are downloaded to your device.

To save device memory in downloading mobile favorites:

Mobile favorites take up storage memory on your device. To minimize the amount of memory used, observe the following:

- In the settings for the Favorites information type in ActiveSync options, turn off pictures and sounds, or top some mobile favorites from being downloaded to your device.

- Limit the number of downloaded linked pages. In Internet Explorer on the computer, right-click the mobile favorite you want to change, then click Properties. On the **Download** tab, specify 0 or 1 for the number of linked pages you want to download.
Windows Live

Windows Live includes support for the following:

- **Live Hotmail Mobile** - You can read, write, and send e-mails, delete e-mails, and manage your Hotmail folder.
- **Live Messenger Mobile** - Send and receive instant messages. Subscribe to status update for selected contacts so you are notified when they are online.
- **Live Sync** - You can sync contacts and e-mails between your device and Windows Live.
- **Live Search bar** - Launch a personalized browser that offers e-mail access and a portal that allows access to customized stock lists, weather, sports, entertainment, and news headlines.

To open **Windows Live**:

1. Tap **Start > Programs > Windows Live**.

![Figure 3-64  Windows Live Window](image)

To sign in to **Windows Live**:

1. On the Today screen, tap **Sign in to Windows Live**.

2. Tap **Accept** to agree to **Terms of Use**.

![Figure 3-65  Sign-In Window](image)

3. Enter your sign-in e-mail address and password.
Select the **Save password** checkbox so you need not enter these information again the next time you sign in.

4. Tap **Next**.

5. Follow the on-screen instructions to complete sign-up.

After completing the sign-up, the **Windows Live** display name, display picture, and connection status appears on the **Today** screen.

![Today Screen with Windows Live](image)

**Figure 3-66**  *Today Screen with Windows Live*

For more information on how to use **Windows Live**, visit [http://support.live.com](http://support.live.com).

**Live Hotmail**

**Windows Live Hotmail** allows you access your **Live Hotmail Inbox**.

![Live Hotmail](image)

**Figure 3-67**  *Select Mail on Today Screen*

**NOTE**  Ensure you create a connection to the internet before using **Windows Live Mail**.

To view your **Windows Live Mail Inbox**:

1. Sign in to **Windows Live**.

2. On the **Today** screen, tap and select **Mail**.
3. To synchronize your **Windows Live Inbox** so you see your latest e-mail messages, tap **Menu > Send/Receive**.

![Screenshot of Windows Live Hotmail Inbox]

**Figure 3-68  Windows Live Hotmail Inbox**

To create an e-mail message:

1. On the **Windows Live Inbox** window, tap **Menu > New**.

![Screenshot of Inbox Menu]

**Figure 3-69  Inbox Menu**

2. Enter the e-mail address of your intended recipients in the **To** box.
3. Enter the subject in the **Subject** line.
4. Compose your message.
5. Tap **Send** when you have finished the message.

**Live Messenger**

**Live Messenger** on your device is an instant messaging program that lets you:

- See who is online
- Send and receive instant messages
- Conduct instant message conversations with groups of contacts.

Requirements to use **Live Messenger**:
• For Windows Live Messenger Service a Microsoft Passport is required. If you have a Hotmail® or MSN account, you already have a Passport.


• For Exchange Instant Messaging Service, an Exchange account.

• To set up an Exchange account, see your network administrator.

To open Live Messenger:

1. Sign in to Windows Live.

2. On the Today screen, tap ☏ and select Messenger.

![Messenger Sign-In Window](image)

3. Tap Sign In.

   If you already use Live or MSN Messenger on your computer, your contacts will show up on your device without being added again.

![Messenger Window](image)

   **NOTE** To sign in after connecting to a wireless network, tap Menu > Options > Messenger, then follow the directions on the screen.

To work with contacts:
The Live Messenger screen shows all of your messenger contacts at a glance, divided into Online and Not Online categories. From this view, while connected, you can chat, send an e-mail, block the contact from chatting with you, or delete contacts from your list using the pop-up menu.

- To see others online without being seen, tap Menu > Change Status > Appear Offline.

![Set Online Status](image)

**Figure 3-72  Set Online Status**

- If you block a contact, you appear offline but remain on the blocked contact list.
- To unblock a contact, tap and hold the contact, then tap Unblock on the pop-up menu.

To chat with contacts:

1. To open a chat window, tap a contact name.
2. Enter your message in the text entry area at the bottom of the screen.
3. Tap Enter.

![Messenger Chat Window](image)

**Figure 3-73  Messenger Chat Window**

Tips when chatting with contacts:

- To invite another contact to a multi-user chat, tap Menu > Chat, then tap the contact you want to invite.
- To return back to your chat window, tap Menu > Chat, then select the person with whom you were chatting.
- To see if the contact you are chatting with is responding, look for the message under the text entry area.

To sign out of your account tap Sign Out.
Live Sync

Windows Live Sync lets you synchronize Windows Live contacts, they appear in your mobile device address book, allowing you to call, e-mail, or send instant messages to all your contacts more easily. You will also see your contact’s online status, Spaces updates, and pictures in the address book. If you choose not to sync Windows Live contacts with your mobile device address book you will still be able to find your Windows Live contacts in Messenger.

NOTE Make sure you create a connection to the internet before using Windows Live Sync.

To synchronize e-mail using Live Sync:

1. Sign in to Windows Live.
2. On the Today screen, tap and select Sync.

Figure 3-74 Select Sync on Today Screen
Internet Sharing

Internet Sharing enables your computer to use the device as a modem for connecting to the Internet.

To use your device as a modem using a USB cable:

1. Ensure that the device is not connected to your computer.
2. Tap Start > Programs > Internet Sharing.

![Internet Sharing Window](image)

3. In the PC Connection list, select USB.
4. In the Network Connection list, select the connection type.
   Select the network connection that the device should use to connect to the Internet.
5. Tap Connect.
6. Connect your device to your computer using a USB cable. The computer connects to the internet. In the Device Manager window "Windows Mobile-based Internet Sharing Device" displays in the Network adapters section.

![Device Manager Window](image)

The computer uses this new Network Connection to connect to the internet. If for some reason the device looses internet connection, unplug the USB cable and repeat steps 2 through 6.

To use MC35 as a modem using Bluetooth:

1. Ensure that the device is not connected to your computer.
2. Tap **Start > Programs > Internet Sharing**.
3. In the **PC Connection** list, select Bluetooth PAN.
4. In the **Network Connection** list, select the connection type.
   Select the network connection that the device should use to connect to the Internet.
5. Tap **Connect**.
6. On your computer, setup a Bluetooth PAN with your device.
   a. Select **Start > Control Panel > Network Connections**.
   b. Under **Personal Area Network**, select **Bluetooth Network Connection** icon.
   c. Under **Network Tasks**, select **View Bluetooth network devices**.
   d. In the **Bluetooth Personal Area Network Devices** window select your device.
   e. Click **Connect**.

   The computer connects to the device via Bluetooth.

   ✓ **NOTE** If your computer is Bluetooth-enabled and you select Bluetooth as the PC connection, you must initiate and complete the Bluetooth PAN partnership before Internet Sharing will work. For more information, refer to Windows Help and Support.
Chapter 4 Office Mobile Applications

Introduction

This chapter describes the following Microsoft applications:

- Excel Mobile
- OneNote Mobile
- PowerPoint Mobile
- Word Mobile

Microsoft Office Mobile includes the mobile versions of the popular Word, Excel, and PowerPoint programs. With these mobile programs, you maintain a productive work schedule even while on-the-go.

Excel Mobile

Excel Mobile works with Microsoft Excel on a host computer to provide easy access to copies of workbooks. Create new workbooks on the device, or copy workbooks from the host computer to the device. Synchronize workbooks between the host computer and the device to have up-to-date content in both locations.

Excel Mobile lists the files stored on the device. Tap a file in the list to open it. To delete, make copies of, or send a file, tap and hold a file in the list, then select the appropriate action from the pop-up menu.
Tips for Working in Excel Mobile

When working in large worksheets in Excel Mobile:

- To toggle the toolbar on and off, tap **View > Toolbar**. The toolbar provides fundamental spreadsheet tools, such as formulas, functions, sorting, and filtering.

- To view in full-screen mode to see as much of the worksheet as possible, tap **View > Full Screen**. To exit full-screen mode, tap **View > Full Screen** again.

- To change the zoom magnification, tap **View > Zoom**. Select the percentage. Select a higher percentage to enter data and a lower one to see more of the workbook.

- Show and hide window elements. Tap **View > Show**, then select the elements to show or hide.

- Freeze panes on a worksheet. First select the cell to freeze panes. Tap **View > Freeze Panes**. Freeze the top and leftmost panes in a worksheet to keep row and column labels visible when scrolling through a sheet.

- Split panes to view different areas of a large worksheet. Tap **View > Split**. Drag the split bar to the desired location. To remove the split, tap **View > Remove Split**.

Creating a Workbook

To create a new workbook in Excel Mobile, such as an expense report or mileage log:

1. Tap **Start > Office Mobile > Excel Mobile**.

2. Tap **New**. If using a template for new workbooks, that template appears with appropriate formatting applied. See **Configuring Files on page 4-7** to use a template.
3. Enter information in the desired cells using the input panel.

4. To format the workbook, see Formatting Workbooks on page 4-4.

5. Tap ok to close the workbook and save it under an Excel-assigned name. To save the workbook under a custom name or in a specific folder, tap Menu > File > Save As...

6. Enter the new name in the Name: text box.

7. To move the file to a different folder, in the Folder: drop-down list, select the new folder.

8. In the Type: drop-down list, select the file type. Excel Mobile supports a variety of formats, including Excel workbooks and templates.

9. In the Location: drop-down list, select where to save the workbook (in main memory, in the Application folder, or cache disk).

10. Tap Save.

11. Tap ok.

**Editing a Workbook**

To make changes to a workbook:

1. Tap Start > Office Mobile > Excel Mobile.

2. Tap the workbook in the list to open it.

3. Make the changes.

4. To rename and/or move a file, tap Menu > File > Rename/Move...
Figure 4-4  Renaming and Moving a File

5. Enter the new name in the Name: text box.

6. To move the file to a different folder, in the Folder: drop-down list, select the new folder.

7. In the Location: drop-down list, select where to save the file (in main memory, in the Application folder, or cache disk).

8. Tap ok.

9. Tap ok to close the file.

Deleting a Workbook

To delete a workbook:

1. Tap Start > Office Mobile > Excel Mobile.

2. Tap and hold the workbook in the list and select Delete from the pop-up menu, or tap the workbook to open it and tap Menu > File > Delete.

Beaming Workbooks

To beam a workbook to another device:

1. Tap Start > Office Mobile > Excel Mobile.

2. Align the infrared ports on the devices.

3. Tap and hold the workbook and select Beam File..., or select the workbook and tap Menu > Beam File... .

   To beam several workbooks, tap, drag, and hold to select the workbooks, then select Beam File... .

4. Select Infrared in the To beam, select a device field. After sending the file a message appears indicating successful data transfer.

Formatting Workbooks

To format a workbook:

1. Tap Start > Office Mobile > Excel Mobile.

2. Tap a workbook in the list to open it.

3. Select a cell.

4. Tap Menu > Format > Cells... .
5. Use the five **Format Cells** tabs to format cells in a similar manner as in Microsoft Excel on the desktop computer.

6. To hide a row or column, select a cell in that row or column. Tap **Menu > Format > Row** or **Column > Hide**. To show a hidden row or column, select the surrounding rows or columns, then tap **Menu > Format > Row** or **Column > Unhide**.

7. To arrange sheets within a workbook, tap **Menu > Format > Modify Sheets...** .

8. To rename a sheet, tap the sheet, then tap **Rename...** . Enter a new name for the sheet.

9. To insert a new sheet, tap **Insert...** , and enter a name for the sheet.

10. To delete a sheet, tap the sheet, then tap **Delete**.

11. To reorder sheets, tap each sheet, then tap **Move Up** or **Move Down** as needed.

12. Tap **ok**.

13. To insert rows or columns, tap **Menu > Insert > Cells...** .
14. Select a radio button to indicate whether to shift the selected cell up or down, or insert an entire row or column.

15. Tap OK.

16. To delete rows or columns, tap and hold a cell or drag and hold a row or column, then select **Delete Cells...**.

**Finding and Replacing Text**

To search a workbook for text:

1. Tap **Start > Office Mobile > Excel Mobile**.

2. Tap a workbook in the list to open it.

3. Tap **Menu > Edit > Find/Replace...**.
4. Enter the data to find in the **Find what:** text box.

5. To replace this data with new data in the workbook, tap **Replace...** and enter the new data in the **Replace with:** text box.

6. Select the **Match case** check box to find data using the same case specified.

7. Select the **Match entire cells** check box to search for entire cell content.

8. Select **Values** or **Formulas** from the **Look in:** drop-down list to indicate the type of information desired.

9. Tap **Find**. Upon locating the data, select whether to replace the data with the new data, or to search for the next instance.

### Configuring Files

To configure how files are created and saved in Excel Mobile:

1. Tap **Start > Office Mobile > Excel Mobile.**

2. Tap **Menu > Options...**

3. In the **Template for new workbook:** drop-down list, select which template to use as a default when creating a workbook.

4. In the **Save new workbooks to:** drop-down list, select where to save the workbook (in main memory or in the Application folder).

5. In the **Files to display in list view:** drop-down list, select the types of files to appear in the file list.
6. Tap ok.

For more information on using Excel Mobile, tap Start > Help.
OneNote Mobile

OneNote Mobile offers much of the basic functionality for taking notes on your mobile device. The OneNote Mobile features that are available to you are listed below. The main benefit of OneNote Mobile is to take notes on the go.

To open OneNote Mobile tap Start > Office Mobile > OneNote Mobile.

Create New Note

In the OneNote Mobile window, tap New.

Start typing notes on your device.

While taking notes, you can undo a mistake by selecting Menu > Undo.

NOTE The first line of text that you type is the filename for this note. You can change the file names in the OneNote Mobile window list by renaming the notes in the list.

When you finish taking notes, tap Done. OneNote Mobile returns to the OneNote Mobile window list.

It is not necessary to explicitly save your notes. OneNote Mobile continuously saves changes to the current note while you are editing it, and changes are also saved when you close a note.
Open or Close a Note

To open a note for reading or editing:

In the OneNote Mobile window list, select the note that you want to open.

To close a note and return to the OneNote Mobile window list tap Done.

Rename a Note

In the OneNote Mobile window list, select the note that you want to rename.

Tap Menu > Rename.

Delete a Note

In the OneNote Mobile window list, select the note that you want to delete.

Tap Menu > Delete.

Sort Notes

When you finish reading or editing a note close it and return to the OneNote Mobile window list.

Tap Menu > Options.

Select the sort criteria that you want (Name or Date modified), and then tap Done.

Add Text Formatting to Notes

In OneNote Mobile, you can format text as bold, italic, underline, and strikethrough, just as you can in a word-processing program. You can also create bulleted and numbered lists and insert hyperlinks to Web sites.

Formatting Text

Place the cursor in the middle of the word that you want to format.

Tap Menu > Format, and then select the formatting style that you want.

To clear all formatting for the selected text, select Clear All on the Format menu.

Create a Numbered List

Place the cursor where you want the list to begin.

Tap Menu > List, and then select Numbered.

To clear the numbered list formatting, place the cursor on any list item, and then select Clear All on the List menu.

Create a Bulleted List

Place the cursor where you want the list to begin.

Tap Menu > List, and then select Bulleted.

To clear the bulleted list formatting, place the cursor on any list item, and then select Clear All on the List menu.
Create a Hyperlink

While editing a note, type the Internet address that the hyperlink should point to. For example, to create a hyperlink to the Zebra Web site, type http://www.zebra.com.

To open a hyperlink in a note, tap on the link or place the cursor anywhere in the link, and then press the Enter key.

Add a Picture or an Audio Recording

In OneNote Mobile, you can insert into your notes any images that you have captured with (or transferred to) your mobile device, and you can record audio notes and place them in your written notes.

Insert a Picture

Tap Menu > Insert Picture.

Select the picture that you want to insert, and then tap Insert. The picture appears in the note.

Insert an Audio Recording

You can take audio notes by using the microphone in your device and link the audio notes to your written notes. This is especially useful when you need to capture a lot of information, but typing on your mobile device proves too cumbersome.

Tap Menu > Insert Recording.

To begin recording audio notes, tap Record (red circle) button.

To stop recording tap OK button. The audio icon appears in the note.
Figure 4-14  Insert an Audio Recording

**Play back an Audio Recording**

In your notes, tap the audio recording icon.
PowerPoint Mobile

Use PowerPoint Mobile to view slide show presentations. You can download slide show presentations from a storage card, company network, internet, e-mail attachment or obtained by synchronizing with your personal computer.

To open PowerPoint Mobile tap Start > Office Mobile > PowerPoint Mobile.

Getting Slide Shows onto Your Device

You can download PowerPoint files from a memory card or the Web to your computer, then synchronize them with your device. To do so, you need to activate your device (you only need to activate it once), then set up synchronization for files in ActiveSync.

To get slide show presentation onto your device:

1. Open ActiveSync on your computer.
2. Use Windows Explorer on your computer to locate the PowerPoint Mobile folder and the Pocket PC My Documents folder.
3. Use ActiveSync to download the files from your computer to your device as described in the Read Me file in the PowerPoint Mobile folder.

Using PowerPoint Mobile

PowerPoint Mobile contains a list of files stored on your device. The file list is the default screen when you open PowerPoint Mobile.

To open a PowerPoint presentation:

1. Tap Start > Office Mobile > PowerPoint Mobile.

2. Tap the slide show you want to view.
3. Tap the current slide to advance to the next slide.

To stop a slide show presentation:

In a PowerPoint Mobile presentation, tap and hold [ ], then tap End Show.

Figure 4-16  PowerPoint Mobile Menu

To change the slide show presentation:

1. In a PowerPoint Mobile presentation, tap and hold [ ], then tap Show Options.
2. Tap the Orientation tab, then select the orientation.

To navigate between slides:

1. In a PowerPoint Mobile presentation, tap and hold the [ ], then tap Go to Slide.
2. Tap the slide you want to view.

Setting the Slide Show Playback Options

You can change the PowerPoint presentation settings to turn off animation, prevent slide show transitions from playing, or set time interval between each slide.

To set the slide show playback options:

1. In a PowerPoint Mobile presentation, tap and hold the [ ], then tap Show Options.
2. Tap the **Playback** tab; select the **Override playback options for all files** check box.

3. Perform any of the following:
   a. Select the **Show without animation** option to turn off builds and other animations.
   b. Select the **Show without slide transition** option to prevent slide transitions from playing.
   c. Select the **Use slide timings, if present** option to use the timings recorded with each slide in a presentation.
   d. Select the **Loop continuously** option to automatically advance to the first slide after the last slide in a presentation.
   e. Select the **Show without media** option to

4. Tap **ok**.

### Sending a PowerPoint File

You can send a **PowerPoint** file to another person either by e-mail or by beaming it to that person’s IR- or Bluetooth-enabled device.

> **NOTE** You must first set up an e-mail account on your device before you can send a **PowerPoint** file by e-mail.

To beam a **PowerPoint** file:

1. In the **PowerPoint** document list, tap and hold the document.
2. Tap **Beam File** on the pop-up menu.
3. Perform one of the following:
   a. Select a Bluetooth-enabled device, then tap the **Tap to send** link.
   b. Align the IR port of your device with that of the other IR-enabled device so that they are unobstructed and within close range, then select the IR-enabled device and tap the **Tap to send** link.

To e-mail a **PowerPoint** file:

1. In the **PowerPoint** document list, tap and hold the document.
2. Tap **Send via E-mail** on the pop-up menu.
3. A new message screen in **Inbox** displays with the selected note shown as an attachment (*.pwi).
4. Proceed to completing the e-mail message.
Word Mobile

Word Mobile works with Microsoft Word on the host computer to provide access to copies of documents. Create new documents on the device, or copy documents from the host computer to the device. Synchronize documents between the host computer and the device so the most up-to-date information is available in both locations.

Word Mobile contains a list of the files stored on the device. Tap a file in the list to open it. To delete, make copies of, or send a file, tap and hold a file in the list. Then, select the appropriate action on the pop-up menu.

Creating a Document

To create a new document in Word Mobile, such as a letter, meeting minutes, or a trip report:

1. Tap Start > Programs > Word Mobile.
2. Tap New. If using a template for new documents, that template appears with appropriate formatting applied. See Configuring Files on page 4-20 to use a template.
3. To select the method of input, tap the arrow next to the Input Method icon, then select the input method. See Entering Information on page 1-4.
4. Enter information. See Entering Information on page 1-4.
5. Tap View > Toolbar to toggle the toolbar on and off. The toolbar provides similar formatting tools as in Microsoft Word on the host computer.

6. To format text, see Formatting Text and Drawings on page 4-18.

7. To change the zoom magnification, tap View > Zoom. Select the percentage. Select a higher percentage to enter text and a lower one to see more of the document.

8. Tap ok to close the document and save it under a Word-assigned name. To save the document under a custom name or in a specific folder:

9. Tap Menu > File > Save As... .

![Figure 4-19 Save As Window](image)

10. Enter the new name in the Name: text box.

11. To move the file to a different folder, in the Folder: drop-down list, select the new folder.

12. In the Type: drop-down list, select the file type. A variety of file formats is available, including Word (.doc), Rich Text Format (.rtf), and Plain Text (.txt).

13. In the Location: drop-down list, select where to save the document (in main memory, in the Application folder, or cache disk).

14. Tap Save.

15. Tap ok.

**Editing a Document**

To make changes to a document:

1. Tap Start > Programs > Word Mobile.

2. Tap the document in the list to open it.

3. Make the changes. If opening a Word document created on a host computer, tap View > Wrap to Window to see the entire document.

4. To rename and/or move a file, tap Menu > File > Rename/Move... .
5. Enter the new name in the Name: text box.

6. To move the file to a different folder, in the Folder: drop-down list, select the new folder.

7. In the Location: drop-down list, select where to save the file (in main memory, in the Application folder, or cache disk).

8. Tap ok.

9. Tap ok to close the file.

Deleting a Document

To delete a document:

1. Tap Start > Programs > Word Mobile.

2. Tap and hold the document in the list and select Delete from the pop-up menu, or select Menu > Delete.

Beaming Documents

To beam a document to another device:

1. Tap Start > Programs > Word Mobile.

2. Align the infrared ports on the devices.

3. Tap and hold the document and select Beam File..., or select the document and tap Menu > File > Beam... .
   To beam several documents, tap, drag, and hold to select the documents, then select Beam File... .

4. Select Infrared in the To beam, select a device field. After sending the file a message appears indicating successful data transfer.

Formatting Text and Drawings

To format text or a drawing:

1. Tap Start > Programs > Word Mobile.

2. Tap a document in the list to open it.
3. Select the text or drawing. To select text, drag the stylus across the text. To select a drawing, tap Menu > Draw and drag the stylus over the drawing.

4. Tap Menu > Format > Font...

Figure 4-21 Formatting Text and Drawings

5. If formatting text, select the Font: and font Size: from the drop-down lists.

6. To change the color of the font or line, select a color from the Font color: drop-down list.

7. If formatting a drawing, select a fill color from the Fill color: drop-down list.

8. If formatting text, select the appropriate check boxes to bold, italicize, underline, highlight, or strike through the selected text.

9. Tap ok.

Formatting Paragraphs

To format a paragraph:

1. Tap Start > Programs > Word Mobile.

2. Tap a document in the list to open it.

3. Select the text or paragraph.

4. Tap Menu > Format > Paragraph...

Figure 4-22 Formatting Paragraphs

5. Select whether to left-align, right-align, or center the paragraph using the Alignment: drop-down list.
6. Select an item in the List: drop-down list to bullet or number the selected text.
7. Under Indentation, use the up and down arrows to add indentation to text as needed.

Finding and Replacing Text

To search a document for text:

1. Tap Start > Programs > Word Mobile.
2. Tap a document in the list to open it.
3. Tap Menu > Edit > Find/Replace.

![Finding Text](image)

Figure 4-23 Finding Text

4. Enter the text to find in the Find what: text box.
5. To replace this text with new text in the document, tap Replace... and enter the new text in the Replace with: text box.
6. Select the Match case check box to find text using the same case specified.
7. Select the Match whole words only check box to find whole words.
8. Tap Find. Upon locating the text, select whether to replace the text with the new text, or to search for the next instance.

Configuring Files

To configure how files are created and saved in Word Mobile:

1. Tap Start > Programs > Word Mobile.
2. Tap Menu > Options...
3. In the **Default template** drop-down list, select which template to use as a default when creating a document.

4. In the **Save to** drop-down list, select where to save the document (in main memory, in the Application folder, or cache disk).

5. In the **Display in list view** drop-down list, select the types of files to appear in the file list.

6. Tap **ok**.

For more information on using Word Mobile, tap **Start > Help**.
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