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Index

Tell Us What You Think...
Introduction
This guide provides instructions for using Microsoft applications on Symbol devices, and is divided into two main sections:

- **Section 1** discusses the set up and applications for devices running the Mobile 2003 operating system.
- **Section 2** discusses the set up and applications for devices running the Windows CE operating system.

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

Not all features described in this guide pertain to all devices. Refer to the device’s *User Guide* for supported features.

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

- **Microsoft Applications User Guide for Symbol Devices** - describes how to use Microsoft developed applications.
- **Symbol Application Guide** - describes how to use Symbol developed applications.
- **User Guide** - describes how to use the Symbol device.
- **Integrator Guide** - describes how to set up the device and accessories.
- **SMDK Help File** - provides API information for writing applications.
Chapter Descriptions
Topics covered in this guide are as follows:

- Chapter 1, Getting Started with Mobile 2003 Devices, explains how to use the Today screen, select programs, and enter information on the device.
- Chapter 2, Windows Mobile 2003 Settings, explains how to adjust settings on a Windows Mobile 2003 device, including screen brightness, time and regional settings, memory, power, and owner information.
- Chapter 3, Mobile 2003 Applications, explains how to use Windows Mobile 2003-specific applications such as Calendar, Notes, and Inbox.
- Chapter 4, Getting Started with Windows CE Devices, explains how to use the desktop, select programs, and enter information on the device.
- Chapter 5, Windows CE Device Settings, explains how to adjust settings on a Windows CE device, including time, display brightness, memory, power, and owner information.
- Chapter 6, Windows CE Applications, explains how to use Windows CE-specific applications such as Internet Explorer and Remote Desktop.
Notational Conventions

The following conventions are used in this document:

- “Device” refers to any Symbol computer that runs Windows Mobile 2003 Second Edition for Pocket PC.
- Italics are used to highlight specific items in the general text, and to identify chapters and sections in this and related documents.
- 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.

For the latest version of this guide go to: http://www.symbol.com/manuals.
Mobile 2003 Devices
# Getting Started with Mobile 2003 Devices

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Today Screen

When turning on a Windows Mobile 2003 device for the first time each day (or after a period of inactivity), the *Today* screen appears. Alternatively, tap *Start - Today* to display the *Today* screen.

![Today Screen](image)

**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 2-26.*
**Using the Status Bar**

The status bar at the top of the screen displays the active program, various status icons *(Table 1-1)*, and current time.

**Status Icons**

The status icons listed in *Table 1-1* may appear on the status bar.

### Table 1-1. Status Icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🎧</td>
<td>Speaker On</td>
<td>Indicates sound is on.</td>
</tr>
<tr>
<td>🔊</td>
<td>Vibrate</td>
<td>Indicates vibrate is on.</td>
</tr>
<tr>
<td>🎧</td>
<td>Speaker Off</td>
<td>Indicates sound is off.</td>
</tr>
<tr>
<td>🍃</td>
<td>Battery</td>
<td>Backup battery is very low.</td>
</tr>
<tr>
<td>🍃</td>
<td>Main battery is charging.*</td>
<td></td>
</tr>
<tr>
<td>🍃</td>
<td>Main battery is low.</td>
<td></td>
</tr>
<tr>
<td>🍃</td>
<td>Main battery is very low.</td>
<td></td>
</tr>
<tr>
<td>🍃</td>
<td>Main battery is full.*</td>
<td></td>
</tr>
<tr>
<td>🕒</td>
<td>Time and Next Appointment</td>
<td>Displays current time in analog or digital format.</td>
</tr>
<tr>
<td>📰</td>
<td>Connectivity</td>
<td>Connection is active.</td>
</tr>
<tr>
<td>📰</td>
<td>Synchronization is occurring.</td>
<td></td>
</tr>
<tr>
<td>📰</td>
<td>IrDA connection is occurring.</td>
<td></td>
</tr>
</tbody>
</table>

* Only appears in the *Time and Next Appointment* dialog box.
Table 1-1. Status Icons (Continued)

<table>
<thead>
<tr>
<th>Icon</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🧑‍💻</td>
<td>Instant Message</td>
<td>Notification that one or more instant messages were received.</td>
</tr>
<tr>
<td>💌</td>
<td>E-Mail</td>
<td>Notification that one or more e-mail messages were received.</td>
</tr>
<tr>
<td>📣</td>
<td>Multiple Notifications</td>
<td>There are more notification icons than can be displayed. Tap to display remaining icons.</td>
</tr>
</tbody>
</table>

* Only appears in the Time and Next Appointment dialog box.

**Speaker Icon**

Use the Speaker icon in the status bar to turn the speaker on or off, set the device to vibrate, and adjust the system volume.

1. Tap the Speaker icon. The Volume dialog box appears.

![Volume Dialog Box](image)

2. Tap and move the slide bar to adjust the volume.
3. Select the On or Off radio button to turn the volume on or off, or select the Vibrate radio button.

Alternatively, use the Sounds & Notifications window to adjust the system volume. See Sounds & Notifications on page 2-24.
Battery Icon

Battery icons appear on the status bar when the main battery or backup battery power falls below a predetermined level. A Battery dialog box also appears indicating the status of the main or backup battery.

Alternatively, use the Power window to view battery status. See Power on page 2-39 to change power settings.
**Time and Next Appointment Icon**

The Time icon displays the current time in a digital or analog format. To change the time format, tap and hold the Time icon until a menu appears. Select the format.

![Digital Clock and Analog Clock](image)

**Figure 1-5. Time Icon Format Menu**

To display current date, time, and appointments:

1. Tap the Time icon to display the **Time and Next Appointment** dialog box.

![Time and Next Appointment Dialog Box](image)

**Figure 1-6. Time and Next Appointment Dialog Box**

2. The dialog box displays the current date and time, the battery status, and any upcoming appointments in the Calendar. See *Calendar on page 3-5.*
Connectivity Icon
The Connectivity icon indicates the communication status of the device when it’s connecting to the Internet or host computer.

![Connectivity Icon Image]

Instant Message Icon
The Instant Message icon indicates when MSN Messenger receives a new incoming message. See MSN Messenger on page 3-50.

![Instant Message Icon Image]
**E-Mail Icon**

The E-Mail icon indicates incoming e-mails. See *Inbox on page 3-24.*

![Figure 1-9. New E-Mail Messages Dialog Box](image)

**Multiple Notification Icon**

The Multiple Notification icon appears when two or more message notifications occur. Tap the icon to display the multiple notification icons.

![Figure 1-10. Multiple Notifications Icon](image)
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.

![Command Bar Diagram]

**Figure 1-11. Command Bar**
Selecting Programs
To select a program, tap Start - Programs, then select the program name. See Chapter 2, Windows Mobile 2003 Settings to select which programs appear in the Start menu.

Figure 1-12. Programs Window
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 to perform, or tap outside the menu to close it without performing an action.

![Figure 1-13. Pop-up Menu](image)

Tap and hold to display the pop-up menu
Lift the stylus and tap the action
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 2-24.
**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 into data fields.

**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 2-8* 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 input methods.

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 2-17*. Tap the displayed word to insert it into the text at the insertion point. With frequent use, the device learns to anticipate more words. To change input settings, see *Input on page 2-8*.

**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.
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.

![Writing area]

Figure 1-16. Letter Recognizer Input Panel

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

![Symbols]

Figure 1-17. Letter Recognizer Symbols

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 2-9 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 1-19 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 letters (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).

![Character Chart](image)

**Figure 1-19. Character Chart**

For specific instructions on using Block Recognizer, with Block Recognizer open, tap ? next to the writing area.

See *Block Recognizer Input Method on page 2-8* to configure Block Recognizer.

**Using the Star Key**

Use the Star Key input option to input special characters. To enter information using the Star Key input panel:

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

![Star Key Input Panel](image)

**Figure 1-20. Star Key Input Panel**

2. On the Star Key keyboard, tap the character’s key with the stylus to enter that character.

See *Star Key Input Method on page 2-16* to configure the Star Key keyboard.
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.

   ![Figure 1-21. Transcriber Icons](image)

   **Figure 1-21. Transcriber Icons**

   **Table 1-2. Transcriber Icons**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Set options" /></td>
<td>Set options such as writing direction and inking. See Transcriber Input Method on page 2-10.</td>
</tr>
<tr>
<td><img src="image" alt="Adapt writing style" /></td>
<td>Adapt a writing style to optimize recognition. See Transcriber Input Method on page 2-10.</td>
</tr>
<tr>
<td><img src="image" alt="Quickly input numbers" /></td>
<td>Quickly input numbers, punctuation, and other symbols.</td>
</tr>
</tbody>
</table>
   | ![Select recognition mode](image) | Select a recognition mode:
   | ![Alpha mode](image) | Alpha mode (a): Default mode for handwriting recognition. |
   | ![Numeric mode](image) | Numeric mode (123): Allows numbers and some letters, and activates the Calculator. |
   | ![Uppercase mode](image) | Uppercase mode (A): Capitalizes all letters. |
   | ![Inserts space](image) | Inserts a space at the cursor. |
   | ![Inserts return](image) | Inserts a return at the cursor. |
   | ![Moves left](image) | Moves the cursor one space to the left. |
   | ![Moves right](image) | Moves the cursor one space to the right. |
   | ![Erases character](image) | Erases the character to the left of the cursor. |
   | ![Opens help file](image) | Opens the help file. |

2. To open a customized letter shapes file to speed recognition, tap ![Customized letter shapes](image). See Transcriber Input Method on page 2-10 to create a letter shapes file.
3. Tap File - Open... and tap the file to open it.

![Opening Letter Shapes File](image)

**Figure 1-22. Opening Letter Shapes 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 ![Transcriber Input Method](image)

See **Transcriber Input Method on page 2-10** to configure **Transcriber**.

**Writing on the Screen**

In 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 the **Pen** button to switch to writing mode. Lines appear on the screen for guidance.

![Writing on the Screen](image)

**Figure 1-23. Writing on the Screen**

Some programs that accept writing do not have the **Pen** button. See the documentation for that program to find out how to switch to writing mode.
Converting Writing to Text

To convert the writing to text, within a program, tap *Tools* - *Recognize*.

To convert words:

1. Tap the **Pen** button to deselect it, then select the word(s). See *Selecting Writing* on page 1-21.
2. Tap *Tools* - *Recognize*, or tap and hold the selected word, then select *Recognize* on the pop-up menu. If a word is not recognized, it is left as writing.

![Figure 1-24. Converting Writing to Text](image)

If the conversion is incorrect:

1. Tap and hold the incorrect word.
2. On the pop-up menu, select *Alternates*. A list of alternate words appears.
3. Tap the word to use, or tap the writing at the top of the menu to return to the original writing.

![Figure 1-25. Alternate List](image)
If adding to a word to change it (such as changing a “3” to an “8”) after recognizing the word, the added writing is not included on the next recognition attempt.

**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 the *Tools* menu.
- 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 then selecting an editing command on the pop-up menu, or by selecting the command on the *Edit* menu.

**Selecting Writing**

To select writing to edit or format:

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

Tap *Edit - Undo Ink* to erase accidental writing, and try again. Also select text by tapping the *Pen* button to deselect it, then dragging the stylus across the screen.

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 the *Edit* menu.
**Drawing on the Screen**

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

1. Within a program, cross three ruled lines on the first stroke. A drawing box appears.
2. 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.

![The drawing box indicates the boundaries of the drawing](image)

**Figure 1-26. Drawing on the Screen**

To change the zoom level, select a zoom level from the **Tools** menu.

**Manipulating a Drawing**

To manipulate a drawing:

- To select a drawing to edit or format, tap and hold the stylus on the drawing until the selection handle appears.
- To select multiple drawings, deselect the **Pen** button, then drag to select the drawings.
- 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 the **Edit** menu.
- To resize a drawing, deselect the **Pen** button and drag a selection handle.

**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 the **Voice Bar** button.
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, or tap Start - Programs - MSN Messenger icon to open MSN Messenger.
2. Open a new message or chat.
3. Tap 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 Tools - Edit My Text... . Select the message to edit and make the changes.
Finding Information
To locate information on the device, use the *Find* application or *File Explorer*.

**Find**
The *Find* application locates information. To use *Find*:

1. Tap *Start* - *Programs* - *Find* icon.

2. Enter the text to find in the *Find:* 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 *Go*. All information containing the text entered in the *Find:* field appears in the *Results* area.

![Figure 1-29. Find Window](image-url)
**File Explorer**

Use *File Explorer* to find files and organize them into folders. Tap *Start* - *Programs* - *File Explorer*.

![File Explorer Window]

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 *Edit* - *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, tap the *Storage Card* icon in the command bar. Tap the *My Device* icon to return to the contents of the device.
- To enter a network path, tap *Open* or the *Network Share* icon in the command bar.
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Adjusting Settings ......................................................... 2-3
  Personal Tab ............................................................... 2-3
  System Tab ................................................................. 2-4
  Connections Tab ........................................................ 2-6
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<tr>
<td>Personal</td>
<td>2-32</td>
</tr>
<tr>
<td>Root</td>
<td>2-32</td>
</tr>
<tr>
<td>Clock and Alarms</td>
<td>2-34</td>
</tr>
<tr>
<td>Time</td>
<td>2-34</td>
</tr>
<tr>
<td>Alarms</td>
<td>2-35</td>
</tr>
<tr>
<td>Memory</td>
<td>2-37</td>
</tr>
<tr>
<td>Main</td>
<td>2-37</td>
</tr>
<tr>
<td>Storage Card</td>
<td>2-37</td>
</tr>
<tr>
<td>Running Programs</td>
<td>2-38</td>
</tr>
<tr>
<td>Power</td>
<td>2-39</td>
</tr>
<tr>
<td>Battery</td>
<td>2-39</td>
</tr>
<tr>
<td>Advanced</td>
<td>2-39</td>
</tr>
<tr>
<td>Optimizing Battery Life</td>
<td>2-40</td>
</tr>
<tr>
<td>Regional Settings</td>
<td>2-41</td>
</tr>
<tr>
<td>Remove Programs</td>
<td>2-44</td>
</tr>
<tr>
<td>Screen</td>
<td>2-45</td>
</tr>
<tr>
<td>General</td>
<td>2-45</td>
</tr>
<tr>
<td>Clear Type</td>
<td>2-46</td>
</tr>
<tr>
<td>Text Size</td>
<td>2-46</td>
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<tr>
<td>Receiving Incoming Beams</td>
<td>2-47</td>
</tr>
<tr>
<td>Bluetooth</td>
<td>2-48</td>
</tr>
<tr>
<td>Bonding with Discovered Device(s)</td>
<td>2-48</td>
</tr>
<tr>
<td>Renaming a Bonded Device</td>
<td>2-50</td>
</tr>
<tr>
<td>Deleting a Bonded Device</td>
<td>2-51</td>
</tr>
<tr>
<td>Connections</td>
<td>2-53</td>
</tr>
<tr>
<td>Wireless Ethernet</td>
<td>2-54</td>
</tr>
</tbody>
</table>
Introduction

For Windows Mobile 2003 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.

Available settings vary depending on the device.

**Personal Tab**

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

**Table 2-1. Personal Tab Applications**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buttons</td>
<td>Assign programs to the application hardware buttons. See Buttons on page 2-7.</td>
</tr>
<tr>
<td>Input</td>
<td>Switch input methods and set input options. See Input on page 2-8.</td>
</tr>
<tr>
<td>Menus</td>
<td>Configure the items that appear in the Start menu. See Menus on page 2-18.</td>
</tr>
<tr>
<td>Owner Information</td>
<td>Change owner’s personal profiles. See Owner Information on page 2-20.</td>
</tr>
</tbody>
</table>
System Tab

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

Table 2-2. System Tab Applications

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="About" /></td>
<td>View device information and name. See About on page 2-28.</td>
</tr>
<tr>
<td><img src="image" alt="Brightness" /></td>
<td>Customize screen brightness settings. See Brightness on page 2-30.</td>
</tr>
<tr>
<td><img src="image" alt="Certificates" /></td>
<td>View and modify digital certificates used by some applications for establishing trust for secure communications. See Certificates on page 2-32.</td>
</tr>
</tbody>
</table>
### Table 2-2. System Tab Applications (Continued)

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Clock &amp; Alarms" /></td>
<td>Change date, time, and time zone information and set alarms. See Clock and Alarms on page 2-34.</td>
</tr>
<tr>
<td><img src="image" alt="Memory" /></td>
<td>Adjust the allocation of storage and program memory. See Memory on page 2-37.</td>
</tr>
<tr>
<td><img src="image" alt="Power" /></td>
<td>View battery status and change power management options. See Power on page 2-39.</td>
</tr>
<tr>
<td><img src="image" alt="Regional Settings" /></td>
<td>Change how numbers, currencies, dates, and times are displayed. See Regional Settings on page 2-41.</td>
</tr>
<tr>
<td><img src="image" alt="Remove Programs" /></td>
<td>Remove loaded programs from RAM. See Remove Programs on page 2-44.</td>
</tr>
<tr>
<td><img src="image" alt="Screen" /></td>
<td>Align the touch screen and enable ClearType fonts. See Screen on page 2-45.</td>
</tr>
</tbody>
</table>
Connections Tab

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

**Table 2-3. Connections Tab Applications**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Beam" /></td>
<td>Detects incoming InfraRed (IR) and Bluetooth beams. See <a href="#">Receiving Incoming Beams on page 2-47</a>.</td>
</tr>
<tr>
<td><img src="image" alt="Bluetooth" /></td>
<td>Set up the Bluetooth radio to send and receive beams. See <a href="#">Bluetooth on page 2-48</a>.</td>
</tr>
<tr>
<td><img src="image" alt="Connections" /></td>
<td>Change connection information. See <a href="#">Connections on page 2-53</a>.</td>
</tr>
<tr>
<td><img src="image" alt="Wireless Ethernet" /></td>
<td>Modify wireless Ethernet settings. See <a href="#">Wireless Ethernet on page 2-54</a>.</td>
</tr>
</tbody>
</table>
**Buttons**
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.*

![Figure 2-4. Buttons Window - Program Buttons Tab](image)

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.*

![Figure 2-5. Buttons Window - Up/Down Control Tab](image)

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* window 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 1-14*.

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*.
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 1-15*.

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*. 

---

*Figure 2-6. Input Window - Input Method Tab, Keyboard*

*Figure 2-7. Input Window - Input Method Tab, Block Recognizer*
3. There are currently no Block Recognizer customization settings available in Options...

**Letter Recognizer Input Method**

Use the Letter Recognizer to convert writing to typed text on the screen. See *Using Letter Recognizer on page 1-15*.

To set options for the Letter Recognizer input method:

2. Select *Letter Recognizer* from the *Input method* drop-down list.
3. Tap *Options*...

![Figure 2-8. Input Window - Input Method Tab, Letter Recognizer](image)

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.

![Figure 2-9. Letter Recognizer Options](image)
**Transcriber Input Method**

Use the *Transcriber* input method to convert handwriting to typed text on the screen. See *Using Transcriber on page 1-18.*

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.

![Figure 2-10. Input Window - Input Method Tab, Transcriber](image)

3. Select *Options...* to customize the *Transcriber* for your handwriting.

![Figure 2-11. Transcriber Options - Quick Settings Tab](image)

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.

![Transcriber Options - Inking Tab](image)

**Figure 2-12. Transcriber Options - 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.

![Transcriber Options - Letter Shapes](image)

**Figure 2-13. Transcriber Options - Letter Shapes**

Creating a letter file is optional, as Transcriber can use a default file, but recommended to optimize recognition of an individual's handwriting.
To update an existing letter shape file (rather than create a new file), tap File - Open... and tap the file to open it.

![Figure 2-14. Transcriber Options - Open Letter Shapes File](image)

13. Tap each character in the list on the Letter Shapes window (Figure 2-13), 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.

14. Tap File - Save ... to save the set of letter shapes, recommended if more than one person uses the device.

![Figure 2-15. Transcriber Options - Save Letter Shapes File](image)

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 OK.

17. Tap ok to return to the Inking tab.
18. Tap the Advanced tab.

![Figure 2-16. Transcriber Options - Advanced Tab](image)

19. Tap Shorthand Settings to automatically expand a short word into a longer word, insert data such as a date, or run a program.

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

20. In the Shorthand window, tap Add to add shorthand settings.

![Figure 2-18. Transcriber Options - Add Shorthand](image)
21. To enter words to automatically expand when written, select the **Text expansion** radio button, then tap **Next**.

![Figure 2-19. Transcriber Options - Shorthand Text Expansion](image)

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. In the *Add Shorthand* window (Figure 2-18), select the **Function** radio button then tap **Next** to assign a shorthand to a function.

![Figure 2-20. Transcriber Options - Function Shorthand](image)

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

27. Select the function from the **Function** drop-down list.
28. In the Add Shorthand window (Figure 2-18), select the Run program radio button then tap Next to assign a shorthand to a program to run.

![Figure 2-21. Transcriber Options - Run Program Shorthand](image)

29. Tap in the Shorthand field, then write the shorthand to assign to a program.
30. Select the program from the Run program drop-down list.
31. Tap Finish.
32. Tap ok.
33. Tap Dictionaries Settings on the Advanced tab (Figure 2-16) to select the default dictionary or personal dictionaries to optimize word recognition. See Creating Dictionaries for information on creating a personal dictionary.

![Figure 2-22. Transcriber Options - Dictionaries](image)

34. Check the dictionaries to use in recognition.
35. 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 2-22) for selection.

**Star Key Input Method**

Use the Star Key to input special characters. See *Using the Star Key on page 1-17*.

To set options for the Star Key input method:

1. Tap Start - Settings - Personal tab - Input icon - Input Method tab.
2. Select Star Key from the Input method: drop-down list.
3. Tap Options... to customize the Star Key keyboard.
4. Tap a key to reassign from the lower keyboard, then select the character to assign to this key from the Key Assignments options.
5. Repeat this for each key to reassign.
6. Tap ok.
**Word Completion**

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


![Figure 2-25. Input Window - Word Completion Tab](image)

2. Make the desired changes to the settings.
3. Tap **ok**.

**Options**

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


![Figure 2-26. Input Window - Options Tab](image)

2. Make the desired changes to the settings.
3. Tap **ok**.
**Menus**

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

**Start Menu**

To change the items that appear in the *Start* menu:

1. Tap *Start - Settings - Personal* tab - *Menus* icon - *Start Menu* tab.

![Figure 2-27. Menus Window - Start Menu Tab](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 Pocket PC*.
3. Double-click *Windows*.
4. Double-click *Start Menu*.
5. Create the folders and shortcuts.
New Menu

To enable the New menu within applications:

1. Tap Start - Settings - Personal tab - Menus icon - New Menu tab.

![Figure 2-28. Menus Window - New Menu Tab](image)

2. Select the Turn on the New button menu check box to have access to multiple applications within a program. An arrow appears next to New in the command bar of certain programs such as Pocket Word, Pocket Excel, Contacts, Calendar, and Tasks. Tap this arrow, then tap a new item to create.

![Figure 2-29. New Menu in Calendar Window](image)

To use New only to start a new file within a program (rather than accessing a menu of applications), do not select the Turn on the New button menu check box. Regardless of the selection, the New menu appears in the command bar of the Today screen.

3. Select the items to appear on the New menu.
4. Tap ok.
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 icon - Identification tab.

   ![Figure 2-30. Owner Information Window - Identification Tab](image)

   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.

   ![Figure 2-31. Owner Information Window - Notes Tab](image)

   2. Enter information in the Notes: text box.
**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 2-32. 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 2-33. Welcome Window**
**Passwords**

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.

> If you forget the password, or if the device is corrupt and soft resetting doesn’t work, perform a hard reset. Performing a hard reset erases all created files and data, and user-installed programs.

1. Tap **Start** - **Settings** - **Personal** tab - **Password** icon - **Password** tab.

![Figure 2-34. Password Window - 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.
6. 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.

![Figure 2-35. Alphanumeric Password]
b. Re-enter the password in the Confirm: field.

7. Tap **ok**.

**Hint**

To set a hint to remember the password:

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

![Figure 2-36. Password Window - Hint Tab](image)

2. In the text box, enter a password hint for a password reminder.
3. Tap **ok**.
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. 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. Select the Play sound check box to enable sound notification for the event.
4. Select a sound from the drop-down list.
5. Select the Vibrate check box to enable vibration notification of the event.
6. 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.

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.
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.

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.


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.

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 2-43. About Window - Copyrights Tab](image)

2. Tap **ok.**
**Brightness**

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

**Brightness**

To set a brightness level for the backlight:

1. Tap *Start - Settings - System tab - Brightness icon - Brightness tab.*

![Figure 2-44. Brightness Window - Brightness Tab](image)

2. Use the slider to adjust screen brightness.
3. Tap *ok*.

**Battery Power**

To set the backlight settings when using battery power:

1. Tap *Start - Settings - System tab - Brightness icon - Battery Power tab.*

![Figure 2-45. Brightness Window - Battery Power Tab](image)

2. Select the *Dim if device is idle for more than* check box to dim 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 15 seconds, 30 seconds, 1 minute, 3 minutes, 5 minutes, and 15 minutes.
3. Tap *ok.*
External Power

To set the backlight settings when using external AC power:

1. Tap Start - Settings - System tab - Brightness icon - External Power tab.

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

2. Select the Dim if device is idle for more than check box to dim 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 30 seconds, 1 minute, 3 minutes, 5 minutes, 15 minutes, and 30 minutes.

3. Tap ok.

A soft reset retains the new settings. A hard reset restores the default settings.

Note
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.**

   ![Figure 2-47. 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.**

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

   ![Figure 2-48. 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.

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

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 2-51. 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 2-52. 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 **Display message** checkbox to enable a message to appear on the screen when the alarm goes off.
9. Select the **Flash light** and/or **Vibrate** checkbox to flash a light and/or vibrate when the alarm starts.
10. Tap **ok**.
11. Tap the time field to set the alarm time. The clock window appears.

![Alarm Clock Setting Window](image)

Figure 2-53. Alarm Clock Setting Window

12. Use the time field and up and down arrows to set the time, or tap, hold, and drag the clock hands.
13. Tap ok.
14. Set up to two more alarms in the available fields.
15. Tap ok.
16. To change the way the date or time is displayed on the device, see Regional Settings on page 2-41.
Memory
Use the Memory window to adjust RAM allocation, view storage card memory usage, and stop active programs.

Main
To temporarily adjust the allocation of storage and program memory:

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

   ![Figure 2-54. Memory Window - Main Tab]

2. To adjust RAM allocation move the slider to allocate more memory for programs or storage. If there is not enough space for a file, increase the amount of storage memory. If the device is running slowly, try increasing the amount of program memory.

3. Tap ok.

   If memory problems still occur, reset the device, which can make additional storage or program memory available.

Programs supplied with the device are located in ROM and remain after a hard reset. Installed programs are located in RAM and must be reinstalled after a hard reset. If there are problems reinstalling programs, adjust RAM allocation.

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.

   ![Figure 2-55. Memory Window - Storage Card Tab]
2. Tap the drop-down list, then the name of the partition to view information.
3. Tap **ok**.

**Running Programs**

The **Running Programs** tab displays a list of active programs.

1. Tap **Start** - **Settings** - **System** tab - **Memory** icon - **Running Programs** tab.

![Memory Window - Running Programs Tab](image)

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 the **Running Program List** 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
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 time value from the drop-down list.
6. 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 2-24*.

When batteries are low, a battery icon appears in the status bar. See *Status Icons on page 1-4*. 
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.

![Figure 2-59. Regional Settings Window - Region Tab](image)

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

3. Tap the Number tab.

![Figure 2-60. 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.

![Currency tab](image)

Figure 2-61. Regional Settings Window - Currency Tab

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

7. Tap the Time tab.

![Time tab](image)

Figure 2-62. Regional Settings Window - Time Tab

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

9. Tap the Date tab.

![Date tab](image)

Figure 2-63. Regional Settings Window - 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 loaded onto the device and are installed in RAM:

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

![Remove Programs Window](image)

**Figure 2-64. Remove Programs Window**

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 2-37*.
5. Tap **ok**.
**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.

![Figure 2-65. Screen Window - General Tab](image)

2. Select a screen orientation. *Figure 2-66* provides an example of screen appearance for portrait and landscape orientations.

![Figure 2-66. Portrait and Landscape Screen Orientation](image)

3. Tap **Align Screen**.
4. The *align screen* appears. 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.

   ![ClearType Tab](image)

   Figure 2-67. Screen Window - 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.

   ![Text Size Tab](image)

   Figure 2-68. Screen Window - Text Size Tab

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

3. Tap ok.
Receiving Incoming 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.

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

3. Tap ok.

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

Note

To receive beams from devices with older operating systems (e.g., Pocket PC 2000 or H/PC), tap Receive an infrared beam.
Bluetooth
This section describes how to discover and create bonds with other Bluetooth devices. The device can receive information from discovered devices without creating a bond. Once bonded, the device exchanges information with the bonded device when the Bluetooth radio is turned on.

**Bonding with Discovered Device(s)**
A bond is a relationship created between two Bluetooth devices to securely exchange information. To create a bond, enter the same PIN on both devices. Once a bond is created, entering the PIN is not necessary for information exchange.

To bond with a discovered Bluetooth device:

1. Ensure the target device is in discoverable mode.
2. Ensure the two devices are within 30 feet (10 meters) of one another.
3. Tap **Start - Settings - Connections** tab - **Bluetooth** icon - **Bonded Devices** tab.
4. Tap **New...**. The device searches for other Bluetooth devices and displays them in the list.

**Figure 2-70. Bluetooth Window - Bonded Devices Tab**

**Figure 2-71. Select a Bluetooth Device Window**
5. Tap the device with which to create a bond, then tap **Next**.

![Figure 2-72. Enter Device Bluetooth PIN Window](image)

![Figure 2-73. Name the Bluetooth Device Window](image)

If the target device does not appear in the list, ensure it is turned on, in discoverable mode, and within range (30 feet/10 meters) of the searching device.

6. In the **Device PIN:** text box, enter a PIN (between 1 and 16 characters) and tap **Next**. The device sends the PIN request to the target device.

7. When prompted, enter the same PIN on the target device. The **Name the Bluetooth Device** window appears.

8. In the **Name:** text box, edit the name of the other device, if desired.
9. Tap Finish. The bonded device appears in the list.

**Renaming a Bonded Device**

To rename a bonded device, use the Bluetooth Bonded Devices window.

1. Tap Start - Settings - Connections tab - Bluetooth icon - Bonded Devices tab.
2. Tap and hold the device to rename. In the pop-up menu, select Rename.
The *Rename bonded device* window appears.

![Figure 2-76. Rename Bonded Device Window](image)

3. Enter a new name for the bonded device in the *Name:* text box.
4. Tap **ok**.

   Tap **Delete** in this window to delete a bonded device.

**Deleting a Bonded Device**

If it is no longer necessary to connect with a device, delete it from the *Bluetooth Bonded Devices* window.

1. Tap **Start** - **Settings** - **Connections** tab - **Bluetooth** icon - **Bonded Devices** tab.
2. Tap and hold the device to delete. In the pop-up menu, select **Delete**.

![Figure 2-77. Deleting a Bonded Device](image)
3. A confirmation dialog appears. Tap **Yes**.

![Delete Device Confirmation Dialog Box](image)

**Figure 2-78. Delete Device Confirmation Dialog Box**
Connections

Use the Connections window to create a modem connection to an Internet Service Provider (ISP) or network, or a VPN connection. Tap Start - Settings - Connections tab - Connections icon.

Refer to the Symbol device’s Integration Guide or the modem manufacturer’s documentation for availability of connection options and connection instructions.
Wireless Ethernet
To configure the device for a wireless Ethernet connection.


   ![Figure 2-80. 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. The IP address window displays.

   ![Figure 2-81. Wireless Ethernet - IP Address Window]

4. In the IP address window, select the appropriate radio button:
   - to Use a server-assigned IP address
   - or
   - to Use a specific IP address. Enter the IP address, Subnet mask, and Default gateway, as needed.
5. Tap the Name Servers tab.

![Figure 2-82. Wireless Ethernet - Name Servers Window](image)

6. Enter the appropriate DNS, Alt DNS, WINS, and Alt WINS server addresses.
7. Tap **ok**.

![Figure 2-83. Adapters](image)

8. Tap **ok** to confirm the setup.
9. Tap **ok** to exit.
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Calendar
For Windows Mobile 2003 devices, use Calendar to schedule appointments such as meetings. View appointments in different ways (Agenda, Day, Week, Month, and Year) and easily change views using the View icons.

![Calendar Window Image]

**Figure 3-1. Calendar Window**

Check appointments in different views by tapping the icons described in Table 3-1 within an appointment.

**Table 3-1. Appointment Views**

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

To create an appointment:

1. Tap Start - Calendar.
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 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 the **Add/Delete** tab to add and delete categories.

12. To add a category, enter the name for the category in the text box, and tap **Add**. This category is automatically selected on the **Select** tab.

13. To delete a category, select the category from the list and tap **Delete**.

14. Tap **ok**.

15. Tap in the **Attendees** field to select attendees from the contacts list.

16. Tap the **Status** drop-down list to select how the appointment appears to others.

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

18. 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 3-19**.

19. 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*.
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.

![Figure 3-5. Appointment Summary Window](image.png)

View appointment details

View notes

Tap to change appointment
**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*. 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 3-6*.
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 - Tools - Options*.

![Figure 3-6. Calendar Options](image)

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

For Windows Mobile 2003 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.

[Figure 3-7. Contacts Window]

Changing Contact Options

1. To view the contact list by company name rather than by the contacts' names, tap Start - Programs - Contacts - View - By Company.
2. To change the way information is listed, tap Tools - Options.

[Figure 3-8. Contacts - Options Window]

3. Clear the Show ABC tabs 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. Tap the arrow next to the Name: or Home addr: field to open a window for adding more details.

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

5. To select one or more categories for the contact, select their check boxes. This allows displaying contacts by category in the contact list.
6. Tap the Add/Delete tab to add and delete categories.

![Image of Contacts Add/Delete Tab]

**Figure 3-11. Contact Categories - Add/Delete Tab**

7. To add a category, enter the name for the category in the text box, and tap **Add**. This category is automatically selected on the **Select** tab.

8. To delete a category, select the category and tap **Delete**.

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 3-19*.

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 3-11*.
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 **Tools - 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 *View - By Company*. The number of contacts that work for that company appears to the right of the company name.
- Tap *Start - Programs - Find*, enter the contact name, select *Contacts* for the type, then tap *Go*.

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*.
   To beam several contacts, tap and drag to select the contacts, then tap *Tools - Beam Contacts*.
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](image)
Tasks

For Windows Mobile 2003 devices, 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 - Select Tab](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 the *Add/Delete* tab to add and delete categories.

![Figure 3-16. Task Categories - Add/Delete Tab](image)

12. To add a category, enter the name for the category in the text box, and tap *Add.* This category is automatically selected on the *Select* tab.

13. To delete a category, select the category and tap *Delete.*

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

16. 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 3-19.

17. Tap ok to save the task and return to the task list.

To create a task with only a subject, tap Tools - Entry Bar. Then 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 3-14.
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 Tools - 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 Tools - Beam Task... . To beam several tasks, tap and drag to select the tasks, then tap Tools - 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)

Configuring Tasks

To change how tasks appear:

1. Tap the Show drop-down list under the status bar (labeled All Tasks by default), then select an option to show all tasks or tasks within a category.
2. Tap the Sort By drop-down list under the status bar (labeled Priority by default), then select an option to sort the tasks by status, priority, subject, start date, or due date.

![Tasks - Show and Sort By Lists](image)
3. Tap Tools - Options.

![Figure 3-19. Tasks - Tools - Options Window]

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.
Notes
For Windows Mobile 2003 devices, 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.

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 1-14.

4. Tap ok to save the note and return to the Notes list.

Figure 3-21. Creating a Note
Creating a Template

To create a template for notes:

1. Tap Start - Programs - Notes.
2. Create a note. See Creating a Note on page 3-20.
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.
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 Tools - Rename/Move... .
5. Enter the new name in the Name: field. See Figure 3-22 on page 3-21.
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 Tools - Delete Note... .

**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 Tools - Beam File... .
   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 Tools - 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 or in the Platform or Application folder).
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.

Figure 3-23. Notes - Options Window
**Inbox**

For Windows Mobile 2003 devices, use *Inbox* to send and receive e-mail messages in the following ways:

- Synchronize e-mail messages with Microsoft Exchange or Outlook on the host computer.
- Send and receive e-mail messages by connecting directly to an e-mail server through an Internet service provider (ISP) or a network.

**Synchronizing E-mail Messages**

To synchronize e-mail messages, first enable *Inbox* synchronization in ActiveSync options. For information on enabling *Inbox* synchronization, see ActiveSync Help on the host computer.

During synchronization:

- E-mail messages are copied from the *Inbox* folder of Exchange or Outlook on the host computer to the *Inbox* folder of the Outlook e-mail account on the device. By default, you receive messages from the last three days only, the first 100 lines of each message, and file attachments of less than 100 KB in size. The original messages remain on the host computer.
- E-mail messages in the Outbox folder on the device are transferred to Exchange or Outlook, then sent from those programs.
- Messages deleted on the device are deleted from the host computer.
- E-mail messages in subfolders selected for synchronization in ActiveSync on the host computer are transferred.

**Connecting Directly to an E-mail Server**

Set up a connection to an e-mail server to send and receive e-mail messages using a network connection and *Inbox* on the device. The ISP or network must use a POP3 or IMAP4 e-mail server and an SMTP gateway.

- Connecting to the e-mail server downloads new messages to the device *Inbox* folder, sends messages in the device Outbox folder, and removes messages deleted on the e-mail server from the device *Inbox*.
- Messages received directly from an e-mail server are linked to the e-mail server rather than the host computer. Deleting a message on the device also deletes it from the e-mail server on the next connection.
- When working online, read and respond to messages while connected to the e-mail server. Messages are sent upon tapping *Send*, which saves space on the device.
- When working offline, after downloading new message headers or partial messages, disconnect from the e-mail server, then decide which messages to download completely. On the next connection, *Inbox* downloads the complete messages marked for retrieval and sends new messages.
- If desired, use multiple e-mail services to receive messages. For each e-mail service, first set up and name the e-mail service. If using the same service to connect to different mailboxes, set up and name each mailbox connection.
Setting Up an E-mail Service

To set up a POP3 or IMAP4 e-mail account:

1. Tap Start - Messaging.

3. Follow the instructions in the wizard. For an explanation of a window, tap Start - Help.

Changing Account Options

To change options for an e-mail account:

1. Tap Start - Messaging.
2. Tap Accounts - Accounts or Tools - Options.

3. On the Accounts tab, tap the name of the account and follow the instructions in the window.
Deleting Accounts
To delete an account:
1. Tap Start - Messaging.
2. Tap Accounts - Accounts.
3. Tap and hold the name of the account.
4. Select Delete.

Downloading Messages
To download copies of messages to the device:
1. Tap Start - Messaging.
2. If using ActiveSync for downloading, begin synchronization.

If connecting to an e-mail server, tap Accounts and select the correct account (selection is indicated by a bullet). Tap Accounts - Connect.

This downloads new messages to the device Inbox folder, sends messages in the device Outbox folder, and removes messages that were deleted on the e-mail server or host computer from the device Inbox.

3. The most recently received messages appear at the top of the list. To change the sort order, tap the Sort by menu (labeled From by default), and select to sort by Received Date or alphabetically by Subject.
4. To view items within a specific folder, tap the Show menu (labeled Inbox by default), and select the folder.
5. Tap a message in the list to open it. Unread messages appear in bold.

![Figure 3-27. Viewing a Message](image)

6. To reply to the message, tap the **Reply** icon and create the message. See *Creating E-mail Messages on page 3-28*.

7. To delete the message, tap the **Delete** icon.

8. To see the previous or next message, tap the left or right arrow icon in the command bar.

9. Tap the **Close** icon to close the message and return to the message list.

**Retrieving Complete Messages**

When connecting to the e-mail server or synchronizing with the host computer, *Inbox* downloads by default only messages from the last three days, the first 100 lines of each new message, and file attachments of less than 100 KB in size.

To mark the messages to retrieve completely (including attachments if set up to do so in the e-mail account) on the next synchronization or connection to the e-mail server:

- In the message list, tap and hold the message to retrieve. On the pop-up menu, select **Mark for Download**. The icons in the *Inbox* message list indicate message status, or
- In an open message, tap **Edit - Mark for Download**.

**Downloading Attachments**

An attachment to an e-mail appears as an icon at the bottom of the message if it was fully downloaded. Tap the icon to open the attachment. If the attachment was not downloaded, mark it for downloading on the next connection.

If using ActiveSync to download messages:

1. In ActiveSync on the host computer, select **File - Mobile Device**, then select the device.
2. Click **Tools - Options**.
3. Select the message account, click **Settings**, then select **Include File Attachments**.
If using an IMAP4 account:
1. Tap Start - Messaging on the device.
2. Tap Accounts - Accounts...
4. Tap Next until Server Information appears.
5. Tap Options.
6. Tap Next twice.
7. Select Get full copy of messages and When getting full copy, get attachments.

Creating E-mail Messages
To create an e-mail message:
1. Tap Start - Messaging.
2. Tap New.
3. In the To: field, enter an e-mail address of one or more recipients, separating each with a semicolon, or select a name from the contact list by tapping the Address Book icon. All e-mail addresses entered in the e-mail fields in Contacts appear in the Address Book.
4. Enter the message. To enter preset or frequently used messages, tap My Text and select a message. To include a recording, tap the Voice Bar icon. See Recording a Message on page 1-22.
5. Tap **Edit** to cut, copy, paste, clear, select all text, save a copy of the message in the drafts folder for later, or cancel the message.

![Figure 3-29. Inbox - Edit and Tools Menus](image)

6. Tap **Tools** to spell check a message, check recipients names against the contacts list, or change the language of the message.

7. To add an attachment, tap **Tools - Add Attachment...**

![Figure 3-30. Adding an Attachment](image)

8. In the **Folder:** drop-down list, select the folder that contains the file to attach.

9. Tap the file to attach it to the message.

10. Tap **Send** when finished. If working offline, the message is transferred to the Outbox folder and sent on the next synchronization.

**Disconnecting**

If using a POP3 or IMAP4 e-mail account, to disconnect (required before adding a new account):

1. Tap **Start - Messaging.**
2. Tap **Accounts - Disconnect** to end a connection.
Managing E-mail Messages and Folders

By default, messages are displayed in one of five folders for each account created: Inbox, Deleted Items, Drafts, Outbox, and Sent Items. The Deleted Items folder contains messages that have been deleted on the device. The behavior of the Deleted and Sent Items folders depends on the options selected. See Configuring Global Accounts on page 3-31 to select the options.

Folder Behavior with ActiveSync and Direct Connection to Server

The behavior of the folders created depends on whether you are using Outlook e-mail with ActiveSync, POP3, or IMAP4.

- If using ActiveSync, e-mail messages in the Inbox folder in Outlook are automatically synchronized with the device. Select to synchronize additional folders by designating them for ActiveSync. The folders created and the messages moved are mirrored on the server. For example, if you move two messages from the Inbox folder to a folder named Family, and you have designated Family for synchronization, the server creates a copy of the Family folder and copies the messages into that folder. Then read the messages while away from the host computer.

- If using POP3 and you move e-mail messages to another folder, the link is broken between the messages on the device and their copies on the mail server. Upon the next connection, the mail server notes the messages missing from the device Inbox and deletes them from the server. This prevents having duplicate copies of a message, but it also means that there is no longer access to messages moved to folders created from anywhere except the device.

- If using IMAP4, the folders created and the e-mail messages moved are mirrored on the server. Therefore, messages are available upon connection to the mail server, whether it is from the device or host computer. This synchronization of folders occurs when connecting to the mail server, creating new folders, or renaming/deleting folders when connected.

Managing Folders

If using POP3 or IMAP4, to change folder options:

1. Tap Start - Messaging.
2. Tap Tools - Manage Folders.

![Screenshot of Inbox Manage Folders Window](image)

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

Tap **Tools - Options** to set folder synchronization settings for specific folders.

**Configuring Global Accounts**

To configure accounts:

1. Tap **Start - Messaging**.
2. Tap **Tools - Options** to modify how messages appear on-screen.
3. To change a signature, tap the **Accounts** tab.

![Figure 3-32. Inbox Options Window - Accounts Tab](image)

4. Tap **Signatures...**.

![Figure 3-33. Inbox Options Window - Accounts Tab, 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 and enter the signature in the text box.
7. Select the **Use when replying and forwarding** check box to append the signature to replied and forwarded messages.
8. Tap **ok**.
9. Tap the **Message** tab to customize reply formatting options.

![Figure 3-34. Inbox Options Window - Message Tab](image)

10. Select the **When replying, include body** check box, then the **Indent** and/or **Add a leading character** check box(es) to choose whether to include the original message in the reply, and how this appears.

11. Select the **Keep copy of sent mail in Sent folder** check box to track sent messages. Note that this occupies memory on the device.

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

13. On the **Address** tab, use the drop-down list to select which e-mail address book to check in Contacts.

![Figure 3-35. Inbox Options Window - Address Tab](image)

14. 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...

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

16. 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.

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

   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.

18. Tap OK.

19. 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.

20. Select an option from the Empty deleted items: drop-down list to select when items are permanently removed.
Pocket Word

For Windows Mobile 2003 devices, Pocket Word 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.

Pocket Word 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.

![Figure 3-38. Pocket Word Window](image)

- Tap to change the sort order of the list
- Tap and hold an item to see a pop-up menu of actions
- Tap to open a document
- Select the folder to display its contents
- Tap to create a new item
- Tap to change the sort order of the list
Creating a Document

To create a new document in Pocket Word, such as a letter, meeting minutes, or a trip report:

1. Tap Start - Programs - Pocket Word
2. Tap New. If using a template for new documents, that template appears with appropriate formatting applied. See Configuring Files on page 3-42 to use a template.
3. To select the method of input, tap View, then select Writing, Drawing, Typing, or Recording. See Pocket Word Input Methods on page 3-38.

4. Enter information. See Entering Information on page 1-14.
5. Tap the Show/Hide Toolbar icon 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 3-39.
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 **Tools - File - Save Document As**...

![Figure 3-40. 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), **Pocket Word** (.psw), **Rich Text Format** (.rtf), and **Plain Text** (.txt).

13. In the **Location:** drop-down list, select where to save the document (in main memory or in the Platform or Application folder).

14. Tap **OK**.

15. Tap **ok**.
**Editing a Document**

To make changes to a document:

1. Tap **Start - Programs - Pocket Word**
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 **Tools - File - Rename/Move...**

![Rename/Move Window](image)

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 or in the Platform or Application folder).
8. Tap **ok**.
9. Tap **ok** to close the file.

**Deleting a Document**

To delete a document:

1. Tap **Start - Programs - Pocket Word**
2. Tap and hold the document in the list and select **Delete** from the pop-up menu.

**Beaming Documents**

To beam a document to another device:

1. Tap **Start - Programs - Pocket Word**
2. Align the infrared ports on the devices.
3. Tap and hold the document and select **Beam File...**, or select the document and tap **Tools - File - Beam Document...**
   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.
**Pocket Word Input Methods**
Following are the input methods used in *Pocket Word*.

**Typing Mode**
In typing mode, use the input panel to enter typed text in a document. See *Entering Information on page 1-14*.

![Figure 3-42. Typing Mode](image)

**Writing Mode**
In writing mode, use the stylus to write directly on the screen. Ruled lines appear as a guide, and the zoom magnification increases to ease writing. See *Writing on the Screen on page 1-19*.

![Figure 3-43. Writing Mode](image)

Crossing three ruled lines in a single stylus stroke converts the writing to a drawing, which can be edited and manipulated as described in the following section.

Written words are converted to graphics (metafiles) when a *Pocket Word* document is converted to a *Word* document on the host computer.
**Drawing Mode**

In Drawing mode, use the stylus to draw on the screen. Gridlines appear as a guide. Lift the stylus after the first stroke to display a drawing box indicating the boundaries of the drawing. Every subsequent stroke within or touching the drawing box becomes part of the drawing. See *Drawing on the Screen on page 1-22.*

**Figure 3-44. Drawing Mode**

**Recording Mode**

In Recording mode, embed a recording into the document. Recordings are saved as .wav files. See *Recording a Message on page 1-22.*

**Formatting Text and Drawings**

To format text or a drawing:

1. Tap *Start - Programs - Pocket Word*
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 format a drawing, de-select the **Pen** button, then tap on the drawing.
4. Tap *Edit - Format... .*

**Figure 3-45. Formatting Text and Drawings**
5. If formatting text, select the Font: and font Size: from the drop-down lists.
6. Use the Pen weight: drop-down list to select the pen weight.
7. To change the color of the font or line, select a color from the Line/Font: drop-down list.
8. If formatting a drawing, select a fill color from the Fill color: drop-down list.
9. If formatting text, select the appropriate check boxes to bold, italicize, underline, highlight, or strike through the selected text.

**Formatting Paragraphs**

To format a paragraph:

1. Tap Start - Programs - Pocket Word
2. Tap a document in the list to open it.
3. Select the text or paragraph.
4. Tap Edit - Paragraph...

![Pocket Word - Paragraph dialog box](image)

**Figure 3-46. Formatting Paragraphs**

5. Select whether to left-align, right-align, or center the paragraph using the Alignment: drop-down list.
6. Select the Bulleted check box to bullet 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 - Pocket Word
2. Tap a document in the list to open it.
3. Tap Edit - Find/Replace.

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 Pocket Word:

1. Tap Start - Programs - Pocket Word
2. Tap Tools - Options.

![Pocket Word Options Window](image)

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 or in the Platform or Application folder).
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 Pocket Word, tap Start - Help.
Pocket Excel

For Windows Mobile 2003 devices, Pocket Excel 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.

Pocket Excel 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.

![Pocket Excel Window](image)

**Figure 3-49. Pocket Excel Window**

**Tips for Working in Pocket Excel**

When working in large worksheets in Pocket Excel:

- To toggle the toolbar on and off, tap the Show/Hide Toolbar icon or tap View - Toolbar. The toolbar provides fundamental spreadsheet tools, such as formulas, functions, sorting, and filtering.
- Within a workbook, use the Tools menu to insert and format data using similar tools as in Microsoft Excel on the desktop computer.
- 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 Restore.
- 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, 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 *Pocket Excel*, such as an expense report or mileage log:

1. Tap *Start - Programs - Pocket Excel*.
2. Tap *New*. If using a template for new workbooks, that template appears with appropriate formatting applied. See *Configuring Files on page 3-42* to use a template.
3. Enter information in the desired cells using the input panel. See *Entering Information on page 1-14*.
4. To format the workbook, see *Formatting Workbooks on page 3-46*.
5. If the workbook contains sensitive information, protect it with a password. Tap *Tools - Password*, then enter and verify the password in the text boxes. Opening the workbook requires entering the password, so choose one easy to remember but hard for others to guess.

![Creating a Password for a Workbook](image)

6. 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 *Tools - File - Save Workbook As*.

![Saving a Workbook](image)

7. Enter the new name in the *Name: text box*.
8. To move the file to a different folder, in the *Folder: drop-down list, select the new folder.*
9. In the Type: drop-down list, select the file type. Pocket Excel supports a variety of formats, including Pocket Excel (.pxl) and Excel (.xls).

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

11. Tap OK.

12. Tap ok.

**Editing a Workbook**

To make changes to a workbook:

1. Tap Start - Programs - Pocket Excel.

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

3. Make the changes.

4. To rename and/or move a file, tap Tools - 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 or in the Platform or Application folder).

8. Tap ok.

9. Tap ok to close the file.

**Deleting a Workbook**

To delete a workbook:

1. Tap Start - Programs - Pocket Excel.

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 Tools - File - Delete Workbook.
**Beaming Workbooks**

To beam a workbook to another device:

1. Tap Start - Programs - Pocket Excel.
2. Align the infrared ports on the devices.
3. Tap and hold the workbook and select Beam File..., or select the workbook and tap Tools - File - Beam Workbook... .
   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 - Programs - Pocket Excel.
2. Tap a workbook in the list to open it.
3. Select a cell.
4. Tap 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 Format - Row or Column - Hide.
   To show a hidden row or column, tap Tools - Go To, then type a reference that is in the hidden row or column. Tap Format - Row or Column - Unhide.
7. To arrange sheets within a workbook, tap Format - Modify Sheets... .

![Figure 3-54. Deleting Cells](image)

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 new 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. To insert rows or columns, tap Format - Insert Cells... .

![Figure 3-55. Inserting Cells](image)

13. Select a radio button to indicate whether to shift the selected cell up or down, or insert an entire row or column.
14. To delete rows or columns, tap Format - Delete Cells...

![Figure 3-56. Deleting Cells](image1)

15. Select a radio button to indicate whether to delete the selected cell only and shift remaining cells up or to the left, or delete an entire row or column.

**Finding and Replacing Text**

To search a workbook for text:

1. Tap Start - Programs - Pocket Excel.
2. Tap a workbook in the list to open it.
3. Tap Edit - Find/Replace.

![Figure 3-57. Finding and Replacing Text](image2)

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 Pocket Excel:

1. Tap Start - Programs - Pocket Excel.
2. Tap Tools - 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 Platform or 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 Pocket Excel, tap Start - Help.
MSN Messenger
For Windows Mobile 2003 devices, use the MSN® Messenger instant messaging program on the device to:

- see who is online
- send and receive instant messages
- have instant message conversations with groups of contacts.

**MSN Messenger** requires a Microsoft Passport™ account or a Microsoft Exchange e-mail account. A Passport is required to use MSN Messenger Service. (A Passport is included with a Hotmail® or MSN account.) After obtaining a Microsoft Passport or a Microsoft Exchange account, set up the account.

**Setting Up an Account**
Before connecting, set up the Passport or Exchange account and sign in:

1. Tap **Start** - **Programs** - **MSN Messenger** icon.
2. Tap **Tools** - **Options**.

![Figure 3-59. MSN Messenger Options Window - Accounts Tab](image)

3. On the **Accounts** tab, select the **Enable MSN Messenger Service** and/or **Enable Exchange Instant Messaging** check box(es).
4. Enter the sign-in name (typically an e-mail address) and password.
5. If you selected both accounts, tap **Settings...**, then select the account to sign onto first.

   ![Figure 3-60. Account Settings Window](image)

6. Tap **ok**.
7. Tap **Tools - Sign In...**.
8. Enter the sign in name and password, and tap **Sign in**.

If using *MSN Messenger* on the host computer, contacts automatically appear on the device.

**Working with Contacts**

The *MSN Messenger* window is divided into Online and Not Online categories. From this view, while connected, chat, send e-mail, block the contact from chatting, or delete contacts from the list using the pop-up menu.

![Figure 3-61. MSN Messenger Contacts](image)

To see others online without being seen, tap **Tools - My Status - Appear Offline**. You appear offline but remain on the blocked contact's list.

To unblock a contact, tap and hold the contact, then select **Unblock** on the pop-up menu.
**Adding a Contact**

To add a contact:

1. Tap *Start - Programs - MSN Messenger* icon.
2. Tap *Tools - Add a Contact*.
3. Type in the user’s account name.
4. Tap *Next*.
5. Follow the directions on the screen.

**Deleting a Contact**

To delete a contact:

1. Tap *Start - Programs - MSN Messenger* icon.
2. Tap and hold the contact name.
3. Select *Delete Contact*.

**Chatting with Contacts**

To chat with a contact:

1. Tap *Start - Programs - MSN Messenger* icon.
2. Tap *Tools - Sign In...*.
3. Enter the sign in name and password, and tap *Sign in*.
4. Tap a contact name to open a chat window.
5. Enter the message in the text entry area at the bottom of the screen, or tap *My Text* to enter a preset message.
6. Tap *Send*.

7. To invite another contact to a multi-user chat, tap *Tools - Invite* and tap the contact to invite.
8. To switch back to the main window without closing a chat, tap *Contacts*. To revert back to the chat window, tap *Chats* and select that person.
9. To know if the contact is responding, look for the message under the text entry area.

![Figure 3-63. Receiving a Message](image)

10. To indicate status to other contacts, tap **Tools - My Status**, then select a status description such as **Away**.

11. To disconnect a session at any time, tap **Tools - Sign Out**.

### Managing Contacts

To change contact options:

1. Tap **Start - Programs - MSN Messenger** icon.
2. Tap **Tools - Options - General** tab.

![Figure 3-64. Contact Options - General Tab](image)

3. In the text box, enter the name that others see when sending instant messages.
4. Select the **Run this program upon connection** check box to run **MSN Messenger** when connecting.
5. Tap the Privacy tab.

![Figure 3-65. Contact Options - Privacy Tab](image)

6. Scroll through the list to see who has you listed as a contact.

7. Select the **Alert me when I am added to a Passport contact list** check box to receive an alert when someone adds you to their list.

8. To block a contact from sending you messages, tap **Blocked Users...**, tap the contact, then tap the right arrow to move this contact to **My Block List**.

9. To unblock a contact, tap the contact, then tap the left arrow to move the contact to **My Allow List**.

For more information on using **MSN Messenger**, tap **Start - Help**.
**Media Player**

For Windows Mobile 2003 devices, use Windows *Media Player* to play digital audio and video files stored on the device. To switch to Windows *Media Player*, tap *Start* - *Windows Media*.

![Figure 3-66. Media Player Window](image)

Use the host computer to copy digital audio and video files to the device. The device can play Windows Media and MP3 files.

For more information on using Windows *Media Player*, tap *Start* - *Help*. 
Pictures
For Windows Mobile 2003 devices, use Pictures to view .jpg format pictures stored on the device, send pictures to others, view a slideshow of pictures, or set a picture as the background on the Today screen.

Viewing Pictures
To view a picture in full-screen view.

1. Tap Start - Programs - Pictures icon.
2. Tap the thumbnail of the picture to view. To locate the thumbnail:
   - Browse folders to locate a file by tapping folders to open them, or using the Show menu (labeled My Pictures 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.
   - Tap the Storage Card icon to view pictures stored on a storage card.
   - Tap the My Device icon to view pictures stored in the My Pictures folder.

Viewing a Slideshow of Pictures
Pictures can display slides of the pictures shown in thumbnail view with 5-second intervals between slides. To view .jpg pictures as a slideshow:

1. In Pictures, tap the View as a slide show icon to view pictures as a slideshow.
2. Tap anywhere on the screen to display the Slideshow toolbar, used to pause the slideshow, rotate the view, and more.
3. To change the time period that each slide displays, tap Tools - Options - Slide Show tab.
4. Tap the up and down arrows next to the Delay between slides: field to set this time.
5. Press the left/right controls to move forward or backward through the slides.

Copying Pictures to the Device
Copy .jpg picture files from the host computer to the My Pictures folder, within the My Documents folder on the device. View the pictures in Pictures.

For more information on copying files from the host computer to the device, see ActiveSync Help on the PC.

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 to rotate a picture 90 degrees counter-clockwise.
4. Tap to crop a picture by dragging and selecting the crop area. Tap outside of the box to stop cropping.
5. Tap to display the Zoom panel, used to zoom in or out of a picture, or return a picture to full-screen size.
6. Tap Edit - Brightness and Contrast to adjust the brightness and contrast levels of a picture.
Sending Pictures
When sending a .jpg picture to others as an e-mail attachment, the picture is resized to approximately 30 KB, making it easier to send over wireless connections. To send a picture:

1. Tap Start - Programs - Pictures icon.
2. Tap the picture to send as an e-mail attachment.
3. Tap Tools - Send via E-mail to create an e-mail message with the picture attached.

Setting a Picture as Background
Use a personalized .jpg picture as the background on the Today screen, and specify how to display it on the screen, such as adjusting the transparency level.

1. Tap Start - Programs - Pictures icon.
2. Tap the picture to set as the background.
3. Tap Tools - Set as Today Wallpaper.
Pocket Internet Explorer

For Windows Mobile 2003 devices, use Microsoft Pocket Internet Explorer to view Web or Wireless Application Protocol (WAP) pages in the following ways:

- During synchronization with the host computer, download favorite links and mobile favorites stored in the Mobile Favorites subfolder in Internet Explorer on the host computer.
- Connect to an Internet service provider (ISP) or network and browse the Web.

To select Pocket Internet Explorer, tap Start - Internet Explorer.

Mobile Favorites

Items stored in the Mobile Favorites subfolder in the Favorites folder in Internet Explorer on the host computer are synchronized with the device. This folder was created when installing ActiveSync.

Favorite Links

Synchronization updates the list of favorite links both in the Mobile Favorites folder on the host computer and in Pocket Internet Explorer on the device. Unless you mark the favorite link as a mobile favorite, only the link is downloaded to the device; connect to the ISP or network to view the content. For more information on synchronization, see ActiveSync Help on the host computer.

Creating Mobile Favorites

If using Microsoft Internet Explorer 5 or later on the host computer, download mobile favorites. Synchronizing mobile favorites downloads Web content to the device so Web pages are available for viewing when disconnected from the ISP and host computer.

Use the Internet Explorer plug-in installed with ActiveSync to create mobile favorites:

1. In Internet Explorer on the host computer, click Tools - Create Mobile Favorite.
2. To change the link name, enter a new name in the Name field.
3. If desired, select an update schedule in Update.
4. Click OK. Internet Explorer downloads the latest version of the Web page to the host computer.
5. To download the pages linked to the mobile favorite just created, in Internet Explorer on the host computer, right-click the mobile favorite, then click Properties. On the Download tab, specify the number of links deep to download. To conserve device memory, only go one level deep.
6. Synchronize the device and host computer. Mobile favorites stored in the Mobile Favorites folder in Internet Explorer are downloaded to the device.

   If you did not specify an update schedule in step 3, manually download content to keep the information updated on the host computer and device. Before synchronizing, in Internet Explorer on the host computer, click Tools - Synchronize. Note the last time content was downloaded to the host computer; if necessary, manually download content.
7. To add a button to the Internet Explorer toolbar for creating mobile favorites, in Internet Explorer on the host computer, click View - Toolbars - Customize.

Saving Memory on the Device

Mobile Favorites take up storage memory on the device. To minimize the amount of memory used:

- In the settings for the Favorites information type in ActiveSync options, turn off pictures and sounds or stop some mobile favorites from downloading. For more information, see ActiveSync Help.
- Limit the number of downloaded linked pages. In Internet Explorer on the host computer, right-click the mobile favorite to change, then select Properties. On the Download tab, specify 0 or 1 for the number of linked pages to download.
Using Pocket Internet Explorer

With *Pocket Internet Explorer*, browse mobile favorites and channels downloaded to the device without connecting to the Internet. Also connect to the Internet through an ISP or a network connection and browse the Web.

To view mobile favorites and channels:

1. Tap *Start - Internet Explorer*.
2. Enter the address in the address bar at the top of the screen and tap the *Go* icon, or tap the arrow to choose from previously entered addresses. If the address bar isn’t available, tap *View - Address Bar*, or Tap the *Favorites* icon, then tap the page to view.

![Figure 3-67. Pocket Internet Explorer Window](image)

![Figure 3-68. Mobile Favorites](image)
The page downloaded on the last synchronization with the host computer appears. If the page is not on the device, the favorite is dimmed. Synchronize with the host computer again to download the page to the device, or connect to the Internet to view the page.

**Browsing the Web**

1. Tap *Start - Internet Explorer*.
2. Connect to the ISP or network wirelessly.
3. Go to a specific Web page in one of the following ways:
   - Tap *Favorites*, then tap the favorite to view.
   - In the address bar at the top of the screen, enter the Web address and tap the *Go* icon or tap the arrow to choose from previously entered addresses.
4. To add a favorite link, go to the Web page to add, tap and hold on the page, and select *Add to Favorites*.

If you select *Pocket Internet Explorer* before setting up the network connections, a window may appear allowing you to proceed to the connection settings window. Select the settings to return to *Pocket Internet Explorer*.

**Using AvantGo Channels**

AvantGo is a free interactive service that provides access to personalized content and thousands of popular Web sites. Subscribe to AvantGo channels directly from the device, then synchronize with the host computer, or connect to the Internet to download the content. For more information, visit the AvantGo Web site.

To sign up for AvantGo:

1. In ActiveSync options on the host computer, turn on synchronization for the AvantGo information type.
2. On the device, tap *Start - Internet Explorer*.
3. Tap the *Favorites* icon to display the list of favorites.
4. Tap *AvantGo Channels*.
5. Tap *Activate*.
6. Follow the directions on the screen. Synchronize the device with the host computer, then tap *My Channels* to complete setup.

When synchronization is complete, tap *AvantGo Channels* in the list of favorites to see a few of the most popular channels. To add or remove channels, tap *Add* or *Remove*.

**View Menu**

To use the View menu to configure web page appearance:

1. Tap *Start - Internet Explorer*.
2. Tap *View - Layout* to choose how to lay out web pages on the screen.

![Figure 3-69. View Menu](image)
3. Select One Column to arrange nearly all page content into one column as wide as the screen, to avoid horizontal scrolling. The page looks different than when viewed on a desktop computer. Select Default to keep a similar layout as on the desktop computer, but arrange content and decrease the size of page items so most of the page is included. Select Desktop to maintain the same layout and size as on the desktop computer. Horizontal and vertical scrolling are necessary.

4. To prevent pictures from downloading, tap View - Show Images to deselect it. To download one picture, connect to the Internet, tap and hold the picture’s placeholder, then select Show Picture.

5. To change the size of the screen text, tap View - Text Size, then select the size.

6. Tap View - Address Bar to toggle the address bar at the top of the screen on or off.

Changing Internet Explorer Options
To change Pocket Internet Explorer settings:

1. Tap Start - Internet Explorer.
2. Tap Tools - Options.
3. Select the General tab.

4. Tap Use Current to change the default home page to the current page.

5. Select a different character set from the Default character set drop-down list to easily view text in another language.
6. Select the **Memory** tab to free storage space on the device.

![Figure 3-71. Internet Explorer Options - Memory Tab](image)

7. Use the up and down arrows to select how many days to saved visited links.

8. Tap **Clear History** to delete all cached links.

9. Tap **Delete Files** to delete all pages stored on the device, including offline favorites content.

10. Select the **Security** tab to change security settings.

![Figure 3-72. Internet Explorer Options - Security Tab](image)

11. Deselect the **Allow cookies** check box to prevent Internet pages from sending and storing cookies on the device. Cookies contain information about user preferences so a page can customize information for the user.

12. Tap **Clear Cookies** to delete all cookies stored on the device.
Windows CE Devices
Getting Started with Windows CE Devices

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**Windows CE Desktop**

When turning on a Windows CE device, use the desktop to navigate the device.

Procedures in this chapter assume the device has a touch-enabled screen. For devices that do not have touch screens, refer to the device’s *User Guide* for instructions on navigating the Windows CE desktop and applications.

![Figure 4-1. Windows CE Desktop](image-url)

- **Select to open a program**
- **Select to change device settings**
- **Start Menu**
- **Battery charge status**
- **Status Bar**
- **Double-tap an icon to open a program**
- **Tap to return to desktop**
- **Show/hide input panel**
**Status Icons**

The status icons listed in Table 4-1 may appear on the status bar at the top of the screen.

**Table 4-1. Status Icons**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Function</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🍃</td>
<td>Battery</td>
<td>Backup battery is low.</td>
</tr>
<tr>
<td>🍃</td>
<td></td>
<td>Backup battery is very low.</td>
</tr>
<tr>
<td>🍃</td>
<td></td>
<td>Main battery is charging.</td>
</tr>
<tr>
<td>🍃</td>
<td></td>
<td>Main battery is low.</td>
</tr>
<tr>
<td>🍃</td>
<td></td>
<td>Main battery is very low.</td>
</tr>
<tr>
<td>🍃</td>
<td></td>
<td>Main battery is at 80% capacity. (100 indicates a full battery.)</td>
</tr>
<tr>
<td>🍃</td>
<td></td>
<td>External (AC) power source is connected.</td>
</tr>
<tr>
<td>🎶</td>
<td>Connectivity</td>
<td>Dial-up connection is active.</td>
</tr>
<tr>
<td>🎶</td>
<td></td>
<td>Direct connection is active.</td>
</tr>
</tbody>
</table>
Selecting Programs

To select a program, double-tap the program icon on the desktop.

If the program is not on the desktop, tap Start - Programs, then select the program name.

Figure 4-2. Programs Menu
Using the Input Panel

Use the input panel to enter information in any program. Either type 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 2-8 to customize settings for input methods.

To show or hide the input panel, tap the Input Panel button, then select Keyboard.

![Input Panel Button](image)

Figure 4-3. Input Panel Button

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

1. Tap the Input Panel button, then select Keyboard.
2. On the Keyboard, tap the keys with the stylus. Text appears on the screen.

![Input Panel Keyboard](image)

Figure 4-4. Input Panel Keyboard
**Windows Explorer**

Use *Windows Explorer* to find files and organize them into folders. To open *Windows Explorer*, double-tap the *My Computer* icon on the desktop, or tap *Start - Programs - Windows Explorer*.

![Windows Explorer](image)

**Figure 4-5. Windows Explorer**

Use *Windows Explorer* to perform the following:

- Browse folders to locate a file by double-tapping folders to open them, or using the back arrow button to close folders.
- 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 *File - 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, double-tap the *Storage Card* folder.
**Working with Files and Folders**

**Browsing Folders**

- To open a folder, double-tap the folder.
- To close the folder and return to the previous folder, tap the back arrow button, or select Go - Back.
- To go to the next folder (that was previously opened), select Go - Back.
- To quickly access the My Documents folder, select Go - My Documents.
- To see all folders previously accessed, select Go - History.

**Viewing Files as Icons or Lists**

- To view files and folders as icons, select View - Large Icons or Small Icons.
- To view files and folders as a list, select View - Details.
Managing Files and Folders

To create a new folder, if necessary open the folder in which the new folder is to reside, then select **File - New Folder**.

To transfer a file using infrared, select it, line up the infrared ports of the two devices, then select **File - Send To - Infrared Recipient**.

To receive a file, line up the infrared ports of the devices, then select **File - Receive**.

To create a Desktop Shortcut, display the file or Web page for which you want to create a shortcut, then select **File - Send To - Desktop as Shortcut**.

To add a folder to the Favorites list, open the folder, then select **Favorites - Add to Favorites**. In the **Name** box, type the shortcut name.

To open a favorite file or folder, select **Favorites**, then select the folder.

To organize favorites, select **Favorites - Organize Favorites**.

Switching to the Internet

To open a web page, type the URL in the **Address** bar.
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Introduction

This chapter provides basic instructions for customizing a Windows CE Symbol device. Use the *Windows CE Control Panel* to access customization settings.

The list of available Windows Control Panel options may differ depending on the Symbol device configuration.

Procedures in this chapter assume the device has a touch-enabled screen. For devices that do not have touch screens, refer to the device’s *User Guide* for instructions on navigating the Windows CE desktop and applications.

**Windows Control Panel**

To view available options for Symbol device settings, tap *Start - Settings - Control Panel*.

![Figure 5-1. Windows Control Panel](image)

Table 5-1 lists the applications available in the *Windows Control Panel* menu.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Backlight" /></td>
<td>Adjust backlight brightness and power settings. See <em>Backlight on page 5-6.</em></td>
</tr>
<tr>
<td><img src="image" alt="Certificates" /></td>
<td>View and modify digital certificates some applications use to establish trust for secure communications. See <em>Certificates on page 5-8.</em></td>
</tr>
<tr>
<td><img src="image" alt="Date/Time" /></td>
<td>Change date, time, and time zone information. See <em>Date/Time on page 5-9.</em></td>
</tr>
<tr>
<td><img src="image" alt="Device Management" /></td>
<td>Configure device management and install and view available software. See <em>Device Management on page 5-10.</em></td>
</tr>
</tbody>
</table>
Table 5-1. Windows Control Panel Menu Icons (Continued)

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dialing</td>
<td>Set dialing properties for modem communication and change telephony settings. See Dialing on page 5-11.</td>
</tr>
<tr>
<td>Display</td>
<td>Change desktop background, appearance, backlight, and brightness. See Display on page 5-13.</td>
</tr>
<tr>
<td>Input Panel</td>
<td>Switch input methods and set input options. See Input Panel on page 5-15.</td>
</tr>
<tr>
<td>Internet Options</td>
<td>Control how the device connects to the Internet. See Internet Options on page 5-16.</td>
</tr>
<tr>
<td>Keyboard</td>
<td>Change keyboard repeat delay and rate. See Keyboard on page 5-18.</td>
</tr>
<tr>
<td>Mouse</td>
<td>Adjust double-click sensitivity for both the speed and timing. See Mouse on page 5-19.</td>
</tr>
<tr>
<td>Network and Dial-Up</td>
<td>Connect to other computers, networks, and the Internet through a modem. See Network and Dial-Up Connections on page 5-20.</td>
</tr>
<tr>
<td>Owner</td>
<td>Change owner’s personal profiles. See Owner on page 5-21.</td>
</tr>
<tr>
<td>Password</td>
<td>Set a password for the device. See Password on page 5-23.</td>
</tr>
<tr>
<td>PC Connection</td>
<td>Change settings for connectivity of a host computer. See PC Connection on page 5-24.</td>
</tr>
<tr>
<td>Power</td>
<td>View and control device power settings. See Power on page 5-25.</td>
</tr>
<tr>
<td>Icon</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Regional Settings</td>
<td>Change how numbers, currencies, dates, and times appear. See <em>Regional Settings on page 5-28</em>.</td>
</tr>
<tr>
<td>Remove Programs</td>
<td>Remove programs installed in RAM. See <em>Remove Programs on page 5-31</em>.</td>
</tr>
<tr>
<td>Storage Manager</td>
<td>Manage storage media and disk partitions. See <em>Storage Manager on page 5-32</em>.</td>
</tr>
<tr>
<td>Stylus</td>
<td>Calibrate the touch screen and adjust double-tap timing. See <em>Stylus on page 5-34</em>.</td>
</tr>
<tr>
<td>System</td>
<td>View system information and change memory settings. See <em>System on page 5-35</em>.</td>
</tr>
<tr>
<td>Volume &amp; Sounds</td>
<td>Set event sounds and volume options. See <em>Volume &amp; Sounds on page 5-37</em>.</td>
</tr>
</tbody>
</table>
Backlight
Use the Backlight tabs to adjust backlight brightness and power settings.

Battery Power
To set the backlight settings when using battery power:

1. Select Start - Settings - Control Panel, and double-tap the Backlight icon.

![Figure 5-2. Backlight Settings Window - Battery Power Tab]

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 10 seconds, 30 seconds, 1 minute, 2 minutes, 3 minutes, 4 minutes, and 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 one of these events occur.

4. Tap ok.

External Power
To set the backlight settings when using external AC power:

1. Select Start - Settings - Control Panel, double-tap the Backlight icon.

2. Tap the External Power tab.

![Figure 5-3. Backlight Settings Window - External Power Tab]
3. 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 through 10 minutes in 1-minute intervals.

4. Select the *Enable backlight when a button is pressed or the screen is tapped* check box to turn on the backlight when one of these events occur.

5. Tap **ok**.

**Brightness**

To set a brightness level for the backlight:

1. Select **Start - Settings - Control Panel**, double-tap the **Backlight** icon.
2. Tap the **Brightness** tab.

![Figure 5-4. Backlight Settings Window - Brightness Tab](image)

3. Select the *Disable backlight* check box to turn off the backlight completely.
4. If the *Disable backlight* check box is unchecked, use the slider to adjust screen brightness.
5. Tap **ok**.
Certificates

Some applications use certificates to establish trust and for secure communications. Certificate authorities sign and issue certificates which are valid for a prescribed period of time. Windows CE manages multiple certificate stores.

1. Select Start - Settings - Control Panel, and double-tap the Certificates icon.

![Certificates Window](image)

2. Select the certificate group from the drop-down list to view or modify.
   - The Trusted Authorities store lists the top-level certificates for trusted authorities.
   - The My Certificates store contains the personal certificates, which are used for identification.
   - The Other Authorities store lists intermediate certificate authorities that help establish a chain of trust.

3. To add a certificate or associated private key to the selected store, tap Import.
4. To view more details of the selected certificate, such as the expanded name or expiration date, tap View.
5. To delete a certificate, select it in the drop-down list and tap Remove.
6. Tap OK to apply the settings.
Date/Time

Use the Date/Time Properties window to change the date, time, and time zone information.

1. Select Start - Settings - Control Panel, and double-tap the Date/Time icon.

![Figure 5-6. Date/Time Properties Window](image)

2. Use the arrows to select the month.
3. Tap the date to select it.
4. Tap to highlight the hours, minutes, or seconds entry. Tap the up or down arrows to change the highlighted value.
5. Select the time zone from the Time Zone drop-down list.
6. Tap Apply or OK to save the new settings.
Device Management

Use Device Management to keep track of software and hardware, inventory, and configure devices remotely.

The device management client contains a download/install engine that enables downloading software and notifications when there are new applications or operating system (OS) updates available. The device management system also allows downloading and running scripts to enable configuration and customized management. The Windows CE Device Management Client works with the Microsoft Systems Management Server (SMS) to provide the required capabilities.

1. Select Start - Settings - Control Panel, and double-tap the Device Management icon.

2. Enter the host system server name or IP address (see the System Administrator) in the Server name or IP address: field.
3. Select the Use Secure connection check box to require use of a secure connection.
4. Tap OK to close the window and set up the next poll to contact the new server.
**Dialing**

Use the *Dialing Properties* window to set dialing properties for modem communication and change telephony settings.

1. Select *Start - Settings - Control Panel*, and double-tap the *Dialing* icon.

![Figure 5-8. Dialing Properties Window](image)

2. To remove a location from the *Location: drop-down list*, select the location and tap **Remove**.
3. Enter or edit the area code and country code as needed.
4. Select *Tone dialing* or *Pulse dialing* (most phone lines are tone).
5. Select the *Disable call waiting* check box to disable call waiting. Then select the appropriate number sequence from the *dial: drop-down list*, or enter a new sequence.
6. To create a new location, tap **New...** and enter a name for the new location in the *Location name:* field.

![Figure 5-9. Create New Location Window](image)

7. To edit dialing properties, select the location from the *Location: drop-down list*, and tap **Edit...**. The *Edit Dialing Patterns* window appears.
8. Using the codes listed in Table 5-2, edit the dialing patterns in the *Edit Dialing Patterns* window. Tap **OK** to save the new entries or tap **X** to exit without saving the new entries.

![Figure 5-10. Edit Dialing Patterns Window](image)
To use characters other than the ones listed in Table 5-2, use manual dialing. Hyphens and spaces in dialing strings are ignored. Some modems may not respond to the characters listed, even though the device allows them in the dial string.

Table 5-2. Dialing Characters

<table>
<thead>
<tr>
<th>To</th>
<th>Enter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dial country code (specified by the dialing program)</td>
<td>E</td>
</tr>
<tr>
<td>Dial area code (specified by the dialing program)</td>
<td>F</td>
</tr>
<tr>
<td>Dial local number (specified by the dialing program)</td>
<td>G</td>
</tr>
<tr>
<td>Insert a pause (typically 2 seconds)</td>
<td>,</td>
</tr>
<tr>
<td>Wait for credit card tone (specified by the dialing program)</td>
<td>$</td>
</tr>
<tr>
<td>Wait for second tone (typically used after $)</td>
<td>W</td>
</tr>
<tr>
<td>Tone-dial the following numbers</td>
<td>T</td>
</tr>
<tr>
<td>Pulse-dial the following numbers</td>
<td>P</td>
</tr>
<tr>
<td>Transfer to another extension (0.5 sec on hook, 0.5 sec off hook)</td>
<td>!</td>
</tr>
<tr>
<td>Wait for &quot;quiet answer&quot; (typically indicated by 6.5 seconds of silence followed by a ringing tone)</td>
<td>@</td>
</tr>
<tr>
<td>Use special controls on some systems (tone only)</td>
<td>ABCD or * or #</td>
</tr>
</tbody>
</table>
Display
Use the Display Properties window to change desktop background image and the display appearance.

**Background Tab**
To select the background image:

1. Select Start - Settings - Control Panel, and double-tap the Display icon.
2. Tap the Background tab.
   
   ![Figure 5-11. Display Properties - Background Tab](image)

3. From the Image: drop-down list, select the desktop background image. To locate an image in another folder, tap Browse.
4. To have the image cover the entire background, select Tile image on background.
5. Tap OK to save settings.

**Appearance Tab**
To change the color scheme:

1. Select Start - Settings - Control Panel, and double-tap the Display icon.
2. Tap the Appearance tab.
   
   ![Figure 5-12. Display Properties - Appearance Tab](image)

3. From the Scheme: drop-down list, select a scheme.
4. Select the color scheme item from the Item: drop-down list.
5. View the choice in the preview box and tap Apply to apply the scheme.
To create a custom scheme:

1. Select *Start - Settings - Control Panel*, and double-tap the *Display* icon.
2. Tap the *Appearance* tab.
3. From the *Item:* drop-down list, select a display item.
4. Tap the square next to the *Item:* drop-down list.
5. From the *Basic colors:* list, select a color, and tap **OK**.
6. View the color selection(s) in the preview box.
7. Tap **Save** to save the scheme.
8. In the *Save scheme As* box, enter a name for the scheme, and tap **OK**.
9. Tap **Apply**.
Input Panel

Use the *Input Panel Properties* window to switch input methods and to set the input options.

1. Select *Start - Settings - Control Panel*, and double-tap the *Input Panel* icon.

![Figure 5-13. Input Panel Properties](image)

2. From the *Current input method: drop-down list*, select the input method.

3. Tap *Options* to open the *Soft Keyboard Options* window.

![Figure 5-14. Soft Keyboard Options Window](image)

4. Make the setting changes.

5. Tap *OK* to save the changes and exit the *Soft Keyboard Options* window.

6. Tap *OK* to apply the changes.
Internet Options
Use the Internet Settings window to control how the device connects to the Internet.

**General Tab**
To select a home page and search engine:

1. Select Start - Settings - Control Panel, and double-tap the Internet Options icon.

![Figure 5-15. Internet Settings Window - General Tab](image)

2. In the Start Page: text box, enter the URL for the page to appear upon accessing the Internet.
3. In the Search Page: text box, enter the URL for the page to use to perform searches.
4. Tap Clear Cache and/or Clear History to free up space on the device by deleting Internet files. The Cache Size (in KB): field indicates the amount of space being used for these files.

**Connection Tab**
To set Internet connection options:

1. Select Start - Settings - Control Panel, and double-tap the Internet Options icon.
2. Tap the Connections tab.

![Figure 5-16. Internet Settings Window - Connection Tab](image)

3. Select the Use LAN (no autodial) check box to prevent the device from automatically dialing the remote connection when accessing the Internet or corporate network.
4. If the Use LAN (no autodial) check box was not selected, select the remote connection to use from the Autodial name: dropdown list.
5. Select the *Access the Internet using a proxy server* check box to use a proxy server for Internet connection. This provides additional security when connecting to the Internet through a local network. Enter the address and port in the corresponding text boxes.

6. Select the *Bypass proxy server for local addresses* check box to disable using the proxy server when connecting to local addresses, such as corporate intranet pages.

**Security Tab**

To set Internet security options:

1. Select *Start - Settings - Control Panel*, and double-tap the *Internet Options* icon.
2. Tap the *Security* tab.

![Figure 5-17. Internet Settings Window - Security Tab](image)

3. Select the check boxes corresponding to the features to enable.

**Advanced Tab**

To set Internet advanced options:

1. Select *Start - Settings - Control Panel*, and double-tap the *Internet Options* icon.
2. Tap the *Advanced* tab.

![Figure 5-18. Internet Settings Window - Advanced Tab](image)

3. Select the check boxes corresponding to the features to enable.

4. In the *Underline links* section, select a radio button to determine whether or not to underline links that appear on Internet pages.
Keyboard
Use the *Keyboard Properties* window to change the keyboard repeat rate and repeat delay.

1. Select *Start - Settings - Control Panel*, and double-tap the *Keyboard* icon.

![Keyboard Properties - Repeat Tab](image)

2. Tap the *Enable character repeat* check box.
3. Drag the *Repeat delay:* slider to change the repeat delay time.
4. Drag the *Repeat rate:* slider to change the repeat rate.
5. Test the new settings in the text box provided.
6. Tap *OK* to apply the changes.
Mouse

Use the *Mouse Properties* window to adjust stylus double-tap timing.

1. Select **Start - Settings - Control Panel**, and double-tap the **Mouse** icon.

![Figure 5-20. Mouse Properties Window](image)

2. Double-tap the checkerboard grid at a comfortable speed.
3. Double-tap the clapboard to test the settings.
4. Tap **OK** to apply changes.
Network and Dial-up Connections
Use the Connection window to set connections to other computers, networks, and the Internet.

1. Select Start - Settings - Control Panel, and double-tap the Network and Dial-up Connections icon.

   ![Connection Window Image]
   
   **Figure 5-21. Connection Window**

2. Double an icon to select a connection type.
3. Follow the connection type instructions.
4. Tap OK to apply changes.
Owner

Use the Owner Properties window to enter owner information. This information can appear when the device turns on.

Identification Tab

1. Select Start - Settings - Control Panel, and double-tap the Owner icon.
2. Tap the Identification tab.

3. Fill in or edit the owner information.
4. Select the Display owner identification check box to display this information when the device starts.

Notes Tab

1. Tap the Notes tab and enter additional information in the Notes box.
2. Select the Display owner notes box to include this information on the startup display.
**Network ID Tab**

To set up identification for remote networks, select the *Network ID* tab and enter the user name, password, and domain name used to log on to the remote network.

![Figure 5-24. Owner Properties Window - Network ID Tab](image)

Figure 5-24. Owner Properties Window - Network ID Tab
Password

Use the Password Properties window to set a password for the device.

1. Select Start - Settings - Control Panel, and double-tap the Password icon.

Figure 5-25. Password Properties Window

2. Enter the password for the device in the Password: text box.
3. Enter the password again in the Confirm password: text box.
4. Select the Enable password protection at power-on check box to require the password on startup.
5. Select the Enable password protection screen saver check box to require the password to unlock the screen saver.
6. Tap OK to apply changes.
PC Connection

Use the PC Connection Properties window to set the device communication baud rate (with the host computer).

1. Select Start - Settings - Control Panel, and double-tap the PC Connection icon.

![Figure 5-26. PC Connection Properties Window](image)

2. Select the Enable direct connections to the desktop computer checkbox to allow direct connections.

3. Tap Change Connection... to change the selection.

![Figure 5-27. Change Connection Window](image)

4. Select the connection type from the drop-down list.

5. Tap OK.

6. In the PC Connection Properties window, tap OK to apply the changes.
Power

Use the Power Properties window to view and control device power settings.

1. Select Start - Settings - Control Panel, and double-tap the Power icon.

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

Figure 5-28. Power Settings Window - Battery Tab

2. On the Battery tab, view the power remaining on the battery and backup battery to determine if charging is required.

Power Off Tab

1. Select Start - Settings - Control Panel, and double-tap the Power icon.
2. Tap the Power Off tab.

![Power Settings Window - Power Off Tab](image)

Figure 5-29. Power Settings Window - Power Off Tab

3. Under On Battery power, select the Turn off device if not used for check box to suspend the device when not used for a certain period of time when operating on battery power. Select this period of time from the drop-down list. Available times are 30 seconds, 1 minute, 2 minutes, 3 minutes, 4 minutes, 5 minutes, 6 minutes, and never.

4. Under On External power, select the Turn off device if not used for check box to suspend the device when not used for a certain period of time when operating on external power. Select this period of time from the drop-down list. Available times are 1 minute, 2 minutes, 3 minutes, 5 minutes, 10 minutes, 15 minutes, 30 minutes, and never.
**Misc Tab**

1. Select `Start - Settings - Control Panel`, and double-tap the `Power` icon.
2. Tap the `Misc` tab.

![Figure 5-30. Power Settings Window - Misc Tab](image)

3. Select the `Disable Power Switch` check box to prevent the power switch (button???) from suspending the system.

**PwrDevices Tab**

1. Select `Start - Settings - Control Panel`, and double-tap the `Power` icon.
2. Tap the `PwrDevices` tab.

![Figure 5-31. Power Settings Window - PwrDevices Tab](image)

3. All components with active power management enabled appear in the left column with their current power level in the right column. To set a power level, tap the device in the list, then select the level from the drop-down list. Selections range from `D0` (high) which means the device is at the highest power level to `D4` (off) which means the device is at the lowest power level.
4. Tap **Set** to apply the selections.
**Wakeup Tab**

1. Select *Start - Settings - Control Panel*, and double-tap the *Power* icon.
2. Tap the *Wakeup* tab.

![Figure 5-32. Power Settings Window - Wakeup Tab](image)

3. For each device in the list, tap a source field to select whether or not to wake up the device based on a certain event.
4. Tap **Apply** to apply the changes, or **Restore** to reapply the default settings.
Regional Settings
Use Regional Settings to set how the device displays dates, times, currency amounts, large numbers, and numbers with decimal fractions. Also set the system of measurement to either metric or U.S.

**Region Tab**
1. Select *Start - Settings - Control Panel*, and double-tap the *Regional Settings* icon.

![Figure 5-33. Regional Settings Properties - Region Tab](image)

2. From the *Your locale:* drop-down list, select the appropriate location.
3. If applicable, select the appropriate language from the *User Interface Language* drop-down list.

Some location selections also provide special features, such as font characters or spell checkers designed for different languages.

**Number Tab**
1. Tap the *Number tab*.

![Figure 5-34. Regional Settings Properties - Number Tab](image)

2. Select desired options. Available options vary depending on the *Your locale:* and *User Interface Language* selections on the *Region* tab.
**Currency Tab**

1. Tap the Currency tab.

![Figure 5-35. Regional Settings Properties - Currency Tab](image)

2. Select desired options. Available options vary depending on the Your locale: and User Interface Language selections on the Region tab.

**Time Tab**

1. Tap the Time tab.

![Figure 5-36. Regional Settings Properties - Time Tab](image)

2. Select desired options. Available options vary depending on the Your locale: and User Interface Language selections on the Region tab.
Date Tab

1. Tap the *Date* tab.

![Regional Settings Properties Window - Date Tab](image)

**Figure 5-37. Regional Settings Properties Window - Date Tab**

2. Select desired options. Available options vary depending on the *Your locale:* and *User Interface Language* selections on the *Region* tab.
Remove Programs
Use the Remove Programs window to remove user-installed programs from the device:

1. Select Start - Settings - Control Panel, and double-tap the Remove Programs icon.
2. Select the program to be removed.
3. Tap Remove.
4. Tap OK or X.
Storage Manager

Use the Storage Properties window to manage storage media and disk partitions.

![Storage Properties Window](image)

**Figure 5-39. Storage Properties Window**

The Store Info: drop-down list shows available storage devices. To view information about the disk or perform store operations, select a device from the list.

- To unmount all partitions on the selected storage device, tap Dismount.
- To format the partition table, tap Format. The partition table cannot be formatted if any partitions on the storage device are mounted.

**Managing Disk Partitions**

The Partitions: list box shows available partitions on the selected storage device.

- To create a new partition on the storage device, tap New.
- To delete a partition from the storage device, select the partition to delete and tap Delete. Mounted partitions cannot be deleted.
- To view partition information or perform advanced partition functions, such as formatting, select the partition from the list and tap Properties. See Advanced Partition Options.

**Creating A New Partition**

To create a new partition:

1. Select a storage device from the Store info: list and tap New.
2. Type the name of the new partition.
3. Type the size (in sectors) for the new partition, or check the Use All Available Disk Space box.
4. Tap OK to create the partition, or tap X to cancel.
Advanced Partition Options

To view advanced partition options, select a partition from the list and tap Properties.

![Partition Properties Window]

- To mount an unmounted partition, tap Mount.
- To dismount a mounted partition, tap Dismount.
- To format a partition, tap Format.
- To scan and repair a partition, tap Scan.
- To defragment a partition, tap Defrag.

Depending on a partition’s file system, the Format, Scan, and Defrag options may not be available. The behavior of these features vary depending on the implementation of the file system’s utility library.
Stylus
Use the *Stylus Properties* windows to adjust double-tap timing and to recalibrate the touch screen.

**Double-Tap Tab**
1. Select *Start - Settings - Control Panel*, and double-tap the *Stylus* icon.
2. Tap the *Double-Tap* tab.

![Figure 5-41. Stylus Properties - Double-Tap Tab](image)

3. Double-tap the checkerboard grid at a comfortable speed.
4. Double-tap the clapboard to test the setting.
5. Tap **OK**.

**Calibrate Tab**
1. Select *Start - Settings - Control Panel*, and double-tap the *Stylus* icon.
2. Tap the *Calibration* tab.

![Figure 5-42. Stylus Properties - Calibration Tab](image)

3. Tap **Recalibrate**.
4. Tap the targets and follow the on-screen messages.
5. Tap **OK**.
System
Use the System Properties windows to view general system properties, change memory settings, enter a device name, and view copyright information.

General Tab
The General tab displays general system settings.

1. Select Start - Settings - Control Panel, and double-tap the System icon.
2. Tap the General tab to view basic system and computer properties.

Memory Tab
Use the Memory tab to adjust the RAM allocation.

1. Select Start - Settings - Control Panel, and double-tap the System icon.
2. Tap the Memory tab.
3. Move the slider to allocate more memory for programs or storage. If there is not enough space for a file, increase the amount of storage memory. If the device is running slowly, increase the amount of program memory.

Programs supplied with the device are located in ROM and remain after a cold boot. User-installed programs are located in RAM and must be reinstalled after a cold boot. Adjust the RAM allocation as required for reinstalling user programs.
**Device Name Tab**

Use the *Device Name* tab to customize the device name and description.

1. Select *Start - Settings - Control Panel*, and double-tap the *System* icon.
2. Tap the *Device Name* tab.

![System Properties - Device Name Tab](image)

**Figure 5-45. System Properties - Device Name Tab**

3. Enter the device name in the *Device name (without spaces):* field.
4. Enter a device description in the *Device description:* field.

**Copyrights Tab**

The *Copyrights* tab displays copyright information.

1. Select *Start - Settings - Control Panel*, and double-tap the *System* icon.
2. Tap the *Copyrights* tab to view the copyrights statement.

![System Properties - Copyrights Tab](image)

**Figure 5-46. System Properties - Copyrights Tab**
Volume & Sounds
Use the Volume & Sounds Properties window to set event sounds and volume options.


![Figure 5-47. Volume & Sounds Properties Window - Volume Tab]

2. On the Volume tab, use the slide bar to change the volume.
3. Select the desired enable sound options.
   Turning off sounds saves power and prolongs battery life.

Sound Tab

2. Tap the Sounds tab.

![Figure 5-48. Volume & Sounds Properties - Sounds Tab]

3. From the Event: list, select an event.
4. From the Sound: drop-down list, select a sound to apply to the event.
   To remove a sound from the selected event, select (None).
5. To save the changes to a different scheme, tap Save As, and then enter the name the sound scheme.
6. To delete a sound scheme, select the scheme in the Scheme: drop-down list and tap Delete.
To quickly turn off all event sounds, select *No sounds* from the *Scheme:* list.

**Microphone Tab**

1. Select **Start - Settings - Control Panel** - double-tap the **Volume & Sounds** icon.
2. Tap the **Microphone** tab.

![Microphone Tab Image]

3. Move the slider to adjust the microphone gain. **Table 5-3** list the sensitivity settings for a microphone.

**Table 5-3. Microphone Sensitivity Settings**

<table>
<thead>
<tr>
<th>Sensitivity</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very low (furthest left)</td>
<td>Sensitivity is low.</td>
</tr>
<tr>
<td>Low</td>
<td>Sensitivity is slightly low.</td>
</tr>
<tr>
<td>Med</td>
<td>Sensitivity is medium. Default after hard reset.</td>
</tr>
<tr>
<td>High</td>
<td>Sensitivity is slightly high.</td>
</tr>
<tr>
<td>Very high (furthest right)</td>
<td>Sensitivity is high.</td>
</tr>
</tbody>
</table>
## Windows CE Applications

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
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Introduction
Applications provided on Symbol Windows CE devices include Internet Explorer, Remote Desktop, Windows CE Messenger, and Microsoft WordPad.

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

Procedures in this chapter assume the device has a touch-enabled screen. For devices that do not have touch screens, refer to the device’s User Guide for instructions on navigating the Windows CE desktop and applications.

ActiveSync
Use the Symbol supplied PC Link icon (from the device’s demo window) as a shortcut to the device-side ActiveSync component repllog.exe. Microsoft ActiveSync synchronizes information on the desktop computer with information on the device and updates both computers with the most recent information.

From the demo window, double-tap the PC Link icon to start ActiveSync.

ActiveSync automatically connects when the device is connected to the host computer.

Figure 6-1. Connecting to Host Computer

Copying Files
Copying a file results in separate versions of a file on the device and desktop computer. Since the files are not synchronized, changes made to one file do not affect the other.

1. Connect the device to the host computer.
2. In ActiveSync on the host computer, click Explore. Windows Explorer opens the Mobile Device window for the device.
3. Open a new Windows Explorer and browse to the file to be copied on the device or host computer.
4. To copy the file to the device, right-click the file and select Copy. Right-click in the desired folder on the device and select Paste.

To copy the file to the host computer, right-click the file and select Copy. Open a new Windows Explorer, right-click in the desired folder on the host computer, and select Paste.
Internet Explorer

Use Internet Explorer to view Internet or intranet Web pages on the device. Connecting to an Internet service provider (ISP) or network requires a modem, an Ethernet connection, or a Spectrum24 connection. To customize Internet Explorer options, such as setting home and search pages, see Internet Options on page 5-16.

To open Internet Explorer, double-tap the Internet Explorer icon, or select Start - Programs - Internet Explorer.

![Figure 6-2. Internet Explorer Window](image)

Browsing the Web

To browse the Web:

1. Connect to a network using a wireless connection. See the Integrator Guide.
2. Go to a specific Web page in one of the following ways:
   - Use the keypad to enter the web address in the address bar, then press the ENT key.
   - Tap the address bar drop-down arrow to select a previously entered address.
3. To end the connection, select File - Close.

If Internet Explorer is selected before setting up the network connection, a window may appear to proceed to the connection settings window.

Note
Browsing Tips

- To return to the last page viewed, tap the back arrow, or select View - Back.
- To go to the next page that was previously viewed, tap the forward arrow, or select View - Forward.
- To refresh the page, select View - Refresh.
- To stop loading a page, select View - Stop.
- To change the screen text size, select View - Text Size, then the preferred size.

Favorites

Adding a Favorite
To add a page to Favorites:

1. Go to the page to add.

2. Select Favorites - Add to Favorites...
3. If necessary, enter the name of the page to appear in the Favorites menu.
4. If necessary, enter the URL in the URL: field.
5. Tap OK.

To view a Favorite site, select Favorites, then the name of the site.

**Saving a Copy of a Page**

To save a Web page to view later when disconnected from the Internet or intranet without using cached memory:

1. Go to the page to save.

![Figure 6-6. Internet Explorer - File Menu](image)

2. Select File - Save As...

![Figure 6-7. Internet Explorer - Saving a Page](image)

3. Select a folder from the browser in which to save the file.
4. Enter a name for the file in the Name: field.
5. Select a file type from the Type: drop-down list.
6. Tap OK.
When viewing saved Web pages:

- Images are not displayed and links are disabled.
- Web pages with frames either do not display, or display the frame structure only.
- To save an individual frame, press **ALT** and tap the frame, then select **Save As** or **Save** from the pop-up menu. Frames that cannot be saved do not display when opened in Windows Explorer as saved files.

**Copying a Page to a Document**

To copy a Web page to a document:

1. Select all or part of the Web page to copy.

2. Select **Edit - Copy**.

3. Go to the document and select the location in which to place the information.

4. Select **Edit - Paste**.
Remote Desktop
Use Remote Desktop to log onto a Windows Terminal Server and to use the programs installed on the server, such as the desktop version of Microsoft Word.

Connecting to a Terminal Server
To connect to a terminal server:

1. Double-tap the Remote Desktop Connection icon, or select Start - Programs - Remote Desktop Connection. The initial Remote Desktop Connection window appears.

2. In the Computer: drop-down list, type a Terminal Server name or TCP/IP address, or select a server from the drop-down list.

3. Tap Connect.

4. In the next window, type the user name, password, and domain (if required), then tap OK.

Disconnecting Without Ending a Session
To disconnect a session:

1. In the Remote Desktop Connection window, select Start - Shutdown.

2. Tap Disconnect.

3. Tap OK.

If disconnecting from Terminal Server without ending the session, the Terminal Server continues to execute any running processes. Remote Desktop Connection can later reconnect to this session (if the administrator configured Remote Desktop Connection to reconnect to disconnected sessions).

Disconnecting and Ending a Session
To end a session:

1. In the Remote Desktop Connection window, select Start - Shutdown.

2. Tap Log Off.

3. Tap OK.
Windows CE Messenger

Use the *Windows CE Messenger* application to communicate using text-based messaging and Voice-over-IP (VoIP), for example:

- See who is online.
- Talk with a colleague anywhere in the world using the device’s microphone and speakers.
- Communicate using Session Initiation Protocol (SIP), or Hotmail accounts using the .NET Messenger.

*Windows CE Messenger* requires a Microsoft Passport™ account or a Microsoft Exchange e-mail account. A Passport is required to use MSN Messenger Service. (A Passport is included with a Hotmail® or MSN account.) Obtain a Microsoft Passport or a Microsoft Exchange account and set up the account.

**Setting Up an Account**

Before connecting, set up the Passport or Exchange account and sign in:

1. Double-tap the *Messenger* icon, or select *Start - Programs - Messenger*.

2. Tap **Next**.

3. Enter the e-mail address and tap **Next**.

![Figure 6-10. Windows Messenger Welcome Window](image1)

![Figure 6-11. Service Information Window](image2)
4. To set up a Passport account, tap **Get a Passport**.

5. Enter a sign-in name (typically an e-mail address) and password.

6. Tap **Next**.

7. Tap **Finish** to sign in.

**Signing In**

To sign in after setting up an account:

1. Double-tap the **Messenger** icon, or select **Start - Programs - Messenger**.

2. Enter the sign-in name.

3. Tap **ok**.

If using **MSN Messenger** on the host computer, contacts automatically appear on the device.
**Working with Contacts**

The *Windows Messenger* window is divided into Online and Not Online categories. From this view, while connected, chat, send e-mail, block the contact from chatting, or delete contacts from the list.

![Windows Messenger Contacts](image)

Figure 6-14. *Windows Messenger* Contacts

To see others online without being seen, tap *Tools - My Status - Appear Offline*. You appear offline but remain on the blocked contact’s list.

To unblock a contact, tap and hold the contact, then select *Unblock* on the pop-up menu.

**Messenger Menus**

To access the *File* menu, tap *Menu*.

Tap *Next* on the menu to access the *Tools* menu.

![Windows Messenger Menus](image)

Figure 6-15. *Windows Messenger* Menus
Adding a Contact

To add a contact:

1. Double-tap the Messenger icon, or select Start - Programs - Messenger.
2. Enter the sign-in name and tap ok.
3. Tap the Add a Contact icon, or tap Menu - Add a Contact...

![Figure 6-16. Adding a Contact](image)

4. Select the By e-mail address or sign-in radio button, then tap Next.
5. Type in the user’s account name.

![Figure 6-17. Entering Contact E-mail Address](image)

6. Tap Next.
7. Tap Finish.

Deleting a Contact

To delete a contact:

1. Double-tap the Messenger icon, or select Start - Programs - Messenger.
2. Enter the sign-in name and tap ok.
3. Select the contact name.
4. Tap Menu - Delete Contact.
Chatting with Contacts

To chat with a contact:

1. Double-tap the Messenger icon, or select Start - Programs - Messenger.
2. Enter the sign-in name and tap ok.
3. Tap a contact name.
4. Tap the Send an Instant Message icon, or tap Menu - Next - Send an Instant Message.
5. Enter the message in the text entry area at the bottom of the screen.

6. To invite another contact to a multi-user chat, tap the Join this Conversation icon.

7. Enter the e-mail address of the contact to invite, then tap OK.
8. To prevent the contact from seeing or contacting you, tap the Block this contact icon.
9. To send an attached file with the message, select Menu - *Send a File To.*

![Figure 6-20. Sending a File](image)

10. Enter the file name in the *Name:* text box, or use the explorer to browse to the file and select it.

11. Tap **OK**.

12. Tap **Send**.
Managing Contacts
To change contact options:

1. Double-tap the Messenger icon, or select Start - Programs - Messenger.
2. Enter the sign-in name and tap ok.
3. Tap Menu - Next - Options...

![Figure 6-21. Messenger Options - Personal Tab](image)

4. In the text box, enter the name that others see when sending instant messages.
5. Select the check box to always require a password when checking e-mail or opening .NET Passport-enabled web pages.
6. To change the message font, tap Change Font...

![Figure 6-22. Change My Message Font Window](image)

7. To select a font, font style, and font size, use the drop-down lists for the corresponding option.
8. Select the Strikeout check box to strike out text, or the Underline check box to underline text.
9. Select a text color from the Color: drop-down list.
10. Tap OK.
11. Tap the **Phone** tab.

![Figure 6-23. Messenger Options: Phone Tab](image)

12. Select the country and region from the **My Country/region code:** drop-down list.

13. In the **Home:**, **Work:**, and **Mobile:** fields, enter the appropriate phone number. These appear with your name in others’ contact lists.

14. Tap the **Preferences** tab.

![Figure 6-24. Messenger Options: Preferences Tab](image)

15. Select the check boxes that correspond to the desired features.

16. After selecting the **Play sound when contacts sign in or send a message** check box, tap **Sounds...** to specify the sound.

17. In the **Files received from other users:** text box, enter the path for the folder in which to store received files, or tap **Browse...** and browse to the folder.
18. Tap the *Privacy* tab.

![Figure 6-25. Messenger Options - Privacy Tab](image)

19. To block a contact from sending you messages, tap the contact in *My Allow List*, then tap the right arrow to move this contact to *My Block List*.

20. To unblock a contact, tap the contact in *My Block List*, then tap the left arrow to move the contact to *My Allow List*.

21. Select the *Alert me when other users add me to their contact lists* check box to receive an alert when someone adds you to their list.

22. To view users who have added you to their contact lists, tap *View...*.

![Figure 6-26. Messenger Options - View Contacts Window](image)

23. Tap *Close* to return to the *Options* window.
24. Tap the Accounts tab.

![Accounts Tab](image)

**Figure 6-27. Messenger Options - Accounts Tab**

25. Select the *My contacts include users of a communications service* and/or *My contacts include users of .NET Messenger service* check box(es).

26. Enter the sign-in name (typically an e-mail address) and password, if required, in the appropriate fields.

27. Select either the *Communications Service account* or the *.NET Passport account* radio button to determine which account to sign onto first.

28. Tap the Connection tab.

![Connection Tab](image)

**Figure 6-28. Messenger Options - Connection Tab**

29. Select the *I use a proxy server* check box if using a proxy server.

30. Select the type of proxy server from the *Type:* drop-down list.

31. Enter the requested proxy information in the text boxes.

32. Tap OK.

For more information on using *Windows CE Messenger*, tap Start - Help.
Microsoft WordPad

Use Microsoft WordPad to create documents on the device.

Creating a Document

To create a new document in Pocket Word, such as a letter, meeting minutes, or a trip report:

1. Tap Start - Programs - Microsoft WordPad.


3. Enter information. To enter symbols, select Tools - Insert Symbol...

4. Tap the symbol to insert, then tap Insert.

5. Repeat this for each symbol to insert, then tap Close to return to the document.

6. To format text, see Formatting Text on page 6-21.

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. To require a password to open the file, tap File - Password...
9. Enter the password in the Password: field.
10. Re-enter the password in the Verify Password: field.
11. To save the file, tap File - Save As...

![Figure 6-32. Save As Window]

12. Enter the file name in the Name: text box.
13. To move the file to a different folder, select the new folder in the list box, or use the folder icons to navigate to the folder.
14. In the Type: drop-down list, select the file type. A variety of file formats is available, including WordPad (.pwd), Word (.doc), Rich Text Format (.rtf), and Plain Text (.txt).
15. Tap OK.

**Editing a Document**

To make changes to a document:

1. Tap Start - Programs - Microsoft WordPad.
2. Tap File - Open...

![Figure 6-33. Open Window]

3. Enter the file name in the Name: text box, or use the explorer to navigate to and select the file.
4. Tap **OK** to open the file.

5. Make the changes. If opening a document created on a host computer, tap **View - Wrap to Window** to see the entire document.

To cut, copy, or paste text, select the text, then select the appropriate item from the **Edit** menu to perform the function.

![Edit Menu](image)

6. Tap **File - Save** to save the changes.

7. Tap **X** to close the file.

**Formatting Text**

To format text or a drawing:

1. Tap **Start - Programs - Microsoft WordPad**.
2. Tap **File - Open...**
3. Enter the file name in the **Name:** text box, or use the explorer to navigate to and select the file.
4. Tap **OK** to open the file.
5. Select the text to format. To select text, drag the stylus across the text.
6. Tap **Format - Font...**

![Formatting Text](image)

7. Select the **Font** and font **Size:** from the drop-down lists.
8. To change the color of the font, select a color from the **Color:** drop-down list.
9. Select the appropriate check boxes to bold, italicize, or underline the selected text.
10. To return the selected text to the default settings, tap **Apply Default**.
11. To use the font modifications as default settings, tap **Set as Default...**
12. Tap OK.

**Formatting Paragraphs**

To format a paragraph:

1. Tap Start - Programs - Microsoft WordPad.
2. Tap File - Open...
3. Enter the file name in the Name: text box, or use the explorer to navigate to and select the file.
4. Tap OK to open the file.
5. Select the text or paragraph.
6. Tap Format - Paragraph... .

![Figure 6-36. Formatting Paragraphs](image)

7. Select whether to left-align, right-align, or center the paragraph using the Alignment: drop-down list.
8. Select the Bulleted or Numbered radio button to bullet or number selected text.
9. Under Indentation, use the up and down arrows to add indentation to text as needed.
10. To set tabs, tap Tabs... .

![Figure 6-37. Setting Tabs](image)

11. Enter a tab stop position in the text box, and tap Set.
12. Repeat this for each tab needed.
13. Tap OK to return to the Paragraph window.
14. Tap OK to finish.

**Finding Text**

To search a document for text:

1. Tap Start - Programs - Microsoft WordPad.
2. Tap File - Open...
3. Enter the file name in the Name: text box, or use the explorer to navigate to and select the file.
4. Tap OK to open the file.
5. Tap Edit - Find...

6. Enter the text to find in the Find what: text box.

7. Select the Match whole words only check box to find whole words.

8. Select the Match case check box to find text using the same case specified.

9. Tap Find Next. Upon locating the text, select whether to update the text, or to search for the next instance.

**Replacing Text**

To replace text in a document:

1. Tap Start - Programs - Microsoft WordPad.

2. Tap File - Open...

3. Enter the file name in the Name: text box, or use the explorer to navigate to and select the file.

4. Tap OK to open the file.

5. Tap Edit - Replace...

6. Enter the text to find in the Find what: text box.

7. Enter the text that is to replace the found text in the Replace with: text box.

8. Select the Match whole words only check box to find whole words.

9. Select the Match case check box to find text using the same case specified.

10. Tap Find Next. Upon locating the text, select whether to replace the text, or to search for the next instance.

For more information on using Microsoft WordPad, tap Start - Help.
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- Page numbers indicate the location of each entry within the guide.
- Sections are categorized alphabetically for easy reference.
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Tell Us What You Think...

We’d like to know what you think about this Manual. Please take a moment to fill out this questionnaire and fax this form to: (631) 738-3318, or mail to:

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Manual Title: _____________________________________________
(please include revision level)

How familiar were you with this product before using this manual?

☐ Very familiar  ☐ Slightly familiar  ☐ Not at all familiar

Did this manual meet your needs? If not, please explain.
______________________________________________________________________________________
______________________________________________________________________________________
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What topics need to be added to the index, if applicable?
______________________________________________________________________________________
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What topics do you feel need to be better discussed? Please be specific.
______________________________________________________________________________________
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What can we do to further improve our manuals?
______________________________________________________________________________________
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Thank you for your input—We value your comments.