

# ***User Guide***

*Microsoft Applications for Symbol Devices*



**Microsoft® Applications User Guide  
for Symbol Devices**

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## Tell Us What You Think...



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## 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.



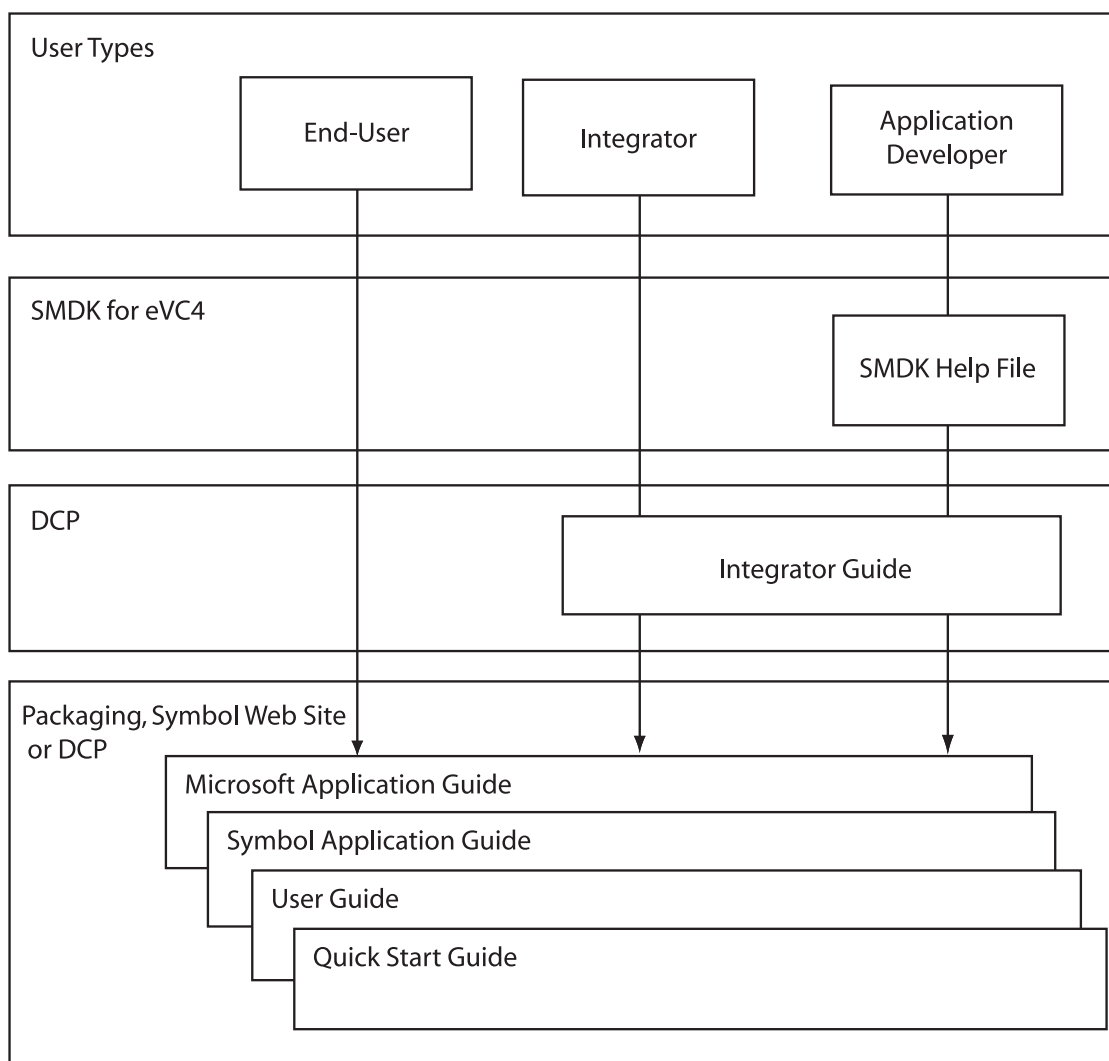
Screens and windows pictured in this guide are samples and can differ from actual screens.

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***

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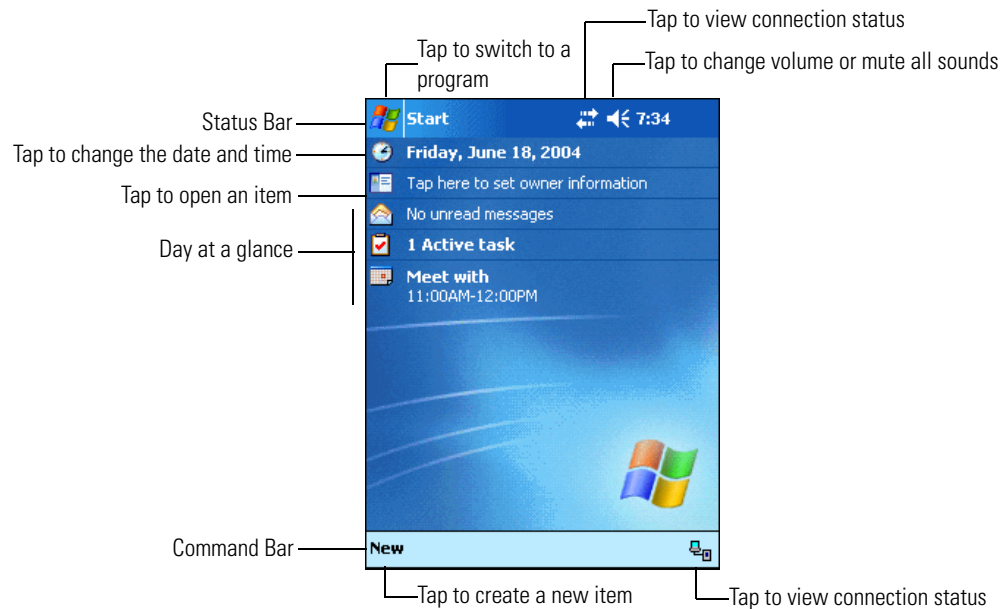
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## Today Screen

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.



**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.

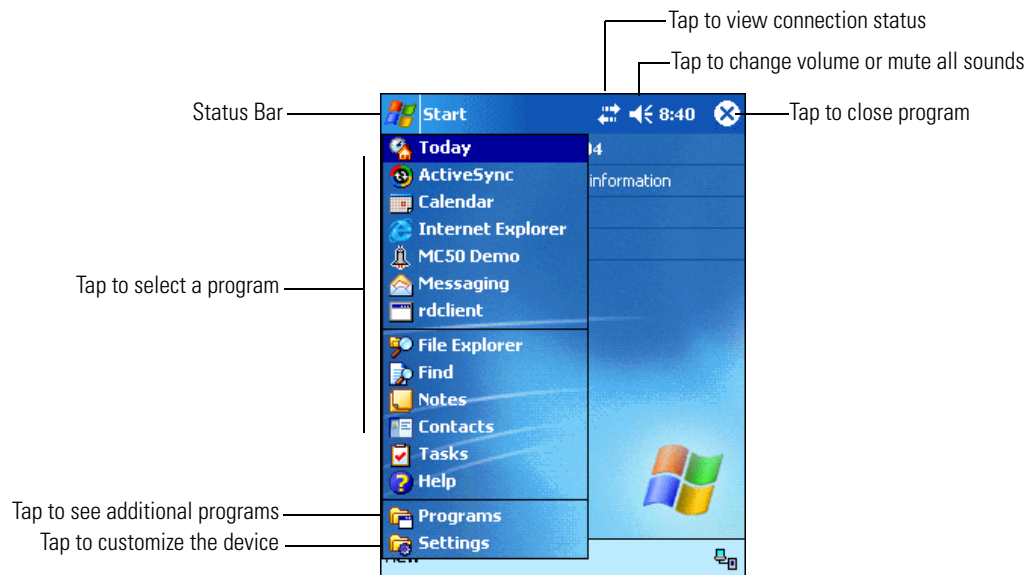


Figure 1-2. Screen Navigation

## Status Icons

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




Table 1-1. Status Icons

Icon	Function	Description
	Speaker On	Indicates sound is on.
	Vibrate	Indicates vibrate is on.
	Speaker Off	Indicates sound is off.
	Battery	Backup battery is very low.
		Main battery is charging.*
		Main battery is low.
		Main battery is very low.
		Main battery is full.*
	Time and Next Appointment	Displays current time in analog or digital format.
	Connectivity	Connection is active.
		Synchronization is occurring.
		IrDA connection is occurring.

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



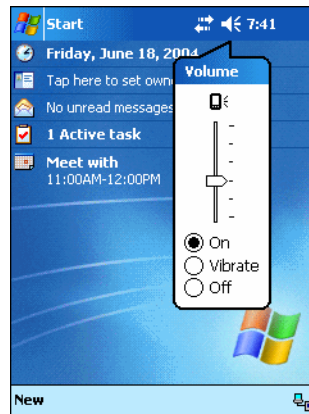
**Table 1-1. Status Icons (Continued)**

Icon	Function	Description
	Instant Message	Notification that one or more instant messages were received.
	E-Mail	Notification that one or more e-mail messages were received.
	Multiple Notifications	There are more notification icons than can be displayed. Tap to display remaining icons.
* Only appears in the <i>Time and Next Appointment</i> 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.

**Figure 1-3. Volume Dialog Box**

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.

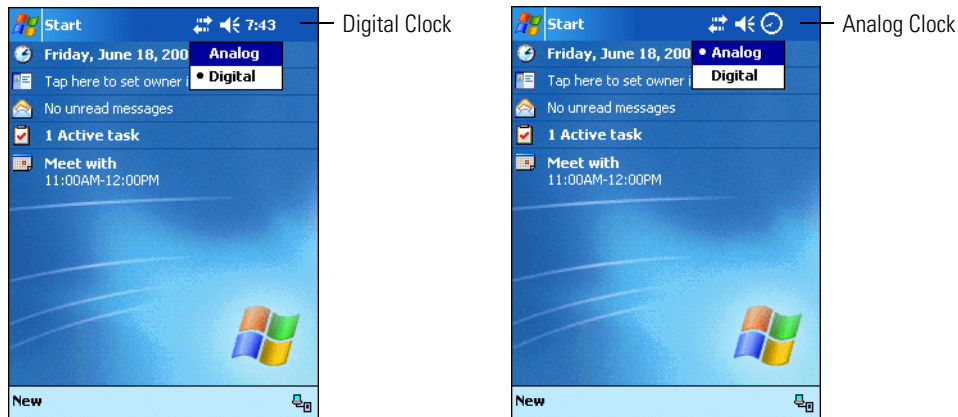


**Figure 1-4. Battery Status Dialog Box**

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.



**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.

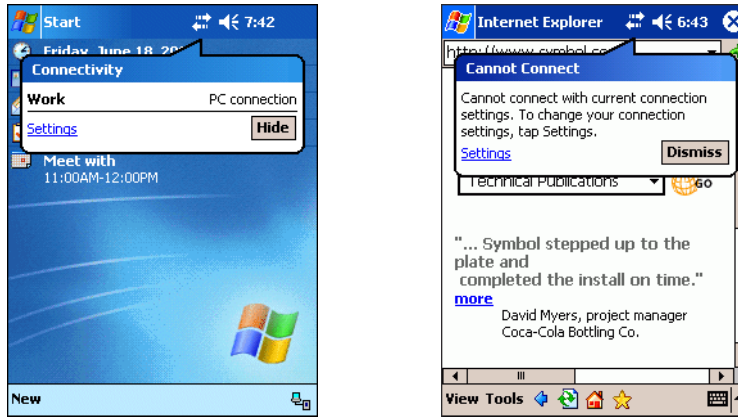


**Figure 1-6. Time and Next Appointment Dialog Box**

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

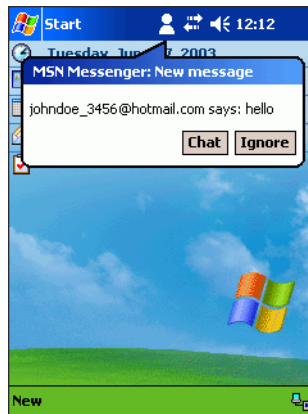
The *Connectivity* icon indicates the communication status of the device when it's connecting to the Internet or host computer.



**Figure 1-7. Connectivity Dialog Box**

## Instant Message Icon

The *Instant Message* icon indicates when *MSN Messenger* receives a new incoming message. See [MSN Messenger on page 3-50](#).



**Figure 1-8. MSN Messenger Dialog Box**

## ***E-Mail Icon***

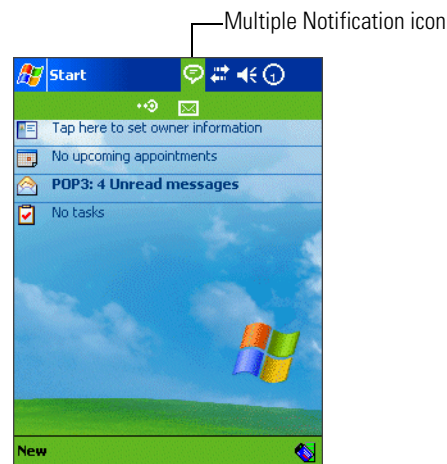
The *E-Mail* icon indicates incoming e-mails. See [Inbox on page 3-24](#).



**Figure 1-9. New E-Mail Messages Dialog Box**

## ***Multiple Notification Icon***

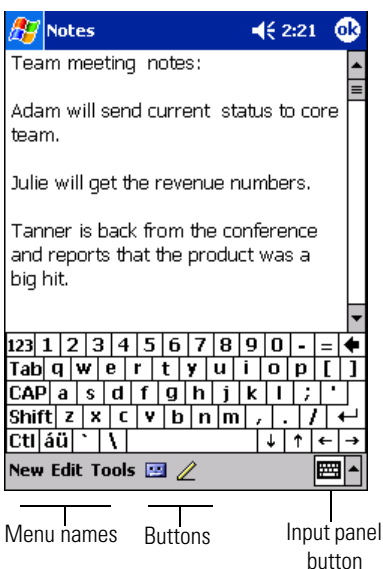
The *Multiple Notification* icon appears when two or more message notifications occur. Tap the icon to display the multiple notification icons.



**Figure 1-10. Multiple Notifications Icon**

## 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.



**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 menu 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.

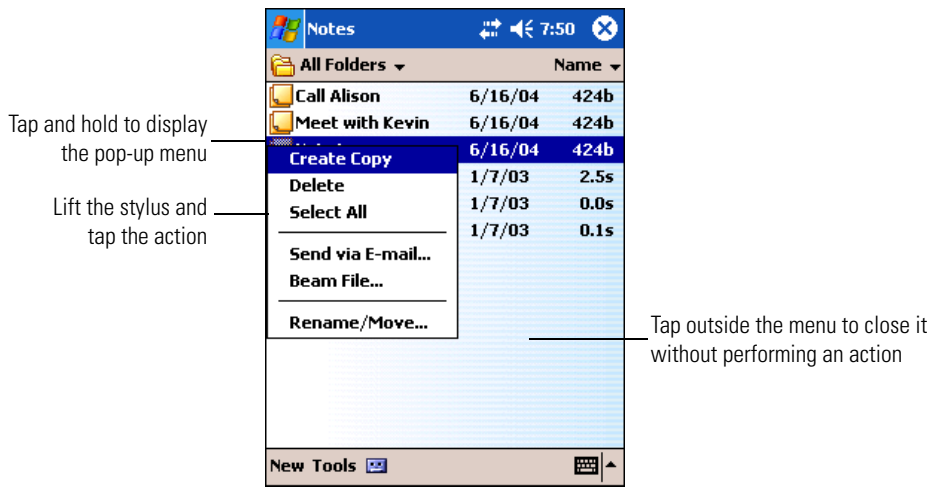


Figure 1-13. Pop-up Menu



## 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

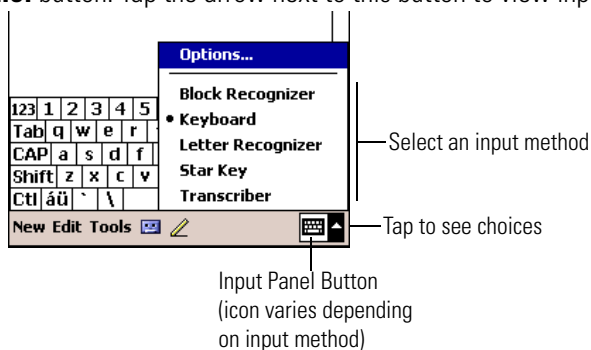
To enter information in applications:

- 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.



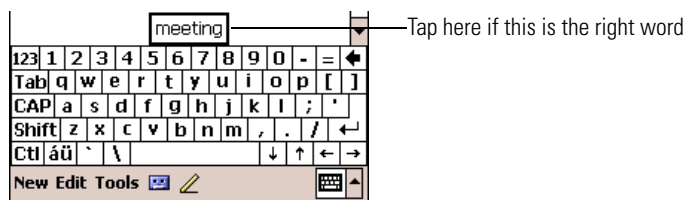
**Figure 1-14. Input Panel Menu**

When using the input panel, the device anticipates the word and displays it above the input panel, if set to do so in [Word Completion on page 2-17](#). 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.



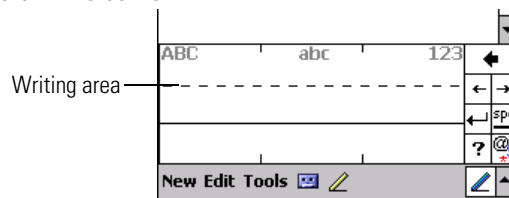
**Figure 1-15. Keyboard Input Panel**

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


## Using Letter Recognizer

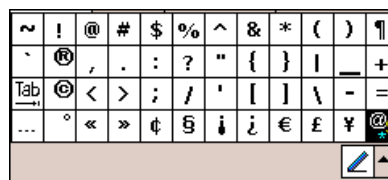
Use the *Letter Recognizer* input method to enter information by writing letters and numbers in a special writing area. To enter information using *Letter Recognizer*:

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.





**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.



**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.

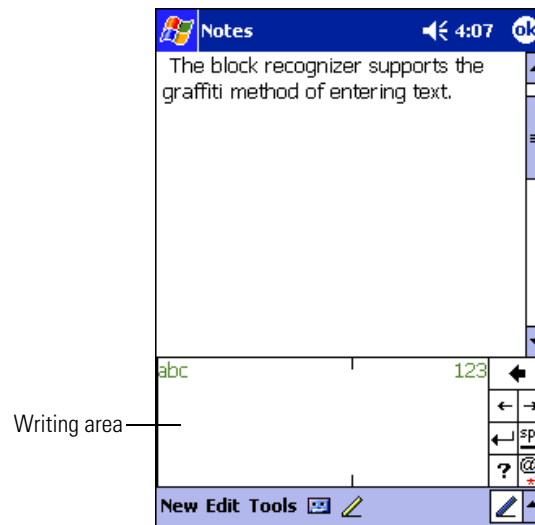
See [Letter Recognizer Input Method on page 2-9](#) to configure *Letter Recognizer*.

## 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.



**Figure 1-18. Block Recognizer**

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).

Letter Area					Number/Punctuation Area				
A	a				N	n			
B	b				O	o			
C	c				P	p			
D	d				Q	q			
E	e				R	r			
F	f				S	s			
G	g				T	t	7	7	7
H	h				U	u			
I	i				V	v			
J	j				W	w			
K	k				X	x			
L	l				Y	y			
M	m				Z	z			

0	0				)	)			
1	1				+	+			
2	2				*	*			
3	3				/	/			
4	4	4	4	4	\	\			
5	5	5	5		?	?			
6	6				!	!			
7	7				@	@			
8	8				&	&			
9	9				'	'			
.	.				“	“			
(	(				-	-			

space	←
back space	→

enter	↵
back space	→

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*.



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*.



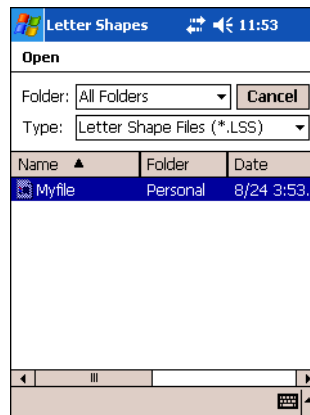
Figure 1-21. Transcriber Icons

Table 1-2. Transcriber Icons

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

- 2. To open a customized letter shapes file to speed recognition, tap . 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.



**Figure 1-22. Opening Letter Shapes File**

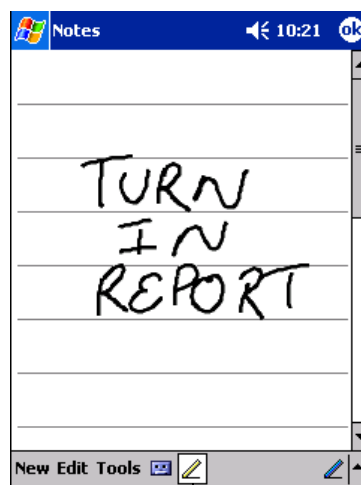
4. Tap **ok**.
5. Write anywhere on the screen. *Transcriber* changes the written characters to typed characters. For specific instructions on using *Transcriber*, with *Transcriber* open, tap .

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.



Tap the Pen button and use the stylus like a pen

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

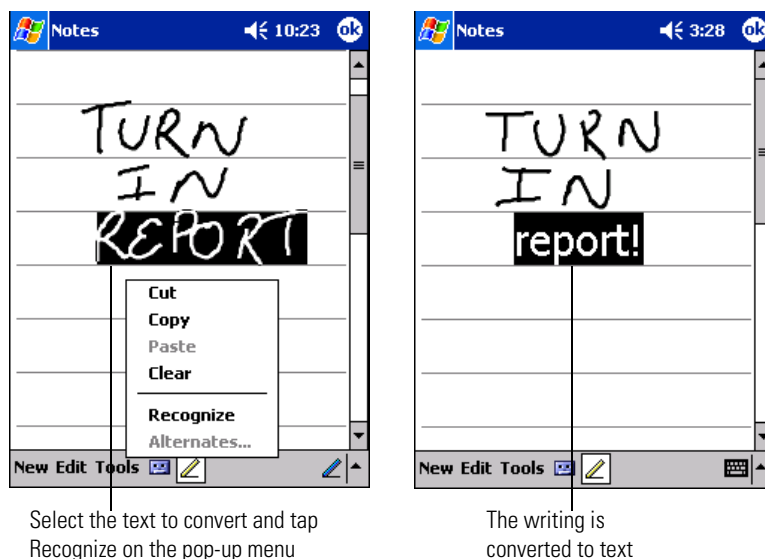
Some programs that accept writing do not have the **Pen** button. See the documentation for that program to find out how to switch to writing mode.

## Converting Writing to Text

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

To convert words:

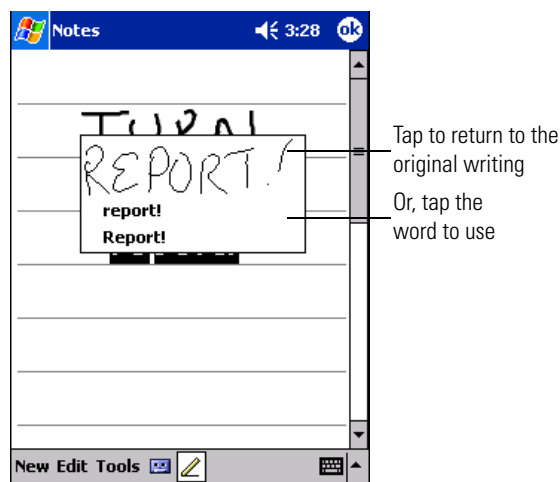
1. Tap the **Pen** button to deselect it, then select the word(s). See [Selecting Writing on page 1-21](#).
2. Tap *Tools - Recognize*, or tap and hold the selected word, then select *Recognize* on the pop-up menu. If a word is not recognized, it is left as writing.



**Figure 1-24. Converting Writing to Text**

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**





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.

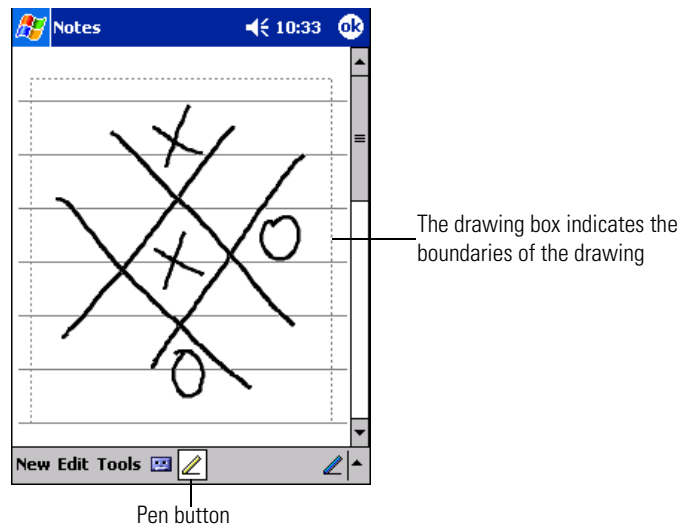
Tap *Edit - Undo Ink* to erase accidental writing, and try again. Also select text by tapping the **Pen** button to deselect it, then dragging the stylus across the screen.

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.



**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.

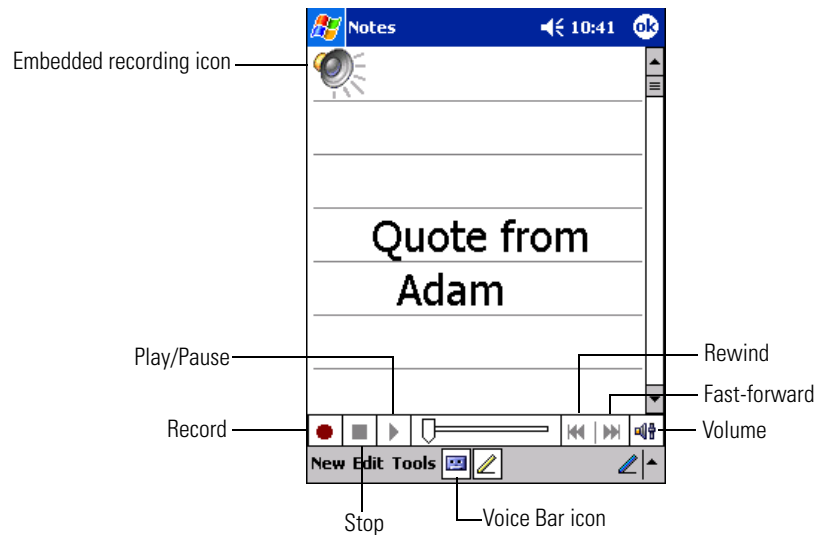
## Recording a Message

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.



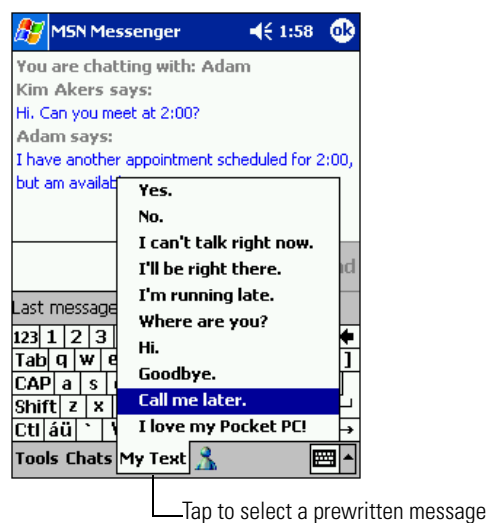
**Figure 1-27. Recording Window**

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.



**Figure 1-28. Using My Text**

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.

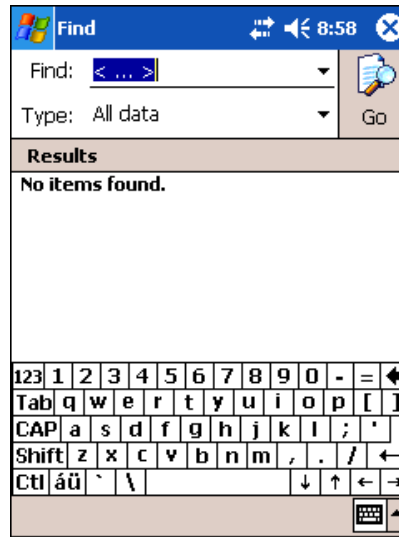
## Finding Information

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.

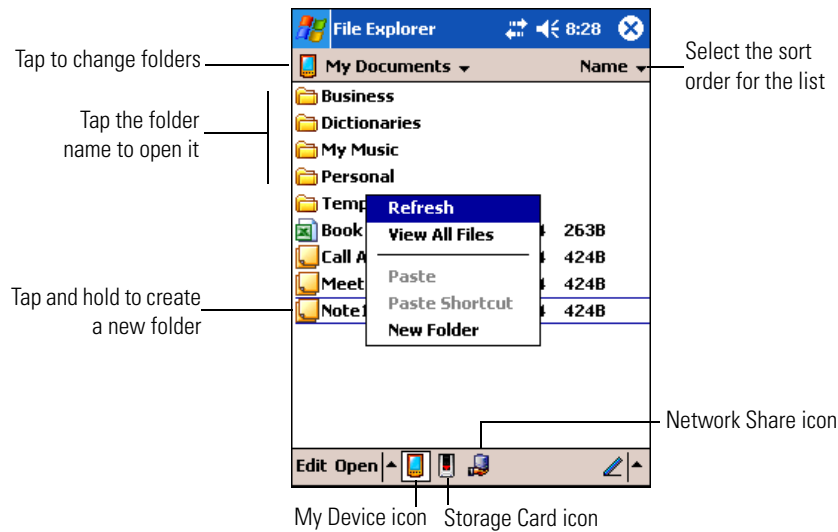


**Figure 1-29. Find Window**

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.

## File Explorer

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



**Figure 1-30. 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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## 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.

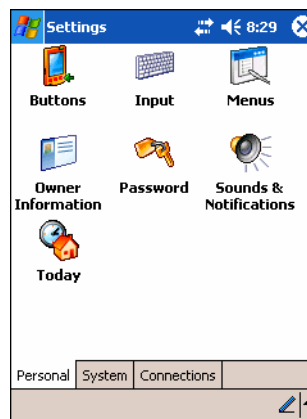
## Adjusting Settings

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






**Figure 2-1. Settings - Personal Tab**

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

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

Icon	Description
 <b>Buttons</b>	Assign programs to the application hardware buttons. See <a href="#">Buttons on page 2-7</a> .
 <b>Input</b>	Switch input methods and set input options. See <a href="#">Input on page 2-8</a> .
 <b>Menus</b>	Configure the items that appear in the <i>Start</i> menu. See <a href="#">Menus on page 2-18</a> .
 <b>Owner Information</b>	Change owner's personal profiles. See <a href="#">Owner Information on page 2-20</a> .

Table 2-1. Personal Tab Applications (Continued)

Icon	Description
 Password	Change owner's password and set security options. See <a href="#">Passwords on page 2-22</a> .
 Sounds & Notifications	Select the type of actions for which to hear sounds and customize notification about different events. See <a href="#">Sounds &amp; Notifications on page 2-24</a> .
 Today	Customize the information displayed on the <i>Today</i> screen. See <a href="#">Today on page 2-26</a> .




System Tab









Figure 2-2. Settings - System Tab

[Table 2-2](#) lists the applications available in the *System* tab.

Table 2-2. System Tab Applications

Icon	Description
 About	View device information and name. See <a href="#">About on page 2-28</a> .
 Brightness	Customize screen brightness settings. See <a href="#">Brightness on page 2-30</a> .
 Certificates	View and modify digital certificates used by some applications for establishing trust for secure communications. See <a href="#">Certificates on page 2-32</a> .

**Table 2-2. System Tab Applications (Continued)**

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

Connections Tab

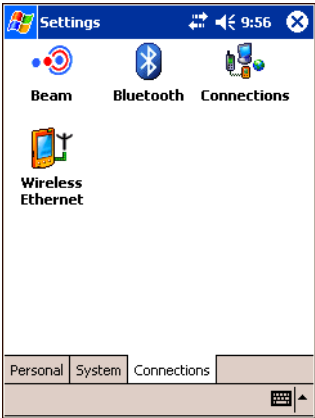






Figure 2-3. Settings - Connections Tab

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

Table 2-3. Connections Tab Applications

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

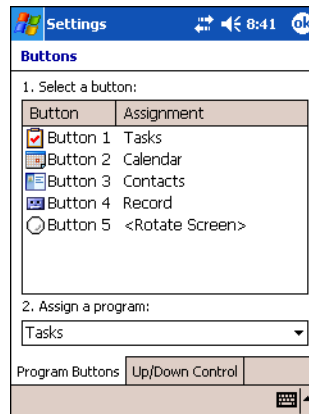
## Buttons

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.



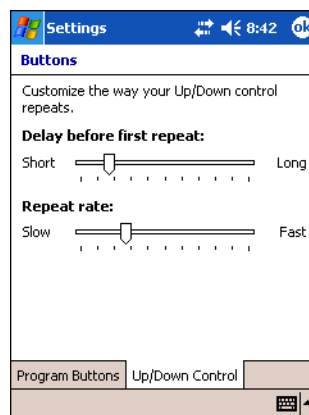
**Figure 2-4. Buttons Window - Program Buttons Tab**

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**

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

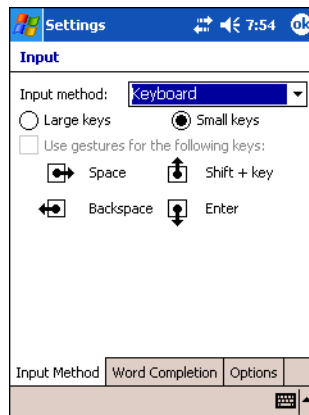
Use the *Input* window to set input method options.

### 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.



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

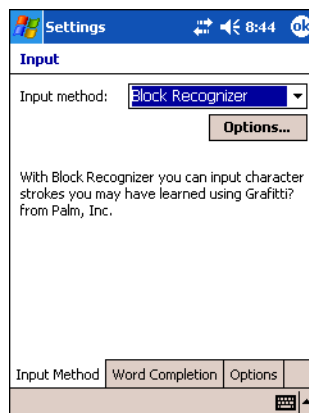
3. Select the *Large keys* or *Small keys* radio button to set the size of the Keyboard's keys.
4. If selecting the *Large keys* radio button, tap the *Use gestures for the following keys*: check box to use stylus strokes to enter the keys specified in the *Input* window.

### 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 2-7. Input Window - Input Method Tab, Block Recognizer**

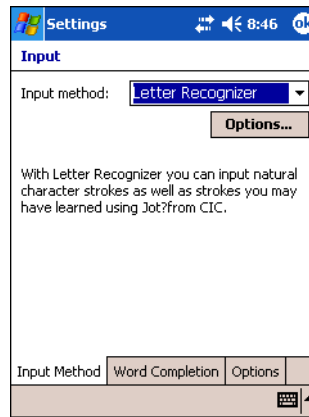
- There are currently no Block Recognizer customization settings available in **Options...** .

## 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](#).

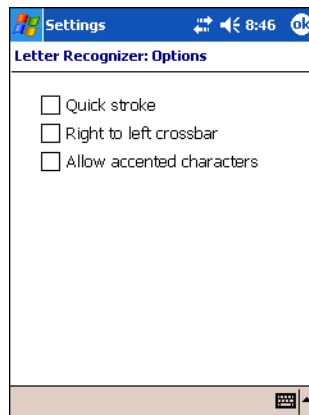
To set options for the Letter Recognizer input method:

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



**Figure 2-8. Input Window - Input Method Tab, Letter Recognizer**

- Tap **Options...** .



**Figure 2-9. Letter Recognizer Options**

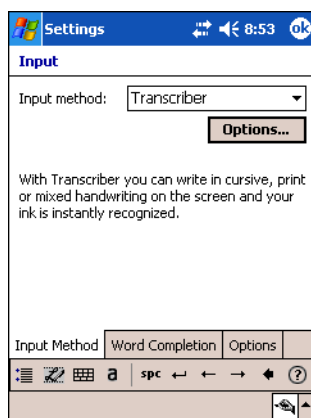
- Select the *Quick stroke* check box to write letters using one stroke. This requires learning a new way to write letters.
- Select the *Right to left crossbar* check box if you cross "t", "f", and "+" from right to left.
- Select the *Allow accented characters* check box to enable the recognizer to predict whether entered characters use accent marks.

## Transcriber Input Method

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

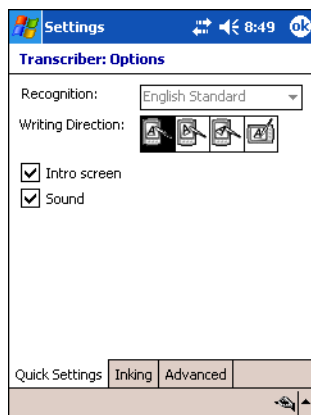
To set options for the *Transcriber* input method:

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**

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

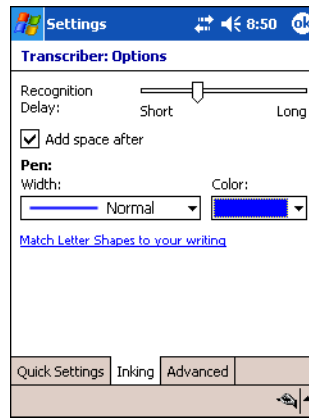


**Figure 2-11. Transcriber Options - Quick Settings Tab**

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.

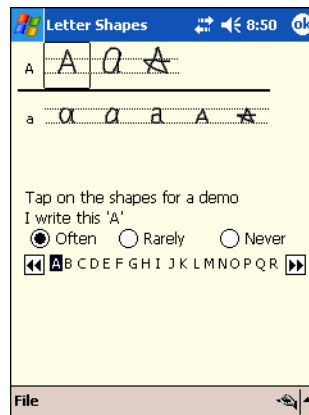


8. Tap the *Inking* tab.



**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.



**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.

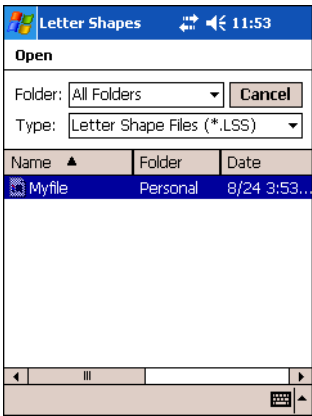


Figure 2-14. Transcriber Options - Open Letter Shapes File

- 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.

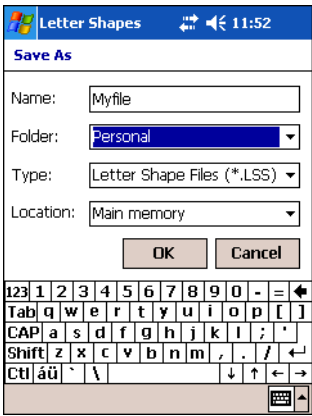
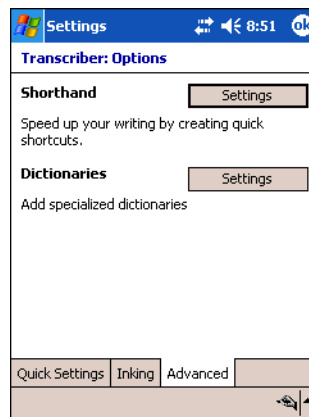


Figure 2-15. Transcriber Options - Save Letter Shapes File

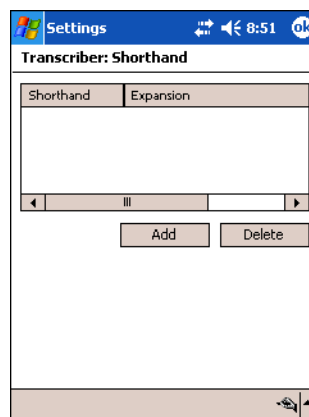
- 15. Enter a name for the file, then select the folder, type of file, and location (main memory, application, or platform) using the drop-down lists.
- 16. Tap **OK**.
- 17. Tap **ok** to return to the *Inking* tab.

18. Tap the *Advanced* tab.



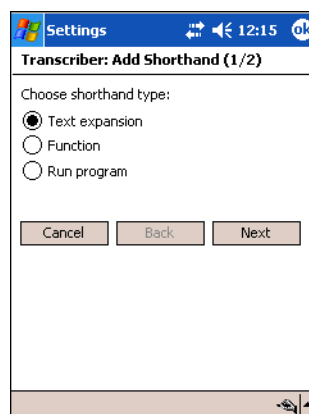
**Figure 2-16. Transcriber Options - Advanced Tab**

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



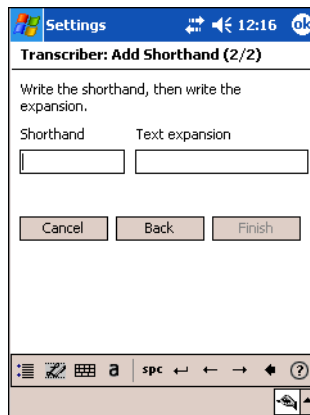
**Figure 2-17. Transcriber Options - Shorthand**

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



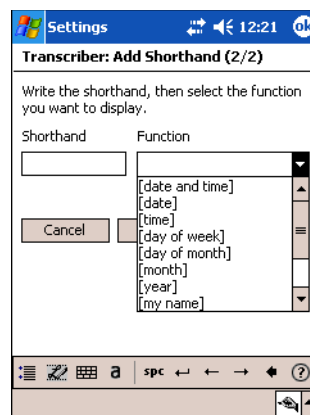
**Figure 2-18. Transcriber Options - Add Shorthand**

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**

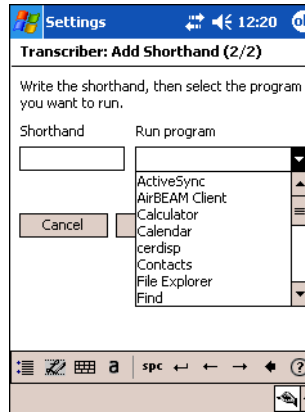
22. Tap in the *Shorthand* field, then write the shortened version of the word to expand.
23. Tap in the *Text expansion* field, and write the expanded word.
24. Tap **Finish**.
25. In the *Add Shorthand* window (Figure 2-18), select the *Function* radio button then tap **Next** to assign a shorthand to a function.



**Figure 2-20. Transcriber Options - Function Shorthand**

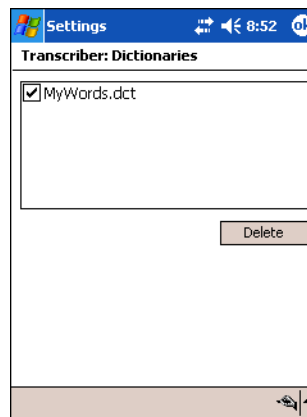
26. Tap in the *Shorthand* field, then write the shorthand to assign to a function.
27. Select the function from the *Function* drop-down list.

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**

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**

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.

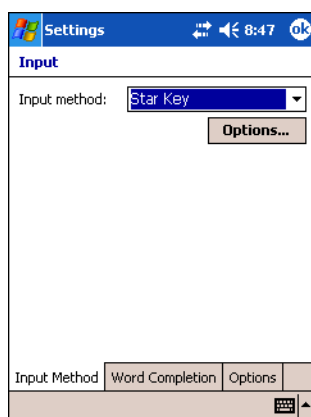
- Using an ActiveSync connection, copy the file to the *My Device\My Documents\Dictionaries* folder on the device. The file appears in the *Transcriber: Dictionaries* window (Figure 2-22) for selection.

## Star Key Input Method

Use the Star Key to input special characters. See [Using the Star Key on page 1-17](#).

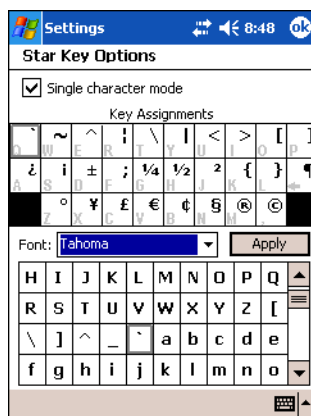
To set options for the Star Key input method:

- Tap *Start - Settings - Personal* tab - *Input* icon - *Input Method* tab.
- Select *Star Key* from the *Input method*: drop-down list.



**Figure 2-23. Input Window - Input Method Tab, Star Key**

- Tap **Options...** to customize the Star Key keyboard.



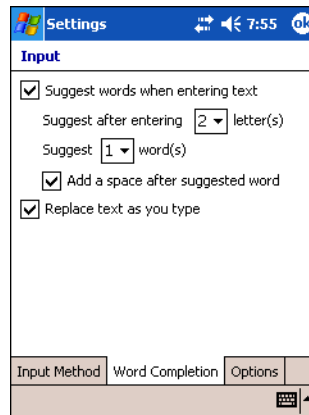
**Figure 2-24. Star Key Options**

- Tap a key to reassign from the lower keyboard, then select the character to assign to this key from the *Key Assignments* options.
- Repeat this for each key to reassign.
- Tap **ok**.

## Word Completion

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

1. Tap *Start - Settings - Personal* tab - *Input* icon - *Word Completion* tab.



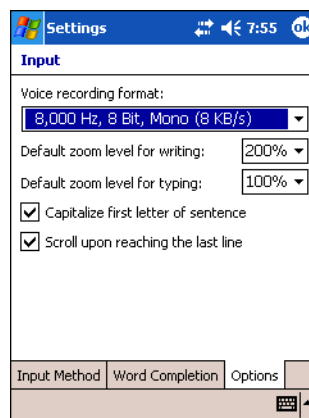
**Figure 2-25. Input Window - Word Completion Tab**

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

## Options

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

1. Tap *Start - Settings - Personal* tab - *Input* icon - *Options* tab.



**Figure 2-26. Input Window - Options Tab**

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

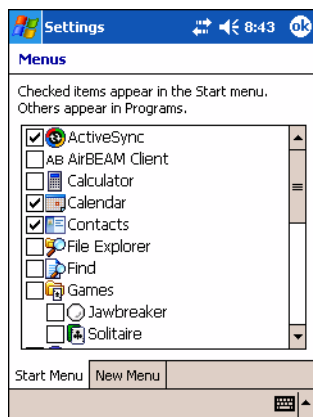
## Menus

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**

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:

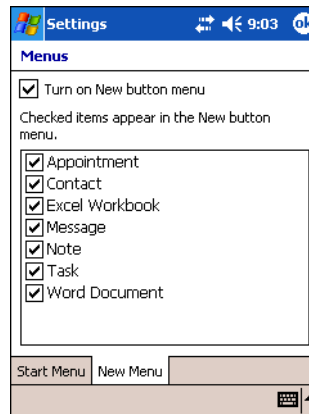
1. In ActiveSync on the host computer, click *Explore*.
2. Double-click *My Pocket PC*.
3. Double-click *Windows*.
4. Double-click *Start Menu*.
5. Create the folders and shortcuts.



## New Menu

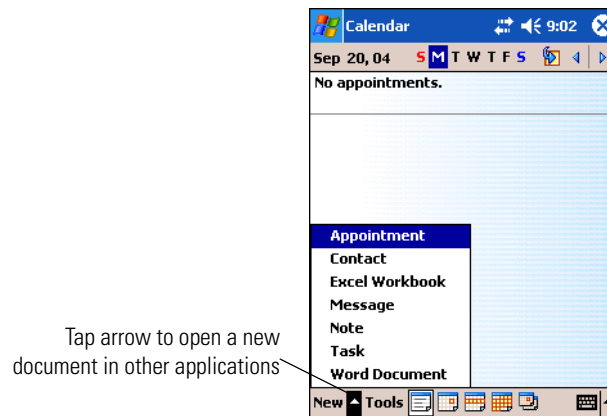
To enable the *New* menu within applications:

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



**Figure 2-28. Menus Window - New Menu Tab**

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**

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.

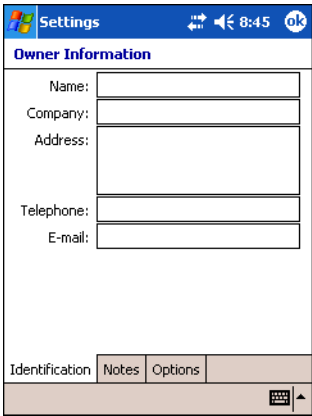


Figure 2-30. Owner Information Window - Identification Tab

- 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.

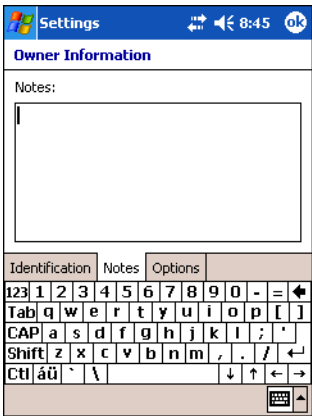


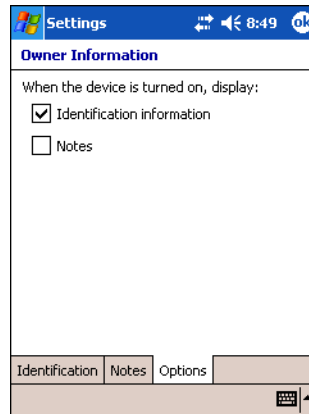
Figure 2-31. Owner Information Window - Notes Tab

- 2. Enter information in the *Notes:* text box.

## Options

To display information when starting the device:

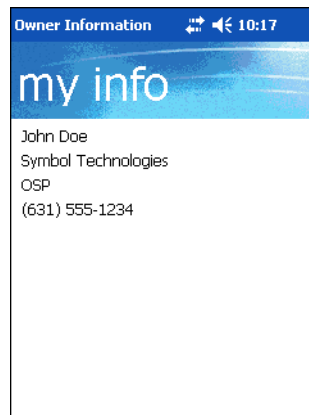
1. Tap *Start - Settings - Personal* tab - *Owner Information* icon - *Options* tab.



**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.



**Figure 2-33. Welcome Window**

# Passwords

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

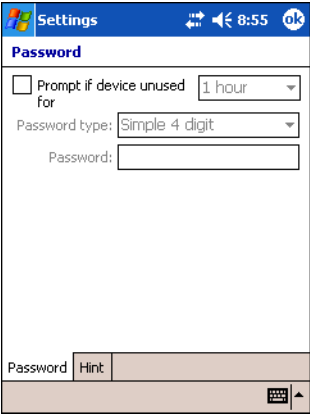
## Password

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.



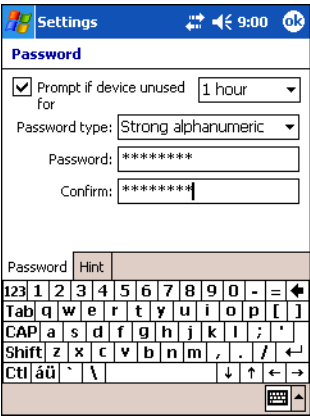
*If you forget the password, or if the device is corrupt and soft resetting doesn't work, perform a hard reset. Performing a hard reset erases all created files and data, and user-installed programs.*

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.



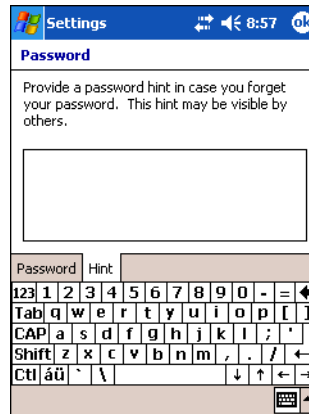
**Figure 2-35. Alphanumeric Password**

- 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**

2. In the text box, enter a password hint for a password reminder.
3. Tap **ok**.

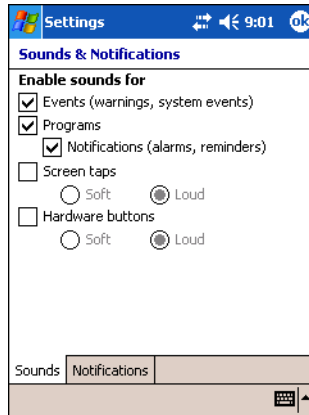
## Sounds & Notifications

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.



**Figure 2-37. Sounds & Notifications Window - Sounds Tab**

2. Select the desired *Enable Sounds for* options.



Note

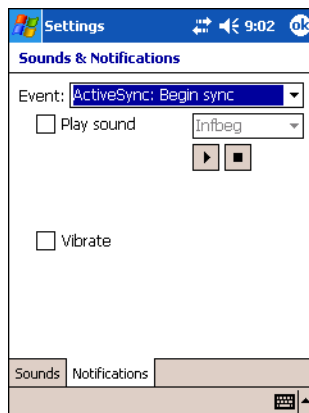
Turning off sounds saves power and prolongs battery life.

3. Tap **ok**.

### Notifications

Use the *Notifications* tab to customize notification about different events.

1. Tap *Start - Settings - Personal* tab - *Sounds & Notifications* icon - *Notifications* tab.



**Figure 2-38. Sounds & Notifications Window - 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**.

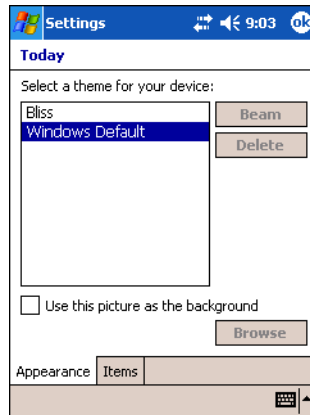
## Today

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.



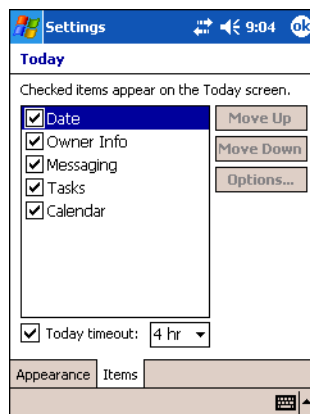
**Figure 2-39. Today Window - Appearance Tab**

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.



**Figure 2-40. Today Window - 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.

1. Tap *Start - Settings - System tab - About icon - Version tab*.



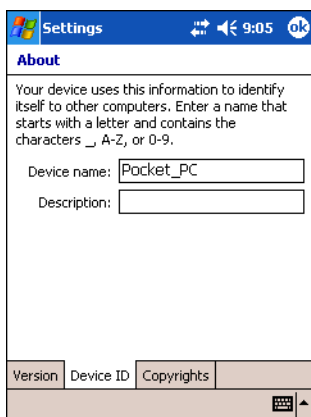
**Figure 2-41. About Window - Version Tab**

2. Tap **ok**.

### Device ID

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

1. Tap *Start - Settings - System tab - About icon - Device ID tab*.



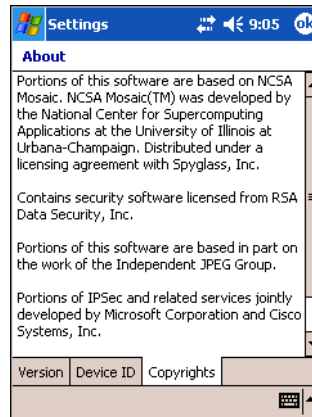
**Figure 2-42. About Window - Device ID Tab**

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**

2. Tap **ok**.

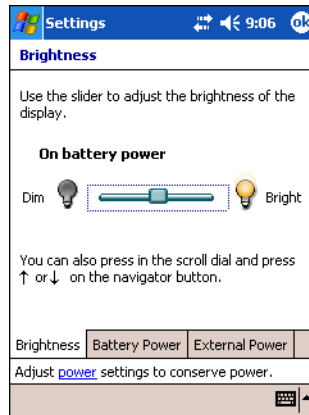
## Brightness

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*.



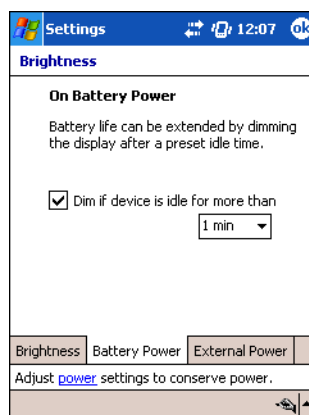
**Figure 2-44. Brightness Window - Brightness Tab**

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*.



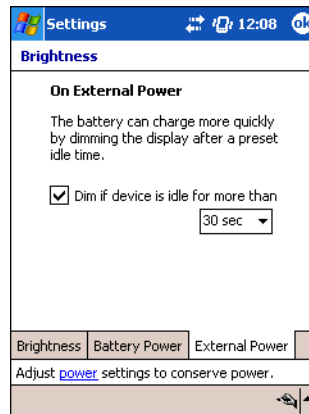
**Figure 2-45. Brightness Window - Battery Power Tab**

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*.



**Figure 2-46. Brightness Window - External Power Tab**

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.

# 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*.

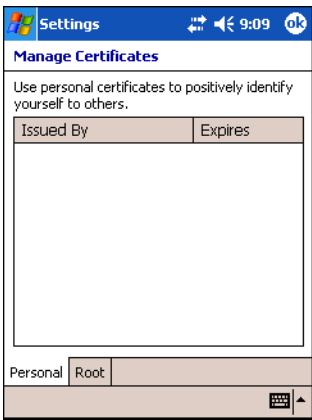


Figure 2-47. Certificates Window - Personal Tab

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*.

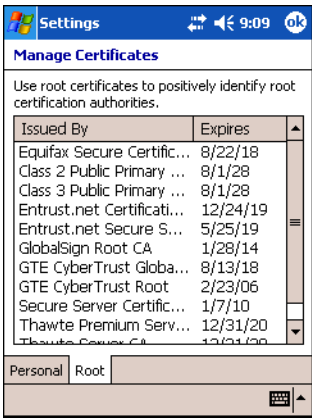


Figure 2-48. Certificates Window - Root Tab

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

2. To view more information about a certificate, select it from the list box.
3. To delete a certificate, tap and hold it in the list box, and then tap *Delete*.
4. Tap **ok**.

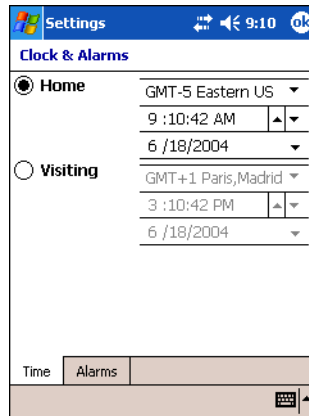
## Clock and Alarms

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

### Time

To set the date, time, and time zone:

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



**Figure 2-49. Clock Window - Time Tab**

2. Select the *Home* radio button.
3. Select the current time zone from the time zone drop-down list.
4. To set the hour, tap on the hour field and use the up and down arrows 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.



**Figure 2-50. Calendar**

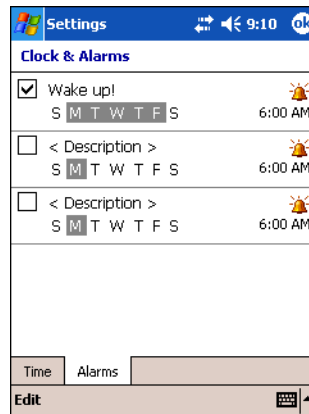
8. To select the month and year, tap the arrows to the right or left of the month until the current month and year appear.
9. Tap the day of the month. The calendar disappears.
10. Tap **ok**.
11. Set the *Visiting* time zone to quickly see the correct date and time in a frequently visited time zone.



## Alarms

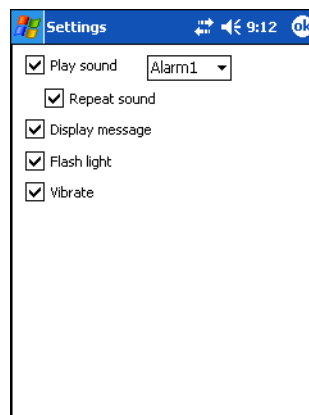
To use the device as a travel alarm clock, set a wake-up alarm.

1. Tap *Start* - *Settings* - *System* tab - *Clock & Alarms* icon - *Alarms* tab.



**Figure 2-51. Clock Window - Alarms Tab**

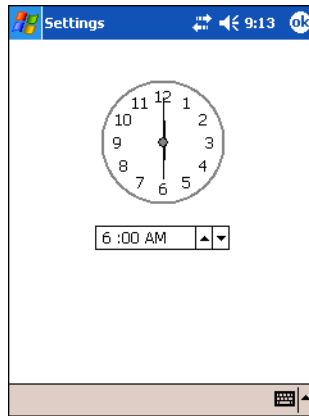
2. Highlight a *Description* field, then enter a name for the alarm.
3. Tap the letter(s) representing the day(s) of the week to enable the alarm.
4. Tap the *Bell* icon to set alarm features. The *Alarm Settings* window appears.



**Figure 2-52. Alarm Settings Window**

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.



**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](#).

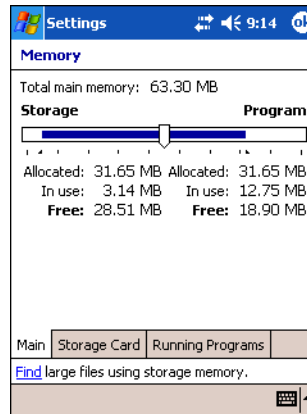
## Memory

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.



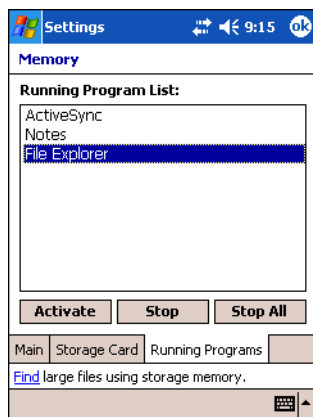
**Figure 2-55. Memory Window - Storage Card Tab**

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*.



**Figure 2-56. Memory Window - Running Programs Tab**

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

## Power

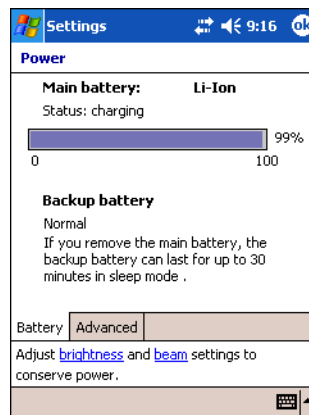
Use the *Power* window to view the status of the main and backup batteries and set power management options.

### 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.



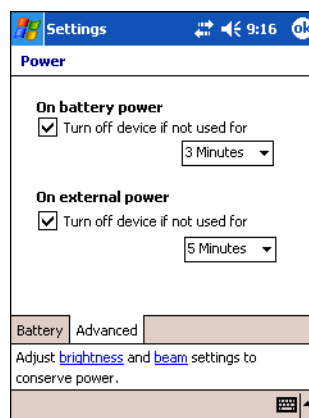
**Figure 2-57. Power Window - Battery Tab**

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.



**Figure 2-58. Power Window - 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](#).

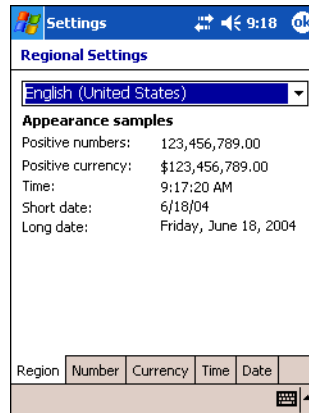
When batteries are low, a battery icon appears in the status bar. See [Status Icons on page 1-4](#).

## 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.

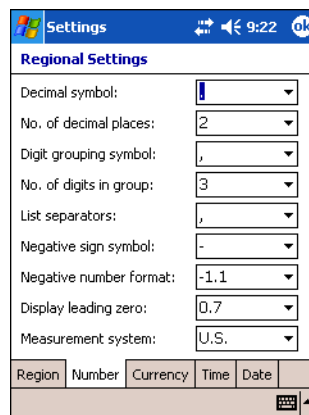
Choose from a large number of input locales. When switching to another input locale, some programs offer special features, such as font characters or spell checkers designed for different languages.

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



**Figure 2-59. Regional Settings Window - Region Tab**

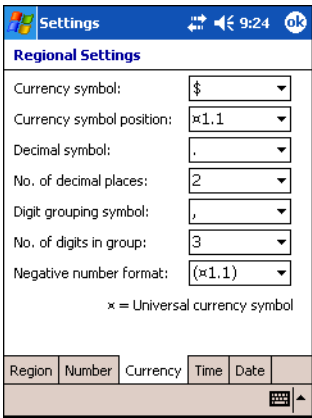
2. From the drop-down list, select the country.
3. Tap the *Number* tab.



**Figure 2-60. Regional Settings Window - Number Tab**

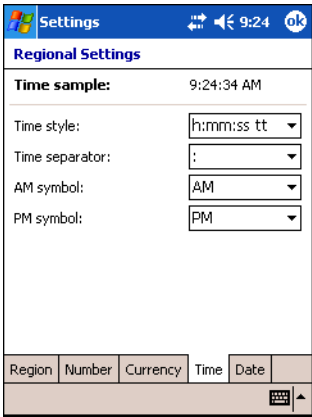
4. Select the desired options. The characteristics available depend on the region selected on the *Region* tab.

5. Tap the *Currency* tab.



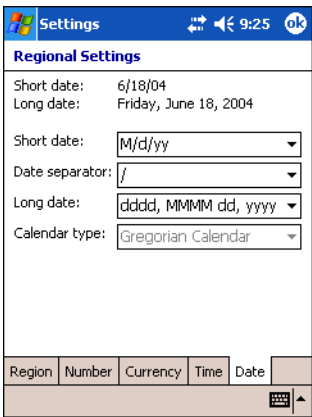
**Figure 2-61. Regional Settings Window - Currency Tab**

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



**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.



**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.



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

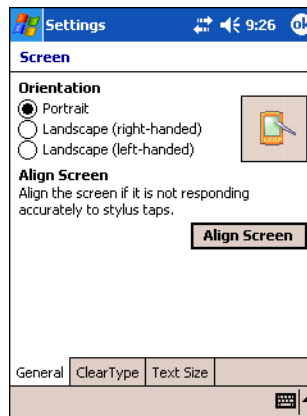
2. From the *Programs in storage memory:* list box, select the program to remove.
3. Tap **Remove**.
4. Tap *Adjust memory allocation.* to adjust the allocation of storage and program memory. See [Memory on page 2-37](#).
5. Tap **ok**.

## Screen

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

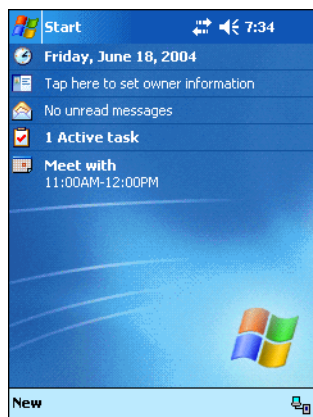
### General

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

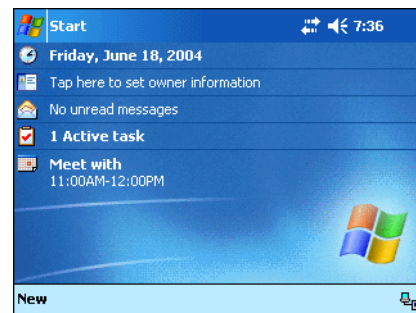


**Figure 2-65. Screen Window - General Tab**

2. Select a screen orientation. [Figure 2-66](#) provides an example of screen appearance for portrait and landscape orientations.



Portrait Orientation



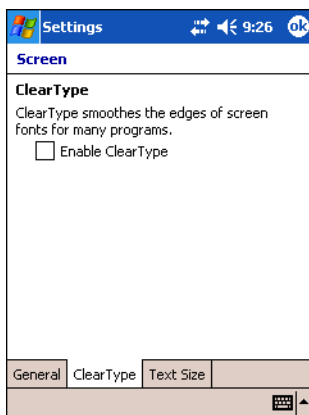
Landscape Orientation

**Figure 2-66. Portrait and Landscape Screen Orientation**

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.

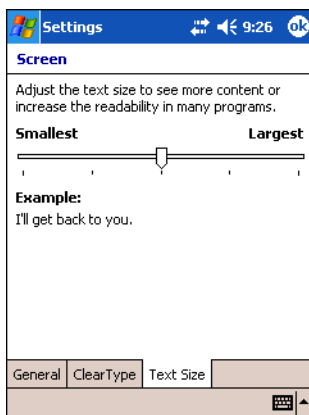


**Figure 2-67. Screen Window - ClearType Tab**

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.



**Figure 2-68. Screen Window - Text Size Tab**

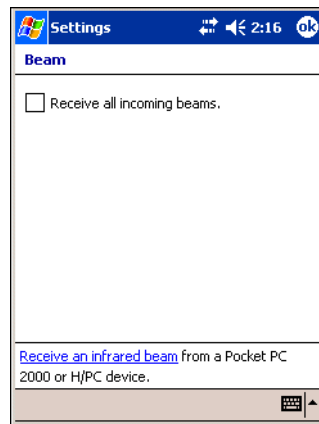
2. Use the slider to set the size of displayed text.
3. Tap **ok**.

## 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.



**Figure 2-69. Beam Window**

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.

To receive beams from devices with older operating systems (e.g., Pocket PC 2000 or H/PC), tap *Receive an infrared beam*.

## Bluetooth

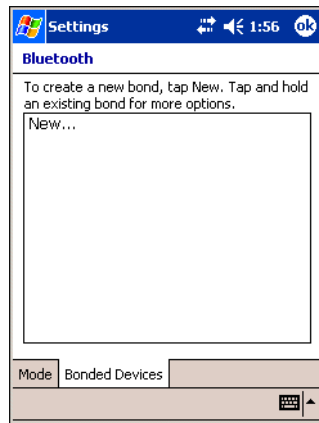
This section describes how to discover and create bonds with other Bluetooth devices. The device can receive information from discovered devices without creating a bond. Once bonded, the device exchanges information with the bonded device when the Bluetooth radio is turned on.

### ***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.



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

4. Tap *New...* . The device searches for other Bluetooth devices and displays them in the list.

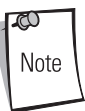


**Figure 2-71. Select a Bluetooth Device Window**

5. Tap the device with which to create a bond, then tap **Next**.

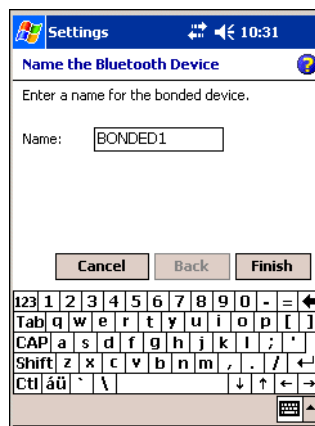


**Figure 2-72. Enter Device Bluetooth PIN Window**



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.



**Figure 2-73. Name the Bluetooth Device Window**

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.

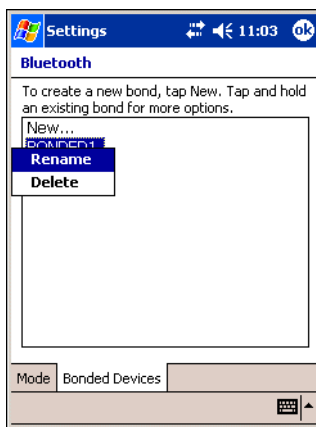


**Figure 2-74. Bluetooth Bonded Devices Window**

### ***Renaming a Bonded Device***

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

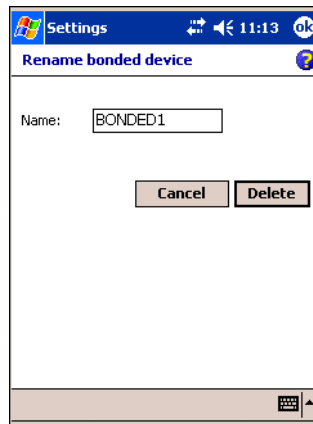
1. Tap *Start - Settings - Connections* tab - *Bluetooth* icon - *Bonded Devices* tab.
2. Tap and hold the device to rename. In the pop-up menu, select *Rename*.



**Figure 2-75. Renaming a Bonded Device**

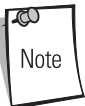


The *Rename bonded device* window appears.



**Figure 2-76. Rename Bonded Device Window**

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

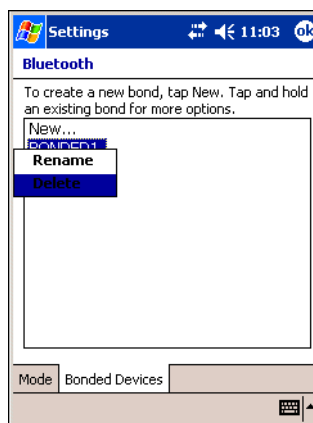


Tap **Delete** in this window to delete a bonded device.

## Deleting a Bonded Device

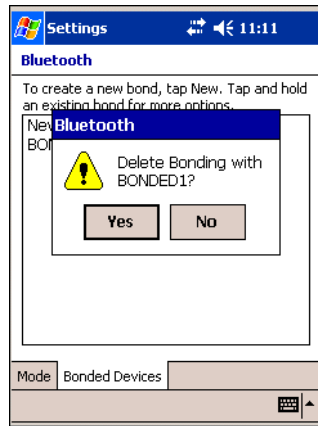
If it is no longer necessary to connect with a device, delete it from the *Bluetooth Bonded Devices* window.

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**

3. A confirmation dialog appears. Tap **Yes**.

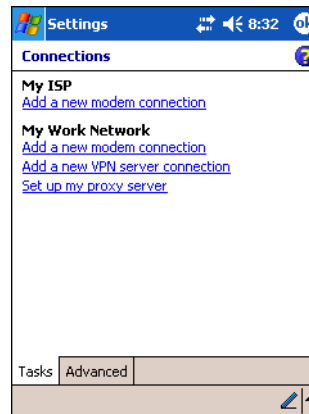


**Figure 2-78. Delete Device Confirmation Dialog Box**

## 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.



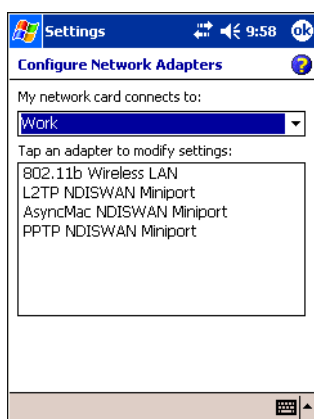
**Figure 2-79. Connections Window**

Refer to the Symbol device's *Integration Guide* or the modem manufacturer's documentation for availability of connection options and connection instructions.

## Wireless Ethernet

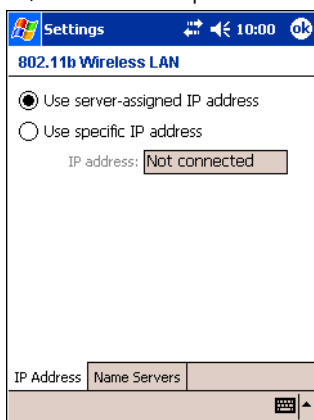
To configure the device for a wireless Ethernet connection.

1. Tap *Start - Settings - Connections* tab - *Wireless Ethernet* icon. The *Configure Network Adapters* window appears.



**Figure 2-80. Configure Network Adapters Window**

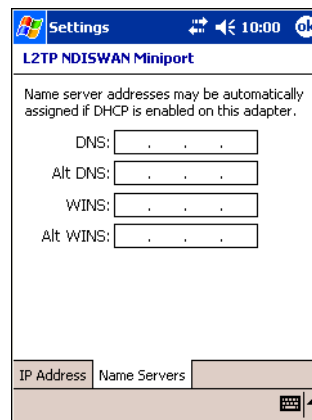
2. In the *My network card connects to:* drop-down list, select the appropriate connection.
3. In the *Tap an adapter to modify settings:* list, select the adapter to modify. The *IP address* window displays.



**Figure 2-81. Wireless Ethernet - IP Address Window**

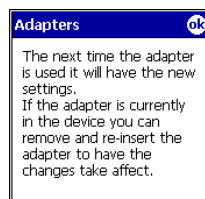
4. In the *IP address* window, select the appropriate radio button:
  - to *Use a server-assigned IP address*
 or
  - to *Use a specific IP address*. Enter the IP address, Subnet mask, and Default gateway, as needed.

5. Tap the *Name Servers* tab.



**Figure 2-82. Wireless Ethernet - Name Servers Window**

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



**Figure 2-83. Adapters**

8. Tap **ok** to confirm the setup.
9. Tap **ok** to exit.



# 3

## ***Mobile 2003 Applications***

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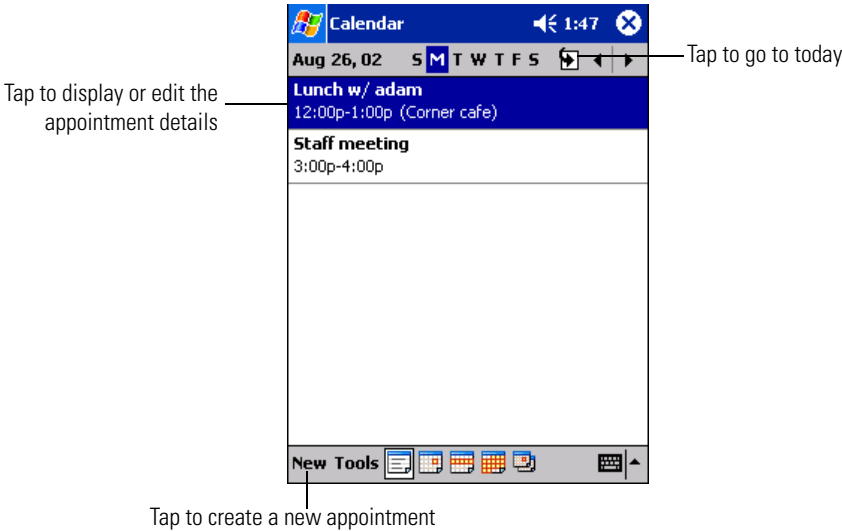


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# Calendar

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.



**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**

Icon	View	Description
	Agenda	Upcoming appointments appear in bold, past appointments do not.
	Day	View the day's schedule in 30-minute blocks.
	Week	View the week's schedule in one-hour blocks.
	Month	View the month's schedule in 12-hour blocks.
	Year	View a year calendar.

## 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.

The screenshot shows the 'Calendar' application interface. At the top, there's a status bar with a signal strength indicator, a battery level indicator, and the time '9:30'. Below this is a header bar with the 'Calendar' title and a 'New' button. The main form contains the following fields:

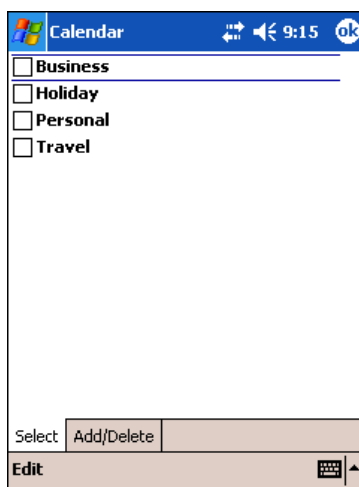
- Subject:** Conference (with a dropdown arrow)
- Location:** (with a dropdown arrow)
- Starts:** 6/18/04 12:00 PM (with a dropdown arrow)
- Ends:** 6/18/04 1:00 PM (with a dropdown arrow)
- All Day:** No
- Occurs:** Once
- Reminder:** Remind me (with a dropdown arrow)
- Categories:** No categories... (with a dropdown arrow)
- Attendees:** No attendees... (with a dropdown arrow)
- Status:** Busy
- Sensitivity:** Normal

At the bottom of the form, there are two tabs: 'Appointment' and 'Notes'. Below the tabs is an 'Edit' button and a small keyboard icon.

**Figure 3-2. Entering an Appointment**

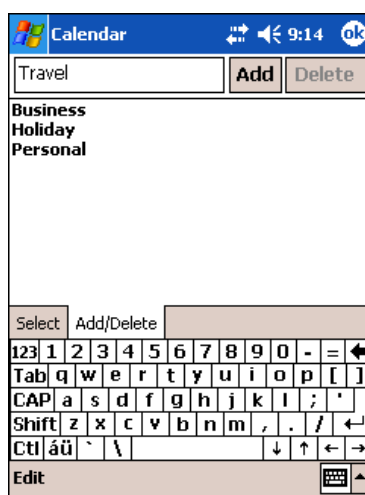
3. Tap in the *Subject:* text box and use the input panel to enter a subject, or tap the arrow next to the *Subject:* text box to select pre-defined text.
4. Tap in the *Location:* text box and use the input panel to enter a location, or tap the arrow next to the *Location:* text box to select a pre-defined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



**Figure 3-3. Calendar Categories - Select Tab**

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.



**Figure 3-4. Calendar Categories - Add/Delete Tab**

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**

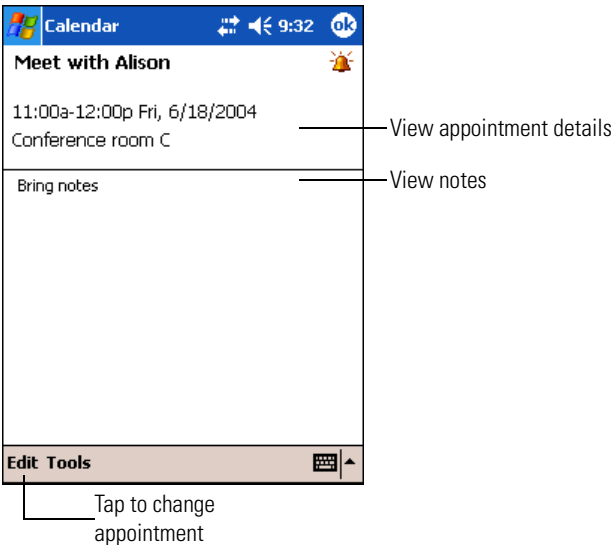
To beam an appointment to another device:

- 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**

## 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*.

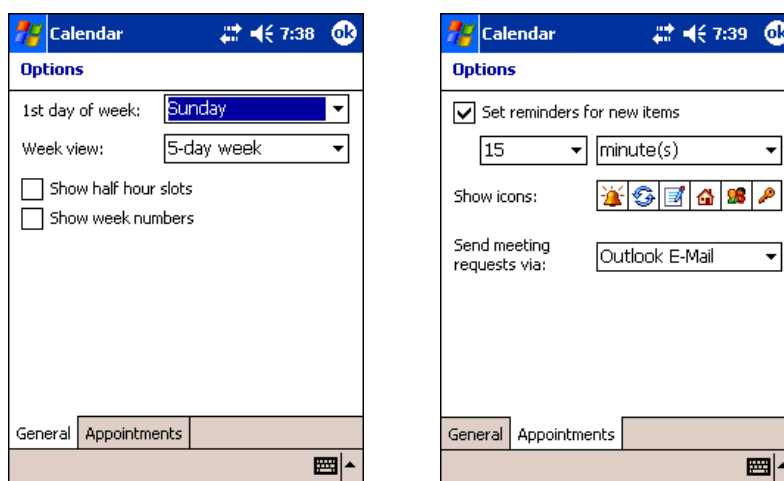
To schedule a meeting:

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*.

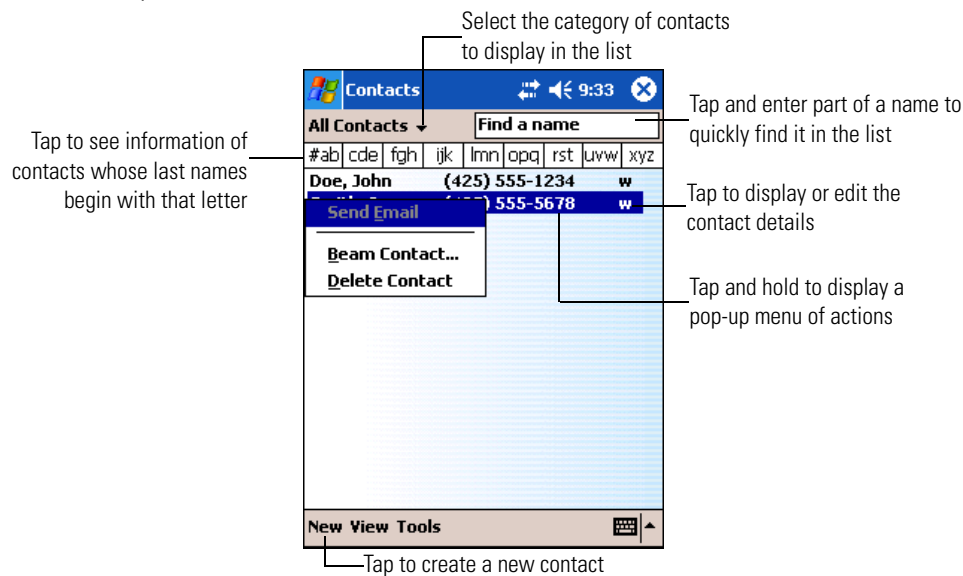


**Figure 3-6. Calendar Options**

2. On the *General* tab, select the first day of the week to display from the drop-down list.
3. Select the number of days to appear in the *Week view*: drop-down list.
4. Select the *Show half-hour slots* check box to appear in Agenda, Day, and Week views.
5. Select the *Show week numbers* check box to appear in Week and Month views.
6. Tap the *Appointments* tab.
7. Select the *Set reminders for new items* check box to set default reminder times.
8. Select the amount of time before an appointment to issue reminders using the number and time unit drop-down lists.
9. Next to *Show icons*: select appointment icons to appear.
10. Select an item from the *Send meeting requests via*: drop-down list to indicate how to send appointment requests.

## Contacts

For Windows Mobile 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**

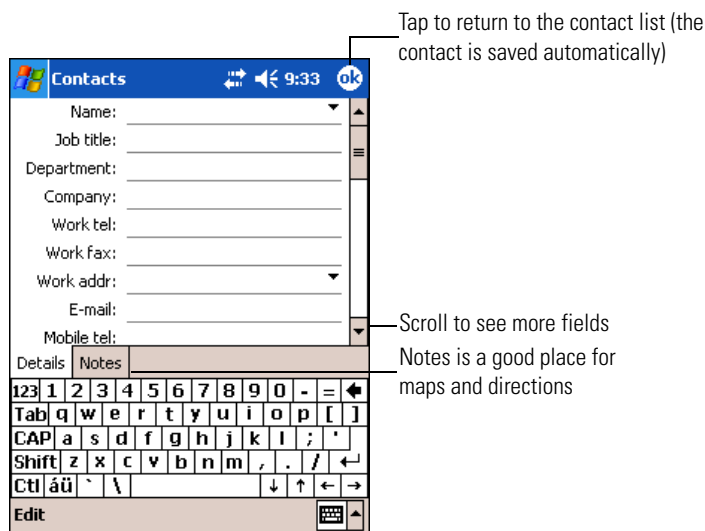
3. Clear the *Show ABC tabs* check box to increase the space available for listing contacts.
4. Select the *Show contact names only* check box to hide information other than the contacts' names in the list.
5. Enter an *Area code*; and select a *Country/Region* to use when creating new contacts.



## Creating a Contact

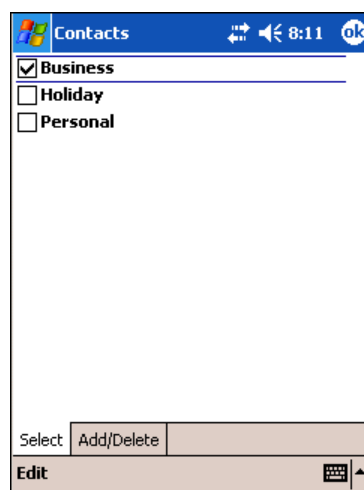
To create a contact:

1. Tap *Start - Programs - Contacts*.
2. Tap *New*.



**Figure 3-9. Creating a Contact**

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*.



**Figure 3-10. Contact Categories - Select Tab**

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.



**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

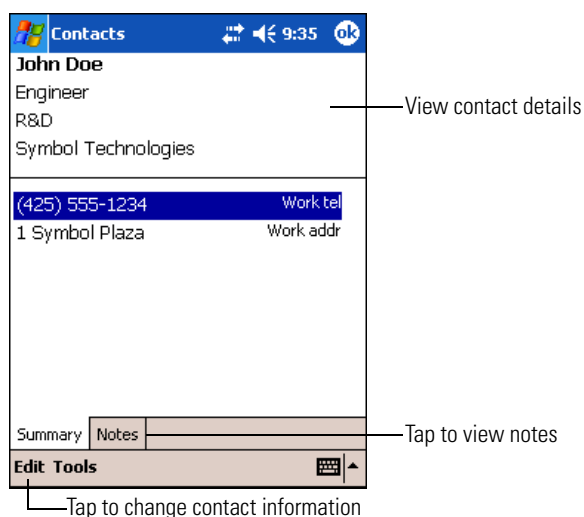
To beam a contact to another device:

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:

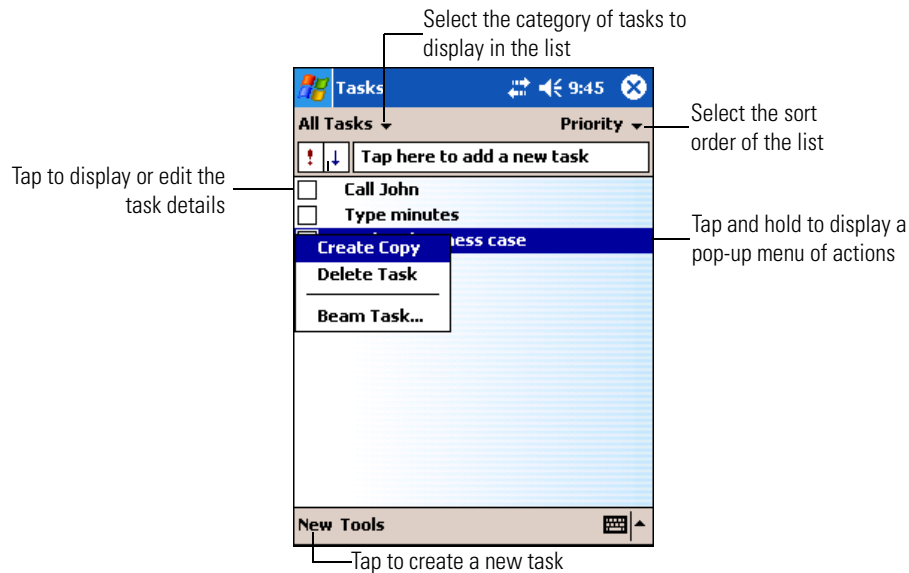
1. Tap *Start - Programs - Contacts*.
2. Tap a contact in the contact list.



**Figure 3-12. Contacts Summary Window**

## Tasks

For Windows Mobile 2003 devices, use *Tasks* to keep a “to do” list.

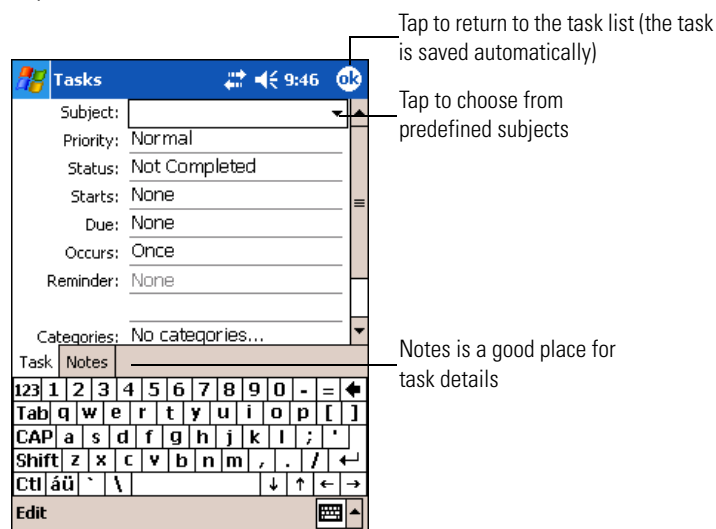


**Figure 3-13. Task Window**

## Creating a Task

To create a task:

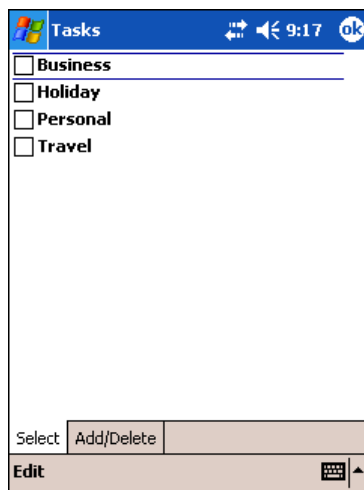
1. Tap *Start - Programs - Tasks*.
2. Tap *New*. When necessary, hide the input panel or use the scroll bar to see all available fields.



**Figure 3-14. Creating a Task**

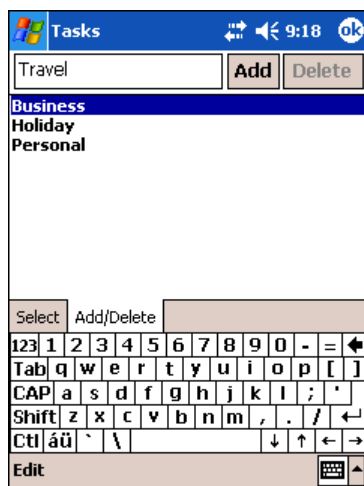
3. Tap in the *Subject:* text box and use the input panel to enter a subject, or tap the arrow next to the *Subject:* text box to select pre-defined text.
4. Tap in the *Priority:* field and select a priority level.
5. Tap in the *Status:* field and select whether the task is completed or not.

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**

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**

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.

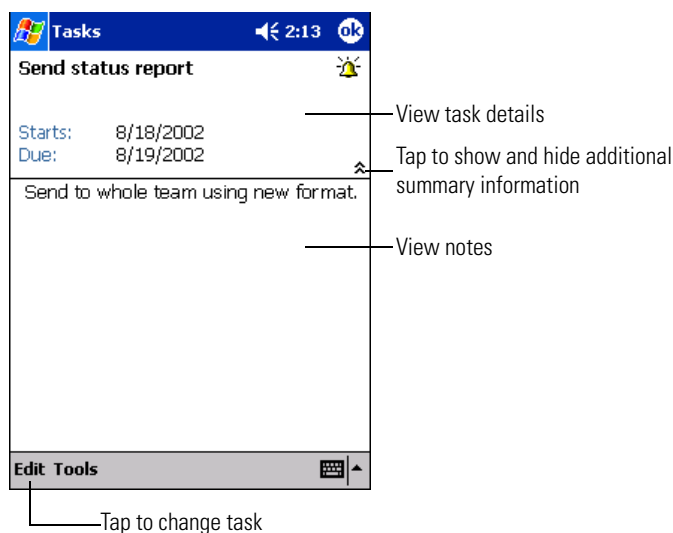


Figure 3-17. Task Summary Window

## 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.

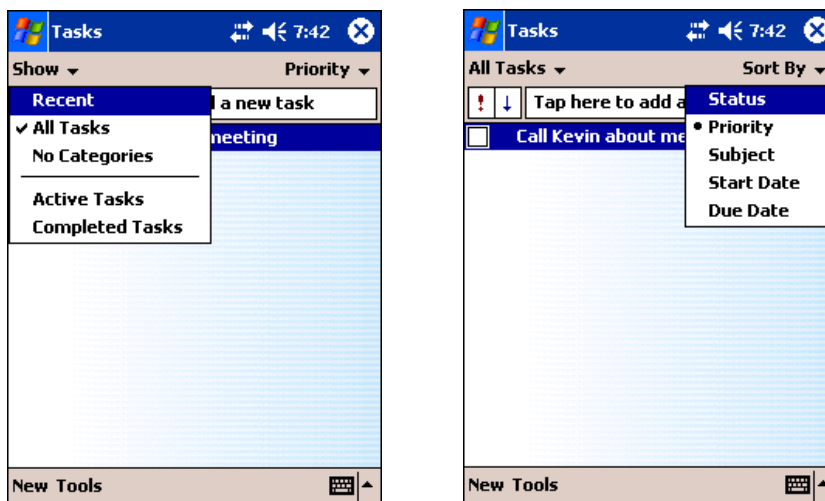
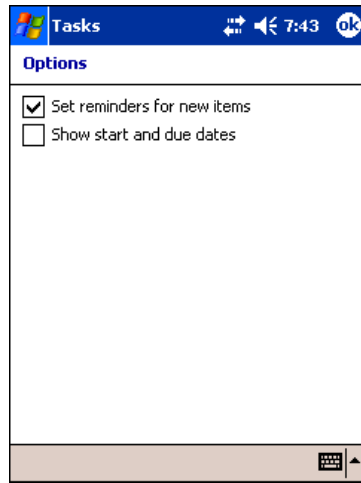


Figure 3-18. Tasks - Show and Sort By Lists

3. Tap *Tools - Options*.



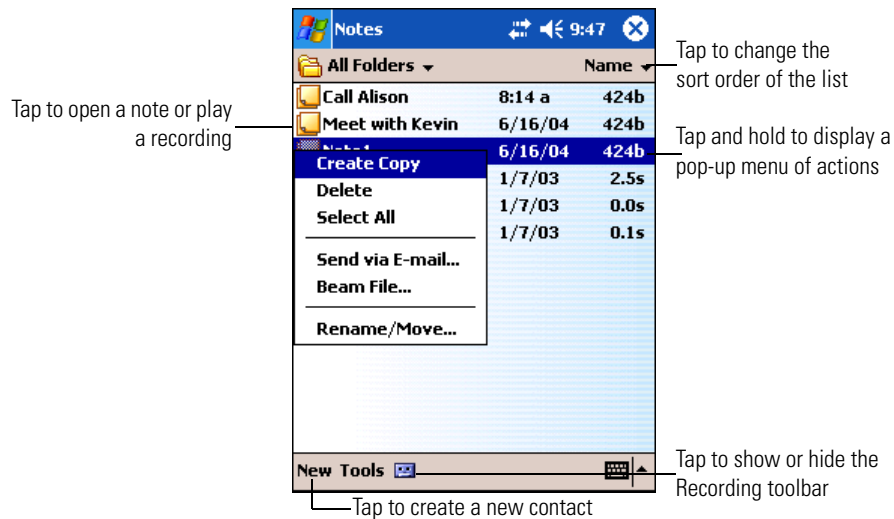
**Figure 3-19. Tasks - Tools - Options Window**

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.



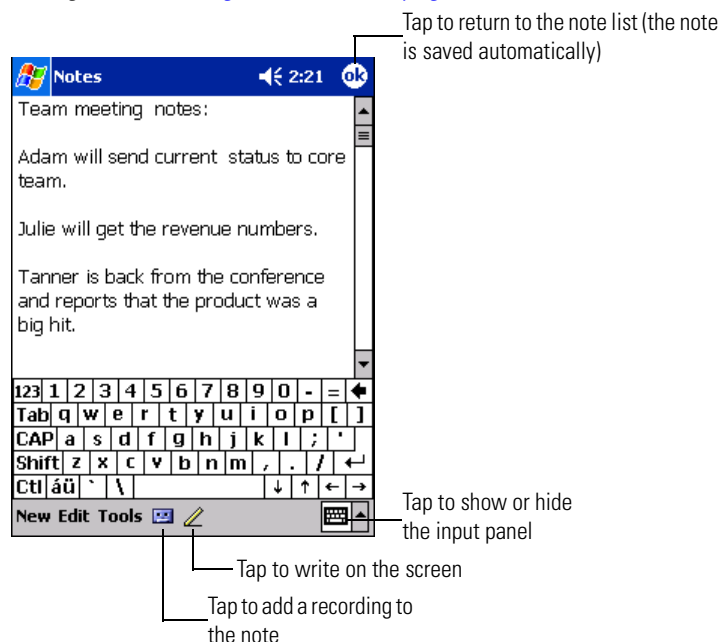
**Figure 3-20. Notes Window**

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](#).



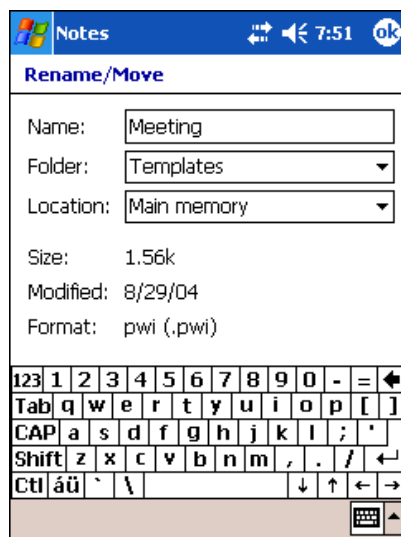
**Figure 3-21. Creating a Note**

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

## Creating a Template

To create a template for notes:

1. Tap *Start - Programs - Notes*.
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...*.



**Figure 3-22. Saving a Note in the Templates Folder**

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***

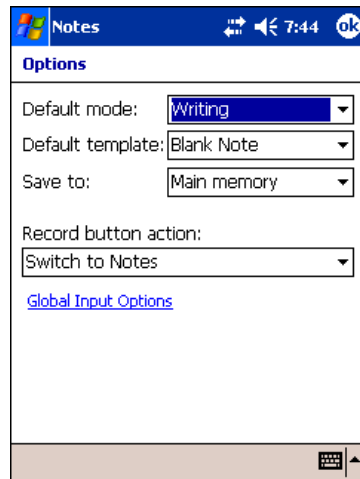
To beam a note to another device:

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*.



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

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.
7. To change input options, tap *Global Input Options*. See [Input on page 2-8](#).

## 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***

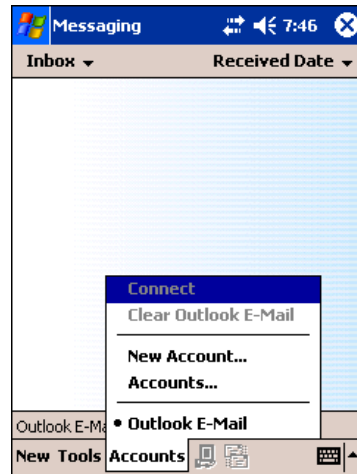
Set up a connection to an e-mail server to send and receive e-mail messages using a network connection and *Inbox* on the device. The ISP or network must use a POP3 or IMAP4 e-mail server and an SMTP gateway.

- 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*.
2. Tap *Accounts - New Account*.



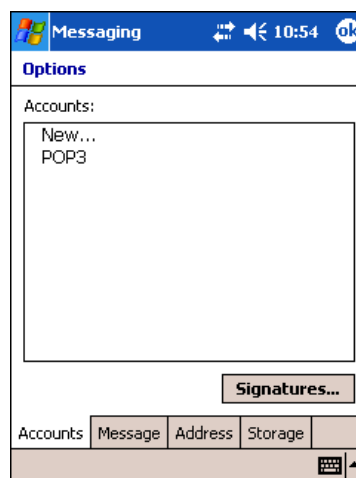
**Figure 3-24. Inbox - Accounts Menu**

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*.



**Figure 3-25. Accounts 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**.

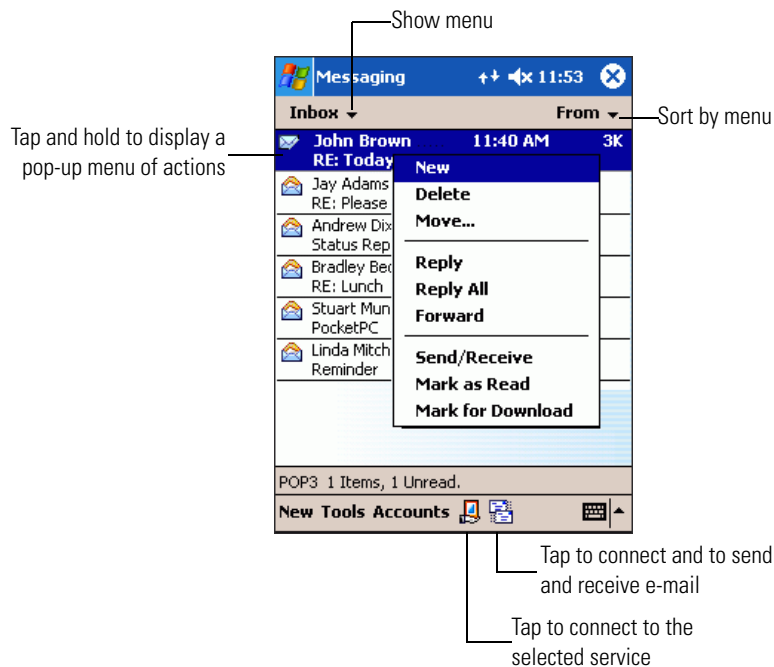
## Downloading Messages

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*.

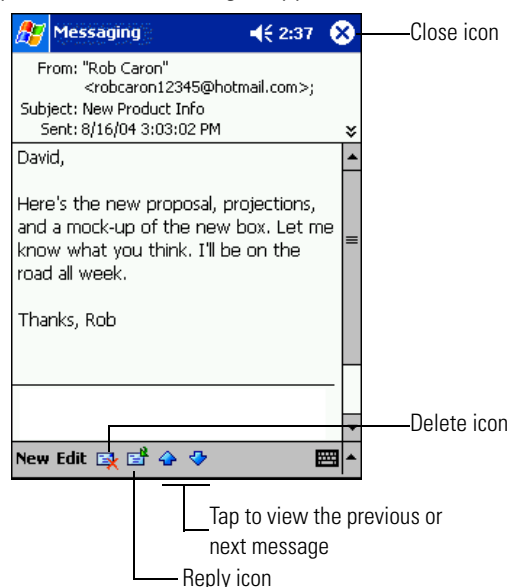


**Figure 3-26. Inbox Window**

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**

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*.

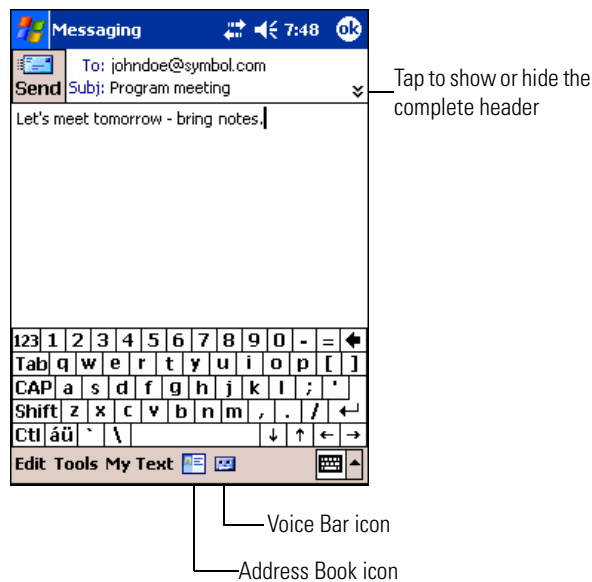
If using an IMAP4 account:

1. Tap *Start - Messaging* on the device.
2. Tap *Accounts - Accounts...*
3. Select IMAP4.
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:

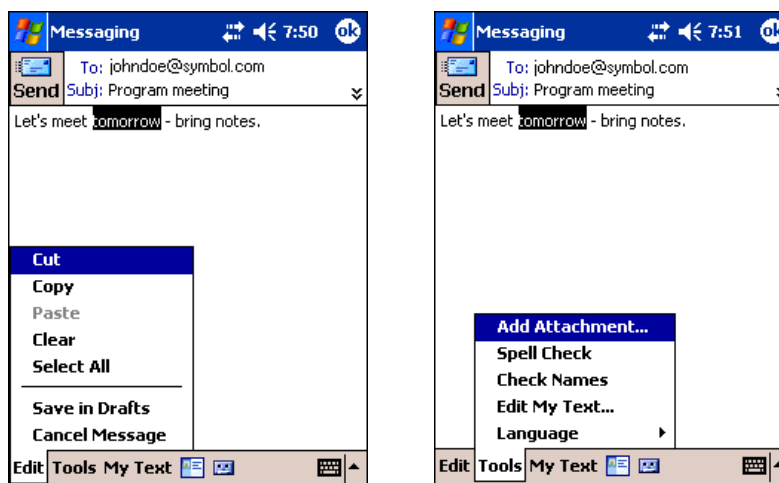
1. Tap *Start - Messaging*.
2. Tap *New*.
3. In the *To:* field, enter an e-mail address of one or more recipients, separating each with a semicolon, or select a name from the contact list by tapping the *Address Book* icon. All e-mail addresses entered in the e-mail fields in Contacts appear in the Address Book.



**Figure 3-28. Creating a Message**

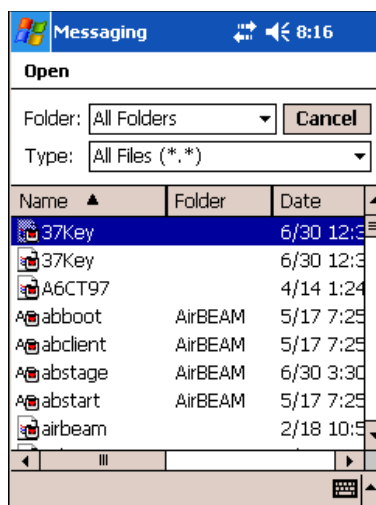
4. Enter the message. To enter preset or frequently used messages, tap *My Text* and select a message. To include a recording, tap the *Voice Bar* icon. See [Recording a Message on page 1-22](#).

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**

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**

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

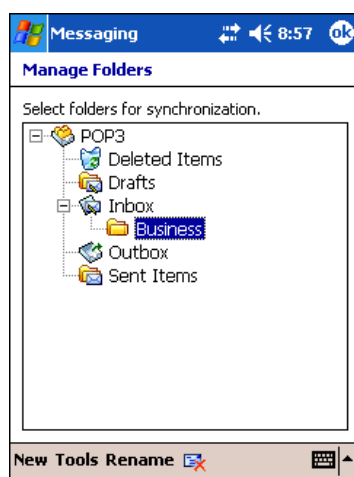
The behavior of the folders created depends on whether you are using Outlook e-mail with ActiveSync, POP3, or IMAP4.

- 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*.



**Figure 3-31. Inbox Manage Folders Window**

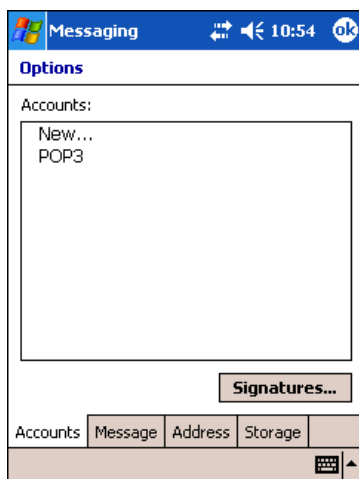
3. As needed, manage folders as follows:
  - Tap **New** to create a new folder under the selected folder.
  - To change a folder name, tap the folder, then tap *Rename*. Note that default folder names cannot be changed.
  - To move a message to another folder, in the message list, tap and hold the message, 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

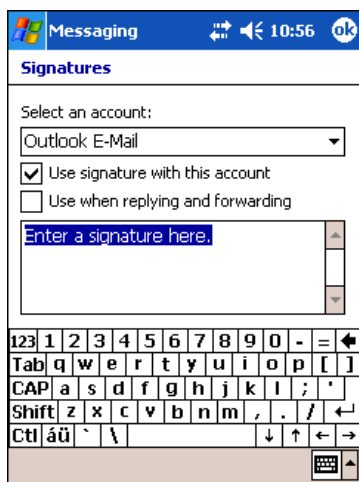
To configure accounts:

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**

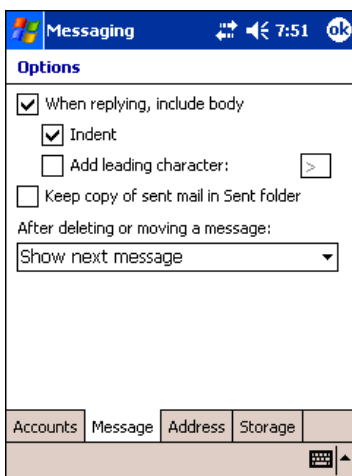
4. Tap **Signatures...**



**Figure 3-33. Inbox Options Window - Accounts Tab, Signatures Window**

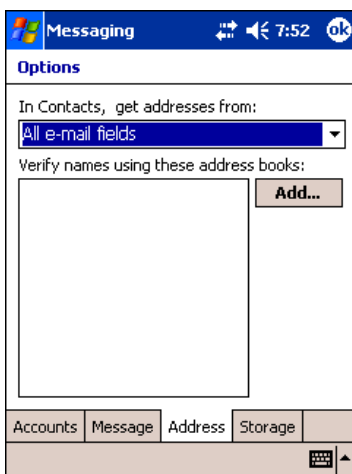
5. Select the account to use a signature with from the drop-down list.
6. Select the *Use signature with this account* check box and enter the signature in the text box.
7. Select the *Use when replying and forwarding* check box to append the signature to replied and forwarded messages.
8. Tap **ok**.

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



**Figure 3-34. Inbox Options Window - Message Tab**

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**

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...** .

**Figure 3-36. Inbox Options Window - Address Tab, Add Address Book**

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.

**Note**

When using synchronization to send and receive messages, disable installed directory services to avoid error messages that occur when Messaging attempts to verify names against an unconnected service.

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.

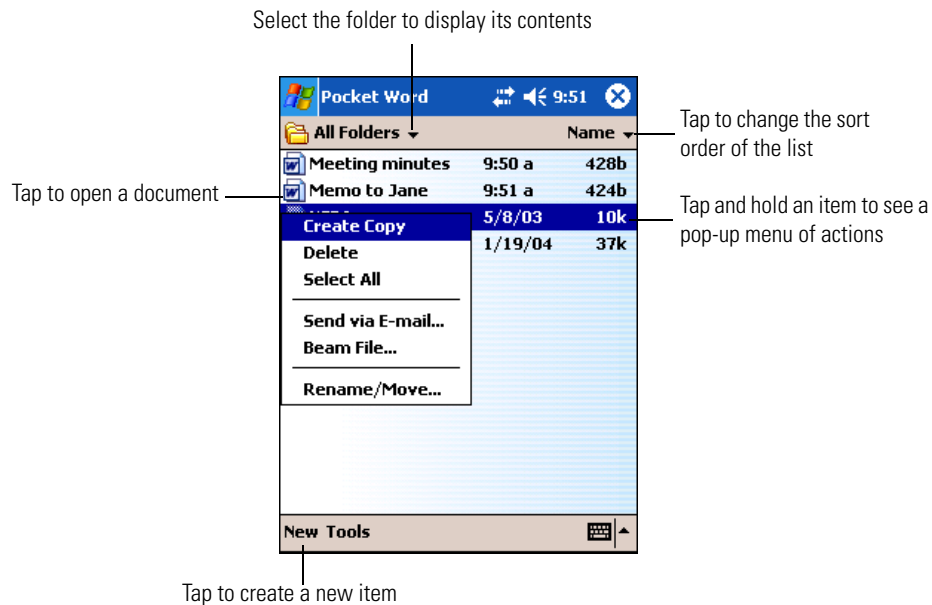
**Figure 3-37. Inbox Options Window - Storage Tab**

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.



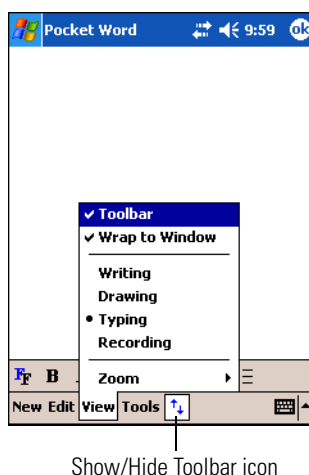
**Figure 3-38. Pocket Word Window**



## Creating a Document

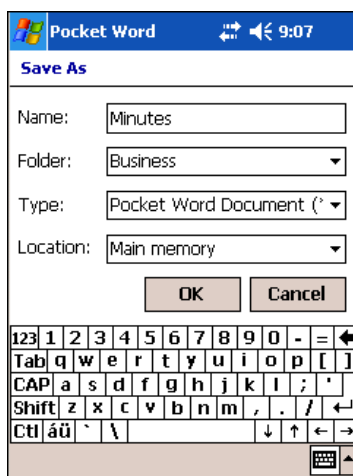
To create a new document in *Pocket Word*, such as a letter, meeting minutes, or a trip report:

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](#).



**Figure 3-39. Selecting an Input Method**

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:

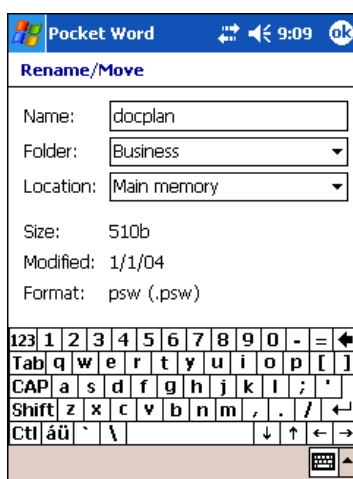
9. Tap *Tools - File - Save Document As...***Figure 3-40. Save As Window**

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...*



**Figure 3-41. Rename/Move Window**

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:

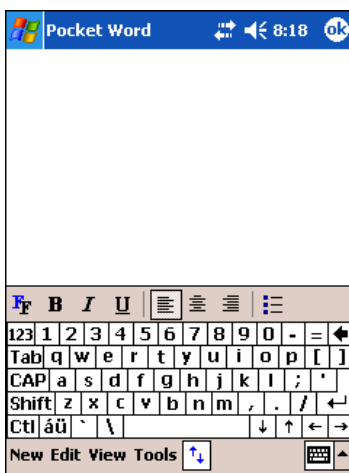
1. Tap *Start - Programs - Pocket Word*
2. Align the infrared ports on the devices.
3. Tap and hold the document and select *Beam File...*, or select the document and tap *Tools - File - Beam Document...*  
To beam several documents, tap, drag, and hold to select the documents, then select *Beam File...*
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

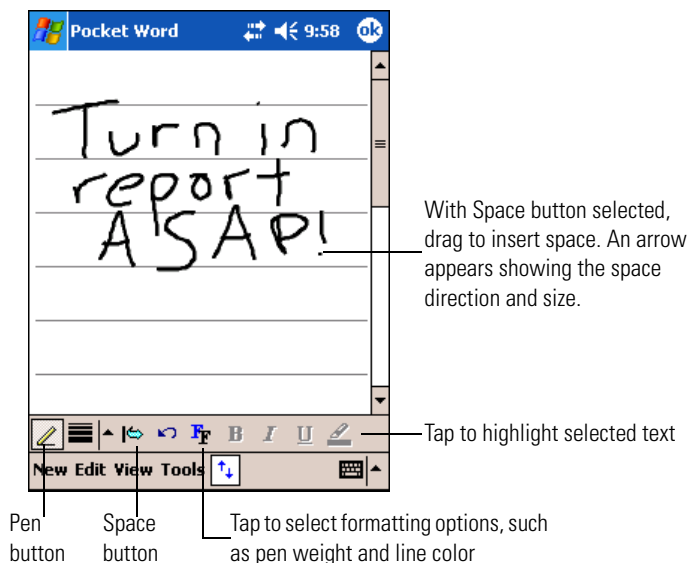
In typing mode, use the input panel to enter typed text in a document. See [Entering Information on page 1-14](#).



**Figure 3-42. Typing Mode**

### 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**

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](#).

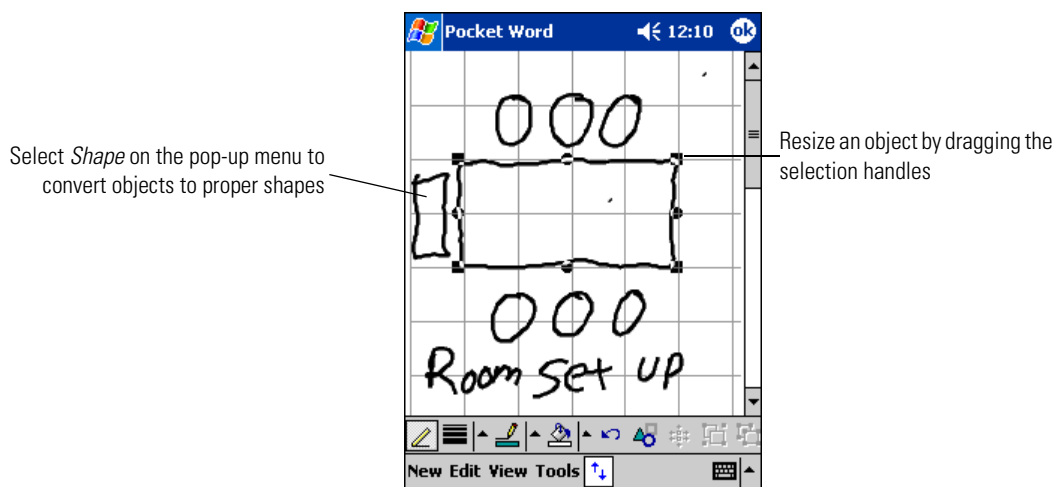


Figure 3-44. Drawing Mode

## 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...*

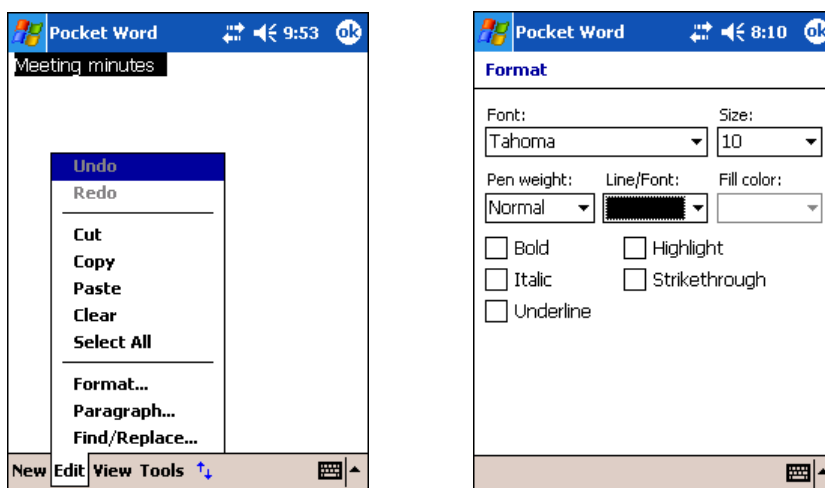


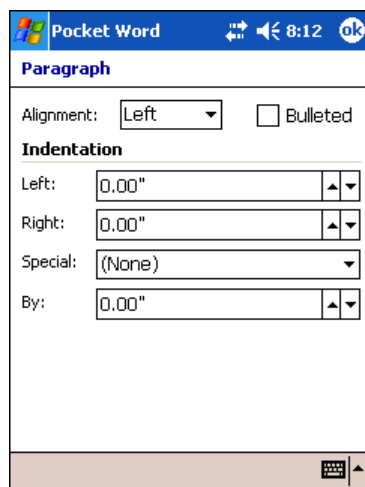
Figure 3-45. Formatting Text and Drawings

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...*



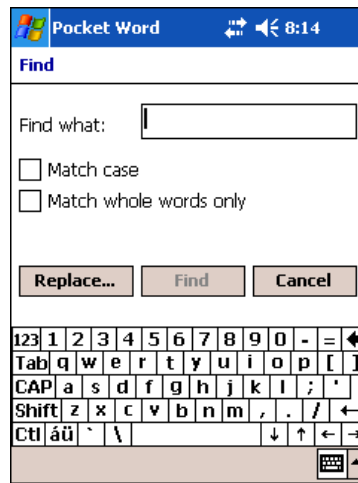
**Figure 3-46. Formatting Paragraphs**

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*.



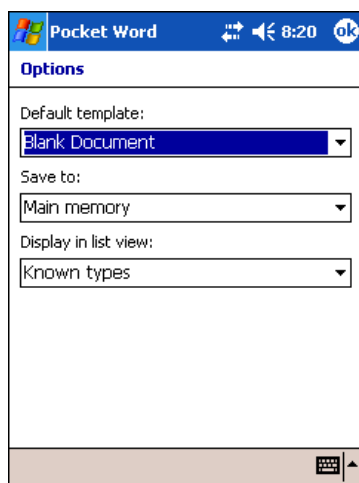
**Figure 3-47. Finding Text**

4. Enter the text to find in the *Find what:* text box.
5. To replace this text with new text in the document, tap **Replace...** and enter the new text in the *Replace with:* text box.
6. Select the *Match case* check box to find text using the same case specified.
7. Select the *Match whole words only* check box to find whole words.
8. Tap **Find**. Upon locating the text, select whether to replace the text with the new text, or to search for the next instance.

## Configuring Files

To configure how files are created and saved in *Pocket Word*:

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



**Figure 3-48. Pocket Word Options Window**

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**.

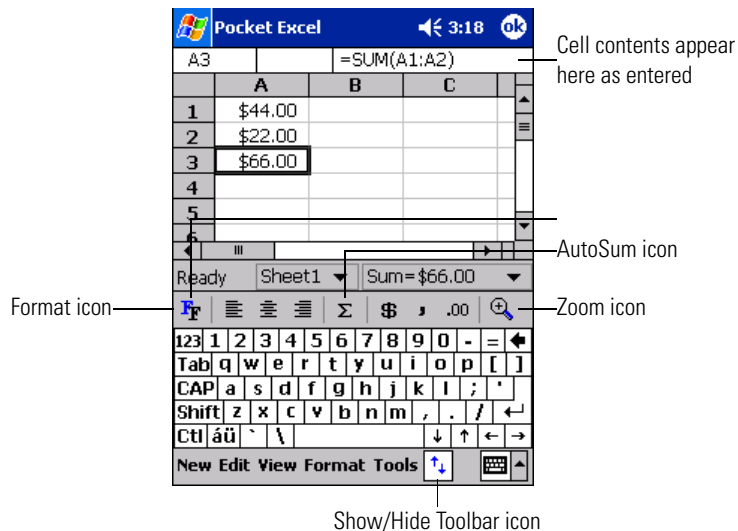
For more information on using *Pocket Word*, tap *Start - Help*.



## 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.



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

### Tips for Working in Pocket Excel

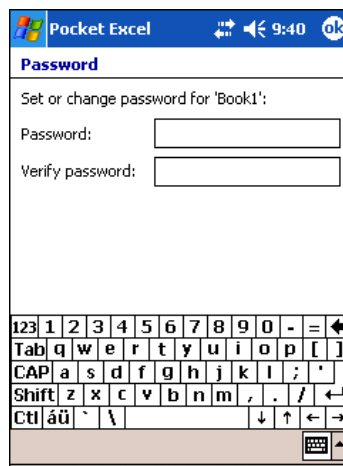
When working in large worksheets in *Pocket Excel*:

- 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

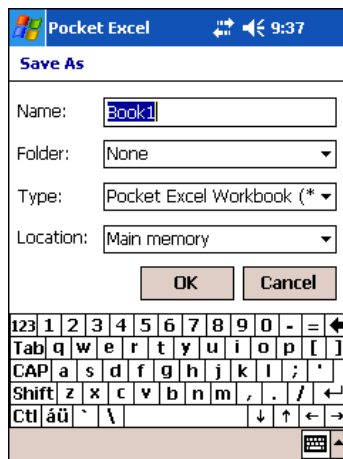
To create a new workbook in *Pocket Excel*, such as an expense report or mileage log:

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.



**Figure 3-50. Creating a Password for a Workbook**

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...*



**Figure 3-51. Saving a Workbook**

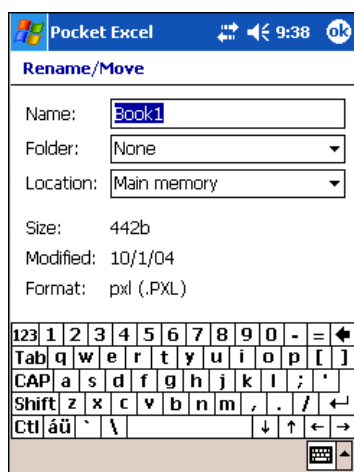
7. Enter the new name in the *Name:* text box.
8. To move the file to a different folder, in the *Folder:* drop-down list, select the new folder.

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...*



**Figure 3-52. Renaming and Moving a File**

5. Enter the new name in the *Name*: text box.
6. To move the file to a different folder, in the *Folder*: drop-down list, select the new folder.
7. In the *Location*: drop-down list, select where to save the file (in main memory 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

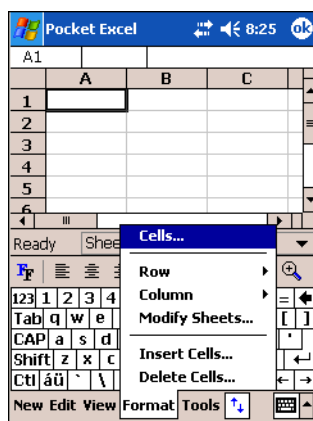
To beam a workbook to another device:

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:

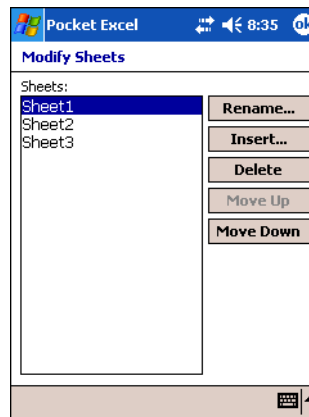
1. Tap *Start - Programs - Pocket Excel*.
2. Tap a workbook in the list to open it.
3. Select a cell.
4. Tap *Format - Cells...* .



**Figure 3-53. Pocket Excel Format Menu**

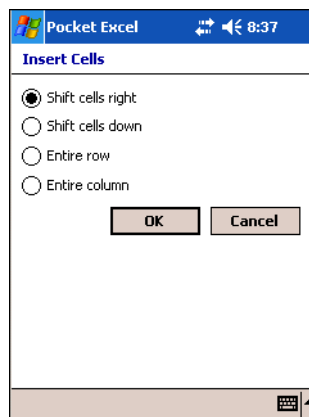
5. Use the five *Format Cells* tabs to format cells in a similar manner as in Microsoft *Excel* on the desktop computer.
6. To hide a row or column, select a cell in that row or column. Tap *Format - Row* or *Column - Hide*.  
To show a hidden row or column, tap *Tools - Go To*, then type a reference 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**

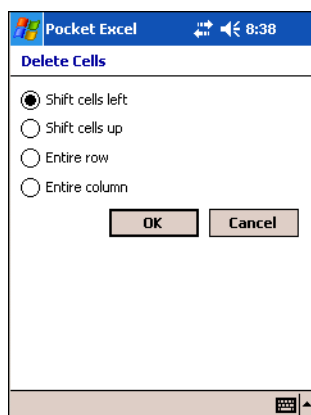
8. To rename a sheet, tap the sheet, then tap **Rename...** . Enter a new name for the sheet.
9. To insert a new sheet, tap **Insert...** , and enter a new name for the sheet.
10. To delete a sheet, tap the sheet, then tap **Delete**.
11. To reorder sheets, tap each sheet, then tap **Move Up** or **Move Down** as needed.
12. To insert rows or columns, tap *Format - Insert Cells...*



**Figure 3-55. Inserting Cells**

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...*



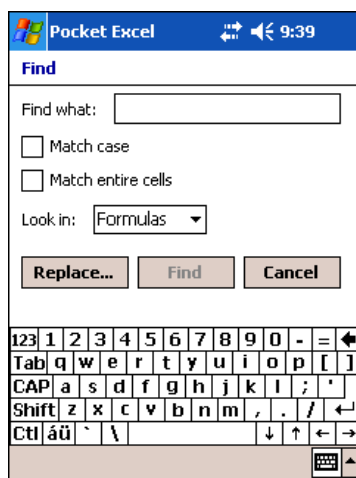
**Figure 3-56. Deleting Cells**

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*.



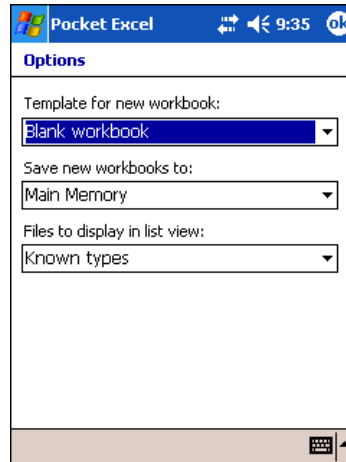
**Figure 3-57. Finding and Replacing Text**

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*.



**Figure 3-58. Configuring Files**

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:

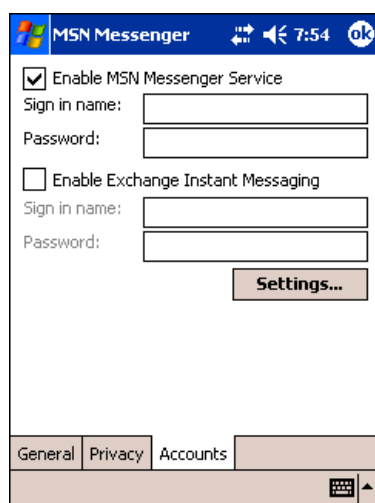
- see who is online
- send and receive instant messages
- have instant message conversations with groups of contacts.

*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*.

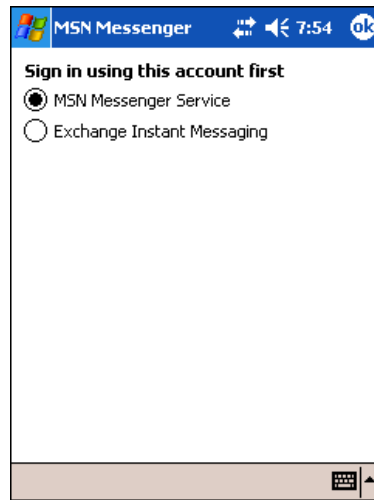


**Figure 3-59. MSN Messenger Options Window - Accounts Tab**

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.



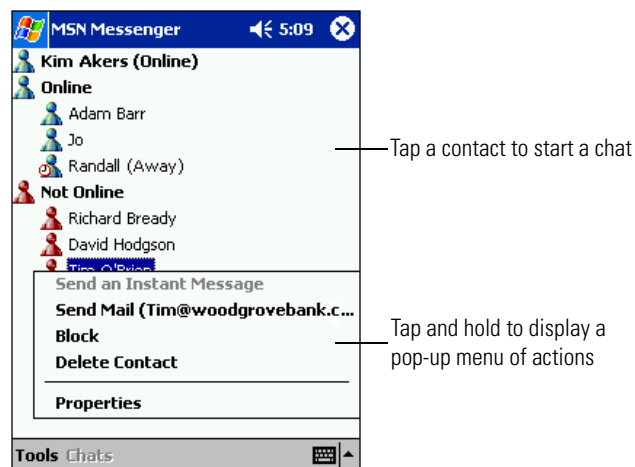
**Figure 3-60. Account Settings Window**

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**

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

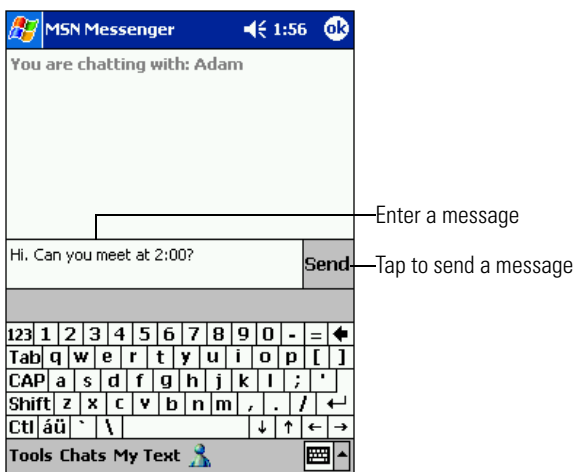
To delete a contact:

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:

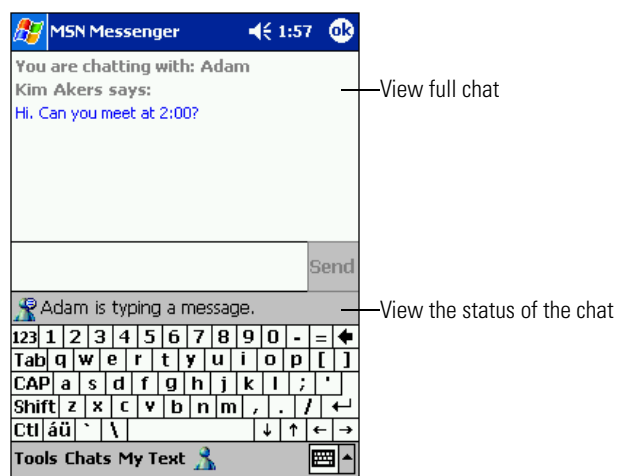
1. Tap *Start - Programs - MSN Messenger* icon.
2. Tap *Tools - Sign In...*
3. Enter the sign in name and password, and tap **Sign in**.
4. Tap a contact name to open a chat window.
5. Enter the message in the text entry area at the bottom of the screen, or tap *My Text* to enter a preset message.
6.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



**Figure 3-62. Sending a Message**

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**

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:

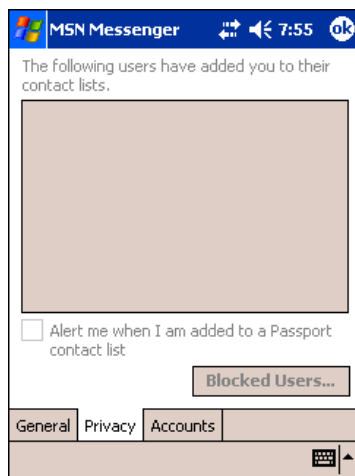
1. Tap *Start - Programs - MSN Messenger* icon.
2. Tap *Tools - Options - General* tab.



**Figure 3-64. Contact Options - General Tab**

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.



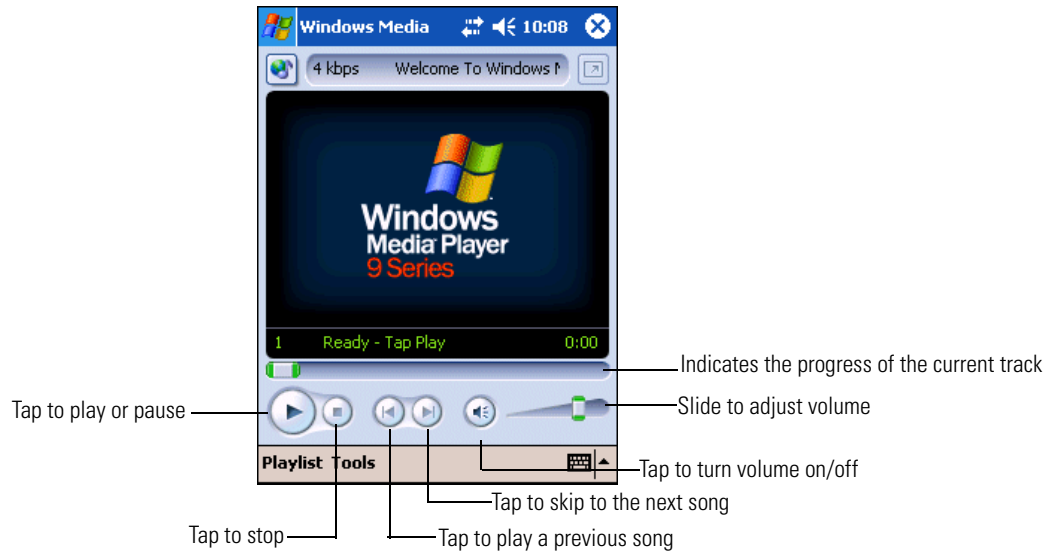
**Figure 3-65. Contact Options - Privacy Tab**

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**



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

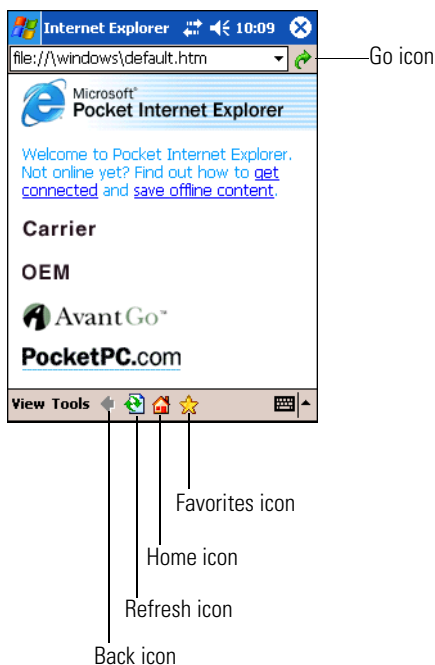
Mobile Favorites take up storage memory on the device. To minimize the amount of memory used:

- 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

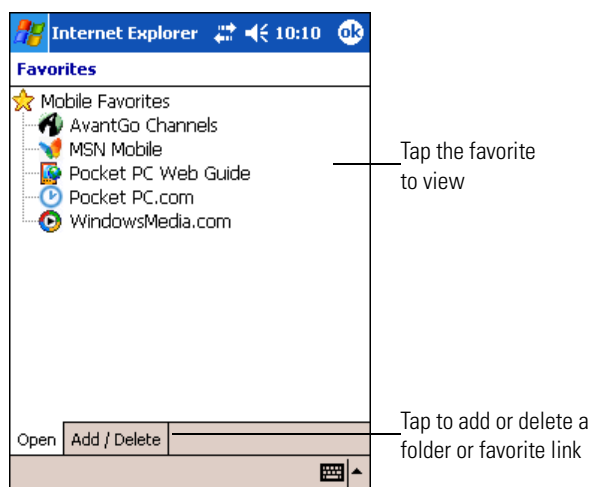
With *Pocket Internet Explorer*, browse mobile favorites and channels downloaded to the device without connecting to the Internet. Also connect to the Internet through an ISP or a network connection and browse the Web.



**Figure 3-67. Pocket Internet Explorer Window**

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 3-68. Mobile Favorites**

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.

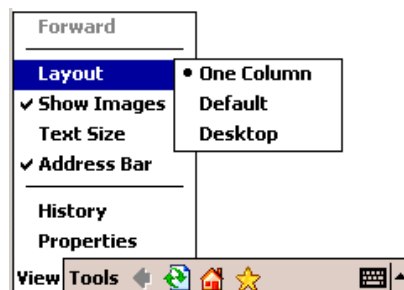


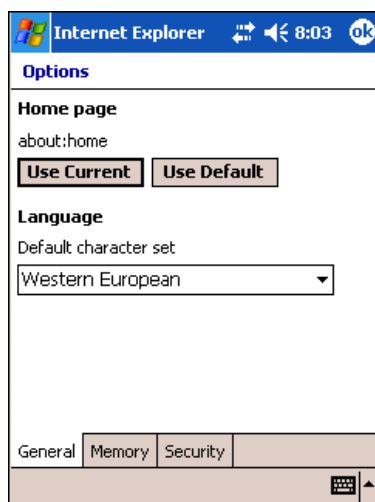
Figure 3-69. View Menu

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:

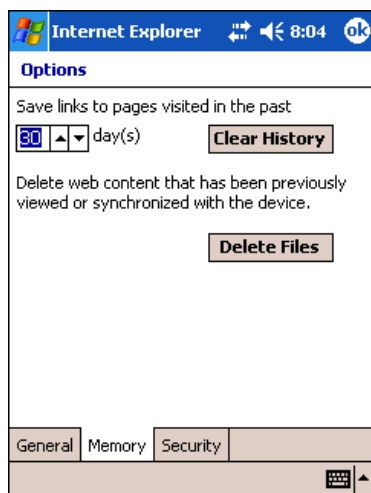
1. Tap *Start - Internet Explorer*.
2. Tap *Tools - Options*.
3. Select the *General* tab.



**Figure 3-70. Internet Explorer Options - General Tab**

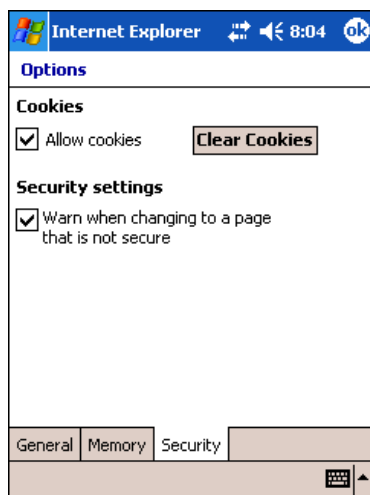
4. Tap **Use Current** to change the default home page to the current page.
5. Select a different character set from the *Default character set* drop-down list to easily view text in another language.

6. Select the *Memory* tab to free storage space on the device.



**Figure 3-71. Internet Explorer Options - Memory Tab**

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**

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***

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# 4

## ***Getting Started with Windows CE Devices***

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Selecting Programs . . . . .	4-5
Using the Input Panel . . . . .	4-6
Windows Explorer . . . . .	4-7
Working with Files and Folders . . . . .	4-8



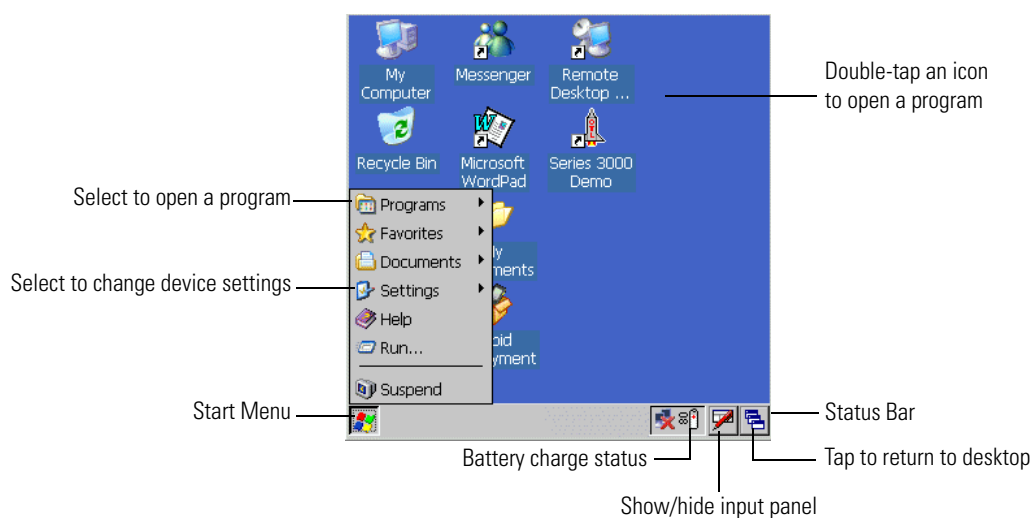


## Windows CE Desktop

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**

# Status Icons

The status icons listed in [Table 4-1](#) may appear on the status bar at the top of the screen.

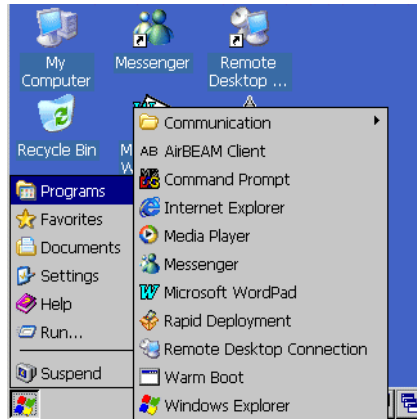
**Table 4-1. Status Icons**

Icon	Function	Description
	Battery	Backup battery is low.
		Backup battery is very low.
		Main battery is charging.
		Main battery is low.
		Main battery is very low.
		Main battery is at 80% capacity. (100 indicates a full battery.)
		External (AC) power source is connected.
	Connectivity	Dial-up connection is active.
		Direct connection is active.

## 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*.

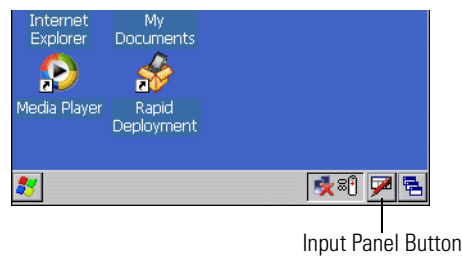


Figure 4-3. Input Panel Button

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.

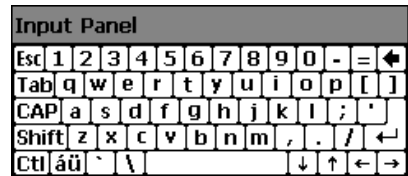
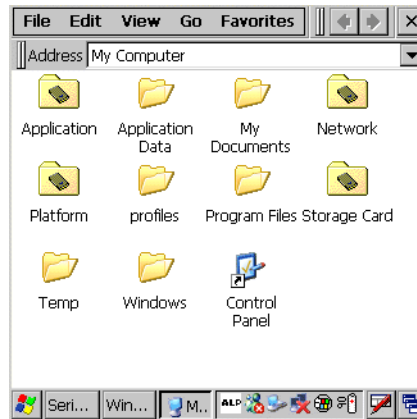


Figure 4-4. Input Panel Keyboard

## 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*.



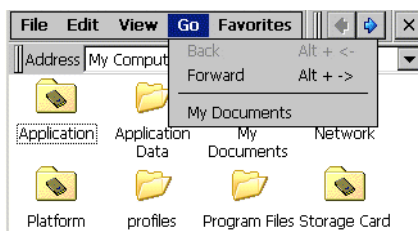
**Figure 4-5. Windows Explorer**

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

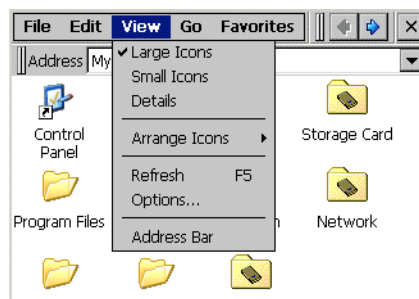
### Browsing Folders



**Figure 4-6. Windows Explorer - Go Menu**

- 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*.

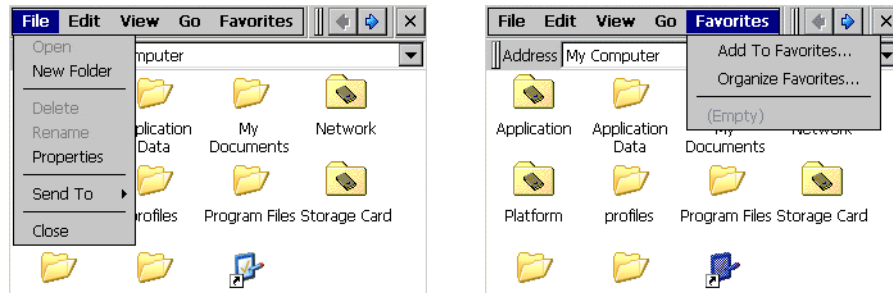
### Viewing Files as Icons or Lists



**Figure 4-7. Windows Explorer - View Menu**

- 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



**Figure 4-8. Windows Explorer - File and Favorites Menus**

- 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.





## ***Windows CE Device Settings***

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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.

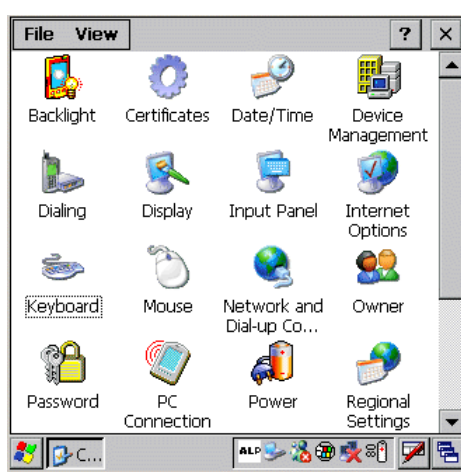


The list of available Windows Control Panel options may differ depending on the Symbol device configuration.

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**

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







**Table 5-1. Windows Control Panel Menu Icons**

Icon	Description
 Backlight	Adjust backlight brightness and power settings. See <a href="#">Backlight on page 5-6</a> .
 Certificates	View and modify digital certificates some applications use to establish trust for secure communications. See <a href="#">Certificates on page 5-8</a> .
 Date/Time	Change date, time, and time zone information. See <a href="#">Date/Time on page 5-9</a> .
 Device Management	Configure device management and install and view available software. See <a href="#">Device Management on page 5-10</a> .

**Table 5-1. Windows Control Panel Menu Icons (Continued)**

Icon	Description
 Dialing	Set dialing properties for modem communication and change telephony settings. See <a href="#">Dialing on page 5-11</a> .
 Display	Change desktop background, appearance, backlight, and brightness. See <a href="#">Display on page 5-13</a> .
 Input Panel	Switch input methods and set input options. See <a href="#">Input Panel on page 5-15</a> .
 Internet Options	Control how the device connects to the Internet. See <a href="#">Internet Options on page 5-16</a> .
 Keyboard	Change keyboard repeat delay and rate. See <a href="#">Keyboard on page 5-18</a> .
 Mouse	Adjust double-click sensitivity for both the speed and timing. See <a href="#">Mouse on page 5-19</a> .
 Network and Dial-up	Connect to other computers, networks, and the Internet through a modem. See <a href="#">Network and Dial-up Connections on page 5-20</a> .
 Owner	Change owner's personal profiles. See <a href="#">Owner on page 5-21</a> .
 Password	Set a password for the device. See <a href="#">Password on page 5-23</a> .
 PC Connection	Change settings for connectivity of a host computer. See <a href="#">PC Connection on page 5-24</a> .
 Power	View and control device power settings. See <a href="#">Power on page 5-25</a> .

**Table 5-1. Windows Control Panel Menu Icons (Continued)**

Icon	Description
 Regional Settings	Change how numbers, currencies, dates, and times appear. See <a href="#">Regional Settings on page 5-28</a> .
 Remove Programs	Remove programs installed in RAM. See <a href="#">Remove Programs on page 5-31</a> .
 Storage Manager	Manage storage media and disk partitions. See <a href="#">Storage Manager on page 5-32</a> .
 Stylus	Calibrate the touch screen and adjust double-tap timing. See <a href="#">Stylus on page 5-34</a> .
 System	View system information and change memory settings. See <a href="#">System on page 5-35</a> .
 Volume & Sounds	Set event sounds and volume options. See <a href="#">Volume &amp; Sounds on page 5-37</a> .

## 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.



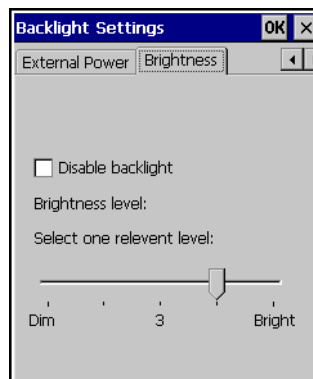
**Figure 5-3. Backlight Settings Window - External Power Tab**

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.



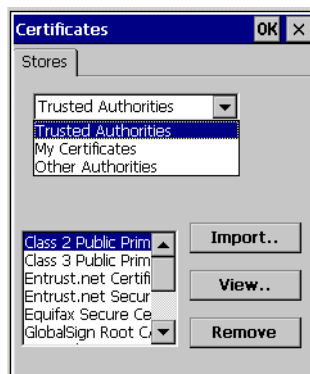
**Figure 5-4. Backlight Settings Window - Brightness Tab**

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.



**Figure 5-5. Certificates Window**

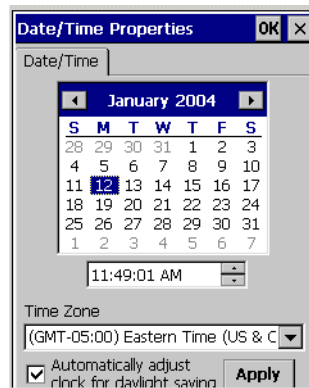
2. Select the certificate group from the drop-down list to view or modify.
  - The *Trusted Authorities* store lists the top-level certificates for trusted authorities.
  - The *My Certificates* store contains the personal certificates, which are used for identification.
  - The *Other Authorities* store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

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.



**Figure 5-7. Device Management Window**

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

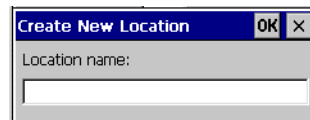
Use the *Dialing Properties* window to set dialing properties for modem communication and change telephony settings.

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



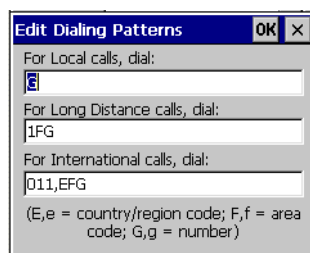
**Figure 5-8. Dialing Properties Window**

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**

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**



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**

To	Enter
Dial country code (specified by the dialing program)	E
Dial area code (specified by the dialing program)	F
Dial local number (specified by the dialing program)	G
Insert a pause (typically 2 seconds)	, (comma)
Wait for credit card tone (specified by the dialing program)	\$ (dollar sign)
Wait for second tone (typically used after \$)	W
Tone-dial the following numbers	T
Pulse-dial the following numbers	P
Transfer to another extension (0.5 sec on hook, 0.5 sec off hook)	! (hookflash)
Wait for "quiet answer" (typically indicated by 6.5 seconds of silence followed by a ringing tone)	@
Use special controls on some systems (tone only)	ABCD or * or #

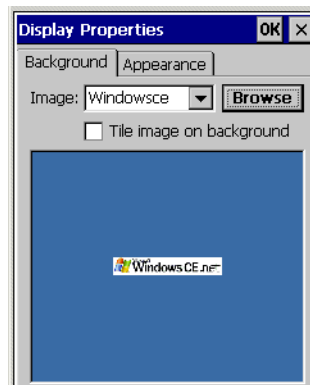
## Display

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.



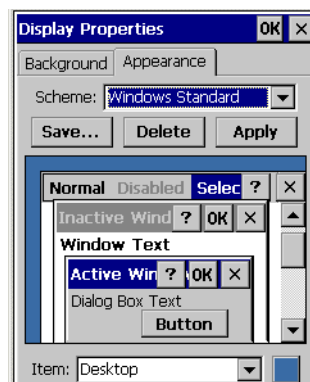
**Figure 5-11. Display Properties - Background Tab**

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**

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.

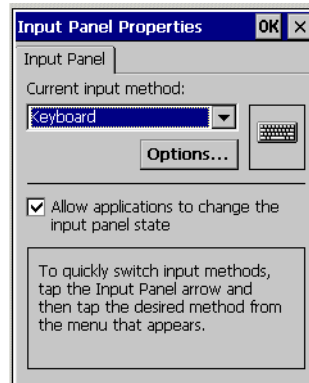
To create a custom scheme:

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

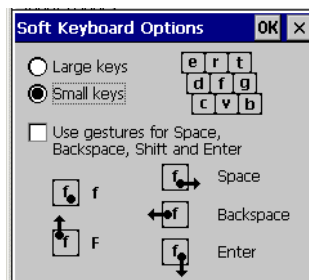
Use the *Input Panel Properties* window to switch input methods and to set the input options.

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



**Figure 5-13. Input Panel Properties**

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**

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**

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**

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*: drop-down 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.



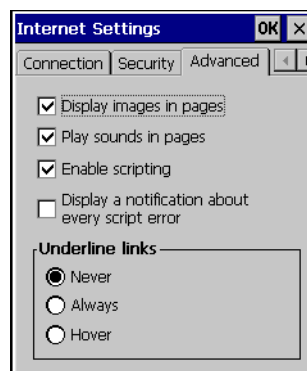
**Figure 5-17. Internet Settings Window - Security Tab**

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.



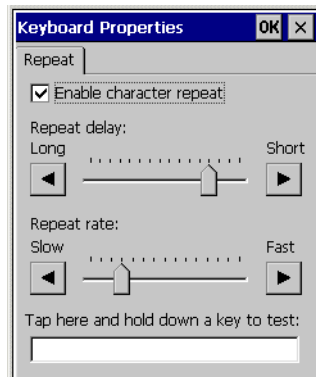
**Figure 5-18. Internet Settings Window - Advanced Tab**

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.



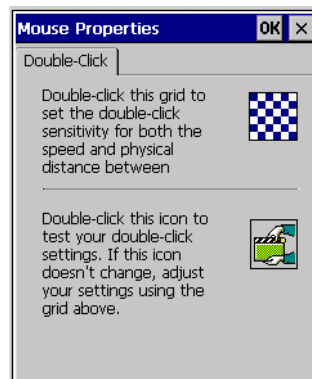
**Figure 5-19. Keyboard Properties - Repeat Tab**

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.



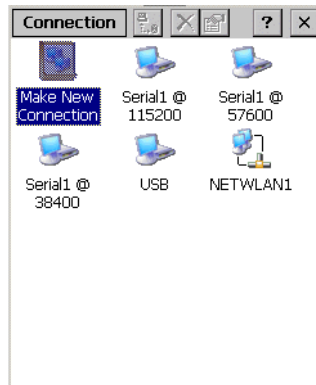
**Figure 5-20. Mouse Properties Window**

2. Double-tap the checkerboard grid at a comfortable speed.
3. Double-tap the clipboard 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.



**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.

 A screenshot of the 'Owner Properties' window with the 'Identification' tab selected. The window has a title bar with 'Owner Properties' and 'OK' and 'X' buttons. Below the title bar are three tabs: 'Identification', 'Notes', and 'Network ID'. The 'Identification' tab is active, showing a form with the following fields: 'Name:' (text box), 'Company:' (text box), 'Address:' (text box), 'Work phone:' (text box), 'Home phone:' (text box), and 'At power-on' (text box). At the bottom of the form is a checkbox labeled 'Display owner identification'.

**Figure 5-22. Owner Properties Window - 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

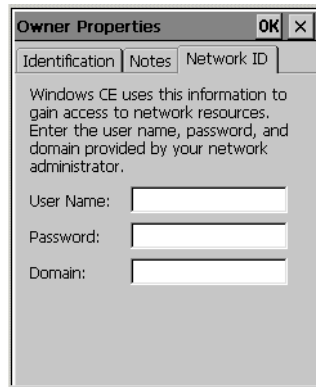
1. Tap the *Notes* tab and enter additional information in the *Notes* box.
2. Select the *Display owner notes* box to include this information on the startup display.

 A screenshot of the 'Owner Properties' window with the 'Notes' tab selected. The window has a title bar with 'Owner Properties' and 'OK' and 'X' buttons. Below the title bar are three tabs: 'Identification', 'Notes', and 'Network ID'. The 'Notes' tab is active, showing a form with the following fields: 'Notes:' (text box) and 'At power-on' (text box). At the bottom of the form is a checkbox labeled 'Display owner notes'.

**Figure 5-23. Owner Properties Window - Notes Tab**

## **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.

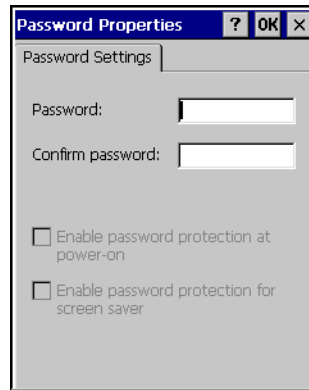


**Figure 5-24. Owner Properties Window - Network ID Tab**

## 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.



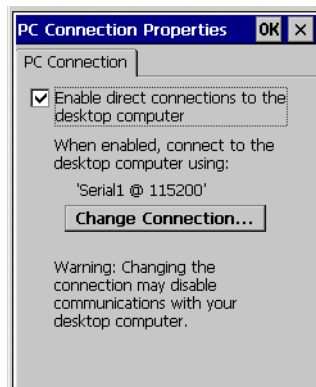
**Figure 5-25. Password Properties Window**

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

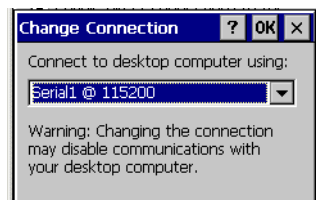
Use the *PC Connection Properties* window to set the device communication baud rate (with the host computer).

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



**Figure 5-26. PC Connection Properties Window**

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**

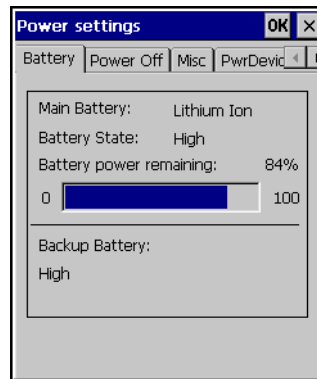
4. Select the connection type from the drop-down list.
5. Tap **OK**.
6. In the *PC Connection Properties* window, tap **OK** to apply the changes.



## 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.

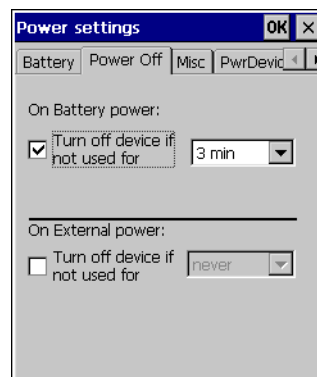


**Figure 5-28. Power Settings Window - Battery Tab**

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.

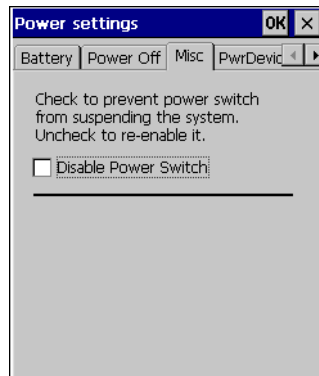


**Figure 5-29. Power Settings Window - Power Off Tab**

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.

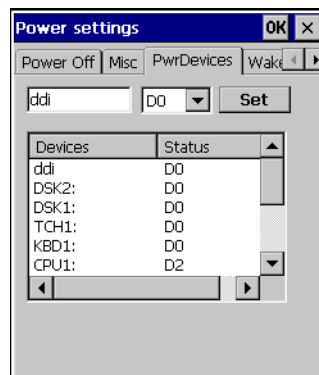


**Figure 5-30. Power Settings Window - Misc Tab**

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.

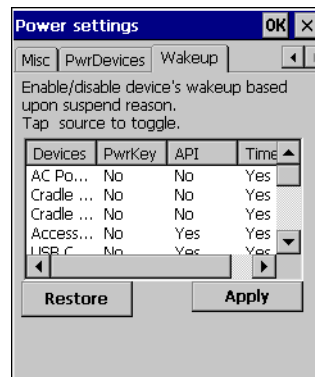


**Figure 5-31. Power Settings Window - PwrDevices Tab**

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**

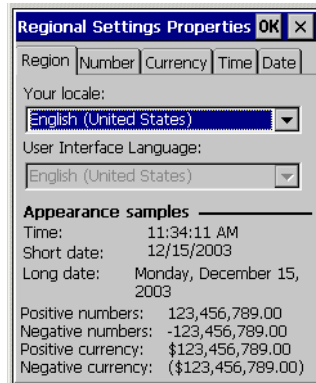
3. For each device in the list, tap a source field to select whether or not to wake up the device based on a certain event???
4. Tap **Apply** to apply the changes, or **Restore** to reapply the default settings.

## 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.



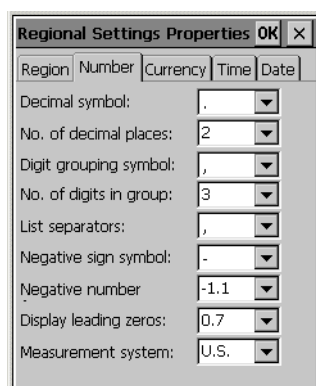
**Figure 5-33. Regional Settings Properties - Region Tab**

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*.

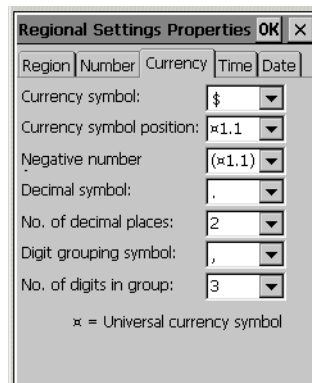


**Figure 5-34. Regional Settings Properties - Number Tab**

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*.

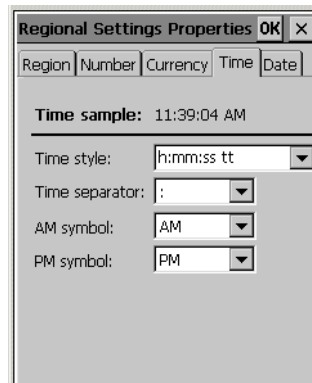


**Figure 5-35. Regional Settings Properties - Currency Tab**

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**

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*.



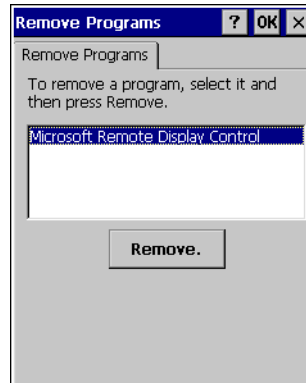
**Figure 5-37. Regional Settings Properties Window - Date Tab**

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.

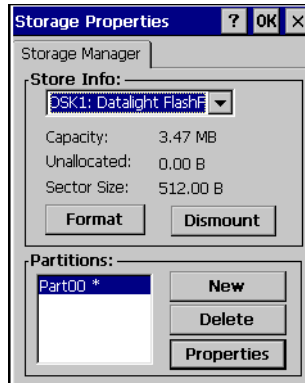


**Figure 5-38. Remove Programs Window**

3. Tap **Remove**.
4. Tap **OK** or **X**.

## Storage Manager

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



**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**.



**Figure 5-40. 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**.

Note

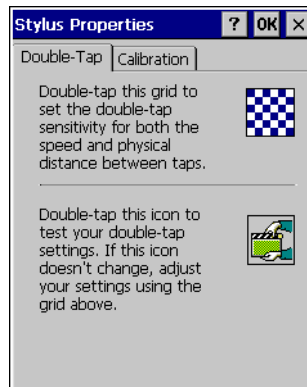
Depending on a partition's file system, the **Format**, **Scan**, and **Defrag** options may not be available. The behavior of these features vary depending on the implementation of the file system's utility library.

## 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**

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**

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.

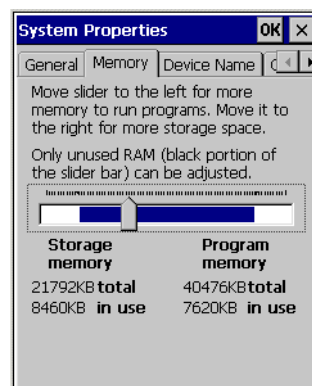


**Figure 5-43. System Properties - General Tab**

### 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.



**Figure 5-44. System - 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.



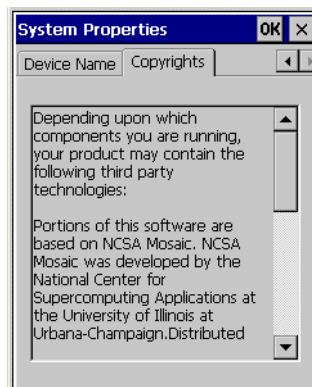
**Figure 5-45. System Properties - Device Name Tab**

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.



**Figure 5-46. System Properties - Copyrights Tab**

## Volume & Sounds

Use the *Volume & Sounds Properties* window to set event sounds and volume options.

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



**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.

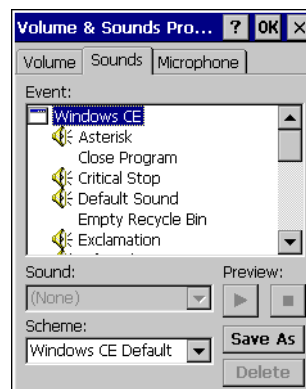


Turning off sounds saves power and prolongs battery life.

Note

## Sounds Tab

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



**Figure 5-48. Volume & Sounds Properties - Sounds Tab**

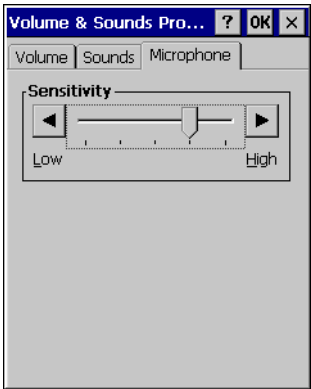
3. From the *Event:* list, select an event.
4. From the *Sound:* drop-down list, select a sound to apply to the event.  
To remove a sound from the selected event, select *(None)*.
5. To save the changes to a different scheme, tap **Save As**, and then enter the name the sound scheme.
6. To delete a 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.



**Figure 5-49. Volume & Sounds Properties - Microphone Tab**

- 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**

Sensitivity	Comment
Very low (furthest left)	Sensitivity is low.
Low	Sensitivity is slightly low.
Med	Sensitivity is medium. Default after hard reset.
High	Sensitivity is slightly high.
Very high (furthest right)	Sensitivity is high.

# 6

## ***Windows CE Applications***

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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.

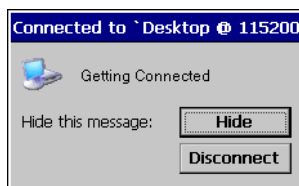
## ActiveSync

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**

## 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.

## Browsing Tips



**Figure 6-3. Internet Explorer - View Menu**

- 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

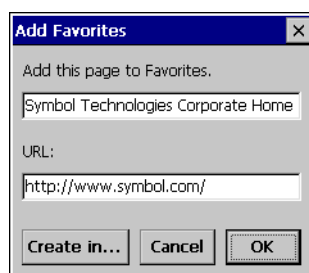
To add a page to *Favorites*:

1. Go to the page to add.



**Figure 6-4. Internet Explorer - Favorites Menu**

2. Select *Favorites - Add to Favorites...*



**Figure 6-5. Internet Explorer - Adding Favorites**

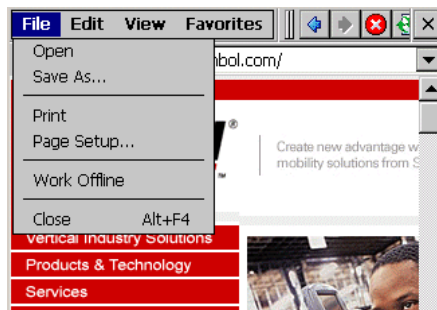
3. If necessary, enter the name of the page to appear in the *Favorites* menu.
4. If necessary, enter the URL in the *URL:* field.
5. Tap **OK**.

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

## ***Saving a Copy of a Page***

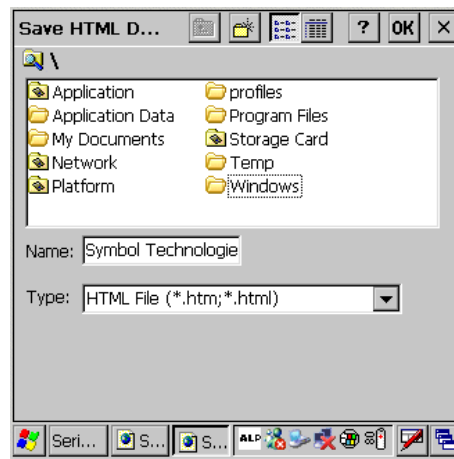
To save a Web page to view later when disconnected from the Internet or intranet without using cached memory:

1. Go to the page to save.



**Figure 6-6. Internet Explorer - File Menu**

2. Select *File - Save As...*



**Figure 6-7. Internet Explorer - Saving a Page**

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**.

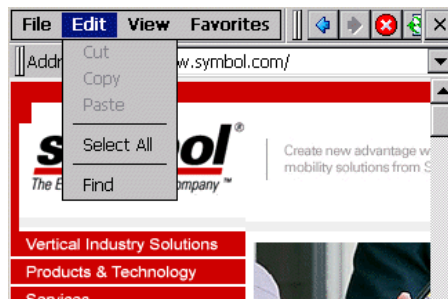
When viewing saved Web pages:

- 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.



**Figure 6-8. Internet Explorer - Edit Menu**

2. Select *Edit - Copy*.
3. Go to the document and select the location in which to place the information.
4. Select *Edit - Paste*.

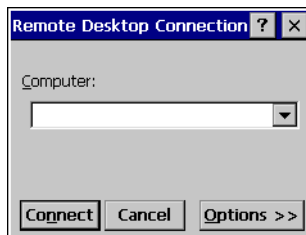
## Remote Desktop

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.



**Figure 6-9. Remote Desktop Connection Window**

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*.



**Figure 6-10. Windows Messenger Welcome Window**

2. Tap **Next**.



**Figure 6-11. Service Information Window**

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



**Figure 6-12. Get a Passport Window**

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*.



**Figure 6-13. Windows Messenger Sign In Window**

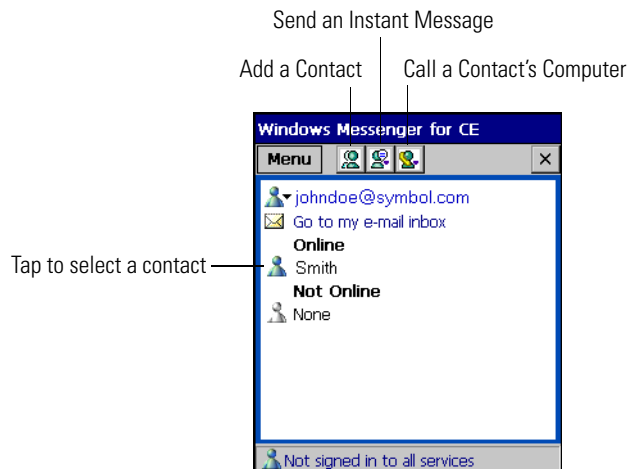
2. Enter the sign-in name.
3. Tap **ok**.

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.



**Figure 6-14. Windows Messenger Contacts**

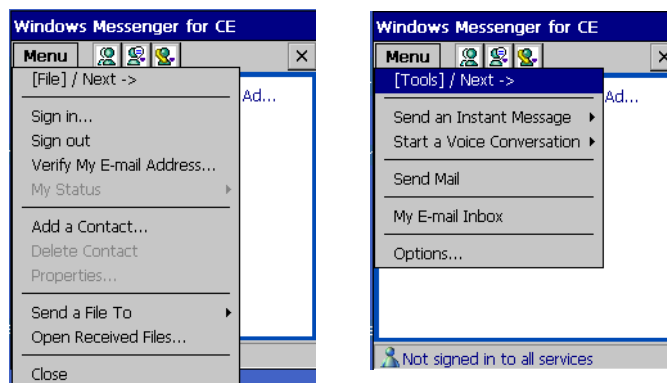
To see others online without being seen, tap *Tools - My Status - Appear Offline*. You appear offline but remain on the blocked contact's list.

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.



**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**

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**

6. Tap **Next**.
7. Tap **Finish**.

## Deleting a Contact

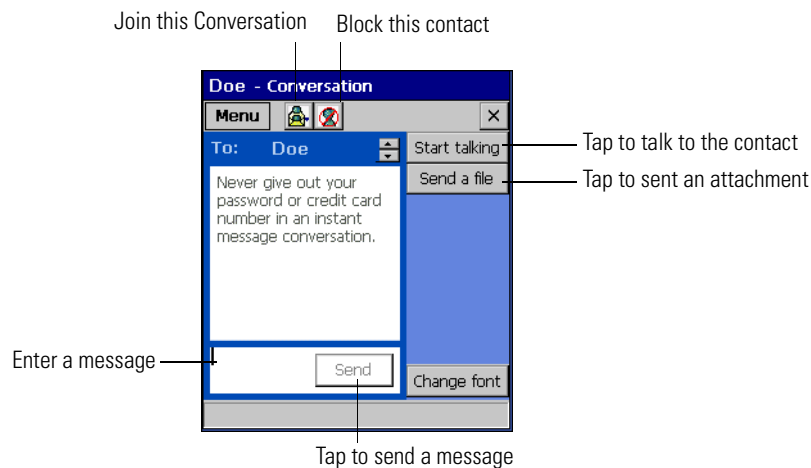
To delete a contact:

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

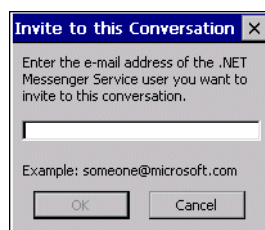
To chat with a contact:

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.



**Figure 6-18. Sending a Message**

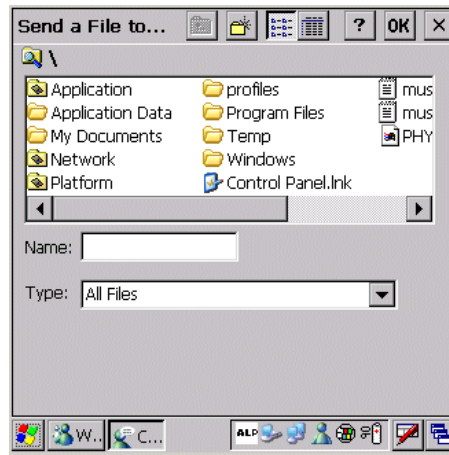
6. To invite another contact to a multi-user chat, tap the *Join this Conversation* icon.



**Figure 6-19. Inviting a Contact**

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**

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

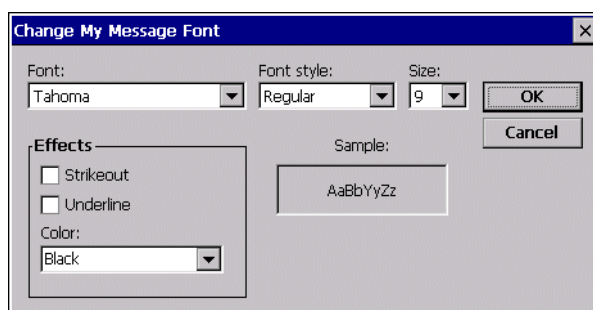
To change contact options:

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**

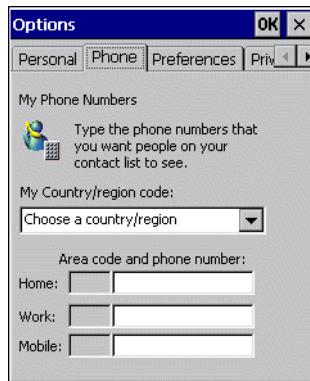
4. In the text box, enter the name that others see when sending instant messages.
5. Select the check box to always require a password when checking e-mail or opening .NET Passport-enabled web pages.
6. To change the message font, tap **Change Font...** .



**Figure 6-22. Change My Message Font Window**

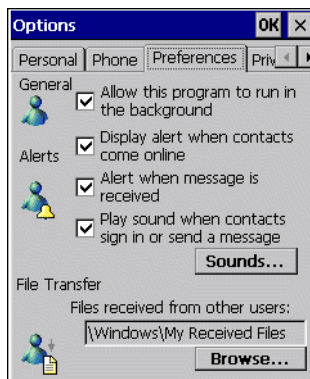
7. To select a font, font style, and font size, use the drop-down lists for the corresponding option.
8. Select the *Strikeout* check box to strike out text, or the *Underline* check box to underline text.
9. Select a text color from the *Color:* drop-down list.
10. Tap **OK**.

11. Tap the *Phone* tab.



**Figure 6-23. Messenger Options: Phone Tab**

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**

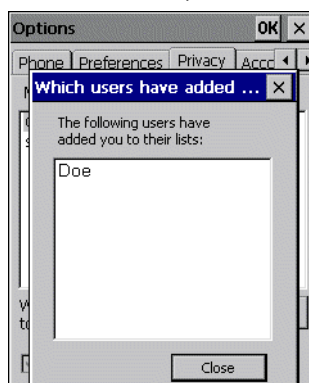
15. Select the check boxes that correspond to the desired features.
16. After selecting the *Play sound when contacts sign in or send a message* check box, tap **Sounds...** to specify the sound.
17. In the *Files received from other users:* text box, enter the path for the folder in which to store received files, or tap **Browse...** and browse to the folder.

18. Tap the *Privacy* tab.



**Figure 6-25. Messenger Options - Privacy Tab**

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**

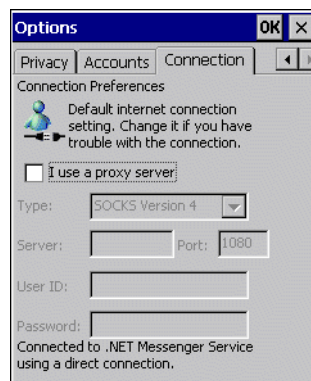
23. Tap **Close** to return to the *Options* window.

24. Tap the *Accounts* tab.



**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.



**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*.



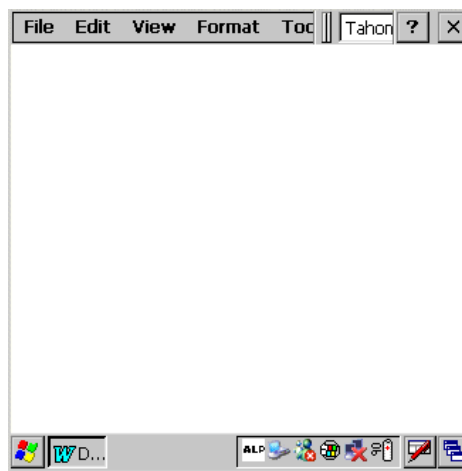
## Microsoft WordPad

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*.



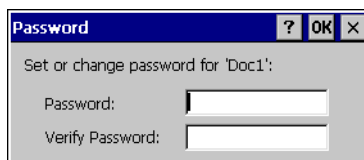
**Figure 6-29. Microsoft WordPad Window**

2. Tap *File - New Document*.
3. Enter information. To enter symbols, select *Tools - Insert Symbol...*



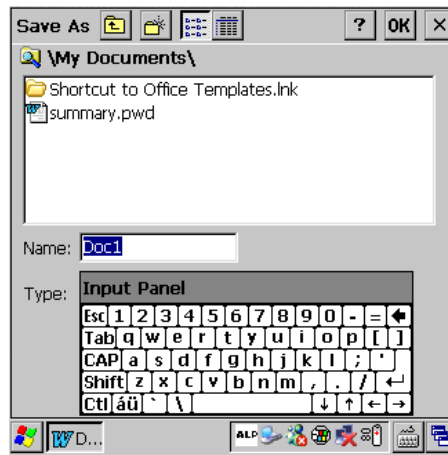
**Figure 6-30. Symbol Window**

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...*



**Figure 6-31. Password Window**

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...*



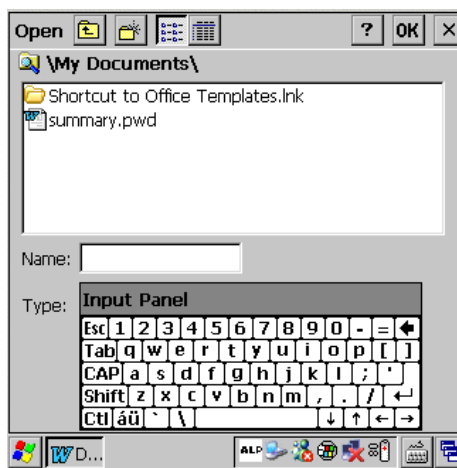
**Figure 6-32. Save As Window**

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...*

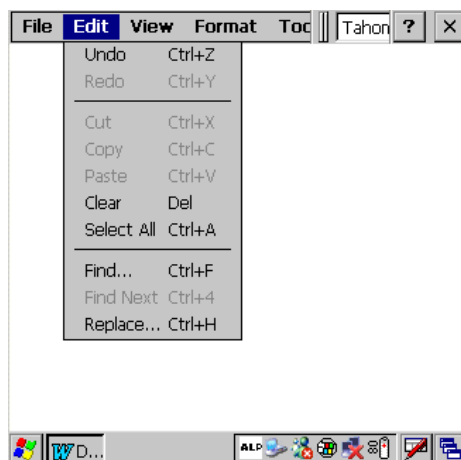


**Figure 6-33. Open Window**

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.



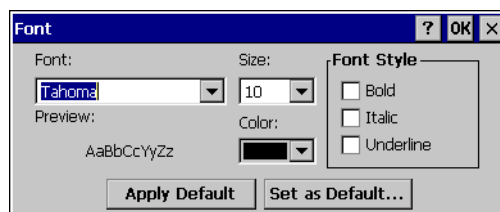
**Figure 6-34. Edit Menu**

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...*



**Figure 6-35. Formatting Text**

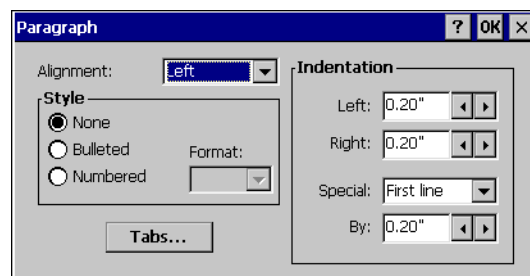
7. Select the *Font:* and font *Size:* from the drop-down lists.
8. To change the color of the font, select a color from the *Color:* drop-down list.
9. Select the appropriate check boxes to bold, italicize, or underline the selected text.
10. To return the selected text to the default settings, tap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

12. Tap **OK**.

## Formatting Paragraphs

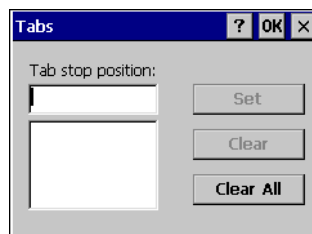
To format a paragraph:

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**

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**

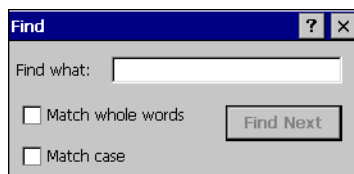
11. Enter a tab stop position in the text box, and tap **Set**.
12. Repeat this for each tab needed.
13. Tap **OK** to return to the *Paragraph* window.
14. Tap **OK** to finish.

## 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...*



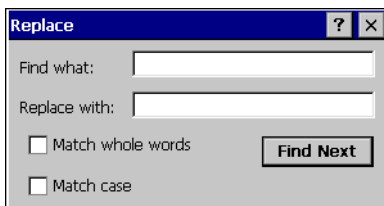
**Figure 6-38. Finding Text**

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...*



**Figure 6-39. Replacing Text**

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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