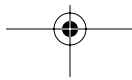
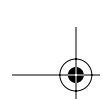


pdQ Applications Handbook



QUALCOMM Incorporated, 6455 Lusk Boulevard, San Diego,
California 92121-2779 U.S.A.
www.qualcomm.com





Software changes may have occurred after this printing. QUALCOMM reserves the right to make changes in technical and product specifications without prior notice. The products and equipment described in this documentation are manufactured under one or more of the following U.S. Patents:

4,901,307,	5,056,109,	5,099,204,	5,101,501,	5,103,459,	5,107,225,
5,109,390,	5,193,094,	5,228,054,	5,257,283,	5,265,119,	5,267,261,
5,267,262,	5,280,472,	5,283,536,	5,289,527,	5,207,405,	5,309,474,
5,337,338,	5,339,046,	5,341,456,	5,383,219,	5,392,287,	5,396,516,
D356,560,	5,408,697,	5,414,728,	5,414,796,	5,416,797,	5,426,392,
5,437,055,	D361,065,	5,442,322,	5,442,627,	5,452,473,	5,461,639,
5,469,115,	5,469,471,	5,471,497,	5,475,870,	5,479,475,	5,483,696,
5,485,486,	4,487,175,	5,490,165,	5,497,395,	5,499,280,	5,504,773,
5,506,865,	5,509,015,	5,509,035,	5,511,067,	5,511,073,	5,513,176,
5,515,177,	5,517,323,	5,519,761,	5,528,593,	5,530,928,	5,533,011,
5,535,239,	5,539,531,	5,544,196,	5,544,223,	5,546,459,	5,548,812,
5,559,881,	5,559,865,	5,561,618,	5,564,083,	5,566,000,	5,566,206,
5,566,357,	5,568,483,	5,574,773,	5,574,987,	D375,740,	5,576,662,
5,577,022,	5,577,265,	D375,937,	5,588,043,	D376,804,	5,589,756,
5,590,069,	5,590,406,	5,590,408,	5,592,548,	5,594,718,	5,596,570,
5,600,754,	5,602,834,	5,602,833,	5,603,096,	5,604,730,	5,604,459,
5,604,730,	5,608,722,	5,614,806,	5,617,060,	5,621,752,	5,621,784,
5,621,853,	5,625,876,	5,627,857,	5,629,955,	5,629,975,	5,638,412,
5,640,414,	5,642,398,	5,644,591,	5,644,597,	5,646,991,	5,652,814,
5,656,979,	5,655,229,	5,657,420,	5,659,569,	5,663,807.	

Other patents pending.

FCC/IC Notice

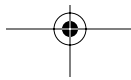
Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This technology is controlled by the United States Government. Diversion contrary to U.S. Law prohibited.

All data and information contained in or disclosed by this document are confidential and proprietary information of QUALCOMM Incorporated, and all rights therein are expressly reserved. By accepting this material, the recipient agrees that this material and the information contained therein are held in confidence and trust and will not be used, copied, reproduced in whole or part, nor its contents revealed in any manner to others without the express written permission of QUALCOMM Incorporated.

QUALCOMM is a registered trademark and registered service mark of QUALCOMM Incorporated. 3Com, the 3Com logo, Palm Computing, Graffiti and HotSync are registered trademarks, and PalmPilot, Palm III, Palm OS, Palm, the Palm Computing platform logo, the PalmPilot logo and the Palm III logo are trademarks of Palm Computing Inc., 3Com Corporation or its subsidiaries. Other product and brand names may be trademarks or registered trademarks of their respective owners.

DCN 80-68789-1 Rev X2



Contents

Chapter 1 Address Book

Getting Started with Address Book Entries	2
Creating an Address Book Entry	2
Adding an Address Book Entry to the Speed Dialer	3
Making a Phone Call from the Address Book	4
Editing an Address Book Entry	4
Deleting an Address Book Entry	4
Removing an Address Book Entry from the Speed Dialer	5
Working With Address Book Entries	5
Looking Up Address Book Entries	5
Choosing Types of Phone Numbers	6
Assigning Address Categories	7
Sorting by Name or Company	7
Changing Address Entry Details	8
Beaming Address Entries to Other pdQ Smartphones	9
Address Book Menu Commands	10
Record Menu	10
Options Menu	12

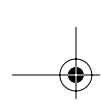
Chapter 2 Calculator

Using the Calculator Screen	15
Special Calculator Buttons	15
Calculator Menu Commands	16
Recent Calculations	16

Chapter 3 Call History

Chapter 4 Date Book

Scheduling an Event	22
Rescheduling an Event	26
Setting an Alarm for an Event	26
Scheduling Repeating Events	27
Considerations for the Repeat Function	28
Marking a Private Event	29
Deleting an Event	29
Changing the Date Book View	29
Working in Week View	30
Spotting Event Conflicts in Week View	31
Working in Month View	32



Date Book Menu Commands	33
Record Menu	33
Options Menu	35

Chapter 5 Dialer

Chapter 6 Expense

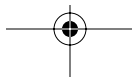
Creating an Expense Item	40
Changing the Expense Item Date	41
Entering Receipt Details	41
Customizing the Currency Pick List	44
Show Options	44
Transferring Your Data to Microsoft Excel	45
Printing an Expense Report	46
Using Expense Report Templates	48
Expense Menu Commands	49
Record Menu	50
Options Menu	51

Chapter 7 HotSync®

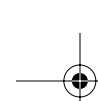
The HotSync Technology Process and the HotSync Manager	53
Performing a HotSync Technology Operation for the First Time	54
Conducting a Local HotSync Technology Operation	55
Selecting HotSync Setup Options	55
Customizing HotSync Application Settings	59
Conducting HotSync Technology Operation via a Network	60
Creating a User Profile	60
Using File Link	62

Chapter 8 Mail

Setting Up Mail on the Desktop	64
Synchronizing Mail with your E-Mail Application	66
Viewing Messages	66
Message Fonts	67
Displaying Full Header Information	67
Creating Messages	68
Looking Up an Address	70
Adding Message Details	72
Setting a Priority	73
Sending a Blind Carbon Copy	73
Adding a Signature to Your Message	74
Requesting Confirmations	75
Sending Messages	75
Editing an Unsent Message	75



Draft Messages	76
Filing a Message	77
Deleting Messages	78
Removing a Message From the Deleted Folder	78
Purging Deleted Messages	79
Message List Options	79
Folders	79
Date Column	80
Sorting the Message List	80
HotSync Options	81
Creating Special Filters	82
Ignoring or Receiving Messages	83
Defining Filter Strings	84
High-Priority Messages	85
Truncating Messages	86
Mail Menu Commands	87
Message Menu	87
Options Menu	88
Chapter 9 Memo Pad	
Working With Memos	91
Reviewing Memos	92
Arranging Memos	93
Manually Arranging the Memo List	93
Choosing a Memo Category	93
Marking a Private Memo	94
Deleting a Memo	94
Memo Pad Menu Commands	95
Record Menu	95
Options Menu	96
Chapter 10 pdQ SMS	
Chapter 11 pdQmail	
Starting pdQmail and Disconnecting From the Network	100
Checking For and Viewing E-mail Messages	100
Displaying Complete Header Information	101
Creating E-mail Messages	101
Looking Up an Address	103
Sending E-mail Messages	104
Replying to E-mail Messages	105
Forwarding an E-mail Message	105
Closing E-mail Messages	105
Deleting E-mail Messages	106



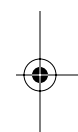
Disconnecting from the Server	106
Changing Your Password	106
Working with Mailboxes	106
Creating Mailboxes	107
Displaying the Mailbox List	107
Filing a Message in a Mailbox	108
Sorting E-mail Messages	108
Deleting E-mail Messages from a Mailbox	109
pdQmail Shortcuts	110
Managing pdQmail Attachments	110
Working with Different Types of Text	110
Getting Help	111

Chapter 12 Web

Starting and Disconnecting from the Internet	114
Adding, Editing, or Deleting a Bookmark	114
Connecting to the Internet	116
Connecting Using a Bookmark	116
Connecting Using an Address that Is Not a Bookmark	116
Copying Text from an Internet Site to Applications	117
Setting Up Web Preferences	117
Web Shortcuts	118
Getting Help	118

Chapter 13 Preferences

Buttons Preferences	120
Pen Preferences	120
HotSync® Buttons Preferences	122
Digitizer Preferences	122
Formats Preferences	123
Country Default	123
Time, Date, Week Start and Numbers Formats	123
General Preferences	124
System, Alarm and Game Sounds	124
Working with Service Templates	125
Creating Additional Service Templates	125
Deleting a Service Template	125
Network Preferences Menu Commands	125
TCP/IP Troubleshooting	126
Owner Preferences	127
ShortCuts Preferences	128
Creating a ShortCut	128
Editing and Deleting a ShortCut	129



Chapter 14 Security

Hiding Private Entries	132
Showing Private Entries	132
Locking pdQ Smartphone	133
Changing or Deleting a Password	134
Recovering from a Forgotten Password	135

Chapter 15 Speed Dialer

Using the Speed Dialer	137
----------------------------------	-----

Chapter 16 To Do List

Working With To Do Items	140
Setting Priority	140
Checking Off a To Do Item	141
To Do Item Details	142
Choosing a To Do Category	142
Setting a Due Date	142
Deleting a To Do Item	143
To Do Show Options	143
To Do List Menu Commands	144
Record Menu	145
Options Menu	145

Appendix A Expense Templates

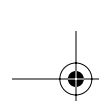
Appendix B Creating a Custom Expense Report

About Mapping Tables	151
Customizing Existing Sample Templates	152
Determining the Layout of the Expense Report	153
Labels	153
Sections	154
Analyzing Your Custom Expense Report	154
Programming the Mapping Table	155
Using Applications Other Than Microsoft Excel	160
Expense File Details	160

Appendix C Non-ASCII Characters for Login Scripts

Use of ^char	161
Carriage Return and Line Feed	161
Literal Characters	162

Index



Chapter 1

Address Book



Use the Address Book to maintain names, addresses, phone numbers, e-mail addresses, URLs, and other information about contacts.

With the Address Book, you can:

- Tap a phone number from the Address List to make a phone call directly.
- Look up or enter names, addresses, phone numbers and other information.
- Enter up to five phone numbers or e-mail addresses for each contact.
- Define which phone numbers appear in the Address List screen for each Address Book entry.
- Attach a note to each Address Book entry where you can enter additional information about the entry.
- Assign categories to your Address Book entries, so you can quickly sort and view your entries in logical groups.
- Define the contacts to include in the Speed Dialer list.

To open the Address Book:

- 1 Open the keypad, then tap to open the Applications Launcher.
- 2 Tap to display the Address Book list.

Address List		▼ All
Abrams, Liz	650-454-6121W	
Adams, Ben	408-772-1900W	
Beckman, Rachel	510-532-0746W	
Bertolli, Marcus	213-422-1363W	
Bruce, Jeremy	408-459-1279W	
Butler, Richard	516-626-1424W	
Cain, Cathy	650-235-6222W	
Carpenter, Joan	718-824-1548W	
Carter, Melanie	212-395-6277W	
Chu, Byron	213-343-9801W	
Conner, Sandy	301-933-6833W	
Look Up:		<input type="button" value="New"/>

Getting Started with Address Book Entries

Getting Started with Address Book Entries

An Address Book entry is where you store name and address information about people or businesses. pdQ smartphone makes it easy to create, edit and delete Address Book entries.

Creating an Address Book Entry

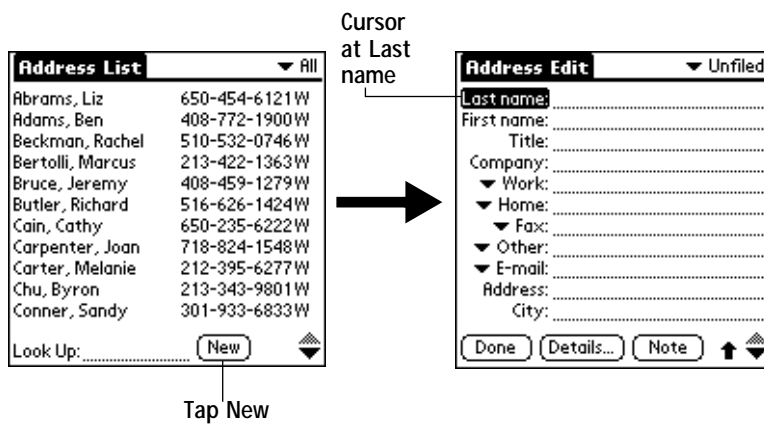
You can create Address Book entries on pdQ smartphone, or you can use the Palm™ Desktop software to create Address Book entries on your computer and download the entries to pdQ smartphone with the next HotSync® operation. See the "HotSync" chapter for details.



The Palm Desktop software also has data Import capabilities that allow you to load database files into pdQ smartphone's Address Book. Refer to the online documentation supplied with the Palm Desktop software for details.

To create a new Address Book entry:

- 1 Open the keypad, then tap to open the Applications Launcher.
- 2 Tap to display the Address List screen.
- 3 Tap New to display the Address Edit screen.



- 4 Enter the last name of the person you want to add to your Address Book.



pdQ smartphone automatically capitalizes the first letter of each field (except *numeric* and e-mail fields). You do not have to use the Graffiti® capital stroke to capitalize the first letter of the name.


- 5 Use the Next Field Graffiti stroke to move to the First Name field.

Getting Started with Address Book Entries

Next Field



You can also move to any field by tapping it directly.

- 6 Enter the person's first name in the First Name field.
- 7 Repeat steps 4 and 5 to enter the other information that you want to include in this Address Book entry.
- 8 Tap  to move to the next page.
- 9 Tap Done to return to the Address List screen when finished.

Address Edit		▼ Unfiled
Last name:	Carter	
First name:	Melanie	
Title:		
Company:		
▼ Work:	212-395-6277	
▼ Home:	212-395-4511	
▼ Fax:		
▼ Other:		
▼ E-mail:	mcarter@aol.com	
Address:	2267 5th Avenue	
City:	New York	
<div> <div>Done</div> <div>Details...</div> <div>Note</div> </div>		





Tap Done



You can create an Address Book entry that always appears at the top of the list by beginning the Last name (or Company name) field with a blank space.

Adding an Address Book Entry to the Speed Dialer

To add an Address Book entry to the Speed Dialer list:



- 1 Open the keypad, then tap  to open the Applications Launcher.
- 2 Tap  to display the Address List screen.
- 3 Tap the line that contains the contact information you want to add to the Speed Dialer list, then tap Edit.
- 4 Tap the plus sign (+) that appears to the right of the phone number you want to add to the Speed Dialer list, then tap Done.
- 5 Tap  to open the Applications Launcher.
- 6 Tap  to confirm the new Speed Dialer list entry.

Getting Started with Address Book Entries

Making a Phone Call from the Address Book

After you create an Address Book entry, you make a phone call from it directly.

To make a phone call from the Address Book:

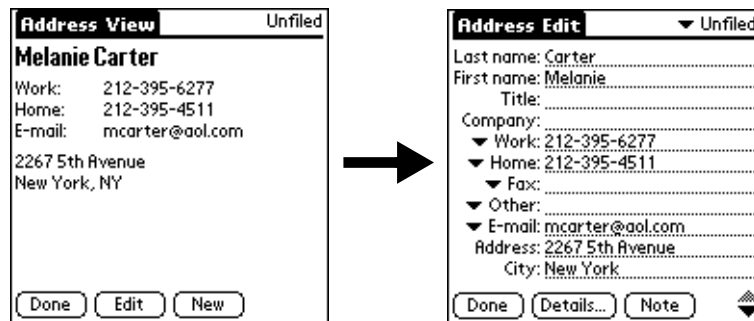
- 1 Open the keypad, then tap  to turn on the phone.
- 2 Tap  to display the Address List screen.
- 3 Tap the phone number you want to call, then tap Dial.
- 4 Tap End when finished.

Editing an Address Book Entry

After you create an Address Book entry, you can update it or enter additional information any time.

To edit an Address Book entry:

- 1 Tap the Address Book entry that you want to change to display the Address View screen for that entry.
- 2 Tap Edit (or anywhere on the screen) to display the Address Edit screen.



- 3 Tap any field (such as Address or City) and enter or change the information.
- 4 Tap Done to return to the Address List screen when finished.

Deleting an Address Book Entry

There are two ways to delete an entry: use the Menu Commands (described in the "Record Menu" section of this chapter) or use the Address Entry Details dialog.

To delete an entry with the Address Entry Details dialog:




- 1 Tap the Address Book entry that you want to delete to display the Address View screen for that entry.

Working With Address Book Entries

- 2 Tap Edit to display the Address Edit screen.
- 3 Tap Details to open the Event Details dialog.
- 4 Tap Delete to open the Delete Address alert.
- 5 Tap OK to confirm you want to delete the entry.

Removing an Address Book Entry from the Speed Dialer

To remove an Address Book entry from the Speed Dialer:

- 1 Open the keypad, then tap  to open the Applications Launcher.
- 2 Tap  to display the Address List screen.
- 3 Tap the line that contains the contact information you want to remove from the Speed Dialer list, then tap Edit.
- 4 Tap the minus sign (-) that appears to the right of the phone number you want to remove from the Speed Dialer list, then tap Done.
- 5 Tap  to open the Applications Launcher.

Working With Address Book Entries


pdQ smartphone enables you to quickly find your Address Book entries, group them by category, and display the entries by name or company name. You can also choose the type of information you want your entries to include and exchange Address Book information with other pdQ smartphone users.

Looking Up Address Book Entries

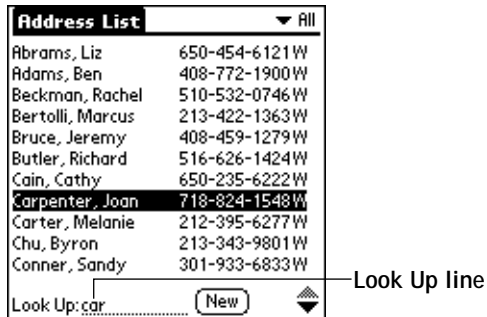
When working with the Address Book, the scroll button on the front panel of pdQ smartphone makes it easy to navigate among your address entries. In the Address List screen, the scroll button moves up or down an entire screen of address entries. If you hold down the scroll button, you accelerate the scrolling so that it displays every third screen. In the Address View screen, the scroll button moves to the previous or next address entry.


You can also use the Address List Look Up feature to quickly scroll to any of your Address Book entries.

To look up an Address Book entry:

- 1 Tap  to display the Address List screen from the Applications Launcher.
- 2 Enter the first letter of the name you want to find.

Working With Address Book Entries



 The letter appears on the Look Up line and the list scrolls to the first entry that begins with that letter. If you write another letter, the list scrolls to the first entry that starts with those *two* letters. For example, writing an “s” might scroll to “Sands,” and writing “sm” might scroll further to “Smith.” If you sort the list by company name, the Look Up feature scrolls to the first letter of the company name.

- 3 Tap any entry to view its contents, or use the carriage return stroke to view the selected entry.

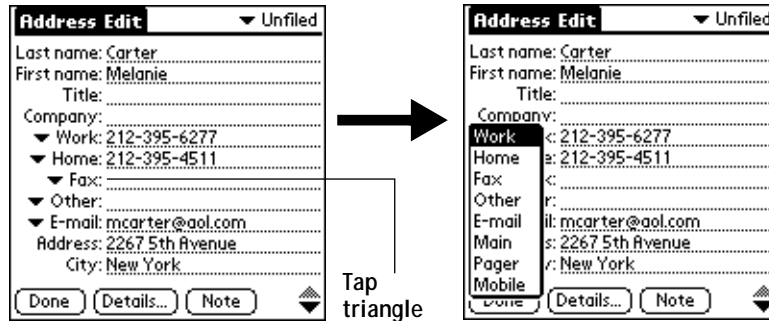
Choosing Types of Phone Numbers

pdQ smartphone enables you to choose the types of phone numbers or e-mail addresses that you associate with an Address Book entry. Any changes you make will apply only to the current Address Book entry.

To choose other types of phone numbers in an Address Book entry:

- 1 Tap the Address Book entry that you want to change to display the Address View screen for that entry.
- 2 Tap Edit to display the Address Edit screen for that entry.
- 3 Tap ▼ for the label you want to change.

Working With Address Book Entries



- 4 Tap the new label you want to use.

Assigning Address Categories

Categories can help you file individual Address Book entries into groups for easy review. You can assign and edit categories in the Address Book or by using the Categories pick list in the Details dialog (see "Using Categories" in the *pdQ Basics Handbook* for a complete description of categories).



To assign a category to an Address Book entry:

- 1 Tap the Address Book entry you want to assign to a category.
- 2 Tap Edit in the Address View screen to display the Address Edit screen.
- 3 Tap ▼ in the upper-right corner for the category you want to assign to the Address Book entry.

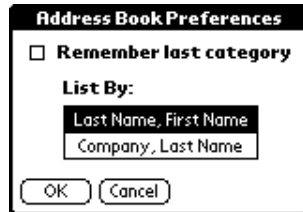
Sorting by Name or Company

You can sort the entries in the Address List screen by Company and Last Name, rather than by Last Name and First Name. These settings do not change your Address Book data in any way; they merely change the view.

To sort the entries in the Address List screen:

- 1 Tap  to open the Address List screen.
- 2 Tap  to open the Address Book menus.
- 3 Tap Preferences from the Options menu to open the Address Book Preferences dialog.

Working With Address Book Entries



- 4 Tap the setting that you want for the Address List screen.
- 5 Tap OK to display the Address List screen with your new setting.



Entries with no company name sort by last name.

Changing Address Entry Details

The Address Entry Details dialog provides a variety of options that you can associate with an Address entry.

To open the Address Entry Details dialog:

- 1 Tap an Address Book entry to display the Address View screen for that entry.
- 2 Tap Edit to display the Address Edit screen.
- 3 Tap Details to open the Address Entry Details dialog.



- 4 Select any of the following settings:

- | | |
|---------------------|---|
| Show in List | Choose the information that appears for the current entry in the Address List screen. Choose from: Work, Home, Fax, Other and E-mail. |
| Category | Assign the entry to one of these categories: Business, Personal, QuickList, Unfiled and Edit Categories. |
| Private | Hide this entry when security features are turned on. |

Beaming Address Entries to Other pdQ Smartphones


The IR port on pdQ smartphone enables you to beam Address Book entries to other pdQ smartphones. You can beam any of the following:

- **Business card** A specially designated entry containing information you want to exchange with business contacts. You can send your business card quickly with one-touch beaming.
- **Current address entry** The entry currently selected on pdQ smartphone. For example, you may want to beam the name of a business contact to a coworker who also uses a pdQ smartphone.
- **Category of address entries** All of the entries that you have assigned to the selected category. For example, you might want to share your list of restaurants with a friend.




For more on the IR port, see "Beaming Information to Other pdQ Smartphones" in the *pdQ Basics Handbook*.


To select a business card:

- 1 Create an Address Book entry containing the information you want on your business card.
- 2 Tap your business card entry to display the Address View screen for that entry.
- 3 Tap  to open the Address Book menus.
- 4 Tap Select Business Card from the Record menu, and tap Yes to accept this entry as your business card.

To beam a business card:


- 1 Tap your business card entry to display the Address View screen for that entry.
- 2 Tap  to open the Address Book menus.
- 3 Tap Beam Business Card from the Record menu to beam your card to another pdQ smartphone.




You can also press  for about two seconds to beam your card.


Address Book Menu Commands

To beam the current entry:

- 1 Tap an Address Book entry that you want to beam to display the Address View screen for that entry.
- 2 Tap  to open the Address Book menus.
- 3 Tap Beam Address from the Record menu to beam the current entry to another pdQ smartphone through the IR port.

 You can set the full-screen pen stroke to beam the current entry. See "Pen Preferences" for details.

To beam the current category:

- 1 Display the Address List screen.
- 2 Tap the ▼ in the upper-right corner for the category you want to beam to display the entries in that category.
- 3 Tap  to open the Address Book menus.
- 4 Tap Beam Category from the Record menu to beam the entries in the current category to another pdQ smartphone through the IR port.

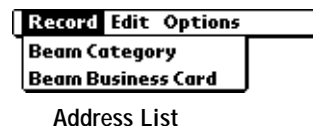
Address Book Menu Commands

The Address Book includes menu commands to make it fast and easy to perform common file and editing tasks. This section explains the menu commands that are specific to the Address Book.

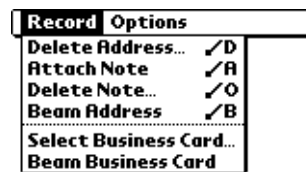
Refer to "Using Menus" in the *pdQ Basics Handbook* for information about menu commands common to pdQ smartphone applications.

Record Menu

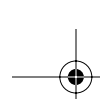
When you select the Record menu, its commands appear on the screen. The menu commands are slightly different depending on the current screen.



Address List



Address View



Address Book Menu Commands

Address Book

Delete Address Opens an alert dialog prompting you to confirm deletion of the current entry. Tap OK to delete the entry from pdQ smartphone, or tap Cancel to close the alert dialog and keep the entry.

By default, pdQ smartphone removes the entry from the Address Book, but retains a copy of the entry and transfers it to an archive file on your computer the next time you perform HotSync. To remove the entry completely, clear the Save archive copy on PC check box.

Attach Note Opens the Address Book Note dialog where you can create a Note for the current entry.

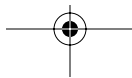
Delete Note Opens an alert dialog prompting you to confirm deletion of the Note attached to the entry. Tap OK to delete the Note, or tap Cancel to close the alert dialog and keep the note.

Beam Address Beams the current Address Book entry to another pdQ smartphone through the IR port.

Beam Category Beams all Address Book entries in the current category to another pdQ smartphone through the IR port.

Select Business Card Enables you to select the current Address Book entry as your business card. To beam your business card to other pdQ smartphones, use the Beam Business Card command.

Beam Business Card Sends the current business card to another pdQ smartphone through the IR port. You can also initiate this command by holding down the Address Book button for at least two seconds. This is a convenient way to exchange business cards with other pdQ smartphone users.



Address Book Menu Commands

Options Menu

When you select the Options menu, its commands appear on screen.



Address List



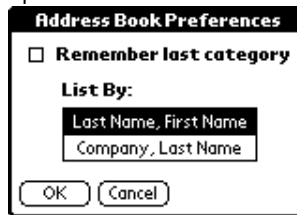
Address View

Font

Opens the Select Font dialog where you can choose a different font (text) style for your Address Book entries. See "Choosing Fonts" in the *pdQ Basics Handbook* for details.

Preferences

Opens the Address Book Preferences dialog.



Remember last category Determines how the Address Book appears when you return from another pdQ smartphone application (Memo Pad, To Do List, etc.). If you select this check box, the Address Book shows the last category you selected. When you clear it, the Address Book shows the address entries for all categories.

List By Determines whether address entries sort by last name, first name or by company name, last name in the Address List screen.

Address Book Menu Commands

Rename Custom Fields

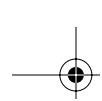
Enables you to define custom field names. Each Address Book entry contains four "custom fields" that you can rename. Any changes you make to the names of the custom fields appear in all of your Address Book entries.



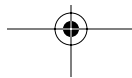
About Address Book

Shows version (revision) information for the Address Book application.

Address Book



Address Book Menu Commands





Chapter 2

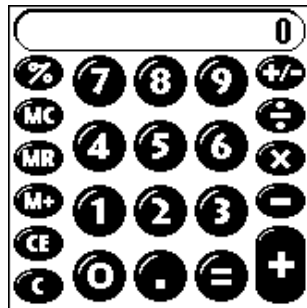
Calculator



The Calculator enables you to perform basic calculations. You can also store and retrieve values in the Calculator's memory.

To open the Calculator:

- 1 Open the keypad, then tap  to open the Applications Launcher.
- 2 Tap  to display the Calculator.



Calculator

Using the Calculator Screen



The Calculator is designed to perform addition, subtraction, multiplication and division operations.

To use the Calculator screen:





- Use your fingers or the stylus to tap the Calculator buttons that appear on the screen.

Special Calculator Buttons

The Calculator includes several buttons to help you perform calculations.

-  Clears the last number you entered. Use this button if you make a mistake while entering a number in the middle of a calculation. This button allows you to re-enter the number without starting over.
-  Clears the entire calculation and allows you to begin a fresh calculation.

Calculator Menu Commands

-  Toggles the current number between a negative and positive value. If you want to enter a negative number, enter the number first *and then press* the +/- button.
-  Places the current number into Memory. Each new number you enter with the M+ button is *added to the total* already stored in memory. The number that you add can be either a calculated value, or any number you enter by pressing the number buttons. Pressing this button has no effect on the current calculation (or series of calculations); it merely places the value into memory until it is recalled.
-  Recalls the stored value from memory and inserts it in the current calculation.
-  Removes any value that is stored in the Calculator memory.


Calculator Menu Commands

The Calculator supports the Copy and Paste commands. You can use these commands to copy a value from the Calculator and paste it into another application on pdQ smartphone. Similarly, you can copy values from other applications on pdQ smartphone, such as Expense, and paste the values into the Calculator. For additional information on the Copy and Paste commands, see "Using Menus" in the *pdQ Basics Handbook*.

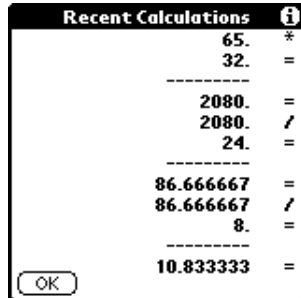
Recent Calculations

The Recent Calculations command enables you to review the last series of calculations, and is particularly useful for confirming a series of "chain" calculations.

To display the recent calculations:

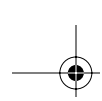
- 1 Tap  to open the Calculator menus.
- 2 Tap Recent Calculations from the Options menu to display the Recent Calculations screen.

Calculator Menu Commands

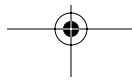


- After you finish reviewing the dialog, tap OK to close the Recent Calculations dialog and return to the Calculator.

Calculator



Calculator Menu Commands



Chapter 3

Call History



Call History maintains a list of up to 99 incoming, outgoing, and missed calls. To ensure the list does not exceed 99 entries, pdQ smartphone automatically replaces older entries with new entries. You must have had incoming or outgoing calls in order for Call History to contain information.

Call History:

- Organizes calls into three categories: Incoming, Outgoing and Missed.
- Displays information about each call by individual category or by all categories at one time.
- Sorts calls by column heading (Who, Date, Length) for each category.



To open Call History:

- Open the keypad, then tap  to open the Call History list.

Call History			▼ All
Who	Date	Length	
6518888	10/6 9:04a	01:38	
6518888	10/6 9:03a	00:28	
- unknown -	10/6 10:27a	00:00	

Call History

To make a call from the Call History list:

- 1 Open the keypad, then tap  on pdQ smartphone's screen to turn on the phone.
- 2 Tap  to open the Call History list.
- 3 Tap the entry you want to call, then tap Dial.


To copy information about a call from Call History to the Address Book:

- ▶ Tap the entry you want to add to the Address Book, then follow the instructions on the screen.

To delete one entry from the Call History list:

- ▶ Tap the entry you want to delete, then tap Delete.

To delete all entries from the Call History list:

- 1 Tap  from the Call History list.
- 2 Tap Delete All from the Record menu.

To sort Call History list entries by column heading:

No matter which sort sequence you choose, new calls automatically appear at the top of the list.

- ▶ Tap Who to sort the list in numeric-alphabetic sequence. Tap Who again to resort the list in alphabetic-numeric sequence.


or

Tap Date to sort the list in the most recent date-most recent time sequence. Tap Date again to resort the list based on the most recent time.

or

Tap Length to sort the list in the longest call-shortest call sequence. Tap Length again to resort the list in the shortest call-longest call sequence.

To define Call History preferences:

- 1 Tap  from the Call History list.
- 2 Tap Preferences from the Options menu.
- 3 Tap the appropriate checkbox.

Don't show name in summary Select to ensure that caller names do not appear in the Who column even if the information is available.

Delete calls after ___ days Select to delete Call History list entries based on the number of days indicated.

- 4 Tap OK when finished.

Chapter 4

Date Book





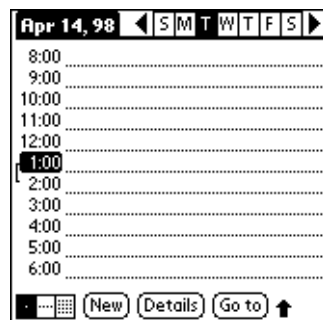
The Date Book enables you to quickly and easily schedule appointments or any kind of activity associated with a specific time and date.

With the Date Book, you can:

- Enter a description of your appointment and assign it to a specific time and date.
- Display a chart of your appointments for an entire week. The Week View feature makes it easy to spot any potential scheduling overlaps or conflicts.
- Display a monthly calendar to quickly spot days where you have morning, lunch or afternoon appointments.
- Set an alarm to sound prior to a scheduled activity.
- Create reminders for events that are based on a particular date, rather than time of day. Birthdays and anniversaries are easy to track with your pdQ smartphone.
- Attach notes to individual events for a description or clarification of the entry in your Date Book.

To open the Date Book:

- 1 Open the keypad, then tap  to open the Applications Launcher.
- 2 Tap  to display the Date Book screen.



Date Book

Scheduling an Event

Scheduling an Event

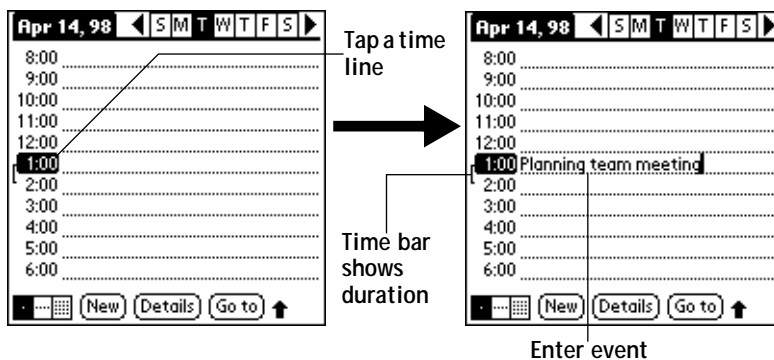
An event can be any kind of activity that you schedule for a particular day. When the Date Book screen first appears, it shows the current date () and a list of times for a normal business day. You can enter a new event on any of the available time lines.

When you create an event, its description appears on the time line, and its duration is automatically set to one hour. You can easily change the start time and duration for any event.

You can also include events in your Date Book that occur on a particular date but have no specific start or end times, such as birthdays, holidays and anniversaries. These are referred to as untimed events. Untimed events appear at the top of the Date Book screen and are noted by a diamond. You can have several untimed events on a particular date.

To schedule an event for the current day:

- 1 Tap the time line that corresponds to your event in the Date Book screen.

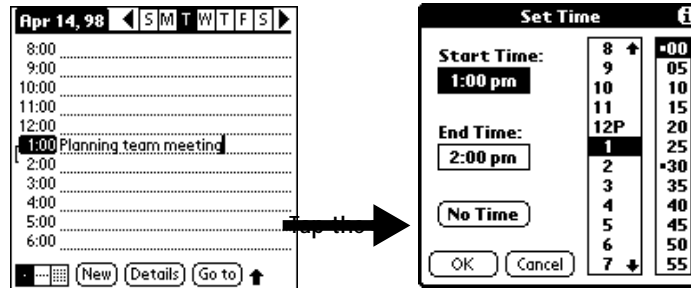


- 2 Enter information about the event.
- 3 If your appointment is longer or shorter than an hour, tap the time of the event to open the Set Time dialog. If your appointment is one hour long, skip to step 7.

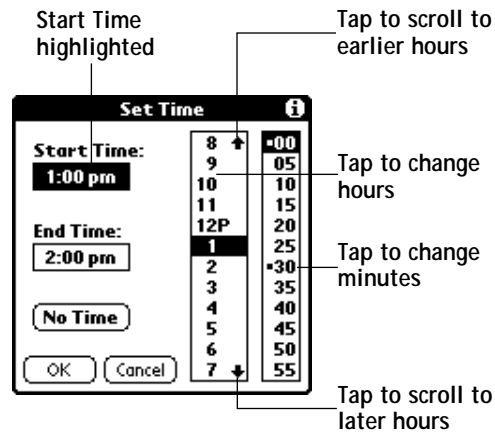


You can also open the Set Time dialog (to select a start time) by making sure no event is selected, then writing a number on the number side of the Graffiti writing area.

Scheduling an Event



- 4 Tap the time columns on the right side of the Set Time dialog to set the Start Time.



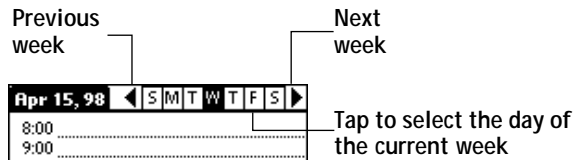
- 5 Tap the End Time box, then tap the time columns to set the End Time.
- 6 Tap OK to confirm your selection and close the Set Time dialog.
- 7 Tap a blank area of the screen to de-select the event. A vertical line appears next to the time, indicating the duration of the event.

Scheduling an Event

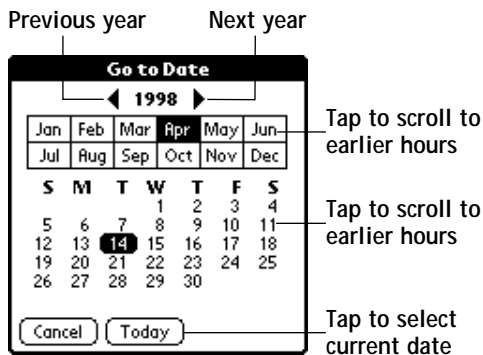
To schedule an event for another day:

Select the date you want for the event by doing one of the following:

- Tap the day of the week that you want in the Date Bar at the top of the Date Book screen. Tap the Previous week or Next week scroll bars to move to another week.



- Tap Go To to open the Go to Date dialog. Select a date by tapping a year, month and day in the calendar.

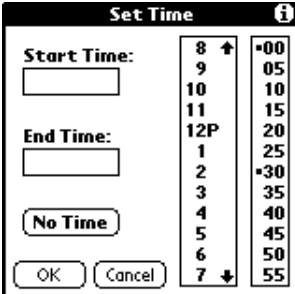


- Tap the scroll button to scroll to another day. Press the upper half of the button to move to the previous day or the lower half to move to the next day.
- After you locate the date, follow the steps described in the previous section, "To schedule an event for the current day."

To schedule an untimed event:

- 1 Select the date that you want for the event as described in the previous section, "To schedule an event for another day."
- 2 Tap New to open the Set Time dialog.

Scheduling an Event



Set Time ⓘ

Start Time: 8 ↑ •00
9 05
10 10
11 15
12P 20
1 25
2 •30
3 35
4 40
5 45
6 50
7 ↓ 55

End Time:

No Time

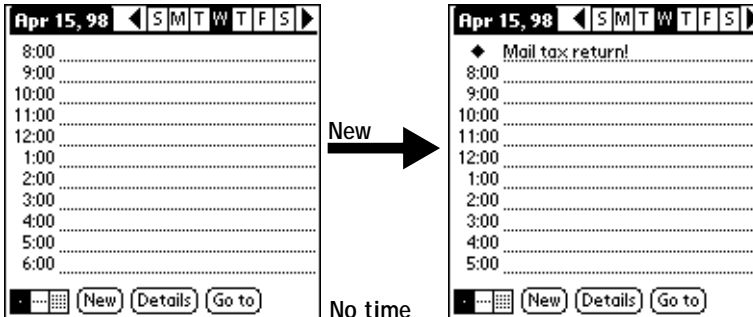
OK Cancel

- 3 Tap OK, so that no start or end times are defined for the new event.



You can also create a new untimed event by making sure no event is selected, then writing letters in the Graffiti writing area.

- 4 Enter a description for the event (which appears at the top of the Date Book screen).



Apr 15, 98 ◀ S M T W T F S ▶

8:00
9:00
10:00
11:00
12:00
1:00
2:00
3:00
4:00
5:00
6:00

New

Apr 15, 98 ◀ S M T W T F S ▶

♦ Mail tax return!

8:00
9:00
10:00
11:00
12:00
1:00
2:00
3:00
4:00
5:00

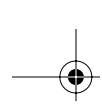
No time

• [icon] New Details Go to

- 5 Tap a blank area on the screen to de-select the untimed event.



If you create an event and decide later that there is no particular start or end time, you can easily change it to an untimed event. Tap the time of the event in the Date Book screen, tap No Time, and then tap OK to confirm your selection and close the Set Time dialog.



Rescheduling an Event

Rescheduling an Event


You can easily make changes to your schedule with pdQ smartphone.

To reschedule an event:

- 1 Tap the event you want to reschedule.
- 2 Tap Details to open the Event Details dialog for that event.
- 3 Tap the Time box and select the new time as described earlier in this chapter to change the time.
- 4 Tap the Date box and select the new date as described earlier in this chapter to change the date.
- 5 Tap OK to close the Event Details dialog and return to the Date Book screen.

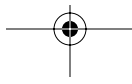
Setting an Alarm for an Event

The Alarm setting enables you to set an audible alarm to remind you of events in your Date Book. You can set an alarm to sound minutes, hours or days before an event. The default Alarm setting is 5 minutes before the time of the event, but you can change this to any number of minutes, hours or days.

When you set an alarm,  appears to the far right of the event with the alarm. When the alarm tone sounds, a reminder message also appears on pdQ smartphone's screen.

To set an alarm for an event:

- 1 Tap the event to which you want to assign an alarm.
- 2 Tap Details to open the Event Details dialog for that event.
- 3 To activate the alarm, select the Alarm check box in the Event Details dialog.
- 4 Tap ▼ to select Minutes, Hours or Days.
- 5 Select the "5" and enter any number from 0 to 99 (inclusive) as the numeric alarm setting.



Scheduling Repeating Events

Event Details

Time: 6:00 pm - 7:00 pm

Date: Tue 4/14/98

Alarm: ☒ 5 Minutes

Repeat: None

Private: ☐

OK Cancel Delete... Note

Enter numeric setting here

Tap here to select alarm unit


- 6 Tap OK to close the Event Details dialog and return to the Date Book screen.



You can set a silent alarm for an untimed event. In this case, the alarm triggers at the specified period of minutes, hours or days before midnight of the day of the untimed event. No audible alarm sounds for an untimed event; instead, the reminder message appears on pdQ smartphone's screen.

For example, you could create a reminder for an untimed event that occurs on February 4th. If the alarm reminder is set for 5 minutes, the alarm reminder appears at 11:55 PM on the night of February 3rd. The reminder remains on the screen until you turn on pdQ smartphone and tap OK to dismiss it.

Scheduling Repeating Events

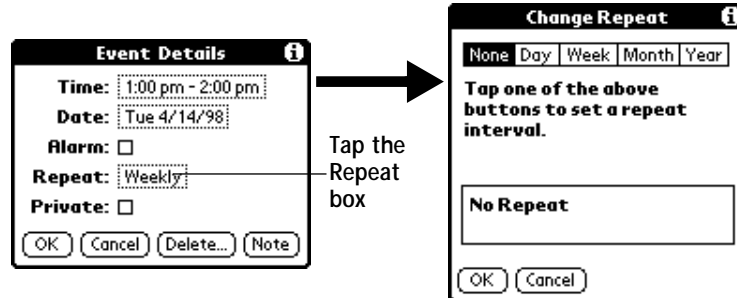
The Repeat function enables you to schedule events that recur at regular intervals. A birthday is a good example of an event that repeats annually. Another example would be a weekly guitar lesson that falls on the same day of the week and at the same time of day. After you enter a repeating event,  appears to the far right of the event.

To schedule a repeating event:

- 1 Tap anywhere on the text of an event in the Date Book screen.
- 2 Tap Details to open the Event Details dialog.

Scheduling Repeating Events

- 3 Tap Repeat to open the Change Repeat dialog.



- 4 Tap Day, Week, Month or Year in the Change Repeat dialog.
- 5 In the "Every" area, enter a number that corresponds to how often you want the event to repeat. For example, if you select Month and enter the number "2," the event repeats every other month.
- 6 If you want to specify an ending date for the repeating event, tap the End on pick list and tap Choose Date. Use the Date Picker to select an end date.
- 7 Tap OK to close the Change Repeat dialog and activate your settings.

Considerations for the Repeat Function

- If you change the start date of a repeating event, the pdQ smartphone calculates the number of days you have moved the event. pdQ smartphone then automatically changes the end date to maintain the duration of the repeating event.
- If you change the *repeat type* (such as, daily to weekly) of a repeating event, past occurrences (prior to the day on which you change the setting) are left alone and pdQ smartphone creates a new repeating event.
- If you change the date of an occurrence of a repeating event (such as, from January 14th to January 15th) and apply the change to all occurrences, the new date becomes the start date of the repeating event. pdQ smartphone adjusts the end date to maintain the duration of the event.
- If you change other repeat settings (such as, time, alarm, private) of a repeating event and apply the change to all occurrences, pdQ smartphone creates a new event. The start date of this new event is the day on which the setting is changed. Past occurrences (prior to the day of the change) are left alone and not changed.
- If you make a change to one occurrence of a repeating event (such as time), that occurrence no longer shows the Repeat icon.

Marking a Private Event

You can designate a specific event as "private." When you activate the Security features, pdQ smartphone hides all private entries and you must enter a password to display them on the screen.

To mark an event as private:

- 1 Tap the event you want to mark as private.
- 2 Tap Details to open the Event Details dialog for that event.
- 3 Select the Private check box.
- 4 Tap OK to close the Event Details dialog and return to the Date Book screen.

Deleting an Event

There are three ways to delete an event from the Date Book application: simply delete the text of the event, use the Menu Commands (described in the "Record Menu" section later in this chapter), or use the Event Details dialog.



If you delete the text of a repeating event, you delete all instances of that event. If you use the Menu Command or the Event Details dialog, you can delete one occurrence of the event (as an exception) or all occurrences.

To delete an event with the Event Details dialog:

- 1 Tap anywhere in the text area of the event to delete.
- 2 Tap Details to open the Event Details dialog.
- 3 Tap Delete to open the Delete Event alert.
- 4 Tap OK to confirm you want to delete the event.

Changing the Date Book View

In addition to displaying the calendar for a specific day, you can also display your Date Book by the week or month, and you can display the current time.

To toggle through the different views:

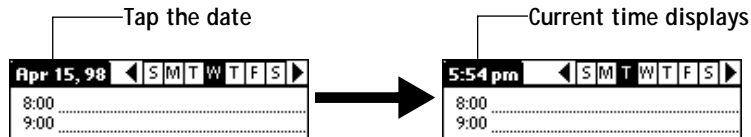
- Press the Date Book button repeatedly to display the next view.

Date Book

Changing the Date Book View

To display the current time:

- ▶ Tap the date in the Date Book title bar to display the current time.



After a few seconds, the title bar reverts to show the date.

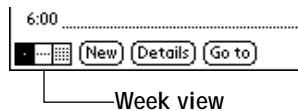
Working in Week View

The Week View shows a chart of your events for an entire week. This view lets you quickly review your appointments and available time slots.

In addition, the graphical display helps you spot overlaps and conflicts in your schedule.

To display the Week View:

- 1 Tap Week View in the Date Book screen to display the Week View.

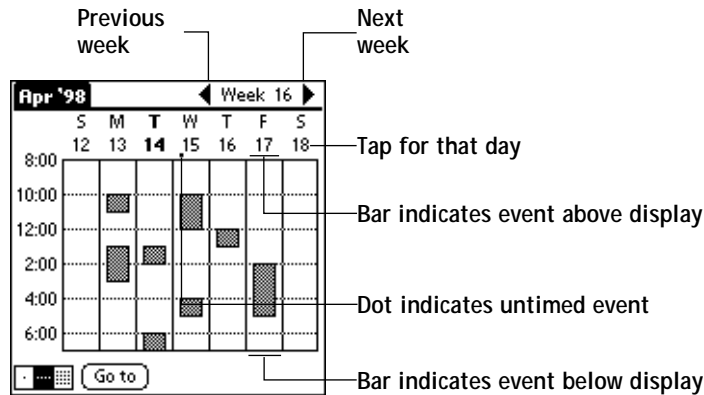


- 2 Tap the navigation controls to move forward or backward a week at a time, or to display details of an event.

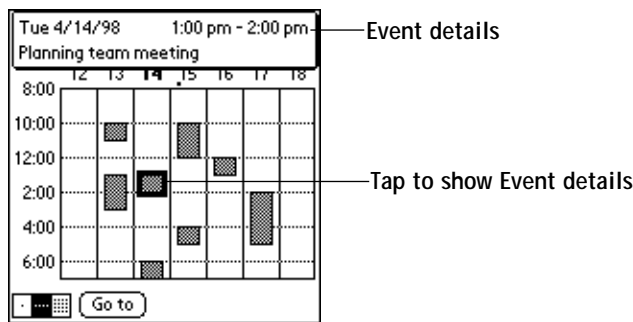


The Week View also shows untimed events and events that are before and after the range of times shown.

Changing the Date Book View




- 3 Tap any of your events to show a description of the event.



If you want to reschedule an event, tap and drag the event to a different time or day.

You can tap a blank time on any day to move to that day and have the time selected for a new event. Or you can tap any of the days and dates that appear at the top of the Week View to move directly to that day without selecting an event.

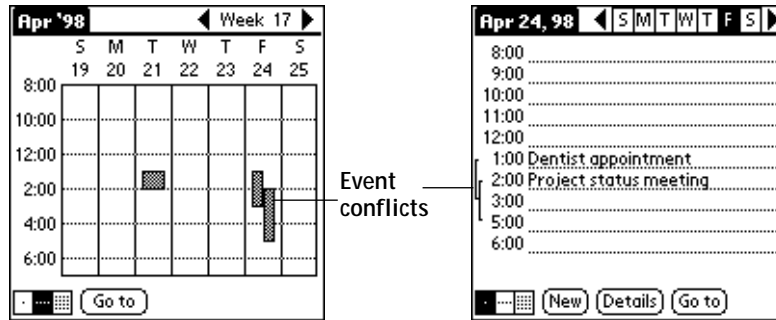
The Week View shows the time span defined by the Start Time and End Time in the Date Book Preferences settings. If you have an event before or after this time span, a bar appears at the top or bottom of that day's column, and these  on-screen scroll arrows appear if your scheduled events go beyond the displayed time range.

Spotting Event Conflicts in Week View

With the ability to define specific start and end times for any event, it's possible to schedule events that overlap (an event that starts before a previous event finishes).

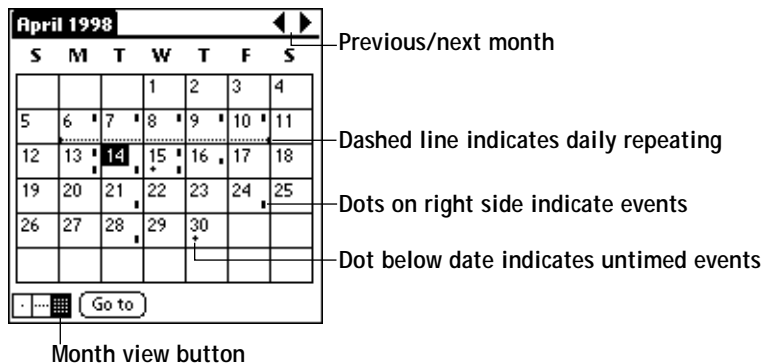
Changing the Date Book View

In this case, any event conflict (time overlap) appears in the Week View as overlapping bars. The Day View displays bracketed bars to the left of the conflicting times.



Working in Month View

The Month View screen shows which days have events scheduled. Dots and lines in the Month View indicate events, repeating events and untimed events.



Tap any day that appears in the Month View screen to move directly to that day with the Day View screen. Tap the arrows at the top to move forward or backward a month. Tap Go To to open the Date Picker and choose a different month.

When the Month View is on the screen, tap the scroll button to move between months. Press the upper half of the button to display the previous month, or press the lower half to display the next month.



You can control the dots and lines that appear in the Month View. See "Options Menu" later in this chapter.

Date Book Menu Commands

The Date Book includes menu commands to perform common file and editing tasks. This section explains the menu commands that are specific to the Date Book.

See "Using Menus" in the *pdQ Basics Handbook* for information about menu commands common to all of pdQ smartphone applications.

Record Menu

When you select the Record menu, its commands appear on screen.

Record	Edit	Options
New Event	✓N	
Delete Event...	✓D	
Attach Note	✓A	
Delete Note...	✓O	
Purge...	✓E	
Beam Event	✓B	

New Event

Creates an event and opens the Set Time dialog where you can choose start and end times for the new event. If you do not enter start and end times, it creates a blank untimed event.

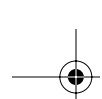
Delete Event

Opens an alert dialog, prompting you to confirm that you want to delete the current event. You must tap an event before you use the Delete Event command. Tap OK to delete the event from pdQ smartphone, or tap Cancel to close the alert dialog and keep the event.

By default pdQ smartphone removes the event from the Date Book, but retains a copy of the event and transfers it to an archive file on your computer the next time you perform a HotSync® operation. To remove the event completely, clear the Save archive copy on PC check box.

Attach Note

Opens the Note dialog, where you can create a Note for the current event.



Date Book Menu Commands

Delete Note

Opens an alert dialog, prompting you to confirm that you really want to delete the Note attached to the event. Tap OK to delete the Note from the memory of pdQ smartphone, or tap Cancel button to close the alert dialog and return to the Date Book.

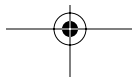
Purge

Opens an alert dialog, prompting you to confirm that you want to purge events older than a certain time period — based on pdQ smartphone's internal clock. You can use the Purge command to conserve memory on pdQ smartphone. The default setting for the Purge alert is to "Save archive copy on PC." This setting removes events from the Date Book, but retains copies and transfers them to an archive file on your computer during the next HotSync operation.

The Purge command also deletes repeating events if they *end* before the date that you activate the Purge command.

Beam Event

Beams the current event to another pdQ smartphone through the IR port. See "Beaming Information to Other pdQ smartphones" in the *pdQ Basics Handbook* for more information.



Options Menu

When you select the Options menu, its commands appear on screen.

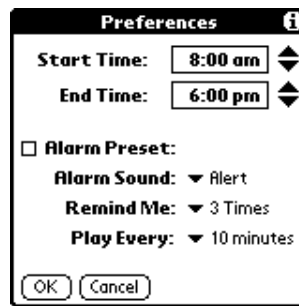



Font

Opens the Select Font dialog where you can choose a different font (text) style for your Date Book entries. See "Choosing Fonts" in the *pdQ Basics Handbook* for details.

Preferences

Enables you to set the range of times that appear in the Date Book, and to automatically activate alarms for each event.



Start/End Time Enables you to define the start and end times for the Date Book screens. If the time slots you select do not fit on one screen, you can tap the  arrows to scroll up and down.

Alarm Preset Automatically sets an alarm for each new event. The alarm for untimed events is defined by minutes, days or hours before midnight of the date associated with the event.

Alarm Sound Controls the type of tone the alarm generates when it sounds.

Date Book Menu Commands

Remind Me Defines how many times the alarm sounds. The choices are: Once, Twice, 3 times, 5 times and 10 times.

Play Every Defines how often the alarm sounds. The choices are every: Minute, 5 minutes, 10 minutes and 30 minutes.

Display Options Allows you to change the Date Book's appearance and which events display.



Show Time Bars Activates the time bars that appear in the Day View. The time bars show the duration of an event and illustrate event conflicts.

Compress Day View Controls how times appear in the Day View. When Compress Day View is off, all time slots display. When it is on, start and end times display for each event, but blank time slots toward the bottom of the screen disappear to minimize scrolling.

Month View Settings These check boxes apply to the Month View of the Date Book. You can activate any or all of these settings to show that you have Timed, Untimed or Daily Repeating events in the Month View *only*.

Phone Lookup Activates the Phone Lookup feature. See "Using Phone Lookup" in the *pdQ Basics Handbook*.

About Date Book Shows version (revision) information for the Date Book application.

Chapter 5

Dialer



The Dialer gives you access to an on-screen keypad while the keypad on the front of pdQ™ smartphone is open. The Dialer's keypad works the same as the keypad on the front of the pdQ smartphone.

With the Dialer, you can:

- Make phone calls as if you were using the keypad on the front of pdQ smartphone.
- Make phone calls using the Address Book.
- Make phone calls using the Speed Dialer.



To open the Dialer:

- ▶ Open the keypad, then tap  to display the on-screen keypad.





To make a call using the Dialer:

Use the Dialer to make phone calls with the keypad open.

- 1 Open the keypad, then tap  on the pdQ smartphone screen to turn on the phone.
- 2 Tap  to display the on-screen keypad.
- 3 Tap keys to enter a phone number, then tap Send.
- 4 Tap End when finished.



To make a call from the Dialer using the Address Book:

You use the Volume Control buttons, located on the left, side panel of the pdQ smartphone, to scroll through the Address Book. Address Book list entries display above the keys on the Dialer keyboard.

- 1 Open the keypad, then tap  on the pdQ smartphone screen to turn on the phone.
- 2 Tap  to display the on-screen keypad.
- 3 Press the Volume Control buttons to scroll through the Speed Dialer list.
- 4 When the phone number you want to call appears above the Dialer keypad, tap Send.
- 5 Tap End when finished.

To make a call from the Speed Dialer:

If you can't remember the number in the Speed Dialer list that corresponds to a phone number, tap a number on the keypad. When the pdQ smartphone detects a pause, it displays entries from the Speed Dialer list at the top of its screen. Press the Volume Control buttons on the left, side panel of the pdQ smartphone to scroll through the Speed Dialer list.

- 1 Open the keypad, then tap  on the pdQ smartphone screen to turn on the phone.
- 2 Tap  to display the on-screen keypad.
- 3 Tap the number from the Speed Dialer list that corresponds to the phone number you want to call, then tap Send.
- 4 Tap End when finished.

Chapter 6

Expense



The Expense application enables you to keep track of your expenses and then transfer the information to a spreadsheet on your computer.

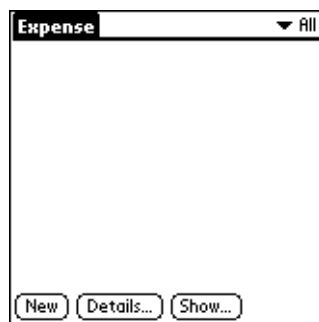
With the Expense application you can:

- Record dates, types of expenses, amount spent, payment method and other details associated with any money that you spend.
- Create categories for your expenses, such as business and personal expenses associated with a range of dates.
- Keep track of vendors (companies) and people involved with each particular expense.
- Log miles traveled for a particular date or expense category.
- Sort your expenses by date or expense type.
- Transfer your expense information to a Microsoft® Excel spreadsheet (version 5.0 or later) on your computer. (Microsoft Excel is *not* included with the pdQ™ smartphone package.)

Expense

To open Expense:

- 1 Open the keypad, then tap  to open the Applications Launcher.
- 2 Tap  to display the Expense List screen.

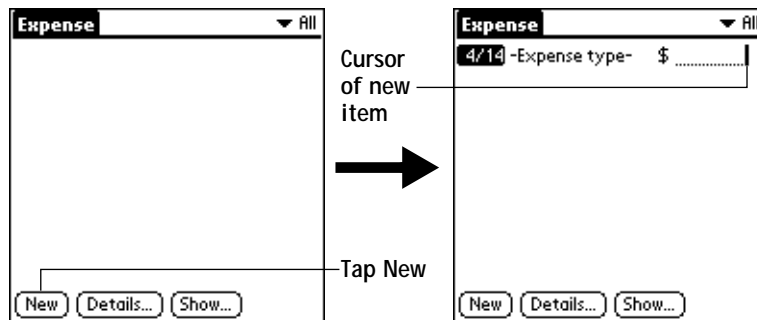


Creating an Expense Item

Creating an Expense Item

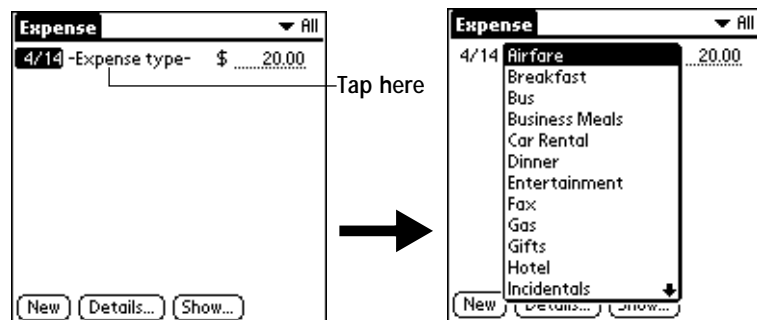
Expense enables you to record the date, expense type and the amount that you spent. You can sort your expense items into categories or add other information that you want to associate with the item. To create an expense item:

- 1 Tap New in the Expense List to create a new item.



You can also create a new expense item by writing on the number side of the Graffiti® pad while in the Expense List screen. The first number you write begins your new expense item.

- 2 Enter the amount of the expense.
- 3 Tap the Expense Type pick list and select a type from the list.



As soon as you select an expense type, pdQ smartphone saves your entry. If you do not select an expense type, it does not save the entry.



A quick way to create a new expense item is to make sure that no expense item is selected in the Expense List, write the first

Entering Receipt Details

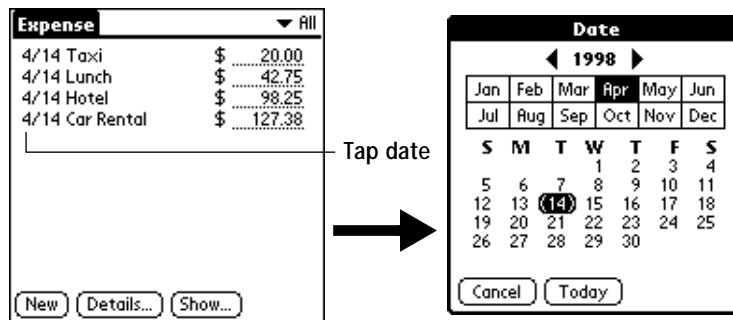
letter(s) of the expense type, and then write the numerical amount of the expense item. This technique takes advantage of the automatic fill feature. See "Options Menu" later in this chapter for details.

Changing the Expense Item Date

Initially, expense items appear with the date you enter them on pdQ smartphone. You can use the Expense application to change the date associated with any expense item.

To change the date of an expense item:

- 1 Tap the expense item you want to change to highlight the date.
- 2 Tap the date of the selected item to open the Date dialog.



- 3 Tap the date you want for the expense item.

For more information about the Date dialog, see "Scheduling an Event."

Entering Receipt Details

The Expense application provides a variety of options that you can associate with an item. These options appear in the Receipt Details dialog.

To open the Receipt Details dialog:

- 1 Tap the expense item you want to assign details.
- 2 Tap Details to open the Receipt Details dialog.

Entering Receipt Details

Receipt Details

Category: ▼ Unfiled

Type: ▼ Lunch

Payment: ▼ Unfiled

Currency: ▼ \$

Vendor:

City:

Attendees: Who.....

OK Cancel Delete Note ↑

3 Select any of the following options:

Category Defines the category for the Expense item. The default category is Unfiled when All is selected. Otherwise, the default is the currently selected category. An expense item remains in the default category until you change it.

pdQ smartphone provides two sample categories, New York and Paris, to show how you might sort your expenses according to different business trips.

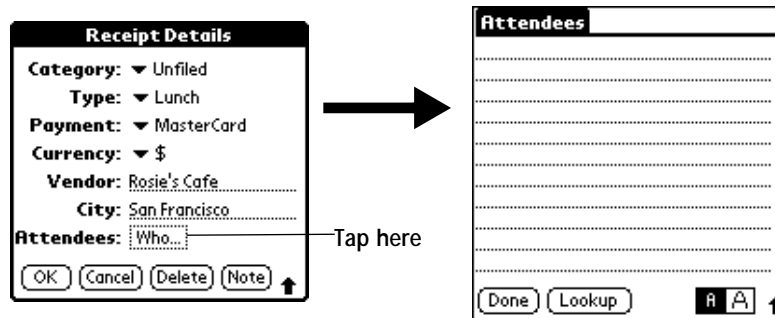
Choose Edit Categories from the pick list to change existing or to create new expense categories. For example, you might create a category for a range of dates, such as a week or month, or you might delete or rename the New York and Paris categories.

Type Opens a pick list of the expense type options so that you can change the expense type for any of your expense items.

Payment Enables you to choose the payment method used to pay the expense item. If the item is prepaid (such as airline tickets supplied by your company), you can choose Prepaid to place your expense in the appropriate company-paid cell of your printed expense report spreadsheet. See "Transferring Your Data to Microsoft Excel" later in this chapter for more information.

Entering Receipt Details

- Currency** Enables you to choose the type of currency used to pay the expense item. The default currency unit is defined in the Preferences dialog (see "Preferences Menu" later in this chapter). You can also display up to four other common types of currency. See "Customizing the Currency Pick List" later in this chapter for details.
- Vendor and City** Enable you to record the name of the vendor (usually a company) associated with the expense and the city where the expense was incurred. For example, a business lunch might be at Rosie's Cafe (Vendor) in San Francisco (City).
- Attendees** Displays the Attendees screen, which resembles a memo in the Memo Pad. You can use this screen to list the people who attended the activity associated with the expense or to make notes, such as the purpose of the expense.



Tap Lookup to display the names (and the corresponding companies) of the people in your Address Book.

- 4 Tap OK to close the Receipt Details dialog and activate your selections.

Expense

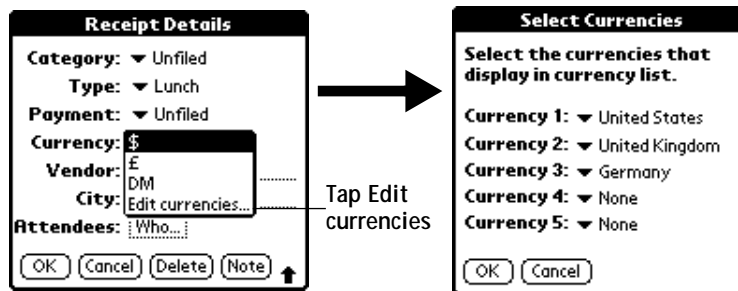
Show Options

Customizing the Currency Pick List

You can select the currencies and symbols that appear in the Currency pick list.

To customize the Currency pick list:

- 1 Tap the Currency pick list in the Receipt Details dialog, then tap the Edit Currencies selection to open the Select Currencies dialog.



- 2 Tap each Currency pick list to choose the country whose currency you want to display on that line.
- 3 Tap OK to close the Select Currencies dialog and activate your selections.



If the currency you want to use is not in the list of countries, you can create your own custom country and currency symbol. See "Expense Menu Commands" later in this chapter for details.

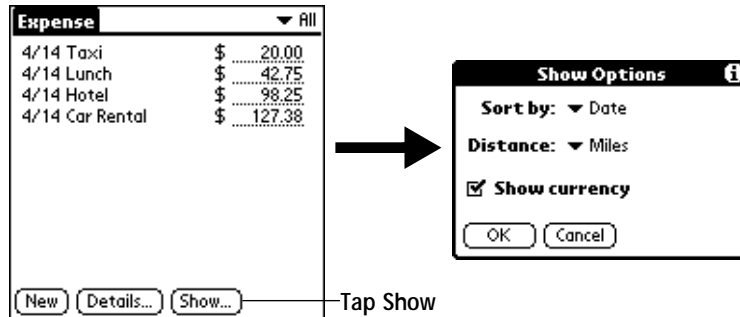
Show Options

The Show Options define the sort order and other settings that relate to your expense items.

To open the Show Options dialog:

- 1 Tap Show in the Expense List to open the Show Options dialog.

Transferring Your Data to Microsoft Excel



2 Select any of the following options:

- | | |
|----------------------|--|
| Sort By | Enables you to sort the Expense entries by date or expense type. |
| Distance | Enables you to display Mileage entries in miles or kilometers. |
| Show Currency | Shows or hides the currency symbol in the expense list. |

3 Tap OK to close the Show Options dialog and activate your selections.

Transferring Your Data to Microsoft Excel

After you enter your expenses into the Expense application on pdQ smartphone, the Palm™ Desktop software enables you to view and print the data with your computer.



You need Microsoft Excel version 5.0 (or later) to view and print your Expense data using one of the provided templates. Microsoft Excel is *not* included with pdQ smartphone. The procedures in this section also assume that you have installed the Palm Desktop software. See "Installing Palm Desktop Software" in the *pdQ Basics Handbook* for more information.

Expense

Transferring Your Data to Microsoft Excel

Printing an Expense Report

Palm Desktop makes it quick and easy to print your Expense data.

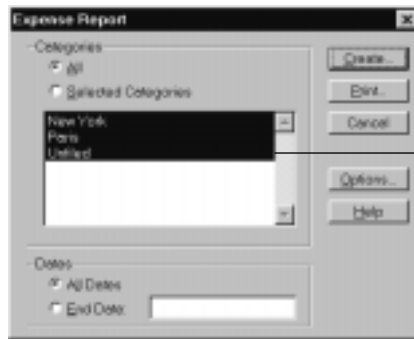
To print your expense report:

- 1 Perform a HotSync® operation to transfer your latest Expense data to your computer and make it available to Palm Desktop. See the "HotSync" chapter for details.
- 2 Click Expense in Palm Desktop to open Microsoft Excel and the Expense Report configuration dialog.



If you launch Expense from the Start menu (instead of Palm Desktop), you must first choose pdQ smartphone user name.

- 3 Click the expense category that you want to print.



Click to select
Categories



You can press Shift+click to select multiple categories. To print the expenses associated with all of your Expense categories, click All in the Categories area.

- 4 If you want to define an end date for the expense report, enter the date in the End Date area.



If you do not specify an end date, all expense entries for the selected categories will appear — up to the date of the last HotSync operation with pdQ smartphone.

- 5 Click Print to display the expense report in the Print Preview window.

Transferring Your Data to Microsoft Excel



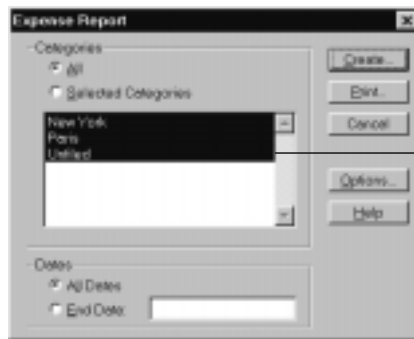
6 Click Print in the Microsoft Excel window to print your expense report.

To view your Expense data in a Microsoft Excel spreadsheet:

- 1 Perform a HotSync operation to transfer your latest Expense data to your computer and make it available to Palm Desktop.
- 2 Click Expense in Palm Desktop to open Microsoft Excel and the Expense Report configuration dialog.



If you start Expense from the Start menu (instead of Palm Desktop), you must first choose user name.



Click to select
Categories

Transferring Your Data to Microsoft Excel

- 3 Click the expense category that you want to use.



You can press Shift+click to select multiple categories. If you want to view the expenses associated with *all* of your Expense categories, click All in the Categories area.

- 4 If you want to define an end date for the expense report, enter the date in the End Date area.



If you do not specify an end date, *all* expense entries for the selected categories will appear — up to the date of the last HotSync operation.

- 5 Click Create to display a Microsoft Excel spreadsheet containing your Expense data.

Travel Expense Reimbursement						
Employee Name:		Client:				
Date Submitted: 1/31/98		Project:				
Mile/Km Rate		0.29				
Date	Country	Currency Amount	Exchange Rate	US Dollar Amount	Expense Type	Note: D
4/9/98	United States	39.15	1.00	\$39.15	Mileage	

At this point, your Expense data appears in Microsoft Excel spreadsheet form. You can enter information, make formatting changes and save and print the file in the normal manner.

Using Expense Report Templates

Palm Desktop software comes with several expense report templates. When you use one of these templates, you can edit your Expense data in Microsoft Excel. If you want to streamline or customize your expense reports, you can change these templates. For example, you can add your company name to a template. See "Appendix A: Expense Templates" for sample templates and "Appendix B: Creating a Custom Expense Report" for details on changing templates.

To view your Expense data using a Microsoft Excel template:

- 1 Display your Expense data in a Microsoft Excel spreadsheet as described in the previous procedure.
- 2 Click Options to open the Expense Report Options dialog.



The dialog box titled "Expense Report Options" contains the following fields and controls:

- Name:** A text input field.
- Department:** A text input field.
- Phone No.:** A text input field.
- Project:** A text input field.
- Bill To:** A text input field.
- Buttons:** "OK", "Cancel", and "Help" buttons are located on the right side.
- Template:** A section with the instruction "Select an Expense template from the list" and a dropdown menu currently showing "SAMPLE1.XLT".
- Local Currency:** A section with the instruction "Select a country name from the list below or type in your local currency's country:" and a dropdown menu currently showing "United States".

Enter name and other information

Choose expense template

Expense

- 3 Enter name, department and other information as necessary for your expense report.
- 4 Click the Templates menu, then click an expense template. See "Appendix A: Expense Templates" for samples.



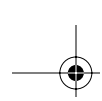
If you want to create your own custom expense template and have it appear in the Templates menu, refer to "Appendix B: Creating a Custom Expense Report."

- 5 Click OK to return to the Expense Report Options dialog.

Expense Menu Commands

The Expense application includes menu commands to perform common file and editing tasks. This section explains the menu commands that are specific to the Expense application.

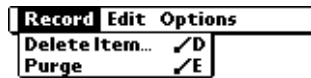
See "Using Menus" in the *pdQ Basics Handbook* for information about menu commands that are common to all of pdQ smartphone applications.



Expense Menu Commands

Record Menu

When you select the Record menu, its commands appear on screen.



Delete Item

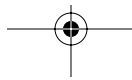
Opens an alert dialog, prompting you to confirm that you want to delete the current expense item. You must tap an item before you can use the Delete Item command. Tap OK to delete the item from pdQ smartphone, or tap Cancel to close the alert dialog and keep the item.

By default pdQ smartphone removes the item from the Expense application, but retains a copy of the item and transfers it to an archive file on your computer the next time you perform a HotSync operation. To remove the item completely, clear the Save archive copy on PC check box.

Purge

Conserves memory on pdQ smartphone by deleting expense categories that you no longer use.

The Purge command prompts you to confirm that you want to purge all the records from the selected category.



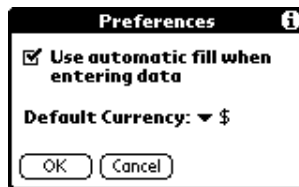
Options Menu

When you select the Options menu, its commands appear on screen.



Preferences

Activates the Preferences dialog, which is used to activate the automatic fill feature and to set the default currency symbol.



Use automatic fill Enables you to select an expense type by writing the first letter of an expense type in the Graffiti writing area. For example, if you write the letter "T," it enters the "Taxi" expense type. Writing "T" and then "E" enters "Telephone" which is the first expense type beginning with the letters "TE."

Default currency Sets the default currency symbol for the Expense application.

Custom Currencies

Enables you to define additional currency symbols for the Expense application.

You need to use this command only if the currency symbol you need is not available in the Currency pick list of the Receipt Details dialog (See "Entering Receipt Details" earlier in this chapter).

About Expense

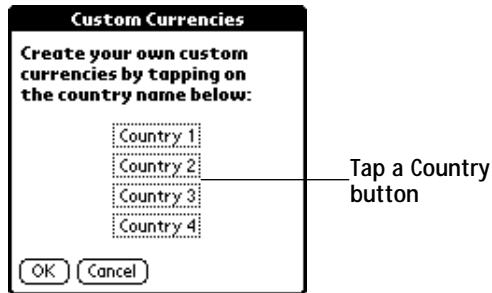
Shows version (revision) information for the Expense application.

Expense

Expense Menu Commands

To define a custom currency symbol:

- 1 Choose Custom Currencies from the Options menu to open the Custom Currencies dialog.



- 2 Tap one of the four Country boxes to open the Currency Properties dialog.




- 3 Enter the name of the country and the symbol that you want to appear in the Expense application, and then tap OK to define your setting.
- 4 Tap OK to close the Custom Currencies dialog.



To use your custom currency symbol as the default for all Expense entries, choose the symbol in the Preferences dialog. To use your custom currency symbol only for particular expense items, choose the symbol in the Receipt Details dialog associated with those items.

Chapter 7

HotSync®

 HotSync® technology enables you to synchronize data between one or more pdQ™ smartphones and the Palm™ Desktop software. To synchronize data, you must connect your the pdQ smartphone cradle directly to your computer.

With HotSync technology, you can:

- Synchronize the Date Book, Address Book, To Do List, Memo Pad and Expense entries on pdQ smartphone with the entries on your computer, and vice versa.
- Manage individual or multiple pdQ smartphones with a centralized computer.
- Keep your data safe by automatically creating backup copies each time you synchronize.

The HotSync Technology Process and the HotSync Manager

The HotSync technology process automatically synchronizes data between pdQ smartphone and your computer. Changes you make on pdQ smartphone or computer appear in both places after a HotSync technology operation. HotSync technology synchronizes only the needed portions of files, thus reducing synchronization time. You can synchronize your data by connecting pdQ smartphone directly to your computer with the HotSync cradle or indirectly to a network.

The HotSync Manager oversees the synchronization process. It runs in the background and monitors a communications port on your computer for a HotSync command from a pdQ smartphone. When it “hears” a HotSync command, HotSync Manager synchronizes data in the Date Book, Address Book, To Do List, Memo Pad, Mail and Expense applications. It can synchronize the data even when Palm Desktop is not running!

Once you complete a few simple setup steps, performing a HotSync technology operation is as simple as pressing a button. Follow the steps in the next section to complete the setup.


HotSync®


Performing a HotSync Technology Operation for the First Time

Performing a HotSync Technology Operation for the First Time

The first time you synchronize your data, you need to enter user information on both pdQ smartphone and the computer. Once you enter this information and synchronize, the HotSync Manager recognizes pdQ smartphone and doesn't ask for this information again. If you are a System Administrator preparing several pdQ smartphones for a group of users, see "Creating a User Profile" later in this chapter before performing the following steps.


To perform a HotSync technology operation for the first time:


- 1 Double-click the Palm Desktop icon on the Windows desktop (or select Palm Desktop from the Start menu) to start the Palm Desktop software.
- 2 Click  in the Windows System Tray to open the HotSync Manager menu.


 The Windows System Tray is usually in the lower-right corner on your computer display. The location may vary depending on the location of the taskbar and the version of Windows you are using.



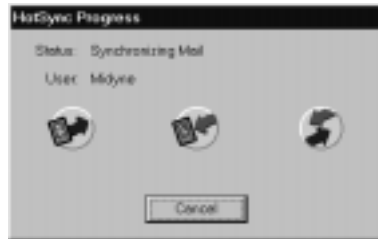
- 3 Click Local from the HotSync Manager menu to indicate that you are using the cradle to synchronize.
- 4 Turn on pdQ smartphone and slide it into the cradle.

 The curved edge on the bottom of pdQ smartphone should align smoothly with the cradle when it is inserted properly.

- 5 Tap  on pdQ smartphone's screen to open the New User dialog.
- 6 Enter a user name for pdQ smartphone. Then, click OK to open the HotSync Progress dialog and start the synchronization process.

 Every pdQ smartphone should have a unique name. Never try to synchronize more than one pdQ smartphone using the same user name.

Conducting a Local HotSync technology operation




- 7 Wait for a message indicating that the process is complete.

Conducting a Local HotSync technology operation

After you complete the first HotSync technology operation, the HotSync technology process is even faster and easier!


To conduct a local HotSync technology operation:

- 1 Insert pdQ smartphone into its cradle.
- 2 If the HotSync Manager is not running, start it.
- 3 Tap  on the pdQ smartphone screen to start the HotSync technology process.
- 4 Wait for a message indicating that the process is complete.

Selecting HotSync Setup Options

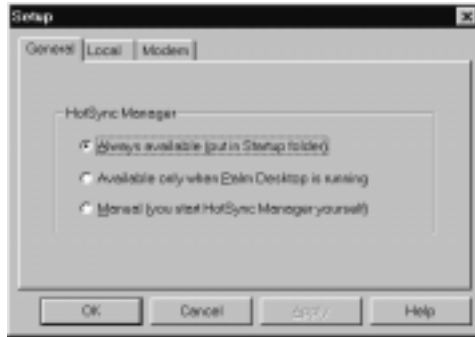
You can choose when you want HotSync Manager to run, and you can adjust the local and modem HotSync settings.

To set the HotSync Options:

- 1 Click  in the Windows System Tray to open the HotSync Manager menu.
- 2 Click Setup on the HotSync Manager menu to open the Setup dialog.

HotSync®

Selecting HotSync Setup Options



3 Click the General tab and select one of the following options:

- | | |
|--|---|
| Always available | Adds HotSync Manager to the Startup folder and constantly monitors the communication port for pdQ smartphone synchronization requests. With this option, the HotSync Manager conducts synchronizations even when Palm Desktop is not running. |
| Available only when Palm Desktop is running | Starts HotSync Manager and monitors requests automatically when you open the Palm Desktop software. |
| Manual | Starts the HotSync Manager and monitors requests only when you select HotSync Manager from the Start menu. |



If you're not sure which option to use, keep the Always available default setting.

4 Click the Local tab to display the settings for the connection between your PC and pdQ smartphone's cradle, then adjust the following options as needed.

Selecting HotSync Setup Options

**Serial Port**

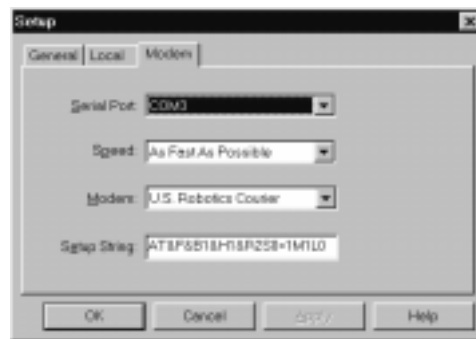
Identifies the port Palm Desktop will use to communicate with the cradle. This selection should match the port number where you connected the cradle.

pdQ smartphone cannot share this port with an internal modem or other device. If you have trouble determining the correct serial port, see "Troubleshooting" in the *pdQ Basics Handbook*.

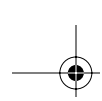
Speed

Determines the speed at which data is transferred between pdQ smartphone and Palm Desktop. We suggest you try the As Fast As Possible rate first, and adjust downward if you experience problems. This setting allows pdQ smartphone and the Palm Desktop to find and use the fastest speed.

- 5 Click the Modem tab to display the Modem settings and adjust the following options as needed.



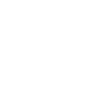
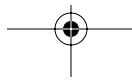
HotSync®



Selecting HotSync Setup Options

- Serial Port** Identifies the port where the modem is located. If you are unsure of the port assignment, look at the Modem Properties in the Windows Control Panel.
- Speed** Determines the speed at which data is transferred. We suggest you try the As Fast As Possible rate first, and adjust downward if you experience problems. This setting allows pdQ smartphone and the Palm Desktop to find and use the fastest speed.
- Modem** Identifies the modem type or manufacturer. Refer to your modem manual or face plate for its type or settings. If you're not sure of your modem type or your modem doesn't match any that appear in the list, choose Hayes Basic.
- Setup String** Identifies the setup string for your particular modem. Not all modems require a setup string. Refer to your modem manual and enter the setup string if recommended by the manufacturer.

6 Click OK to close the Setup dialog.




Customizing HotSync Application Settings

For each application you can define a set of options that determines how records are handled during synchronization. These options are called a "conduit." By default, Palm Desktop synchronizes all files between pdQ smartphone and the Palm Desktop. In general, you should leave the settings to synchronize all files. The only reason you might want to change these settings is to overwrite data on either pdQ smartphone or Palm Desktop, or to avoid synchronizing a particular type of file because you don't use it.

In addition to the Date Book, Address Book, To Do List, Memo Pad and Expense application conduits, Palm Desktop includes System and Install conduits. The System conduit backs up the system information stored in pdQ smartphone, including Graffiti® software ShortCuts. The Install conduit is used to install pdQ smartphone-compatible applications.

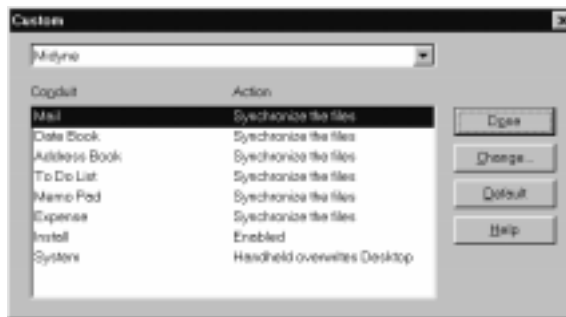
To customize HotSync application settings:

- 1 Click  in the Windows System Tray to open the HotSync Manager menu.



You can also click the HotSync command on the Palm Desktop menu bar to open the HotSync Manager menu.

- 2 Click Custom from the HotSync menu to open the Custom dialog.




- 3 Select the appropriate user name from the list at the top of the dialog.
- 4 Click an application in the Conduit list to choose the conduit you want to change.
- 5 Click Change to open the Change HotSync Action dialog.

Conducting HotSync technology operation via a Network



- 6 Click the direction in which you want to write data, or click Do Nothing to skip data transfer for an application.

 Changing the HotSync setting from the default affects only the *next* HotSync technology operation. Thereafter, the HotSync Actions revert to their default settings. To use a new setting on an ongoing basis, select the Set As Default box. Thereafter, just click Default in the Custom dialog to revert to the default settings.

- 7 Repeat steps 2 through 5 to change conduit settings for other applications or for a different user name.
- 8 Click OK to close the Change HotSync Action dialog and activate your settings.

Conducting HotSync technology operation via a Network

When you use the Network HotSync software, you can take advantage of the LAN and WAN connectivity available in many office environments. The Network HotSync software enables you to perform a HotSync technology operation using a cradle that is connected to any PC on your LAN or WAN (provided that the PC connected to the cradle also has the Network HotSync software installed and your PC is on and the HotSync Manager is running).

Creating a User Profile

If you need to configure a number of pdQ smartphones with specific information (such as a company phone list) before distributing them to their actual users, you can create a User Profile to load the data into a pdQ smartphone without associating that data with a user name. The User Profile feature is designed only for the first-time HotSync technology operation, before you assign a User ID to a particular pdQ smartphone. See "Using File Link" later in this chapter for information about loading data after you assign a User ID.

To create a User Profile:

- 1 Open the Palm Desktop software.
- 2 Click Users from the Tools menu to open the Users dialog.
- 3 Click Profiles to open the Profiles dialog.




- 4 Click New to open the New Profile dialog.



- 5 Enter a name for the Profile and click OK to return to the Profiles dialog.
- 6 Repeat steps 3 and 4 for each Profile that you want to create, then Click OK to close the Profiles dialog and return to Palm Desktop.
- 7 Select the Profile from the User list and create the data for the Profile (such as, company phone list).

**To use a profile for the first-time HotSync technology operation:**

- 1 Place the new pdQ smartphone in the cradle, then tap  to open the Users dialog.
- 2 Click Profiles to open the Profiles dialog.
- 3 Choose the profile that you want to install on pdQ smartphone, then click OK to open the following alert dialog:

Using File Link



- 4 Click Yes to transfer all the Profile data to the pdQ smartphone.

The next time you perform a HotSync technology operation, Palm Desktop will prompt you to assign a User name to the pdQ smartphone.

Using File Link

The File Link feature enables you to synchronize the Address Book and Memo Pad information on pdQ smartphone with a separate external file, such as a company phone list. HotSync Manager stores the data in a separate category on your Palm Desktop and pdQ smartphone. You can configure the File Link feature to check for changes to the external file when you perform a HotSync technology operation.

With File Link you can synchronize with data stored in any of the following formats:

- Comma-separated (*.csv)
- Memo Pad archive (*.mpa)
- Address Book archive (*.aba)
- Text (*.txt)

For information on how to set up a File Link, see the Palm Desktop Software online Help.

Chapter 8

Mail



The Mail application enables you to manage your e-mail. You can use Mail to synchronize the mail in your computer's e-mail application with the mail on pdQ™ smartphone.



pdQ smartphone is delivered with two e-mail applications: Mail and pdQmail. Mail lets you read, store, and delete e-mail messages received on your computer and to create e-mail messages. To transfer e-mail messages between pdQ smartphone and your computer, you need to perform HotSync. You cannot use Mail to send or receive e-mail messages from pdQ smartphone.

If you delete messages from pdQ smartphone using Mail, your next HotSync® operation also deletes the messages from your computer's e-mail application — so you never have to delete messages twice. Similarly, if you read a message on pdQ smartphone and leave it in your inbox, your next HotSync operation marks it as read on your computer's e-mail.

pdQmail is the most powerful and versatile e-mail application available for the Palm III operating system. You can use pdQmail to send, receive, create, and manage e-mail messages directly from pdQ smartphone. This capability makes it easier than ever to stay in touch with the added convenience that only a wireless hand-held smartphone provides.

With Mail, you can:

- Use your pdQ smartphone to send and retrieve e-mail messages *from* your computer's e-mail application.
- View, delete, file and reply to incoming mail.
- Create outgoing messages as well as drafts of messages that you can complete later.
- Create simple or complex filters, which allow you to decide the type of e-mail that your pdQ smartphone retrieves from your computer's e-mail application.

To open Mail:

- 1 Open the keypad, then tap  to open the Applications Launcher.
- 2 Tap  to display the Message List screen.

Mail

Setting Up Mail on the Desktop



Setting Up Mail on the Desktop

Before you use Mail for the first time, your computer's e-mail application should be up and running. You must also set up the pdQ™ Desktop software for use with your computer's e-mail application.




The following instructions assume that you have already installed Palm Desktop software on your computer and that you did not set up Mail during the installation. If you have not yet installed the Palm Desktop software, the installation procedure will prompt you to set up Mail as part of the Palm Desktop software installation.

To set up Mail:

- 1 Click Start on the Windows computer's to open the Start menu.
- 2 Point to Programs, point to Palm Desktop, and then click Mail Setup to start the setup procedure.
- 3 Follow the instructions on the screen to set up pdQ smartphone for use with your computer's e-mail application.

To select HotSync options:

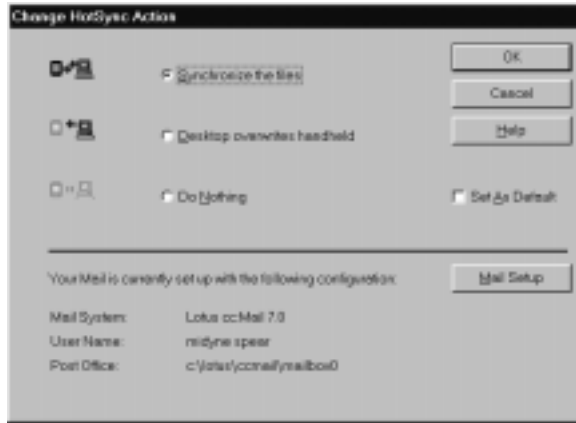
- 1 Click  in the Windows System Tray to open the HotSync menu.
- 2 Click Custom from the HotSync menu to open the Custom dialog.



You can also click Custom from the HotSync menu in Palm Desktop.

- 3 Click Mail in the Custom list box.
- 4 Click Change to open the Change HotSync Action dialog.

Setting Up Mail on the Desktop



5 Click one of the following settings:

Synchronize the files

Synchronizes the mail on pdQ smartphone and your computer's e-mail application.

Desktop overwrites handheld

Replaces the mail on pdQ smartphone with the mail in your computer's e-mail application. You should use this option only if, for some reason, the two inboxes get out of sync. This setting applies for only one HotSync operation and then reverts back to the default setting.

Do Nothing

Turns off communication between your pdQ smartphone and computer's e-mail application. This setting applies for only one HotSync operation and then reverts back to the default setting.


Set As Default

Changes the default setting on an ongoing basis. (When you first set up Mail, Synchronize the files is the default setting.)



To turn off mail, select Do Nothing and then select the Set as Default check box.

To change your Mail setup options:

- 1 Click  in the Windows System Tray to open the HotSync menu.
- 2 Click Custom from the HotSync menu to open the Custom dialog.

Mail

Synchronizing Mail with your E-Mail Application



You can also click Custom from the HotSync menu in Palm Desktop.

- 3 Click the Mail in the Conduit list to indicate that you want to change these settings.
- 4 Click Change to open the Change HotSync Action dialog for the Mail conduit.
- 5 Modify your settings as needed.
- 6 Click OK to confirm your changes and close the Change HotSync Action dialog.

Synchronizing Mail with your E-Mail Application

After you have enabled and configured Mail, you need to perform a HotSync operation to synchronize Mail with your computer's e-mail application. For a complete explanation of how to use the HotSync feature, see the "HotSync" chapter.

Viewing Messages

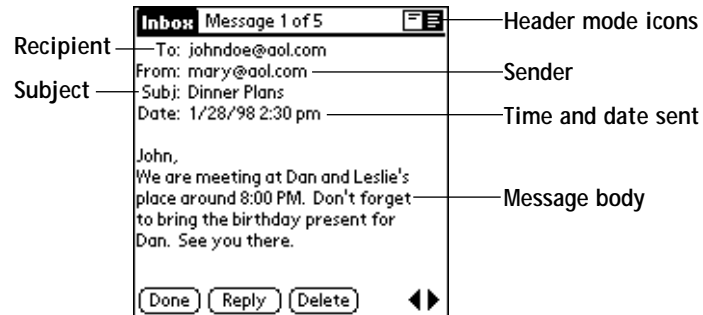
The Message List lists your incoming messages, who sent them and the date they were received. Messages you've read appear with a check next them and high-priority messages appear in bold.



Previously read

To open a message:

- Tap a message in the list to open it.



Messages appear by default in the abbreviated mode. To switch from the abbreviated mode to the full header mode, see "Displaying Full Header Information" later in this chapter.

To close a message:

- Tap Done to close the message and return to the Message List.

Message Fonts

You can modify the way messages appear by changing the font (text) style. See "Choosing Fonts" in the *pdQ Basics Handbook* for details.

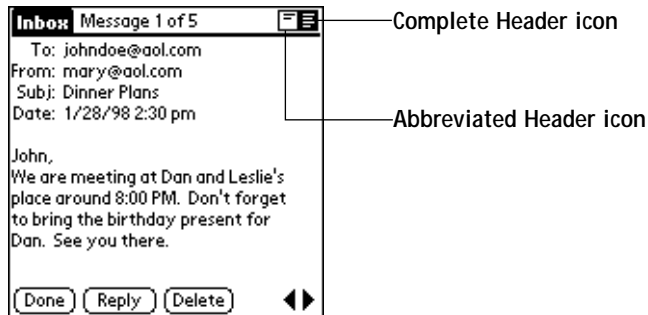
Displaying Full Header Information


By default, Mail displays abbreviated header information. The abbreviated header displays only the From and Subject fields. The full header provides complete information about the sender, receiver and CC recipients, in addition to the subject and date the message was created. Mail uses the header type you select for all your messages.

To display full header information:

- 1 Open a message.
- 2 Tap Complete Header to display the full header.

Creating Messages



 To redisplay the abbreviated header, tap the Abbreviated Header icon.

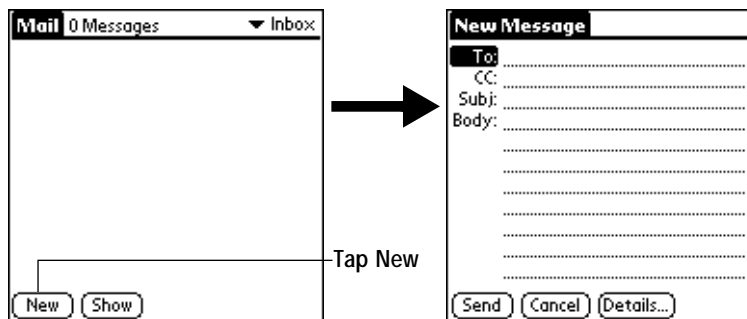
Creating Messages

You create messages with pdQ smartphone the same way you create messages with your computer's e-mail application: you identify the recipient(s) of the message, define a subject and create the body of the message.

You create original messages and replies in the New Message screen. All messages must, at the very least, contain information in the To and Subject fields.

To create a message:

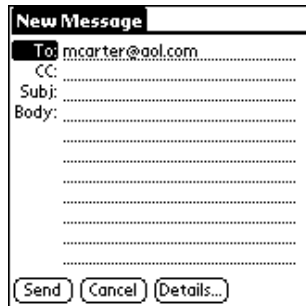
- 1 Tap New in the Message List screen to display the New Message screen.



 You can also display the New Message screen by tapping New from the Message menu.

- 2 Use the stylus to write Graffiti® character strokes (or the on-screen

keyboard) to enter the e-mail address of the recipient. The cursor indicates where new text will appear.



Enter the address as if you are entering it from your computer's e-mail application. For example, network users sending a message to a user on the same network do not need to add Internet information, such as @3com.com.

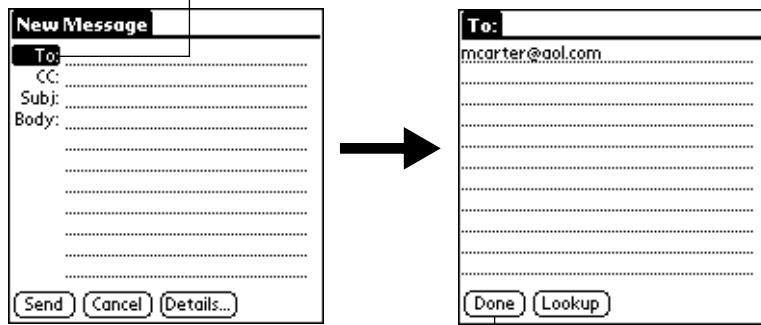
- 3 To send a carbon copy of this message to additional recipients, tap in the CC field, then enter the e-mail addresses of the additional recipients, separating the addresses with a comma followed by a space.
- 4 Tap in the Subj field, then enter a subject for your message.
- 5 Tap in the Body field, then enter the body text.



If the address, CC, subject or body of the message exceeds the capacity of the screen display, tap the name of the field (for example, "To") to expand that field. Tap the Done button to return to the New Message screen.

Looking Up an Address

Tap the name of the field to open



Tap to return to New Message screen

To reply to a message:

- 1 Tap a message in the Message List to display it on the screen.
- 2 Tap the Reply button to open the Reply Options dialog.



- 3 Select who you want to receive the reply: only the Sender, All recipients and the sender or do you want to Forward the message to someone else.
- 4 Select whether you want to Include original text and Comment original text.
- 5 Tap OK to close the Reply Options dialog and display the New Message screen.
- 6 Enter your reply text.



You have several message options including setting the priority. See "Adding Message Details" for details.

- 7 Tap Send to place your reply in the Outbox.

Looking Up an Address

To identify the recipient of a message, you need to enter that person's e-mail address in the appropriate field of the Message screen. You can do this

Looking Up an Address

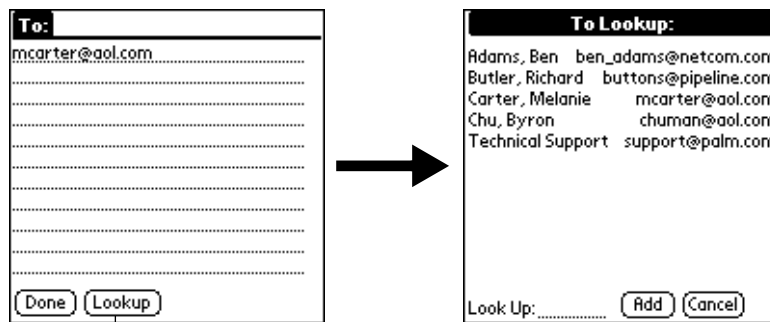
either by entering the data directly into the field or by using the Look Up command to access the information in your Address Book.

To look up an address:

- 1 Tap either the To or CC field name to expand one of these fields.
- 2 Enter a few letters of the address you want to find.
- 3 Tap Lookup.
- 4 If the letters you enter identify a unique listing from your Address Book, pdQ smartphone completes the address for you. If not, the Lookup dialog appears.



You can also open the Look Up dialog in the New Message screen by tapping Lookup from the Options menu or by using the Command stroke /L.

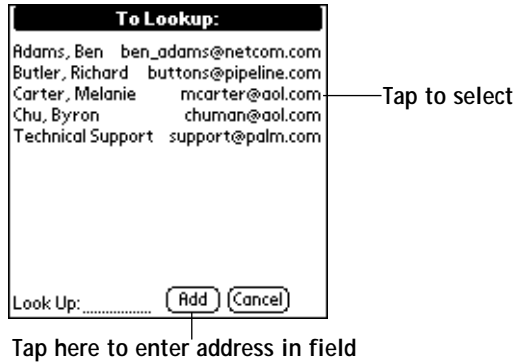


Tap here

- 5 Enter the first letter of the entry you want to find to scroll to the first entry that begins with that letter. If you write an additional letter, the list scrolls to the first entry that starts with those two letters. For example, writing an "s" might scroll to "Sanders," and writing "sm" might scroll farther to "Smith."
- 6 Tap an address to select it.
- 7 Tap Add to enter the address in the To or CC field.

Mail

Adding Message Details



Adding Message Details

Before you send your message, you can attach additional attributes (called message details) to your message, such as a signature block, or flagging the message as high-priority. These features are dependent on the computer's e-mail application you use. If your e-mail application does not support the selected message detail, pdQ smartphone cannot attach that attribute to your message.

The following message details are available:

Priority	Flags a message as high, normal or low priority.
BCC	Creates a blind carbon copy field in the New Message screen.
Signature	Attaches previously defined text as a signature block. See "Adding a Signature to Your Message" later in this chapter for details.
Confirm Read	Requests a confirmation telling you when the message was read.
Confirm Delivery	Requests a confirmation telling you when the message was delivered.

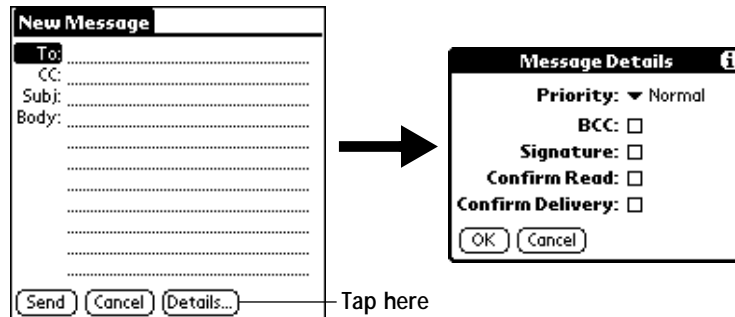


The Priority and BCC settings are valid only for the current message and must be set with each subsequent message you create.

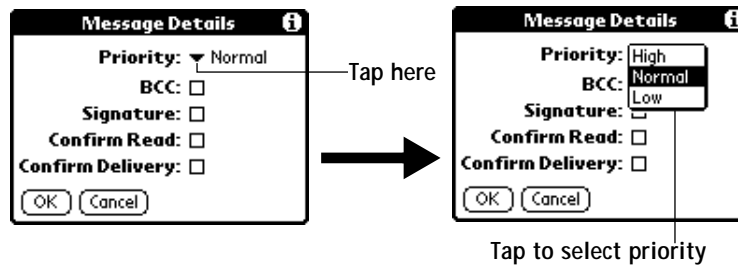
Setting a Priority

To set a priority for your message:

- 1 Tap Details in the New Message screen to open the Message Details dialog.



- 2 Tap the Priority pick list and select the priority you want.



- 3 Tap OK to confirm your selection and return to the New Message screen.



pdQ smartphone can flag messages with a specific priority only if your computer's e-mail application supports this feature.

Sending a Blind Carbon Copy

To add a BCC field to your message:

- 1 Select the BCC check box in the Message Details dialog to add the BCC field to the New Message screen.
- 2 Tap OK to confirm your selection and return to the New Message screen.



The signature block does not display in your message; only your recipient sees the signature block.

Requesting Confirmations

To receive a confirmation when your message is read:

- 1 Tap Details in the New Message screen to open the Message Details dialog.
- 2 Select the Confirm Read check box to request a confirmation when the recipient reads your message.
- 3 Tap OK to confirm your selection and return to the New Message screen.

To receive a confirmation when your message is delivered:

- 1 Tap Details in the New Message screen to open the Message Details dialog.
- 2 Select the Confirm Delivery check box to request a confirmation that the recipient received your message.
- 3 Tap OK to confirm your selection and return to the New Message screen.

Sending Messages

When you send Mail messages from pdQ smartphone, it stores them in the Outbox folder until the next time you synchronize pdQ smartphone with your computer. During synchronization, all messages stored in the Outbox folder are transferred to the Outbox folder in your computer's e-mail application. Messages created on pdQ smartphone are transmitted the next time you send mail from your computer's e-mail application.

To send a message:

- After you create a message, tap the Send button in the New Message screen.

Editing an Unsent Message

You can edit or make changes to a message that has not yet been sent, as long as you have not yet performed a HotSync operation. When you edit a message, pdQ smartphone removes the message from the Outbox folder and takes you back to the New Message screen, where you can edit the message and resend it, save it as a draft or cancel it.

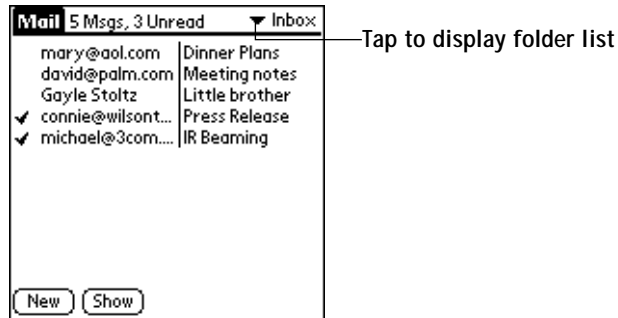
To retrieve a message:

- 1 In the Message List screen, tap Outbox from the pick list in the upper-

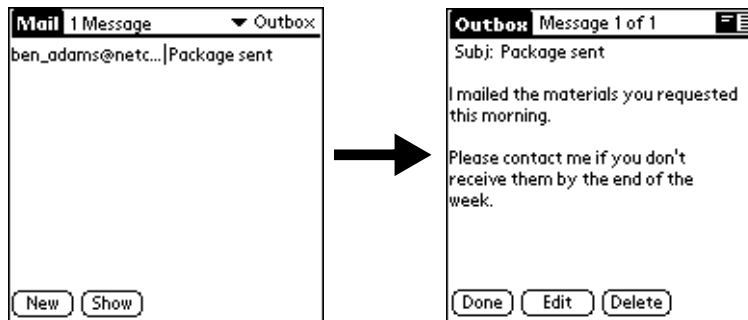
Mail

Draft Messages

right corner to display the messages contained in the Outbox.



- 2 Tap the message you want to retrieve to display the message.



- 3 Tap Edit to remove the message from the Outbox folder and place it back in the New Message screen.

Draft Messages


There are times when you may not want to immediately send a message you compose — for example, you may want to add additional information before sending it. pdQ smartphone stores such messages in the Draft folder until you are ready to edit them. When you edit a draft, it becomes a new message again.



When you're creating or editing a message, you can also save a message as a draft by canceling it. When you cancel a message, pdQ smartphone opens a dialog asking if you want to save the message. If you tap Yes, pdQ smartphone saves a draft of your message.

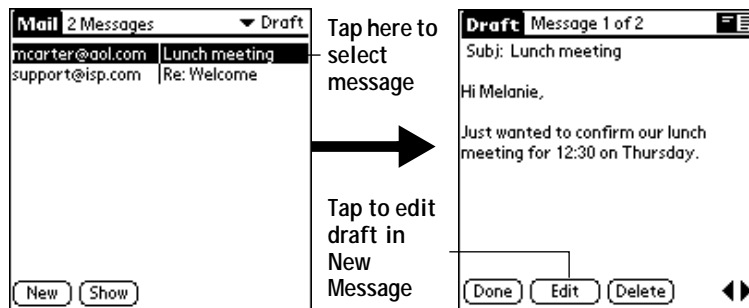
Filing a Message

To save a message as a draft:

- 1 Create a message in the New Message screen.
- 2 Tap  to open the Mail menus.
- 3 Tap Save Draft from the Message menu to move the message to the Draft folder.

To edit a message saved as a draft:

- 1 In the Message List screen, tap Draft from the pick list in the upper-right corner to display a list of the messages in the Draft folder.
- 2 Tap the draft you want to display.




- 3 Tap Edit to move your draft to the New Message screen.
- 4 Enter your changes, then either save it again as a draft or tap the Send button to move the message to your Outbox folder.

Filing a Message

pdQ smartphone can store any message you receive or create in the Filed folder. The contents of this folder do not automatically synchronize with your computer's e-mail application during a HotSync operation. However, pdQ smartphone does store a back-up copy of the Filed folder on your computer hard drive.

To file a message:

- 1 Open a message.
- 2 Tap  to open the Mail menus.
- 3 Tap File from the Message menu to display the Message File Options dialog.
- 4 Tap No to save the message and move it to the Filed folder or tap Yes to file the message and keep a copy in the Inbox.

Mail

Deleting Messages

To remove a message you created from the Filed folder:

- 1 In the Message List screen, tap Filed from the pick list in the upper-right corner to display the contents of the Filed folder.
- 2 Tap the message you want to restore.
- 3 Tap Edit to display and modify the message.



After you display and modify the message, you can send it, save it as a draft, or return it to the Filed folder.

Deleting Messages

pdQ smartphone stores deleted message in the Deleted folder until you synchronize pdQ smartphone with your computer. If you delete a message from pdQ smartphone, it is deleted on your computer's e-mail application after synchronization.

To delete a message:

- 1 Open the message you want to delete.
- 2 Tap Delete.
- 3 If you selected the Preference option to confirm message deletion, tap Yes to confirm that you want to delete the current message.

Removing a Message From the Deleted Folder

You can reverse the deletion of a message (by removing it from the Deleted folder) as long as you have neither performed a HotSync operation nor purged the contents of the Deleted folder.

To remove a message you received from the Deleted folder:

- 1 In the Message List screen, tap Deleted from the pick list in the upper-right corner to display the contents of the Deleted folder.
- 2 Tap the message you want to restore.
- 3 Tap Undelete to move the selected message to the Inbox and mark it as read.

To remove a message you created from the Deleted folder:

- 1 In the Message List screen, tap Deleted from the pick list in the upper-right corner to display the contents of the Deleted folder.
- 2 Tap the message you want to restore.
- 3 Tap Edit to display and modify the message.




After you display and modify the message, you can send it or save

it as a draft.

Purging Deleted Messages

Because pdQ smartphone stores deleted messages in the Deleted folder until you perform a HotSync operation, deleted messages can monopolize storage space. To avoid or correct this problem, you can purge the contents of your Deleted folder. Messages that you purge will still delete from your computer's e-mail application during the next HotSync operation.

To purge the contents of the Deleted folder:

- 1 Tap  to open the Mail menus.
- 2 Tap Purge Deleted from the Message menu.
- 3 When pdQ smartphone displays the Purge Deleted Messages alert, tap Yes to confirm that you want to purge the contents of the Deleted folder.



You cannot restore messages after you purge them.

Message List Options

Message List Options enable you to manage the way the Message List displays information.

Folders

pdQ smartphone provides five different folders, each pertaining to a particular mail category. The Message List displays the messages in the folder you select. Folders provide an efficient way to manage the mail you send and receive.

To select a folder:

- 1 Tap the pick list in the upper-right corner to open the following list of folders:

- | | |
|---------------|--|
| Inbox | Contains the mail from your computer's e-mail application Inbox, minus any that you have excluded using filtering options. See "Creating Special Filters" later in this chapter for details. |
| Outbox | Contains the mail you created and sent on pdQ smartphone since the last HotSync operation. |

Mail

Message List Options

- Deleted** Contains the messages you deleted since the last HotSync operation.
- Filed** Contains the messages you want to store on pdQ smartphone.
- Draft** Contains the messages you created using pdQ smartphone but are not yet ready to send.

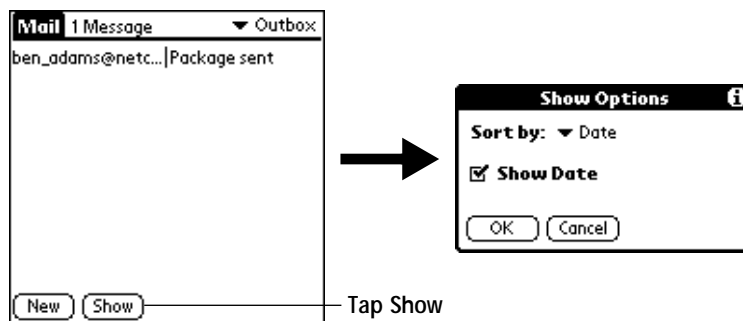
2 Tap to select the folder you want to display in the Message List screen.

Date Column

The Date Column is optional in the Message List. By default, the Date Column is hidden to increase the available screen space.

To show the Date Column:

1 Tap Show in the Message List to open the Show Options dialog.



Tap Show

- 2 Select the Show Date check box to show the Date Column.
- 3 Tap OK to close the Show Options dialog and return to the Message List.

Sorting the Message List

You can sort the Message List by the date it was sent, by the sender or by the subject.



High-priority messages always appear first, no matter how you sort your message list.

To sort the Message List:

- 1 Tap Show in the Message List to open the Show Options dialog.
- 2 Tap the Sort by pick list and select one of the following options:


- Date** Sorts messages by date and displays the most recent message at the top of the screen.
- Sender** Sorts messages by the sender's user name and displays them in ascending alphabetical order —based on the first word of the sender field.
- Subject** Sorts messages by the subject and displays them in ascending alphabetical order — based on the first word of the subject field.

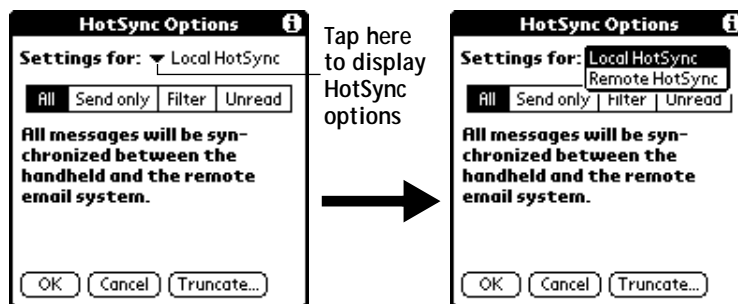
- 3 Tap OK to close the Show Options dialog and return to the Message List.

HotSync Options

HotSync Options enable you manage your e-mail more effectively by selecting which messages download when you synchronize your computer and pdQ smartphone. You can define different settings for local and remote synchronization. For example, you may want to download all of your messages during local synchronization and only urgent messages during remote synchronization. Once defined, pdQ smartphone determines if synchronization is occurring locally or remotely and uses the appropriate HotSync Options settings.

To activate the HotSync Options dialog:

- 1 Tap  to open the Mail menus.
- 2 Tap HotSync Options from the Options menu to open the HotSync Options dialog.
- 3 Tap the Settings for pick list and select Local HotSync or Remote HotSync.



Mail

Creating Special Filters



For more information about Local and Remote HotSync operations, see the "HotSync" chapter.

- 4 Tap the filtering option you want to apply. The following filtering options are available:

- | | |
|------------------|--|
| All | During synchronization, all of the messages in your computer's e-mail Inbox synchronize with pdQ smartphone and all messages in your pdQ smartphone Outbox are sent to your computer's e-mail application. |
| Send Only | During synchronization, only the messages in the pdQ smartphone Outbox are sent to your computer's e-mail application where they are sent to their final destination. |
| Filter | During synchronization, all messages in the pdQ smartphone Outbox are sent to your computer's e-mail application, and messages in your computer's e-mail Inbox that meet specific criteria download to pdQ smartphone. When you select the Filter setting, the HotSync Options dialog opens and displays additional filter settings. See "Creating Special Filters" for details. |
| Unread | During synchronization, only unread messages download to pdQ smartphone from your computer's e-mail Inbox, and all messages in your pdQ smartphone Outbox are sent to your computer's e-mail application. |



The All setting does not mean that all information included in each message downloads to pdQ smartphone. Truncation settings (explained in a following section) for long messages still apply. Also, Mail never downloads any attachments to pdQ smartphone. The message and any text information appear, but the attachment is left in your computer's e-mail application.

- 5 If you selected All, Send Only or Unread, tap OK to confirm your selection and close the HotSync Options dialog. If you selected Filter, continue to the next section.

Creating Special Filters

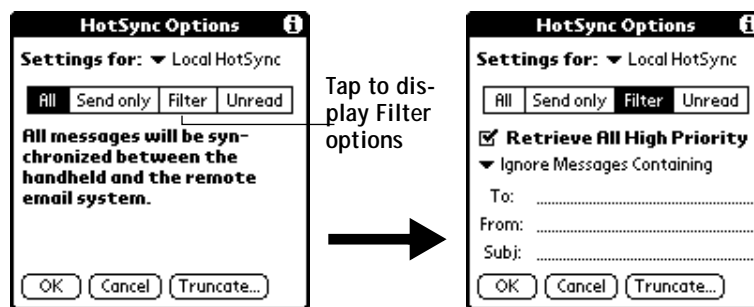
You can create special filters to control the type of messages that download to pdQ smartphone during synchronization. Special filters work on the premise of ignoring or retrieving messages that contain specific information

in their header fields.

To create a special filter, you must decide whether you want to ignore or retrieve certain messages. Then, based on that decision, you must tell your pdQ smartphone what it needs to look for in the To, From, and Subject header fields to single out those messages.

To access the special filter settings:

- ▶ Tap the Filter box in the HotSync Options dialog to display the filter settings.

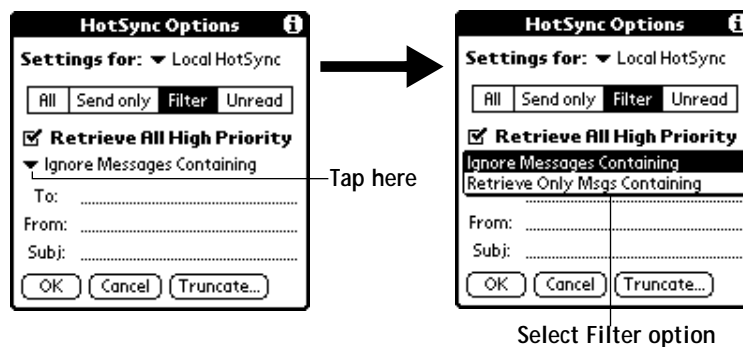


Ignoring or Receiving Messages

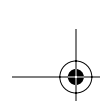
The first step in establishing a special filter is to determine whether you want to ignore or retrieve messages that match the information you specify.

To define whether to ignore or receive messages:

- ▶ Tap the pick list in the center of the HotSync Options dialog and select one of the following settings:



Mail



Defining Filter Strings

Ignore Messages Containing

Tells your pdQ smartphone to *exclude* the messages that meet the defined criteria and download *all other messages* during synchronization. In general, this filter downloads more mail during synchronization because it blocks only one defined subset of mail.

Retrieve Only Messages Containing

Tells your Palm III organizer to *include* only the messages that meet the defined criteria and to ignore all other messages during synchronization. This filter has the potential to block more mail during synchronization because it downloads only one subset of mail.

Defining Filter Strings

Messages are filtered based on the information contained in their To, From and Subject header fields. The information that defines what pdQ smartphone is looking for is called a *filter string*. You create a filter string by listing the words you want pdQ smartphone to find and separating them with either a comma or a space. Each word in the filter string is joined by an implicit OR; because of this, you should not enter connecting words such as AND or OR.

To create a more complex filter, you can define filter strings for the To, From and Subject fields simultaneously. pdQ smartphone joins the filter strings for these fields using an implicit AND. Once again, you should not add connecting words. pdQ smartphone will do that for you.

For example, suppose you want to receive only messages from John Smith (jsmith@aol.com) or Jack Jones (jjones@aol.com) concerning the Apollo Project. You would create the following filter strings:

To field filter string: jsmith@aol.com, jjones@aol.com

Subject field filter string: Apollo Project

pdQ smartphone interprets this as, "Accept messages about the Apollo Project from John Smith or Jack Jones. Do not accept messages from other people. Do not accept messages from John or Jack about any other subject."

When you define a string, note that pdQ smartphone searches for any instance of that *collection* of characters. For example, if you create a filter that retrieves only messages containing the string "info," pdQ smartphone

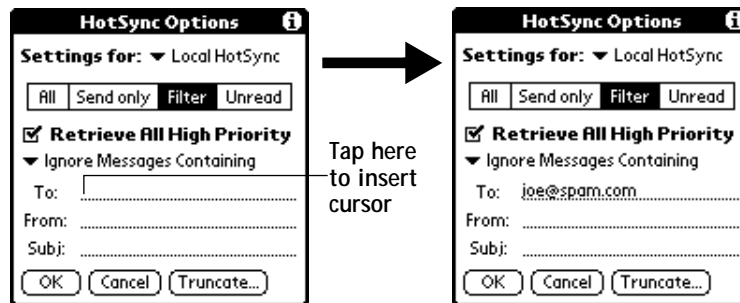


High-Priority Messages

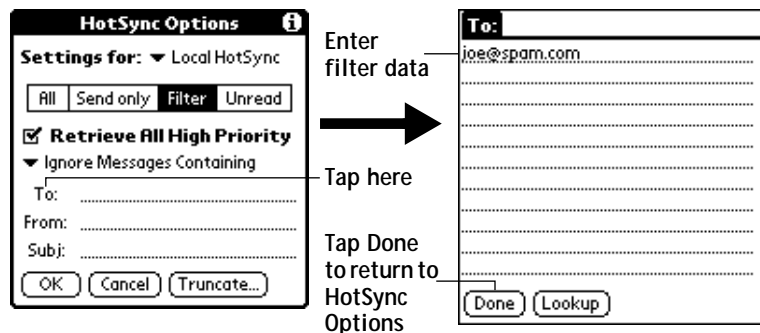
considers "info," "rainforest" and "kinfolk" appropriate matches.

To define filter strings:

- 1 Tap a header field in the HotSync Options dialog.



- 2 Enter your filter string for the selected header field using commas or spaces to separate the words. Do not add connecting words, such as AND or OR, between words in a string.
- 3 If your string exceeds the length of the field, tap the name of the field to display the Notes screen for that header field. For more information about header field Notes screens, see "Creating Messages."



- 4 Tap Done to return to the HotSync Options dialog.
- 5 Tap OK to confirm your filter strings and close the HotSync Options dialog.

High-Priority Messages

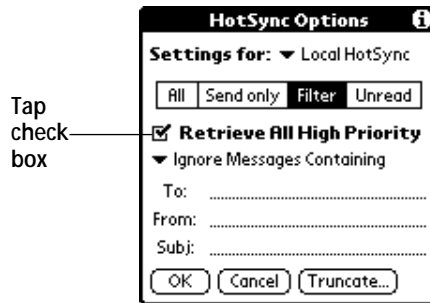
The Retrieve All High Priority setting lets you retrieve messages marked high-priority, even if those messages would have been blocked by a defined filter.

Mail

Truncating Messages

To retrieve high-priority messages:

- 1 Tap the Filter box in the HotSync Options dialog to display additional filter options.
- 2 Select the Retrieve All High Priority check box to retrieve all messages marked high-priority.



- 3 Tap OK to confirm your selection and close the HotSync Options dialog.



This setting is applicable only if your e-mail application has the capacity to flag high-priority messages.

Truncating Messages

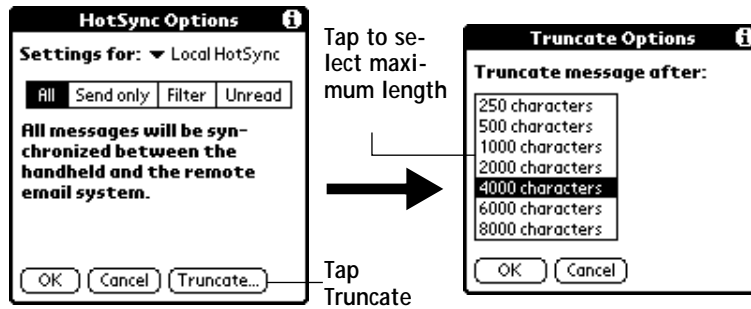
The Truncate feature lets you set a point at which long messages truncate when downloading to pdQ smartphone. By default, this Truncate value is 4000 characters. By truncating long messages, you reduce the time it takes to synchronize your computer's e-mail and Mail as well as the amount of storage space e-mail uses on pdQ smartphone.



Truncation is separate and independent from filtering.

To truncate messages:

- 1 Tap Truncate in the HotSync Options dialog to open the Truncate Options dialog.



- 2 Tap to select the truncation setting you want. The values range from 250 characters to 8000 characters.



If you select a low truncation value, you will have more room on pdQ smartphone to store messages.

- 3 Tap OK to confirm your selection and return to the HotSync Options dialog.

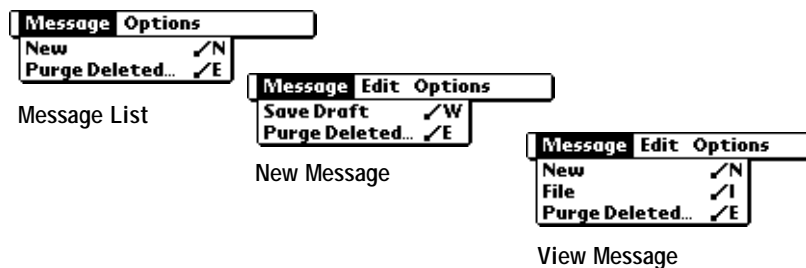
Mail Menu Commands

The Mail application includes menu commands to make it fast and easy to perform common file and editing tasks. This section explains the menu commands that are specific to the Mail application.

See "Using Menus" in the *pdQ Basics Handbook* for information about menu commands common to all pdQ smartphone applications.

Message Menu

The Message menu varies based on whether you are viewing a message, creating a message or viewing the Message List.



Mail

Mail Menu Commands

- New** Displays the Create Message screen, where you can create a new e-mail message.
- Save Draft** Saves the current message as a draft and moves it to the Draft folder. pdQ smartphone Draft messages until you send or delete them.
- File** Moves the current message to the Filed folder. pdQ smartphone stores Filed messages until you delete them.
- Send** Moves the current message to the Outbox folder. pdQ smartphone stores all sent messages in the Outbox folder until you perform a HotSync operation.
- Delete** Moves the current message to the Deleted folder. pdQ smartphone stores deleted messages in the Deleted folder until you perform a HotSync operation, at which time it permanently removes deleted messages.
- Purge Deleted** Enables you to empty (purge) the contents of the Deleted folder. pdQ smartphone deleted messages in the Deleted folder until you perform a HotSync operation. By purging deleted messages, you free up storage space on pdQ smartphone before your next HotSync operation.
- The Purge Deleted command displays an alert, prompting you to confirm that you want to purge all messages from the Deleted folder. If you tap Yes, all deleted messages are purged from the memory of pdQ smartphone.
- Messages that you purge are deleted from your computer's e-mail application during the next HotSync operation.

Options Menu

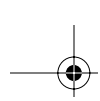
When you select the Options menu, its menu commands vary depending on whether you are creating or editing a message.



Message List

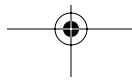


New Message



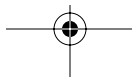
Mail Menu Commands

Font	Enables you to adjust the size of the text on the screen. This can make it easier to read the text or to fit more text in the display area.
Preferences	Enables you to define a specific string of text as a signature and to select whether or not pdQ smartphone displays an alert when you delete a message.
HotSync Options	Opens a dialog, where you can select different ways to filter messages synchronized between your computer's e-mail application and pdQ smartphone. You can create simple or complex filters to control the type of messages downloaded to pdQ smartphone. In addition, you can define separate settings for local and remote synchronizations.
Look Up	<p>Opens a dialog, which contains the Address List from your Address Book. By tapping a selection, you enter that address into the To field of any message you are creating.</p> <p>The Look Up command is available only when you are creating a message.</p>
About Mail	Shows version (revision) information for the Mail application.





Mail Menu Commands



Chapter 9

Memo Pad



The Memo Pad provides a place to take notes that are not associated with Date Book, Address Book or To Do items.

With the Memo Pad, you can:

- Take notes or write any kind of message on your pdQ™ smartphone.
- Drag and drop memos into popular computer applications like Microsoft Word, when you synchronize using Palm™ Desktop software and HotSync® technology.
- Assign categories for memos. This enables you to quickly view just your business-related memos, personal memos or any other category that you define.
- Quickly jot down phone numbers and other types of information. Later, you can copy and paste this information to other applications.

To open the Memo Pad:

- 1 Open the keypad, then tap  to open the Applications Launcher.
- 2 Tap  to display the Memo List screen.




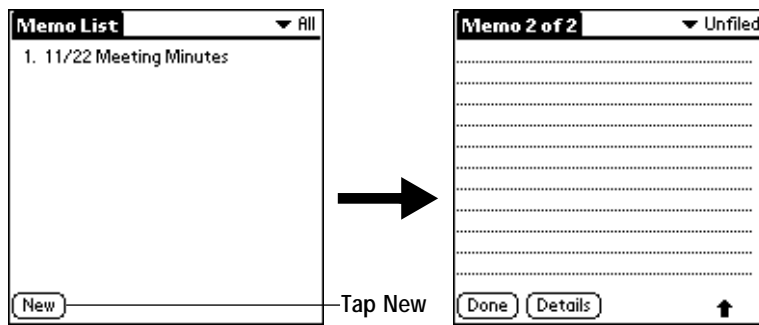
Working With Memos


A memo is where you enter, review and modify the individual Memo Pad entries. A memo can contain up to 4,000 characters; the number of memos you can store is dependent only on the memory available on pdQ smartphone.

Working With Memos

To create a new memo:

- 1 Tap  to display the Memo List screen.
- 2 Tap New to create a new memo.



 In the Memo List screen, you can also begin writing in the Graffiti® writing area to create a new memo. The first letter is automatically capitalized and begins your new memo.

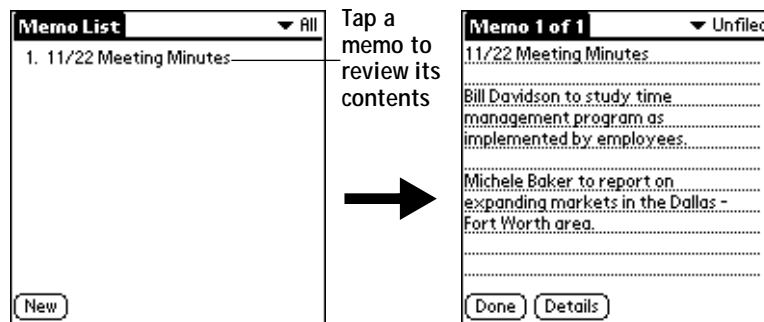
- 3 Enter the text you want to appear in the memo. Use the carriage return stroke to move down to new lines in the memo.
- 4 After you finish, tap Done to return to the Memo List screen.

Reviewing Memos

Each time you create a memo, the first line of the memo appears in the Memo List screen. This makes it easy to locate and review your memos.

To review the contents of a memo:

- 1 Tap the text of the memo that appears in the Memo List screen to display the memo on the screen.




- 2 Review or edit the text in the memo.

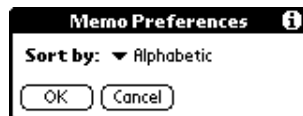
- 3 Tap Done to save your changes to the memo and return to the Memo List screen.

Arranging Memos

The Memo Preferences dialog enables you to sort your memos alphabetically or in any order that you want.

To select a sort option:

- 1 Tap  to open the Memo Pad menus in the Memo List screen.
- 2 Tap Preferences from the Options menu to open the Memo Preferences dialog.



- 3 Tap the Sort by pick list and choose Manual or Alphabetic.
- 4 Tap OK to close the Memo Preferences dialog and activate your setting.

Manually Arranging the Memo List

If you choose the Manual option for the Sort by setting, you can manually rearrange the order of the memos in the Memo List screen. When you rearrange your memos, pdQ smartphone rennumbers all the memos to reflect the new order.



The Manual setting of the Memo Preferences is not transferred to Palm Desktop. If you choose to display your memos alphabetically on Palm Desktop and then perform a HotSync operation, the arrangement of the memos on pdQ smartphone will still be in the order defined in the Memo Preferences setting.

To rearrange the order of your memos:

- 1 Select the Manual option in the Preferences dialog as described in the previous procedure.
- 2 In the Memo List screen, tap and drag the memo to a new location in the list. When you lift the stylus from pdQ smartphone's screen, the memo appears in its new location.

Choosing a Memo Category

Categories are used to file individual memos items into groups for easy review. You can assign and edit categories by using the Categories pick list (in the upper-right corner of the screen) or the Details dialog. See "Using

Marking a Private Memo

Categories” in the *pdQ Basics Handbook* for a complete description of categories.

Marking a Private Memo

You can designate a specific memo as “private.” When you activate the Security features, pdQ smartphone hides all private entries and you must enter a password to display them on the screen.

To mark a memo as private:

- 1 Tap the memo you want to mark as private to display it on the screen.
- 2 Tap Details to open the Memo Details dialog for that memo.



- 3 Select the Private check box.
- 4 Tap OK to close the Memo Details dialog and return to the memo screen.

Deleting a Memo

There are three ways to delete a memo: simply delete the text of the memo, use the Menu Command (as described in the “Record Menu” section in this chapter) or use the Memo Details dialog.

To delete a memo with the Memo Details dialog:

- 1 Tap the memo that you want to delete to display it on the screen.
- 2 Tap Details to open the Memo Details dialog.
- 3 Tap Delete to open the Delete Memo alert.
- 4 Tap OK to confirm that you want to delete the current memo.

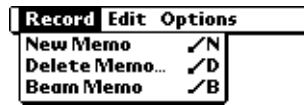
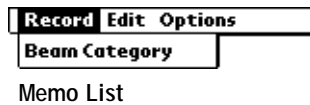
Memo Pad Menu Commands

Memo Pad Menu Commands

The Memo Pad includes menu commands to make it fast and easy to perform common file and editing tasks. See "Using Menus" in the *pdQ Basics Handbook* for information about menu commands common to all pdQ smartphone applications.

Record Menu

When you select the Record menu, its commands appear on screen.



Memo Pad

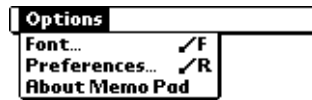
- | | |
|----------------------|--|
| New Memo | Creates a new memo. |
| Delete Memo | Opens an alert dialog, prompting you to confirm that you want to delete the current memo. Tap OK to delete the memo from pdQ smartphone, or tap Cancel to close the alert dialog and keep the memo.

By default pdQ smartphone removes the memo from the Memo List, but retains a copy of the memo and transfers it to an archive file on your computer the next time you perform a HotSync operation. To remove the memo completely, clear the Save archive copy on PC check box. |
| Beam Memo | Beams the current memo to another pdQ smartphone through the IR port. |
| Beam Category | Beams all memos in the current category to another pdQ smartphone through the IR port. |

Memo Pad Menu Commands

Options Menu

When you select the Options menu, its commands appear on screen.



Memo List



Memo screen

Font	Opens the Select Font dialog where you can choose a different font (text) style for your Memo Pad entries. See "Choosing Fonts" in the <i>pdQ Basics Handbook</i> for details.
Go to Top of Page	Moves to the top (first) line of the memo.
Go to Bottom of Page	Moves to the bottom (last) line of the memo.
Phone Lookup	Activates the Phone Lookup feature, which is described in "Using Phone Lookup" in the <i>pdQ Basics Handbook</i> .
Preferences	Activates the Memo Preferences dialog and enables you to define the sort order for your memos.
About Memo Pad	Shows version (revision) information for the Memo Pad application.

Chapter 10

pdQ SMS





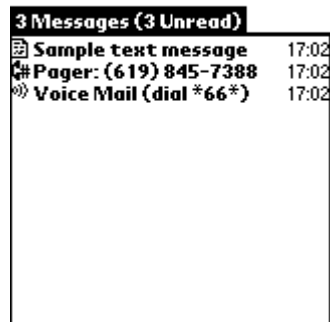
pdQ SMS lets you know if you have received text or pager messages and whether or not your voice mailbox contains voice mail. Your service provider gives you the number to call to check for voice mail, which is entered in Phone Preferences. *Chapter 2 Getting Started* in the *pdQ Basics Handbook* explains how to define phone preferences.

With pdQ SMS, you can:



- Distinguish between read and unread messages. All unread messages appear in **bold** while read messages appear as plain text.
- Learn whether or not your voice mail box contains voice mail messages.
- Respond to text and pager messages directly.

To open pdQ SMS:

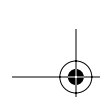
- 1 Open the keypad, then tap  to open the Applications Launcher.
- 2 Tap  to open pdQ SMS.





To return a page:

- 1 Open the keypad, then tap  on the pdQ smartphone screen to turn on the phone.
- 2 Tap  to open pdQ SMS.
- 3 Tap the call back phone number.

pdQ SMS



To check for voice mail:

- 1 Open the keypad, then tap  on the pdQ smartphone screen to turn on the phone.
- 2 Tap  to open pdQ SMS.
- 3 Tap the voice mail line entry number.

To remove all entries in pdQ SMS:

- Tap Purge to remove all acknowledged messages from pdQ SMS.



Chapter 11

pdQmail



Welcome to pdQmail™, the most powerful and versatile e-mail application available for the Palm III™ operating system. You can use pdQmail to send, receive, create, and manage e-mail messages directly from the pdQ smartphone. This capability makes it easier than ever to stay in touch with the added convenience that only a wireless smartphone you can hold in one hand provides.



pdQ smartphone is delivered with two e-mail applications: Mail and pdQmail. Mail lets you read, store, and delete e-mail messages received on your computer and to create e-mail messages. To transfer e-mail messages between pdQ smartphone and your computer, you need to synchronize the pdQ smartphone and your computer. You cannot use Mail to send or receive e-mail messages from pdQ smartphone.

Before using pdQmail to send or receive e-mail messages, you need to define:

- Modem preferences
- Network preferences
- pdQmail preferences

pdQmail preferences include adding a signature to your e-mail messages and setting a priority. For detailed information, see the *pdQ Basics Handbook*.

With pdQmail, you can:

- Write, send, forward, and receive e-mail messages using pdQ smartphone.
- Define up to 15 mailboxes for storing e-mail you send or receive.
- Include a personal signature and other details in your e-mail messages.
- Limit the number of lines in e-mail messages that display on the pdQ smartphone screen.

pdQmail

Starting pdQmail and Disconnecting From the Network

To open pdQmail:




- Open the keypad, then tap  to display the pdQmail In mailbox.




Identifies the open mailbox

Starting pdQmail and Disconnecting From the Network

To start pdQmail:

- 1 Open the keypad, then tap  to turn on the phone.
- 2 Tap  to open the Applications Launcher.
- 3 Tap  to display the last screen you worked on.


To disconnect from the network:

- 1 While in pdQmail, tap .
- 2 Tap Disconnect from the Mail menu.

Checking For and Viewing E-mail Messages

The Message List lists incoming messages, who sent them, and the date they were received. After your mail is delivered, it is listed by e-mail name, subject, and date. You need to select and open your mail messages.

To check for e-mail messages:

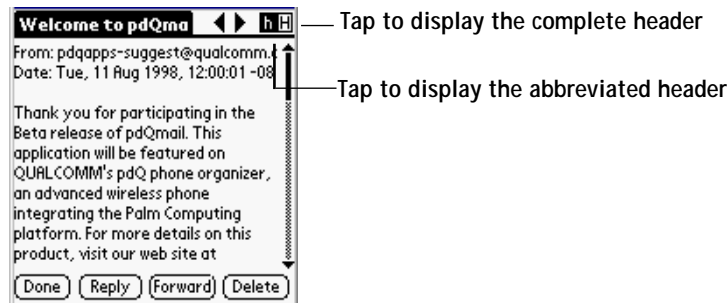
- 1 Tap  from pdQmail.
- 2 Tap Check Mail from the Mail menu.



A progress window shows your dial-up and service connection progress.

To open an e-mail message:

- Tap to select the message in the desired mailbox.



Displaying Complete Header Information

By default, pdQmail displays abbreviated header information. The abbreviated header displays only the From and Date fields. The complete header includes the From, Date, Subject, and Cc fields. The same header type displays for all messages.

To display complete header information:

- 1 Open an e-mail message.
- 2 Tap H in the upper right corner of the screen.



To display the abbreviated header, tap h.

Creating E-mail Messages


You create e-mail messages with pdQmail the same way you create messages with your computer's e-mail application: you identify the e-mail recipient(s), define a subject, and write the e-mail.

You create messages and replies in the Message Composition screen. All messages must, at the very least, contain a valid e-mail address in the To field. It is also a good idea to include a subject.

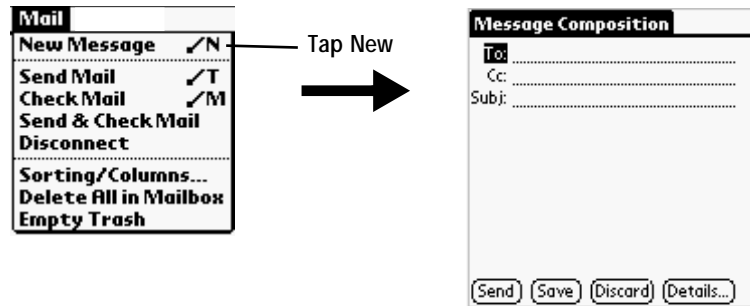


When writing or editing an e-mail message, use the Edit menu to Undo, Cut, Copy, Paste, and Select All.

To create an e-mail message:

- 1 From pdQmail, tap  to display pdQmail menus at the top of the screen.
- 2 Tap New Message from the Mail menu to display the Message Composition screen.

Creating E-mail Messages



- 3 Tap the To line, then use the stylus to write Graffiti® script or use the on-screen keyboard to enter the e-mail address of the recipient.



To send a copy of this message to additional recipients, tap the Cc line, then enter the e-mail address for each additional recipient. Be sure to separate each address with a comma followed by a space.

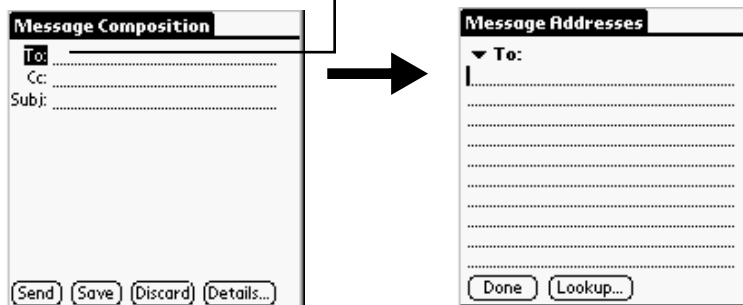
- 4 Tap the Subj line, then enter a subject for your e-mail message.
- 5 Tap the Body line, then enter the body text.
- 6 Tap Send to either place the e-mail message in your Out mailbox or send it immediately when pdQ is connected to the network.

To extend the screen display:

If the To or Cc field requires more space than what is available, you can extend the screen display.

- 1 Tap the field name (for example, "To") to expand that field.

Tap the name of the field to open it



- 2 Enter the appropriate information.
- 3 Tap Done to return to the Message Composition screen.

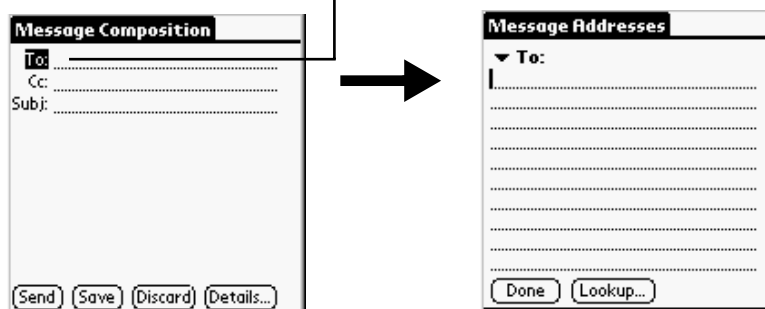
Looking Up an Address

You can look up a recipient's e-mail address from the Address Book directly. You can either tap Lookup or use the Command stroke /L from the Message Address screen.

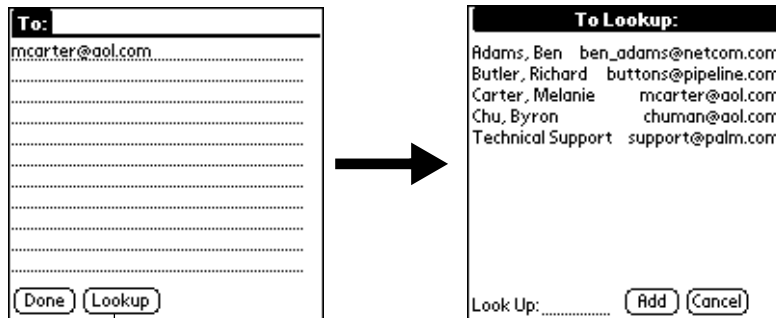
To look up an address:

- 1 Tap the To or CC field name to expand the field.

Tap To or Cc to open the screen



- 2 Enter a few letters of the address you want to find on the first line, then tap Lookup.
- 3 If the letters you enter identify a unique listing from your Address Book, pdQ smartphone completes the address for you. If not, the Lookup dialog appears.



Tap here

- 4 Tap an address to select it.
- 5 Tap Add to enter the address in the To or Cc field.

pdQmail

Sending Messages

To Lookup:

Adams, Ben	ben_adams@netcom.com
Butler, Richard	buttons@pipeline.com
Carter, Melanie	mcarter@aol.com
Chu, Byron	chuman@aol.com
Technical Support	support@palm.com

Look Up: **Add** **Cancel**

Tap here to enter address in field

Sending Messages


When you send messages from the pdQ smartphone, it stores them in the Out mailbox folder until you either establish a network connection or the next time you synchronize the pdQ smartphone with your computer.

To send a message:

- Tap Send in the Message Composition screen after you create a message.

To send a blind carbon copy (Bcc) e-mail message:

You can forward a copy of all e-mail messages you send to someone without other e-mail recipients knowing it.

- 1 Tap  to display pdQmail menus at the top of the screen.
- 2 Tap Options, then Mail Sending Options to display the Mail Sending Preferences screen. Then tap More Prefs.

Mail Sending Preferences ⓘ

Real Name:
Robert Montgomery

SMTP Server:
worldmail.qualcomm.com

Return Address (optional):
Robert@qualcomm.com

☐ Send immediate

☐ Keep copies in "Out"

OK **Cancel** **More Prefs...**



More Sending Preferences ⓘ

Default domain:
qualcomm.com

Auto Bcc address:
.....

Time Zone: ☒ auto set

Signature: ☒ Use by default
Robert Montgomery
Ext. 6746

OK **Cancel**

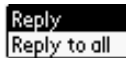
Tap here

Replying to E-mail Messages

You can respond to an e-mail message directly or forward it to others.

To reply to a message:

- 1 Tap the message you want to respond to.
- 2 Tap Reply to open the Reply Options dialog.



- 3 Tap Reply to only respond to the Sender. Tap Reply to all to reply to the sender and all recipients receiving a copy of the message.



You have several message options to choose from, such as setting a priority for the e-mail message. See "Adding Message Details" earlier in this chapter for more information.

- 4 Enter your response or edit the content as needed.
- 5 Tap Send to place your reply in the Out mailbox.

Forwarding a Message

You can forward any message you receive to someone else.

To forward a message:

- 1 In the open message, tap Forward. A new message window is displayed with your address, the original subject trailed by "Fwd," and the original sender's text quoted in the message body.
- 2 Make any changes you want, and enter the recipient's address in the To field. The message can then be sent or saved in the Out mailbox for further changes.



If you forward an outgoing message, attachments received are never included.

pdQMail

Closing E-mail Messages

To close an e-mail message:

- ▶ Tap Done to close the message and return to the Message List.

Deleting Messages

Deleting Messages

To delete a message:

- 1 Open the message you want to delete.
- 2 Tap Delete.



The message is transferred to your Trash mailbox. When you delete messages from the Trash, it is deleted from your pdQ smartphone.

Disconnecting from the Server

After sending and receiving e-mail messages, you need to disconnect from the server.


To disconnect from the server:

- Tap , then Disconnect from the Mail menu.

Changing Your Password

These instructions explain how to change the password on the server.

To change your password when checking for mail:

- 1 To display pdQmail menus at the top of the screen, tap .
- 2 Tap Options, then Change Password to display the dialog below.



- 3 In the Old password field, enter your current password.
- 4 In the New password field, enter your new password.
- 5 Click OK. pdQmail connects to the server and changes your password.


Working with Mailboxes

Mailboxes contain all of your incoming and outgoing message header information. When you first start pdQmail, the In mailbox displays with its list of messages. The In, Out, and Trash mailboxes are included with pdQmail. You can create more mailboxes if you need them.

Creating Mailboxes

You can create up to 15 mailboxes for storing e-mail messages you send and receive. Once you open a message, you can file it in a mailbox.

To create a mailbox:

- 1 Open an e-mail message, then tap .
- 2 Tap File in Mailbox from the Message menu.



- 3 Tap New Mailbox from the Mailbox list.




- 4 Tap the New Mailbox line, then enter the name of the new mailbox.
- 5 When finished, tap OK.

Displaying the Mailbox List

You can display your list of mailboxes from any mailbox. The number of messages within each mailbox appears in parentheses to the right of the mailbox name.

To display the list of mailboxes:

- 1 Start pdQmail.
- 2 Tap  next to a mailbox name.


Working with Mailboxes



Filing a Message in a Mailbox

Once you have created mailboxes, you can transfer any message you retrieve to a mailbox of your choice.

To file a message in a mailbox:

- 1 Tap to select and open a message.
- 2 Tap  to open the pdQmail menus.
- 3 Tap Message, then File in Mailbox.





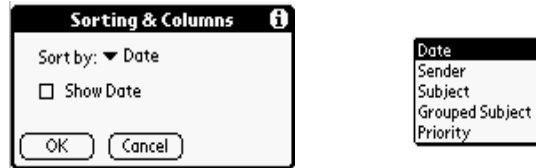
- 4 To transfer the message, tap the mailbox displayed in the list. The message is transferred to that mailbox.

Sorting E-mail Messages

You can sort incoming e-mail by date, sender, subject, grouped subject, or priority. High-priority messages always appear first, no matter how you sort your messages in a mailbox.

To sort your messages in a mailbox:


- 1 Tap  to the left of the mailbox whose e-mail messages you want to sort.
- 2 Tap , then Mail.
- 3 Tap Sorting/Columns.



4 Tap Sort by ▼ to display the list of sorting options:

- | | |
|------------------------|--|
| Date | Sorts messages by date and displays the most recent message at the top of the screen. |
| Sender | Sorts messages by the sender's user name and displays them in ascending alphabetical order —based on the first word of the sender field. |
| Subject | Sorts messages by the subject and displays them in ascending alphabetical order — based on the first word of the subject field. |
| Grouped Subject | Sorts messages by group, then groups are sorted by date (oldest to current). |
| Priority | Sorts by priority (highest to lowest). |


5 Tap the sort option you want to use, then tap OK when finished.


 If you want to display the day an e-mail message was sent or received, check the Show Date check box.

6 When finished, tap OK.

Deleting E-mail Messages from a Mailbox

To delete all of the messages in a mailbox:

- 1 Open the mailbox that contains the messages you want to delete.
- 2 Tap , then Mail.
- 3 Tap Delete All in Mailbox.

 All of the messages are placed in the Trash. Empty the Trash to permanently delete the email-messages from pdQ smartphone.

To empty the Trash:

- 1 Tap , then Mail.
- 2 Tap Empty Trash.

pdQmail Shortcuts

pdQmail Shortcuts

pdQmail includes shortcuts that give you quick access to menu options. Shortcuts, entered using Graffiti script, appear to the right of applicable menu options.



To use a shortcut:

- Write / and then the letter that corresponds to the shortcut you want to use in the left side of the Graffiti writing area.

Managing pdQmail Attachments

If an incoming message includes an attachment, pdQmail displays only the name and file extension of the file but will not deliver the attachment because of the file size limitation of the pdQ smartphone. Attachment information is usually at the end of a message. If there is more than one file attached to the message, pdQmail provides information only on the first one. You need to open attachments from the application after downloading them to your computer.

Working with Different Types of Text

pdQmail displays plain, "text/enriched," and Hyper Text Markup Language (HTML) text and saves it until you perform HotSync. pdQmail also:

- Converts HTML to plain text
- Handles sets and encodings for U.S. English and many European languages
- Handles a limited amount of Unencode (an encoding type)

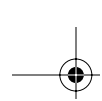
When sending HTML formatted e-mail, usually two copies of the message are included, the first in plain text, the second in HTML formatted text. When pdQmail encounters this, it displays the text version of the message if the HTML formatted text has not been completely retrieved. Then, if you retrieve the rest of the message, the message text you see won't change, but you will see the added HTML formatted text.

Getting Help

In pdQmail, tap ⓘ in the upper-right corner of the window to display help text. Click the up or down arrow on the lower-right to display more help text.



pdQmail



Getting Help



Chapter 12

Web



The pdQ smartphone web application, Web, is one of QUALCOMM's newest wireless communications solutions. It defines a new Internet browser standard and gives you quick access to Internet sites. Web makes moving between sites and scrolling through documents a snap. As an added bonus, internet searches exclude banners and graphics, which saves you time. Once Web is set up, it takes only a couple of taps to visit an Internet site anywhere in the world!

Before searching the Internet, you need to define:

- Modem preferences
- Network preferences

You also need to establish an account for network services with an Internet Service Provider (ISP). The *pdQ Basics Handbook* lists the information the ISP provides.

With Web, you can:

- Create an unlimited number of bookmarks (web addresses).
- Sort web site bookmarks by categories.
- Navigate the web using a scroll bar and hotlinks.

You can use the Web to perform operations like these:

- Tap the scroll bar on the right of the screen to scroll through text.
- Tap the arrows on the bottom of the screen to move forward and backward.
- Tap bold text to visit a different site.

Here are a few more tips for getting around:

- Tap Details to learn more about a site.
- Tap Bookmark this Page to add a bookmark.
- Tap Refresh this Page to reload the site.

Web

Starting and Disconnecting from the Internet

Starting and Disconnecting from the Internet



To start Web:

- 1 Open the keypad, then tap  to turn on the phone.
- 2 Tap  to display the Applications Launcher.
- 3 Tap  to display the web's Bookmark screen.




If a web page displays, tap the Bookmarks button at the bottom of the screen.

To disconnect from the Internet:

- While in Web, tap  to close it then  to turn off the phone.

Adding, Editing, or Deleting a Bookmark

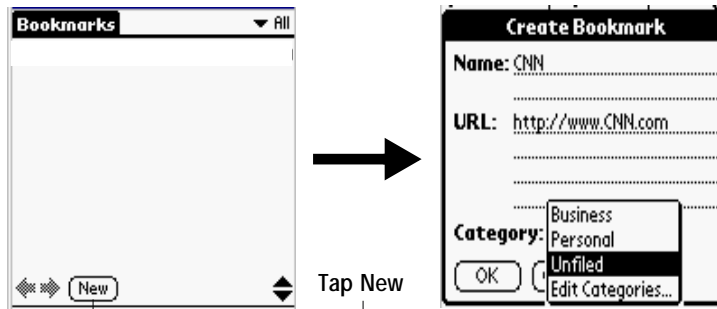
To add a bookmark:

- 1 Tap  from the Applications Launcher to display the Bookmarks screen.



If you are connected to your server, the last Internet site you accessed appears instead of the Bookmarks screen. To display the Bookmarks screen, tap Bookmarks at the bottom left of the screen.

- 2 To set up a new web address, tap New to open the Create Bookmark dialog box.




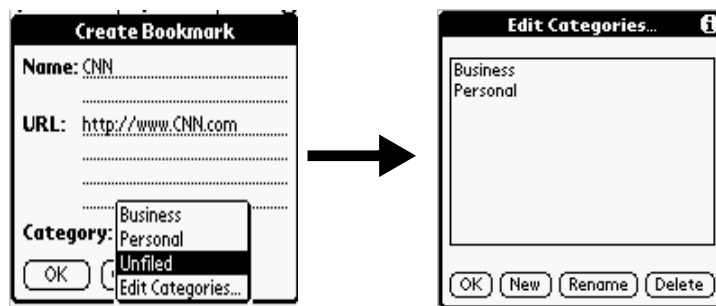
Adding, Editing, or Deleting a Bookmark

- 3 In the URL field, enter the name for the web site you wish to access (for example, CNN). The **www** and the **.com** are automatically added to the name. Notice that the name you enter in the URL field appears in the Name field. You may edit this field if you wish. Whatever appears in the Name field appears in the bookmark list on the Bookmarks screen.

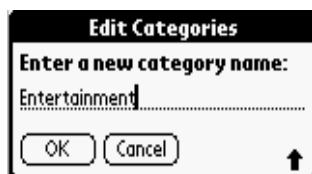


The content of the Name field appears in the bookmark list on the Bookmarks screen.

- 4 Tap  to open the Edit Categories dialog.
- 5 Select the category that best describes this web site. There are a few preset categories, but you may add, delete, or rename categories at any time by selecting Edit Categories from the Category drop-down menu. The Edit Categories screen displays.
- 6 Tap the category you want to assign to the bookmark, then tap OK.




- 7 To add a new category, tap New; or to edit a category, select it and tap Edit. The Edit Categories dialog box appears prompting you to enter the name of the new category or edit the existing category.



- 8 When finished, tap OK.




On the Bookmarks screen, notice  at the top-right of the screen. Tap the arrow to display the drop-down category list, and you can choose the category of the bookmarks you want to display. Also, if you tap Edit Categories, the Edit Categories screen displays.


Web

Connecting to the Internet

To edit a bookmark:

- 1 Tap  that corresponds to the bookmark you want to edit.
- 2 Edit the information you want to change, then tap OK when finished.

To delete a bookmark:

- 1 Tap  that corresponds to the bookmark you want to delete.
- 2 Tap Delete, then tap OK twice.

Connecting to the Internet

Once you have defined bookmarks, you are now ready to connect to the Internet and to the bookmark's particular web site. You can also connect to the Internet using an address that is not set up as a bookmark. This is done via a menu option.

Connecting Using a Bookmark

You can connect directly to the Internet from one of your preset bookmarks.

To connect to the Internet using a bookmark:



- On the Bookmarks screen, tap the name of the bookmark. The Service Connection Progress screen shows the progress of the phone connection.



If you don't have a bookmark set up for a certain web address, you can still access its page.

Connecting Using an Address that Is Not a Bookmark

To access a web site without using a Bookmark:

- 1 To turn on the phone, tap  on the pdQ smartphone screen.
- 2 To display web menus at the top of the screen, tap .
- 3 From the Options menu, tap Visit Location.



- 4 The cursor is positioned between the two periods in the URL field. Enter the name of the web site.


Copying Text from an Internet Site to Applications

- 5 Tap OK. The Service Connection Progress screen shows the progress of the phone connection. Once connected to the Internet, you should be at the desired web site.

Copying Text from an Internet Site to Applications

You can copy information from an Internet site and paste it into any application that supports cut and paste operations.


To copy text from an Internet site to an application:

- 1 Tap and drag across the text you want to copy to highlight it.
- 2 Tap , then tap Edit.
- 3 Tap Copy to place the highlighted text on the pdQ smartphone clipboard.
- 4 Launch an application that supports cut and paste operations, then tap where you want to insert the text.
- 5 Tap Edit, then paste to insert the copied text.

Setting Up Web Preferences

You can set up how much cache memory you want on the pdQ smartphone to control your access speed to the Internet.

To display the Web Preferences dialog box:

- 1 To display Web menus at the top of the screen, tap .
- 2 From the Options menu, choose Preferences.



- 3 In the Maximum Cache Size field, enter the memory size of the cache. If you want to delete the cache, tap Delete Cache.
- 4 When finished, tap OK.


Web

Disconnecting from the Internet

Disconnecting from the Internet

Remember to disconnect from the Internet when you are finished searching.

To disconnect from the Internet:

- 1 To display Web menus at the top of the screen, tap .
- 2 Tap Options, then tap Disconnect to end your Internet session.

Web Shortcuts


Use shortcuts, which appear to the right of each menu option, to display menus and menu options. To perform a shortcut, draw a diagonal line from the bottom-left to the top-right of the graffiti area of your pdQ smartphone, then write the appropriate letter.



To use a Shortcut:

- Write / and then the letter that corresponds to the Shortcut you want to use in the left side of the Graffiti writing area.

Getting Help

In the Web application, tap  from the upper-right corner of the dialog box to get help. Tap the up or down arrow on the lower-right to display more help text.

Chapter 13

Preferences





The Preferences screens enable you to customize the configuration options on your pdQ™ smartphone. If you want to define a preference that is not described in this chapter, refer to the *pdQ Basics Handbook*.

With the Preferences screens, you can:

- Set the current date and time, the auto shut-off interval, and the system, alarm and game sounds.
- Set the display format for dates, times and numbers.
- Assign your name, phone number and other owner information to pdQ smartphone.
- Assign different applications to the buttons on the front panel of pdQ smartphone.
- Define a list of Graffiti® abbreviations.
- Align the screen on pdQ smartphone.
- Configure pdQ smartphone for use with a network.

To open the Preferences screens:

- 1 Open the keypad, then tap  to open the Applications Launcher.
- 2 Tap  to display the last Preferences screen you used.



- 3 Tap the pick list in the upper-right corner to select the Preferences screen you want to view.

Buttons Preferences

Buttons Preferences

The Buttons Preferences screen enables you to associate different applications with the buttons on the front of pdQ smartphone.

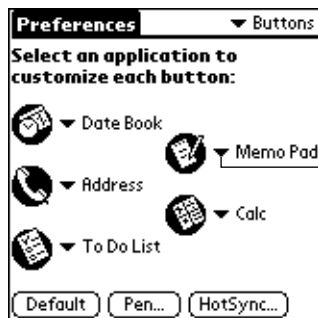
For example, if you find that you seldom use the To Do List application and often use the Expense application, you can assign the To Do List button to start the Expense application.

Any changes you make in the Buttons Preferences screen become effective immediately; you do not have to change to a different screen or application.

If you assign a different application to a button, you can still access the original application using the Applications Launcher. See "Selecting Applications" in the *pdQ Basics Handbook*.

To change the Buttons Preferences:

- 1 Tap the pick list next to the button you want to assign in the Buttons Preferences screen to display a list of all the applications installed on pdQ smartphone.



Tap arrow to show pick list

- 2 Tap the application that you want to assign to the button.

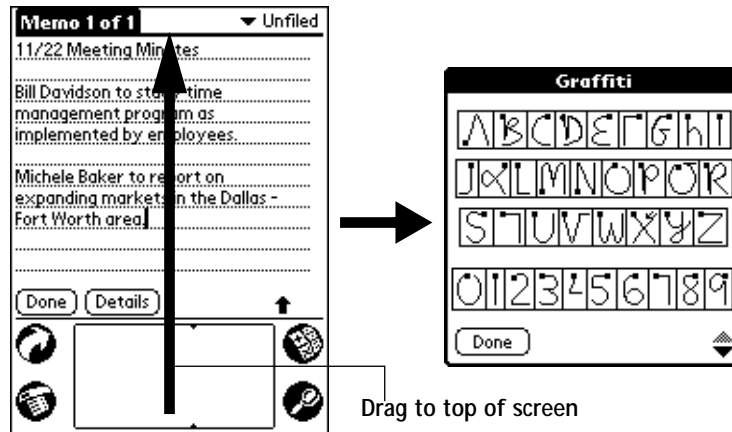


To restore all of the buttons to their factory settings, tap the Default button.

Pen Preferences

The Buttons Preferences screen enables you to change the Button assignment of the full-screen pen stroke. By default, the full-screen pen stroke activates the Graffiti Help dialog.

Buttons Preferences



Preferences

To change the Pen preferences:

- 1 Tap Pen in the Buttons Preferences screen to open the Pen dialog.



- 2 Tap the pick list and select one of the following settings for the full-screen pen stroke:

Backlight	Activates the backlight feature of pdQ smartphone. You can use this setting instead of the power button to turn the backlight on and off.
Keyboard	Activates the on-screen keyboard for entering text characters.
Graffiti Help	Activates a series of screens that show the complete Graffiti pen stroke character set.

Digitizer Preferences

Turn Off & Lock Turns off and locks pdQ smartphone. You must assign a password to lock pdQ smartphone. When locked, you need to enter the password to use pdQ smartphone.

Beam Data Beams the current entry to another pdQ smartphone.

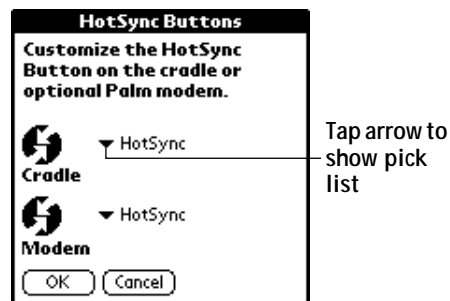
- 3 Tap OK to complete your selection and return to the Buttons Preferences screen.

HotSync® Buttons Preferences

Any changes that you make in the HotSync Buttons dialog become effective immediately; you do not have to change to a different screen or application.

To change the HotSync Buttons preferences:

- 1 Tap HotSync in the Buttons Preferences screen to open the HotSync Buttons dialog.
- 2 Tap the pick list next to the button you want to assign to display a list of all the applications installed on pdQ smartphone.



- 3 Tap the application that you want to assign to each button. The default setting for each button is the HotSync setting, which means the cradle.

Digitizer Preferences

The Digitizer Preferences screen activates the digitizer calibration screen. This is the same screen that appears when you start pdQ smartphone for the first time. A complete description of how to use the digitizer calibration screen appears in the "Aligning the Screen" section in the *pdQ Basics Handbook*.

Formats Preferences

Use the Formats Preferences screen to set the display format of the dates, times and numbers on pdQ smartphone.

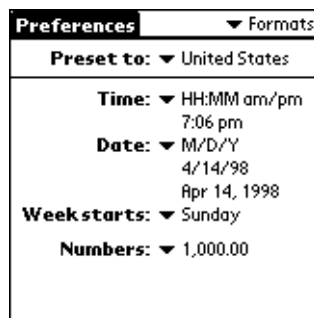
Country Default

The country default sets date, time, week start day, and number conventions based on geographic regions where you might use pdQ smartphone. For example, in the United Kingdom, time often is expressed based on a 24-hour clock. In the United States it is based on a 12-hour clock with an AM or PM suffix.

All pdQ smartphone applications use the Country default settings. You can, however, customize your own preferences as described in the "Time, Date, Week Start and Numbers Formats" section later in this chapter.

To set the country default:

- 1 Tap the country name in the Formats Preferences screen to open the Country pick list.



- 2 Tap the setting you want to use.

Time, Date, Week Start and Numbers Formats

The Time setting defines the format for the time of day. The time format that you select appears in all applications on pdQ smartphone.

To select the Time, Date, Week start and Numbers format:

- 1 Tap the Time pick list in the Formats Preferences screen, and select the format that you want for pdQ smartphone.
- 2 Tap the Date pick list and select the format you want to use.
- 3 Tap the Week starts pick list and select whether you want the first day of the week to be either Sunday or Monday.

General Preferences



This setting controls the Day, Week and Month views in the Date Book application and all other aspects of pdQ that display a calendar.

- 4 Tap the Numbers pick list and select the format that you want for pdQ smartphone.

General Preferences

The General Preferences screen is where you set the time, date, auto shut-off interval and sounds for pdQ smartphone.

Auto-Off Delay

pdQ smartphone has an automatic shutoff feature that turns off the power and backlight after a period of inactivity. This feature helps conserve battery power in case you forget to turn off pdQ smartphone.

If you find that pdQ smartphone shuts itself off before you finish reviewing the information on the screen, you should increase the time setting of the automatic shutoff feature.

To set the Auto-off delay:

- 1 Tap the Auto-off after setting in the General Preferences screen to open the pick list.
- 2 Tap the setting you want to use for the automatic shutoff feature. You can choose a delay of 1 minute, 2 minutes or 3 minutes.

System, Alarm and Game Sounds

pdQ smartphone uses a variety of sounds. The System, Alarm and Game Sound settings enable you to turn the sounds on or off, and to adjust the volume level.

To set the system and alarm sounds:

- 1 Tap the System Sound pick list in the General Preferences screen and select the sound level.



When you turn off the System Sounds, you also turn off the "chime" tones associated with the HotSync operation.

- 2 Tap the Alarm Sound pick list and select the sound level.
- 3 Tap the Game Sound pick list and select the sound level.



The Game Sound setting works only with games that are programmed to respond to this setting. Older games typically do not respond to this setting.


Working with Service Templates

The *pdQ Basics Handbook* describes how to define fields for service template.


Creating Additional Service Templates

You can create additional service templates from scratch or by duplicating existing templates and editing information. After you create a new or duplicate template, you can add and edit settings.

To add a new service template:

- 1 Tap  in the Network Preferences screen to open the menus.
- 2 Tap New from the Service menu to create a new service template (called Untitled) to the Service pick list and display it in the Network Preferences screen.


To duplicate an existing service template:

- 1 Tap the Service pick list in the Network Preference screen to open a list of all the predefined service templates.
- 2 Tap the service you want to duplicate.
- 3 Tap  to open the Network Preferences menus.
- 4 Tap Duplicate from the Service menu to add a copy of the service template to the Service pick list and display it in the Network Preferences screen.

Deleting a Service Template

There is only one way to delete a service template: use the Delete command from the Service menu.

To delete a service template:

- 1 Tap the Service pick list in the Network Preference screen to open a list of available service templates.
- 2 Tap the service you want to delete.
- 3 Tap  to open the menus for the Network Preferences screen.
- 4 Tap Delete from the Service menu to display the Delete Service alert.
- 5 Tap OK to confirm that you want to delete the service template.

Network Preferences Menu Commands

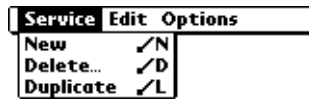
The Network Preferences screen includes menu commands to make it fast and easy to create and edit service templates. This section explains the menu commands that are specific to the TCP/IP application.

Network Preferences Menu Commands

See "Using Menus" in the *pdQ Basics Handbook* for information about menu commands that are common to all of pdQ smartphone applications.

Service Menu

When you select the Service menu, its commands appear on screen.



Options Menu

- New** Creates a new (empty) service template and adds it to the Service pick list.
- Delete** Deletes a selected service template from the Service pick list.
- Duplicate** Copies the selected service template and adds it to the Service pick list.

When you select the Options menu, its command appears on screen:



- View Log** Displays the Network Log screen

TCP/IP Troubleshooting

If you are having a problem establishing a network connection using TCP/IP, check this section and try the suggestions listed.

Displaying expanded Service Connection Progress messages

It's helpful to identify at what point in the login procedure the connection fails. An easy way to do this is to display the expanded Service Connection Progress messages. Expanded Service Connection Progress messages describe the current stage of the login procedure. Press the lower half of the Scroll button at any point during login to display these messages.

Viewing the Network Log

If viewing the expanded Service Connection Progress messages does not give you enough information to find out why you cannot connect to your ISP or dial-in server, take a look at the Network Log. The Network Log lists all of the communication that occurs between your modem and your dial-in server during the login procedure. The information in the Network Log can

help your ISP or your System Administrator pinpoint where the login procedure communication fails and why.

To view the Network Log:

- 1 From the Network Preferences screen, tap View Log from the Options menu to display the Network Log screen.
- 2 Tap the up and down arrows of the scroll bar to see the entire Network Log.
- 3 After you finish, tap Done to return to the Network Preferences screen.

Adding a DNS Number

If your ISP or dial-in server requires a DNS number and you did not enter that information in the Network Preferences screen, it will appear that you successfully logged into your network. However, when you try to use an application or look up information, the connection fails. If this occurs, try adding a DNS number. Ask your ISP or your System Administrator for the correct Primary and Secondary DNS IP numbers.

Owner Preferences

Use the Owner Preferences screen to record a name, company name, phone number or other information you want to associate with pdQ smartphone.

If you use the Security application to turn off and lock pdQ smartphone with a password, information that you put in the Owner Preferences displays the next time you turn on pdQ smartphone. See "Security" for more information.

To enter the Owner Preferences:

- Enter the text you want to associate with pdQ smartphone in the Owner Preferences screen. If you enter more text than will fit on one screen, a scroll bar automatically appears on the right side of the screen.

The screenshot shows the 'Owner Preferences' screen with a title bar containing 'Preferences' and a dropdown menu set to 'Owner'. The screen contains several text entry fields with dotted lines for input. The text entered in the fields is as follows:

- 'This device is owned by:'
- 'Midyne Spear'
- 'Creative Spearit'
- 'Bonny Doon, CA'
- '408-555-1212'
- 'If found, please contact me.'

A vertical scroll bar is visible on the right side of the screen, indicating that the text in the fields exceeds the visible area.

If you assign a Password (with the Security application), the information in

ShortCuts Preferences

the Owner Preferences screen “locks” and cannot be changed. In this case, an Unlock button appears at the bottom of the screen.

To unlock the Owner Preferences screen:

- 1 Tap Unlock in the Owner Preferences screen to open the Unlock Message dialog.
- 2 Enter the password that you defined in the Security application, and tap OK.

ShortCuts Preferences

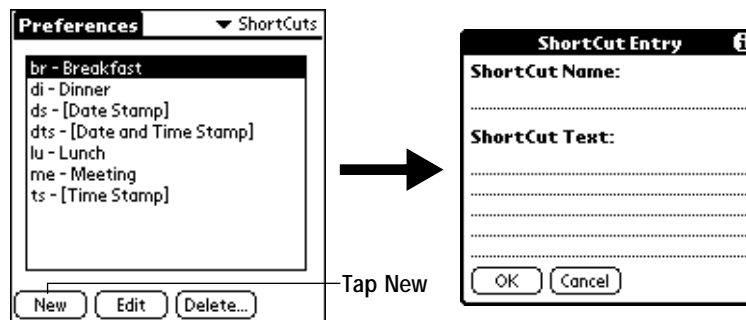
The ShortCuts Preferences screen enables you to define abbreviations for entering text with Graffiti. This section describes how to create, edit and delete a ShortCut. For details on the use of ShortCuts, see the “Graffiti ShortCuts” section in “Writing With the Stylus” in the *pdQ Basics Handbook*.

Creating a ShortCut

You can create a ShortCut for any words, letters or numbers. All ShortCuts you create appear on the list in the ShortCut Preferences screen. All the ShortCuts are available in any of pdQ smartphone applications and are backed up on your computer when you perform a HotSync operation.

To create a ShortCut:

- 1 Tap New in the ShortCut Preferences screen to open the ShortCut Entry dialog.



- 2 On the ShortCut name line, enter the letters you want to use to activate the ShortCut.
- 3 Tap the ShortCut Text area and enter the text that you want to appear when you write the ShortCut characters.
- 4 Tap OK to close the ShortCut Entry dialog and define your ShortCut.

ShortCuts Preferences



To use a ShortCut, draw the ShortCut stroke followed by the ShortCut characters. The ShortCut symbol appears at the insertion point and indicates you are in ShortCut mode.

Editing a ShortCut

After you create a ShortCut, you can modify it at any time.

To edit a ShortCut:

- 1 Tap the ShortCut you want to edit in the ShortCuts Preferences screen.
- 2 Tap Edit to display the ShortCut Name and ShortCut text in the ShortCut Entry dialog.
- 3 Make the changes you want and tap OK.

Deleting a ShortCut

If you no longer need a ShortCut, you can delete it from the list of ShortCuts.

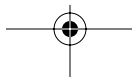
To delete a ShortCut:

- 1 Tap the ShortCut you want to delete in the ShortCuts Preferences screen.
- 2 Tap Delete to display an alert dialog.
- 3 Tap Yes to confirm that you want to delete your ShortCut.

Preferences



ShortCuts Preferences



Chapter 14

Security





Your pdQ™ smartphone comes with a Security application so that unauthorized users cannot view the entries you wish to protect. Use Phone Preferences to define security for the pdQ smartphone.

With the Security application you can:

- Hide record entries you mark as “Private.” You can hide private entries with or without a password. Without a password, private entries are hidden until you set the Security application to show them. With a password, you must enter the password to view the private entries.
- Turn off and lock pdQ smartphone so that it does not operate until you enter the correct password.

To open the Security application:

- 1 Open the keypad, then tap  to open the Applications Launcher.
- 2 Tap  to display the Security screen.



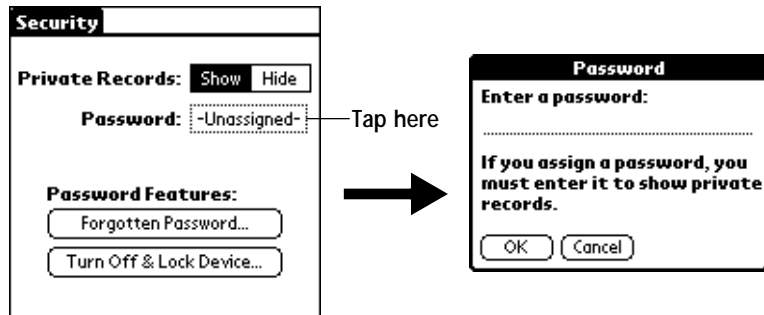
To assign a password:

You can assign a password to protect your private entries and to lock pdQ smartphone.

- 1 Tap the Password box in the Security screen to open the Password dialog.

Security

Hiding Private Entries



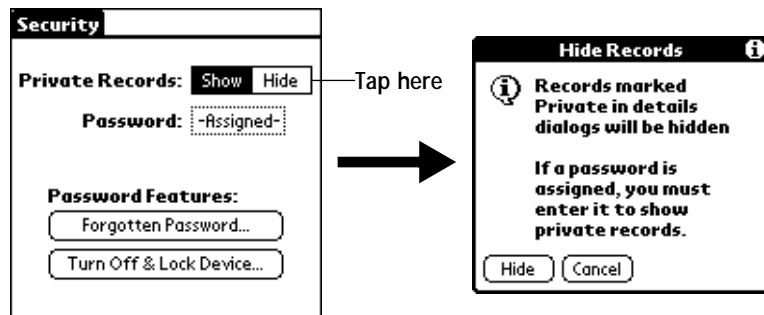
- 2 Enter the password that you want for pdQ smartphone.
- 3 Tap OK to open a confirmation dialog.
- 4 Enter the *same* password a second time, and tap OK to assign that password to pdQ smartphone.

Hiding Private Entries

You can hide the entries that you mark as private. If you assign a password, you must enter it to show entries you mark as private. Note that pdQ smartphone merely hides the entries; it does not delete them.

To hide Private entries:

- 1 Tap the Hide box in the Security screen to open the Hide Records dialog.



- 2 Tap the Hide box to hide entries you mark Private and to close the Hide Records dialog.

Showing Private Entries

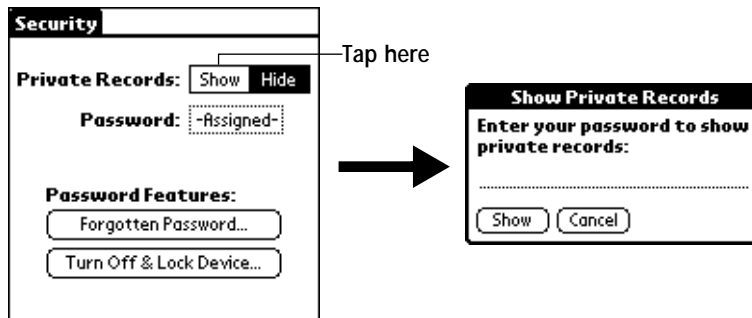
After you hide Private entries, you can use the Security application to display them again.

To show Private entries:

- 1 Tap the Show box in the Security screen.



If you did not assign a password, your Private entries should be visible. If you did assign a password, the Show Private Records dialog appears.



- 2 Enter your password.
- 3 Tap the Show box to close the Show Private Records dialog and display Private entries in pdQ smartphone applications.

Locking pdQ Smartphone

You can also lock pdQ smartphone, so that you need to enter your password to operate it.

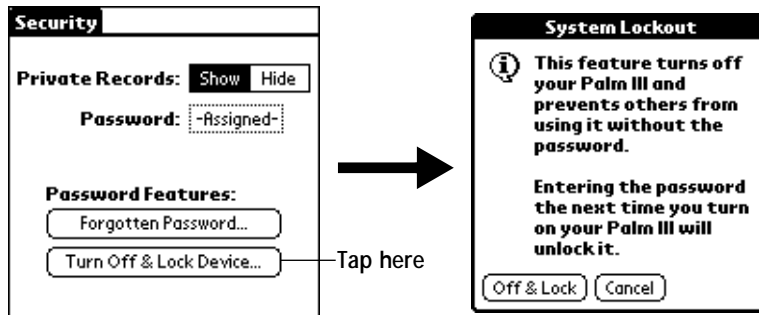


If you lock pdQ smartphone as described in the following procedure, you need to enter the exact password to re-activate pdQ smartphone. If you forget the password, you need to use the reset button to resume using pdQ smartphone. Using the reset button deletes all the entries in pdQ smartphone; however, you can restore all synchronized data at the next HotSync® operation. For information about how to use the reset button, see "Resetting pdQ Smartphone" in the *pdQ Basics Handbook*.

To lock pdQ smartphone with a password:

- 1 Use the HotSync application to synchronize the data between pdQ smartphone and your computer.
- 2 Assign a password as described in "Assigning a Password" earlier in this chapter.
- 3 Tap the Turn Off & Lock Device button in the Security screen to open the System Lockout dialog.

Changing or Deleting a Password



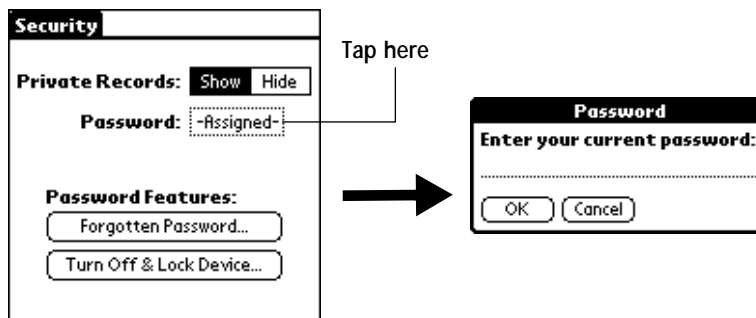
- 4 Tap the Off & Lock button to turn off the power for pdQ smartphone.
- 5 Start pdQ smartphone and enter the password.

Changing or Deleting a Password

Once you define a password for pdQ smartphone, you can change or delete it at any time. You must enter the current password before you can change or delete it.

To change or delete your password:

- 1 Tap the Assigned box in the Security screen to open the Password dialog.



- 2 Enter the current password.
- 3 Tap OK to open a dialog that prompts you for a new password.

Recovering from a Forgotten Password



- 4 To change the password, enter the new password and tap OK. To delete the password, tap Delete.

Recovering from a Forgotten Password

If you forget your password, you can delete the password from pdQ smartphone. Deleting a forgotten password also deletes all entries and files marked as Private.

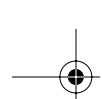


If you synchronize with your computer before deleting a forgotten password, pdQ smartphone restores your private entries the next time you perform a HotSync operation, but it does not restore the password.

To delete a forgotten password:

- 1 Tap the Forgotten Password button in the Security screen to open the Delete Password dialog.
- 2 Tap Yes to delete the password, as well as all records and entries marked "Private."

Security



Recovering from a Forgotten Password



Chapter 15

Speed Dialer



The Speed Dialer stores a list of up to 99 phone numbers taken from the Address Book. When you change an entry in the Address Book, pdQ smartphone updates the Speed Dialer list automatically. Before you can use the Speed Dialer list, you need to first enter information in the Address Book and then add it to the Speed Dialer.

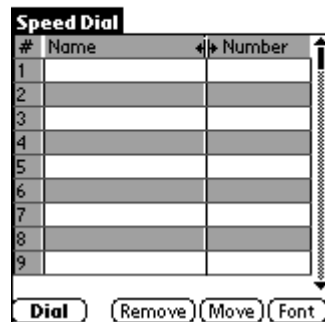
With the Speed Dialer, you can:

- Create a list of frequently called numbers linked directly from the Address Book.
- Access the list using the keypad, Dialer, and Volume Control buttons in addition to the Speed Dialer application.

Using the Speed Dialer

To open the Speed Dialer:

- Open the keypad, then tap  to open the Speed Dialer.







Speed Dialer




To add a phone number to the Speed Dialer list:

The Speed Dialer list consists of information linked from the Address Book. Before defining the Speed Dialer list, you need to enter information in the Address Book.




Using the Speed Dialer

- 1 Open the keypad, then tap  to open the Applications Launcher.
- 2 Tap  to display the Address List screen.
- 3 Tap the line that contains the contact information you want to add to the Speed Dialer list, then tap Edit.
- 4 Tap the plus sign (+) that appears to the right of the phone number you want to add to the Speed Dialer list, then tap Done.
- 5 Tap  to open the Applications Launcher.
- 6 Tap  to display the Speed Dialer list and confirm the new Speed Dialer list entry.


To make a call from the Speed Dialer:

- 1 Open the keypad, then tap  to turn on the phone.
- 2 Tap  to open the Applications Launcher.
- 3 Tap  to display the Speed Dial list.
- 4 Tap the line for the phone number you want to call, then tap Dial.
- 5 Tap End when finished.

To delete a phone number from the Speed Dialer list:

- 1 Open the keypad, then tap  to open the Applications Launcher.
- 2 Tap  to display the Address List screen.
- 3 Tap the line that contains the contact information you want to remove from the Speed Dialer list, then tap Edit.
- 4 Tap the minus sign (-) that appears to the right of the phone number you want to remove from the Speed Dialer list, then tap Done.
- 5 Tap  to open the Applications Launcher.

To adjust the width of columns in the Speed Dialer list:

- ▶ Tap and drag  at the top of the columns to adjust column width.

Chapter 16

To Do List





The To Do List is a convenient place to create reminders and prioritize the things that you have to do.

With the To Do List, you can:

- Make a quick and convenient list of things to do.
- Assign a priority level to each task.
- Assign a due date for any or all of your To Do items.
- Assign a category for any, or all of your To Do items. You can then view your To Do List based on category (such as Business or Personal).
- Sort To Do items either by due date, priority level or category.
- Attach notes to individual To Do items for a description or clarification of the task.

To open the To Do List:

- 1 Open the keypad, then tap  to open the Applications Launcher.
- 2 Tap  to display the To Do List screen.



To Do List

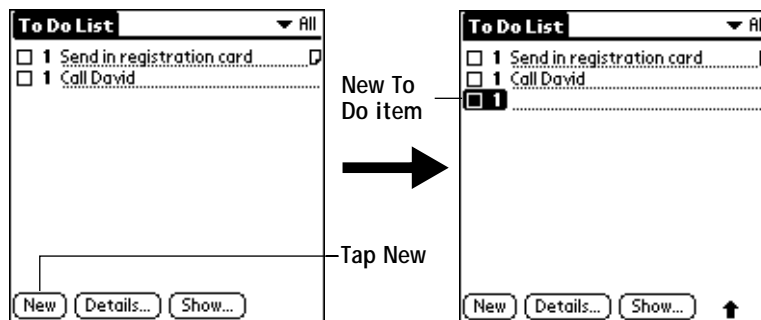
Working With To Do Items

Working With To Do Items

A To Do item is a reminder of some task that you have to complete. pdQ smartphone gives you control over the appearance, level of detail and the sort order of To Do items.

To create a To Do item:

- 1 Tap New in the To Do List screen to add an item to the list.



- 2 Enter the text you want to appear in the To Do item. The text can be longer than one line.
- 3 Tap anywhere on the screen to de-select the To Do item.



If no To Do item is currently selected, writing in the Graffiti® writing area automatically creates a new To Do item.

Setting Priority

Priority settings for To Do items enable you to arrange the tasks in your To Do List according to relative levels of importance. The default setting for the To Do List is to arrange To Do items by priority and due date, with priority 1 items at the top. If you have a number of To Do items in your list, changing an item's priority setting may move its position in the list.

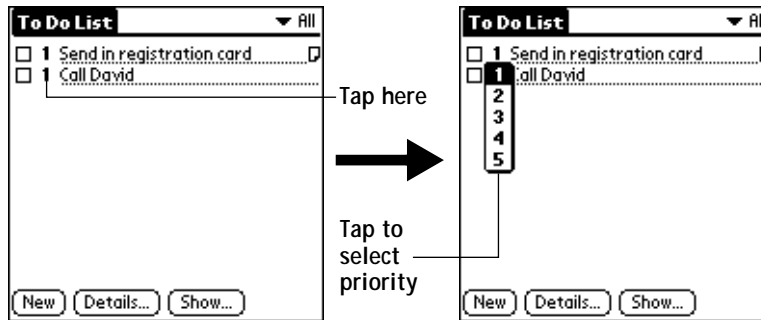


When you create a new To Do item, its Priority is automatically set to level "1," the highest (most important) level. However, if you select a To Do item first, the new item appears beneath the selected item with the same priority as the selected item.

Using the Priority feature is optional.

To set a Priority level for a To Do item:

- 1 Tap the Priority number on the left side of the To Do item to open the Priority pick list.



- 2 Tap the Priority number that you want to set for the To Do item (1 is most important and 5 is least important).



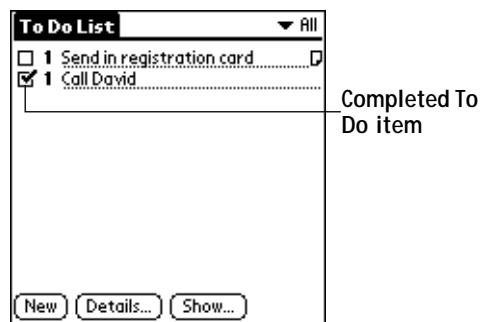
You can also change the Priority setting for a To Do item with the To Do Details dialog described later in this chapter.

Checking Off a To Do Item

The To Do List makes it easy to mark tasks as you complete them. You can set the To Do List to record the date that you complete the To Do item and you can choose to show or hide complete To Do items. See "To Do Show Options" later in this chapter.

To check off a To Do item:

- ▶ Tap the check box on the left side of the To Do item.



To Do List

To Do Item Details

To Do Item Details

The To Do Item Details dialog enables you to change individual To Do item settings.

To activate the To Do Item Details dialog:

- 1 Tap anywhere on the text of a To Do item in the To Do List screen.
- 2 Tap Details to open the To Do Item Details dialog.



The following sections describe the features and settings that are available in the To Do Item Details dialog.

Choosing a To Do Category

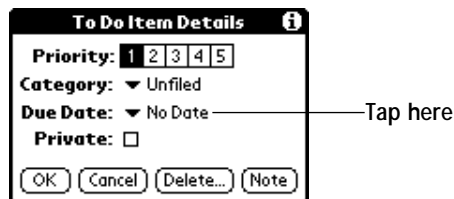
Categories can help you file individual To Do items into groups for easy review. You can assign and edit categories by using the Categories pick list in the Details dialog (see "Using Categories" in the *pdQ Basics Handbook*).

Setting a Due Date

You can associate a due date with any To Do List item. You can also sort the items that appear in the list based on their due date.

To set a Due Date for a To Do List Item:

- 1 Tap "No Date" in the Details dialog to open the Due Date pick list.



- 2 Tap the Due Date that you want to assign the To Do item. The following choices are available:

Today	Assigns the current date.
Tomorrow	Assigns tomorrow's date.

Deleting a To Do Item

- | | |
|-----------------------|--|
| One week later | Assigns the date exactly one week from the current date. |
| No Date | Removes the due date from the To Do item. |
| Choose date | Opens the Due Date dialog where you can chose any due date that you want for the To Do item. |

- 3 Tap OK to confirm your selection and close the To Do Details dialog.



If you turn on the Show Due Dates option in the To Do Show options dialog, you can tap directly on the due date in the To Do List to open the pick list shown in step 2.

Deleting a To Do Item

There are three ways to delete a To Do item: simply delete the text of the To Do item, use the Menu Command (as described in the "Record Menu" section in this chapter), or use the To Do Details dialog.

To delete a To Do item with the To Do Details dialog:

- 1 Tap anywhere in the text area of the To Do item that you want to delete.
- 2 Tap Details to open the To Do Item Details dialog.
- 3 Tap Delete to open the Delete To Do alert dialog.
- 4 Tap OK to confirm that you want to delete the To Do item.

To Do Show Options

The Show Options dialog enables you to control the appearance of the To Do List application.

To change the Show Options settings:

- 1 Tap Show in the To Do List screen to open the To Do Preferences dialog.



To Do List

To Do List Menu Commands

2 Select any of the following settings:

Sort by	Enables you to sort the To Do items in one of the following ways: <ul style="list-style-type: none"> ■ Priority, Due Date ■ Due Date, Priority ■ Category, Priority ■ Category, Due Date
Show Completed Items	Displays your complete To Do items in the To Do List. If you turn off this setting, your To Do items disappear from the list when you complete (check) them.
Show Only Due Items	Shows only the To Do items that are currently due, past due or have no due date specified in the To Do List. When this setting is active, To Do items that are not yet due do not appear in the list until their due date.
Record Completion Date	Replaces the due date with the completion date when you complete (check) the item. If you do not assign a due date to an item, the completion date still records when you complete the item.
Show Due Dates	Displays the due dates associated with To Do items in the To Do List screen, and displays an exclamation mark next to incomplete To Do items after the due date passes.
Show Priorities	Shows the priority numbers for the To Do items in the To Do List screen.
Show Categories	Shows the category for each To Do item on the far right of the To Do List screen.

3 Tap OK to confirm your selections and close the dialog.

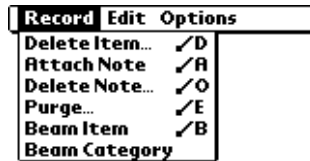
To Do List Menu Commands

The To Do List includes menu commands to perform common file and editing tasks. See "Using Menus" in the *pdQ Basics Handbook* for information about menu commands common to all pdQ smartphone applications.

To Do List Menu Commands

Record Menu

When you select the Record menu, its commands appear on screen.



Options Menu

Delete Item

Opens an alert dialog, prompting you to confirm that you want to delete the current To Do item. You must select a To Do item before you can delete it. Tap OK to delete the To Do item from pdQ smartphone, or tap Cancel to close the alert dialog and keep the To Do item.

By default pdQ smartphone removes the item from the To Do list, but retains a copy of the item and transfers it to an archive file on your computer the next time you perform a HotSync® operation. To remove the event completely, clear the Save archive copy on PC check box.

Attach Note

Opens the To Do Note dialog where you can create a note for the current To Do item.

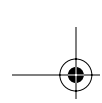
Delete Note

Opens an alert dialog, prompting you to confirm that you really want to delete the note attached to the To Do item. You must select a To Do item before you can delete its note. Tap Yes to delete the Note from the memory of pdQ smartphone, or tap No to close the alert dialog and return to the To Do List.

Purge

Deletes To Do items that you mark (check) as complete. All complete To Do List items remain in the To Do List until you use this command. The default setting is "Save archive copy on PC." This removes complete To Do items from the To Do List, but retains copies and transfers them to an archive file on your computer the next time you perform a HotSync operation.

To Do List



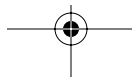
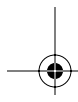
To Do List Menu Commands

- Beam Item** Beams the current To Do item to another pdQ smartphone through the IR port.
- Beam Category** Beams all To Do Items in the current category to another pdQ smartphone through the IR port.

When you select the Options menu, its commands appears on screen.



- Font** Displays the Select Font dialog where you can choose a different font (text) style for your Address Book entries. See "Choosing Fonts" in the *pdQ Basics Handbook* for details.
- Phone Lookup** Activates the Phone Lookup feature, which is described in "Using Phone Lookup" in the *pdQ Basics Handbook*.
- About To Do List** Shows version (revision) information for the To Do List application.



Appendix A

Expense Templates

This appendix provides illustrations of the four expense templates that come with the Palm™ Desktop software. You may use or modify any of these templates when creating expense reports with data from the Expense application.

Sample 1

The screenshot displays a spreadsheet titled 'Sample1.xls' which serves as a 'Travel Expense Reimbursement Claim Form'. The form is structured as follows:

- Form Header:** 'Travel Expense Reimbursement Claim Form'.
- Employee Information:** Fields for 'Employee Name' and 'Date Submitted' (with a date picker set to 10/26/98).
- Office Use Only:** Fields for 'Audit', 'Approval', and 'Processed'.
- Expense Table:** A table with columns: 'Date', 'Currency', 'Amount', 'Exchange US Dollar', 'Expense Type', and 'Note: Description of Expense Claim'. The table has multiple rows for data entry.
- Signature and Approval:** Fields for 'Signature' and 'Approval' at the bottom right.

Sample 2

Sample2.xls

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
1																									
2	Travel Expense Report																								
3	Report name: Report number: Report date: R/L																								
4	Report: R/L																								
5																									
6	Date: TOTAL																								
7	Bill to: TOTAL																								
8																									
9	LODGING																								
10																									
11	Lodging & Hotel																								
12	Lodging																								
13	Type																								
14	Lodging total																								
15																									
16	MEALS																								
17																									
18	Breakfast																								
19	Lunch & Dinner																								
20	Dinner																								
21	Meals total																								
22																									
23	BUSINESS																								
24	Business travel																								
25	Conference																								
26	Entertainment																								
27	Business total																								
28																									
29	TRANSPORTATION																								
30																									
31	Airfare																								
32	Auto Rental																								
33	Auto Miles/Gas																								
34	Local Transportation																								
35	Tolls/Parking																								
36	Misc. & other																								
37	Transportation total																								
38																									
39	MISCELLANEOUS																								
40																									
41	Gifts																								
42	Telephone & Fax																								
43	Supplies																								
44	Postage																								
45	Others																								
46	Misc. total																								
47	TOTAL																								
48																									
49	Less cash advance																								
50	Due employee																								
51	Due company																								
52																									
53																									
54																									
55																									
56	Report number: R/L																								
57	Report number: R/L																								
58	Report number: R/L																								
59	Report number: R/L																								
60	Report number: R/L																								
61	Report number: R/L																								
62																									
63																									

Sample2

Sample 3

Sample3.xls

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Expense Report														
1	DATE													
2	TO WHOM													
3	DATE													
4	DATE													
5	DATE													
6	DATE													
7	DATE													
8	DATE													
9	DATE													
10	DATE													
11	DATE													
12	DATE													
13	DATE													
14	DATE													
15	DATE													
16	DATE													
17	DATE													
18	DATE													
19	DATE													
20	DATE													
21	DATE													
22	DATE													
23	DATE													
24	DATE													
25	DATE													
26	DATE													
27	DATE													
28	DATE													
29	DATE													
30	DATE													
31	DATE													
32	DATE													
33	DATE													
34	DATE													
35	DATE													
36	DATE													
37	DATE													
38	DATE													
39	DATE													
40	DATE													
41	DATE													
42	DATE													
43	DATE													
44	DATE													
45	DATE													
46	DATE													
47	DATE													
48	DATE													
49	DATE													
50	DATE													
51	DATE													
52	DATE													
53	DATE													
54	DATE													
55	DATE													
56	DATE													
57	DATE													
58	DATE													
59	DATE													
60	DATE													
61	DATE													
62	DATE													
63	DATE													
64	DATE													
65	DATE													
66	DATE													
67	DATE													
68	DATE													
69	DATE													
70	DATE													
71	DATE													
72	DATE													
73	DATE													
74	DATE													
75	DATE													
76	DATE													
77	DATE													
78	DATE													
79	DATE													
80	DATE													
81	DATE													
82	DATE													
83	DATE													
84	DATE													
85	DATE													
86	DATE													
87	DATE													
88	DATE													
89	DATE													
90	DATE													
91	DATE													
92	DATE													
93	DATE													
94	DATE													
95	DATE													
96	DATE													
97	DATE													
98	DATE													
99	DATE													
100	DATE													
101	DATE													
102	DATE													
103	DATE													
104	DATE													
105	DATE													
106	DATE													
107	DATE													
108	DATE													
109	DATE													
110	DATE													
111	DATE													
112	DATE													
113	DATE													
114	DATE													
115	DATE													
116	DATE													
117	DATE													
118	DATE													
119	DATE													
120	DATE													
121	DATE													
122	DATE													
123	DATE													
124	DATE													
125	DATE													
126	DATE													
127	DATE													
128	DATE													
129	DATE													
130	DATE													
131	DATE													
132	DATE													
133	DATE													
134	DATE													
135	DATE													
136	DATE													
137	DATE													
138	DATE													
139	DATE													
140	DATE													
141	DATE													
142	DATE													
143	DATE													
144	DATE													
145	DATE													
146	DATE													
147	DATE													
148	DATE													
149	DATE													
150	DATE													
151	DATE													
152	DATE													
153	DATE													
154	DATE													
155	DATE													
156	DATE													
157	DATE													
158	DATE													
159	DATE													
160	DATE													
161	DATE													
162	DATE													
163	DATE													
164	DATE													
165	DATE													
166	DATE													
167	DATE													
168	DATE													
169	DATE													
170	DATE													
171	DATE													
172	DATE													
173	DATE													
174	DATE													
175	DATE													
176	DATE													
177	DATE													
178	DATE													
179	DATE													
180	DATE													
181	DATE													
182	DATE													
183	DATE													
184	DATE													
185	DATE													
186	DATE													
187	DATE													
188	DATE													
189	DATE													
190	DATE													
191	DATE													
192	DATE													
193	DATE													
194	DATE													
195	DATE													
196	DATE													
197	DATE													
198	DATE													
199	DATE													
200	DATE													
201	DATE													
202	DATE													
203	DATE													
204	DATE													
205	DATE													
206	DATE													
207	DATE													
208	DATE													
209	DATE													
210	DATE													
211	DATE													
212	DATE													
213	DATE													
214	DATE													
215	DATE													
216	DATE													
217	DATE													
218	DATE													
219	DATE													
220	DATE													
221	DATE													
222	DATE													
223	DATE													
224	DATE													
225	DATE													
226	DATE													
227	DATE													
228	DATE													
229	DATE													
230	DATE													
231	DATE													
232	DATE													
233	DATE													
234	DATE													
235	DATE													
236	DATE													
237	DATE													
238	DATE													
239	DATE													
240	DATE													
241	DATE													
242	DATE													
243	DATE													
244	DATE													
245	DATE													
246	DATE													
247	DATE													
248	DATE													
249	DATE													
250	DATE													
251	DATE													
252	DATE													
253	DATE													
254	DATE													
255	DATE													
256	DATE													
257	DATE													
258	DATE													
259	DATE													
260	DATE													
261	DATE													
262	DATE													
263	DATE													
264	DATE													
265	DATE													
266	DATE													
267	DATE													
268	DATE													
269	DATE													
270	DATE													
271	DATE													
272	DATE													
273	DATE													
274	DATE													
275	DATE													
276	DATE													
277	DATE													
278	DATE													
279	DATE													
280	DATE													
281	DATE													
282	DATE													
283	DATE													
284	DATE													
285	DATE													
286	DATE													
287	DATE													
288	DATE													
289	DATE													
290	DATE													
291	DATE													
292	DATE													
293	DATE													
294	DATE													
295	DATE													
296	DATE													
297	DATE													
298	DATE													
299	DATE													
300	DATE													
301	DATE													
302	DATE													
303	DATE													
304	DATE													
305	DATE													
306	DATE													
307	DATE													
308	DATE													
309	DATE													
310	DATE													
311	DATE													
312	DATE													
313	DATE													
314	DATE													
315	DATE													
316	DATE													
317	DATE													
318	DATE													
319	DATE													
320	DATE													
321	DATE													
322	DATE													
323	DATE													
324	DATE													
325	DATE													
326	DATE													
327	DATE													
328	DATE													
329	DATE													
330	DATE													
331	DATE													
332	DATE													
333	DATE													
334	DATE													
335	DATE													
336	DATE													
337	DATE													
338	DATE													
339	DATE													
340	DATE													
341	DATE													
342	DATE													
343	DATE													
344	DATE													
345	DATE													
346	DATE													
347	DATE													
348	DATE													
349	DATE													
350	DATE													
351	DATE													
352	DATE													
353	DATE													
354	DATE													
355	DATE													
356	DATE													
357	DATE													
358	DATE													
359	DATE													
360	DATE													
361	DATE													
362	DATE													
363	DATE													
364	DATE													
365	DATE													
366	DATE													
367	DATE													
368	DATE													
369	DATE													
370	DATE													
371	DATE													
372	DATE													
373	DATE													
374	DATE													
375	DATE													
376	DATE													
377	DATE													
378	DATE													
379	DATE													
380	DATE													
381	DATE													
382	DATE													
383	DATE													
384	DATE													
385	DATE													
386	DATE													
387	DATE													
388	DATE													
389	DATE													
390	DATE													
391	DATE													
392	DATE													
393	DATE													
394	DATE													
395	DATE													
396	DATE													
397	DATE													
398	DATE													
399	DATE													
400	DATE													
401	DATE													
402	DATE													
403	DATE													
404	DATE													
405	DATE													
406	DATE													
407	DATE													

Appendix B

Creating a Custom Expense Report

This section explains how to modify existing Expense application templates, and how to create your own custom expense report templates for use with the Expense application.

This section assumes that you are familiar with Microsoft Excel or a similar spreadsheet application. If you are not familiar with Microsoft Excel, consult your company's Information Services department or another experienced user.

About Mapping Tables

Before creating or modifying an Expense template, it's important to understand the function of Palm™ Desktop's Expense application. In simple terms, the Expense application is designed to move Expense data from your pdQ smartphone into a Microsoft Excel spreadsheet.

Each Expense item stored in pdQ smartphone represents a group of related data. The following data can be associated with an expense item:

- | | |
|------------------|--------------------|
| ■ Category | ■ Payment Currency |
| ■ Date | ■ Vendor |
| ■ Expense Type | ■ City |
| ■ Amount | ■ Attendees |
| ■ Payment Method | ■ Note |

When you perform a HotSync® operation between pdQ smartphone and the Palm Desktop on your computer, the Expense data is stored on your computer (in a file named Expense.txt). When you open the Expense application in Palm Desktop, an Excel macro starts, and populates an expense template with your data based on the rules specified in a spreadsheet file named Maptable.xls.

The Maptable.xls file is an editable spreadsheet that functions as a "mapping table." The function of the mapping table is to guide the Excel macro in extracting the Expense data. The mapping table tells the Excel macro how large the spreadsheet is and provides the data-cell layout of the Excel template used for the Expense Report.

Customizing Existing Sample Templates

Customizing Existing Sample Templates

Four sample Expense Report templates come with Palm Desktop. These templates are stored in the Templates folder (which is in the same folder as the Palm Desktop application).

If the layout of one (or more) of these templates is appropriate for your reporting needs, you can easily customize the templates with your company name and other information.

To customize a sample Expense Report template:

- 1 Make a backup copy of the contents of the Templates folder.



- 2 Double-click the name of the sample template you want to modify to open it in Microsoft Excel.
- 3 Make any changes that you want to the names (or other information) in the sample template.

Do not insert rows or columns in the sample template. Doing so changes the way your Expense data maps to the template and causes errors. If you want to move the cells to a different location or add or delete rows or columns, you will have to make changes to the Maptable.xls file.

You can insert your own company logo without changing the Maptable.xls file. However, if you change the file name, you need to make a corresponding change in the Maptable.xls file.

You can also rename cells without changing the Maptable.xls file — provided that the expense type corresponds to pdQ smartphone data. For example, you can change "Snack" to "Munchies" — and then all items entered on pdQ smartphone as "Snack" will map to the cell(s) labeled "Munchies."

- 4 Choose Save As from the File menu to open the Save As dialog.
- 5 Click Save as type drop-down list and choose Template (*.xlt).

Determining the Layout of the Expense Report

6 Navigate to the Templates folder (in the Palm Desktop directory).

If you *do not* need to change the Matable.xls file, save the template file with its *original file name* (e.g., Sample2.xlt).

If you *do* need to change the Matable.xls file, give your modified template a unique name. Be sure to use the .xlt file suffix, which defines the file as a Microsoft Excel template.

7 Click Save to save your modified template and make it available for future use.

If you need to modify the Matable.xls file, you must do this before you can use the modified template with your Expense data. To modify the Matable.xls file for your new template, see “Programming the Mapping Table” later in this appendix. *Read all of the sections of this appendix before making changes to the Matable.xls file.*

Determining the Layout of the Expense Report

This section describes the layout considerations for the Expense Report and explains the terms used for creating the report.

Labels

There are two kinds of labels that you need to define for your report: day/date and expense type. Each kind of label can be either Fixed or Variable. A Fixed label means that the label *always* appears as a header at the beginning of a row or column. If a label is not Fixed, it is variable.

For example, a list table of expenses could have variable labels in the rows for day/date, and variable labels in the columns for expense type. In this case, neither day/date—or expense type information would be “fixed” (as a header). Instead, the date and expense type information would be filled into the cells of the spreadsheet as appropriate.

Examples of both Fixed and Variable labels appear in the sample expense templates.

File	Edit	View	Insert	Format	Tools	Data	Window	Help		
1	2	3	4	5	6	7	8	9	10	
2				Employee		Date		Dept.	Project	
3								Expense Report		
4										
5	ITINERARY			DATE						
6				CITY						
7				CITY						
8										
9	M E A L S	Breakfast	Employee paid							
10			Company paid							
11			Employee paid							
12		Lunch & Snack	Company paid							
13			Employee paid							
14	S C H E D U L E	Dinner	Company paid							
15			Employee paid							
16		Business meals & entertainment	Company paid							
17			Employee paid							
18		Conference	Company paid							
19	M I S C		Employee paid							
20		Postage	Company paid							
21			Employee paid							
22		Parking & Tolls	Company paid							
23			Employee paid							
24		Gifts, Tips, Suppl	Company paid							
25		Incidentals, Other	Employee paid							
26										
27	BUSINESS MEALS AND ENTERTAINMENT EXPENDITURES									
28										
29										
30	Date	Expense Type	Amount	Vendor	City					
31										
32										

Analyzing Your Custom Expense Report

Programming the Mapping Table

Perform the following before you begin a custom mapping table:

- Print a copy of your custom expense report. Activate the Row and Column Headings option in the Sheet settings of the Page Setup command. This enables you to quickly determine the size of the Section(s), as well as the numbers for the start rows and columns.
- On the printed copy, identify the data Sections. A Section is an area of data with common row and column formatting. A yellow highlighter marking pen can make it easy to see the Sections as you work with programming the mapping table. Your custom Expense Report can contain any number of Sections, and the same data can be repeated in any Section.
- On the printed copy, identify the type of Labels that apply to each Section. Each Section can have only one kind of Fixed or Variable Label for rows. Likewise, each Section can have only one kind of Fixed or Variable Label for columns.
- Place a copy of your custom Expense Report in the Templates folder (in the Palm Desktop directory). Change the file name so it has the file extension .xlt (which defines it as a Microsoft Excel Template). Make a note of the exact file name so it can be defined in the mapping table file.

Creating a Custom
Expense Report

Programming the Mapping Table

Once you have analyzed the components of your custom Expense Report, you can program the mapping table to fill the report with data from pdQ smartphone.

To program a new custom mapping table:

- 1 Open a copy of the Maptable.xls file in Microsoft Excel.

This file is located in the same folder as the Palm Desktop application. *Make a backup copy of this file before you make your modifications.*
- 2 **Mapping a new template.** Scroll to where you find the name of the original template that you chose for your modifications. The name of the template will appear in column B of the Maptable.xls file, next to the cell highlighted in green that reads "Template Name:". If you did not modify an existing template, move to any table in the Maptable.xls file.
- 3 Select all the *rows* associated with the template name. To select the rows, click and drag on the row numbers (left side), so they appear highlighted.

Programming the Mapping Table

	1	2	3	4	5
5	Template Name:	SAMPLE1.XLT			
6		ROW			
7		Fixed Label		Variable Label by	
8		Day/Date	Expense Type	Day/Date	Expense Type
9	Section1			X	
10					
11					
12					
13	Template Name:	SAMPLE2.XLT			
14		ROW			
15		Fixed Label		Variable Label by	
16		Day/Date	Expense Type	Day/Date	Expense Type
17	Main		X		
18	Business&Entertainment			X	
19					
20					
21					
22	Template Name:	SAMPLE3.XLT			
23		ROW			
24		Fixed Label		Variable Label by	
25		Day/Date	Expense Type	Day/Date	Expense Type
26	Main (PREPAID)		X		
27	Main		X		
28					
29					
30					

All rows associated with template are selected

- Choose Copy from the Edit menu.
- Scroll down to a blank area of the Maptable.xls file (below the rows used for Sample4.xlt), and click on a row number to select a blank row.
- Choose Paste from the Edit menu. A copy of the rows you selected in step 3 is pasted into the Maptable.xls file.
- Name the table.** In the cell immediately to the right of the cell entitled Template Name, enter the *exact* file name of your custom Expense Report template.
- Define the number of Sections.** Each row in a table defines how pdQ smartphone data will be placed in a Section of your custom Expense Report. Note that the prepaid portion of a section has its own row and counts as a separate section for map table purposes, *even though it is not a separate section in your template.*

22	Template Name:	SAMPLE3.XLT	
23		ROW	
24		Fixed Label	
25		Day/Date	Expense Type
26	Main (PREPAID)		X
27	Main		X
28	Business Meals & Entertainment		
29	Mileage Log		

Table with four sections

Programming the Mapping Table

You may add or delete rows as necessary so that the total number of rows corresponds to the number of Sections in your custom Expense Report. To clear all of the existing settings in a row, click to select the row and press Ctrl+Delete. Name each row to correspond to a Section of your custom Expense Report.

- 9 Determine the Label settings.** The orientation of the data fields (Row, Column) appears in the yellow section of the table.

TABLE 10.1							
ROW				COLUMN			
Fixed Label	Variable Label by	Fixed Label	Variable Label by	Fixed Label	Variable Label by	Fixed Label	Variable Label by
Day/Date	Expense Type	Day/Date	Expense Type	Day/Date	Expense Type	Day/Date	Expense Type
		x					x

Determine whether the **Rows** will contain expense or date information, and place an "x" in the appropriate cell. When you do this, you also define whether the label is Fixed or Variable. You can place only one "x" in the Row section (columns 2–5).

Determine whether the **Columns** will contain expense or date information, and place an "x" in the appropriate cell. When you do this, you also define whether the label is Fixed or Variable. You can place only one "x" in the Column section (columns 6–9).

- 10 Define the dimensions of the Section.** The dimensions of the Section appear in the green columns (10–13).

# of Rows	# of Columns	Start Row	Start Column
30		12	1

of Rows Represents the total number of rows in the Section, excluding any header or total rows. In other words, this includes only the number of rows in the Section where pdQ smartphone data will be placed.

of Columns Represents the total number of columns in the Section, excluding any header or total columns. In other words, this includes only the number of columns in the Section where pdQ smartphone data will be placed.

Start Row Is the number of the first row of the Section that will be filled with pdQ smartphone data.

Start Column Is the number of the first column of the Section that will be filled with pdQ smartphone data.

Programming the Mapping Table

- 11 Define the Dates and Intervals.** The dates and intervals between dates appears in the light blue columns (14–17).

Date	Intervals		
	Between		
Date	Dates	Start day	Day
1	0		

In the **Date** cell, enter the row or column number where all the date information will be placed.

In the **Dates** cell, enter the number of blank columns (or rows) separating the date fields. If there are no blank columns (or rows) between date entries, leave this number set to zero.

In the **Start Day** cell, enter the day of the week that starts the expense reporting period. Enter a three-character abbreviation for the day (e.g., Sun, Mon, Tue).

In the **Day** cell, enter the row or column number where all the day information will be placed. If the dates are in a row, enter the row number. If the dates are in a column, enter the column number.

- 12 Define whether the Section is in list format.** This setting appears in the light purple columns (18–19).

Listing Format	Expense Type
YES	8

If the Section will present the data in a list format, enter the word “yes”. Otherwise, enter the word “no”. The following diagram shows data presented in a list format:

6	Date	Category	Type	Amount	Country	Payment Type
7						
8						
9						
10						
11						

Only if your section is in list format: In the Expense Type cell, enter the number of the row or column where the expense description will be placed. Expense amounts can be entered in several different columns or rows if required by your template. *Expense type labels* must all appear in the same column.

- 13 Enter the row or column numbers for the expense types that appear in the Section.** These settings appear in the aqua columns (20–48).

Programming the Mapping Table

Expense Types					
Refuse	Breakfast	Lunch	Dinner	Meals	Car Rental
4	4	4	4	4	4

For these settings, simply enter the row or column number for the expense types that you want to appear in the Section. Note that the same row or column number can be used more than once. An example of this would be meals that encompass breakfast, lunch, dinner and snacks. In the previous example, all expense items would be populated into row/column 4 of the custom Expense Report.

- 14 **Complete the table.** All of the remaining columns (49–57) in the table are used to define the column or row number that corresponds to the description.
- 15 **Mark a Section for prepaid expenses (yellow column).** If a row in the map table is for prepaid (company paid) expenses, type a “yes” in the cell on that Section’s row. Type “no” in all the cells of this column that do not pertain to prepaid expenses.

NO
PrePaid
NO
YES
NO

- 16 Repeat steps 9 through 15 for each Section that you have defined for your custom Expense Report.
- 17 **Map Expense Report Options dialog (magenta section).** The Expense Report Options dialog has five fields where you can fill in data for the header on your expense report. Use this section to specify the row and column on your template where this information will be mapped.

Employee Name		Department	
Header 1 Row	Header 1 Col	Header 2 Row	Header 2 Col
2	5	2	8

Because header data is not related to any particular Section, you have to fill in only one row. If the item does not appear on your template, leave these cells blank.

Using Applications Other Than Microsoft Excel

Using Applications Other Than Microsoft Excel

You can use applications other than Microsoft Excel (such as Lotus 1-2-3 or Quattro Pro) to open and manipulate the Expense data on your computer. The data file is named "Expense.txt," and is stored in the Expense folder, within the folder containing pdQ smartphone user data.

Expense data in the Expense.txt file is in tab-delimited format.

Expense File Details

The Expense.txt file contains four groups of data. It will be easier to see these four distinct groups of data if you open the file with a spreadsheet application.

Trips	Shows the number of Expense application categories, and lists each one followed by an "end" statement.
Currency	Shows how many currencies were used for the Expense data, and lists the countries that correspond to that currency.
Trip	Shows the number of expenses by category, and lists the expenses for each category.
Expenses	Shows the total number of expenses, and lists them chronologically.

Appendix C

Non-ASCII Characters for Login Scripts

The following information enables you to create custom login scripts that require non-ASCII characters. It is provided for advanced users who understand the use and requirements of such characters in a custom login script.

Use of ^char

You may use the caret (^) to transmit ASCII command characters. If you send ^*char*, and the ASCII value of *char* is between @ and _, then the character is automatically translated to a single-byte value between 0 and 31. For example, ^M is converted to a carriage return. If *char* is a value between a and z, then the character sequence is translated to a single-byte value between 1 and 26. If *char* is any other value, then the character sequence is not subject to any special processing.

For example, the string "Joe^M" transmits Joe, followed by a carriage return.

Carriage Return and Line Feed

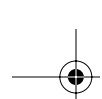
You may include carriage return and line feed commands as part of the login script, when entered in the following format:

<cr>Sends or receives a carriage return

<lf>Sends or receives a line feed

For example, the string "waitfor Joe<cr><lf>" waits to receive Joe followed by a carriage return and line feed from the remote computer before executing the next command in the script.

Non-ASCII Characters
for Login Scripts



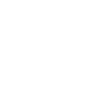
Literal Characters

Literal Characters

The backslash (\) character defines that the *next character* is transmitted as a literal character, and is not subject to any special processing ordinarily associated with that character.

Examples:

- \^ Includes a caret as part of the string
- \< Includes a < as part of the string
- \\ Includes a backslash as part of the string



Index

A

Adding
 Address Book entries 2
 Date Book entries 22
 To Do items 140
 Adding, Editing, or Deleting a Bookmark 117
 Address
 mail message 70
 Address Book 1
 beaming 9
 business card 9
 categories 7
 creating entry 2
 deleting entries 4
 editing entry 4
 entry details 8
 features 1
 list by company 7
 lookup entries 5
 menu commands 10
 phone numbers 6
 Advanced EudoraMail Features 110
 Alarm
 setting 26
 Alarm Sounds 124
 Applications
 Address Book 1
 Date Book 21
 Expense 39
 Memo Pad 91
 security 131
 To Do List 137, 139
 Attendees 43
 Automatic fill 51
 Auto-Off Delay 124
B
 Backlight
 pen stroke 121
 Batteries
 auto-off delay 124
 Beaming
 Address Book categories 10
 Address Book entries 10
 business card 9
 Date Book entries 34
 pen stroke 122

 To Do List 146
 Blind Carbon Copy 72
 defining 73
 blind carbon copy (Bcc) e-mail message 104
 Business Card
 beaming 9
 selecting 9
 Button Preferences 120
 pen 120
C
 Calculator
 buttons 15
 clear entry 15
 memory 16
 menu commands 16
 recent calculations 16
 Categories
 Address Book entries 7
 beaming 10, 146
 Expense 42
 memos 93
 To Do List 142
 Changing
 Address Book entries 4
 Closing E-mail Messages 110
 Conduits 59
 Confirm Delivery 72
 Confirm Read 72
 Connecting
 service templates 125
 Connecting to the Internet 118
 Copying Text from an Internet Site to pdQ Applications 116
 Create Bookmark 114
 Creating
 Address Book entries 2
 Date Book entries 22
 Mail messages 68, 101
 memos 91
 to do items 140
 Creating an Address Book Entry 2
D
 Date
 Expense item 41
 in message list 80
 scheduling event 24

Index

- to do item 142
- Date Book
 - alarm 26
 - beaming entries 34
 - deleting events 29
 - event conflicts 31
 - event date 24
 - event duration 22
 - event start time 22
 - features 21
 - menu commands 33
 - month view 32
 - private events 29
 - repeat event 27
 - rescheduling events 26
 - scheduling event 22
 - selecting date 24
 - switching views 29
 - untimed event 22, 24
 - week view 30
- delete a bookmark 116
- Deleted
 - messages in folder 78
 - purging messages 79
- Deleting
 - Address Book entries 4
 - Date Book events 29
 - memos 94
 - messages 78
 - password 134
 - service templates 125
 - To Do items 143
- Details
 - Address Book 8
 - Expense 41
 - To Do items 142
- Digitizer 122
- Disconnecting From the Internet 117
- Draft Messages 76
- E**
 - edit a bookmark 116
- Editing
 - Address Book entries 4
- Editing an Unsented E-mail Message 105
- Editing Unsented Messages 75
- Entering
 - Date Book entries 22
 - Mail messages 68, 101
 - memos 91
 - to do items 140
- Entries
 - Address Book 2
 - beaming 10
 - Date Book 22
 - hiding private 131, 132
 - memos 91
 - showing private 132
 - To Do List 140
- EudoraMail 99
- EudoraWeb 97, 113
- Event
 - changing to untimed 25
 - conflicts 31
 - date 24
 - Date Book scheduling 22
 - deleting 29
 - in week view 31
 - private 29
 - repeat 27
 - setting alarm 26
 - start and duration 22
 - untimed 22, 24
- Expense
 - attendees 43
 - categories 42
 - currency list 44
 - custom currency 51
 - custom report 151
 - default currency 51
 - details 41
 - features 39
 - item currency 43
 - item date 41
 - menu commands 49
 - opening 39
 - receipt details 41
 - show options 44
 - spreadsheet 47
 - templates 48, 147
 - type 42
 - vendor 43
 - viewing data 45
- F**
 - File
 - messages 77
 - File Link 62
 - Filter
 - defining custom 84
 - high priority 85
 - ignoring messages 82
 - Finding
 - Address Book entries 5

Index

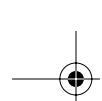
- Folders 79
- Fonts
 - Mail message 67
- Format Preferences 123
 - country default 123
 - time format 123
- Forward command 105
- G**
- General Preferences
 - alarm sounds 124
 - auto-off delay 124
 - system sounds 124
- Graffiti
 - editing shortcut 129
- Graffiti Help
 - pen stroke 121
- H**
- Header Information 67, 101
- High Priority
 - message filter 85
- HotSync
 - conduits 59
 - customizing 59
 - features 53
 - File Link 62
 - filtering options 82
 - first time 54
 - HotSync Manager 53
 - local 55
 - local settings 57
 - modem settings 58
 - options 55, 81
 - user profile 60
- HTML 110
- I**
- Inbox 79
- K**
- Keyboard
 - pen stroke 121
- L**
- Look Up
 - Address Book entries 5
- Looking Up an Address 70, 103
- M**
- Mail
 - address lookup 70
 - blind copy 73
 - changing setup 65
 - confirmations 75
 - creating 68, 101
 - custom filter settings 84
 - deleting messages 78
 - desktop configuration 64
 - draft messages 76
 - edit unsent messages 75
 - features 63
 - filing messages 77
 - filtering options 82
 - filters 82
 - folders 79
 - HotSync options 64, 81
 - menu commands 87
 - message list options 79
 - messages 66, 100
 - opening 114
 - priority 73
 - priority filter 85
 - purge messages 79
 - recovering deleted 78
 - sending messages 75
 - show date 80
 - signature 74
 - sorting 80
 - synchronizing 66
 - truncating 86
- making a call with the flip closed 37, 138
- Managing EudoraMail Attachments 110
- Memo
 - arranging in list 93
 - categories 93
 - creating new 91
 - deleting 94
 - private 94
- Memo Pad
 - arranging memos 93
 - creating memo 91
 - features 91
 - menu commands 95
- Memory
 - calculator 16
 - purge date book 50
 - purge to do list 145
- Menu Commands
 - for network 125
 - Mail 87
- Menus
 - Address Book 10
 - Date Book 33
 - Expense 49
 - Memo Pad 95

Index

- To Do List 144
- Messages 66, 100
 - address lookup 70
 - bcc 72
 - confirm delivery 72
 - confirm read 72
 - confirmations 75
 - creating 68, 101
 - deleting 78, 106
 - draft 76
 - editing unsent 75
 - filing 77
 - font style 67
 - header information 67, 101
 - in deleted folder 78
 - list options 79
 - priority 72, 73
 - purging deleted 79
 - sending 75
 - show date 80
 - signature 72, 74
 - sorting 80
 - truncating 86
- Month
 - Date Book view 32
- N**
- Network
 - menu commands 125
- New
 - Address Book entry 2
 - Expense item 40
 - Graffiti shortcut 128
 - memo 91
 - messages 68, 101
 - to do item 140
- New Message screen 101
- O**
- Outbox 79
- Owner Preferences 127
- P**
- Palm Desktop
 - configuring mail 64
 - customizing HotSync 59
 - File Link 62
 - HotSync options 55
- Palm III
 - assigning password 131
 - changing password 134
 - common data 60
 - deleting password 134
 - forgotten password 135
 - locking with password 133
 - sound settings 124
- Password
 - assigning 131
 - changing 134
 - deleting 134
 - forgotten password 135
 - locking Palm III 133
 - with owner preferences 127
- Payment
 - Expense item 42
- Pen
 - preferences 120
- Phone Numbers
 - choosing type 6
- Power Off
 - pen stroke 122
- Preferences
 - button 120
 - Digitizer 122
 - features 119
 - Format 123
 - general 124
 - owner 127
 - ShortCut 128
- Printing
 - expense reports 46
- Priority 72
 - setting 73
 - to do item 140
- Private
 - assigning password 131
 - events 29
 - memos 94
- Private entries
 - hiding records 132
 - showing 132
- Profiles 60
- Purge
 - date book events 50
 - deleted messages 79
 - to do items 145
- R**
- Records
 - Address Book 2
 - beaming 10
 - Date Book 22
 - hiding private 131, 132
 - showing private 132
 - To Do List 140
- Recovering

Index

- deleted mail 78
- filed mail 78
- Removing
 - Address Book entries 4
 - Date Book events 29
 - memos 94
- Replying to E-mail Messages 105
- S**
- Security
 - assigning password 131
 - changing password 134
 - deleting password 134
 - features 131
 - forgotten password 135
 - hiding records 132
 - locking Palm III 133
 - opening 131
 - showing records 132
- Selecting
 - date 24
- Sending Messages 75
- Service Templates 125
 - deleting 125
- ShortCut
 - preferences 128
- ShortCuts
 - deleting 129
 - editing 129
- Show Date 80
- Show Options
 - To Do List 143
- Signature 72
 - adding 74
- Size
 - message font 67
- Sorting
 - Address Book 7
 - memos 93
 - message list 80
- System Sounds 124
- T**
- Templates
 - expense report 48
 - for expense report 147
- Time
 - alarm setting 26
 - format 123
 - setting event 22
- To Do List
 - categories 142
 - checking off item 141
- completion date 144
- creating item 140
- deleting items 143
- features 137, 139
- item details 142
- item due date 142
- item priority 140
- menu commands 144
- show due items 144
- show options 143
- Truncate 86
- U**
- Untimed Events 22, 24
- User Profile 60
- V**
- Vendor 43
- W**
- Week
 - Date Book view 30



Index

