

## User Guide



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## Software Download Available

Palm® Desktop software is supplied on a CD. If you do not have access to a CD drive for your computer, you can download Palm Desktop software from [www.palmOne.com/support/intl](http://www.palmOne.com/support/intl).

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# About This Guide

This guide tells you everything you need to know about your handheld: the things you'll do every day, the advanced features that let you get the most out of your handheld, and the things that make your handheld not only useful, but fun.

## What's in this guide?

The info in this guide includes step-by-step instructions, links to cross-references, and sidebars.

### Step-by-step instructions

Here you'll find how-to information. Look for these cues in instructions:

↘ Continued

Cue that means the procedure continues on the next page.

↓ Done

Cue that signals the end of the procedure. You're done.

[ ! ] IMPORTANT

A step that you must follow; otherwise, you could experience an error or even lose information.

[ & ] OPTIONAL

A step you might find useful.

NOTE

Information that applies only in certain cases or that tells more about a procedure step.

WINDOWS ONLY

A procedure or text that applies to one platform only. In most cases, if you see one heading, check the following or preceding sections for the other. Sometimes, there is no Mac counterpart for a Windows procedure or text—this feature is not available to Mac users.

MAC ONLY

## Links

Links appear as underlined words in sidebars and other places throughout this guide.

### In this chapter

Links on the first page of each chapter that send you to a specific section.

### Related topics

Links that send you to other topics in this guide to learn about more things you can do with an application or feature.

## Sidebars

### [ ! ] Before You Begin

Things you must complete before you can do the steps described in a procedure or group of procedures.

### \* Tip

A suggestion on how to use a feature more fully; a shortcut; a pointer to a related feature.

### + Did You Know?

An interesting fact about the topic being described; may include a link to more information.

### » Key Term

A technical term related to the topic being described. The term may appear in this guide or only on your handheld.

### My Handheld

A pointer to a web site where you can obtain general information about your handheld and learn the latest tips, tricks, and more.






### Support

A pointer to a web site where you can find help if you experience problems with a specific feature or with your handheld.

## Tips for viewing this guide in Adobe Acrobat Reader

Here are some helpful tips for making it easier to read and find information in this guide in Acrobat Reader:

**NOTE** If you do not have Acrobat Reader on your computer, you can download it for free from [www.adobe.com](http://www.adobe.com).

- To magnify the page, click the magnifying glass , move the cursor (which is now a magnifying glass) over the page, and click repeatedly. Click Previous View ( or  depending on your version of Acrobat Reader) to return to the original view.
- Click an entry in the Table of Contents or Index to go directly to that section of the guide.
- If you link to a page in the guide, to return to the page you were on before you clicked the link, click Previous View ( or  depending on your version of Acrobat Reader).
- When selecting the page(s) to print, be sure to use the file page number shown at the bottom of your computer screen, not the printed page number. For example, to print the page you are reading right now, select page 16 (the file page), not page xvi (the printed page).



# Setting Up Your Handheld and Your Computer

In this chapter

[What's in the box?](#)

[System requirements](#)

[Step 1: Charging your handheld](#)

[Step 2: Turning on your handheld for the first time](#)

[Step 3: Installing your software](#)

[Step 4: Connecting your handheld to your computer](#)

[Switching to another desktop software application](#)

[Using Profiles](#)

[Related topics](#)

Congratulations on the purchase of your new palmOne™ Zire™ 31 handheld! You're about to discover so many things about your handheld that will help you better organize your life and have fun, too. As you become more familiar with your handheld, you'll probably personalize the settings and add applications to make it uniquely yours.

While you're likely to get years of enjoyment from your handheld, it only takes four easy steps to get up and running.



## Benefits of setup

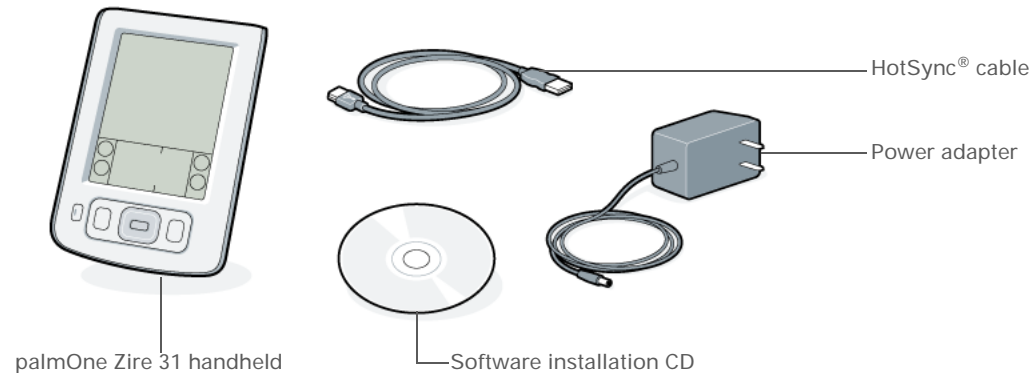
- Start using your handheld right away
- Establish a link between your handheld and your computer
- Set up your handheld for optimal use

## What's in the box?

» Key Term

**Palm Desktop software**

The software that lets you enter, update, review, and synchronize information on your computer.



## System requirements

The installation CD contains Palm® Desktop software and other applications you need to set up and use your handheld. Palm Desktop software lets you easily manage your information at your computer. To use Palm Desktop software, your desktop computer must meet these requirements:

### WINDOWS ONLY

- A PC with a Pentium processor and one of the following operating systems:
  - Windows 98
  - Windows ME
  - Windows 2000 (requires administrator rights to install Palm Desktop software)
  - Windows XP (requires administrator rights to install Palm Desktop software)
- Internet Explorer 4.01 with SP2 (Service Pack 2) or later
- 60 megabytes (MB) available hard disk space

- VGA monitor or better
- One available USB port
- CD or DVD drive for installing Palm Desktop software from the CD that came with your handheld; or, you can download Palm Desktop software by visiting our web site at [www.palmOne.com/support/intl](http://www.palmOne.com/support/intl)

**NOTE** Palm Desktop software that is downloaded from the palmOne web site does not include additional software available on the CD.

#### MAC ONLY

- Mac computer or compatible with a PowerPC processor
- Mac OS 9.2.2 or Mac OS X, version 10.2 or 10.3  
(Mac OS X requires administrator rights to install Palm Desktop software.)
- 25MB available hard disk space
- Monitor that supports screen resolution of 800 X 600 or better
- One available USB port
- CD or DVD drive for installing Palm Desktop software from the CD that came with your handheld; or, you can download Palm Desktop software by visiting our web site at [www.palmOne.com/support/intl](http://www.palmOne.com/support/intl)

**NOTE** Palm Desktop software that is downloaded from the palmOne web site does not include additional software available on the CD.

## Step 1: Charging your handheld

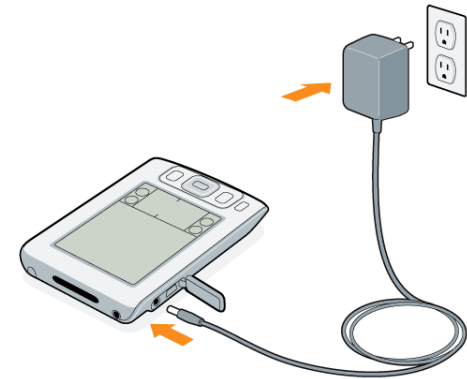
### [!] Before You Begin

If you're upgrading from another Palm OS® handheld, synchronize your old handheld with your old desktop software.

\* **Tip**  
After the initial charge, charge your handheld at least half an hour every day.

**1**

Plug the power adapter into your new handheld and into an outlet. Do not connect the HotSync cable to your handheld until later.

**2**

Charge your handheld for four hours. Be sure your handheld is fully charged before going on to Step 2.

↓ Done

## What you should know about your handheld's battery

While your handheld is charging, take a minute to learn about the battery:

- If you see an alert on the screen warning you that the battery is low, **synchronize** to back up your information; then recharge your handheld. This helps prevent accidental loss of information.
- If the battery gets so low that your handheld doesn't operate, it will store your information for about a week. In this case, there is enough power to store your information, but not to turn on your handheld. If your handheld doesn't turn on when you press the power button, recharge it immediately for at least three hours.
- Conserve battery life by doing any of the following:
  - **Adjusting the screen brightness**
  - **Reducing the Auto-off setting**
  - **Preventing your handheld from turning on by accident**
  - **Minimizing use of the expansion slot**

**[ ! ] IMPORTANT** If your battery drains and you don't recharge it for an extended period of time, you can lose all the information on your handheld. If this happens, recharge your handheld, and then synchronize it with your computer. All of the applications and information from your last synchronization are transferred to your handheld.

## Step 2: Turning on your handheld for the first time

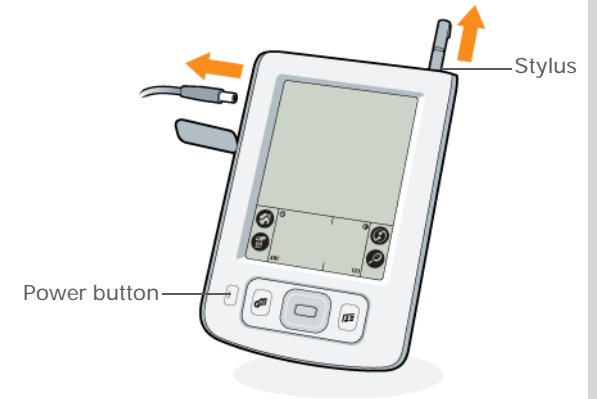
### [!] Before You Begin

Be sure to fully charge your handheld, as described in Step 1.

\* **Tip**  
After you set up your handheld, go to the Quick Tour to learn the basics.

1

Press the power button to turn it on.



2

[&] **OPTIONAL** Unplug the power adapter from your handheld.

3

Slide the stylus out of the slot.

4

Hold the stylus as you would hold a pen, and follow the onscreen instructions to set up your handheld.

↓ Done

## Step 3: Installing your software

### [ ! ] Before You Begin

Set up a **profile** if you want to install the same set of information on several handhelds.

### + Did You Know?

When you upgrade, there's no need to delete the old desktop software first. When you install the new Palm Desktop software, all of your information transfers automatically to the new software.

### \* Tip

Take the interactive tutorial on the CD to learn how to create an appointment, set up your handheld's features for photos and music, and more.

**1**

Insert the CD into your computer.

**NOTE** You need administrator rights to install Palm Desktop software on a computer running Windows 2000/XP or Mac OS X.

**2**

#### **WINDOWS ONLY**

Follow the onscreen instructions. If you're upgrading, select the username that you assigned to your old handheld.

#### **MAC ONLY**

- a. Double-click the CD icon, and then double-click the Palm Desktop Installer icon.
- b. Follow the onscreen instructions. If you're upgrading, select the username that you assigned to your old handheld.

**Done**

During installation, you're asked to connect your computer to your handheld. See Step 4.

## Step 4: Connecting your handheld to your computer

In this step, you connect your handheld to your computer and **synchronize** for the first time. Synchronizing simply means that any information you enter in one place (your handheld or computer) is automatically updated in the other.

**[ ! ] IMPORTANT** Be sure to synchronize your information at least once a day so that you always have an up-to-date backup copy of important information.

\* Tip  
If the Select User dialog box appears during synchronization, select the username of the handheld you want to synchronize, and click OK.

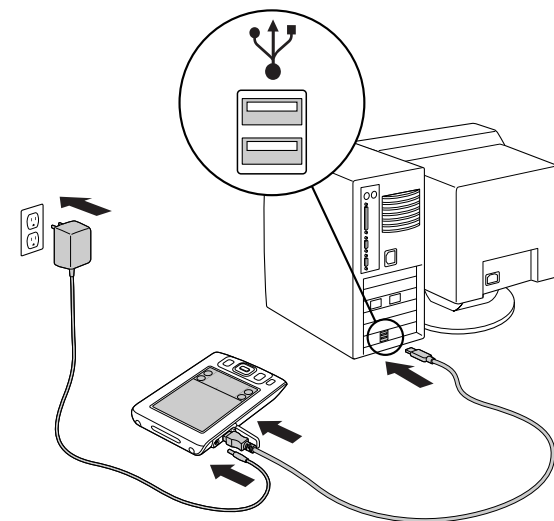
» Key Term  
**Third-party application**  
A software program that runs on a Palm OS handheld, but is not created or supported by palmOne, Inc.

\* Tip  
If you have problems with your new handheld after you synchronize, you may need to update your third-party applications.

1

Connect your handheld to your computer:

- Plug the HotSync cable into a USB port on your computer.
- Plug the cable into your handheld.



➤ Continued



2

Press the power button to turn on your handheld.

3

Continue with the onscreen instructions on your computer to **synchronize your handheld with your computer.**

↓ Done

## Switching to another desktop software application


### WINDOWS ONLY

#### [ ! ] Before You Begin

Synchronize your handheld with your current desktop software before switching to a new software application. This ensures that your new desktop software receives the most current information.

During CD installation, you chose a desktop software application to synchronize with your handheld. You may have chosen Palm Desktop software at that time. But if Microsoft Outlook already contains all of your contacts, appointments, tasks, and notes, you can change your synchronization method so that your handheld synchronizes with Outlook instead. You can also change from Outlook to Palm Desktop software.

**NOTE** If you choose to synchronize with Microsoft Outlook (Windows only), information from Contacts, Calendar, Tasks, and Memos is synchronized with Outlook. Other information, such as photos and notes, is synchronized with Palm Desktop software.

1	Insert the CD into your computer.
2	Select Change your synchronization method.
3	Follow the onscreen instructions for the desktop software you want to use.  Done

## Using Profiles

Suppose your sales organization wants to distribute two dozen handhelds that all have a common company phone list, a set of memos, and several key applications. A user profile can be created to install this information before the handhelds are distributed to employees. When the employees synchronize for the first time, this common information becomes part of their user-specific information.

A user profile enables you to install the same information onto multiple Palm OS handhelds before each handheld is individualized with a unique username and user-specific information. A handheld that has a user profile installed can be given to anyone, because the handheld is not yet identified by a unique username. When the new user synchronizes for the first time, he or she gives the handheld a unique username.

**NOTE** Handhelds that are synchronized with a user profile must be either new ones that have never been synchronized or handhelds that have had their usernames and information removed by a hard reset.

## Creating a user profile

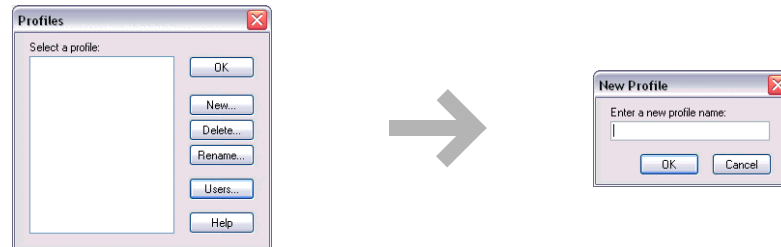
### WINDOWS ONLY

- + Did You Know?  
Save time by using the [File Link](#) feature or [importing](#) to quickly add information to a profile.

1

Open the New Profile screen:

- Open Palm Desktop software.
- From the Tools menu, select Users.
- Click Profiles, and then click New.

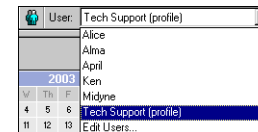


2

Enter a unique name for the profile, and click OK twice.

3

Select the profile from the User list, and create the info in Palm Desktop software for the profile.



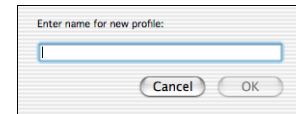
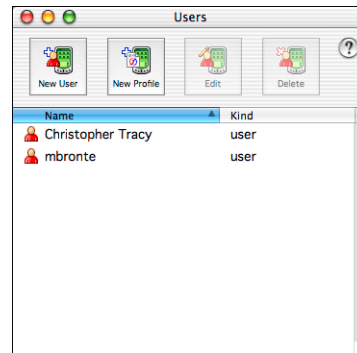
↓ Done

## MAC ONLY

1

Open the New Profile screen:

- a. Open Palm Desktop software.
- b. From the User pop-up menu, select Edit Users.
- c. Click New Profile.



2

Create the profile:

- a. Enter a unique name for the profile, and click OK.
- b. Close the Users window.

➤ Continued

3

Select the profile from the User pop-up menu, and create the info in Palm Desktop software for the profile.

4

Set the profile's conduit settings:

- a. From the HotSync menu, select Conduit Settings.
- b. **Select the conduit settings** for the profile.


↓ Done

## Synchronizing with a user profile

### WINDOWS ONLY

1

Begin synchronization:

- a. Connect the HotSync cable to the USB port on your computer, and then insert the other end into the mini-USB connector on your handheld.
- b. Make sure your handheld is on.
- c. Tap HotSync .

↘ Continued

## 2

Transfer the profile information:

- a. Click Profiles.
- b. Select the profile you want to load on the handheld, and click OK.
- c. Click Yes.




Done

The next time you synchronize that handheld, Palm Desktop software prompts you to assign a username to the handheld.

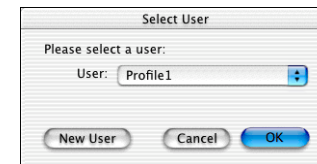
**MAC ONLY****1**

Begin synchronization:

- a. Connect the HotSync cable to the USB port on your computer, and then insert the other end into the mini-USB connector on your handheld.
- b. Make sure your handheld is on.
- c. Tap HotSync .

**2**

Select the profile you want to load on the handheld, and click OK.

**Done**

The next time you synchronize that handheld, Palm Desktop software prompts you to assign a username to the handheld.



### My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/myzire31](http://www.palmOne.com/myzire31).

### Support

If you're having problems with setup or anything else on your handheld, go to [www.palmOne.com/support/zire31](http://www.palmOne.com/support/zire31).

## Related topics

Click a link below to learn about these related topics:

### Synchronizing

- Synchronizing your handheld with Palm Desktop software or Microsoft Outlook on your computer
- Choosing whether or not to synchronize information for a specific application
- Synchronizing using the IR port on your handheld and your computer
- Transferring information to your handheld from an outside source, such as a file containing your company's phone list

### Installing and Removing

- Adding applications to your handheld
- Installing additional software from the CD
- Deleting applications from your handheld
- Viewing application information

### Customizing

- Adjusting the screen display
- Reducing the Auto-off setting
- Keeping your handheld from turning on accidentally

### Common Questions

Answers to frequently asked questions about setup

# Exploring Your Handheld

## In this chapter

[Locating the controls on your handheld](#)

[What's on the screen?](#)

[What software is on my handheld?](#)

[What's on the CD?](#)

[Related topics](#)

Whether you're at work, at home, or on the go, you'll quickly understand why handhelds are also called personal digital assistants (PDAs). Like a good personal assistant, your handheld helps you keep track of your schedule, your business and personal contacts, your to-do list, your memos, even your money.

Handhelds are for fun, too. You can create digital photo albums, play games, and read eBooks. Insert expansion cards (sold separately) to listen to music, or to enjoy useful reference software and more.

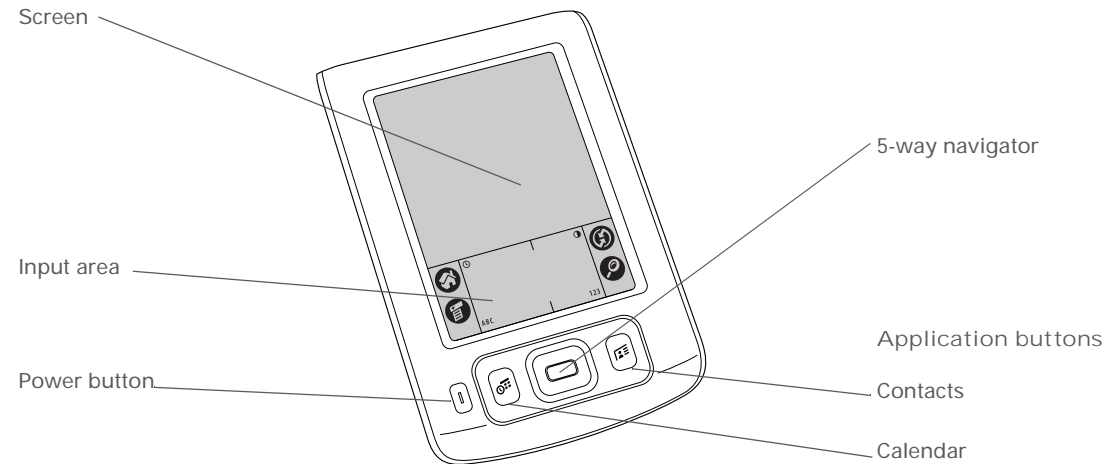


## Benefits of your Zire™ 31 handheld

- Save time and stay organized
- Travel light
- Protect your information
- Have fun: view photos, play music, and more

## Locating the controls on your handheld

### Front panel controls



<b>Screen</b>	Displays the applications and information on your handheld. The screen is touch-sensitive.
<b>Input area</b>	Lets you enter info with <b>Graffiti® 2 writing</b> or open the <b>onscreen keyboard</b> .
<b>Power button</b>	Turns your handheld on or off and lets you turn <b>Keylock</b> on (if active).
<b>5-way navigator</b>	Helps you move around and select info to display on the screen.
<b>Application buttons</b>	Open the Calendar and Contacts applications.

» **Key Term**  
**IR** Short for *infrared*.  
 Beaming uses infrared technology to send information between two IR ports that are within a few feet of each other.

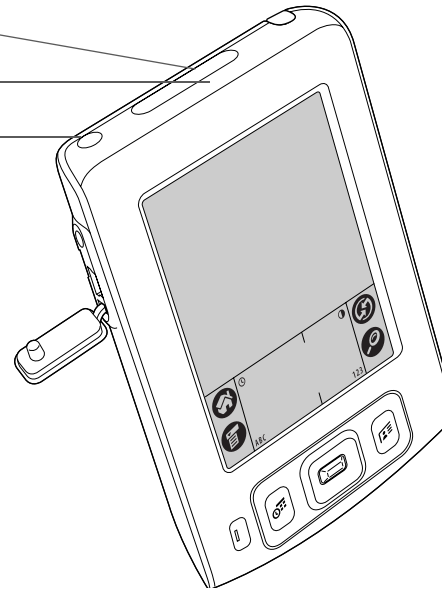
+ **Did You Know?**  
 Beaming lets you quickly share appointments, addresses, phone numbers, and more.

## Top panel controls

Expansion card slot

IR port

Headphone jack



### IR port

**Beams information** between handhelds and other devices that have an IR port.

### Expansion card slot

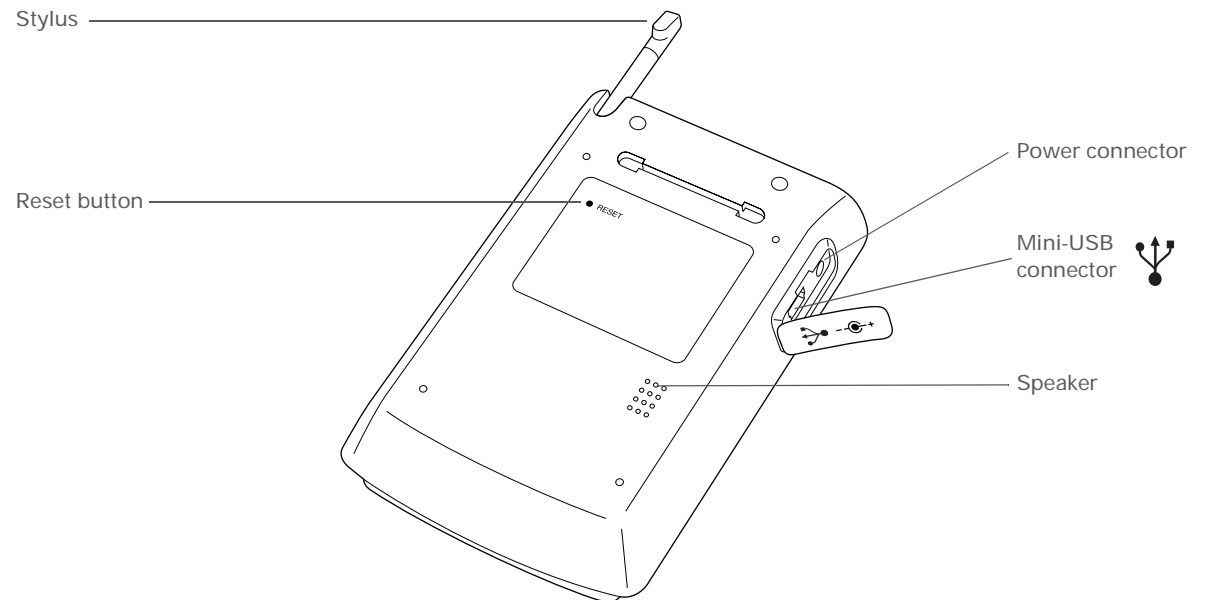
Lets you insert expansion cards (sold separately) to play music, back up info, and add memory, applications, and accessories to your handheld.

### Headphone jack

Lets you connect a standard 3.5 mm stereo headset (sold separately) to your handheld so you can listen to music and other audio applications.

» Key Term  
**USB** The type of connector or cable that's commonly used to connect accessories to a computer.

## Side and back panel controls



### Stylus

Lets you enter information on your handheld. To use the stylus, slide it out of the slot and hold it as you would a pen or pencil. Using your fingertip instead of the stylus is OK, but don't use your fingernail, a real pen, or other sharp object to touch the screen.

### Reset button

**Resets your handheld** if it *freezes* (stops responding).

### Power connector

Lets you connect the power adapter to your handheld so you can charge it.

### Mini-USB connector

Lets you connect your handheld to your computer, using the HotSync<sup>®</sup> cable, so you can **synchronize**.

### Speaker

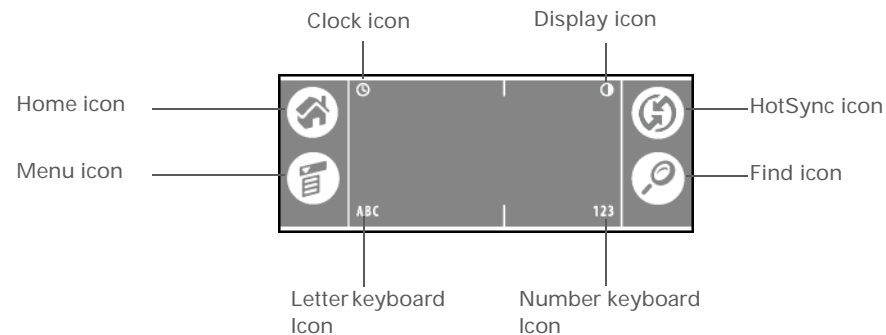
Lets you listen to alarms, game and system sounds, and music.

## What's on the screen?

Your handheld includes many features that make it easy to use. Among them are the input area and the common elements that appear on the screen in each of the applications. Once you learn how to use them in one application you can easily use them in all the others.

### Input area

Tapping the icons in the input area does the following:

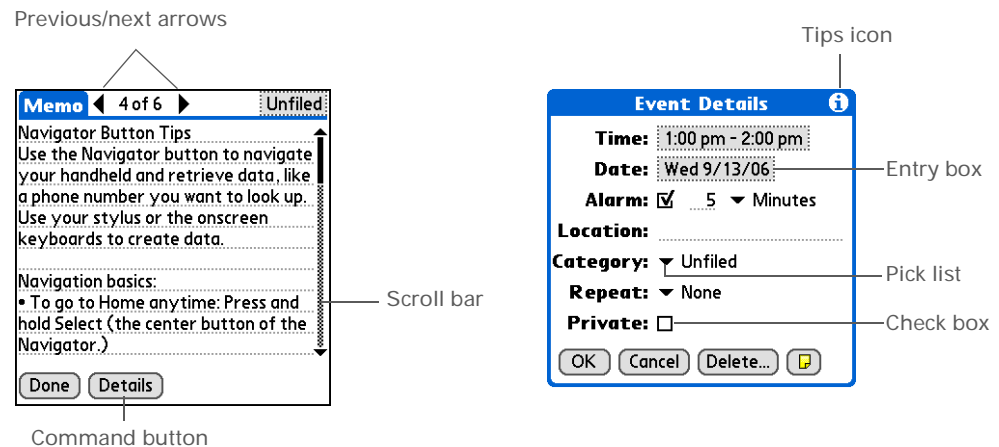


- Clock icon** Displays the current time and date. The display closes automatically after two seconds. See [Setting the date and time](#) and [Managing Clock Settings](#) for more information.
- Display icon** Opens the Adjust Display dialog box where you can set the brightness and contrast of your handheld's display. See [Adjusting the brightness and contrast](#) for instructions.
- Home icon** Displays the Home screen where you can open applications. See [Opening applications](#) for more information.
- Menu icon** Opens the menus, where you can select items that provide access to other features. See [Using menus](#) for more information.

<b>HotSync icon</b>	Synchronizes your handheld with your computer. See <a href="#">Synchronizing Your Handheld with Your Computer</a> for more information.
<b>Find icon</b>	Opens the Find dialog box where you can search for information. See <a href="#">Finding information</a> for more details.
<b>Letter keyboard icon</b>	Opens the alphabetic keyboard. See <a href="#">Entering information with the onscreen keyboard</a> for details.
<b>Number keyboard icon</b>	Opens the numeric keyboard. See <a href="#">Entering information with the onscreen keyboard</a> for details.

## Application controls

- » Key Term  
**Slider** The solid area on the scroll bar. The slider moves to indicate the relative position within the entry or list.
- \* Tip  
 You can also [use the navigator](#) to select an item from a pick list and to select some command buttons.



### Previous/next arrows

Tap the left and right arrows to view the previous and next entry; where up and down arrows appear, tap them to view the previous and next screens of information.













<b>Scroll bar</b>	Drag the slider, or tap the top or bottom arrow, to scroll the display one line at a time. To scroll to the previous screen, tap the scroll bar just above the slider. To scroll to the next screen, tap the scroll bar just below the slider.
<b>Command button</b>	Tap a button, such as OK, Cancel, or Details to perform a command or to open a dialog box. Command buttons appear at the bottom of dialog boxes and application screens.
<b>Tips icon</b>	Tap the Tips icon to view shortcuts and other useful information for the screen where the icon is located. When you're finished viewing the tip, tap Done.
<b>Entry box</b>	Tap an entry box to open a dialog box where you can enter info for that field.
<b>Pick list</b>	Tap the arrow to display a list of choices, and then tap an item in the list to select it.
<b>Check box</b>	Tap a check box to select or deselect it. When a check box contains a checkmark, the corresponding option is selected and on. When a check box is empty, the corresponding option is deselected and off.



\* **Tip**  
 Can't find some of these applications? Tap the category list in the upper-right corner of the Home screen and select All.

## What software is on my handheld?

Your handheld comes with many applications preinstalled and ready to use. Open these applications by pressing the application buttons on the front panel or by selecting the icons on the Home screen.

	<b>Quick Tour</b>	Learn about your handheld and how to enter info.
	<b>Calculator</b>	Do basic math calculations such as splitting restaurant bills and figuring tips.
	<b>Calendar</b>	Manage your schedule, from lunch with a friend, to weekly meetings, to annual events like holidays, to extended events like conferences and vacations. Even color-code your schedule by category.
	<b>Card Info</b>	View information about an expansion card seated in the expansion card slot.
	<b>Contacts</b>	Store names and addresses, phone numbers, e-mail and web site addresses—even photos and birthdays. Organize your contacts into categories.
	<b>Expense</b>	Track business or travel expenses and print expense reports after you synchronize with your computer.
	<b>HotSync</b>	Synchronize the info on your handheld with the info on your computer.
	<b>Memos</b>	Capture information such as meeting notes, lists of books to read, movies to see, recipes, and anything else you need to write down.
	<b>Note Pad</b>	Write on the screen in your own handwriting or draw a quick sketch.
	<b>Prefs</b>	Customize your handheld's sound levels, colors, security, and more.
	<b>Tasks</b>	Stay on top of your to-do list. Enter things you need to do, prioritize them, set alarms, and then monitor your deadlines.
	<b>World Clock</b>	Set the time in your home city and two other locations, and set an alarm to wake you up.

- \* Tip  
To learn how to install the desktop software from the CD, see [Step 3: Installing your software.](#)
- \* Tip  
To learn how to install extra handheld software from the CD, see [Installing the additional software from the CD.](#)

## What's on the CD?

The CD includes desktop software for your computer and additional software for your handheld.

The desktop software lets you use your computer to view, enter, and manage info for many of the applications on your handheld. Make sure you install the desktop software so that you can back up the info on your handheld onto your computer.

The additional handheld software lets you do more things with your handheld. When you set up your handheld you may have already installed some (or all) these applications. You can install any remaining applications at any time.

Your CD includes titles such as the following:



**Palm® Desktop software** View, enter, manage, and back up info for Calendar, Contacts, Tasks, Memos, and Expense on your computer. You can also view, manage, and back up info for Note Pad and palmOne™ Photos (Photos is Windows only). When you **synchronize your handheld with your computer**, the info is updated in both places. This application installs automatically during the initial CD installation process.



**palmOne™ Quick Install** Transfer applications and other files from your computer to your handheld or to an expansion card that is seated in the expansion slot (Windows only). This application installs automatically during the initial CD installation process.



**Send To Handheld droplet** Transfer applications and other files from your computer to your handheld or to an expansion card that is seated in the expansion slot (Mac only). This application installs automatically during the initial CD installation process.



**Getting Started Guide** Keep the Getting Started Guide with you and view it on your handheld.



**palmOne Photos** View photos on your handheld and create portable photo albums.

**RealOne Player**

Listen to music on your handheld with an expansion card (sold separately). Create playlists and organize your MP3 files. A desktop application (Windows only) lets you create MP3 files from your music CDs. Both Mac and Windows users can transfer MP3 files to an expansion card for use on the handheld.

**AudiblePlayer**

Listen to newspapers, books, public radio, language instruction, and more (additional fees may apply). Windows only.

**Palm Reader®**

Purchase and download eBooks from the web so that you can read them when you want, where you want.

**powerOne Calculator**

Calculate math and business solutions with this enhanced calculator.

**Handmark Solitaire**

Enjoy hours of entertainment with this solitaire game.

**Handmark  
MobileDB**

Use the included databases to track useful info such as car maintenance, passwords, and more. You can also download and install over a thousand ready-to-use databases (additional fees may apply).

**Handmark  
PDA Money**

Manage your finances on the go. Use this application by itself, or buy the optional **conduit** and transfer info to Quicken, Microsoft Money, and more. On your handheld, this application appears as Splash Money.

**+it Addit**

Preview, try, and buy software for your handheld (Windows only and web access required).

My Handheld  
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/myzire31](http://www.palmOne.com/myzire31).

Support  
If you're having problems with your handheld, go to [www.palmOne.com/support/zire31](http://www.palmOne.com/support/zire31).

## Related topics

Click a link below to learn about these related topics:

### Setup

Installing the desktop software from the CD

### Entering Information

- Entering information with Graffiti 2 characters and shortcuts
- Entering information with the onscreen letter and number keyboards

### Moving Around

- Opening applications and using menus
- Finding information

### Synchronizing

Synchronizing your handheld with your computer

### Sharing

Beaming applications and info to other Palm OS® handheld users

### Installing and Removing

Installing additional software from the CD

### World Clock

Viewing the current date and time

### Customizing

- Setting the current date and time
- Adjusting the brightness and contrast of the display
- Preventing your handheld from turning on by accident

### Maintaining

- Caring for your handheld
- Resetting your handheld

### Common Questions

Answers to frequently asked questions about your handheld

# Moving Around in Applications

In this chapter

[Opening applications](#)

[Using menus](#)

[Using the 5-way navigator](#)

[Finding information](#)

[Related topics](#)

Have you ever been to a new city and felt a bit lost until you figured out that the numbered streets run North/South and the avenues run East/West? Learning to move around your handheld is similar. Most Palm OS® applications use the same set of application controls. So once you learn how to use these standard controls, you'll be driving all over town and you won't even need a map.



## Benefits of your Zire™ 31 handheld

- Find and open applications quickly
- Access extra features with menus
- Move around applications with one hand using the 5-way navigator
- Locate information in any application with the Find feature

## Opening applications

You can open applications with the application buttons on the front of your handheld or with the application icons on the Home screen.

### Using the application buttons

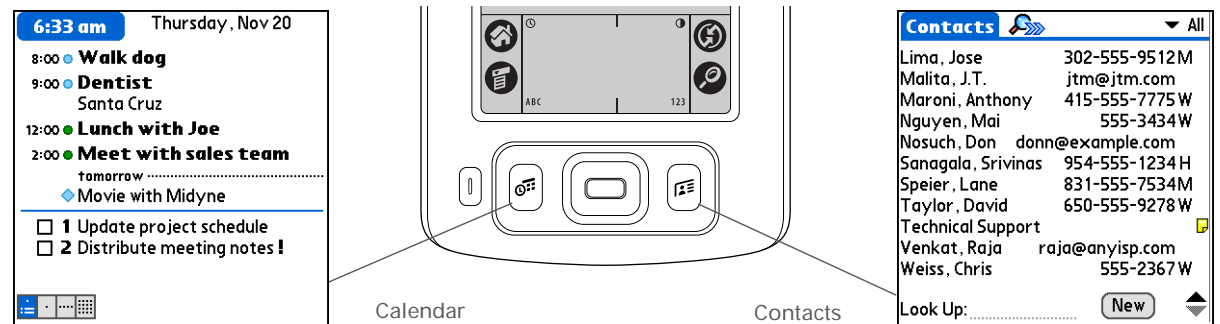
Press an application button to turn on your handheld and to open the application for that button.

- + Did You Know?  
You can **reassign the application buttons** to open whichever applications you choose.

- \* Tip  
Handheld on already?  
Tap the Home icon to go to the Home screen.

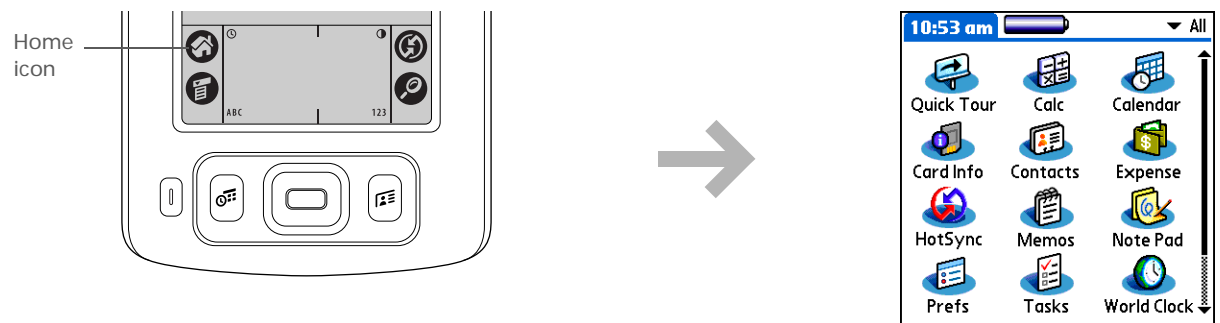
- + Did You Know?  
You can **use a favorite photo as the background** for your Home screen.

- \* Tip  
Don't want to scroll through icons on the Home screen? Write the first letter of the application name in the input area to jump to the first application that begins with that letter.




### Using the Home screen

Turn on your handheld, tap Home , and tap an application icon, such as Note Pad.




## Switching between applications

You can switch between applications at any time. Just tap Home  and select an icon on the Home screen or press an application button. Your handheld automatically saves your work in the current application and switches to the other application.

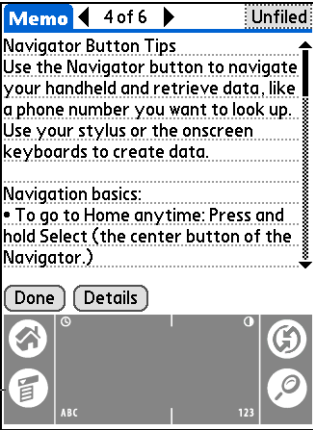
## Using menus

Menus let you access additional features and settings. They are easy to use, and once you master them in one application, you know how to use them in all your applications.


- \* **Tip**  
 You can also open the handheld menus by tapping the application title in the upper-left corner of the screen.
- When the menus are open, you can **use the navigator** to select menus and menu items.

- 1 **Open an application.**
- 2 Tap Menu  to open the menus.

Application title





Menu icon



Menu

Menu item



 Continued

3

Tap a menu title, and then tap a menu item.

 Done

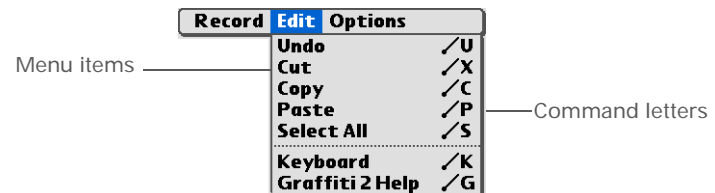
\* Tip  
Command mode is active for just a few seconds, so write the command letter or tap an icon on the Command toolbar quickly.

### Using the Command stroke

Most menu items also have a Graffiti® 2 command letter, which is similar to the keyboard shortcuts used on computers. The command letter appears to the right of the menu item.

To use a command letter, first write the Graffiti 2 Command stroke on the left side of the input area, and then write the command letter. For example, to select Paste from the Edit menu, write the Command stroke, followed by the letter *p*.

Command stroke



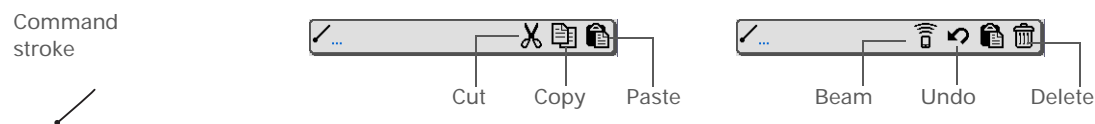
**NOTE** When you write the Command stroke the Command toolbar appears. See the next section for info on using the Command toolbar.



## Using the Command toolbar

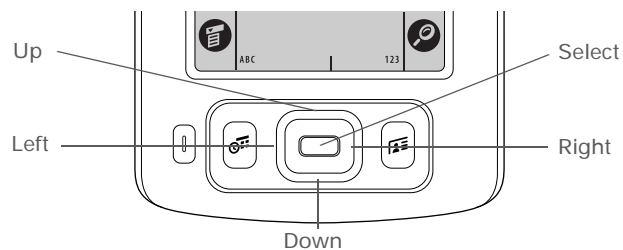
The Command toolbar displays different icons based on the active screen. For example, if you have text selected, the icons might be Cut, Copy, and Paste. If no text is selected, the icons might be Beam, Undo, and Delete.

To use the Command toolbar, write the Command stroke to display the Command toolbar, and then tap an icon to select its command.



## Using the 5-way navigator

The 5-way navigator, located at the bottom of the front panel, lets you access information quickly with one hand and without the stylus. To use the navigator, press Up, Down, Right, or Left; or press Select in the center.



The navigator does various things based on which type of screen you're on.

\* **Tip**  
To remove the selection highlight without making a selection, scroll to the first icon (in the upper-left corner), and then press Left on the navigator.

\* **Tip**  
From most applications you can return to the Home screen by holding down Select on the navigator.

## Moving around the Home screen

In the Home screen, use the navigator to select and open an application.

**Right or Left** Scrolls to the next or previous application category.

**Select**

- Inserts the selection highlight with a single press. When the selection highlight is present:

**Up, Down, Right, or Left** Scrolls to the next icon in the corresponding direction.

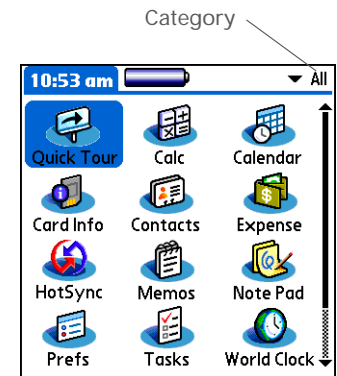
**Select** Opens the selected application.

- Holding down Select opens the category list.

When the category list is open:

**Up or Down** Scrolls to the next or previous category in the list.

**Select** Displays the selected category.



## Moving around list screens

In list screens, use the navigator to select and move between entries such as a note, memo, contact, or photo.

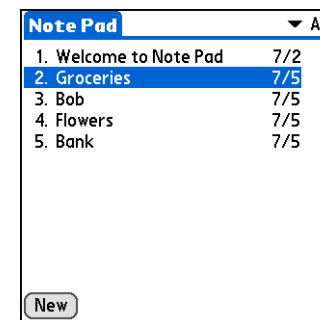
**Up or Down** Scrolls an entire screen of entries, as long as there's nothing highlighted. Hold down to accelerate the scrolling.

**Select** Inserts the selection highlight. When the selection highlight is present:

**Up or Down** Scrolls to the previous or next entry.

**Select** Displays the selected entry.

**Left** Removes the selection highlight.



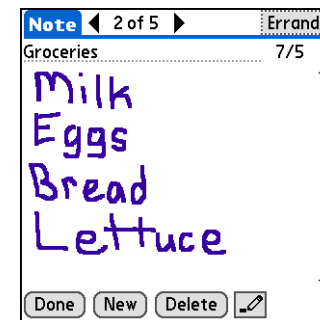
## Moving around record screens

In record screens, use the navigator to scroll within the current entry or between entries.

**Up or Down** Scrolls within the current entry.

**Right or Left** Scrolls to the previous or next entry (not available in Contacts).

**Select** Returns to the list screen.



## Moving around dialog boxes

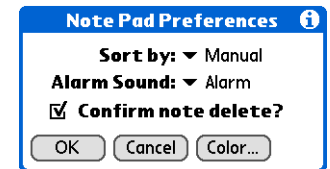
Dialog boxes appear when you select a button or option that requires you to provide additional information. In dialog boxes, use the navigator to select a button.

### Select

Activates a button, and then closes the dialog box. The number of buttons in the dialog box determines which button Select activates:

**One button** Activates that button.

**Two or more buttons** Activates the action button (versus Cancel) such as OK, Yes, or Delete.



**[ ! ] IMPORTANT** Read dialog boxes carefully. Selecting a button such as OK or Yes may cancel an action or delete information.

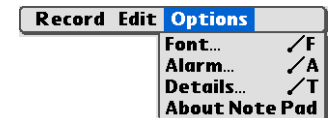
## Moving around menus

After you open the menus you can use the navigator to move between and to select menu items:

**Up or Down**      Scrolls within the current menu list.

**Right or Left**      Scrolls to the next or previous menu on the menu bar.

**Select**              Selects the highlighted menu item.



## Moving around pick lists

Access pick lists by tapping the triangle next to an option on the screen. When the pick list is open, use the navigator to scroll through the list and select an item.

**Up or Down**      Scrolls within the pick list.

**Select**              Selects the highlighted item.



## Finding information


\* **Tip**  
If you select text in an application before you tap Find, the selected text automatically appears in the Find dialog box.

+ **Did You Know?**  
In most applications you can also use **Phone Lookup** to enter a contact's info in another application.

\* **Tip**  
Want to stop searching? Tap Stop at any time during a search. To continue the search, tap Find More.

You can use Find to locate any word or phrase in any application on your handheld. Find locates any words that begin with the text you enter and is not case sensitive. For example, searching for "plane" finds "planet" but not "airplane." Searching for "davidson" also finds "Davidson."

**NOTE** Find does not search applications on expansion cards.

- 1 Tap Find .
- 2 Enter the text that you want to find, and then select OK.
 

**Find**

Find: palmOne

OK Cancel

→

**Find**

**Matches for "palmOne"**

Memos

---

Download Applications

Extend Your Handheld Coverage (...)

---

Contacts

Accessories      www.palmone.com/M

Technical Su    www.palmone.com/...M

---

Calendar

Tasks

Don't forget to register!

Cancel Find More
- 3 Tap the text that you want to review.

↓ **Done** The entry you tapped appears on the screen.

My Handheld  
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/myzire31](http://www.palmOne.com/myzire31).

Support  
If you're having problems with your handheld, go to [www.palmOne.com/support/zire31](http://www.palmOne.com/support/zire31).

## Related topics

Click a link below to learn about these related topics:

### Exploring

- Locating the controls on your handheld
- Discovering the built-in software on your handheld and the additional software on the CD
- Getting familiar with the input area and onscreen application controls

### Entering Information

- Entering information with Graffiti 2 characters and shortcuts
- Entering contact information in other applications

### Sharing

Beaming information and applications to other Palm OS® handheld users

### Privacy

Keeping information private by turning on security options

### Categories

Creating categories and organizing your applications and information

### Installing and Removing

- Adding and deleting applications on your handheld
- Viewing application information

### Customizing

- Using a photo as the Home screen background
- Viewing the Home screen in list format
- Organizing your applications into categories

### Maintaining

Caring for your handheld

### Common Questions

Answers to frequently asked questions about using your handheld and its applications

# Entering Information

In this chapter

[How can I enter information?](#)

[Entering information with Graffiti 2 writing](#)

[Entering information with the onscreen keyboard](#)

[Entering information with your computer](#)

[Importing information from other applications](#)

[Restoring archived items on your computer](#)

[Entering info from Contacts into another application](#)

[Editing information](#)

[Related topics](#)

Whether you're scheduling a meeting with your daughter's teacher or adding a new restaurant to your Contacts list, you need to get that information into your handheld. There are several ways to do this.

You may find that you prefer one method if you're entering a small amount of information, while another works best for large amounts. Choose the one that's right for any situation.



## Benefits of entering information

- Enter information on your handheld or at your desk
- Choose the method that works best for your situation



## How can I enter information?

- **Graffiti® 2 writing** (see below)
- **The onscreen keyboard**
- **Palm® Desktop software or Microsoft Outlook on your computer**
- **Import information from other applications**
- **Phone Lookup**
- **Note Pad**
- Visit [www.palmOne.com/myzire31](http://www.palmOne.com/myzire31) and click the Accessories link to get an accessory keyboard (additional fees may apply)
- **Receive information beamed from another Palm OS® handheld**


The most popular methods are using Graffiti 2 writing, the onscreen keyboard, and Palm Desktop software or Microsoft Outlook on your computer.

## Entering information with Graffiti 2 writing

You can enter info directly on your handheld with Graffiti 2 writing. Graffiti 2 writing includes any character you can type on a standard keyboard. Entering these characters on your handheld is very similar to the way you naturally write letters, numbers, and symbols. But instead of using a pen and paper, you use the stylus and the input area on your handheld. With only a few minutes of practice, you can learn to use Graffiti 2 writing—and help is always only a tap away.

- + Did You Know?  
You can set up your handheld so you can **write on the entire screen** with Graffiti 2 writing.
- + Did You Know?  
Graffiti 2 writing automatically capitalizes the first letter of a sentence or a new entry.

## Writing Graffiti 2 characters

1	<b>Open an application</b> you use to enter information, like Calendar.
2	Tap the screen where you want your character to appear.
3	<p>Position the stylus in the correct part of the input area.</p> <p><b>[ ! ] IMPORTANT</b> If you don't make Graffiti 2 strokes in the input area, your handheld does not recognize them as text characters.</p> <div style="text-align: right;"> <p>Write letters here      Write numbers here</p>  <p>Write capital letters across the middle</p> </div>
4	Write the characters exactly as shown in the tables that follow these steps. Be sure to start each stroke at the heavy dot.
5	Lift the stylus at the end of the stroke.
↓ Done	<b>When you lift the stylus from the screen, your handheld recognizes the stroke immediately and prints the character at the insertion point on the screen.</b>

## Keys to success with Graffiti 2 writing

Keep these guidelines in mind when using Graffiti 2 writing:

+ Did You Know?  
Graffiti 2 characters made with 2 strokes are recognized after the second stroke.

+ Did You Know?  
Write uppercase letters the same way you write lowercase ones. The only difference is where you write them.

\* Tip  
Your handheld has tables displaying all of the Graffiti 2 characters, short cuts, and commands. **Customize your handheld** so you can display these characters by drawing a line from the bottom of the screen to the top.

- Write the characters exactly as shown in the following tables. Don't write the dot. It's only there to show you where to begin writing the character.
- The Graffiti 2 writing area has two sections. Write lowercase letters on the left, numbers on the right, and capital letters across the middle.
- Write at a natural speed, and do not write on a slant.
- Press firmly.
- Write large characters.

If you're already familiar with Graffiti writing from an older Palm OS handheld, Graffiti 2 writing will be easy to master. Characters are entered in exactly the same way, except for *i*, *t*, *k*, and the number 4. These letters are now made with two strokes, just the way you would write them if you were using a pen and paper.

Also, you no longer have to use the punctuation shift stroke for common punctuation like periods, commas, or @. Just write these characters on the correct side of the input area and your handheld immediately recognizes them.











\* Tip  
You can select alternate ways to write some Graffiti 2 characters. Choose the method that's most natural for you.

\* Tip  
Customize your handheld so that you can use the entire screen to enter Graffiti 2 characters, not just the input area.












### Graffiti 2 alphabet












Write lowercase letters on LEFT side, and capital letters across MIDDLE of input area							
Letter	Stroke	Letter	Stroke	Letter	Stroke	Letter	Stroke
A	Λ	B	B	C	C	D	b
E	ε	F	Γ	G	G	H	h
I	i	J	J	K	K	L	L
M	M	N	N	O	O	P	p
Q	q	R	R	S	S	T	†
U	U	V	V	W	W	X	X
Y	y	Z	Z				

## Graffiti 2 numbers

Write numbers on RIGHT side of input area			
Number	Stroke	Number	Stroke
0		1	
2		3	
4		5	
6		7	
8		9	

## Graffiti 2 punctuation marks







Write these marks on LEFT side of input area			
Mark	Stroke	Mark	Stroke
Period .		Ampersand &	
Comma ,		Carriage return	
Apostrophe '		At @	
Space		Quotation mark "	
Question mark ?		Tab	
Exclamation point !			

Write these marks on RIGHT side of input area			
Mark	Stroke	Mark	Stroke
Period .		Backslash \ \	
Comma ,		Slash / /	
Tilde ñ		Left parenthesis ( (	
Dash -		Right parenthesis ) )	
Plus +		Equal sign = =	
Asterisk *			

## Graffiti 2 accented characters





For accented characters, write the letter on the left side of the input area, and then write the accent on the right side of the input area.

\* **Tip**  
Get help writing any of the Graffiti 2 characters in most applications. **Open the Edit menu** and select Graffiti 2 Help.

Write these marks on RIGHT side of input area			
Accent	Stroke	Accent	Stroke
Acute á		Dieresis ä	
Grave à		Circumflex â	
Tilde ã		Ring å	



### Graffiti 2 gestures


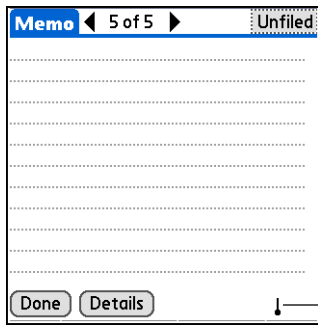
Write gestures on LEFT side, or across the middle of input area			
Gesture	Stroke	Gesture	Stroke
Cut		Paste	
Copy		Undo	

## Writing Graffiti 2 symbols and other special characters

Symbols and other special characters can be written on either side of the input area, using the Punctuation Shift stroke:

\* **Tip**  
If you accidentally enter the Punctuation Shift stroke, enter it again to cancel it, or wait a moment and it automatically disappears.

+ **Did You Know?**  
Writing two Punctuation Shift strokes cancels the automatic capitalization of the first letter of a new entry or sentence.

1	<p>Enter the Punctuation Shift  stroke.</p> <p>When Punctuation Shift is active, an indicator appears in the lower-right corner of the screen.</p>	 <p>The screenshot shows a memo input screen with a title bar containing 'Memo', '5 of 5', and 'Unfiled'. Below the title bar are several horizontal lines for text entry. At the bottom of the screen are two buttons: 'Done' and 'Details'. A small downward-pointing arrowhead is located in the bottom right corner of the screen, labeled as the 'Punctuation shift indicator'.</p>
2	<p>Write the symbol or other special character shown in the following table.</p> <p>You can write a symbol or special character anywhere in the input area.</p>	
3	<p>Enter another Punctuation Shift stroke to finish the character and to make it appear more quickly.</p>	
↓ Done	<p>Once the Punctuation Shift indicator disappears, you see the character.</p>	

### Graffiti 2 symbols and special characters


Write symbols on EITHER side of input area

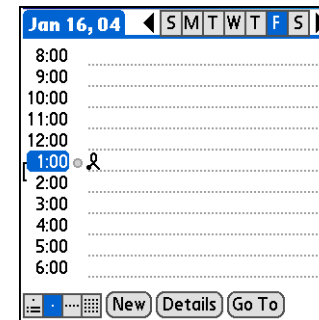
•	↵	↵	1?2	1!2	&	@	\$	N	/	\	¶
;	:	-		(	)	<	>	[	]	{	}
1j2	1o2	-•		(	)	<	>	[	]	{	}
+	-	*	÷	=	#	%	^	`	™	®	©
2†1	-	1X2	÷	=	≠	%	^	∩	∪	∩	©
‘	’	“	”	§	•	¢	€	¥	£	i	ı
l	l-	ll	ll	S	•ii	ℓ	€	¥	£	1i2	1o2
°	ß	μ	f	Ø							
Ö	ß	M	f	Øi							

## Writing Graffiti 2 ShortCuts

Graffiti 2 contains several ShortCuts to make entering common information easier. For example, when you write the ShortCut stroke followed by *dts*, you automatically enter the current date and time. You can also create your own ShortCuts.

1

Write the ShortCut stroke .  
This stroke appears at the insertion point.



2

Write the ShortCut character from the following table.

You can write ShortCuts on the left-hand side of the input area, or across the middle.



Done

The ShortCut stroke is replaced by the text the character represents.

### Graffiti 2 ShortCuts

Write ShortCuts on LEFT side, or across MIDDLE of input area			
Entry	ShortCut	Entry	ShortCut
Date stamp	ds	Time stamp	ts
Date/time stamp	dts	Meeting	me
Breakfast	br	Lunch	lu
Dinner	di		

## Entering information with the onscreen keyboard

You can use the onscreen keyboard in any application where you need to enter text, numbers, or symbols on your handheld.

» **Key Term**  
**Entry** An item in an application such as a contact in Contacts or an appointment in Calendar.

\* **Tip**  
You can enter text whenever you see a blinking cursor on the screen.

**1**

Open an entry:

- a. **Open an application.**
- b. Select an entry or tap New.

**2**

Tap one of the following to open an onscreen keyboard:

**ABC** Opens the letter keyboard.

**123** Opens the number keyboard.

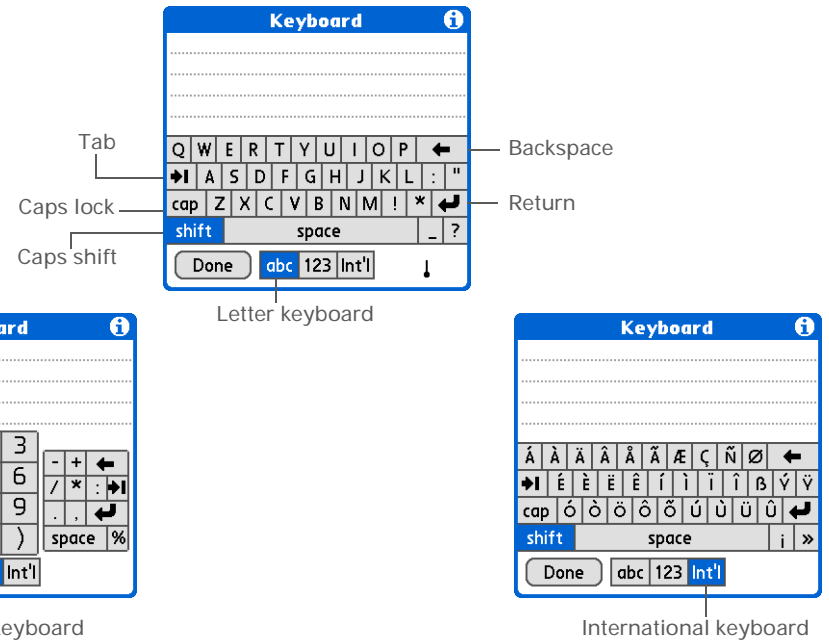
↘ **Continued**



\* Tip  
 When a keyboard is open, you can tap abc, 123, or Int'l to open any of the other keyboards.

3

Tap the characters to enter text, numbers, and symbols, and then select Done.



Done

\* Tip  
The Palm Desktop online Help has lots of info about how to use Palm Desktop software. Open the Help menu and select Palm Desktop Help.

## Entering information with your computer

Do you have a lot of information to enter on your handheld? Consider entering it in Palm Desktop software or Microsoft Outlook on your computer. When you **synchronize your handheld with your computer**, the information is updated in both places.

**NOTE** If you choose to **synchronize with Microsoft Outlook** (Windows only), info from Contacts, Calendar, Tasks, and Memos is synchronized with Outlook. Other info, such as photos and notes, is synchronized with Palm Desktop software.

### WINDOWS ONLY

1

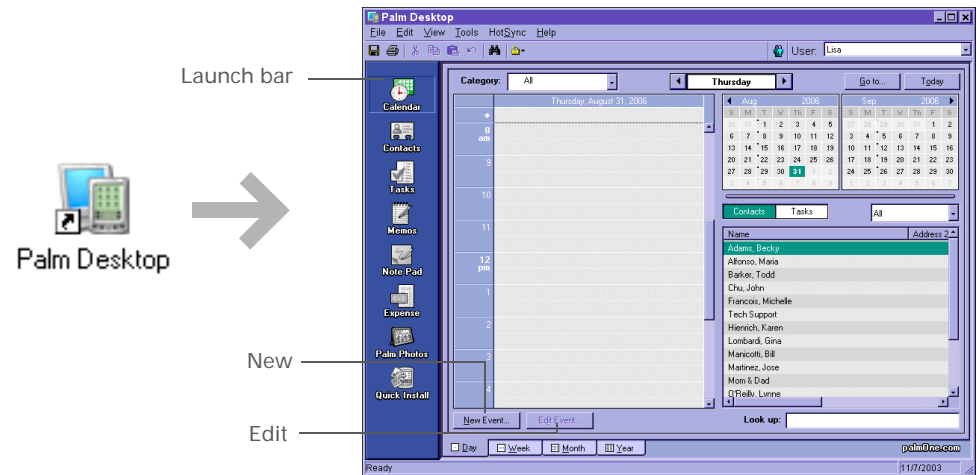
Open an application in Palm Desktop software:

- a. Double-click the Palm Desktop icon on your computer desktop.
- b. Click the icon in the launch bar to open the application.

↘ Continued



Cont'd.



2

Do one of the following:

- Click New in the lower-left corner of the screen to create a new entry.
- Click an existing entry, and then click Edit in the lower-left corner of the screen.

3

Enter the information, and then click OK.

➤ Continued

4

**Synchronize your handheld with your computer.**

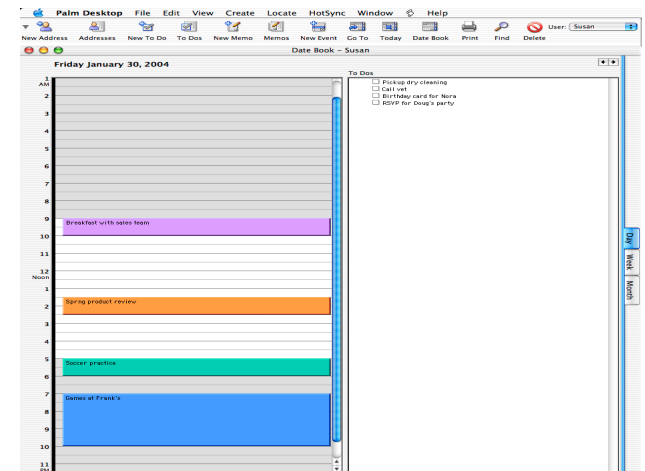
↓ Done

**MAC ONLY**

1

Open an application:

- a. Double-click the Palm Desktop icon in the Palm folder on your computer.
- b. Click the icon in the toolbar to open the application.



↘ Continued

2

Do one of the following:

- Click New in the upper-left corner of the screen to create a new entry.
- Click an existing entry, and then click Edit in the upper-left corner of the screen.

3

Enter the information, and then click OK.

4

**Synchronize your handheld with your computer.**

↓ Done

\* **Tip**  
Palm Desktop Help has lots of information about importing from other applications, including step-by-step instructions. Open the Help menu in Palm Desktop software and select Palm Desktop Help for more details.

## Importing information from other applications

Do you have information on your computer in spreadsheets or databases and want to transfer it to your handheld? Don't spend time retyping it. Instead, import the info into Palm Desktop software.

Palm Desktop software can import the following types of files:

**Calendar** vCal/iCal (VCS/ICS) and Calendar archive (DBA)

**Contacts** vCard (VCF), comma-delimited (CSV, TXT), tab-delimited (TAB, TSV, TXT), Contacts archive (ABA)

**Memos** Comma-delimited (CSV, TXT), tab-delimited (TAB, TSV, TXT), Memos archive (MPA), Text (TXT)

**Tasks** Tasks archive (TDA)

### WINDOWS ONLY

1

Save the file on your computer in one of the accepted formats.

2

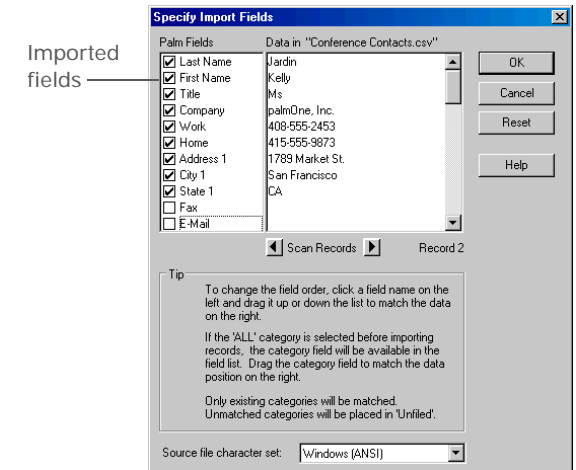
Import the file into Palm Desktop software:

- a. Double-click the Palm Desktop icon on your computer desktop.
- b. Click the icon in the launch bar for the application you want to import the information into.

↘ Continued

Cont'd.

- c. Click File, and then click Import.
- d. Follow the onscreen instructions to map the fields in your file to the fields in Palm Desktop software, and import the file.




3

**Synchronize your handheld with your computer.**

↓ Done

**MAC ONLY**

1	Save the file on your computer in one of the accepted formats.
2	Import the file into Palm Desktop software: <ol style="list-style-type: none"><li>Double-click the Palm Desktop icon in the Palm folder on your computer.</li><li>Click the icon on the toolbar for the application into which you want to import information.</li><li>Click File, and then click Import.</li><li>Follow the onscreen instructions to import the file.</li></ol>
3	<b><u>Synchronize your handheld with your computer.</u></b>  Done

## Restoring archived items on your computer

In many applications, you can save a copy of an item that you deleted from your handheld or desktop software to an archive folder on your computer. This frees up space on your handheld, while ensuring the information is available if you need it in the future.

You can restore individual entries or an entire archive file to the related application in your desktop software. The Palm Desktop online Help and the Microsoft Outlook online Help have lots of info about how to restore archived files. Refer to these Help files for details.

## Entering info from Contacts into another application

Having lunch with someone whose info you have in Contacts? Use Phone Lookup to quickly enter their name and phone number into the appointment you create in Calendar. This feature is available in Calendar, Memos, Tasks, and Expense.


**1**

Open an entry:

- a. **Open an application.**
- b. Select an entry or tap New.  
In Expense only: Tap Details, and then tap Attendees.

**2**

Add the Contact from Phone Lookup:

- a. Tap where you want to enter the Contact.
- b. **Open the menus** .
- c. Select Options, and then select Phone Lookup.

↘ **Continued**

Cont'd.

d. Select the contact, and then select Add.

Lookup	
Anderson, Mark	415.555.9308 M
Cepeda, Juan	909.555.9702 W
Hanon, Matt	203.555.9820 M
<b>Kelly, Jardin</b>	<b>650.555.3970 W</b>
Nguyen, Mai	650.555.9984 H
O'Leary, Patrick	415.555.9802 W
Pastori, John	415.555.0233 H
Simon, James	650.555.3327 H
Veddi, Maria	415.555.6683 W
Venkat, Raj	303.555.2674 W
Westman, Paul	650.555.6692 H

Look Up: .....



Dec 23, 03 ◀ S M T W T F S ▶	
8:00	.....
9:00	.....
10:00	.....
11:00	.....
12:00	.....
<b>1:00</b>	<b>◉ Kelly, Jardin</b>
	<b>650.555.3970 W</b>
2:00	.....
3:00	.....
4:00	.....
5:00	.....

3

[ & ] **OPTIONAL** To add another contact, repeat step 2.

↓ Done

The name and phone number of the contact are automatically entered.



## Editing information

Editing information on your handheld is similar to editing with word-processing applications on your computer. Select the information, and then apply the correct command.

### Selecting information

There are several ways to select information that you want to edit or delete.

#### Selecting text

Place the cursor before or after the text you want to select, and drag the cursor over all the text you want to select.

#### Selecting a word

- Tap twice on a word to select it.
- Place the cursor before or after the word, and drag it over the word to select it.


#### Selecting a line

- Tap three times anywhere in a line to select it.
- Place the cursor before or after the line, and drag it over the line to select it

- \* Tip  
There are even faster ways to copy and paste information:
- Use **Graffiti 2 gestures**
  - Use the **Graffiti 2 Command stroke** and the command letter for cut, copy, or paste (*/X, /C, /P*)
  - Select the text, write the command stroke, and then tap the icon for cut or copy. Move to the place where you want to place the info, write the command stroke again, and tap the icon for paste.

## Copying and pasting information


Copying and pasting information on your handheld is similar to editing with word-processing applications on your computer.

1	<b>Select the information</b> you want to copy.
2	Copy the information: a. <b>Open the menus</b>  . b. Select Edit, and then select Copy.
3	Tap where you want to paste the information.
4	Select Edit, and then select Paste.  ↓ Done

## Deleting information

Delete all or part of an entry with the Cut command.

- \* Tip  
Delete information with **Graffiti 2 writing**. Select the information, and then draw a line from right to left in the input area.

1	<b>Select the information</b> you want to delete.
2	Delete the information: a. <b>Open the menus</b>  . b. Select Edit, and then select Cut.  ↓ Done

### Community

To explore the world of your handheld, go to [www.palmOne.com/myzire31](http://www.palmOne.com/myzire31).

### Support

If you're having problems entering information or with anything else on your handheld, go to [www.palmOne.com/support/zire31](http://www.palmOne.com/support/zire31).

## Related topics

Click a link below to learn about these related topics:

### Moving around

- Opening applications
- Using menus

### Sharing

Beaming information to another Palm OS handheld

### Customizing

- Selecting alternate ways to write some Graffiti 2 characters
- Using the entire screen to write Graffiti 2 characters
- Creating your own Graffiti 2 ShortCuts

### Common Questions

Answers to frequently asked questions about entering information

# Synchronizing Your Handheld with Your Computer

In this chapter

[Why synchronize information?](#)

[What information is synchronized?](#)

[How do I synchronize?](#)

[Customizing your synchronization settings](#)

[Synchronizing with an external file](#)

[Related topics](#)

Have you ever had to meet friends at a certain time, so everyone needed to synchronize their watches?

Synchronizing simply means that information that has been entered or updated in one place is automatically updated in the other. And just as your watches can be synchronized, you can synchronize information—such as photos or contacts—on your handheld with information on your computer.

If you use your handheld only on its own and never synchronize it with your computer, then you aren't taking full advantage of your handheld. You can do much more with your handheld if you synchronize it with your computer.



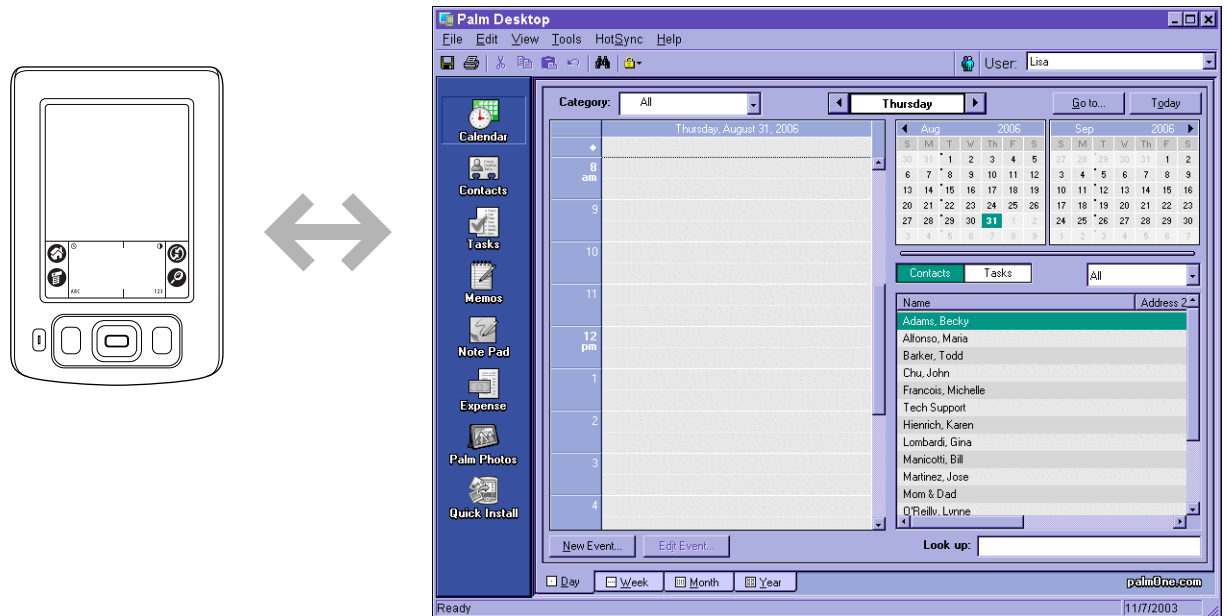
## Benefits of synchronizing

- Quickly enter and update information on your computer and your handheld
- Install applications and files
- Protect your information

## Why synchronize information?

**Quickly enter and update information on your computer and handheld.** Synchronizing updates information both on your handheld and in **Palm® Desktop software** on your computer. For example, you can quickly enter a contact list on your computer and then send it to your handheld instead of re-entering the information.

**NOTE** During CD installation, you can choose to synchronize your handheld with Microsoft Outlook on your computer (Windows only). If you do, information from Contacts, Calendar, Tasks, and Memos is synchronized with Outlook. Other information, such as photos and notes, is synchronized with Palm Desktop software. You can insert the CD at any time to choose synchronization with Outlook if you did not do so during the initial installation.



**Install applications and files.** You can use **palmOne™ Quick Install** to send files to certain applications on your handheld or to install additional software when you synchronize.

**Protect your information.** When you synchronize information, you create a backup copy. If something happens to your handheld or your computer, the information is not lost; one tap restores it in both places.

[ ! ] **IMPORTANT** Be sure to synchronize at least once a day so that you always have an up-to-date backup copy of important information.

## What information is synchronized?

If you use the default settings, information from all the following applications is transferred each time you synchronize your handheld with your computer:



Calendar



Contacts



Expense



Memos



Note Pad



Tasks

If you've installed applications from the CD such as Photos, these applications may also be included in the defaults for synchronization.

**NOTE** Information from Photos is synchronized in Palm Desktop software on Windows computers only. When you synchronize on a Mac computer, your photos are stored in the Home:Pictures:palmOne Photos:username folder. Information from Expense is synchronized on Windows computers only.

In addition, the default settings back up system information from your handheld to your computer and install add-on applications from your computer to your handheld.

If you install other applications and want those applications included in synchronization, you can choose which applications to synchronize.

Everybody in your family can synchronize their handheld to the same copy of Palm Desktop software. Just make sure that each handheld has its own username; Palm Desktop software reads the username and recognizes the handheld during synchronization. Although several people can share the same copy of Palm Desktop software, they should not share the same username.

- [ ! ] Before You Begin  
Complete the following:
- [Initial handheld setup](#)
  - [Install Palm Desktop software from the CD](#)


## How do I synchronize?

You can synchronize your handheld with your computer in the following ways:

- Using the HotSync® cable attached to your handheld and your computer
- Using your handheld's **infrared** (IR) port
- Connecting to your company's network, either wirelessly or using a cable (Windows only)

**[ ! ] IMPORTANT** The first time you synchronize, you must use the HotSync cable or your handheld's IR port. If you followed the instructions to synchronize during **initial setup**, you've already covered this requirement.

To synchronize, HotSync Manager must be active. HotSync Manager was installed when you installed **Palm® Desktop software**; if you didn't install Palm Desktop software, you don't have HotSync Manager on your computer.

On a Windows computer, you know HotSync Manager is active when its icon  appears in the lower-right corner of your screen. If the icon is not there, turn it on by clicking Start, and then selecting Programs. Navigate to the Palm Desktop software program group, and select HotSync Manager.

- » Key Term  
**HotSync® Technology** Technology that allows you to synchronize the info on your handheld with the info on your computer.
- » Key Term  
**HotSync Manager** Software you use to choose synchronization settings and that must be active when you synchronize.
- \* Tip  
If the Select User dialog box appears during synchronization, select the username whose information you want to synchronize, and click OK. Or, create a new username.



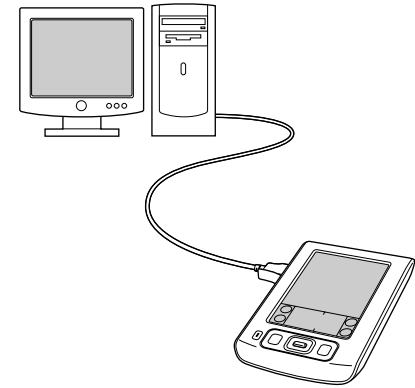
- \* Tip  
If you need help with synchronizing, see [I can't synchronize my handheld with my computer.](#)
- \* Tip  
View the HotSync log to see what applications were successfully synchronized and whether any problems took place during synchronization. Go to the Home screen on your handheld and select HotSync, and then select Log; or, click the HotSync Manager icon on your computer and then click View Log. If any problems occurred during synchronization, a message appears on your computer screen asking if you want to view the log.

## Synchronizing with a cable

1


Prepare your handheld:

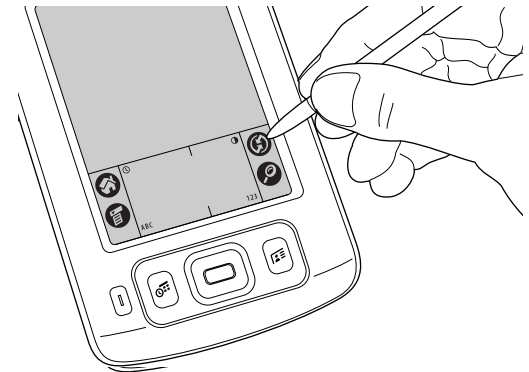
- a. Connect the HotSync cable to the USB port on your computer, and then insert the other end into the mini-USB connector on your handheld.
- b. Make sure your handheld is on.



2

Synchronize your handheld with your computer:

- a. Tap HotSync .
- b. When synchronization is complete, a message appears at the top of your handheld screen, and you can disconnect your handheld from the cable. Be patient; synchronization may take up to a few minutes.



↓ Done

## Synchronizing using the IR port

When you synchronize using your handheld's IR port, you don't need your cable. This is especially useful if you travel with an IR-enabled laptop.


### WINDOWS ONLY

#### [ ! ] Before You Begin

Your computer must have an enabled IR port and driver or have an IR device attached to it. Check your computer's documentation to see if it supports IR communication.

**1**

Prepare your computer for IR synchronization:




- a. Click the HotSync Manager icon  in the taskbar in the lower-right corner of your screen.
- b. Make sure that Infrared is selected.

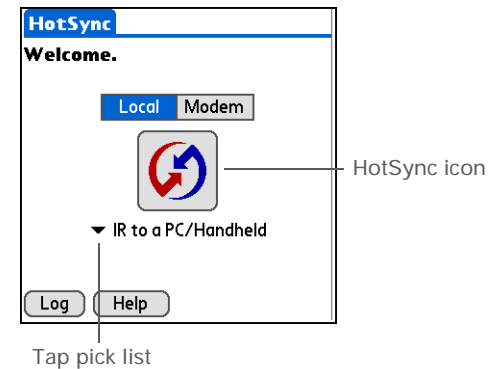
↘ Continued

\* **Tip**  
You can continue to use the HotSync cable even if your computer is set up for IR synchronization. If you disconnect the cable after selecting Infrared on a Windows computer, be sure to click the HotSync Manager icon and select Local USB before reconnecting the cable.

## 2

Synchronize your handheld with your computer:

- Go to the Home  screen and select HotSync .
- Tap Local.
- Tap the pick list below the HotSync icon and select IR to a PC/Handheld.
- Position the IR port of your handheld within a few inches of the IR port of your computer.
- Tap the HotSync icon  on your handheld.
- When synchronization is complete, a message appears at the top of your handheld screen. Be patient; synchronization may take up to a few minutes.




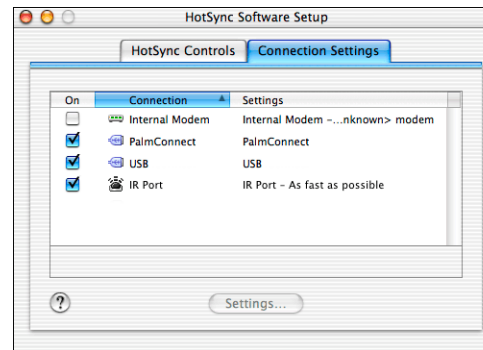
↓ Done

## MAC ONLY

1

Prepare your computer for IR synchronization:

- a. Double-click the HotSync Manager icon  in the Palm folder.
- b. In the HotSync Controls tab, select Enabled.
- c. Click the Connection Settings tab.



- d. Select the On check box next to IR port.
- e. Close the HotSync Software Setup window.




➤ Continued

+ **Did You Know?**  
You can continue to use the HotSync cable even if your computer is set up for IR synchronization.

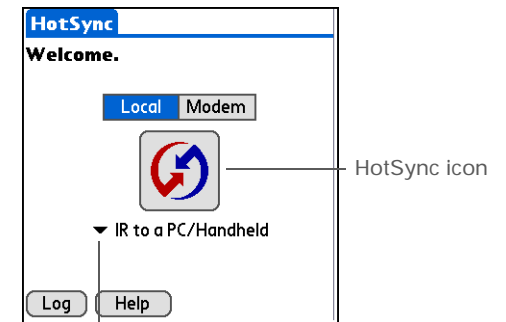
\* **Tip**  
**Mac** Turn off the IR port when you're not using it to increase the speed of cable synchronization.

## 2

Synchronize your handheld with your computer:

- Go to the Home  screen and select HotSync .
- Select Local.
- Tap the pick list below the HotSync icon and select IR to a PC/Handheld.
- Position the IR port of your handheld within a few inches of the IR port of your computer.
- Tap the HotSync icon  on your handheld.
- When synchronization is complete, a message appears at the top of your handheld screen. Be patient; synchronization may take up to a few minutes.

↓ Done



Tap pick list

## Synchronizing over a network

### WINDOWS ONLY

#### [ ! ] Before You Begin

The following setup must be done before you can synchronize over a network:

- Your computer must have TCP/IP installed.
- Your company's network system and its remote access server must support TCP/IP.
- You must have a remote access account.

Check with your system administrator for assistance.

To synchronize by dialing in to a network, you must also have a mobile phone (sold separately) that you can use as a modem to dial in to the network, or an attachable modem accessory (sold separately).


You can synchronize over your company's network by dialing in to a network or by connecting to any computer on the network using a cable or your handheld's IR port. Use network synchronization if you are not close enough to your computer to synchronize directly using a cable or the IR port.

[ ! ] **IMPORTANT** The first time you synchronize, you must use the cable or infrared communication. After that, you can synchronize over a network.

## Synchronizing by dialing in to a network

# 1

Prepare your computer for network synchronization:

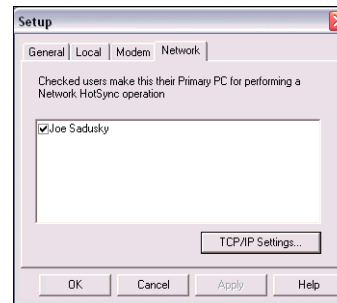
- a. Click the HotSync Manager icon  in the taskbar in the lower-right corner of your screen.
- b. Select Network.
- c. Click the HotSync Manager icon again, and then select Setup.


➤ Continued

\* **Tip**  
Click TCP/IP Settings to display the primary settings for your computer. Check that these settings are correct on your handheld by selecting the HotSync icon on the Home screen, and then selecting Primary PC Setup from the Options menu. If the settings do not match, restart your computer and synchronize using the cable or IR port before synchronizing by dialing in to a network.

Cont'd.

- d. Click the Network tab and make sure your username has a checkmark next to it. If the checkmark is not there, click the check box next to your username.






- e. Click OK.
- f. Tap HotSync  on your handheld to record your computer's network information on your handheld. You must use the cable or the IR port for this synchronization.

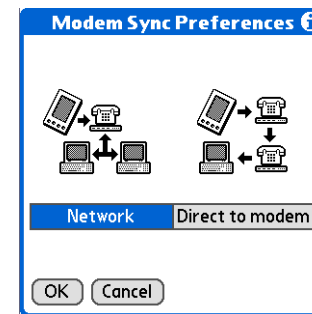
➤ Continued

## 2

Prepare your handheld for network synchronization:

- a. Go to the Home  screen and select HotSync .
- b. **Open the menus** .
- c. Select Options, and then select Modem Sync Prefs.
- d. Select Network, and then select OK.

➤ Continued



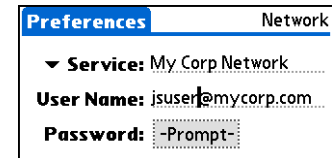
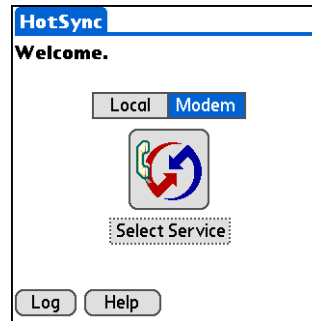


\* Tip  
Use [Network Preferences](#) to set up a service if you have not done so already. Check with your system administrator to obtain network service information.

3

Select a service:

- a. Select Modem, and then tap Select Service.



- b. Tap the Service pick list and select the service you use to connect to your corporate network. Check with your system administrator if you do not know which service to use.
- c. Select Done.


↘ Continued

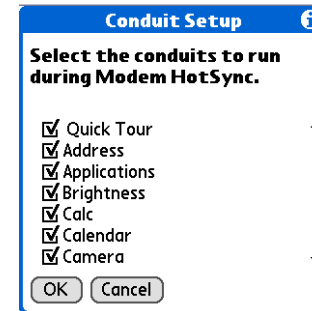
+ Did You Know?  
Only applications that have a **conduit** are included in synchronization. Other applications are not included, even if they appear on the Conduit Setup screen with a checkmark next to their name.

\* Tip  
You can deselect applications, for example, to include a smaller number of applications during synchronization and thus make synchronization go faster. To synchronize the preset applications described in [What information is synchronized?](#), skip step 4.

4

**[ & ] OPTIONAL** Select which applications to include during synchronization:

- a. **Open the menus** .
- b. Select Options, and then select Conduit Setup.
- c. Tap the check boxes to deselect the files and applications that you do *not* want to synchronize during a modem HotSync operation.
- d. Select OK.



5

Tap the Modem HotSync icon  to synchronize your handheld with your computer.

↓ Done

## Synchronizing by connecting to a computer on the network


### [ ! ] Before You Begin

In addition to the **general requirements for network synchronization**, you must meet the following requirements in order to synchronize by connecting with a computer on the network:

- To connect using your handheld's IR port, the computer to which you are connecting must be IR-compatible.
- The computer to which you are connecting must have a version of Palm Desktop software that is compatible with your handheld.
- The computer with which you want to synchronize (your own computer) must be turned on.

**1**

Prepare the computers for network synchronization:

- a. Click the HotSync Manager icon  in the taskbar in the lower-right corner of the screen.
- b. Select Network.

**NOTE** You must select Network on both the computer to which you are connecting and the computer with which you want to synchronize.

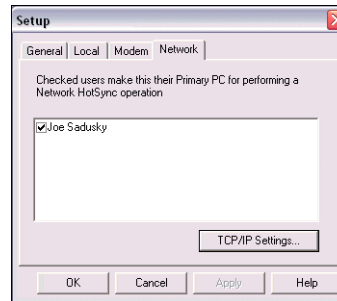
➤ **Continued**


\* **Tip**  
Click TCP/IP Settings to display the primary settings for your computer. Check that these settings are correct on your handheld by selecting the HotSync icon on the Home screen, and then selecting Primary PC Setup from the Options menu. If the settings do not match, restart your computer and synchronize using the cable or IR port before synchronizing by connecting to a computer on the network.

## 2

On the computer with which you want to synchronize (your own computer) *only*, do the following:

- a. Select Setup from the HotSync Manager menu.
- b. Click the Network tab and make sure your username has a checkmark next to it. If the checkmark is not there, click the check box next to your username.






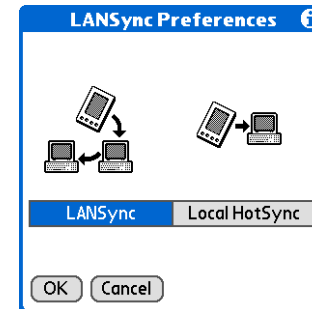
- c. Click OK.
- d. Tap HotSync  on your handheld to record your computer's network information on your handheld. You must use the cable or the IR port for this synchronization.

➤ Continued

3

Prepare your handheld for network synchronization:


- a. Go to the Home  screen and select HotSync .
- b. **Open the menus** .
- c. Select Options, and then select LANSync Prefs.
- d. Select LANSync, and then select OK.



4

Synchronize over the network:

On the HotSync screen, select Local.

Tap the HotSync icon  to synchronize your handheld with your computer.

↓ Done

## Customizing your synchronization settings

You can set the following options for synchronization:

- Choosing how your computer responds when you initiate synchronization on your handheld (Windows only)
- Enabling or disabling synchronization on your computer, setting whether synchronization is enabled automatically when you start your computer; and choosing how much information to include in the synchronization troubleshooting log (Mac only)
- Choosing how application information is updated during synchronization


### Choosing how your computer responds to synchronization requests

#### WINDOWS ONLY

In order for your computer to respond with you initiate synchronization on your handheld, HotSync Manager must be running. You can choose whether HotSync manager always runs automatically, or whether you must perform some action to start HotSync manager.

1

Open the synchronization options screen:

- a. Click the HotSync Manager icon  in the taskbar in the lower-right corner of your screen.
- b. Select Setup.

↘ Continued

\* **Tip**  
Use the default setting **Always available** if you're not sure which option you want.

\* **Tip**  
If you select **Manual**, you must turn off **HotSync Manager**, which is always on by default. Click the **HotSync Manager** icon in the taskbar in the lower-right corner of your screen, and then click **Exit**. To start **HotSync Manager** when you want to synchronize, click **Start**, and then select **Programs**. Navigate to the **Palm Desktop** software program group, and select **HotSync Manager**.

Note that if you turn **HotSync Manager** on, it stays on until you turn off your computer.

2

Select how your computer responds when you initiate synchronization on your handheld:



**Always available** HotSync Manager runs automatically every time you initiate synchronization on your handheld.

**Available only when the Palm Desktop software is running** You must open Palm Desktop software in order for HotSync Manager to run.

**Manual** You must manually turn HotSync Manager on each time you want your computer to respond to a synchronization request.

3

Click **OK**.


↓ **Done**

## Setting synchronization options

MAC ONLY

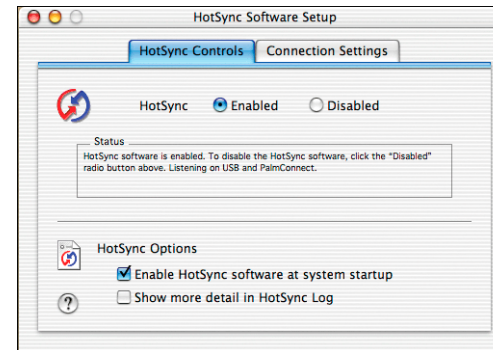
1

Open the synchronization options screen:

- a. Double-click the HotSync Manager icon  in the Palm folder.
- b. Click the HotSync Controls tab.

2

Select the synchronization options you want:



↘ Continued



Cont'd.	<p><b>HotSync Enabled/Disabled</b> Sets your computer to respond to synchronization requests from your handheld.</p> <p><b>Enable HotSync software at system startup</b> Sets your computer to automatically respond to synchronization requests each time you start your computer. If this option is not selected, you must open HotSync Manager and select the Enabled option before you can synchronize.</p> <p><b>Show more detail in <a href="#">HotSync Log</a></b> Includes more troubleshooting information in the log that is generated when you synchronize.</p>
3	<p>Close the HotSync Software Setup window.</p> <p>↓ Done</p>

» **Key Term**  
**Conduit** The synchronization software that transfers information between an application on your computer and the same application on your handheld.


### Choosing whether application information is updated

By default, when information in each application is updated in one place (your handheld or your computer), it is updated in the other. However, for **an application included during synchronization**, you can choose whether information that has been updated in one place is updated in the other during the next synchronization.

\* **Tip** For information on choosing whether application information is updated if you are synchronizing your handheld with Outlook, see the online Outlook synchronization Help. Click the HotSync Manager icon in the taskbar in the lower-right corner of your screen, select Custom, and then select one of the Outlook applications from the list. Select Change, and then select one of the applications from the list.

**WINDOWS ONLY****1**

Select the application you want to customize:

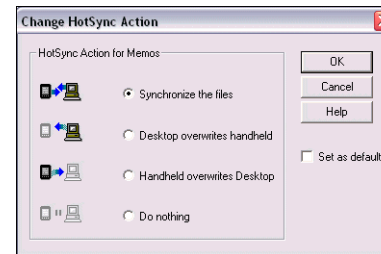
- a. Click the HotSync Manager icon  in the taskbar in the lower-right corner of your screen.
- b. Select Custom.
- c. Select the appropriate username from the drop-down list at the top of the screen.
- d. Select the application you want, and then click Change.

➤ **Continued**

\* **Tip**  
You should generally keep the default setting (Synchronize the files) for all applications. Choose an overwrite option only if you have a specific reason for sending updates only one way. Choose Do Nothing if you never use an application.

## 2

Choose how information is updated during the next synchronization:



**Synchronize the files** Information that is changed in one place (your handheld or computer) is updated in the other during synchronization.

**Desktop overwrites handheld** Information that has been changed on your computer is updated on your handheld during synchronization. If information has been changed on your handheld, it will be replaced by the information from your computer, and you will lose the changes you made on your handheld.

**Handheld overwrites Desktop** Information that has been changed on your handheld is updated on your computer during synchronization. If information has been changed on your computer, it will be replaced by the information from your handheld, and you will lose the changes you made on your computer.

**Do Nothing** No synchronization occurs, so any changes made on either your handheld or your computer are not updated in the other location.

➤ **Continued**

3

To use the option you select on an ongoing basis, select the Set as default check box. If you do not select this box, the option you select applies only the next time you synchronize. Thereafter, information is updated according to the default setting (Synchronize the files).

4


Click OK, and then click Done.

↓ Done

**MAC ONLY**

1

Select the application you want to customize:

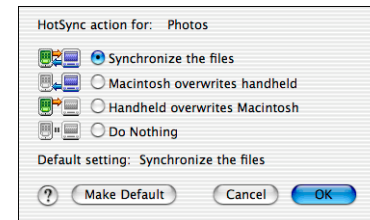
- a. Double-click the Palm Desktop icon  in the Palm folder.
- b. From the HotSync menu, select Conduit Settings.
- c. From the User pop-up menu, select the appropriate username.
- d. Select an application.
- e. Click Conduit Settings.

↘ Continued

\* **Tip**  
You should generally keep the default setting (Synchronize the files) for all applications. Choose an overwrite option only if you have a specific reason for sending updates only one way. Choose Do Nothing if you never use an application.

## 2

Choose how information is updated during the next synchronization:



**Synchronize the files** Information that is changed in one place (your handheld or computer) is updated in the other during synchronization.

**Desktop overwrites handheld** Information that has been changed on your computer is updated on your handheld during synchronization. If information has been changed on your handheld, it will be replaced by the information from your computer, and you will lose the changes you made on your handheld.

**Handheld overwrites Desktop** Information that has been changed on your handheld is updated on your computer during synchronization. If information has been changed on your computer, it will be replaced by the information from your handheld, and you will lose the changes you made on your computer.

**Do Nothing** No synchronization occurs, so any changes made on either your handheld or your computer are not updated in the other location.

➤ **Continued**

3

To use the option you select on an ongoing basis, click Make Default. If you do not select this box, the option you select applies only the next time you synchronize. Thereafter, information is updated according to the default setting (Synchronize the files).

4

Click OK, and then close the Conduit Settings window.

↓ Done

## Synchronizing with an external file

### WINDOWS ONLY

The File Link feature enables you to import Contacts and Memos information to your handheld from a separate external file such as a company phone list. You can set up File Link to check for changes to the external file, and then import those changes to your handheld during synchronization.

With File Link you can import information stored in any of the following formats:

- Comma-separated (\*.csv)
- Memos archive (\*.mpa)
- Contacts archive (\*.aba)
- Text (\*.txt)

For information on how to set up a file link, see the Palm Desktop online Help.

#### My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/myzire31](http://www.palmOne.com/myzire31).

#### Support

If you're having problems with synchronization or with anything else on your handheld, go to [www.palmOne.com/support/zire31](http://www.palmOne.com/support/zire31).

## Related topics

Click a link below to learn about these related topics:

### [Installing and Removing](#)

Using palmOne Quick Install or Send to Handheld droplet to add applications to your handheld

### [Common Questions](#)

Answers to frequently asked questions about synchronization



# Expanding Your Handheld

## In this chapter

[What type of expansion cards can I use?](#)

[How can expansion cards help me?](#)

[Inserting an expansion card](#)

[Removing an expansion card](#)

[Opening an application on an expansion card](#)

[Opening files on an expansion card](#)

[Viewing card information](#)

[Renaming a card](#)

[Copying applications to an expansion card](#)

[Removing all information from a card](#)

[Related topics](#)

A Chinese proverb says, "Life just gives you time and space; it's up to you to fill it." But doesn't it always seem that no matter how much space you have, you still need more?

Expansion cards (sold separately) provide a compact and limitless answer to the storage dilemma. When one card becomes full, simply use another card. To enjoy some aspects of your handheld, such as listening to music, you need to use expansion cards.



## Benefits of expansion cards

- Listen to music
- View and store more photos
- Back up info
- Add more games and other software
- Add accessories
- Store all your info

» Key Term  
**SDIO** An acronym for Secure Digital input/output.

\* Tip  
Looking for a handy way to carry your expansion cards? You can purchase a variety of carrying cases. Visit [www.palmOne.com/myzire31](http://www.palmOne.com/myzire31) and click the Accessories link.

## What type of expansion cards can I use?

Your handheld is compatible with SDIO, SD, and MultiMediaCard expansion cards. SDIO expansion cards let you add accessories to your handheld. SD and MultiMediaCard expansion cards let you store information and applications.

## How can expansion cards help me?

**Listen to music.** Store songs on expansion cards and use the included **RealOne software** to listen to music on your handheld.

**View and store more photos.** If your digital camera (sold separately) uses compatible expansion cards, you can quickly view your photos by simply inserting the card into the expansion slot on your handheld. And if your camera doesn't use compatible expansion cards, don't worry, you can still view your photos. See **Copying photos to your handheld** for details.

**Back up info.** Make a copy of your important information for safe-keeping in case your handheld becomes damaged or is stolen. (Backup card required, sold separately.)

**Add games and other software.** Purchase popular games, dictionaries, travel guides, and more. To check out the variety of expansion cards available for your handheld, visit [www.palmOne.com/myzire31](http://www.palmOne.com/myzire31) and click the Accessories link.

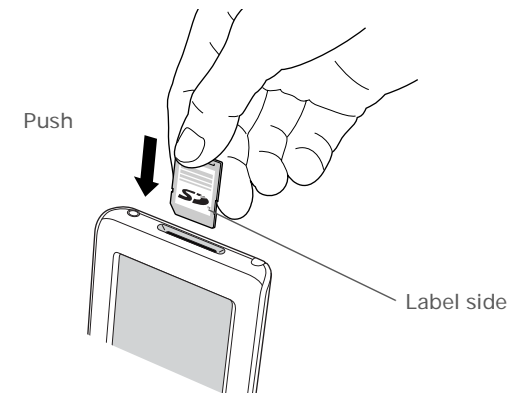
**Add accessories.** Attach SDIO accessories, such as a presentation module, to your handheld.

**Store all your info.** Never worry about running out of space on your handheld. Purchase as many expansion cards as you need to store your music, photos, and other information. Expansion cards come in a variety of capacities, and they're very small, easy to store, and affordably priced.

## Inserting an expansion card

1

Insert the card into the expansion slot with the label side facing the front of the handheld.

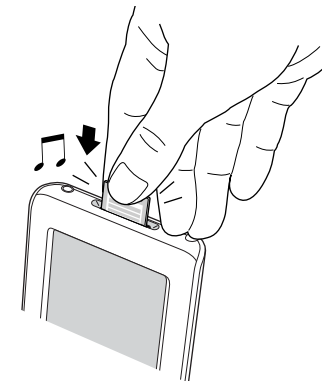


2

Push the card in with your thumb until you hear the confirmation tone.

**NOTE** No confirmation tone? Check the [Sounds & Alerts Preferences](#) to make sure the System Sound setting is turned on.

↓ Done

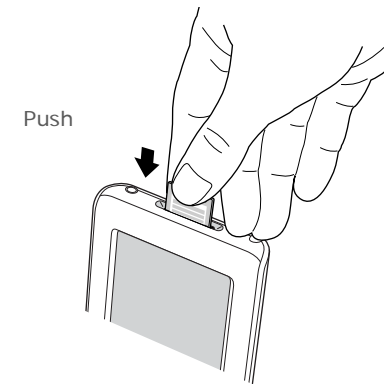


## Removing an expansion card

- \* **Tip**  
To prevent damaging the card and the info on it, always wait for your handheld to finish writing to the expansion card before you remove the card from the slot.

1

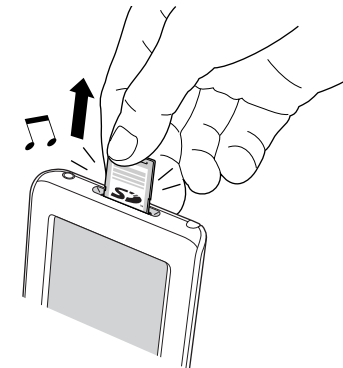
Push lightly against the card with your thumb until you hear the confirmation tone.



2

Slide the card out of the expansion slot.

↓ Done



## Opening an application on an expansion card




+ Did You Know?  
You can **install applications and other files** to an expansion card during synchronization.

\* Tip  
When the highlight on the Home screen is not active, you can hold down Select on the to open the category pick list.

\* Tip  
Expansion card already in the expansion slot? Select the category pick list and select the card name to view the applications on the card.


When you insert an expansion card into the expansion slot, your handheld adds the expansion card to the category list in the upper-right corner of the screen. You can easily switch between applications installed on your handheld and on the expansion card.

**NOTE** Some applications may not run correctly when you install them on an expansion card. Try installing these applications on your handheld instead. If you still have problems, contact the developer.

1	Go to the Home  screen.
2	<p><b><u>Insert the expansion card.</u></b></p> 
3	<p>Select an application icon to open that application.</p> <p> Done</p>

## Opening files on an expansion card

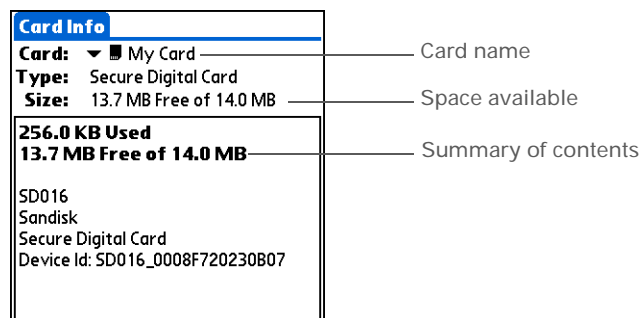
Some applications, such as RealOne Player, require you to store your files on an expansion card instead of on your handheld. In other applications, such as palmOne™ Photos, storing files on expansion cards is optional. You can open files on an expansion card when you insert the card into the expansion slot.

- 1 **Open the application** associated with the files you want to open.
- 2 **Insert the expansion card.**
- 3 Select the entry you want to view.  
 Done

## Viewing card information

It's easy to forget which files you put on a particular expansion card. Use the Card Info application to view the card name and type, available storage space, and a summary of its contents.

Go to the Home  screen and select Card Info .




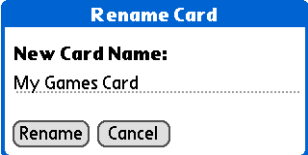



\* **Tip**  
Reading and writing info on an expansion card uses more battery power than doing the same task on your handheld. If you have enough space on your handheld, consider copying the info to your handheld.

\* **Tip**  
If your handheld's battery is very low, access to the expansion card may be disabled. If this occurs, recharge your handheld as soon as possible.

## Renaming a card

The expansion card name appears in the category pick list and in other lists that let you choose where to store your info. When you buy a new card, give it a name that helps you remember what's on the card. You can rename the card later if you decide to store different info on the card.

- 1 Go to the Home  screen and select Card Info .
- 2 Open the Rename Card dialog box:
  - a. **Open the menus** .
  - b. Select Rename Card on the Card menu.
- 3 Enter the new name for the card, and then select Rename.  
 Done




## Copying applications to an expansion card

\* **Tip**  
If you use a card reader to view your card on a computer, the file names may differ from the names you see on the Home screen.


+ **Did You Know?**  
Some applications, such as **Photos**, let you copy or move info between your handheld and an expansion card. See the information on each application for details.

1

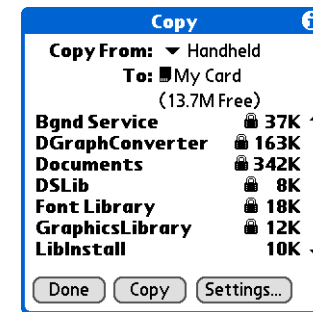
**Insert the expansion card**, and then go to the Home  screen.

2

Open the Copy dialog box:

c. **Open the menus** .

d. Select Copy on the App menu.



3

Select the application to copy:

**NOTE** A lock appears next to applications that are copy-protected. You cannot copy or beam these applications.

a. Tap the Copy From pick list and select Handheld.

b. Tap the application you want to copy.

c. Tap Copy.





d. Select Done.

↓ Done

## Removing all information from a card

Formatting a card removes all of its info and prepares it to accept new applications and files.

**[ ! ] IMPORTANT** We do not recommend formatting backup cards. Formatting removes the backup application and turns the card into a blank memory card.

1	<p><b><u>Insert an expansion card.</u></b></p>
2	<p>Go to the Home  screen and select Card Info .</p>
3	<p>Format the card:</p> <ol style="list-style-type: none"><li><b><u>Open the menus</u></b> .</li><li>Select Format Card on the Card menu.</li><li>When asked if you want to format the card, select OK.</li></ol> <p>↓ Done</p> <div data-bbox="1438 868 1743 1063" style="border: 1px solid blue; padding: 5px;"><p style="text-align: center; margin: 0;"><b>Format Card</b></p><p style="text-align: center; margin: 0;"> <b>Formatting this card will destroy all its data.</b></p><p style="text-align: center; margin: 0;"><b>Do you want to format this card?</b></p><p style="text-align: center; margin: 0;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p></div>

My Handheld  
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/myzire31](http://www.palmOne.com/myzire31).

Support  
If you're having problems with expansion cards or with anything else on your handheld, go to [www.palmOne.com/support/zire31](http://www.palmOne.com/support/zire31).

## Related topics

Click a link below to learn about these related topics:

### Sharing

Exchanging applications and information with other Palm OS® handheld users by exchanging cards or beaming items between handhelds

### Installing and Removing

Adding applications from your computer to an expansion card, and installing other files such as photos or music

# Managing Your Contacts

## In this chapter

[Adding a contact](#)

[Copying contact information into multiple contacts](#)

[Locating a contact on your list](#)

[Customizing the Contacts list](#)

[Working with Contacts on your computer](#)

[Related topics](#)

Say good-bye to a paper address book that you need to update manually every time someone moves, changes their e-mail address, or gets a new work extension. With Contacts, not only is it easy to enter information such as names, addresses, and phone numbers, but it is just as quick to view, update, and organize contact information.

You can back up contact information to your computer and easily share info with other handhelds. You can even add photos of your loved ones directly to their contact information screen.



## Benefits of Contacts

- Carry all your business and personal contact information in your hand
- Keep track of who is who
- Keep in touch

## Adding a contact

### [ ! ] Before You Begin


If you want to add photos to your contacts, **install palmOne™ Photos** from the installation CD onto your handheld.

**Windows** Insert the CD and follow the onscreen instructions to install extra software.

**Mac** Insert the CD and double-click the Essential Software folder icon.

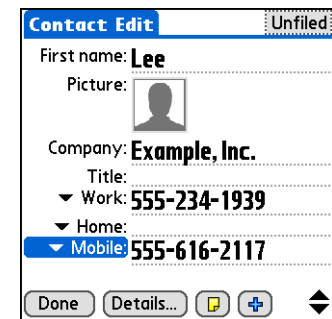
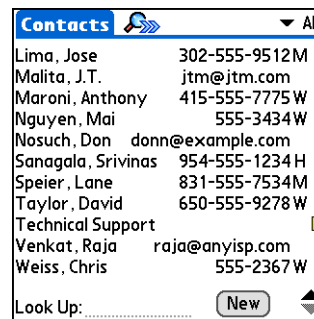
### + Did You Know?


If the first character you enter in the Last Name or Company field is an asterisk (\*) or another symbol, that record always appears at the top of the Contacts list. That's useful for an entry like "If Found Call [your phone number]."

1 Press the Contacts  application button.

2 Add your contact information:

a. Select New.



b. Tap each field where you want to enter information, and enter it. Tap the scroll arrows  to view more fields.

↳ Continued

- \* Tip  
To learn how to transfer photos to your handheld, see [palmOne™ Photos](#).
- \* Tip  
If multiple contacts share information, such as a company name and address, you can enter the first contact, and then [copy the information into other contacts](#).

Cont'd.

The following fields contain features to help you enter information quickly:

**All fields except numeric and e-mail fields** The first letter is automatically capitalized.

**Title, Company, City, and State** As you enter letters, a match appears if you have one on your Contacts list. For example, if you enter S, Sacramento might appear, and if you then enter a and n, San Francisco might replace Sacramento. When the word you want appears, tap the next field.

**Address** You can enter up to three addresses, each containing five fields: Addr, City, State, Zip Code, and Country. You can designate an address as work (W), home (H), or other (O). By default, the first address is designated as work.

3

**[ & ] OPTIONAL** Add a photo:

- a. Tap the Picture box.
- b. Select the photo you want.

↳ Continued

The screenshot shows a 'Contact Edit' screen with the following fields and values:

- First name: Lee
- Picture: [Placeholder box]
- Company: Example, Inc.
- Title: [Empty]
- Work: 555-234-1939
- Home: [Empty]
- Mobile: 555-616-2117

At the bottom, there are buttons for 'Done', 'Details...', a photo icon, a plus sign, and a dropdown arrow. A line points from the text 'Tap here' to the 'Picture' box.

\* **Tip**  
If you want a reminder about a birthday, select the Reminder check box, enter the number of days before the birthday that you want to see the reminder, and then select OK.

+ **Did You Know?**  
Birthdays you enter in Contacts appear as untimed events in Calendar. If you update the birthday in Contacts, it automatically updates in Calendar as well.

4

**[ & ] OPTIONAL** Add a birthday:

- Tap the Birthday box.
- Use the left and right arrows to move to and select the birth year. Hold down either arrow to scroll quickly through the years.
- Select the month and date.

The screenshot shows the 'Contact Edit' screen with the following fields and values:

- Address (W): 4929 Rockaway Dr.
- City: Anytown
- State: CA
- Zip Code: 90000
- Country: (empty)
- Birthday: - Tap to add -
- Custom 1: (empty)

5

After you finish entering all the information you want, select Done.



Done

That's it. Your handheld automatically saves the contact. Make sure you have a current backup. Synchronize often.

\* Tip  
Additional fields appear in a contact only if you enter info into them. If you leave a field blank, it does not appear the next time you open the Contact Edit screen. Also, additional fields apply only to the current contact; you can **duplicate contact information** if you need to apply the same fields to multiple contacts.

+ Did You Know?  
Each field type can be displayed a certain number of times, up to a preset maximum. Once you reach this maximum, the field type no longer appears on the pop-up list. For example, you can display up to seven Phone/Email fields.

\* Tip  
Tap the Note icon next to the plus button to add a note to the contact.

## Entering additional contact information

The Contact Edit screen displays certain fields by default. You can customize the Contact Edit screen to display additional fields.

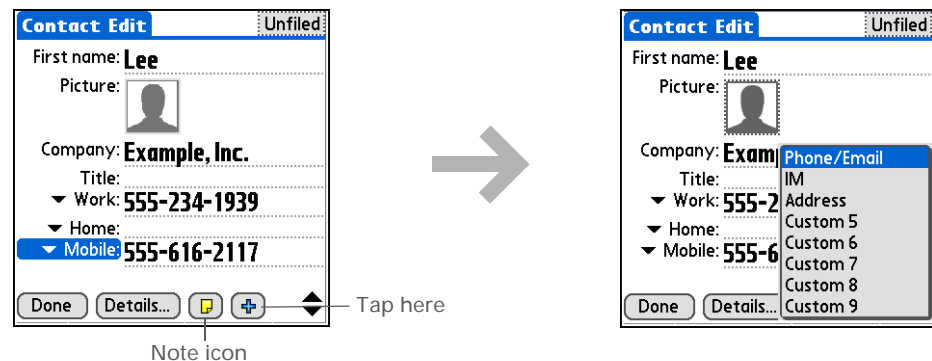
1

Press the Contacts  application button.

2

Display additional contact fields:

- Select the contact you want, and then select Edit.
- Tap the plus button on the lower-right corner of the Contact Edit screen.



- Select the field you want displayed from the list. The field appears in a preset location on the Contact Edit screen.

↓ Done



## Selecting contact field types

You can select the types of phone numbers (work, home, mobile, pager, and so on), as well as specify the instant messenger (IM) account, that you associate with a contact.

\* **Tip**  
Any changes you make to field types apply only to the current contact. You can **duplicate contact information** if you need to apply the same contact fields to multiple contacts.

+ **Did You Know?**  
The e-mail address field type is located on the same pick list as the phone number fields. IM field types are located on a separate pick list.

1

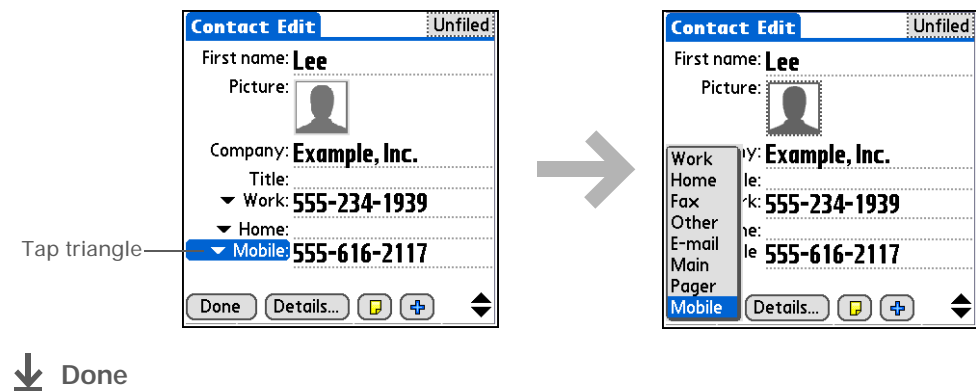
Press the Contacts  application button.

2

Customize the contact field type:

- Select the contact you want, and then select Edit.
- Tap the pick list next to the field you want to change and select the new field type you want. Available fields include phone number, e-mail address, and instant messenger (IM) fields.

**NOTE** You must set up an instant messenger account with a service provider to use instant messaging on your handheld.



## Defining custom fields


You can define the custom fields that appear at the end of the Contact Edit screen to display any additional contact information you want, such as spouse's or children's names, favorite color, or any other information.

1

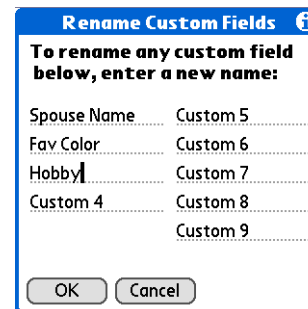
Press the Contacts  application button.

2

Define the custom fields:

- a. Select the contact you want, and then select Edit.
- b. **Open the menus** .
- c. Select Options, and then select Rename Custom Fields.
- d. Enter names for up to nine custom fields, and then tap OK.

↓ Done



Rename Custom Fields	
To rename any custom field below, enter a new name:	
Spouse Name	Custom 5
Fav Color	Custom 6
Hobby	Custom 7
Custom 4	Custom 8
	Custom 9
OK Cancel	

## Selecting a contact as your business card


You can create a contact with your own information and select it as your business card by opening the Record Menu and selecting Business Card. You can then **beam** your business card to other handhelds. To beam your business card quickly, hold down the Contacts application button for approximately two seconds.

1

Press the Contacts  application button.

2

Create a business card:

- a. Select the contact you want, or **create a new contact** with your own contact information.
- b. **Open the menus** .
- c. Select Business Card on the Record menu.

↓ Done

## Copying contact information into multiple contacts

You can quickly make a copy of a contact so that you can edit only the fields you need to change. For example, if two of your contacts have the same work address or phone number, duplicating the first contact simplifies entering information in the second.

\* **Tip**  
You can also duplicate a contact in the Contacts desktop application by highlighting a contact in the Contacts list, and then selecting Edit Copy. Create a new contact, click the Note tab, and then paste the info into a note. Then cut and paste the text into the correct field in the new contact.


+ **Did You Know?**  
If you duplicate a contact and do not edit the name, the contact appears in the Contacts list as "<Last name>, <First name> Copy."

1

Press the Contacts  application button.

2

Duplicate a contact:



- a. Select the contact you want, and then select Edit.
- b. **Open the menus** .
- c. Select Record, and then select Duplicate Contact.


↓ Done

## Locating a contact on your list

\* **Tip**  
 You can also press Right on the navigator (or tap the Quick Look Up icon at the top of the screen) to open the Quick Look Up line. Press Up and Down to select the letter of the name you want in each box, and press Right to move to the next box.



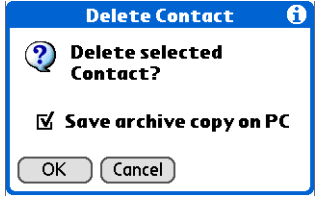

+ **Did You Know?**  
 The **Phone Lookup** feature lets you add contact information directly into certain other applications on your handheld. For example, you can add a name and phone number to a memo or task.

- 1 Press the Contacts  application button.
- 2 Search for the contact:
  - a. Tap the Look Up line at the bottom of the screen and enter the first letter of the name you want to find.
  - b. Enter the second letter of the name, and so on, until you can easily scroll to the contact you want.
- 3 Select the contact to open it.
 

 Done

## Deleting a contact

\* **Tip**  
You never know when you're going to need to look up an old business associate. If you save an archive copy of your deleted contacts, you can [refer to them later by importing them.](#)

- 1 Press the Contacts  application button.
- 2 Open the Delete Contact dialog box:
  - a. Locate the contact you want.
  - b. **Open the menus** .
  - c. Select Delete Contact on the Record menu.
- 3 **[ & ] OPTIONAL** Select the check box to save an archive copy of the contact on your computer.
- 4 Select OK.  
 Done

## Customizing the Contacts list

By default, the Contacts list displays the work phone number for a contact; if no work phone number is entered, another entry is displayed. You can customize a contact's settings to display different information on the Contacts list. You can also customize the appearance of the list.

+ Did You Know?  
If you select Work, Home, Fax, Other, Main, Pager, or Mobile from the pick list, the first letter of your selection appears next to the contact in the Contacts list—for example, W for Work. If you select E-mail, no letter appears next to the contact.

\* Tip  
You can also use the Contact Details dialog box to assign a contact to a category or to mark a contact as private.

1

Press the Contacts  application button.

2

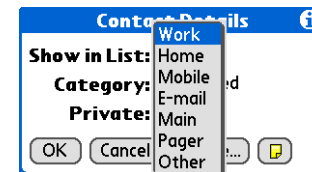
Open the Contact Details dialog box:

- a. Select the contact you want.
- b. Select Edit, and then select Details.

3

Specify the information displayed with a contact:


- a. Tap the Show in List pick list and select the information that you want to appear in the Contacts list for this contact.
- b. Select OK.



↘ Continued

## 4

Customize the appearance of the Contacts list:

- a. From the Contacts list, **open the menus** .
- b. Select Options, and then select Preferences.
- c. Select the display options you want:

**Remember last category** Select the check box if you want Contacts to display the last category shown when you return to it from another application. If the check box is deselected, Contacts opens to the All category.

**List by** Select whether to sort the Contacts list by last name and first name or by company and last name.

 Done



## Working with Contacts on your computer

Use Contacts on your computer to view and manage the contacts you create on your handheld. Check out the online Help in Palm® Desktop software to learn how to use Contacts on your computer. The online Help includes info about the following topics:

- Viewing, copying, and deleting contacts
- Editing contact details
- Marking contacts private
- Showing, masking, and hiding private contacts
- Printing contacts
- Changing between the list, contact info, and Contact Edit views
- Adding notes to a contact
- Adding a date and time stamp to a contact
- Organizing contacts into categories
- Sharing contacts

### **WINDOWS ONLY**

To open Contacts on your computer, double-click the Palm Desktop icon on the Windows desktop, and then click Contacts on the launch bar.

### **MAC ONLY**

To open Contacts on your computer, launch Palm Desktop software from the Palm folder, and then click Addresses.

#### My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/myzire31](http://www.palmOne.com/myzire31).

#### Support

If you're having problems with Contacts or with anything else on your handheld, go to [www.palmOne.com/support/zire31](http://www.palmOne.com/support/zire31).

## Related topics

Click a link below to learn about these related topics:

### Moving Around

- Opening applications
- Using menus

### Categories

Organizing contacts by type and sorting them

### Information

Transferring contact information from other applications such as databases, spreadsheets, and other organizer software

### Privacy

Keeping contacts private by turning on security options

# Managing Your Calendar

In this chapter

[Scheduling events](#)

[Color-coding your schedule](#)

[Setting an alarm](#)

[Rescheduling an event](#)

[Deleting events](#)

[Checking your schedule](#)

[Customizing your calendar](#)

[Working with Calendar on your computer](#)

[Related topics](#)

Staying on top of your schedule is an important part of being productive both at work and at home. Calendar can help you remember appointments and spot schedule conflicts. You can view your calendar by day, week, or month, or as an agenda list that combines your list of tasks with your appointments.



## Benefits of Calendar

- Track current, future, and past appointments
- Stay on top of deadlines
- Carry one calendar
- Spot schedule conflicts

## Scheduling events

Use Calendar to manage your schedule. You can enter appointments, events without a start time, events that repeat at regular intervals, and events that span a period of time.

### Scheduling an appointment



- » Key Term  
**Event** The name for an entry in the Calendar application, including appointments, birthdays, reminders, recurring meetings, and so on.

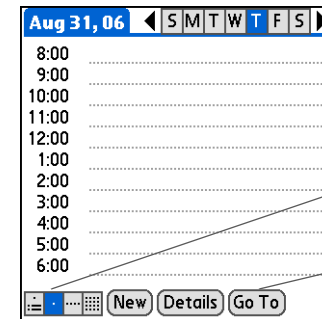
- \* Tip  
 You can also scroll to a date by pressing Right or Left on the navigator or by tapping the arrows at the top of the Day View screen.

- + Did You Know?  
 You can use more than one line to describe an appointment.

1

Open Day View:

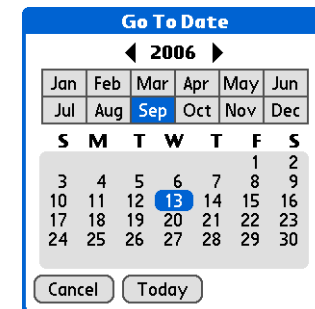
- Press the Calendar  application button.
- Tap the Day View icon .



2

Select the date of the appointment:

- Tap Go To.
- Tap the arrows to select the year.
- Tap the month.
- Tap the date.



» Continued

- + Did You Know?  
 You can **color-code your calendar** to file events in categories. Each category has its own color. You can also **mark events as private** to hide them from prying eyes.

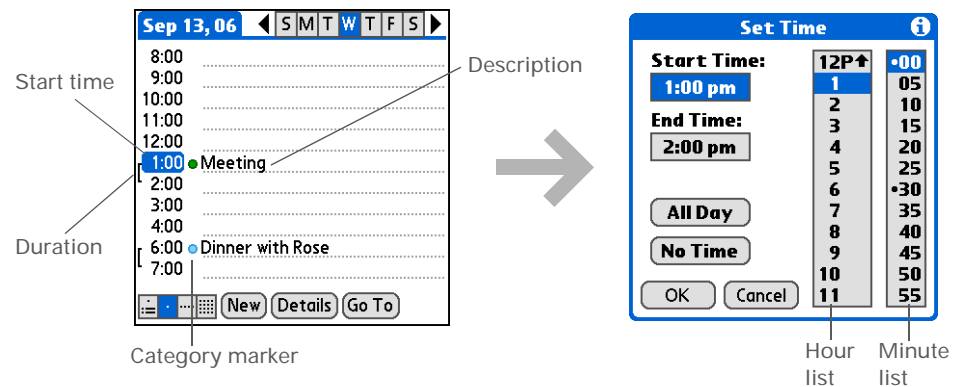
3

Tap the line next to the time the appointment begins and enter a description.

4

If the appointment is longer or shorter than an hour, set the duration:

- In Day View, tap the start time.
- In the Set Time dialog box, tap End Time.
- Tap the hour and minute lists to select the time the appointment ends.
- Select OK.



Done

That's it. Your handheld automatically saves the appointment. Make sure you have a current backup. Synchronize often.



+ Did You Know?  
Need to reserve a date before you know the details of the appointment? Schedule an event without a start time.

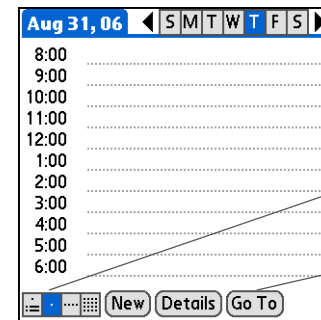
## Scheduling an event without a start time

Keep track of events that take place on a particular date, but not at a particular time. For example, you may want to enter holidays, anniversaries, and deadlines.

1

Open Day View:

- a. Press the Calendar  application button.
- b. Tap the Day View icon .



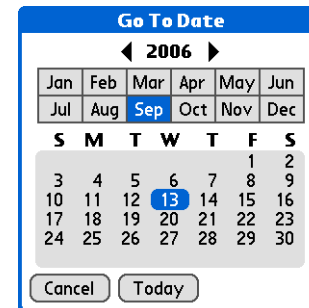
Day View icon

Go To

2

Select the date of the event:

- a. Tap Go To.
- b. Tap the arrows to select the year.
- c. Tap the month.
- d. Tap the date.



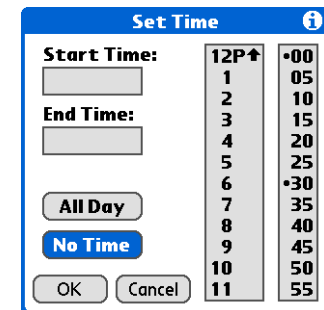
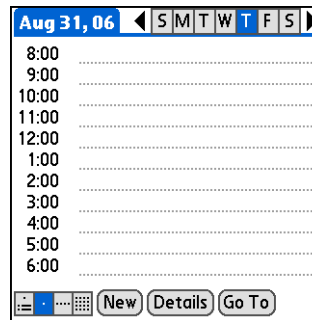
↘ Continued

- \* Tip  
You can change an event without a time to a scheduled appointment. Tap the event description, tap Details, tap the Time box, and select the start and end times.

3

Add an unscheduled event line:

- a. Tap New.
- b. Tap No Time.

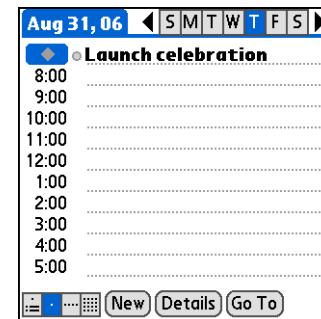


4

Enter a description on the line that appears at the top of the screen.

**NOTE** A diamond appears in the time column to show that the event doesn't start at a specific time.

Done



\* **Tip**  
 To select intervals such as the 2nd Tuesday of every month or the 3rd Thursday in November of every year, see [Scheduling a repeating event—unusual interval](#).

## Scheduling a repeating event—standard interval

There's no need to re-enter events that take place on a regular basis. Just set up a repeating event. This is a great way to block out time for things like a daily walk with the dog, a weekly team meeting, a monthly game night with friends, and annual events like anniversaries and holidays.

1

Press the Calendar  application button.

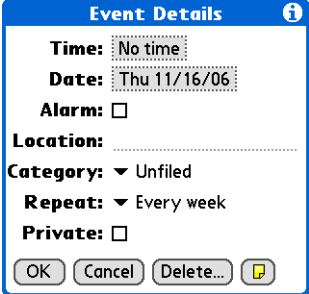
2

**Enter the event** you want to repeat, and then tap the event description.

3

Set the repeat interval:

- Tap Details.
- Tap the Repeat pick list and select how often the event repeats: Daily until, Every week, Every other week, Every month, or Every year.



**Event Details** ⓘ

**Time:** No time

**Date:** Thu 11/16/06

**Alarm:**

**Location:** .....

**Category:** ▼ Unfiled

**Repeat:** ▼ Every week

**Private:**

OK Cancel Delete... ⓘ

**NOTE** If you select Daily a dialog box appears for you to select the end date.

- Select OK.

↓ Done



## Scheduling a repeating event—unusual interval

Some events don't fit neatly into the preset repeat intervals, so you need to set up your own repeat intervals. For example, set aside time for a trip to the gym every other day, schedule a class that meets on the 1st Wednesday of each month, or enter annual holidays that occur during a particular time of month such as the 1st Monday in September or the 3rd week of November.

1

Press the Calendar  application button.

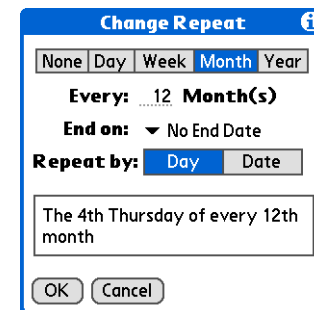
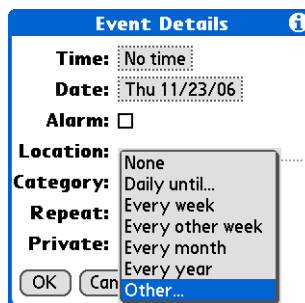
2

**Enter the event** you want to repeat, and then tap the event description.

3

Open the Change Repeat dialog box:

- a. Tap Details.
- b. Tap the Repeat pick list and select Other.



↘ Continued

\* Tip  
To enter holidays such as Labor Day or Thanksgiving, tap Month, enter 12 on the Every line, and then tap Day as the Repeat By setting.

## 4

Set the repeat interval:

- a. Tap Day, Week, Month, or Year as the repeat unit.
- b. Tap the Every line and enter the frequency at which the event repeats.
- c. Tap the End on pick list and select an end date, if needed.
- d. If you selected Week in step c, tap the day of the week the event repeats. If you selected Month in step c, tap Day to select the week within the month, such as the 4th Thursday, or tap Date to select the same date within the month, such as the 15th.
- e. Select OK.


↓ Done

+ **Did You Know?**  
Reserve a specific block of time during the day or use events without times to flag a series of dates. For example, you can reserve vacation time from 6/23 – 6/30 using a repeating event without a time, and then schedule a specific excursion from 9:00 to 3:00 on 6/24 and dinner with a friend at 6:00 on 6/25.

\* **Tip**  
Need to enter an event that extends beyond midnight? Enter an end time that is earlier than the start time.

## Scheduling an event that is longer than a day

Reserve a block of time for events that span several days such as a vacation, conference, training class, or an extended project.

- 1 Press the Calendar  application button.
- 2 **Enter the event**, and then tap the event description.
- 3 Set the repeat interval:
  - a. Tap Details.
  - b. Tap the Repeat pick list and select Daily until.
  - c. Select the year, month, and date when the event ends.
  - d. Select OK.

Event Details i

**Time:** No time

**Date:** Thu 11/23/06


**Alarm:**

**Location:** .....

**Category:** ▾ Unfiled

**Repeat:** ▾ Daily until 11/25/06

**Private:**

OK Cancel Delete... 

↓ Done

## Entering a location or a note for an event

Enter a description of the event's location such as a restaurant, a conference room, or your friend's house. Enter a note such as dial-in info for a conference call or directions to a location.

1

Press the Calendar  application button.

2

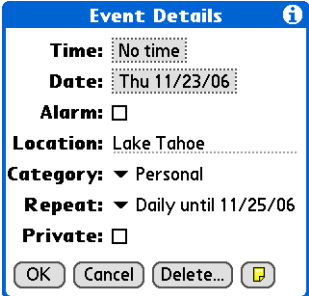
**Enter the event**, and then tap the event description.

3

**[ & ] OPTIONAL** Enter the location:

- Tap Details.
- Tap the Location field and enter a description of the location.

➤ Continued




The screenshot shows the 'Event Details' dialog box with the following fields and options:

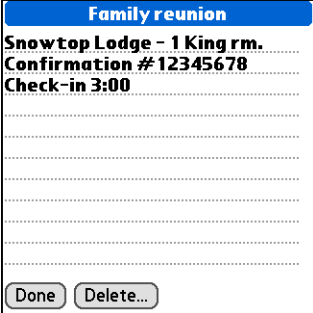
- Time:** No time
- Date:** Thu 11/23/06
- Alarm:**
- Location:** Lake Tahoe
- Category:** Personal
- Repeat:** Daily until 11/25/06
- Private:**

Buttons at the bottom: OK, Cancel, Delete..., and a yellow icon.

4

[ & ] **OPTIONAL** Enter the note:

- a. Tap Note .
- b. Enter the note text.
- c. Select Done.



5

Select OK.

**Done**

The location name and a note icon appear next to the event description in **Agenda View** and in **Day View**.

## Color-coding your schedule



Use color-coding to quickly spot different types of events. For example, make all your family appointments green, your work appointments blue, and your appointments with friends yellow.

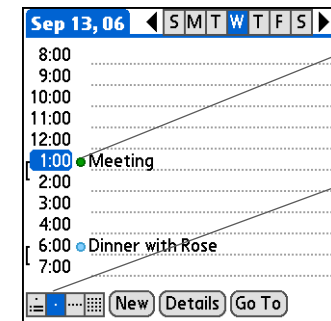
### Selecting your color-codes

Each color-code represents a category of events. You can assign each category a name and select which color you want to assign to it.

1

Open Day View:

- a. Press the Calendar  application button.
- b. Tap the Day View icon .



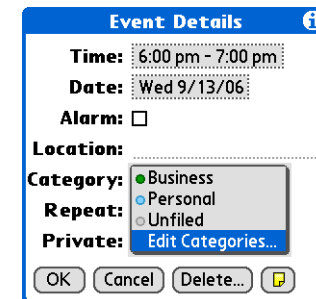
Category marker

Day View icon

2

Open the Edit Categories dialog box:

- a. From Day View, tap the event description.
- b. Tap Details.
- c. Tap the Category pick list and select Edit Categories.

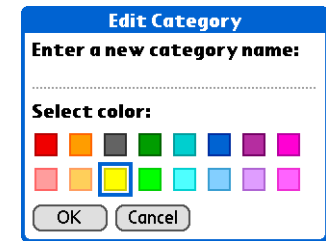
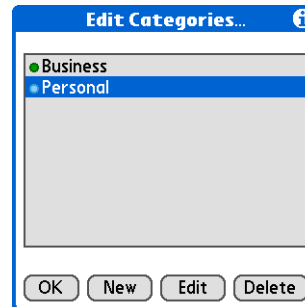


↘ Continued

3

Select the color-code for the category:

- a. Tap New or select a category and tap Edit.



- b. Enter or edit the category name.  
c. Tap the color you want to give this category.  
d. Select OK, and then select OK two more times.



Done

The category name and its color-coded marker appear on the category list.

- + Did You Know?  
In Day View and Month View you can set the Display Options to show the category list so that you can view all your events or just the events for a single color-code.

## Assigning a color-code to an event

1

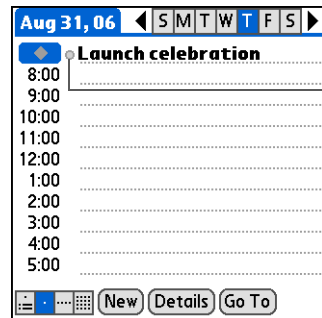
Press the Calendar  application button.

2

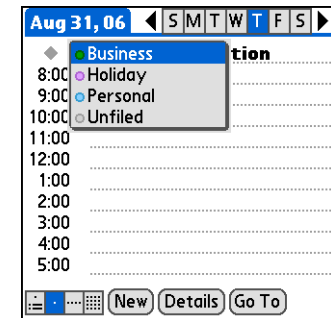
Enter the event you want to color-code.

3

Tap the category marker next to the description, and then select a category from the list.



category  
marker




↓ Done

In Agenda View and Day View the category marker next to the event is color-coded. In Week View and Month View the symbol for the event is color-coded.



## Setting an alarm

- \* **Tip**  
You can [customize your alarm settings](#) in the Calendar Preferences dialog box.
- + **Did You Know?**  
If you [set your alarms in World Clock](#) instead of Calendar, you have different alarm sound choices. Keep in mind that since World Clock alarms aren't tied to a specific event, you won't see an event description when a World Clock alarm sounds.
- + **Did You Know?**  
When you set an alarm, a little alarm clock appears to the right of the event description.

1	Press the Calendar  application button.
2	<b>Enter the event</b> you want to assign an alarm to, and then tap the event description.
3	<p>Set the alarm:</p> <ol style="list-style-type: none"> <li>a. Tap Details.</li> <li>b. Tap the Alarm check box.</li> <li>c. Tap the pick list and select Minutes, Hours, or Days.</li> <li>d. Enter how many minutes, hours, or days before the event you want the alarm to sound, and then select OK.</li> </ol> <p style="text-align: right;">↓ Done</p>

**Event Details** ⓘ

**Time:** 1:00 pm - 2:00 pm

**Date:** Wed 9/13/06

**Alarm:**  5 ▾ Minutes

**Location:** \_\_\_\_\_

**Category:** ▾ Unfiled

**Repeat:** ▾ None

**Private:**

## Rescheduling an event

- \* **Tip**  
You can also use the Event Details dialog box to change the alarm, location, category, repeat, and privacy settings.

1

Press the Calendar  application button.

2

Go to the event you want to reschedule:

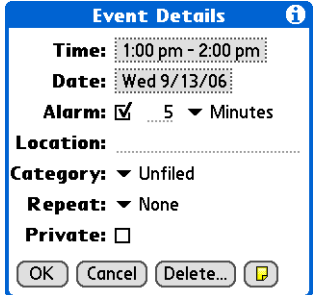
- From Day View, tap Go To.
- Select the year, month, and date of the event.
- Tap the event description, and edit it if necessary.

**[ ! ] IMPORTANT** If you edit the description of a repeating event, the new description appears in all instances of the event.

3

Change the date and time:

- Tap Details.
- Tap the Time box and select the new start and end times.
- Tap the Date box and select the new date.
- Select OK.



**Event Details** ⓘ

**Time:** 1:00 pm - 2:00 pm

**Date:** Wed 9/13/06

**Alarm:**  5 Minutes

**Location:**

**Category:** Unfiled

**Repeat:** None

**Private:**

OK Cancel Delete... ⓘ

↘ Continued

## 4

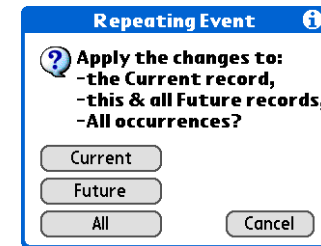
If you're changing a repeating event, tap one of the following to select which event(s) you want to apply the changes to:

**Current** Apply your changes to only the selected instance of the repeating event.

**Future** Apply your changes to the selected event and all instances of the repeating event that occur at a later date.

**All** Apply your changes to the selected event and all past and future instances of the repeating event.

↓ Done



\* Tip  
You can also delete a specific event by selecting the event, tapping Details, and then tapping Delete.

\* Tip  
Many people find it useful to refer to old events for tax purposes. If you save an archive copy of your deleted events, you can [refer to them later by importing them](#).

## Deleting events

If an appointment is cancelled, you can delete it from your schedule. When deleting a repeating event, you can indicate whether you want to delete just the selected event, or to include other instances of the event. You can also delete all your old events that are before a selected timeframe.

### Deleting a specific event

1

Press the Calendar  application button.


2

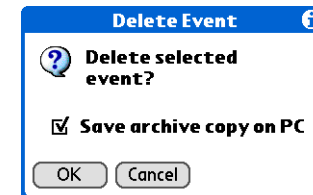
Go to the event you want to delete:

- From Day View, tap Go To.
- Select the year, month, and date of the event.
- Tap the event description.

3

Open the Delete Event dialog box:

- Open the menus** .
- Select Delete Event on the Record menu.



↘ Continued

4

**[ & ] OPTIONAL** Select the check box to save an archive copy of the event on your computer.

5

Select OK.

6

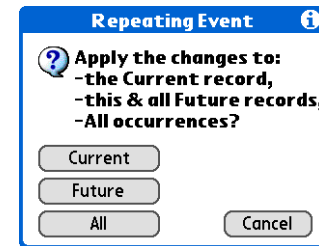
If you're deleting a repeating event, tap one of the following to select which event(s) you want to delete:

**Current** Delete only the selected instance of the repeating event.

**Future** Delete the selected event and all instances of the repeating event that occur at a later date.

**All** Delete the selected event and all past and future instances of the repeating event.

↓ Done



## Deleting all your old events


When you need more space on your handheld, or you just want to do some “housekeeping,” you can delete all your old events.

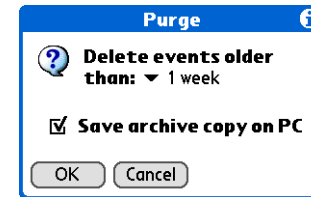
1

Press the Calendar  application button.

2

Open the Purge dialog box:

- a. **Open the menus** .
- b. Select Purge on the Record menu.



3

Select which events to purge:

- a. Tap the Delete events older than pick list and select a timeframe.
- b. Select the Save archive copy on PC check box if you want to place a copy of the deleted events in an archive file on your computer the next time you synchronize.
- c. Select OK.

 Done

- \* **Tip**  
Press the Calendar application button repeatedly to cycle through the four different views.
  
- \* **Tip**  
If you installed an e-mail application, such as the palmOne™ VersaMail™ application (sold separately), you can customize Agenda View to show how many unread messages you have.
  
- + **Did You Know?**  
You can use a favorite photo as the background for your Agenda View.

## Checking your schedule

Sometimes you want to look at your schedule for a particular date, while other times you want to see an overview of a week or month.

## Viewing your appointments and tasks together

Agenda View shows your daily schedule and any items on your Tasks list that are overdue or due today. If there's room on the screen, Agenda View also shows your schedule for the next dates that have events scheduled on them.

1

Press the Calendar  application button.

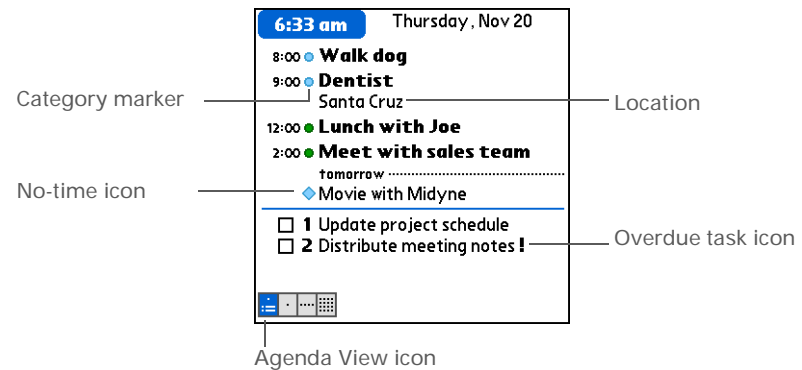
**NOTE** If Calendar is already open, tap the Agenda View icon  instead.

↘ Continued

## 2

Do one of the following to view your schedule:

- Tap an appointment to go to it in Day View.
- Tap a task to go to it in Tasks.



↓ Done





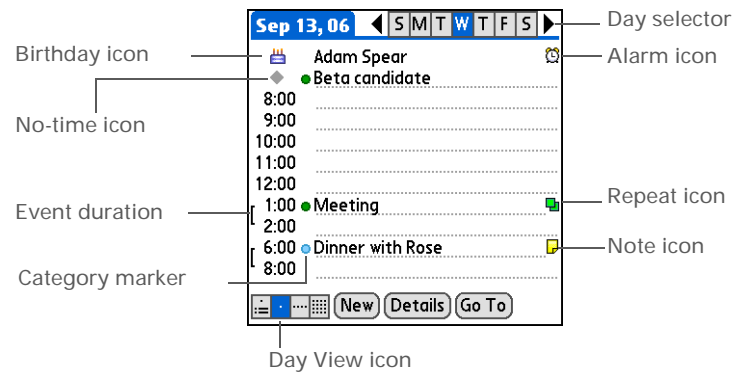
## Viewing your daily schedule

Day View shows your daily schedule one day at a time. You can scroll between days in the current week or jump to any other date.

1

Open Day View:

- a. Press the Calendar  application button.
- b. Tap the Day View icon .



↘ Continued

## 2

Do any of the following to view your daily schedule:

- Tap the day selector to view another day in the same week, tap the arrows to scroll to the previous or next week, or tap Go To to choose a specific date.
- Tap the repeat icon, the alarm icon, or Details to open the Details dialog box.
- Tap the note icon to view the note text.
- Tap the birthday icon to view the birthday entry.
- Tap the category marker to assign the event to a color-code.

↓ Done

\* **Tip**  
 You can also press **Right** and **Left** on the navigator to scroll to the next or previous week. To go to **Day View** for a particular day, press **Select** on the navigator to insert a highlight, press **Right** or **Left** to select a day, and then press **Select** on the navigator again.

+ **Did You Know?**  
 Reschedule an event within the same week by dragging the event box to the new time and day.

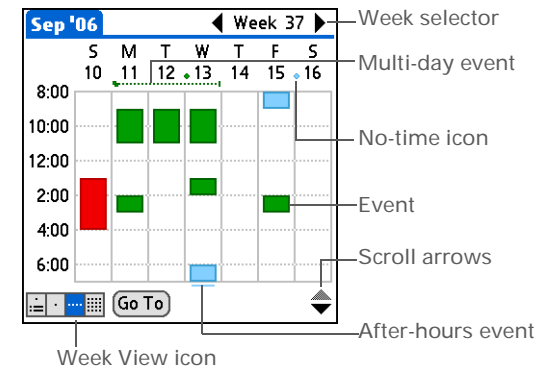
## Viewing your weekly schedule

Week View shows your schedule for an entire week. The timeframes that appear on the screen are based on the Start Time and End Time settings in Calendar Preferences.

1

Open Week View:

- Press the Calendar application button.
- Tap the Week View icon.



2

Do any of the following to view your weekly schedule:

- Tap the week selector to scroll between weeks, or tap **Go To** to choose a week.
- Tap a date to go to that day in Day View.
- Tap an event to view the event description and location.
- Tap the scroll arrows to view events scheduled earlier or later in the day during the selected week.

↓ Done



\* **Tip**  
 You can also press **Right** and **Left** on the navigator to scroll to the next or previous month. To go to **Day View** for a particular date, press **Select** on the navigator to insert a highlight, press **Right** or **Left** to select a date, and then press **Select** on the navigator again.

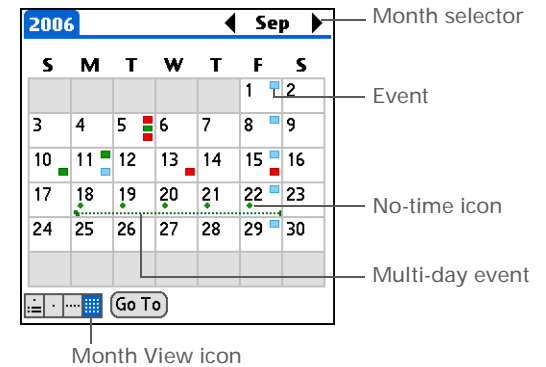
## Viewing your monthly schedule

Month View shows your schedule for a whole month. You can scroll between months or jump to any other month.

1

Open Month View:

- a. Press the Calendar  application button.
- b. Tap the Month View icon .



2

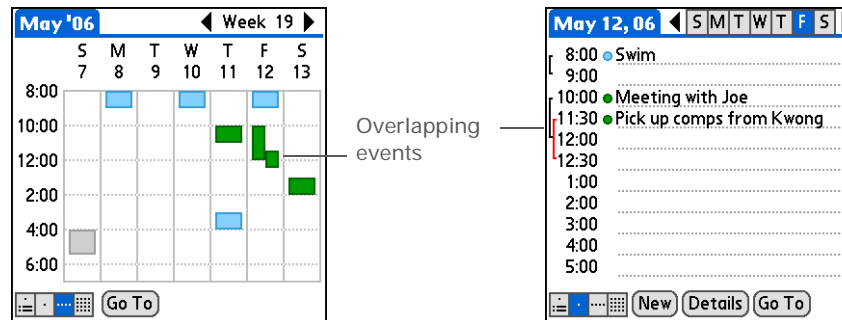
Do any of the following to view your monthly schedule:

- Tap the month selector to scroll to the previous or next month, or tap **Go To** to choose a specific month.
- Tap a date to go to that day in **Day View**.

↓ Done

## Finding events that overlap

When an event starts before a previous event finishes, the events overlap. You can spot events that overlap in Week View and in Day View.



## Customizing your calendar

Control the appearance of your Calendar screens. Choose display options for Agenda View, Day View, and Month View. The options you choose for each View apply only to that View. You can also choose alarm and start and end time settings.

[!] Before You Begin  
To use a photo as your Agenda View background, you must first [install palmOne™ Photos from the installation CD](#) onto your handheld.


## Customizing display options for your calendar

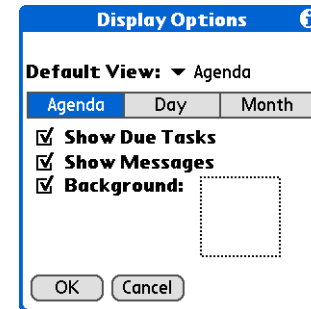
1

Press the Calendar  application button.

2

Open the Display Options dialog box:

- Open the menus** .
- Select Options, and then select Display Options.



3

Tap the Default View pick list and select the view you want to see when you open Calendar.

↘ Continued

- \* **Tip**  
If the text is difficult to see against your new background, [select a different Color Theme](#) to change the text color.
- \* **Tip**  
If you want to see the hours when you have nothing scheduled as well as your appointments, deselect Compress Day View. But don't forget to scroll down to see the events at the end of your day.

4

Set any of the following Agenda View display options:

**Show Due Tasks** Display tasks that are due today and tasks that are overdue.

**Show Messages** Display the number of read and unread e-mail messages.

**Background** Use your favorite photo as the Agenda View background. Select the Background check box, tap the photo thumbnail, and then select a photo. Adjust the fade setting so that the text is easy to read against the photo.

5

Tap Day and set any of the following Day View options:

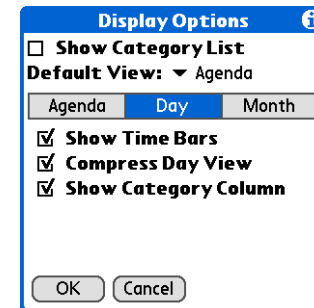
**Show Category List** Display the category pick list. By default, the Category pick list doesn't appear.

**Show Time Bars** Display the bars that show the duration of an event and event conflicts.

**Compress Day View** Avoid scrolling and display only the time period with scheduled events.

**Show Category Column** Display the category marker between the time and description. The color of the category marker indicates which category the event is filed under.

↘ **Continued**



6

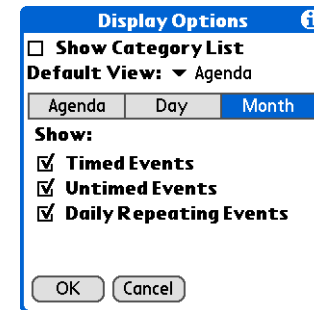
Tap Month and set any of the following Month View options:

**Show Category List** Display the category pick list. By default, the Category pick list doesn't appear.

**Timed Events** Show events that are scheduled for a specific time.

**Untimed Events** Show events that are scheduled for a specific date, but not a specific time.

**Daily Repeating Events** Show events that repeat every day.



7




Select OK.

↓ Done



- \* **Tip**  
 You can view and schedule events in time slots that are before or after the start or end time. You just need to scroll to those time slots.

## Setting alarm and time options

- 1 Press the Calendar  application button.
- 2 Open the Preferences dialog box:
  - a. **Open the menus** .
  - b. Select Options, and then select Preferences.
- 3 Select the timeframes that appear in Day View and Week View:
  - a. Tap the arrows next to the Start Time box to set the time that your daily schedule typically begins.
  - b. Tap the arrows next to the End Time box to set the time that your daily schedule typically ends.

↘ Continued

4

Set any of the following alarm settings:

**Alarm Preset** Set an alarm for each new event. When you select this check box, you also need to enter the default number of minutes, days, or hours before the event the alarm sounds. For events without a time, the alarm settings are based on midnight of the date of the event. The Alarm Preset settings appear as defaults for each new event, but you can change these settings in the Details dialog box for individual events. If you don't want to use alarms for most of your events, don't select this check box.

**Alarm Sound** Select the sound the alarm makes when it goes off.

**Remind Me** Select how many times the alarm sounds after the first time it goes off: Once, Twice, 3 Times, 5 Times, and 10 Times.

**Play Every** Select how often the alarm sounds: Minute, 5 minutes, 10 minutes, and 30 minutes.

5

Select OK.

↓ Done

+ Did You Know?  
**Mac** Check out the Holiday Files folder in the Palm folder. It contains various holidays that can you import into Palm Desktop software on your computer.

## Working with Calendar on your computer

Use Calendar on your computer to view and manage your schedule. Check out the online Help in Palm® Desktop software to learn how to use Calendar on your computer. The online Help includes info about the following topics:

- Scheduling events
- Rescheduling events
- Setting alarms
- Deleting events
- Marking events as private and hiding them
- Printing your schedule
- Working with Day View, Week View, Month View, and Year View

### WINDOWS ONLY

To open Calendar on your computer, double-click the Palm Desktop icon on the Windows desktop, and then click Calendar on the launch bar.

### MAC ONLY

To open Calendar on your computer, double-click the Palm Desktop icon in the Palm folder, and then click Date Book.

My Handheld  
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/myzire31](http://www.palmOne.com/myzire31).

Support  
If you're having problems with Calendar or with anything else on your handheld, go to [www.palmOne.com/support/zire31](http://www.palmOne.com/support/zire31).

## Related topics

Click a link below to learn about these related topics:

### Sharing

Beaming events to other Palm OS® handheld users

### Privacy

Keeping events private by turning on security options

### Categories

- Editing and deleting categories
- Viewing events by category

### Common Questions

Answers to frequently asked questions about Calendar

# Managing Your Tasks

In this chapter

[Creating a task](#)

[Organizing your tasks](#)

[Marking a task complete](#)

[Deleting tasks](#)

[Customizing your Tasks list](#)

[Working with Tasks on your computer](#)

[Related topics](#)

Some of the most successful people in the world are also the busiest. When asked how they manage to do it all, busy people usually say, "I make lists." The Tasks application on your handheld is the perfect place to make a list of the things you need to do.



## Benefits of Tasks



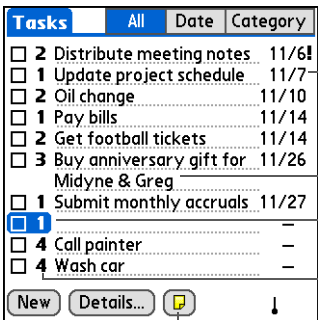
- Set priorities
- Track deadlines
- Stay focused

## Creating a task

\* Tip  
If no task is currently selected, you can create a new task by **writing Graffiti® 2 characters** in the **input area**.

\* Tip  
Add a note to a task. Tap the Note button, enter the note text, and then select Done.

+ Did You Know?  
You can **organize your tasks** by filing them into categories. You can also **mark tasks as private** to hide them from prying eyes.

- 1 Go to the Home  screen and select Tasks .
- 2 Create a task:
  - a. Tap New.
  - b. Enter a description of the task.
- 3 **[ & ] OPTIONAL** Assign a priority and due date:
  - a. Tap the priority number and select a number (1 is the most important).
  - b. Tap the due date and select a date from the list, or select Choose Date to select a date from the calendar.
- ↓ Done That's it. Your handheld automatically saves the task. Make sure you have a current backup. **Synchronize** often.

## Setting an alarm

### [ ! ] Before You Begin

Create a task and assign it a due date. A task must have a due date to set an alarm.

### \* Tip

You can customize the alarm sound for your tasks in the Task Preferences dialog box.

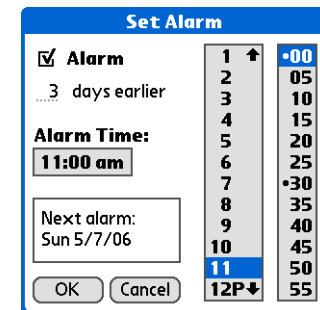
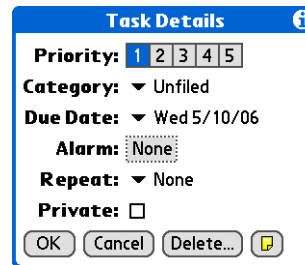
### + Did You Know?

When you set an alarm, a little alarm clock appears to the right of the task description.

1 Go to the Home  screen and select Tasks .

2 Open the Set Alarm dialog box:

- Tap the task you want to assign an alarm to.
- Tap Details.
- Tap the Alarm box.



↳ Continued

3

Set the alarm:

- a. Tap the Alarm check box.
- b. Enter how many days before the due date you want the alarm to sound.
- c. Tap the time columns to set the time the alarm sounds.
- d. Select OK, and then select OK again.

 Done



## \* Tip

To select intervals such as the 2nd Tuesday of every month or the 3rd Thursday in November of every year, see [Scheduling a repeating task—unusual interval](#).

### Scheduling a repeating task—standard interval

Repeating tasks are a great way to add tasks that happen over and over again, like taking out the trash every Thursday night or making monthly mortgage or rent payments.

1

Go to the Home  screen and select Tasks .

2

Enter the task you want to repeat and assign it a due date.

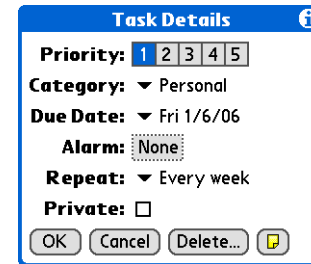
 Continued



## 3

Set the repeat interval:

- a. Tap the task description, and then tap Details.
- b. Tap the Repeat pick list and select how often the task repeats: Daily until, Every week, Every other week, Every month, or Every year.



**Task Details** ⓘ

**Priority:** 1 2 3 4 5

**Category:** ▼ Personal

**Due Date:** ▼ Fri 1/6/06

**Alarm:** None

**Repeat:** ▼ Every week

**Private:**

OK Cancel Delete... ⓘ

**NOTE** If you select Daily a dialog box appears for you to select the end date.

- c. Select OK.

↓ Done

## Scheduling a repeating task—unusual interval

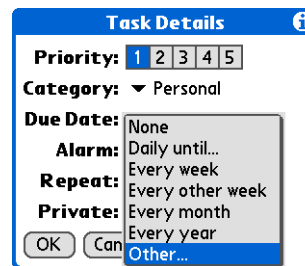
For tasks that don't fit neatly into the preset repeat intervals, you can set up your own repeat intervals. For example, enter tasks for paying a quarterly insurance bill or a credit card bill that is due every 28 days, or changing your smoke detector battery every six months.

1 Go to the Home  screen and select Tasks .

2 Enter the task you want to repeat and assign it a due date.

3 Open the Change Repeat dialog box:

- Tap Details.
- Tap the Repeat pick list and select Other.



**Task Details** ⓘ

**Priority:** 1 2 3 4 5

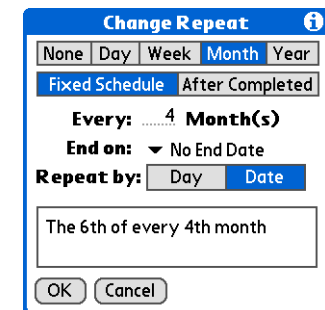
**Category:** ▼ Personal

**Due Date:** None

**Alarm:** Daily until...  
Every week  
Every other week

**Repeat:** Every month  
Every year  
Other...

OK Cancel

**Change Repeat** ⓘ

None | Day | Week | Month | Year

Fixed Schedule | After Completed

**Every:** .....4 **Month(s)**

**End on:** ▼ No End Date

**Repeat by:** Day | Date

The 6th of every 4th month

OK Cancel

↙ Continued

- \* Tip  
To schedule an annual task, such as decorating for a holiday on the first Sunday of a particular month, select Month as the repeat unit, enter 12 on the Every line, and then tap Day as the Repeat By setting.

## 4

Set the repeat interval:

- a. Tap Day, Week, Month, or Year as the repeat unit.
- b. Tap Fixed Schedule to base the due date on the due date of the current task, or tap After Completed to base the due date on the date you complete this task. With this option if you complete this task early or late, the due date for the next task adjusts accordingly.
- c. Tap the Every line and enter the frequency at which the task repeats.
- d. Tap the End on pick list and select an end date, if needed.
- e. If you selected Fixed Schedule in step b and Week in step a, tap the day of the week the task repeats. If you selected Fixed Schedule in step b and Month in step a, tap Day to select the week within the month, such as the 4th Thursday, or tap Date to select the same date within the month, such as the 15th.
- f. Select OK.

↓ Done

## Organizing your tasks



Sometimes you want to look at all the things you need to do, while at other times you want to see only certain types of tasks.

+ Did You Know?  
Overdue tasks have an exclamation point (!) next to the due date.

\* Tip  
Your Task Preferences settings control which tasks appear in the Tasks list, such as completed or due tasks. To change these settings, [open the Options menu](#) and select Preferences.

\* Tip  
Create a new category for tasks by selecting Edit Categories in the Category pick list.

1

Go to the Home  screen and select Tasks .

2


In the Tasks list, select one of these options:

**All** Displays all your tasks.


**Date** Displays tasks that are due in a specific time frame. Tap the pick list in the upper-right to select Due Today, Last 7 Days, Next 7 Days, or Past Due.

**Category** Displays tasks that are assigned to the selected category. Tap the pick list in the upper-right to select a different category.


Tasks	All	Date	Category
<input type="checkbox"/> 2 Distribute meeting notes		11/6!	
<input type="checkbox"/> 1 Update project schedule		11/7	
<input type="checkbox"/> 2 Oil change		11/10	
<input type="checkbox"/> 1 Pay bills		11/14	
<input type="checkbox"/> 2 Get football tickets		11/14	
<input type="checkbox"/> 3 Buy anniversary gift for Midyne & Greg		11/26	
<input type="checkbox"/> 1 Submit monthly accruals		11/27	
<input type="checkbox"/> 4 Call painter		-	
<input type="checkbox"/> 4 Wash car		-	

New Details... 

Tasks	All	Date	Category
<input type="checkbox"/> 2 Distribute meeting notes		Due Today - 1	
<input type="checkbox"/> 1 Update project schedule		Last 7 Days - 2	
		Next 7 Days - 3	
		Past Due - 1	

New Details... 

Tasks	All	Date	Category
<input type="checkbox"/> 2 Distribute meeting notes			Business
<input type="checkbox"/> 1 Update project schedule			Personal
<input type="checkbox"/> 1 Submit monthly accruals			Unfiled
			Edit Categories...



New Details... 

↓ Done

## Marking a task complete

You can check off a task to indicate that you've completed it.

- \* **Tip**  
 You can set Task Preferences to record the date that you finish your tasks, and you can show or hide finished tasks. To change these settings, [open the Options menu](#) and select Preferences.

**1** Go to the Home  screen and select Tasks .

**2** Select the check box on the left side of the task.

↓ Done

Tasks	All	Date	Category
▼ Personal			
<input checked="" type="checkbox"/> 4	Wash car	11/7	
<input checked="" type="checkbox"/> 2	Oil change	11/7	
<input type="checkbox"/> 1	Pay bills	11/14	
<input type="checkbox"/> 3	Buy anniversary gift for Midyne & Greg	11/26	
<input type="checkbox"/> 4	Call painter	-	




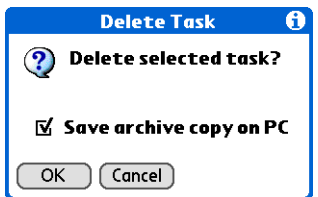
**NOTE** Palm® Desktop software and Microsoft Outlook handle completed repeating tasks differently. Palm Desktop software checks off all overdue instances of the task, and Microsoft Outlook checks off only the oldest instance of the task.

## Deleting tasks

- \* **Tip**  
 You can also delete a specific task by selecting the task, tapping Details, and then tapping Delete.




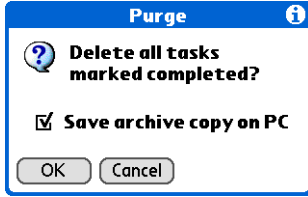
If a task is cancelled, you can delete it from your Tasks list. When you delete a repeating task, you delete all other instances of the task. You can also delete all your completed tasks.

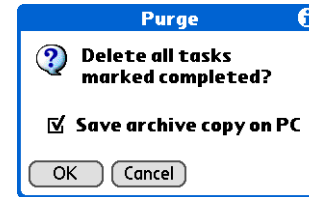
### Deleting a specific task

1	Go to the Home  screen and select Tasks  .
2	Tap the task you want to delete.
3	<p>Open the Delete Task dialog box:</p> <ol style="list-style-type: none"> <li><b>Open the menus</b> .</li> <li>Select Delete Task on the Record menu.</li> </ol>
4	<p><b>[ &amp; ] OPTIONAL</b> Select the check box to save an archive copy of the task on your computer.</p> 
5	<p>Select OK.</p> <p>↓ Done</p>

\* Tip  
 Many people find it useful to refer to old tasks for tax purposes. If you save an archive copy of your deleted tasks, you can refer to them later by importing them.

## Deleting all your completed tasks




1	Go to the Home  screen and select Tasks  .
2	<p>Open the Purge dialog box:</p> <p>a. <u>Open the menus</u> .</p> <p>b. Select Purge on the Record menu.</p>
3	<p><b>[ &amp; ] OPTIONAL</b> Select the check box to save an archive copy of your completed tasks on your computer.</p>
4	<p>Select OK.</p> <p> Done</p>



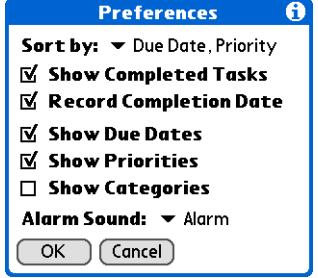
## Customizing your Tasks list

Control which tasks show up in the Tasks list and how they are sorted. These settings also affect tasks in Calendar's Agenda View. You can also choose the alarm sound for your tasks.

\* **Tip**  
You can also display your tasks in Calendar's Agenda View. See [Customizing display options for your calendar](#) for details.

- 1 Go to the Home  screen and select Tasks .
- 2 Open the Preferences dialog box:
  - a. **Open the menus** .
  - b. Select Options, and then select Preferences.

➤ Continued





## 3

Change any of the following settings, and then select OK:

**Sort by** Select the order in which the tasks appear in the Tasks list.

**Show Completed Tasks** Display your finished tasks in the Tasks list. If you turn off this setting, your finished tasks disappear from the list when you check them off, but they stay in your handheld's memory until you purge them.

**Record Completion Date** Replace the due date you assign to a task with the date you really complete and check off the task. If you don't assign a due date to a task, the completion date still records when you complete the task.

**Show Due Dates** Display each task's due date in the list (if you assigned one), and display an exclamation point next to each task that is overdue.

**Show Priorities** Show the priority setting for each task in the list.

**Show Categories** Show the category for each task in the list.

**Alarm Sound** Select a sound for the alarms you assign to your tasks.

↓ Done

## Working with Tasks on your computer

Use Tasks on your computer to view and manage your tasks. Check out the online Help in Palm Desktop software to learn how to use Tasks on your computer. The online Help includes info about the following topics:

- Learning about the parts of the Tasks window
- Entering, editing, and deleting tasks
- Creating repeating tasks
- Marking tasks private
- Showing, masking, and hiding private tasks
- Assigning tasks to categories
- Printing your task list
- Selecting how to view tasks
- Sorting tasks by due date, priority level, or categories

### **WINDOWS ONLY**

To open Tasks on your computer, double-click the Palm Desktop icon on the Windows desktop, and then click Tasks on the launch bar.

### **MAC ONLY**

To open Tasks on your computer, double-click the Palm Desktop icon in the Palm folder, and then click To Dos.

### My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/myzire31](http://www.palmOne.com/myzire31).

### Support

If you're having problems with Tasks or with anything else on your handheld, go to [www.palmOne.com/support/zire31](http://www.palmOne.com/support/zire31).

## Related topics

Click a link below to learn about these related topics:

- |   |  |
|---|--|
| <a href="#"><u>Sharing</u></a>          | Beaming tasks to other Palm OS® handheld users       |
| <a href="#"><u>Privacy</u></a>          | Keeping tasks private by turning on security options |
| <a href="#"><u>Categories</u></a>       | Organizing tasks by type                             |
| <a href="#"><u>Common Questions</u></a> | Answers to frequently asked questions about Tasks    |

# Writing Memos

## In this chapter

[Creating a memo](#)

[Viewing and editing a memo](#)

[Moving memos in your memos list](#)

[Deleting a memo](#)

[Working with Memos on your computer](#)

[Related topics](#)

Your handheld contains applications for storing the most common types of information: contact names and numbers, appointments, and so on. Memos is the tool to use for capturing information that is meaningful to you but does not fall into one of these categories. From meeting notes to recipes and favorite quotations, Memos provides a quick and easy way to enter, store, and share your important information.





## Benefits of Memos

- Store essential but hard-to-remember information
- Easily retrieve and share information

## Creating a memo

\* Tip  
In the Memos list, you can also just start writing to create a new memo. The first letter is automatically capitalized.

\* Tip  
Use **Phone Lookup** to quickly add a name and phone number to a memo.

**1** Go to the Home  screen and select Memos .

**2** Create a memo:

a. Select New.

**Memos** ▼ All

- 1. Power Tips
- 2. Action Items 11/5
- 3. Quote of the Day
- 4. Birthday Wish List
- 5. Edits for Draft 2
- 6. Hot New Restaurants

New

➔

**Memo** ◀ 5 of 5 ▶ Unfiled

.....

.....

.....

.....

.....

.....

.....

.....

.....

Done

Details

↓

b. Enter your memo. Tap Enter on the onscreen keyboard or draw the Graffiti® 2 writing Return stroke / to move to a new line in the memo.

c. Select Done.



**↓ Done** That's it. Your handheld automatically saves the memo. Make sure you have a current backup. Synchronize often.

## Viewing and editing a memo

\* Tip  
The Memos list shows the first line of each memo, so make sure that first line is something you will recognize.

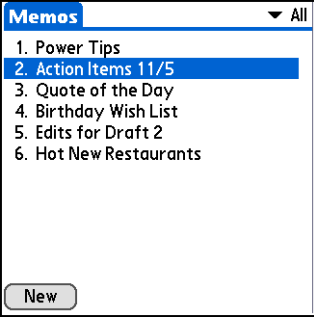

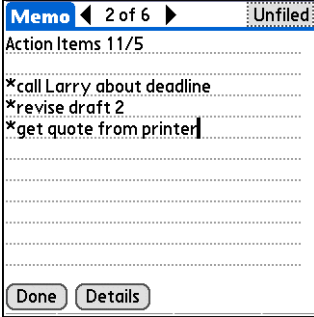
+ Did You Know?  
You can connect your handheld to a portable keyboard and type your memos on the go without carrying around a heavy laptop. You can purchase a variety of portable keyboards. Visit [www.palmOne.com/myzire31](http://www.palmOne.com/myzire31) and click the Accessories link.

\* Tip  
You can change the size of the text in Memos to enhance readability.


1 Go to the Home  screen and select Memos .

2 View or edit the memo:

a. In the Memos list, select the memo you want.

b. Read or edit the memo, and then select Done.



 Done

## Moving memos in your memos list

You can move memos up or down in your memos list. For example, you might want to keep all memos on a certain topic grouped together.

- + Did You Know?  
If you use Palm® Desktop software for synchronizing, you can send a memo to your computer by **synchronizing**, and then open the memo on your computer in an application such as Microsoft Word for further editing, formatting, and so on. Right-click the memo on your computer, click Send To, and then select the application to which you want to send the memo.

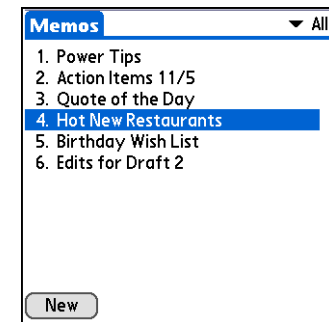
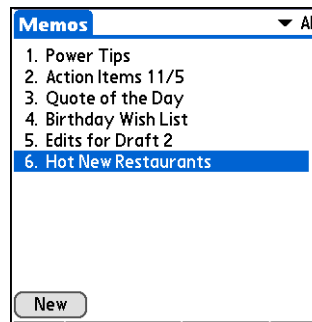
1

Go to the Home  screen and select Memos .

2

Move a memo:

- a. Locate the memo you want.







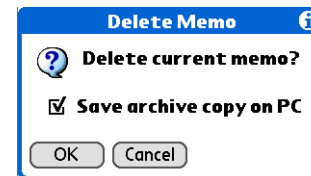
- b. Move the memo up or down by dragging the stylus across the screen. A black dotted line appears to represent the memo you are moving.
- c. When the line is in the location you want for your memo, lift the stylus.

↓ Done

## Deleting a memo

\* **Tip**  
 Need to retrieve that holiday recipe you stored? If you save an archive copy of your deleted memos, you can refer to them later by importing them.

1	Go to the Home  screen and select Memos  .
2	<p>Open the Delete Memo dialog box:</p> <p>a. Locate the memo you want.</p> <p>b. <b>Open the menus</b> .</p> <p>c. Select Delete Memo on the Record menu.</p>
3	<p><b>[ &amp; ] OPTIONAL</b> Select the check box to save an archive copy of the memo on your computer.</p>
4	<p>Select OK.</p> <p> Done</p>





## Working with Memos on your computer

Use Memos on your computer to view and manage the memos you create on your handheld. Check out the online Help in Palm® Desktop software to learn how to use Memos on your computer. The online Help includes info about the following topics:

- Viewing, copying, and deleting memos
- Editing memo details
- Marking memos private
- Showing, masking, and hiding private memos
- Printing memos
- Changing between the list and single memo views
- Adding a date and time stamp to a memo
- Organizing memos into categories
- Sorting memos
- Sharing memos

### **WINDOWS ONLY**

To open Memos on your computer, double-click the Palm Desktop icon on the Windows desktop, and then click Memos on the launch bar.

### **MAC ONLY**

To open Memos on your computer, launch Palm Desktop software from the Palm folder, and then select Memos.

My Handheld  
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/myzire31](http://www.palmOne.com/myzire31).

Support  
If you're having problems with Memos or with anything else on your handheld, go to [www.palmOne.com/support/zire31](http://www.palmOne.com/support/zire31).

## Related topics

Click a link below to learn about these related topics:

### Moving Around

- Opening applications
- Using menus

### Entering Information

Adding a phone number or other contact information to a memo using Phone Lookup

### Categories

Organizing memos by arranging them into categories and sorting them

### Privacy

Keeping memos private by turning on security options

### Sharing

Beaming memos to other Palm OS® handheld users

### Common Questions

Answers to frequently asked questions about Memos

# Writing Notes in Note Pad

## In this chapter

[Creating a note](#)

[Viewing and editing a note](#)

[Deleting a note](#)

[Working with Note Pad on your computer](#)

[Related topics](#)

Need to jot down a phone number or a reminder to yourself? Avoid fumbling for scraps of paper, and write important reminders in Note Pad. You can use Note Pad to do everything you might do with a piece of paper and a pencil. Note Pad gives you a place to draw freehand and take notes in your personal handwriting, which is even faster and more flexible than creating a memo on your handheld.



## Benefits of Note Pad



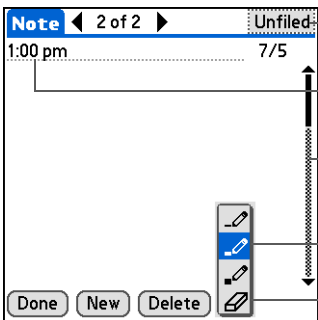
- No learning curve
- Capture information in the moment
- A picture is worth a thousand words
- See reminders when you set alarms

## Creating a note

[ ! ] Before You Begin  
Make sure **full-screen writing is turned off**. You cannot create or edit notes in Note Pad when full-screen writing is on.



\* Tip  
Tap the pen selector to change the pen width or to select the eraser. To clear the screen completely, tap the note (anywhere but the title), **open the Edit menu** and select Clear Note.

+ Did You Know?  
Prevent others from viewing your notes by **marking them as private**.

1	Go to the Home  screen and select Note Pad  .
2	<p>Create a note:</p> <p>a. Use the stylus to write your note directly on the handheld screen.</p> <p>b. Select the time at the top of the screen and enter a title using <b>Graffiti® 2 writing</b> or the <b>onscreen keyboard</b>.</p>
	 <p>Category box</p> <p>Time or title</p> <p>Scroll bar</p> <p>Pen selector</p> <p>Eraser</p>
3	[ & ] <b>OPTIONAL</b> Assign the note to a category by tapping the Category box in the upper-right corner, and then selecting a category.
4	Select Done.
↓ Done	That's it. Your handheld automatically saves the note. Make sure you have a current backup. <b>Synchronize</b> often.


## Choosing the pen and paper (background) colors

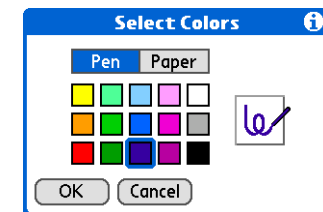
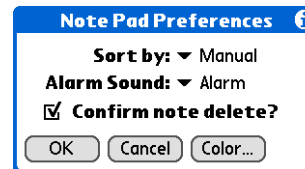
1

Go to the Home  screen and select Note Pad .

2

Open the Select Colors dialog box:

- a. Select Done to display the Note Pad list.
- b. **Open the menus** .
- c. Select Options, and then select Preferences.
- d. Tap Color.



↘ Continued

3

Select the pen and paper colors:



- a. Tap Pen, and then tap the ink color you want to use.
- b. Tap Paper, and then tap the background color you want to use.
- c. Select OK, and then select OK again.

↓ Done

- \* Tip  
Change the alarm sound by opening the Options menu, selecting Preferences, and then selecting a sound from the Alarm Sound pick list.


## Setting an alarm

To use a note as a reminder, set an alarm for that note.

- 1 Go to the Home  screen and select Note Pad .
- 2 Open the note:
  - a. Select Done to display the Note Pad list.
  - b. Select the note you want to set an alarm for.

Note Pad		All
1. Welcome to Note Pad	7/2	
2. Groceries	7/5	
3. Bob	7/5	
4. Flowers	7/5	
5. Bank	7/5	

➔


Note		2 of 5	Errands:
Groceries		7/5	
<div style="font-family: cursive; font-size: 1.2em; color: blue;">           Milk Eggs Bread Lettuce         </div>			
Done	New	Delete	

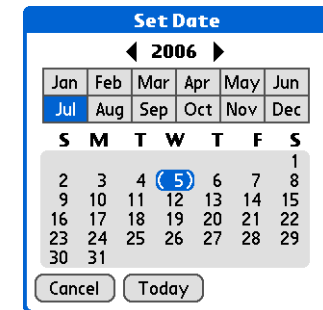
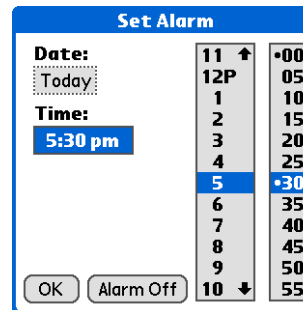
↙ Continued

- \* Tip  
You can also open the Set Alarm dialog box by selecting a note and tapping the right edge of the screen next to the note title.

3

Set the alarm:

- Open the menus** .
- Select Options, and then select Alarm.
- Tap the Date box, and then tap the year, month, and date you want the alarm to sound.





- Tap the time you want the alarm to sound.
- Select OK.

↓ Done




## Viewing and editing a note


- \* Tip  
Sort the Note Pad list alphabetically, by date, or manually. **Open the Options menu**, select Preferences, and then tap the Sort by pick list.
- If you sort manually, you can rearrange the list by dragging notes to another position in the list.

- 1 Go to the Home  screen and select Note Pad .
- 2 Open the note:
  - a. Select Done to display the Note Pad list.
  - b. Select the note you want to view or edit.

Note Pad		All
1. Welcome to Note Pad	7/2	
2. Groceries	7/5	
3. Bob	7/5	
4. Flowers	7/5	
5. Bank	7/5	





Note	2 of 5	Errands
Groceries	7/5	
Milk Eggs Bread Lettuce		
- 3 Read or edit the note, and then select Done.
 

 Done

## Deleting a note

- \* Tip  
You can also Delete a note by opening the Record menu and selecting Delete Note.
- \* Tip  
Want to get rid of those deletion confirmation messages? Open the Options menu, select Preferences, and then uncheck the Confirm note delete check box.

**1** Go to the Home  screen and select Note Pad .

**2** Open the note:

- Select Done to display the Note Pad list.
- Select the note you want to delete.

**Note Pad** All

1. Welcome to Note Pad	7/2
2. Groceries	7/5
3. Bob	7/5
4. Flowers	7/5
5. Bank	7/5


New

→

**Note** Errands

Groceries 7/5

Milk  
Eggs  
Bread  
Lettuce

Done New Delete 

**3** Select Delete, and then select OK to confirm deletion.

↓ Done

## Working with Note Pad on your computer

Use Note Pad on your computer to view and manage the handwritten notes you create on your handheld. Check out the online Help in Palm® Desktop software to learn how to use Note Pad on your computer. The online Help includes info about the following topics:

- Learning about the parts of the Note Pad window
- Viewing, copying, and deleting notes
- Editing note details and titles
- Setting an alarm for a note
- Marking notes private
- Showing, masking, and hiding private notes
- Printing notes
- Changing between the List and note Preview views
- Sorting notes
- Sharing notes

### **WINDOWS ONLY**

To open Note Pad on your computer, double-click the Palm Desktop icon on the Windows desktop, and then click Note Pad on the launch bar.

### **MAC ONLY**

To open Note Pad on your computer, double-click the Note Pad icon in the Palm folder.

My Handheld  
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Support  
If you're having problems with Note Pad or with anything else on your handheld, go to [www.palmOne.com/support/zire31](http://www.palmOne.com/support/zire31).

## Related topics

Click a link below to learn about these related topics:

### Moving Around

- Opening applications
- Using menus

### Sharing

Beaming notes to other Palm OS® handheld users

### Privacy

Keeping notes private by turning on security options

### Categories

Creating categories so you can organize notes

### Common Questions

Answers to frequently asked questions about Notes

# Performing Calculations

In this chapter

[Calculator buttons](#)

[Viewing recent calculations](#)

[Related topics](#)

Whether you're figuring the tip on a restaurant bill, or balancing your checkbook, it's always nice to have a calculator on hand. And because it's part of your handheld, there's no need to carry a separate calculator.



## Benefits of Calculator

- Always have a calculator with you
- Store calculations for later use

## Calculator buttons

\* Tip  
Use the memory buttons to store and recall a number you enter in multiple calculations.

\* Tip  
If you make a mistake entering a number in the middle of a calculation, use the CE button to re-enter the number without starting the calculation over.



Clear any value in the Calculator memory.



Recall the stored value from the memory and enter it into the current calculation.



Place the current number into memory. The current number is added to the total that is already in the memory. Tapping this button does not affect the current calculation; it just places the value in memory.



Clear the last number you entered.



Clear the entire calculation so that you can start over.



Enter a number, and then tap this button to change it to a percentage.



Enter a number, and then tap this button to calculate the square root of the number.



Enter a number, and then tap this button to make it negative.

## Viewing recent calculations




View recent calculations to confirm that you entered everything correctly.


+ Did You Know?  
Viewing recent calculations is helpful when double-checking the math in your checkbook register.

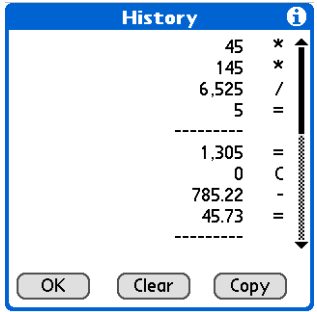
+ Did You Know?  
Calculator History also has these functions:

**Clear** Tap here to clear the calculator's history.

**Copy** Tap here to copy the history of calculations. Then paste them into another application by opening the Edit menu and selecting Paste in the other application.

- 1 Go to the Home  screen and select Calculator .
- 2 Open the History dialog box:
  - a. **Open the menus** .
  - b. Select Options, and then select Show History.
  - c. Select OK.

 Done



### Community

To explore the world of your handheld, go to [www.palmOne.com/myzire31](http://www.palmOne.com/myzire31).

### Support

If you're having problems with Calculator or anything else on your handheld, go to [www.palmOne.com/support/zire31](http://www.palmOne.com/support/zire31).

## Related topics

Click the links below to learn about these related topics:

### Moving around

- Opening applications
- Using menus

### Entering information

Entering numbers with Graffiti® 2 characters



# Managing Your Expenses

## In this chapter

[Adding an expense](#)

[Choosing currency options](#)

[Deleting expenses](#)

[Customizing the expense list](#)

[Working with Expense on your computer](#)

[Related topics](#)

Tired of trying to re-create your business trip when you return? Expense makes it easy to keep track of what you paid for that dinner in New York with your new sales group.

You can track costs for meals, lodging, transportation, entertainment, and more, and save all of the information in one convenient place. You can even transfer the information to a spreadsheet on your computer.



## Benefits of Expense

- Monitor your business and personal expenses
- Easily retrieve expense information
- Create expense reports faster

## Adding an expense

- + Did You Know?  
Expense is not just for business. Use it to help plan your budget by figuring out how much you spend each month on things like entertainment and dining out.

- \* Tip  
Add an expense simply by writing the first letter of the expense type. For example, entering *D* opens a dinner item with today's date.

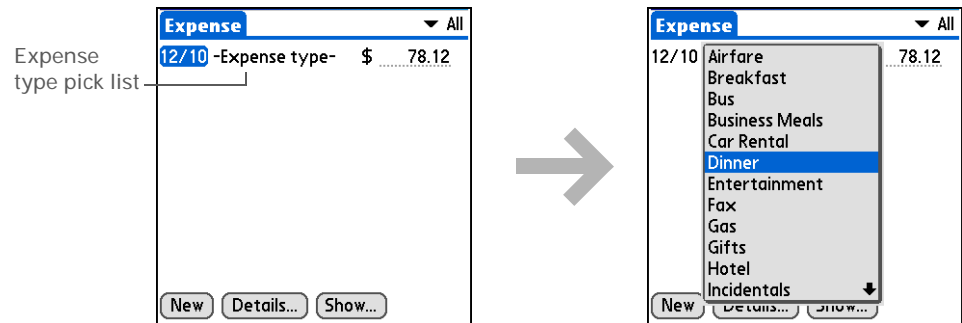
To enable this feature on your handheld, open the **Options menu** and select Preferences. Check the automatic fill box.

- \* Tip  
Change the date of an expense by tapping the date of the item.

1 Go to the Home  screen and select Expense .

- 2 Enter the expense:
- Tap New.
  - Enter the amount of the expense.
  - Tap the Expense type pick list and select a type.

**NOTE** You must select an Expense type if you want to save the item.



Continued

\* Tip  
Add extra information to your expense items. Select the item and tap Details. Then tap Note and enter the information.

\* Tip  
Tap **Lookup** in the Attendees list to pull names from Contacts.

+ Did You Know?  
After you synchronize, you can **send your expense information to a spreadsheet** on your computer.

## 3

Enter the details of the expense:

a. Tap Details.

b. Tap each field where you want to enter information, and enter it.

**Category** Select a **category** to sort your expenses.

**Type** Enter the expense type.

**Payment** Select how you paid for the expense.

**Currency** Select the currency used to pay the expense. You can **preset this symbol**.

**Vendor and City** Enter the vendor and city associated with the expense. For example, a business lunch might be at Rosie's Cafe in San Francisco.

**Attendees** Enter the people associated with the expense.

c. Select OK.

**Receipt Details**

**Category:** ▾ Unfiled  
**Type:** ▾ Dinner  
**Payment:** ▾ Unfiled  
**Currency:** ▾ \$  
**Vendor:** .....  
**City:** .....  
**Attendees:** Who.....

OK Cancel Delete Note



Done

That's it. Your handheld automatically saves the expense. Make sure you have a current backup. **Synchronize** often.



## Choosing currency options

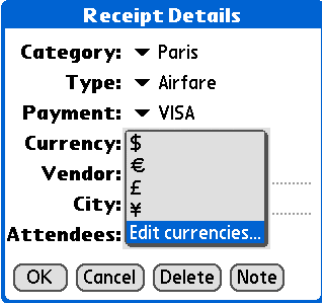
Expense is even easier to use when you customize the currency list. You can choose what currencies appear in the pick list, what symbol automatically appears in new expenses, and even create your own currency symbol.

### Customizing the currency pick list

Place the currency symbols that you use most often in the currency pick list.

- \* **Tip**  
If you travel a lot, update the currency pick list, so that you can quickly get to the symbols you need.
- + **Did You Know?**  
Use separate categories for related expenses. For example, create a London category for a trip to London. After you file your expense report for the London trip, you can easily delete the related expenses with the **Purge** command.

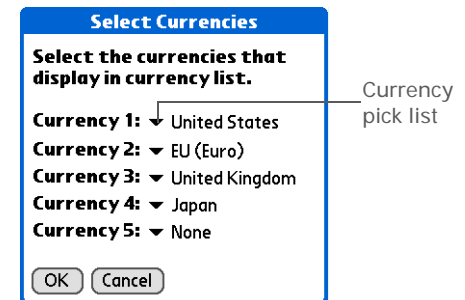
- 1 Go to the Home  screen and select Expense .
- 2 Open the Receipt Details dialog box:
  - a. Tap an expense item.
  - b. Tap Details.
- 3 Select the currency symbol(s) that you want to see in the pick list:
  - a. Tap the Currency pick list, and then select Edit currencies.



↘ Continued

Cont'd.

- b. Tap one of the Currency pick lists and select the name of the country whose currency symbol you want to display.
- c. Select OK, and then select OK again.



↓ Done The expense list now displays the currencies you selected.



## Presetting the currency symbol

Choose which currency symbols appear when you add a new expense.

- \* Tip  
If you're entering several expenses that all use the same currency, change the preset currency to that symbol to save time.


When you're finished with those expenses, change it again to the next one you'll use.

1

Go to the Home  screen and select Expense .

2

Open Expense Preferences dialog box:

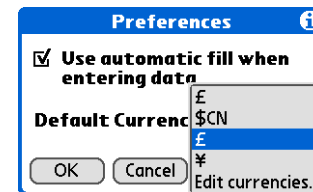
- a. **Open the menus** .
- b. Select Options, and then select Preferences.

↓ Continued

3

Choose the default currency:

- a. Tap the Default Currency pick list.
- b. Select the symbol you want to appear when you add new expenses.
- c. Select OK.




↓ Done

## Creating a currency symbol


If the currency you want to use is not in the pick list of countries, you can create your own symbol.

1

Go to the Home  screen and select Expense .

2

Open the Custom Currencies dialog box:

- a. **Open the menus** .
- b. Select Options, and then select Custom Currencies.

↘ Continued

## 3

Create the custom symbol:

- a. Tap a Country box.
- b. Enter the name of the country and the symbol that you want.
- c. Select OK, and then select OK again.





↓ Done



## Deleting expenses

Delete individual expenses, or an entire category of expenses at once.

### Deleting an individual expense




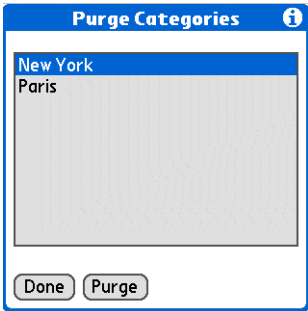
1	Go to the Home  screen and select Expense  .
2	Select the expense you want to delete.
3	Delete the item: a. <b>Open the menus</b>  .
	b. Select Delete Item on the Record menu.
4	<b>[ &amp; ] OPTIONAL</b> Select the check box to save an archive copy of the expense on your computer.
5	Select OK.   Done



\* **Tip**  
To combine expenses from different categories, rename one category to match the other category's name.

+ **Did You Know?**  
There is another way to delete a category. Tap the Category pick list and select Edit Categories. Tap the Delete command to delete the selected category and move all of its entries to the Unfiled category.




## Deleting an entire category of expenses


1	Go to the Home  screen and select Expense  .
2	<p>Open the Purge Categories dialog box:</p> <ol style="list-style-type: none"> <li><b>Open the menus</b> .</li> <li>Select Purge on the Record menu.</li> </ol> 
3	<p>Delete the category and all of its items:</p> <ol style="list-style-type: none"> <li>Tap the category you want to delete.</li> <li>Tap Purge.</li> <li>Select Done.</li> </ol> <p>↓ Done</p>

## Customizing the expense list

You can change the appearance of the expense list.

- + Did You Know?  
Customizing the expense list makes it easy to see how much you spent on each type of expense. For example, to see how much you spent on taxis, sort your expenses by type so that all your taxi expenses appear together in the list. Use [categories](#) to further refine your list.

- 1 Go to the Home  screen and select Expense .
- 2 Tap Show.
- 3 Tap the pick lists to change any of the following items, and then select OK.:  
**Sort by** Sort expenses by date or type.  
**Distance** Show distance in miles or kilometers.  
**Show currency** Show or hide the currency symbol in the expense list.  
 Done



## Working with Expense on your computer

### WINDOWS ONLY

Use Expense on your computer to view and manage the expenses you create on your handheld. Check out the online Help in Palm® Desktop software to learn how to use Expense on your computer. The online Help includes info about the following topics:

- Add, edit, and delete expense items
- Organize your expenses by date, type, amount, notes, or category
- View expense items as a list, large icons, or small icons
- Convert a list of expenses to a single currency
- Print expense reports
- Transfer expense information to other applications, such as Microsoft Excel, using the Send or Export command in Palm Desktop software.

To open Expense on your computer, double-click the Palm Desktop icon on the Windows desktop, and then click Expense on the launch bar.

### Community

To explore the world of your handheld, go to [www.palmOne.com/myzire31](http://www.palmOne.com/myzire31).

### Support

If you're having problems with Expense or anything else on your handheld, go to [www.palmOne.com/support/zire31](http://www.palmOne.com/support/zire31).

## Related topics

Click a link below to learn about these related topics:

### Moving around

- Opening applications
- Using menus

### Entering information

- Adding contacts to the attendees list with Lookup
- Entering information with Graffiti® 2 characters and shortcuts

### Calculator

Performing basic math calculations associated with your expenses

### Categories

- Creating and editing categories
- Organizing expenses by type and sorting them

### Customizing

Setting number formats

# Listening to Music

## In this chapter

[Transferring MP3 files to an expansion card](#)

[Transferring music from a CD to an expansion card](#)

[Playing music on your handheld](#)

[Managing playlists](#)

[Viewing song info](#)

[Working with RealOne Player on your computer](#)

[Related topics](#)

Are you tired of listening to small talk during that long commute on the bus or train? Do you need something smaller than a CD player when you're out for a walk or at the gym? RealOne Mobile Player lets you play music on your handheld. Simply transfer songs onto an expansion card (sold separately), and then listen through the built-in speaker or stereo headphones (sold separately).

**[ ! ] IMPORTANT** You need to purchase an SD or MultiMediaCard [expansion card](#) to save your music files and play them on your handheld.



## Benefits of RealOne Mobile Player

- Listen to songs in the popular MP3 format
- No separate MP3, CD, or mini-disc player required
- Carry tiny expansion cards instead of CDs
- Be your own DJ

## Transferring MP3 files to an expansion card

[ ! ] Before You Begin  
Windows **Install the RealOne Player** application on your handheld and your computer.

\* Tip  
You can also use a card reader accessory (sold separately) to transfer MP3 files from your computer to your expansion card. Create an "SD\_Audio" folder in the root directory of the card, and store your MP3 files in this folder.

The RealOne software that comes with your handheld is compatible with the popular MP3 audio file format. If your MP3 files are already on your computer's hard drive, you need to transfer them to an expansion card to listen to them on your handheld.

### WINDOWS ONLY

**1**

Prepare your computer and your handheld:

- a. **Connect your handheld to your computer with the HotSync® cable.**
- b. **Insert an expansion card** into your handheld.

**2**

Select the MP3 files you want to transfer:

- a. From My Computer or Windows Explorer, select the MP3 files you want to transfer.
- b. Drag and drop the file(s) or folder onto the palmOne™ Quick Install icon on the Windows desktop.
- c. When the confirmation dialog box appears, confirm your username, the file name, and the destination (card), and then click OK.



↘ Continued

## [ ! ] Before You Begin

Mac **Install the RealOne Player** application on your handheld.

## \* Tip

You can also use a card reader accessory (sold separately) to transfer MP3 files from your computer to your expansion card. Create an "SD\_Audio" folder in the root directory on the card, and store your MP3 files in this folder.

## \* Tip

In Mac OS X, you can make the Send To Handheld droplet a permanent part of your desktop by dragging the droplet to the Dock. Then simply drag songs, and other files you want to transfer to your handheld, onto the droplet in the Dock.

3

**Synchronize your handheld with your computer.**

**NOTE** Be patient; transferring music to an expansion card can take several minutes.

↓ Done

**MAC ONLY**

1

Prepare your computer and your handheld:

- a. **Connect your handheld to your computer with the HotSync cable.**
- b. **Insert an expansion card** into your handheld.

2

Select the MP3 files you want to transfer:

- a. Drag and drop the MP3 files onto the Send To Handheld droplet in the Palm folder.
- b. In the Send To Handheld dialog box, select your username and click OK.



↘ Continued

3

**Synchronize your handheld with your computer.**

**NOTE** Be patient; transferring music to an expansion card can take several minutes.

↓ Done




## Transferring music from a CD to an expansion card

If your songs are on a CD and you want to listen to them on your handheld, use RealOne Player on your computer to convert and transfer the files.

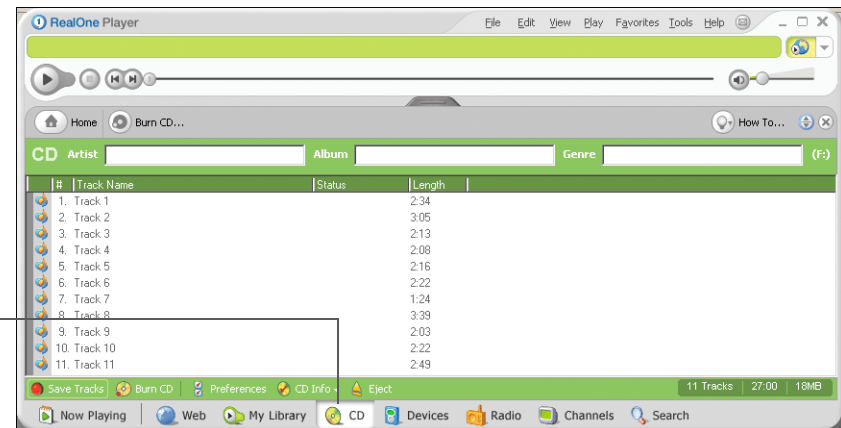
### WINDOWS ONLY

**1**

Access the CD from RealOne Player on your computer:

- a. Double-click the RealOne Player icon  on your computer desktop.
- b. Insert the CD into your computer's CD drive.
- c. Click CD in RealOne Player on your computer.

CD



➤ Continued

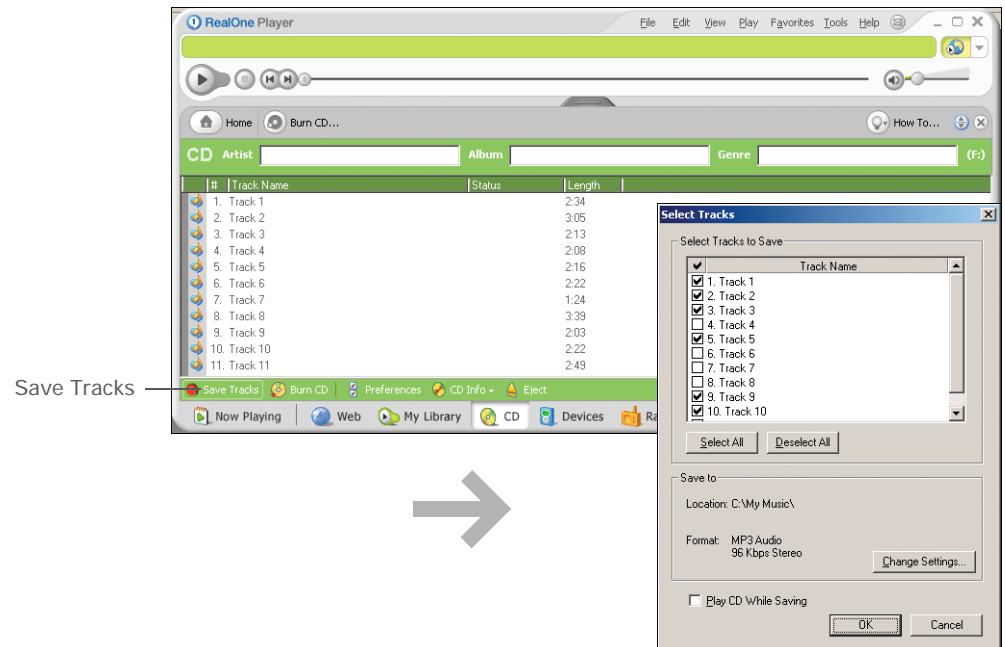
\* **Tip**  
If you want to select only a few songs, click **Deselect All**, and then click the check box next to the songs you want to select.

+ **Did You Know?**  
A 64MB expansion card holds about an hour of music (capacity varies with sampling rates).

2

Select the songs you want to add to your library:

- a. Click **Save Tracks**.
- b. Follow the onscreen instructions to select and copy tracks.





↘ Continued

\* **Tip**  
For tips on using RealOne Player on your computer, go to the Help menu in RealOne Player or visit [www.realone.com](http://www.realone.com).

3

Prepare your handheld:

- a. **Insert an expansion card** into your handheld.
- b. Go to the Home  screen and select RealOne .
- c. **Connect your handheld to your computer with the HotSync cable.**

[ ! ] **IMPORTANT** Do not tap the HotSync icon.

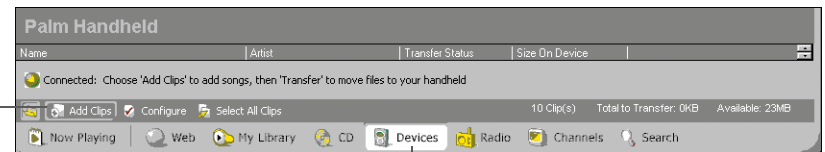
4

Select the songs you want to transfer:

- a. In RealOne Player on your computer, click Devices.
- b. If necessary, double-click Palm Handheld, and then double-click Card.
- c. Click Add Clips.

Add  
Clips

Devices

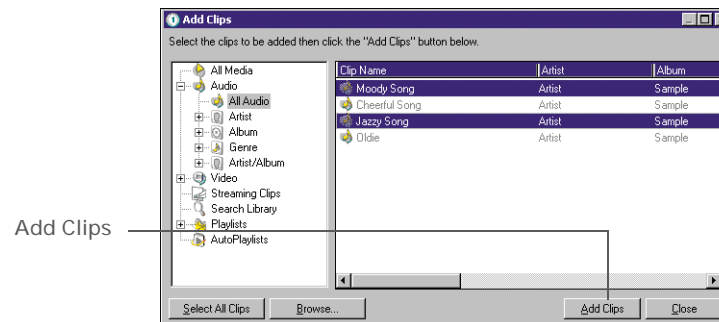


↘ **Continued**

\* **Tip**  
 On your handheld, tap Songs to view a list of the songs available for you to play. The songs you just transferred are at the bottom of the list.

Cont'd.

- d. In the Add Clips window, select the songs you want to add, and then click Add Clips.



- e. Click Close. The tracks you selected should now say "Ready To Transfer."

## 5

Transfer the selected songs to your expansion card:

- Be sure your handheld is on, that you have an expansion card in the expansion slot, and that RealOne Mobile Player is open (if it is, a green Connected light appears in the lower-left corner of the RealOne Player window on your computer).
- In the toolbar below the Connected light, click Transfer. When the transfer is complete, the tracks you selected should say "On Device."

[ ! ] **IMPORTANT** Do not tap the HotSync icon. RealOne Player is transferring the files, so there's no need to do anything.

↓ Done

## Playing music on your handheld

\* **Tip**  
If RealOne Mobile Player reaches the preset period of inactivity before you exit the application, the screen turns off and the music continues playing. To set the period of inactivity, **open the Options menu** and select Preferences. Select an option from the Auto-powersave after pick list, and then select OK. If you exit RealOne Mobile Player, it turns off when it reaches the period of inactivity defined in **Power Preferences**.

\* **Tip**  
Want to stop playing music when you exit RealOne Mobile Player? **Open the Options menu** and select Preferences. Deselect the Enable Background Playback check box, and then select OK.

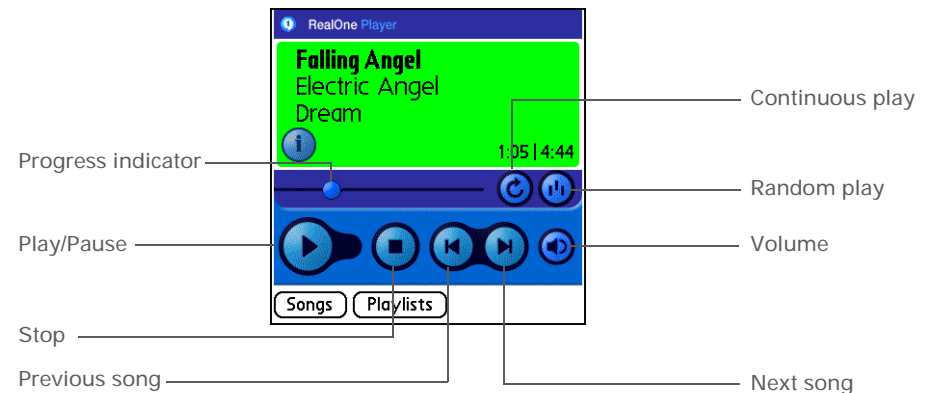
1

On your handheld, go to the Home  screen and select RealOne .

2

Select a song to play:

- To play the current song, tap Play.
- To play a different song, tap Songs and select a song from the list.



Done



RealOne Mobile Player continues playing until it reaches the end of your list. It stops playing if you tap Stop or turn off your handheld.

## Managing playlists

You can create as many playlists as you want.

### Creating a playlist

\* **Tip**  
For tips on using RealOne Mobile Player, [open the Options menu](#) and select Help.

- 1 On your handheld, go to the Home  screen and select RealOne .
- 2 Open the Edit Playlist dialog box:
  - a. Tap Playlists.
  - b. Tap New.

**Playlists**

**No playlists found**



Insert memory card with playlists or choose "New" to create a playlist

Done New

➔

**Edit Playlist**

Name: New Title .....

Done Remove Add...  
- 3 Enter a name for the playlist.
 

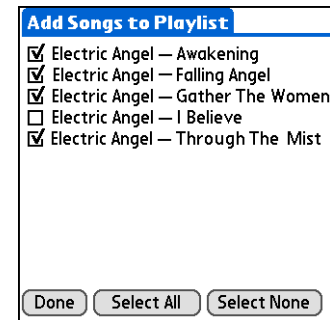
➤ Continued

- \* Tip  
To quickly select all the songs in the list, tap **Select All**. To quickly unselect all the songs, tap **Select None**.

4

Add songs to the playlist:

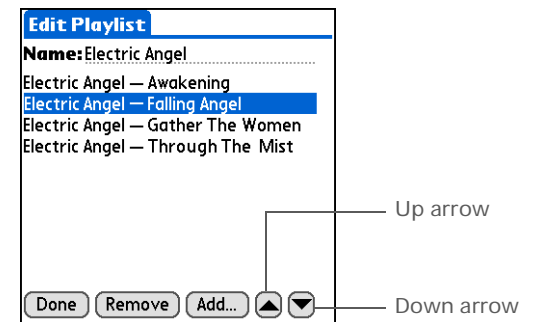
- Tap Add.
- Select the check box next to the songs you want to include on the playlist.
- Tap Done.



5

Put the songs in the order you want to hear them:

- Tap a song you want to move.
- Tap the up or down arrow to move the song up or down one slot.
- Repeat this process until the songs are in the right order.
- Tap Done.



6

Tap Done, and then tap Done again.

↓ Done

## Playing songs from a playlist

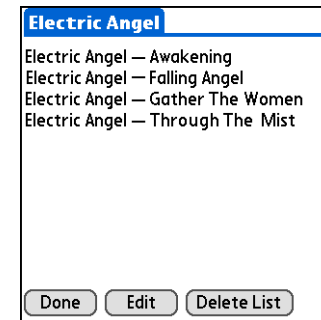
1

On your handheld, go to the Home  screen and select RealOne .

2

Select a song from a playlist:

- a. Tap Playlists.
- b. Tap the playlist you want to play.
- c. Tap the first song you want to play.

**Done**

Your handheld plays the songs in the playlist beginning with the song you selected. After it plays the last song in the list, it stops.



## Editing a playlist

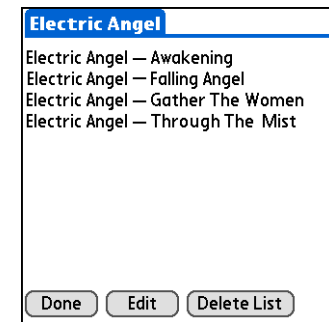
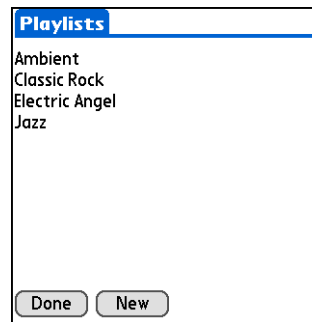
1

On your handheld, go to the Home  screen and select RealOne .

2

Open the playlist you want to edit:

- a. Tap Playlists.
- b. Tap the playlist you want to edit.
- c. Tap Edit.



↘ Continued

3

Tap Edit and do any of the following:

**Delete a song** Select a song and tap Remove to delete the song from the playlist.

**Add a song** Tap Add, select a song's check box, and then tap Done.

**Move a song** Select a song and tap the up arrow or down arrow to move the song up or down one slot.

4

Tap Done, and then tap Done two more times.

↓ Done

## Deleting a playlist

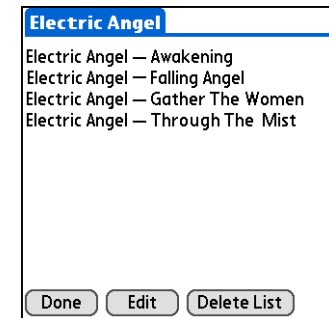
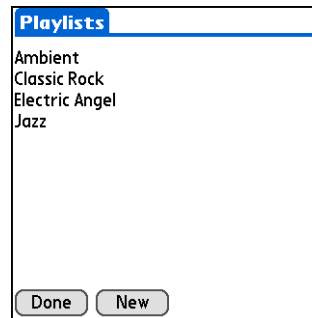
1

On your handheld, go to the Home  screen and select RealOne .

2

Open the playlist you want to delete:

- a. Tap Playlists.
- b. Tap the playlist you want to delete.



3

Delete the list:

- a. Tap Delete List.
- b. Tap Yes in the confirmation dialog box.
- c. Tap Done.

↓ Done

## Viewing song info

You can view details for the song that is currently playing.

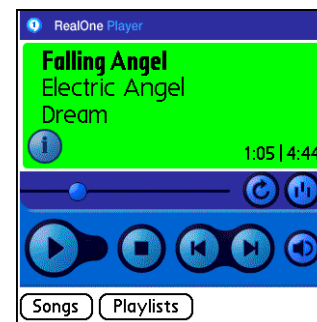
1

On your handheld, go to the Home  screen and select RealOne .

2


Select a song to play and view:

- To play and view the current song, tap Play.
- To play and view a different song, tap Songs and select a song from the list.

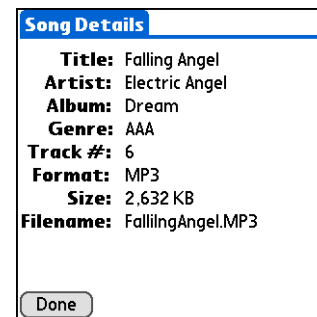


3

Open the Song Details dialog box:

- Open the menus** .
- Select Song Details on the Music menu.
- After you finish viewing the info, select Done.

↓ Done



## Working with RealOne Player on your computer

### WINDOWS ONLY

Use RealOne Player on your computer to play and manage your songs. Check out the online Help in RealOne Player to learn how to use RealOne Player on your computer. The online Help includes info about the following topics:

- Learning about the parts of the RealOne window
- Finding media
- Playing media
- Saving and burning media
- RealOne premium services
- Preferences
- Troubleshooting

To open RealOne Player on your computer, double-click the RealOne Player icon on the Windows desktop.

My Handheld  
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/myzire31](http://www.palmOne.com/myzire31).

Support  
If you're having problems with RealOne Mobile Player or RealOne Player on your computer, go to [www.realone.com](http://www.realone.com).

## Related topics

Click the link below to learn about these related topics:

### Expansion Cards

- Inserting and removing expansion cards
- Naming expansion cards
- Viewing the contents of a card

### Installing and Removing

- Installing the RealOne software on your handheld and computer
- Using Palm Quick Install and the Send To Handheld droplet

### Common Questions

Answers to frequently asked questions about RealOne Mobile Player

# Viewing Photos

## In this chapter

[Copying photos to your handheld](#)

[Viewing photos](#)

[Rotating a photo](#)

[Viewing and editing photo details](#)

[Organizing photos](#)

[Copying a photo](#)

[Deleting a photo](#)

[Working with Photos on your computer](#)

[Related topics](#)

A picture may be worth a thousand words, but what happens when you have a thousand pictures that you are trying to keep organized? Or maybe just a few that are so meaningful that you want to have instant access to them at any time?

Solve both problems with palmOne™ Photos, which features easy viewing and organization of photos. You can keep your favorite photos right on your handheld; **select a photo as the background** for your Home screen and another one as the background for Agenda View in Calendar; even **add a photo to a Contacts entry**.



## Benefits of palmOne Photos

- Never be far from your favorite people or places
- Simplify photo organization

## Copying photos to your handheld

[ ! ] **Before You Begin**  
**Install palmOne Photos**  
from the installation CD  
onto your handheld.

\* **Tip**  
On a Windows computer,  
you can also copy photos  
by opening the palmOne  
Photos desktop  
application, selecting **Add  
Photos** to add photos to  
an album on your  
computer, and then  
synchronizing to transfer  
the photos to the same  
album on your handheld.

\* **Tip**  
A confirmation dialog  
box shows whether the  
photos will be copied to  
your handheld or to an  
expansion card. You can  
choose which handheld  
will receive the photos by  
selecting the username in  
the **User** drop-down box  
in the upper-right corner.

You can transfer photos from your computer to your handheld or to an expansion card. On a Windows computer, you can also use the palmOne Photos application to create and edit entire albums and send them to your handheld, where you can view your photos.

If you took the picture with a digital camera, or you found it on the web, it's likely your handheld can display it. You can view photos in popular formats such as JPG, BMP, and GIF on your handheld or from an expansion card inserted in the expansion slot.

### WINDOWS ONLY

**1**

From My Computer or Windows Explorer, select the photos you want to copy.

**2**

Copy the photos:

- a. Drag and drop the file(s) or folder onto the palmOne™ Quick Install icon on the Windows desktop.
- b. When the confirmation dialog box appears, confirm your username, the file name, and the destination, and then click OK.





3

**Synchronize your handheld with your computer.**

↓ Done

**MAC ONLY**

\* **Tip**  
In Mac OS X, you can make the Send to Handheld droplet a permanent part of your desktop by dragging the droplet to the Dock. Then simply drag photos, and other files you want to transfer to your handheld, onto the droplet on the Dock.

1

Select the photos you want to transfer:

- a. Drag and drop the photos onto the Send To Handheld droplet in the Palm folder.
- b. In the Send To Handheld dialog box, select your username and click OK.



2

**Synchronize your computer with your handheld.**

↓ Done

+ Did You Know?  
If you or your friends have a digital camera that uses SD memory cards, you can insert the cards into the expansion slot and view the photos on your handheld.

## Viewing photos

You can view photos in the following ways:

**Thumbnail** View miniature preview versions of your photos.



**List** View names and dates of photos on your handheld or an expansion card.

**Slide show** View all photos in an album, automatically one after another.

You can easily select a photo from Thumbnail or List view to see a full-screen view of the photo, and rotate the orientation of the photo. You can also view or edit detailed information about a photo.

### Viewing a photo in Thumbnail view

1

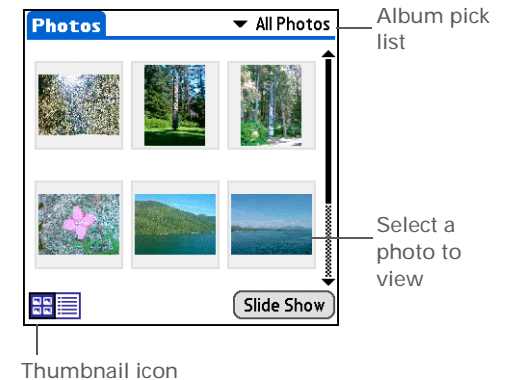
Go to the Home  screen and select Photos .

2

View a photo in Thumbnail view:

- Tap the pick list in the upper-right corner and select the album containing the photo you want to view.
- If Thumbnail view is not displayed, tap the Thumbnail icon in the lower-left corner of the screen.

➤ Continued



3

To see a full-screen view of the photo, select the photo from the thumbnails.

4

Tap anywhere in the photo to return to the Thumbnail view screen.

↓ Done

\* Tip  
Can't remember what album your photo is in? Select All Photos from the pick list.

### Viewing a photo in List view

1

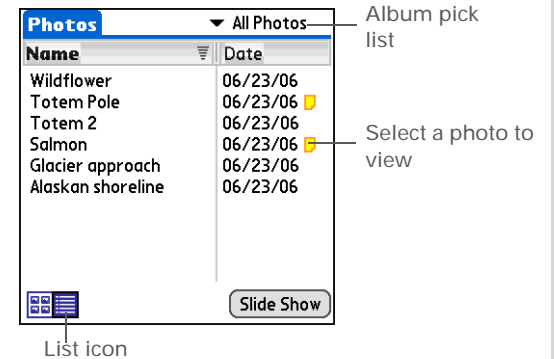
Go to the Home  screen and select Photos .

2

View a photo in List view:

- Tap the pick list in the upper-right corner and select the album containing the photo you want to view.
- If List view is not displayed, tap the List icon in the lower-left corner of the screen.

↘ Continued



3

To see a full-screen view of the photo, select the photo from the list.

4



Tap anywhere in the photo to return to the List view screen.

↓ Done

### Viewing a slide show

\* **Tip**  
You can set how long a photo is displayed in slide show mode before the next item appears by opening the menus, selecting Options, selecting Preferences, and then selecting a time interval from the Slide Show Delay pick list. The default is 3 seconds.

1

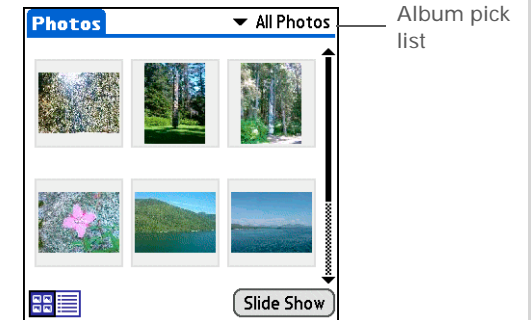
Go to the Home  screen and select Photos .

2

View a slide show:

- a. Tap the pick list in the upper-right corner and select the album containing the photos you want to view.
- b. Tap Slide Show.

↘ Continued



3

Tap a photo to stop the slide show and return to Thumbnail or List view.


↓ Done

### Rotating a photo

\* Tip

If you receive a message that the photo is too large to rotate on your handheld, synchronize, and then open and rotate the photo in Palm® Desktop software. Synchronize again to send the rotated photo back to your handheld.

1

Go to the Home  screen and select Photos .

2


Select the photo you want to rotate:

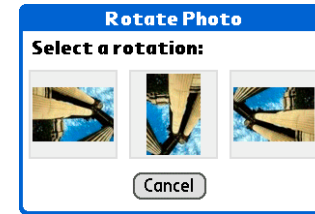
- a. Tap the pick list in the upper-right corner and select the album containing the photo you want.
- b. Select the photo you want in Thumbnail or List view.

↘ Continued

3

Rotate the photo:

- a. **Open the menus** .
- b. Select Photos, and then select Rotate Photo.
- c. Select the rotation you want.





4

Tap anywhere in the photo to return to Thumbnail or List view.

 Done

## Viewing and editing photo details

1

Go to the Home  screen and select Photos .

2

Select the photo you want to view:

- a. Tap the pick list in the upper-right corner and select the album containing the photos you want.
- b. Select the photo you want.


↘ Continued

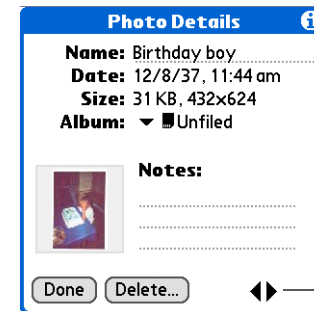
\* Tip  
Photos with notes appear with a note icon to the right in List view.

\* Tip  
Tap the scroll arrows at the bottom of the Photo Details screen to view other photos in the album.

## 3

View photo details:

- a. **Open the menus** .
- b. Select Details from the Photo menu.
- c. In addition to viewing photo details, you can do the following:



Scroll arrows

**Change name** Select the photo or video name and enter a new name.

**Move to different album** Tap the Album pick list and select a new album location for the photo or video.

**Add notes** Tap the Notes field and enter a note for the photo or video.

 Done



## Organizing photos

You can organize your photos in the following ways:



- Create albums and place your photos in those albums.
- Move photos within or between albums.
- Sort photos in List view.

### Organizing photos in albums

\* **Tip**  
If a photo is saved on your handheld, you can save it only to an album on your handheld. Likewise, if a photo is saved to an expansion card, you can save it only to an album on the card.

\* **Tip**  
To rename or delete an album, tap the pick list, select Edit Albums, and then select the album you want. Then tap Rename or Delete.


1

Go to the Home  screen and select Photos .

2

Create an album:

- Tap the pick list in the upper-right corner and select Edit Albums.
- Select New, enter the name of the new album, and select OK.
- Select OK on the Edit Albums screen.



↘ Continued

- \* **Tip**  
If you are not already in the album you want to organize, tap the pick list in the upper-right corner and select the album you want.
- \* **Tip**  
Drag the stylus across multiple photos to add or remove them all at once.
- + **Did You Know?**  
If you remove a photo from an album, it is moved to the Unfiled category. The photo is not deleted from your handheld.

## 3

Add or remove photos in albums:

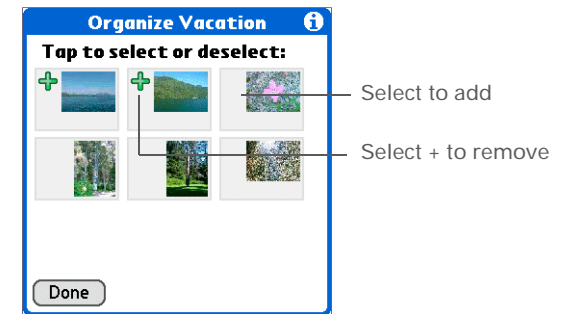
- a. On the album screen, select Organize.
- b. Do one of the following:

**Add a photo** Select a photo that does not have a plus sign to add it to the album.

**Remove a photo** Select a photo with a plus sign to the left to remove it from the album.

- c. Select Done.



↓ Done



## Moving a photo within and between albums

- \* Tip  
Move photos within albums to easily put the slide show of your kid's birthday party in the sequence you want.
- \* Tip  
You can also move a photo to a new album by **adding it** to the new album. The photo is automatically deleted from the old album.

1

Go to the Home  screen and select Photos .


2

Move a photo within an album:

- a. Tap the pick list in the upper-right corner and select the album in which you want to move a photo.
- b. Use the stylus to drag the photo you want to its new position.

3

Move a photo between albums:

- a. Tap the pick list in the upper-right corner and select the album containing the photo you want to move.
- b. **Open the menus** .
- c. Select Details from the Photos menu, and then select the photo you want to move.
- d. Tap the Album pick list and select the new album for the photo.
- e. Select Done.

 Done





Tap to move photo

## Sorting photos in List view

+ Did You Know?  
The Date column lists photos by the date they were added to your handheld, not the date they were taken.

\* Tip  
If you spent time organizing a slide show to give the exact sequence of your vacation, be careful not to ruin that order by sorting the photos by name or date—changing the order in List view affects slide show order.


**1** Go to the Home  screen and select Photos .

**2** Sort photos:



- Tap the pick list in the upper-right corner and select the album containing the photos you want to sort.
- If List view is not displayed, tap the List icon in the lower-left corner of the screen.
- Do one of the following:
 

**Sort by name** To list photos by name in ascending (A-Z) order, tap Name. To list photos by name in descending (Z-A) order, tap Name again.


**Sort by date** To sort photos from earliest to most recent date, tap Date. To sort photos from most recent to earliest date, tap Date again.

 Done

Tap to sort by name

Photos		▼ All Photos
Name	Date	
Wildflower	06/23/06	
Totem Pole	06/23/06	
Totem 2	06/23/06	
Salmon	06/23/06	
Glacier approach	06/23/06	
Alaskan shoreline	06/23/06	



Tap to sort by date



## Copying a photo

You can copy photos from your handheld to an expansion card, and vice versa.

1

Go to the Home  screen and select Photos .


2

Select a photo to copy:

- a. Tap the pick list in the upper-right corner and select the album containing the photo you want.
- b. Select the photo.

3




Copy the photo:

- a. **Open the menus** .
- b. Select Copy to Card (for photos on your handheld) or Copy to Handheld (for photos on an expansion card) from the Photo menu.

↓ Done

## Deleting a photo

- \* **Tip**  
In Thumbnail or List view, delete a photo by selecting Delete from the Photo menu, selecting the photo to delete, and then selecting Delete.
- You can also delete a photo from the Photos Details screen by selecting Delete on that screen.

- 1 Go to the Home  screen and select Photos .
- 2 Select a photo to delete:
  - a. Tap the pick list in the upper-right corner and select the album containing the photo you want.
  - b. Select the photo.
- 3 Delete the photo:
  - a. **Open the menus** .
  - b. Select Delete Photos from the Photo menu, and then select Delete again.

↓ Done

## Working with Photos on your computer

Use Photos on your computer to view and manage the photos you download to and view on your handheld. Check out the online Help in Palm® Desktop software to learn how to use Photos on your computer. The online Help includes info about the following topics:

- Learning about the parts of the Photos window
- Copying photos from your computer to your handheld
- Using Photo Editor to view, crop, rotate, or enhance a photo
- Editing photo details and titles
- Adding notes to a photo
- Printing photos
- Changing between the Thumbnail, List, and Slide Show views
- Sorting photos
- Organizing your photos into albums

### **WINDOWS ONLY**

To open Photos on your computer, double-click the Palm Desktop icon on the Windows desktop, and then click Photos on the launch bar.

### **MAC ONLY**

To open Photos on your computer, launch Palm Desktop software from the Palm folder, and then select Photos.

My Handheld  
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/myzire31](http://www.palmOne.com/myzire31).

Support  
If you're having problems with Photos or with anything else on your handheld, go to [www.palmOne.com/support/zire31](http://www.palmOne.com/support/zire31).

## Related topics

Click a link below to learn about these related topics:

### Moving Around

- Opening applications
- Using menus

### Sharing

Beaming photos to other Palm OS® handheld users

### Common Questions

Answers to frequently asked questions about Photos



# Sharing Information

In this chapter

[Beaming](#)

[Other ways of sharing information](#)

[Related topics](#)

You have to get this memo to your boss—*now*. Or the photo of the grandkids in their Halloween costumes to your mom. After you've used your handheld to create or capture that important business and personal information, it's time to share it with others.

Your handheld comes equipped with a variety of options for sharing information, so that you can choose the quickest, most convenient way of sending your info.



## Benefits of sharing

- Keep others up-to-date with meaningful business and personal information
- Choose the most convenient sharing method from a variety of options
- Create an informal backup copy of important info

\* **Tip**  
For best results when beaming, the handhelds should be between 4 and 39 inches (10 centimeters and one meter) apart, and there should be a clear path between them.

## Beaming

Using the **IR port** on your handheld, you can beam information from within an application, such as a photo, a contact, an appointment, or a task, to other Palm OS® handheld users. You can also beam a category of information, such as a photo album—or even an entire application.

**NOTE** The receiving handheld must be turned on. Depending on the receiving handheld model, not all information may be sent correctly.

### Beaming information from within an application

1

Select the information you want to beam:


- a. **Open an application.**
- b. Select the entry you want.

↘ Continued

- \* Tip  
The leftmost menu is most applications is named Record.
- \* Tip  
In Contacts, you can create a contact with your own information and select it as your business card by opening the Record Menu and selecting Business Card. Beam your business card to other handhelds by holding down the Contacts application button until the Beam dialog box appears.

2

Beam the information:

- a. **Open the menus** .
- b. Select the Beam menu item on the leftmost menu.
- c. When the Beam dialog box appears, point your handheld's IR port directly at the IR port of the other handheld.



3

Wait for the Beam dialog box to indicate that beaming is complete.

 Done

\* **Tip**  
Create a category of Calendar events such as your kid's soccer schedule, and then beam the entire category to your spouse's handheld.

\* **Tip**  
When you beam a category, the individual entries within the category (contacts, memos, photos, and so on) appear as unfiled items on the receiving device.

## Beaming a category


1

Select the category you want to beam:

- a. **Open an application.**
- b. From the list view, tap the pick list in the upper-right corner and select the category you want. This takes you to the list view within the selected category.

2

Beam the category:

- a. **Open the menus** .
- b. Select the Beam Category menu item on the leftmost menu.
- c. When the Beam dialog box appears, point your handheld's IR port directly at the IR port of the other handheld.



3

Wait for the Beam dialog box to indicate that beaming is complete.



↓ Done

- \* Tip  
Tap the Beam From pick list to beam an application from an expansion card inserted into the expansion slot.

## Beaming an application

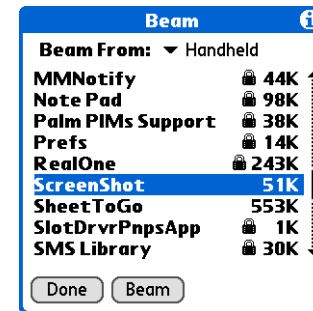
1

Select the application you want to beam:

- Go to the Home  screen.
- Open the menus .
- Select Beam on the App menu.
- Select the application you want to beam.

**NOTE** You cannot beam an application that has a lock icon next to the application size.

↘ Continued



2

Beam the application:

- a. Tap Beam.
- b. When the Beam dialog box appears, point your handheld's IR port directly at the IR port of the other handheld.



3

Wait for the Beam dialog box to indicate that beaming is complete.

↓ Done

## Other ways of sharing information

Here are some other ways of sharing information:

- Copy information or an application onto an **expansion card** inserted into the expansion slot, and view the information by inserting the card into the slot on another Palm OS® handheld.
- Copy information such as a photo from your handheld to your computer, or from computer to handheld, by **synchronizing**.
- After synchronizing, use Palm® Desktop software to send information such as a contact or a task as an attachment to an e-mail message from your computer's e-mail application. For contacts and calendar events, use the Forward command in the File menu to attach the item directly to an e-mail message. For contacts, events, memos, and tasks use either the Export or Send To command in the Edit menu to save the item as a separate file in a folder you choose. You can then attach that file to an e-mail message.

My Handheld  
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/myzire31](http://www.palmOne.com/myzire31).

Support  
If you're having problems with sharing information or with anything else on your handheld, go to [www.palmOne.com/support/zire31](http://www.palmOne.com/support/zire31).

## Related topics

Click a link below to learn about these related topics:

- Synchronizing**      Sharing information by synchronizing your handheld with your computer
- Expansion**        Sharing information by saving it to an expansion card that can be viewed from another handheld
- Common Questions**      Answers to frequently asked questions about sharing information



# Keeping Your Information Private

## In this chapter

[Choosing a security level](#)

[Marking information as private](#)

[Setting the level of privacy](#)

[Using a password](#)

[Locking your handheld](#)

[Related topics](#)

You probably wouldn't leave your door unlocked at night, so why should it be any different with your handheld? When you think about the amount of personal and private information stored there, you'll definitely want to protect it.



## Benefits of privacy

- Protect information if your handheld is misplaced
- Hide private information
- Unlock your handheld using only one hand

## Choosing a security level

There are a variety of security levels available for your handheld. Choose the level that provides the best mix of security and convenience.


**Activating no security features** All entries are accessible to anyone who has your handheld. This includes entries that are marked **private**, but are not masked or hidden.

**Masking private entries without creating a password** Masked entries are displayed when selected.

**Hiding private entries and creating a password** Private entries are displayed when the password is entered. This is the highest level of security.

## Marking information as private

Marking an entry as private is the first step in protecting your info.

- 1 **Open an application.**
- 2 Create a new entry, or select the entry that you want to make private.
- 3 Mark it as private:
  - a. For existing Contacts, tap Edit.
  - b. Tap Details.
  - c. Tap the Private check box.
  - d. Select OK.
  - e. In Contacts and Memos, select Done.

The screenshot shows a dialog box titled "Contact Details" with a Facebook icon in the top right corner. It contains the following text: "Show in List: Mobile", "Category: Personal", and "Private: [checked]". At the bottom, there are four buttons: "OK", "Cancel", "Delete...", and a yellow icon. A line points from the text "Private check box" to the checked checkbox in the "Private" field.

↓ Done



## Setting the level of privacy

Add further protection to your private entries by setting the privacy level (hidden/masked).

### Hiding or masking private entries

**1**

Open Security:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Security.

**2**

Select the display option for private entries:

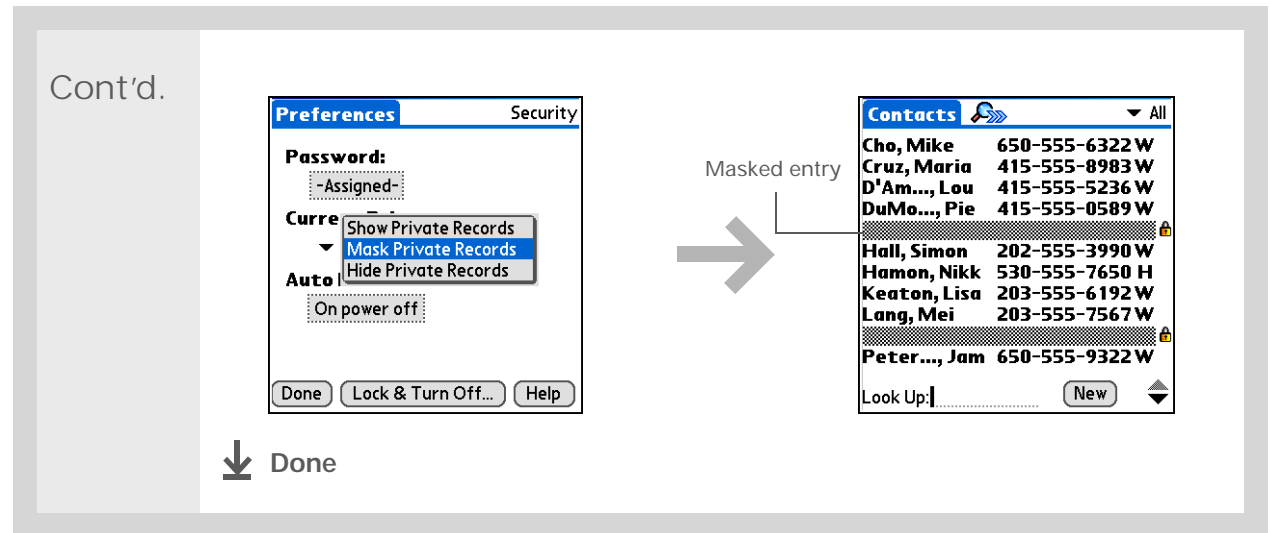
- a. Tap the Current Privacy pick list.
- b. Select one of these options, and then select Done.

**Show Private Records** Display private entries.

**Mask Private Records** Block entries with a gray bar; you can see the bar onscreen, but you can't see the entries' content.

**Hide Private Records** Make private entries invisible.

↘ Continued



## Viewing an entry that is masked

To open a masked entry, select the entry. If you have a **password**, enter it in the Show Private Records dialog box, and then select OK. When you close a masked entry, it remains masked.

## Using a password

Further protect your hidden or masked entries by creating a password, which is needed to display the contents of hidden/masked entries.

- \* **Tip**  
Use a password to protect confidential work or personal information. If your handheld is lost or stolen, this information will be safe.



## Creating a password

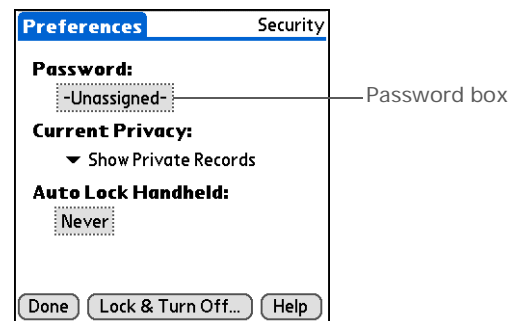
\* Tip  
The best passwords consist of a mix of letters, characters, and numbers. Longer passwords are better than short ones. Any password you create is case-sensitive.

\* Tip  
Enter your password with Graffiti® 2 writing or the onscreen keyboard.

1

Open Security:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Security.



2

Create a password and hint:

- a. Tap the Password box.
- b. Enter a password.
- c. Enter a hint to help you remember the password if you forget it.
- d. Select OK.



↘ Continued

3

Confirm the password:

- a. Enter the password again.
- b. Select OK.

4

Select Done.

 Done



## Changing a password

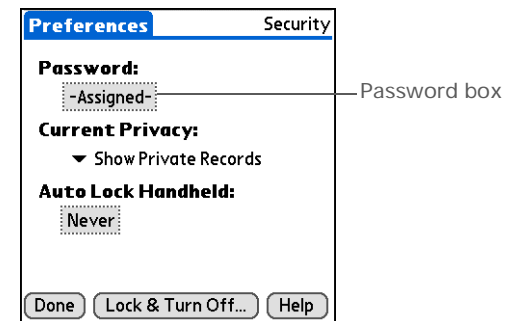
You can change your password at any time. You must enter the current password before you can change it.

\* **Tip**  
 In Palm® Desktop software, you can require password entry for private info to display. Open the Tools menu and select Options, and then select Security.

1

Open Security:

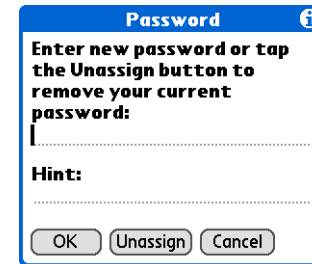
- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Security.

 Continued


2

Change your password:

- a. Enter a new password and hint.
- b. Select OK.



**Password** ⓘ

Enter new password or tap the Unassign button to remove your current password:

Hint:

OK Unassign Cancel

3

Confirm the password:

- a. Enter the password again.
- b. Select OK.

4

Select Done.

↓ Done





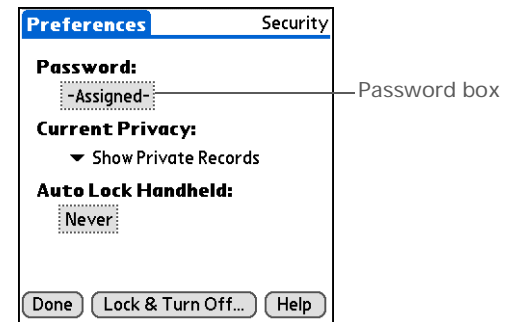
## Deleting a password

You can delete your password at any time. You must enter the current password before you can delete it.

1

Open Security:

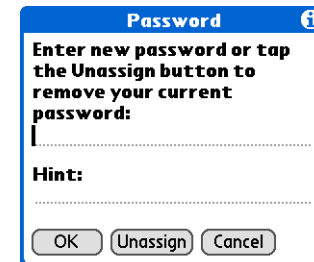
- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Security.



2

Delete your password:

- a. Tap Unassign.
- b. Select Done.  
↓ Done





## Deleting a forgotten password

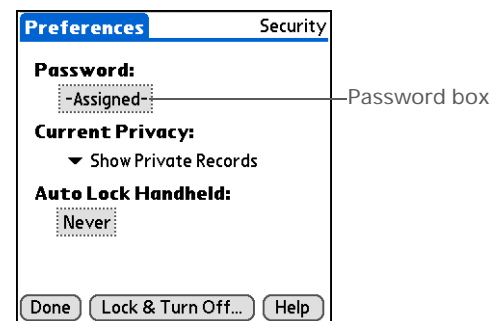
If you forget your password, your handheld displays the password hint (if you entered one) to help you remember the password. If you still can't remember the password, you can delete it from your handheld. Deleting a forgotten password also deletes all entries marked as private.

**[ ! ] IMPORTANT** Be sure to synchronize your handheld before and after this procedure, so you can restore any private entries that were deleted along with the password.

1

Open Security:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Security.



2

Delete the forgotten password:

- a. Tap the Password box.
- b. Tap Lost Password.
- c. Select Yes.



➤ Continued

3

Do one of the following, and then select Done:

- Enter a new password and hint, and then select OK.
- If you don't want to create a new password, tap Unassign or Cancel.

4

**Synchronize your handheld with your computer** to restore any private entries that were deleted.

↓ Done

[ ! ] **Before You Begin**  
To use the locking feature, you must first **create a password** for your handheld.

\* **Tip**  
To start your handheld when it is locked, turn it on. Enter your password, and then select Done.

## Locking your handheld



Protect the entire contents of your handheld, whether marked private or not, by using your password to lock your handheld. You can set your handheld to lock automatically, or you can lock it manually.

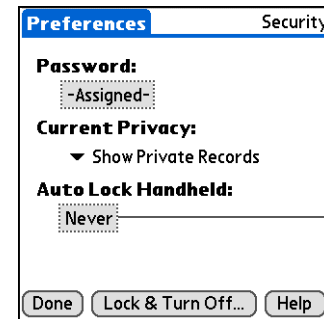
[ ! ] **IMPORTANT** If you lock your handheld, you must enter the exact password to unlock it. If you forget the password, your handheld will show you the hint you entered to help you remember the password. If you still cannot remember the password, you must do a **hard reset** to resume using your handheld. A hard reset deletes all of the information on your handheld, including your password, but you can restore the information by synchronizing your handheld with your computer.

## Locking your handheld automatically

1

Open Security:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Security.



Auto Lock  
Handheld box

2

Open the Lock Handheld dialog box:

- a. Tap the Auto Lock Handheld box.
- b. If necessary, enter your password, and then select OK.

↘ Continued

3

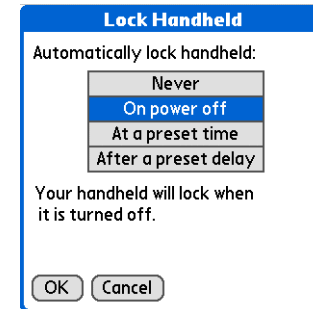
Select one of these lock options:

**Never** Always leave your handheld unlocked.

**On power off** Automatically lock your handheld whenever you turn it off.

**At a preset time** Set a time when your handheld will automatically lock.

**After a preset delay** Set a period of inactivity after which your handheld will automatically lock.



4



Select OK, and then select Done.

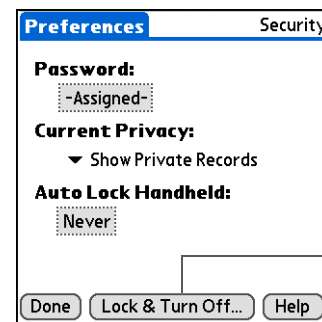
↓ Done

## Locking your handheld manually

1

Open Security:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Security.



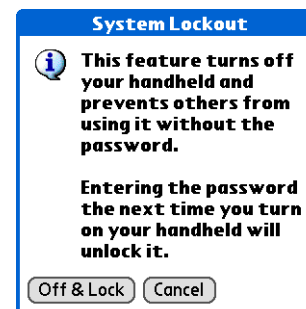
Lock &amp; Turn Off

2

Select Lock &amp; Turn Off.

3

Select Off &amp; Lock.

 Done

### Community

To explore the world of your handheld, go to [www.palmOne.com/myzire31](http://www.palmOne.com/myzire31).

### Support

If you're having problems with private entries or anything else on your handheld, go to [www.palmOne.com/support/zire31](http://www.palmOne.com/support/zire31).

## Related topics

Click a link below to learn about these related topics:

### Moving around

- Opening applications
- Using menus

### Synchronizing

Creating a backup of your information

### Customizing

Entering your owner information in case your handheld is lost or stolen

### Maintaining

Doing a hard reset

### Common Questions

Answers to frequently asked questions about privacy

# Using Categories to Organize Information

## In this chapter

[Adding a category](#)

[Renaming a category](#)

[Deleting a category](#)

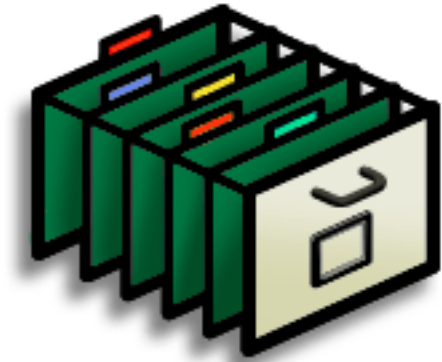
[Placing information into a category](#)

[Viewing information by category](#)

[Related topics](#)

If you're like most people, you use your handheld to manage your work life and your personal life. Yet these two areas contain so many details: your children's after-school activities, your conference schedule, your shopping list for the week, and entertainment.

Categories help you organize different aspects of your life, no matter how you choose to group them.



## Benefits of categories

- Better organize your information
- Easily retrieve the information you need



## Adding a category

You can add categories in many applications: Contacts, Expense, Memos, Note Pad, Tasks, and palmOne™ Photos. (In palmOne Photos, categories are called **albums**.) Place individual entries into these categories to easily get to a group of related items.

In addition to putting individual entries into a category, you can also put entire applications into categories. For instance, you may find it convenient to put Expense and Calculator in a category called Money.


+ Did You Know?  
You can have up to 15 categories in an application.

\* Tip  
Colors make it easy to find the info you need in Calendar.

\* Tip  
Add a category in Contacts that contains all of your medical numbers for quick access.

Other useful categories in Contacts are Emergency, for fire, ambulance, and police; Children, for your children's school and friends; and Entertainment, for restaurants or theaters that you visit often.

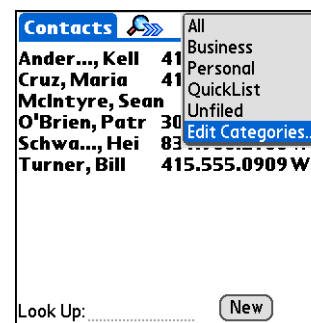
1

- To add a category for individual entries in one of the applications above, **open that application**.
- To add a category for applications, go to the Home screen .

2

Add a new category:

- Tap the pick list in the upper-right corner, and then select Edit Categories.
- Tap New and enter the name of the new category.
- Select OK, and then select OK again.




↓ Done

## Renaming a category

\* **Tip**  
If you want to combine items in different categories, rename one category to the other category name.

+ **Did You Know?**  
Some categories, like All and Unfiled, come with your handheld and cannot be changed.

**1**

- To rename a category within an application, **open that application**.
- To rename a category for applications, go to the Home screen .

**2**

Rename the category:

- a. Tap the pick list in the upper-right corner, and then select Edit Categories.
- b. Select the name of the category you want to change, and then tap Rename.
- c. Enter a new category name, and then select OK.
- d. Select OK again.


 Done

## Deleting a category

If you delete a category, the items in that category will move to the Unfiled category.

\* **Tip**  
In Expense, you can delete a category, including its contents, with the **Purge** command.

1

- To delete a category within an application, **open that application**.
- To delete a category for applications, go to the Home screen .

2

Delete the category:

- a. In Calendar, select an event, and then select Details.
- b. Open the list of categories:

**Calendar** Tap the Category pick list.

**All other applications** Tap the pick list in the upper-right corner, and then select Edit Categories.

- c. Select the name of the category you want to delete, and then select Delete.
- d. Select OK.

 Done

\* Tip  
You can also enter new information into a category by opening the application, and then selecting the category from the upper-right corner. Tap New and enter the information.

## Placing information into a category

You can place individual entries into categories within an application. For example, you may want to place some of your contacts into a category called Medical.

You may also find it convenient to view applications in groups. You may want all of your games in one category, or all of your multimedia applications in another. Then you can go right to the group of applications you need.

**NOTE** An entry or application cannot be placed in more than one category.

### Placing an entry into a category

1

**Open an application** that contains a category option. In Calendar, go to Day View.

2

Open an entry.

3

In Note Pad only: skip to step 5.

4

Open the Details dialog box:

**Contacts** Tap Edit, and then tap Details.

**All other applications** Tap Details.

↘ **Continued**

- \* Tip  
To place an entry into a different category, simply select a different category from the Category pick list.

5

Place the entry into a category:

- Select a category from the Category pick list.

The screenshot shows the 'Contact Edit' screen with the 'Unfiled' category selected. The 'Category' pick list is open, showing options: Business, Personal, QuickList, Unfiled, and Edit Categories... The 'Personal' category is highlighted.



The screenshot shows the 'Contact Edit' screen with the 'Personal' category selected. The 'Category' label is visible next to the 'Personal' category. The contact details are visible, including Last name: Cruz, First name: Maria, and phone numbers for Work, Home, and Mobile.

- If necessary, select OK
- If necessary, select Done.

↓ Done


## Placing an application into a category

1

Go to the Home screen .

2

Open the Category dialog box:

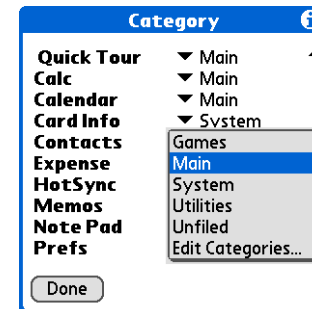
- a. **Open the menus** .
- b. Select Category on the App menu.

3

Place the application into a category:

- a. Tap the pick list next to the application you want to place into a category.
- b. Select a category, and then select Done.

 Done




## Viewing information by category

\* Tip  
In the Home screen, scroll through the categories by repeatedly tapping the Home screen icon, or pressing Right or Left on the navigator. To view all of the applications on your handheld select the All category.

\* Tip  
Scroll through the categories in Contacts by repeatedly pressing the Contacts button.

1

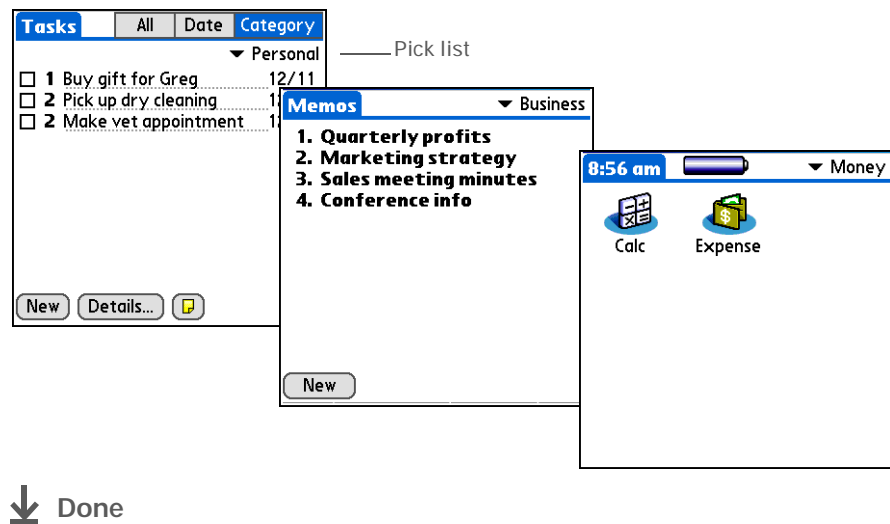
- To view entries by category, **open an application** that contains categories.
- To view applications by category, go to the Home screen .

2

Display the category you want to view:

**Calendar** Select **Show Category List**, and then select the category you want to view from the pick list.

**All other applications** Select the category you want to view from the pick list in the upper-right corner.



### Community

To explore the world of your handheld, go to [www.palmOne.com/myzire31](http://www.palmOne.com/myzire31).

### Support

If you're having problems with categories or anything else on your handheld, go to [www.palmOne.com/support/zire31](http://www.palmOne.com/support/zire31).

## Related topics

Click a link below to learn about these related topics:

### Moving around

- Opening applications
- Using menus

### Calendar

Color-coding your events in Calendar

### palmOne Photos

Working with albums

### Sharing

Beaming a category to another Palm OS<sup>®</sup> handheld



# Installing and Removing Applications

## In this chapter

[Checking space and version numbers](#)

[Installing the additional software from the CD](#)

[Installing other applications and files](#)

[Removing an application from your handheld](#)

[Removing Palm Desktop software from your computer](#)

[Related topics](#)

Did you ever think you could use your handheld to manage your weight loss program? How about using it to track the details of your round of golf?

There are thousands of applications available for Palm OS<sup>®</sup> handhelds. Add the ones you need to help you get the most out of your handheld, no matter what you're doing.



## Benefits of installing applications



- Add more applications to your handheld
- Add photos to your handheld
- Add MP3 files to your expansion card
- Use Addit to easily find new applications for your handheld

## Checking space and version numbers

Before you install a file or an application, it's important to make sure you have enough space for it. You may also want to check the version number of applications that are already on your handheld or expansion card, in case you're interested in upgrading them.

1

Open the Info dialog box:

- a. Go to the Home screen .
- b. **Open the menus** .
- c. Select Info on the App menu.

2

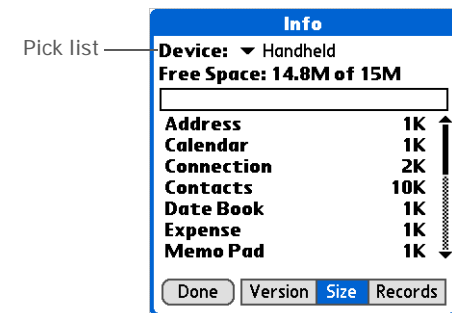
View space info and version numbers:

- a. Tap the Device pick list and select one of these options:

**Handheld** Get information about applications stored on your handheld.

**Expansion card name** Get information about applications stored on your expansion card.

↘ Continued



Cont'd.

b. Tap one of the following options, and then select Done:

**Version** Displays the version numbers of all of your applications.

**Size** Shows how much space each application occupies. The bar at the top shows the total space currently in use on your handheld or expansion card.

**Records** Shows the number of records in an application.


 Done

## Installing the additional software from the CD


Your handheld comes with many applications that are already installed and ready to use. The CD that came with your handheld includes lots of other applications to make your handheld even more useful and more fun. You can install these applications at any time.

+ Did You Know?  
Addit is a handheld-based catalog of some of the best software applications available for your handheld. Install Addit from the CD and use it to easily find an application such as a new game or business application. Download a trial version of the application the next time you synchronize. If you like it, Addit makes it easy to buy it with just one tap of the stylus.

### WINDOWS ONLY

1	Insert the CD into your computer.
2	On the Discover Your Handheld screen, click Add software to your handheld.
3	Follow the onscreen instructions to install the applications you want to install.
4	<b><u>Synchronize your handheld with your computer.</u></b>  Done

**MAC ONLY**

- 1 Insert the CD into your computer.
- 2 Double-click the Essential Software folder.
- 3 Install the applications you want to install.
- 4 **Synchronize your handheld with your computer.**  
 Done

+ Did You Know?  
Most handheld application files have the extension PRC or PDB.

## Installing other applications and files

You can also install applications and files on your handheld that did not come on the CD. For any files that you install, there must be an application on your handheld that can read these files. For example, you can view photos only if you have an application such as palmOne™ Photos on your handheld.

Here are the types of files you can install on your handheld:

- Applications designed for Palm OS® handhelds, including PRC and PDB
- Image files, including BMP, JPEG, and GIF for use with palmOne Photos
- **MP3** and **RealAudio** audio files (these files are installed only on the expansion card) for use with RealOne Mobile Player

## Installing applications and files on a Windows computer

If you installed Palm® Desktop software, you automatically have Palm® Quick Install on your Windows computer. This tool makes it easy to install applications and files when you synchronize.

You can install applications and files by dragging and dropping onto the Palm Quick Install icon, or by using the commands in the Palm Quick Install window.

## Using the Palm Quick Install icon

### WINDOWS ONLY

\* Tip  
You can also install files on your handheld by right-clicking them on your computer. Select Send To Palm Quick Install, and the files are placed on your handheld the next time you synchronize.

\* Tip  
If there are still files in the list after you synchronize, they were not installed. Open the application associated with this file, and then synchronize again.

1

Copy or download the application(s) or file(s) you want to install onto your computer.

2

Drag and drop the files onto the Palm Quick Install icon:

- a. From My Computer or Windows Explorer, select the file(s) or folder that you want to install.
- b. Drag and drop the file(s) or folder onto the Palm Quick Install icon on the desktop.
- c. Select your username and click OK.



3

**Synchronize your handheld with your computer.**

↓ Done

## Using the Palm Quick Install window

## WINDOWS ONLY

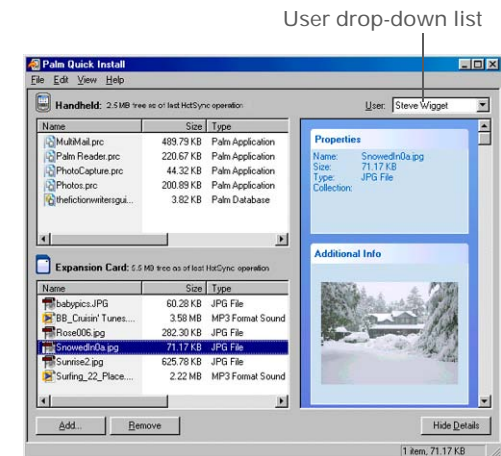
- \* Tip  
To install a folder on your handheld, open the File menu in Palm Quick Install and select Add Folder.
- \* Tip  
To move applications between your handheld and the expansion card, drag the files up or down.
- \* Tip  
If you don't see the file you want to install, go to the folder you copied the file to.

1 Copy or download the file(s) you want to install onto your computer.

2 Double-click the Palm Quick Install icon on the desktop.

3 Select the files to install:

- a. In the User drop-down list, select the name for your handheld.
- b. Click Add.
- c. Select the file(s) you want to install.
- d. Click Open.



4 **Synchronize your handheld with your computer.**

↓ Done



\* Tip  
In Mac OS X, you can make the Send To Handheld droplet a permanent part of your desktop by dragging the droplet to the Dock. Then simply drag songs, and other files you want to transfer to your handheld, onto the droplet in the Dock.

## Installing applications and files on a Mac computer

You can install applications and files on a Mac computer by dragging and dropping onto the Send To Handheld icon, or by using the commands in the HotSync® menu.

### Using the Send To Handheld droplet

MAC ONLY

1

Copy or download the application(s) or file(s) you want to install onto your computer.

2

Drag and drop the files onto the Send To Handheld droplet:

- a. Drag and drop the file(s) or folder onto the Send To Handheld droplet in the Palm folder.
- b. In the Send to Handheld dialog box, select your username and click OK.



3

**Synchronize your handheld with your computer.**

↓ Done

## Using commands in the HotSync menu

### MAC ONLY

\* **Tip**  
To move applications between your handheld and the expansion card, click Change Destination. Use the arrows to move the files, and then click OK.

\* **Tip**  
If you do not see the application or file in the folder, go to the folder that contains the application you want to install.

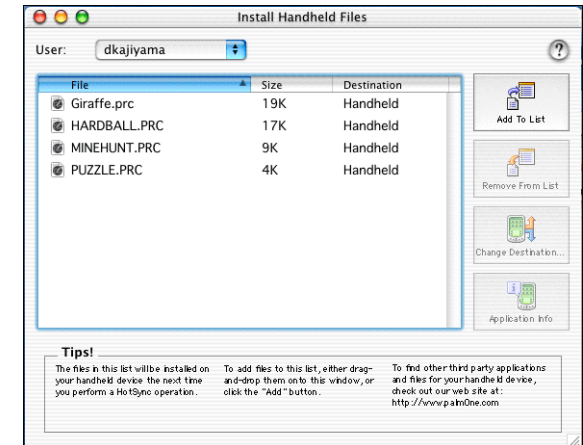
1

Copy or download the application you want to install onto your computer.

2

Select the files to install on your handheld:

- In the Palm folder, double-click the HotSync Manager.
- Select the HotSync menu, and then select Install Handheld files.
- In the User pop-up menu, select the name that corresponds to your handheld.
- Click Add to List.
- Select the file(s) you want to install.



➤ Continued

**3**

Install the files on your handheld:



- a. Click Add File.
- b. Close the Install Handheld Files window.
- c. **Synchronize your handheld with your computer.**

 Done

## Removing an application from your handheld

If you run out of memory or decide that you no longer want some applications you installed, you can remove them from your handheld or from an expansion card.

**NOTE** You can only remove add-on applications, patches, and extensions that you install. You cannot remove the applications that are part of the operating system of your handheld.

- 1 Go to the Home screen .
- 2 Open the Delete dialog box:
  - a. **Open the menus** .
  - b. Select Delete from the App menu.
- 3 Delete the application:
  - a. Tap the Delete From pick list, and then select Handheld or expansion card.
  - b. Select the application that you want to remove, and then tap Delete.
  - c. Select Yes, and then select Done.

↓ Done

## Removing Palm Desktop software from your computer

If you no longer want to use Palm Desktop software, you can remove it from your computer. This process removes only the application files. The data in your Users folder remains untouched.

**[ ! ] IMPORTANT** If you remove Palm Desktop software, you also remove the synchronization software and can no longer synchronize your information. Even if you want to synchronize with another personal information manager, like Microsoft Outlook, you must leave Palm Desktop software installed on your computer.

### WINDOWS ONLY

**NOTE** You may have to modify these steps to correspond with the operating system on your computer.

1

Open Add/Remove Programs:

- a. From the Start menu, select Settings, and then select Control Panel.
- b. Double-click the Add/Remove programs icon.

↘ Continued

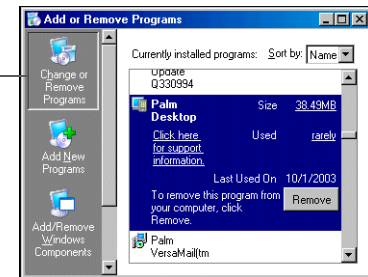
2

Remove Palm Desktop software:

- a. Click Change or Remove Programs
- b. Select Palm Desktop software, and then click Remove.
- c. Click Yes in the Confirm File Deletion box.
- d. Click OK, and then click Close.

↓ Done

Change or Remove Programs

**MAC ONLY**

1

Insert the CD that came with your handheld into your computer.

2

Double-click the CD icon on your desktop, and then double-click the Palm Desktop Installer icon.

3

From the Easy Install screen, select Uninstall from the pop-up menu.

↘ Continued

4 Select the software you want to remove, and then click Uninstall.

5 Select the folder that contains your Palm Desktop software files.

6 Click Remove, and then restart your computer.

↓ Done

### Community

To explore the world of your handheld, go to [www.palmOne.com/myzire31](http://www.palmOne.com/myzire31).

### Support

If you're having problems installing applications, or with anything else on your handheld, go to [www.palmOne.com/support/zire31](http://www.palmOne.com/support/zire31).

## Related topics

Click a link below to learn about these related topics:

### Setting up

Switching between Palm Desktop software and Microsoft Outlook

### Moving around

- Opening applications

- Using menus

### RealOne Player

- Transferring files from a CD to an expansion card

- Listening to audio files on your handheld



# Customizing Your Handheld

In this chapter

[Customizing the Home screen](#)

[Making the screen easier to read](#)

[Giving your favorite applications a button or icon](#)

[Setting the date and time](#)

[Customizing the way you enter information](#)

[Selecting sound settings](#)

[Entering your owner information](#)

[Conserving battery power](#)

[Connecting your handheld to other devices](#)

[Customizing network settings](#)

[Related topics](#)

Although customizing your handheld is optional, it's like changing the preset radio stations in your car. Since you're probably not driving around with the dealer's preset radio stations, why not personalize your handheld, too?

You can easily customize the sound levels, fonts, and screen colors on your handheld by using preferences and menus. And preference settings can help extend the life of your handheld's battery.



## Benefits of customizing

- Access applications quickly
- Conserve power
- Enjoy your handheld more
- Make your screen easy to read

## Customizing the Home screen


Use your favorite photo as the background for the Home screen. Or display your application icons in list format with small icons so that you can see more applications without scrolling.

[ ! ] **Before You Begin**  
**Install palmOne™ Photos**  
 from the installation CD  
 onto your handheld.

+ **Did You Know?**  
 You can also customize  
 the Home screen by  
**organizing your**  
**applications into**  
**categories.**


\* **Tip**  
 If the text is difficult to see  
 against your new  
 background, **select a**  
**different Color Theme** to  
 change the text color.

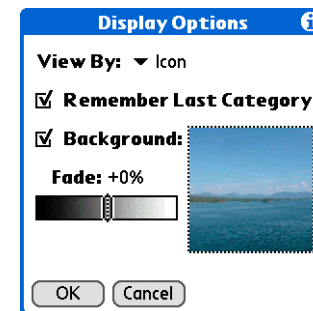
1

Go to the Home  screen.

2

Open the Display Options dialog  
 box:

- a. **Open the menus** .
- b. Select Options, and then  
 select Display Options.



3

Tap the View By pick list and select List or Icon as the display format.

4

If you want the last category you viewed to reappear the next time you visit the Home screen, select the Remember Last Category check box.

↘ **Continued**

5

Select a photo for the background:

- a. Select the Background check box.
- b. Tap the photo thumbnail and select a photo.
- c. Adjust the fade setting so that the text is easy to read against the photo.
- d. Select OK.

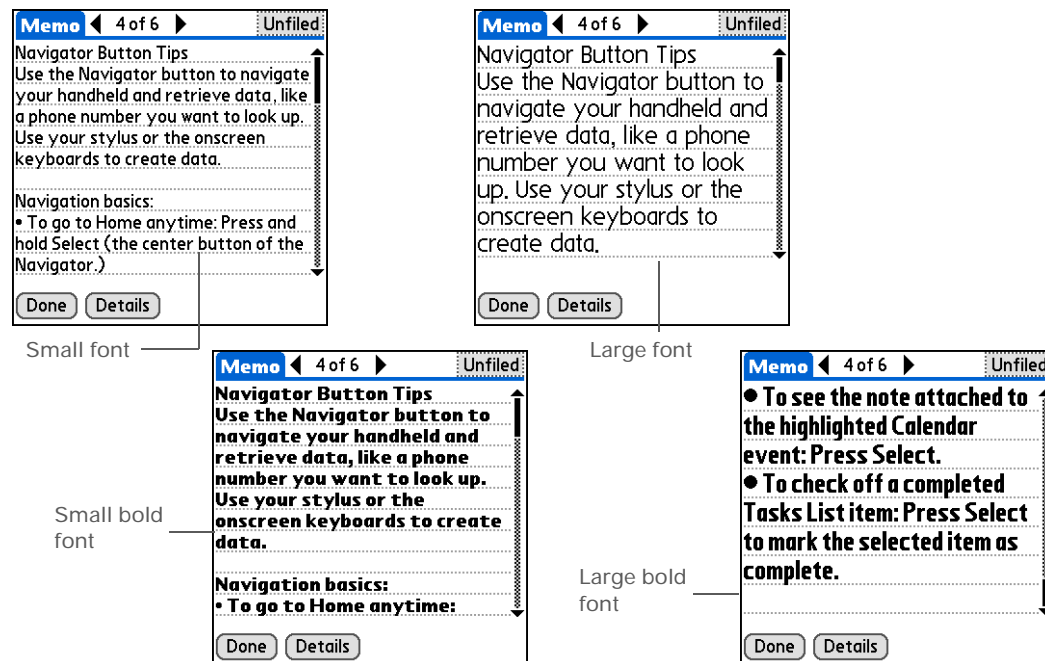
↓ Done

## Making the screen easier to read

In many applications, you can change the font style to make text easier to read. There are four font styles available.

In certain lighting conditions you may also need to adjust the brightness and contrast to read the information on the screen.

### Changing the screen fonts




1

**Open an application.**

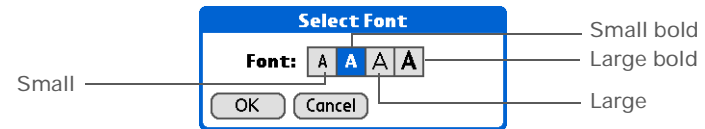
2

Open the Select Font dialog box:

- a. **Open the menus** .
- b. Select Options, and then select Font.

3

Tap the font style you want to use, and then select OK.



↓ Done

## Adjusting the brightness and contrast

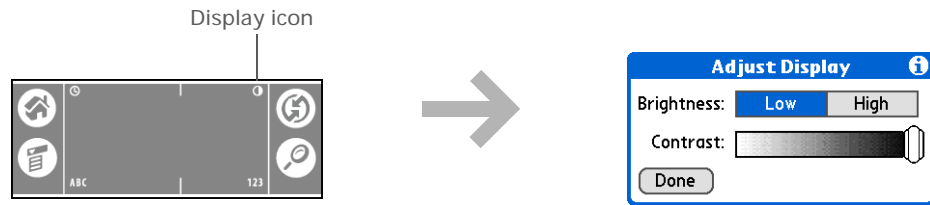
+ Did You Know?  
You can assign the full-screen pen stroke to open the Adjust Display dialog box. See [Giving your favorite applications a button or icon](#) for details.

\* Tip  
When the Adjust Display dialog box is open, you can also press Up and Down on the navigator to adjust the contrast.

+ Did You Know?  
Selecting Low as the Brightness setting can conserve battery power.

1

Tap the Display icon to open the Adjust Display dialog box.



2

Adjust the settings:

- Tap Low or High to adjust the brightness level.
- Drag the slider to adjust the contrast level.
- Select Done.



↓ Done

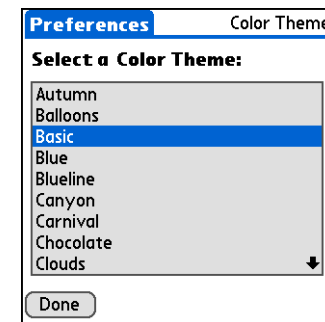
## Changing screen colors

Choose a new set of text and background colors for all your applications.

1

Open Color Theme Preferences:

- Go to the Home  screen.
- Select Prefs .
- Select Color Theme.



2

Select a theme, and then select Done.

 Done

## Giving your favorite applications a button or icon



Tired of going to the Home screen to open an application you use a lot? Use the Buttons Preferences screen to reassign the applications associated with the buttons on the front of your handheld and the HotSync® icon.

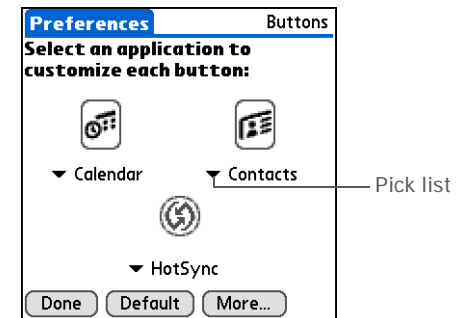
For example, if you use Memos often, you can assign Memos to a button or the HotSync icon so that you don't have to scroll through the Home screen whenever you want to use that application.

\* **Tip**  
To restore all the buttons to the original palmOne settings, tap Default.

1

Open Buttons Preferences:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Buttons.



2

Tap the pick list next to the button (or icon) you want to reassign and select the application that you want to assign to that button.

➤ Continued

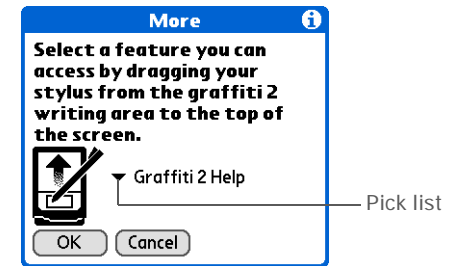


- » Key Term  
**Full-screen pen stroke** A stroke that is drawn from the bottom of the input area to the top of the screen. You can use this stroke as a quick way to do a selected task, such as opening the Graffiti® 2 help screen.

3

Assign the full-screen pen stroke:

- a. Tap More.
- b. Tap the pick list and select the action you want to assign to the full-screen pen stroke.
- c. Select OK.



4

Tap Done.

 Done

## Setting the date and time

You can set the date, time, and location for all the applications on your handheld that require this information. You can also select the format in which the date, time, and numbers appear.



### Selecting a location

You can set the current date and time based on your location. When you travel to a new time zone, change the Location setting to quickly reset the date and time. Your appointments stay at the time you entered them—no adjustments for time zones. So always enter your schedule based on the time zone you will be in on the day of the event.

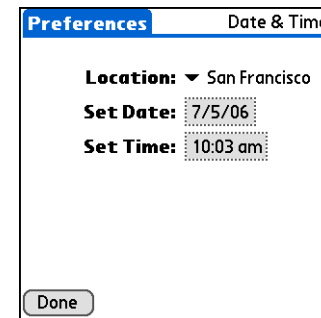
+ Did You Know?  
The location you select also appears as the primary location in [World Clock](#).

1

Open Date & Time Preferences:

- Go to the Home  screen.
- Select Prefs .
- Select Date & Time.

↘ Continued



- \* Tip  
You can rename the location to the city where you live. Tap the Name field, and then modify the location name.

2

Select the location:

- Tap the Location pick list, and select a city in your time zone. If you found a city in the list, go to step 3.  
  
No nearby city? Select Edit List, do steps b–e.
- Tap Add.
- Select a city in your time zone, and then select OK.
- Select OK again, and then select Done.
- Tap the Location pick list, and select the city you just added.

**Edit Location** ⓘ

**Name:** Bonny Doon Name field

**Time Zone:** USA (Pacific)

**This location observes Daylight Saving Time**

**Start:** First Sunday of April

**End:** Last Sunday of October

OK Cancel

3

Select Done.



 Done

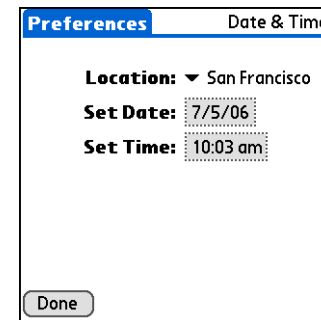
## Resetting the date and time

In most cases you won't need to reset the date and time. However, you may need to do this if you do a hard reset on your handheld.

1

Open Date & Time Preferences:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Date & Time.



2

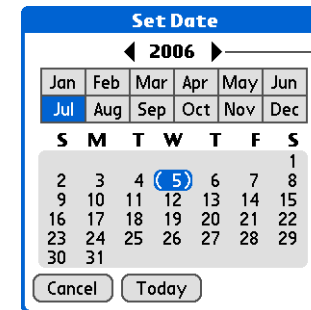
**Select the location.**

↘ Continued

3

Set the date:

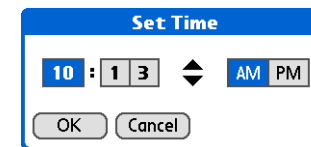
- Tap the Set Date box.
- Tap the arrows to select the current year.
- Tap the current month.
- Tap the current date.

Year  
arrows

4

Set the time:

- Tap the Set Time box.
- Tap the hour and minute boxes, and then tap the arrows to change them.
- Tap AM or PM, and then select OK.



**NOTE** If you're using a 24-hour clock format, you won't see the AM PM options.

5

Select Done.

↓ Done



## Selecting formats for dates, times, and numbers

Would you rather see the time displayed in a 24-hour format, or dates that begin with the month or year? Use the Formats Preferences screen to change these settings and to apply them to all the applications on your handheld.

You can quickly choose the preset formats based on geographic regions where you might use your handheld. For example, in the United Kingdom, time often is expressed using a 24-hour clock. In the United States, time is expressed using a 12-hour clock with an AM or PM suffix. You can use the original preset formats or change them based on your personal preferences.

1

Open Formats Preferences:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Formats.

↙ Continued

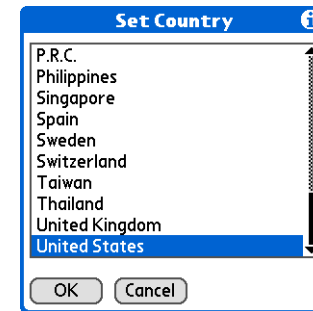
Preferences	Formats
<b>Preset to:</b>	United States
<b>Time:</b>	HH:MM am/pm 2:36 pm
<b>Date:</b>	M/D/Y 12/8/06 Dec 8, 2006
<b>Week starts:</b>	Sunday
<b>Numbers:</b>	1,000.00
<input type="button" value="Done"/>	

\* **Tip**  
The country setting changes only the way the date and time look. It doesn't change your handheld's time to that country's time. To do that, go to [Date&Time Preferences](#) or to [World Clock](#).

2

Select a country:

- a. Tap the Preset to box to open the Set Country dialog box.
- b. Select a country.
- c. Select OK.



3

**[ & ] OPTIONAL** Customize any of the following preset formats:

**Time** Controls whether the time displays in 12-hour or 24-hour format and which symbol separates the numbers.

**Date** Controls the sequence in which the day, month, and year appear and which symbol separates the segments.

**Week starts** Controls whether applications treat Sunday or Monday as the first day of the week.

**Numbers** Controls the decimal and thousands separator symbols.

4

Select Done.

↓ Done

## Customizing the way you enter information



Your handheld lets you choose how you enter information. You can choose the writing area, choose Graffiti 2 strokes, and create shortcuts to make entering information faster.

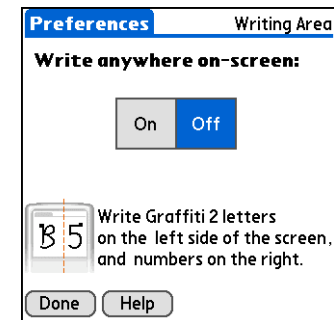
### Choosing the input area

You can write Graffiti 2 characters in the **input area**, or you can turn on Writing Area Preferences and use the full screen for Graffiti 2 writing; you do not have to write in the input area.

**1**

Open Writing Area Preferences:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Writing Area.

**2**

Tap one of the following, and then select Done:

**On** Turns on the full-screen writing area. When you select this option, a check box appears for you to choose if you want to see your strokes as you write.

**Off** Turns off the full-screen writing area. When you select this option you must use the input area for Graffiti 2 writing.

 Done



[ ! ] Before You Begin  
Turn on Writing Area Preferences as described in the previous section.

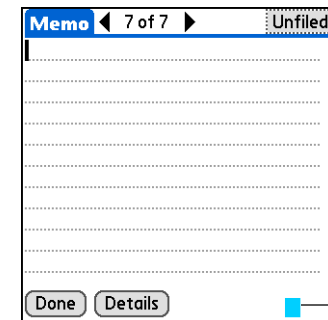
\* Tip  
Right after you write a character, your handheld interprets a quick tap on the screen as a period character. If you want to tap a button, either wait a few seconds or temporarily turn off full-screen writing by tapping the shaded box in the lower-right corner. The shaded box changes to a box outline when Writing Area Preferences are off.

## Using the full-screen writing area

1

Open the entry where you want to enter information:


- a. **Open an application.**
- b. Select a record or tap New.



Shaded box indicates Writing Area is on

2

Position the cursor where you want the characters to appear and do any of the following:

- Write lowercase Graffiti 2 letters anywhere on the left side of the screen.
- Write numbers anywhere on the right side of the screen.
- Write uppercase letters in the middle of the screen.
- Write the Punctuation Shift stroke  before writing symbols and other special characters.
- Use buttons and other controls that appear on the screen by tapping and holding the button or control until it activates.



 Done

### Customizing Graffiti 2 strokes

There is more than one way to write certain Graffiti 2 characters. Use the Graffiti 2 Preferences screen to select an alternate stroke shape for these characters.

1

Open Graffiti 2 Preferences:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Graffiti 2.

Preferences
Graffiti 2

Select a character below to tune it:

t
p

y
\$


Done
Tips
About

2

Select alternate strokes:

- a. Tap a character to view its alternate stroke.
- b. Select the check box to use the alternate stroke, and then select Done.

Graffiti 2 Tuner




**Use this form of 'y' or 'y'.**

Done

3

Repeat step 2 for each stroke you want to reassign, and then select Done.

 Done

## Setting up ShortCuts

Are you looking for a quicker way to enter information on your handheld? Use ShortCuts to define abbreviations for any words, letters, or numbers that you enter often. You can use your ShortCuts anywhere you enter info with Graffiti 2 writing.



\* **Tip**  
You may want to add a space character after the last word in your ShortCut text. This way, a space automatically follows the ShortCut text.

\* **Tip**  
To learn how to use ShortCuts while entering information, see [Writing Graffiti 2 ShortCuts](#).

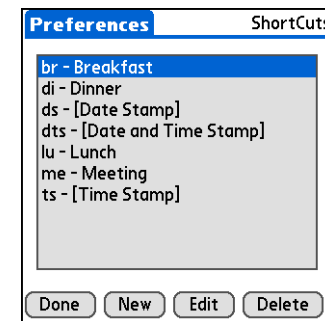
+ **Did You Know?**  
Your ShortCuts are backed up on your computer when you synchronize.

1

Open ShortCuts Preferences:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select ShortCuts.

➤ Continued



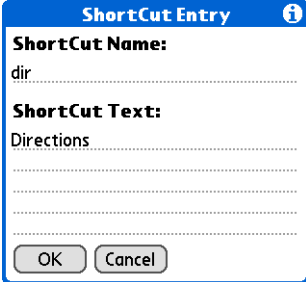
- \* Tip  
The ShortCut Text can be 45 characters long. That's long enough for a name whose spelling you always forget or a complex e-mail address.

## 2

Create a ShortCut:

- Tap New.
- On the ShortCut Name line, enter the abbreviation.
- On the ShortCut Text line(s), enter the text you want to insert when you write the abbreviation.
- Select OK, and then select Done.

↓ Done



**ShortCut Entry** ⓘ

**ShortCut Name:**  
dir.....

**ShortCut Text:**  
Directions.....  
.....  
.....

OK Cancel



## Changing ShortCuts

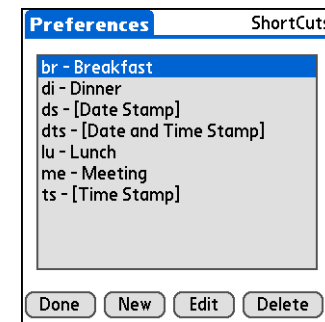
After you create a ShortCut, you can modify it at any time.

- \* **Tip**  
To delete a ShortCut, open ShortCuts Preferences and select the ShortCut. Tap Delete, tap Yes, and then tap Done.

**1**

Open ShortCuts Preferences:

- Go to the Home  screen.
- Select Prefs .
- Select Shortcuts.

**2**

Edit the ShortCut:

- Select the ShortCut you want to change.
- Tap Edit.
- Make your changes.
- Select OK, and then select Done.

↓ Done

» Key Term  
**Digitizer** Another name for your handheld's screen and the internal circuitry that enables it to respond appropriately to taps.

\* Tip  
 If your screen is not responding to taps, use the navigator to open Digitizer Preferences.



» Key Term  
**Calibration** The process of aligning your handheld's touch-sensitive screen so that when you tap an element on the screen, your handheld detects exactly what you want it to do.

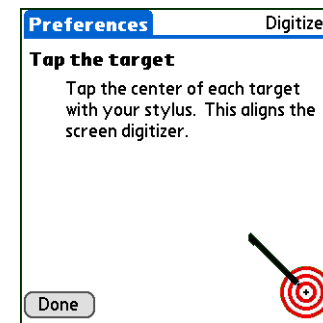
## Correcting problems with tapping

Is your screen not responding to taps? Are you getting unexpected results when you tap? For example, when you tap the number keyboard icon, does the Find dialog box open instead? If this happens, it's time to align the screen.

1

Open Digitizer Preferences:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Digitizer.



2

Tap the targets on the screen as precisely as possible, and then select Done.

**NOTE** You need to tap at least three targets—maybe more if you don't tap carefully.

 Done

## Selecting sound settings



Are sounds too soft or too loud? Set the volume levels for the system, game, and alarm tones, or turn sounds off altogether with the Silent profile.

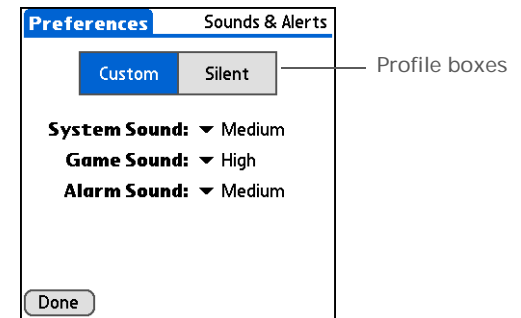
\* **Tip**  
You can choose different types of sounds for Calendar, Tasks, and World Clock. Go to the application, **open the Options menu**, and then select Preferences.

+ **Did You Know?**  
When you connect a headset to your handheld, the external speaker is automatically silenced, the Sounds & Alerts settings are maintained, and all volume levels are automatically adjusted for use with a headset.

1

Open Sounds & Alerts Preferences:

- Go to the Home  screen.
- Select Prefs .
- Select Sounds & Alerts.



2

Select Custom or Silent.

3

If you selected Silent in step 2, select Done.

If you selected Custom in step 2, tap the System Sound, Game Sound, and Alarm Sound pick lists and select the volume level for each sound; then select Done.

↓ Done

## Entering your owner information



It's a good idea to enter information that could help someone contact you if you ever lose your handheld (if there's enough battery power to turn it on). By default, the Owner Preferences screen contains the information you entered when you installed the CD and set up your handheld, but you can update or add to this information.

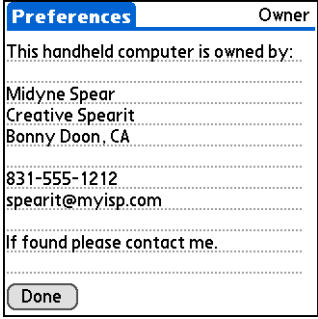
**+** Did You Know?  
If you use Security Preferences to turn off and lock your handheld with a password, your owner info appears the next time you turn on your handheld. See [Keeping Your Information Private](#) for more info.

**\*** Tip  
If you assigned a password in Security Preferences, you must tap Unlock and enter your password to change your owner info.

1

Open Owner Preferences:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Owner.



2

Modify or enter the text, and then select Done.

 Done



## Conserving battery power

You can save battery power by preventing your handheld from turning on accidentally and by adjusting the Power Preferences settings.



### Preventing your handheld from turning on by accident

Does your handheld turn itself on accidentally in your briefcase, pocket, or purse? You can lock the buttons on the front of your handheld to prevent this from happening and to prevent the battery from draining.

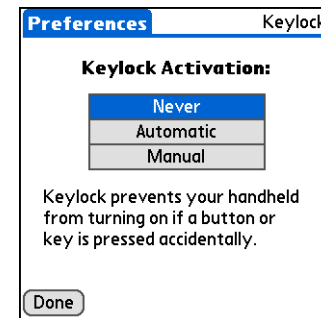
\* **Tip**  
When Keylock is on, your handheld does not respond when you press the application buttons. To use your handheld again, press the power button, and then tap Deactivate Keylock.

**1**

Open Keylock Preferences:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Keylock.

➤ Continued



2

Select one of these settings, and then select Done.

**Never** Keylock always remains off.

**Automatic** Keylock turns on automatically when you turn off your handheld or when your handheld goes to sleep.

**Manual** Keylock turns on when you hold down the power button until the system sound confirms that Keylock is on.



↓ Done

## Selecting power-saving settings

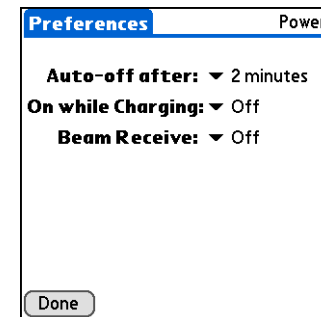
The Power Preferences screen enables you to set power consumption options.

1

Open Power Preferences:

- Go to the Home  screen.
- Select Prefs .
- Select Power.

↘ Continued



## 2

Tap the pick lists to change any of the following settings, and then select Done.

**Auto-off after** Select how quickly your handheld automatically turns off after a period of inactivity: 30 seconds, 1 minute, 2 minutes, or 3 minutes.

**On while charging** Select whether your handheld stays on continuously when it is connected to the power adapter. When this option is off, you can still turn on your handheld to view your info while your handheld charges, but it turns off automatically after a period of inactivity.

**Beam Receive** Select whether you can receive beamed information on your handheld. Turn this setting on to receive beamed info or turn it off to prevent receiving beamed info.

 Done

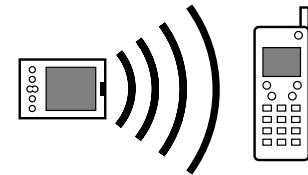
## Connecting your handheld to other devices

Connection Preferences let you connect your handheld to other devices. You can use preset connection settings, modify the preset settings, or create your own connection settings from scratch. The list of preset connections varies depending on the applications you've added to your handheld.

» **Key Term**  
**ISP** Acronym for Internet service provider. This is the service you use to connect to the Internet, such as AOL, CompuServe, or Earthlink.

+ **Did You Know?**  
 You cannot rename or delete the preset connection settings.

For example, you can create a connection between the IR port of your handheld and a modem so that you can dial in to your ISP or corporate network. The modem can be attached to or within a mobile phone or other device containing an IR port. (Some infrared phones can act as modems. To set up a phone connection, you must have a GSM or GPRS mobile phone enabled with data services and a driver for your phone. Check [www.palmOne.com](http://www.palmOne.com) for available phone drivers or contact the phone manufacturer.)





### Changing the preset connection settings

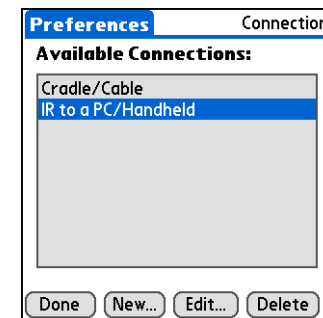
The following steps show you how to adjust the communication speed in the preset IR to a PC/Handheld connection setting. You can similarly edit other connections or settings.

1

Open Connection Preferences:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Connection.

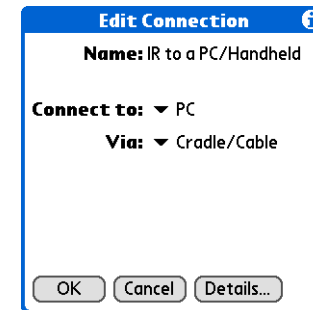
» Continued



2

Open the Edit Connection dialog box:

- a. Select the IR to PC/handheld connection.
- b. Tap Edit.

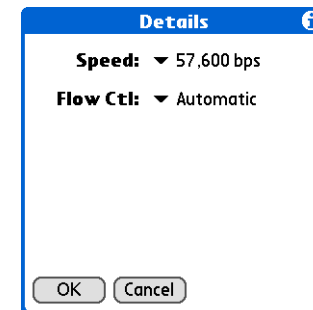


3

Change the speed setting:

- a. Tap Details.
- b. Tap the Speed pick list and select the appropriate speed.
- c. Select OK.
- d. Select OK again, and then select Done.

↓ Done

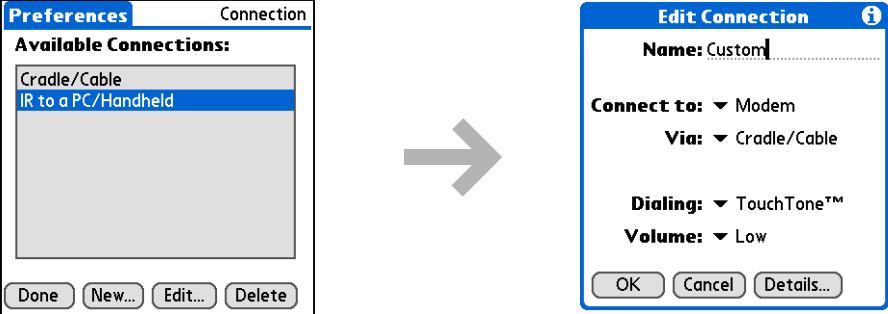


- \* Tip  
To delete a connection that you created, select it on the Connection Preferences screen, and then tap Delete.

## Creating your own connection settings

If none of the preset connection settings are close to what you need, or if you're already using all the connections as they are, you can create a new connection.

1 From the Connection Preferences screen, tap New.



The diagram illustrates the process of creating a new connection. On the left, the 'Connection Preferences' screen is shown with a list of 'Available Connections' including 'Cradle/Cable' and 'IR to a PC/Handheld'. The 'New...' button is highlighted. A large grey arrow points to the right, where the 'Edit Connection' screen is shown. This screen has a 'Name' field with 'Custom' entered, and dropdown menus for 'Connect to' (Modem), 'Via' (Cradle/Cable), 'Dialing' (TouchTone™), and 'Volume' (Low). Buttons for 'OK', 'Cancel', and 'Details...' are at the bottom.

Continued

## 2

Enter the basic settings:

**Name** Enter a name for your connection settings. This name will appear on the Connection Preferences screen so that you can select your connection later.

**Connect to** Select the type of device you want to connect to: PC, Modem, or Local Area Network.

**Via** Select the method you want to use to connect to the device you selected: Cradle/Cable—the HotSync cable that came with your handheld; Infrared—the IR port on your handheld.

**NOTE** The Dialing and Volume settings won't appear unless you select Modem as the Connect to setting.

**Dialing** Select whether your modem uses TouchTone™ or Rotary dialing.

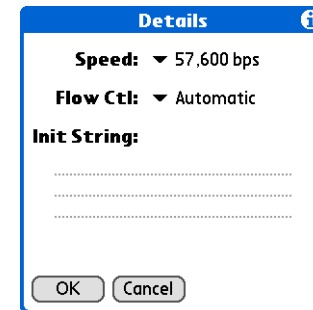
**Volume** Select the volume level for you modem's speaker: Off, Low, Medium, or High.

↘ **Continued**

3

Enter the details settings:

- a. Tap Details.
- b. Tap the Speed pick list and select the appropriate speed.
- c. Tap the Flow Ctl pick list and select whether the connection uses flow control:



**Automatic** Your handheld determines when to use flow control.

**On** Flow control is always on.

**Off** Flow control is always off.

- d. For a modem connection, enter the initialization string.
- e. Select OK.

4

Select OK, and then select Done.

↓ Done



## Customizing network settings

Your handheld includes software that lets you connect your handheld to your Internet service provider (ISP) or to a dial-in (remote access) server using a mobile phone. After you configure your network settings, you can establish a connection either by using the menus from the Network Preferences screen or by using a third-party application.

### Setting up a service profile

Service profiles store the network settings for your ISP or dial-in server. You can create, save, and reuse service profiles. You can create additional service profiles from scratch or by duplicating an existing profile and editing the information.



#### [ ! ] Before You Begin

You need the following:

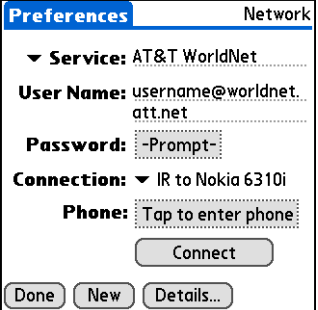
- A mobile phone with an IR port (sold separately)
- A wireless service provider account that includes high-speed data services or that supports dial-up connections (additional fees may apply)
- An ISP account or a corporate remote access account (additional fees may apply)
- Connection Preferences settings for your mobile phone enabled with IR
- An application on your handheld that supports viewing transmitted info, such as an e-mail application or web browser (sold separately, visit [www.palmOne.com](http://www.palmOne.com) for details)

1

Open Network Preferences:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Network.

↘ Continued



The screenshot shows a 'Preferences' dialog box for a network profile. The title bar reads 'Preferences' and 'Network'. The fields are as follows:

- Service:** AT&T WorldNet
- User Name:** username@worldnet.att.net
- Password:** -Prompt-
- Connection:** IR to Nokia 6310i
- Phone:** Tap to enter phone

At the bottom, there are four buttons: 'Done', 'New', 'Details...', and 'Connect'.

\* **Tip**  
Instead of creating a new profile, you can copy an existing profile and change the settings. Select the profile you want to copy, and then open the Service menu and select Duplicate.

+ **Did You Know?**  
Most dial-in servers do not accept spaces in the username.

\* **Tip**  
If you're concerned about security don't enter a password. Just leave the word "Prompt" in the Password box and your handheld will ask you to enter a password each time you log in.

2

Enter the basic settings:

**Service** Tap the Service pick list and select your ISP or your dial-in server type from the list. If your ISP or server type isn't on the list, tap New and enter a name for the service profile.

**User Name** Enter your username. This is the part of your e-mail address that's before the @ sign and it's the name that you use when you log in to your ISP or your dial-in server. This field can contain multiple lines of text, but only two lines appear onscreen.

**Password** Enter the password you use to log in to your ISP or dial-in server, and then tap OK. The word "Assigned" appears in this box and you don't need to enter a password when you log in.

**Connection** Tap the Connection pick list and select the method you want to use to connect to your ISP or to a dial-in server. See Connecting your handheld to other devices for info on creating and configuring connection settings.

3

If you're using a phone or modem connection, enter the phone settings:

a. Tap the Phone box.

➤ Continued

**Phone Setup** ⓘ

Phone #: |.....|

Dial prefix: 9,.....

Disable call waiting: 1170,.....

Use calling card:.....

.....

OK Cancel

\* **Tip**  
It's a good idea to add at least three commas before your calling card number to allow for the cue delay. Each comma delays transmission of your calling card number for two seconds.

Cont'd.

b. Enter any of the following settings, and then tap OK:

**Phone #** Enter the phone number for your ISP or dial-in server.

**Dial prefix** Select the Dial prefix check box, and then enter the number that you dial before the telephone number to access an outside line. For example, many offices require that you first dial 9 to dial a number outside the building.

**Disable call waiting** If your phone has Call Waiting, select the Disable call waiting check box, and then enter the code to disable Call Waiting. Call Waiting can cause your session to end if you receive a call while you are connected. Contact your local phone company for the code that is appropriate for you.

**Use calling card** If you want to use your calling card when dialing your ISP or dial-in server, tap the Use calling card check box to select it. Enter your calling card number on the Use calling card line.

**[ ! ] IMPORTANT** Because MCI works differently, enter the MCI calling card number in the Phone # field and the phone number in the Use calling card field.

4

Tap Done.

↓ Done



## Connecting to your service

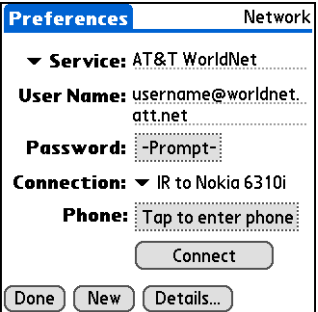
After you set up your Connection and Network Preferences, establishing a connection to your ISP or your company's network (dial-in server) is easy.

\* **Tip**  
To see expanded Service Connection Progress messages, press Down on the navigator. To see more information, [open the Options menu](#) and select View Log.

1

Open Network Preferences:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Network.



**Preferences** Network

▼ **Service:** AT&T WorldNet

**User Name:** username@worldnet.att.net

**Password:** -Prompt-

**Connection:** ▼ IR to Nokia 6310i

**Phone:** Tap to enter phone

Connect

Done New Details...

2

Make the connection:

- a. Make sure the service profile you want to use appears in the Service field. If not, select it.
- b. Tap Connect.

3

End the connection when you're done using it:

- a. Tap Disconnect.
- b. Select Done.



↓ Done

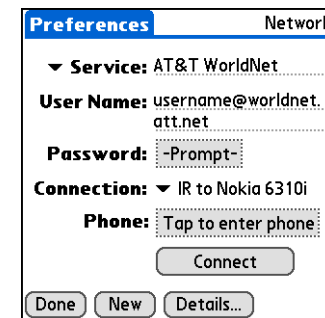
## Adding details to a service profile

If you're using one of the predefined service profiles, you probably need to enter only your username, password, and telephone number. If you're creating a new service profile, you may need to use the Details dialog box to add more information to your service profile.

1

Open Network Preferences:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Network.

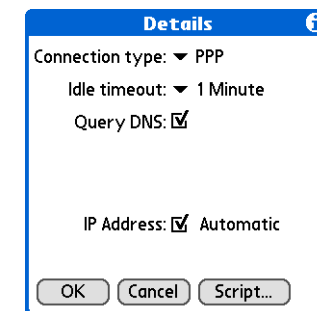


2

Open the Details dialog box:

- a. Tap the Service pick list and select the service you want to add details to.
- b. Tap Details.

➤ Continued



## » Key Term

**DNS** Domain name system. The Internet uses this system to translate the names of host computers into IP addresses. A DNS number identifies the server that handles the translation.

Each IP address has four numbers (from 0 to 255) that are separated by periods.

## » Key Term

**IP** Internet protocol. Everyone who logs in to the Internet needs a unique identifier (an IP address). Some networks dynamically assign a temporary IP address upon login while others assign a permanent IP address.

3

Adjust any of the following settings:

**NOTE** Ask your ISP or system administrator if you need information on any of these settings.

**Connection type** Tap the pick list and choose the communication protocol for this service: PPP, SLIP, or CSLIP. Most e-mail application use PPP or SLIP protocols.

**Idle timeout** Tap the pick list and select how long your handheld waits before dropping the connection with your ISP or dial-in server when you switch out of an application that requires a connection: 1 Minute, 2 Minutes, 3 Minutes, or Never.

**Query DNS** Select the Query DNS check box if you're not sure whether you need to enter DNS addresses. Many systems do not require that you enter DNS addresses. If you do need DNS addresses, deselect the DNS check box, tap the space to the left of each period in the Primary and Secondary DNS fields, and then enter the appropriate sections of each address.

**IP Address** Select the IP Address check box to use a temporary IP address. Deselect the IP Address check box to enter a permanently assigned address.

4



Select OK, and then select Done.

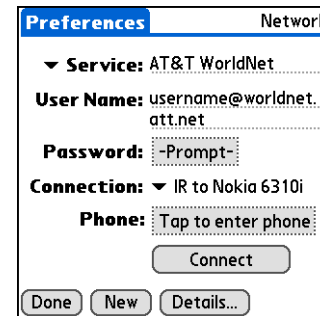
↓ Done

## Deleting a service profile

1


Open Network Preferences:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Network.



2

Delete the service you want to delete:

- a. Tap the Service pick list and select the service you want to delete.
- b. **Open the menus** .
- c. Select Delete on the Service menu.
- d. Tap OK, and then tap Done.

↓ Done

\* **Tip**  
**Windows** You can also create login scripts with a text editor on your desktop computer. Create a file with the extension PNC, and then install the file on your handheld using palmOne™ Quick Install.

+ **Did You Know?**  
 Your login scripts can also use non-ASCII and literal characters.

## Creating login scripts



A login script is a series of commands that automates logging in to a network server—for example, your corporate network or your ISP. A login script is associated with a specific service profile created in Network Preferences.

A login script is something that you are likely to receive from your system administrator if you log in to the corporate servers from your handheld using a phone/modem or network connection. The script is generally prepared by the system administrator and distributed to users who need it. It automates the events that must take place to establish a connection between your handheld and the corporate servers.

You can create login scripts by selecting commands from the Command pick list in the Login Script dialog box. Some commands, such as Send, require you to supply additional information. If the command requires additional info, a field appears to the right of the command where you can enter the info.

1

Open Network Preferences:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Network.

↳ Continued

Preferences
Network

▼ **Service:** AT&T WorldNet

**User Name:** username@worldnet...  
att.net

**Password:** -Prompt-

**Connection:** ▼ IR to Nokia 6310i

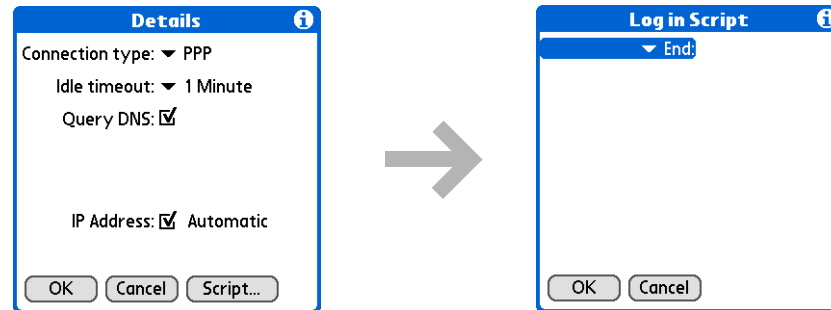
**Phone:** Tap to enter phone



2

Open the Login Script dialog box:

- a. Tap the Service pick list and select the service you want to add a script to.
- b. Tap Details.
- c. Tap Script.



3

Tap the End pick list and select one of the following commands from the list:

**Wait For** Tells your handheld to wait for specific characters from the server before executing the next command.

**Wait For Prompt** Detects a challenge-response prompt coming from the server, and then displays the dynamically generated challenge value. You then enter the challenge value into your token card, which in turn generates a response value for you to enter on your handheld. This is a two-part command which is separated by a vertical bar (|) on the input line.

⌵ **Continued**

Cont'd.

**Send** Transmits specific characters to the server that you're connecting to.

**Send CR** Transmits a carriage return or line feed (LF) character to the server.

**Send User ID** Transmits the User Name field from Network Preferences.

**Send Password** Transmits the Password field from Network Preferences. If you didn't enter a password, this command prompts you to enter one. The Password command is usually followed by a Send CR command.

**Delay** Tells your handheld to wait a specific number of seconds before going to the next command in the login script.

**Get IP** Reads an IP address and uses it as the IP address for your handheld. This command is used with SLIP connections.

**Prompt** Opens a dialog box and prompts you to enter certain text (for example, a password or a security code).

**GPRS** Sets up GPRS connections on various wireless networks. You should not have to use these commands.

**End** Identifies the last line in the login script.

↘ **Continued**

4

Complete the script:

- a. Repeat step 3 until the login script is complete.
- b. Select OK, and then select OK again.
- c. Select Done.

 Done

\* **Tip**  
For more info on creating plug-in applications, contact Developer Support at PalmSource.

## Adding plug-in applications

You can create plug-in applications containing script commands that extend the functionality of the built-in script commands. A plug-in application is a standard PRC application that you install on your handheld just like any other application. After you install the plug-in application, you can use the new script commands in a login script.

For example, you might use a plug-in application in the following situations:

- You need the login script to properly respond to different connection scenarios defined by the authentication server.
- You want to perform conditional tests and branching as part of the login process.

Plug-in applications have the following characteristics:

- Written in C language
- Compiled into a device executable
- Called properly from a login script
- Able to return control to a login script after it terminates
- Created using a development environment that supports Palm OS® software, such as Metrowerks CodeWarrior tools.

My Handheld  
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/myzire31](http://www.palmOne.com/myzire31).

Support  
If you're having problems with customization or with anything else on your handheld, go to [www.palmOne.com/support/zire31](http://www.palmOne.com/support/zire31).

## Related topics

Click the link below to learn about these related topics:

### Exploring

Locating the input area and other controls on your handheld

### Moving Around

- Opening applications

- Using menus

### Entering Information

- Using Graffiti 2 writing to enter information

- Using ShortCuts to quickly enter text phrases

### Photos

Copying photos to your handheld or an expansion card

### Privacy

Keeping information private by locking your handheld with a password

### Categories

Creating categories so you can organize your applications and information

### World Clock

Viewing the date and time in other cities

# Managing Clock Settings

## In this chapter

[Checking the current date and time](#)

[Setting the primary location](#)

[Choosing secondary locations for other time zones](#)

[Modifying the locations list](#)

[Setting the alarm clock](#)

[Changing the clock display](#)

[Related topics](#)

Forget your watch? Or just forget to reset it when you landed in Toronto? Neither matters, as long as you have your handheld. Not only can you rely on it for the correct time, you can even set an alarm so you don't miss that early flight back home.





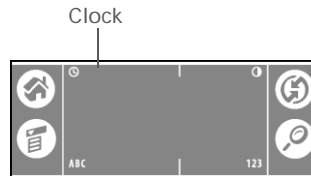
## Benefits of World Clock

- Always have the correct time, no matter where you are
- No need to carry a separate alarm clock

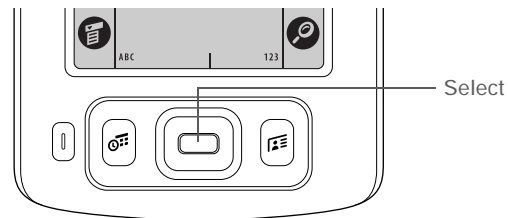
## Checking the current date and time

There are several ways to easily check the date and time:

- When your handheld is on:
  - Tap the Home icon , and then select the World Clock icon .
  - Tap the Clock icon in the upper-left corner of the input area. Your handheld displays the time for two seconds, and then returns to the previous application.





- When your handheld is off, press Select in the center of the **navigator**. Your handheld turns on, displays the time, and then turns off after a few seconds.




## Setting the primary location


- » Key Term  
**Primary location**  
 Typically a city in the time zone in which you live.

In World Clock, you can set the location, date, and time for a primary location. The settings for this primary location are used by all of the applications on your handheld.

- 1 Go to the Home screen  and select World Clock .
- 2 Select the primary location:
  - a. Tap the primary location pick list.
  - b. Select the location you want to be the primary location.

If you need more choices, **modify the locations list**.

 Done




The screenshot shows the 'World Clock' interface. At the top, it says 'World Clock' in a blue header. Below that, there is a 'Primary location pick list' with a dropdown arrow next to 'San Francisco'. To the right of 'San Francisco' is a gear icon and the word 'Off'. The main display shows the time '11:24 am' in large black digits, with the date 'Thu, Dec 18, 2003' below it. Underneath, there are two columns of other locations: 'Tokyo' with '4:24 am' and 'Fri, Dec 19', and 'London' with '7:24 pm' and 'Thu, Dec 18'. At the bottom of the screen is a button labeled 'Set Date & Time...'.



+ Did You Know?  
When the Daylight Savings settings are active, the time changes according to the rule for the primary location. For example, in North America, the time changes at 2:00 a.m.; in Europe, it changes at 1:00 a.m.

## Setting the date and time for the primary location

You can **set the date and time in Preferences**, as you did during the initial setup of your handheld, or in World Clock. When you change the date and time in one application, it is automatically changed in the other.

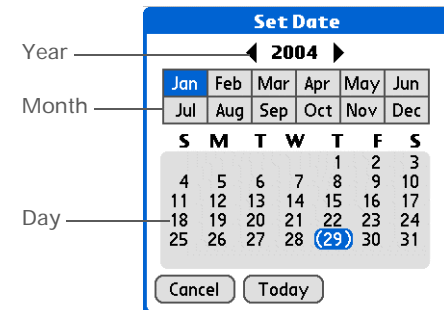
1 Go to the Home screen  and select World Clock .

2 Tap Set Date & Time.

3 Set the date:

- Tap the Date box.
- Tap the arrows to select the current year.
- Tap the current month.
- Tap the current date.

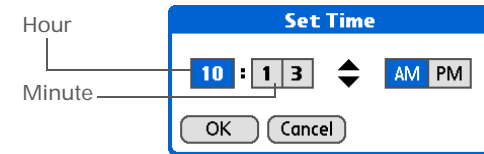
↘ Continued



4

Set the time:

- a. Tap the Set Time box.
- b. Tap the hour and minute boxes, and then tap the arrows to change them.
- c. Tap AM or PM, and then select OK.



5



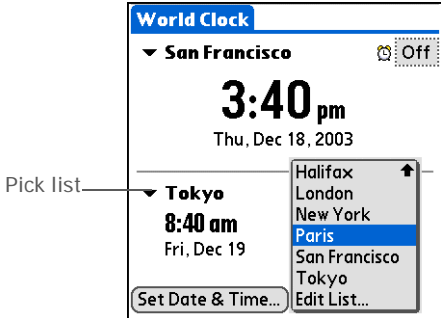
Select Done.

 Done

## Choosing secondary locations for other time zones

Set World Clock to display the date and time for two other locations.

- \* Tip  
 If you have friends, family, or colleagues in another time zone, select a city in their zone as your secondary location. When you need to contact them, you can easily check to see what time it is where they are.

- 1 Go to the Home screen  and select World Clock .
- 2 Tap the pick list next to one of the secondary locations.
 
- 3 Select the location you want to use as the new secondary location.  
 If you need more choices, [modify the locations list](#).  
 ↓ Done

- \* Tip  
If you know what you're looking for in a long pick list, use **Graffiti@ 2** **writing** to find it faster. Enter the first letter of the word, then locate your item.

## Modifying the locations list

You can edit the locations list so that the locations you use most often are easy to find.

### Adding new locations

1

Go to the Home screen  and select World Clock .

2

Open the Edit List dialog box:

- Tap a Location pick list.
- Select Edit List.

3

Add the new location:

- Tap Add.
- Scroll through the list to select a location that is in the same time zone as the city you want to add.
- Select OK.

↘ Continued



4

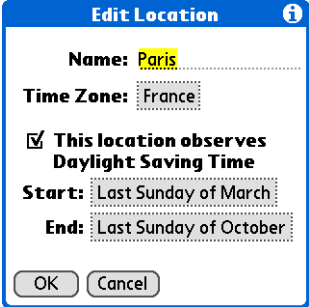
**[ & ] OPTIONAL** Tap each setting you want to change.

**Name** Enter the name of the location.

**Time Zone** Select the time zone for the location.

**Daylight Saving Time check box** Tap for your handheld to automatically adjust the date and time for Daylight Saving Time in this location.

**Start and End dates** Tap the boxes to change the start and end dates of Daylight Saving Time, if necessary.



**Edit Location**

**Name:** Paris

**Time Zone:** France

**This location observes Daylight Saving Time**

**Start:** Last Sunday of March

**End:** Last Sunday of October

OK Cancel

5

Select OK, and then select Done.

↓ Done

## Deleting a location

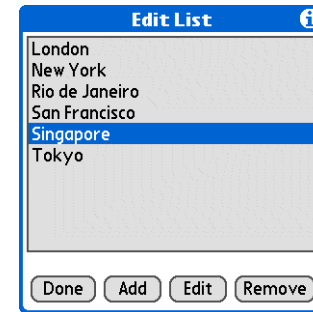
1

Go to the Home screen  and select World Clock .

2

Select the location you want to delete:

- Tap a Location pick list.
- Select Edit List.
- Select a location, and then tap Remove.



3

Select OK, and then select Done.

 Done

## Setting the alarm clock

+ Did You Know?  
Use World Clock to set an alarm within the next 24 hours. Set alarms outside of this timeframe in Calendar.

+ Did You Know?  
Remember to put your handheld on local time. If you travel from San Francisco to London, make London your primary location so that all your alarms ring on time, instead of eight hours late.

\* Tip  
Set an alarm while you're working to remind you when to leave to get to your appointment on time.

1

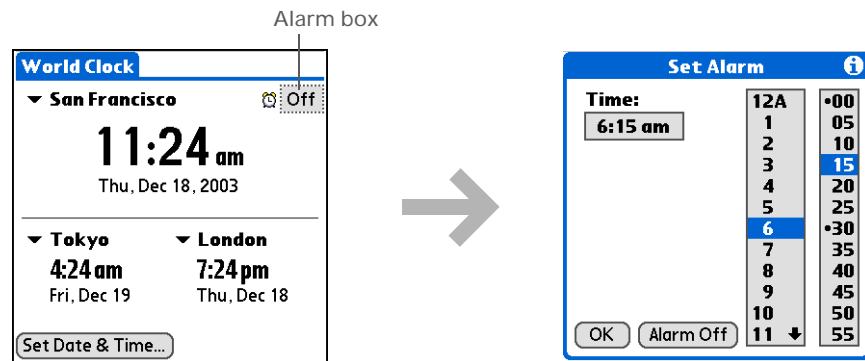
Go to the Home screen  and select World Clock .

2

Set the alarm:

- a. Tap the Alarm box.
- b. Tap the time columns to set the hour and minute, and then select OK.

**NOTE** Alarms set in World Clock use the time set for the primary location.




↘ Continued

\* **Tip**  
To turn off an alarm before it sounds, tap the Alarm box, and then tap Alarm Off.

3

**[ & ] OPTIONAL** Select the alarm sound and volume:

- a. **Open the menus** .
- b. Select Options, and then select Alarm Preferences.
- c. Tap the pick lists to select the alarm sound and volume.

**NOTE** This volume setting does not affect the other sounds on your handheld, including the alarms you set in Calendar. You can change the volume of these other sounds in Preferences.

- d. Select OK.

 Done

## Responding to the alarm clock

When the World Clock alarm sounds, select one of these three options:

**OK** Cancel the reminder message and return to the current screen.

**Snooze** Close the alarm reminder message and return to the current screen. The message appears again in five minutes. In the meantime, an indicator blinks in the upper-left corner of the screen to remind you of the upcoming alarm.

**Go To** Cancel the reminder message and open World Clock.




## Changing the clock display

1

Go to the Home screen  and select World Clock .

2

Open the Display Options dialog box:

- a. **Open the menus** .
- b. Select Options, and then select Display Options.

3

Select any of the following options, and then select OK:

**Show Multiple Locations** Display the secondary locations. Deselect it to display only the primary location.

**Show Date** Display the date in World Clock.

 Done

### Community

To explore the world of your handheld, go to [www.palmOne.com/myzire31](http://www.palmOne.com/myzire31).

### Support

If you're having problems with World Clock or anything else on your handheld, go to [www.palmOne.com/support/zire31](http://www.palmOne.com/support/zire31).

## Related topics

Click a link below to learn about these related topics:

### Moving around

- Opening applications
- Using menus

### Calendar

Setting an alarm outside of the next 24 hours

### Customizing

Changing the volume of other system sounds

# Maintaining Your Handheld

Your handheld is designed to be rugged and reliable and to provide you with years of trouble-free service. Taking care of your handheld helps keep it working properly and ensures that it's available when you need it.

## Handheld do's and don'ts

To protect your handheld from damage and ensure reliable performance, follow these guidelines.

### Handheld do's

- Use the protective cover that came with your handheld. It protects your handheld screen from being scratched.
- Use only the stylus to tap the screen—no pens, pencils, paper clips, or other sharp objects.
- Use only the supplied power adapter to charge your handheld.
- **Keep the battery charged.**
- Keep the screen free of dust (or anything else that could make it dirty).
- For general cleaning, use a soft, damp cloth. If the screen becomes dirty, use a soft cloth moistened with a diluted window-cleaning solution.

- Use only 3.5 mm stereo headphones in your handheld's headphone jack.
- Be sure to **get rid of any static electricity buildup** before you connect your handheld to any cable or accessory.

### Handheld don'ts

- Do not drop, bang, or otherwise cause a strong impact to your handheld.
- Do not carry your handheld in your back pocket; you might sit on it by mistake.
- Do not let your handheld get wet; don't even leave it in a damp location.
- Do not expose your handheld to very hot or cold temperatures, including placing it near a heater, leaving it in a car, or setting it by a window in direct sunlight.

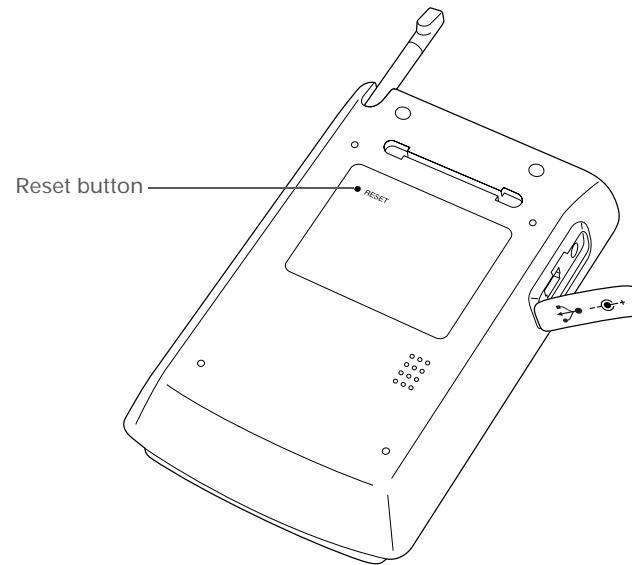
## Resetting your handheld

On rare occasions your handheld may not respond when you press a button or tap the screen. In this case, you need to reset your handheld.

### Doing a soft reset

A soft reset tells your handheld to stop what it's doing and start over again. None of your information will be lost. After a soft reset, a screen appears that lets you reset the date and time, if needed.

To do a soft reset, use the tip of an unfolded paper clip (or similar object *without* a sharp tip) to gently press the reset button inside the hole on the back panel of your handheld.



If a soft reset does not unfreeze your handheld, you need to do a hard reset.

## Doing a hard reset

Only do a hard reset if a soft reset doesn't solve your problem, or if you want to clear all of your information from your handheld.

**[ ! ] IMPORTANT** A hard reset deletes all records and entries stored on your handheld, including the username that identifies the handheld. Before you do a hard reset, be sure to synchronize.

1

Press and hold the power button.

2

While holding the power button, use the tip of an unfolded paper clip (or a similar object *without* a sharp tip) to gently press and release the reset button inside the hole on the back of your handheld.

3

Wait for the Palm Powered™ logo to appear, then release the power button.

4

When you see the message that warns you about erasing all of the info on your handheld, do one of the following:

- Press Up on the navigator to finish the reset and show the Digitizer screen.
- Press any other button to do a soft reset.

↓ Done


## Restoring your information after a hard reset

If you synchronized before doing a hard reset, you can now put that information back on your handheld. However, you may need to re-enter some of your **personal settings**, as well as your **color-coded categories** in Calendar.

### WINDOWS ONLY

**1**

Open the Custom menu in the HotSync® application:

- a. Click the HotSync Manager  icon in the taskbar in the lower-right corner of the screen.
- b. Click Custom.

**2**

Select the correct username from the list at the top of the box.

▼ Continued

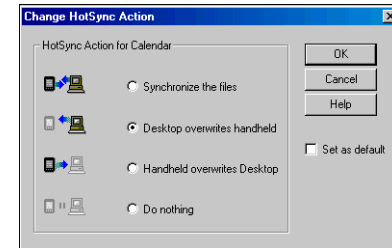
3

Set the transfer options:

- a. Select an application in the Conduit list, and then click Change.
- b. Select Desktop overwrites handheld.

**NOTE** This change applies only to the next synchronization.

- c. Click OK.



4

Repeat step 3 for the other applications in the list that you want to restore, and then click Done.

5

**Synchronize your handheld with your computer.**

↓ Done



### Community

To explore the world of your handheld, go to [www.palmOne.com/myzire31](http://www.palmOne.com/myzire31).

### Support

If you're having problems with resets or with anything else on your handheld, go to [www.palmOne.com/support/zire31](http://www.palmOne.com/support/zire31).

## Related topics

Click a link below to learn about these related topics:

### Synchronizing

Creating a backup of your information

### Customizing

Customizing your handheld again after doing a hard reset

# Common Questions

Although we can't anticipate all the questions you might have, this chapter provides answers to some of the most commonly asked questions.

## Setup

### **Nothing happens when I insert the CD.**

#### **WINDOWS ONLY**

1. Click Start on your computer, and then select Run.
2. Click Browse and navigate to your CD-ROM drive.
3. Select Autorun, click Open, and then click OK.

### **I cannot install Palm Desktop software.**

#### **WINDOWS ONLY**

- Disable any virus-scanning software on your computer.
- Close any open applications.
- Make sure your computer has at least 60MB of disk space available.
- Delete all temporary files.

- Run ScanDisk (or another disk verification tool) on your computer.
- Install the latest Windows software updates to your computer.
- If you are upgrading from an older Palm OS® handheld, remove any previous version(s) of Palm® Desktop software by clicking Start, navigating to Settings, and clicking Control Panel. Click Add or Remove Programs.
- Uninstall and then reinstall the current version of Palm Desktop software.


**MAC ONLY**

- Disable any virus-scanning software on your computer.
- Quit any open applications.
- Make sure your computer has at least 60MB of disk space available.
- Install the latest Mac software updates to your computer.
- If you are upgrading from an older Palm OS® handheld, remove any previous version(s) of Palm Desktop software.
- Uninstall and then reinstall the current version of Palm Desktop software.

## Handheld

**[ ! ] IMPORTANT** Do not open your handheld; there are no serviceable parts inside. Opening your handheld voids the warranty and is not recommended under any circumstances.

### I want to see how much battery life I have left.

A battery gauge  appears at the top of the Home screen. Check the gauge periodically to see if your handheld needs to be recharged. If the battery becomes low, a message appears on the screen prompting you to recharge the battery.

### I'm not sure when I need to recharge my handheld.

We recommend that you recharge your handheld for at least half an hour every day. Ideally, connect your handheld to a power source every night and recharge it while you sleep.

### My battery is drained.

If the battery is drained to the point that you cannot turn on your handheld, your information is safely stored for approximately five days. In this case, there is enough residual energy in the battery to store the information but not enough to turn on your handheld. If your handheld does not turn on when you press the power button, you should recharge it immediately, for a few hours.

### My battery drains too quickly.

You can conserve battery life by doing any of the following:

- Reduce the **brightness** of the display.
- Reduce the **Auto-off after** interval.
- Use Keylock Preferences to **prevent your handheld from being turned on accidentally**.
- Minimize use of the expansion card slot.

### When I connect my handheld to the power adapter, it does not charge.

- Confirm that your handheld is firmly connected to the power adapter.
- Confirm that your power adapter is plugged into an AC outlet that has power.

A lightning bolt over the battery icon indicates that your handheld is charging.

### My handheld is frozen.

On rare occasions your handheld may not respond when you press a button or tap the screen. In this case, you need to reset your handheld. A **soft reset** tells your handheld to stop and start over again. This does not affect any of the information or applications on your handheld.

**NOTE** If you had a network connection that was cut off, your handheld may appear to be frozen for up to 30 seconds. Wait 30 seconds before performing a soft reset.

If a soft reset does not unfreeze your handheld, you need to **perform a hard reset**.

If your handheld continues to freeze after a reset, check your third-party applications for **incompatible applications**.

### I don't see anything on my handheld's screen.

- Press an application button to ensure that your handheld is turned on.
- If your handheld was exposed to cold, make sure it is at room temperature.
- Charge your handheld.
- **Perform a soft reset**. If your handheld still doesn't turn on, **perform a hard reset**.

\* Tip  
After a soft reset, the Preferences screen appears with the Date & Time option highlighted so you can reset the date and time if necessary.

\* Tip  
When you purge or delete items, you are given the option to save an archive copy on your computer the next time you **synchronize**.

### I get a warning message telling me my handheld memory is full.

- If you have installed additional applications on your handheld, remove them to recover memory.
- Purge items from Calendar and Tasks. This deletes Tasks items and past Calendar events from the memory of your handheld.
- Delete unused memos, photos, and other items, or save them to an expansion card.

### My handheld keeps turning itself off.

Your handheld is designed to turn itself off after a period of inactivity. This period can be set at 30 seconds or at one, two, or three minutes. Check the Auto-off after setting on the Power Preferences screen.

### My handheld is not making any sounds.

Check the System, Alarm, and Game Sound settings.

### The current date and time are incorrect.

The current date and time are tied to the Location setting. If you change the date and time without changing the Location setting, the current date and time may appear incorrect.

## Moving around

### I can't find the icon I want on the Home screen.

- Tap the pick list in the upper-right corner of the Home screen and select All. You may need to scroll down a bit, but you should now see an icon for each of the applications on your handheld.
- Some of the applications that come with your handheld are not preinstalled. You need to install these extra applications from the CD.

- If you have an **expansion card** inserted in the expansion slot on your handheld, the application you want may be installed on the card instead of on your handheld. To view the applications installed on the card, tap the pick list in the upper-right corner of the Home screen and select the expansion card's name from the list.

## Entering information

### **My handheld doesn't respond to taps correctly.**

If your handheld is not responding to taps correctly, you need to **align the screen**.

### **When I tap the Menu icon, nothing happens.**

- **Align the screen** and try tapping the Menu icon again.
- If nothing happens, you may be in an application or screen that does not use menus. Switch to a different application and try tapping the Menu icon. If it works in the second application, then the first does not use menus.
- If the Menu icon does not respond to taps in the second application, try aligning the screen again.

### **I can't get my handheld to recognize my handwriting.**

For your handheld to recognize handwriting input with the stylus, you need to use **Graffiti@ 2 writing**. Use the Graffiti 2 help to learn how to write characters.

**NOTE** Your handheld recognizes your own personal handwriting in the Note Pad application only.

- Make the Graffiti 2 character strokes in the Graffiti 2 input area, not on the display part of the screen. If you want to write on the display part of the screen, **turn full-screen writing on**.

- Write Graffiti 2 strokes for lowercase letters in the left side, strokes for capital letters in the middle, and strokes for numbers in the right side of the Graffiti 2 writing area.
- Make sure that Graffiti 2 is not in shift mode.
- Make sure that Graffiti 2 is not in Punctuation Shift mode.

### **The info I entered does not appear in an application.**

- Check the Categories pick list in the upper-right corner of the application screen. Select All to display all the records for the application.
- Did you set private records to be hidden? Check [Security Preferences](#) to see that Private Records is set to Show private records.
- Open the Options menu and select Preferences. Make sure Show Completed Tasks is selected.

### **I don't know how to save the info I entered in an application.**

Each time you complete an entry such as a contact, memo, or note, your handheld automatically saves the information you entered. You don't have to do anything special to save your info. To protect your info and create a backup of your info, we recommend that you [synchronize your handheld with your computer](#) often.




## Synchronizing

\* **Tip**  
Need more help with synchronizing your handheld? Open Palm Desktop software, go to the Help menu and select HotSync Online Troubleshooting Guide.

### I can't synchronize my handheld with my computer.

- Make sure the HotSync® cable is connected securely.
- Make sure the date on your computer matches the date on your handheld.
- Read the **HotSync log** for the user account for which you are synchronizing.

#### WINDOWS ONLY

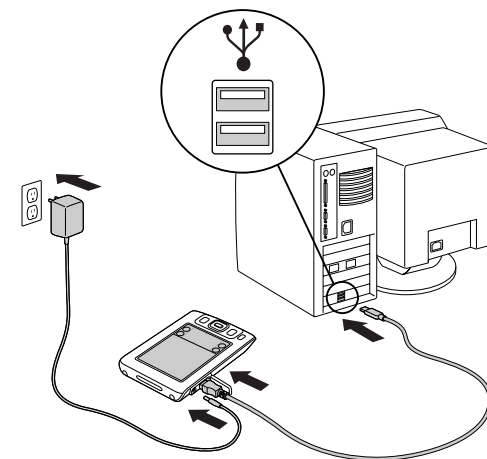
Click the HotSync Manager  icon in the Windows taskbar in the lower-right corner of your screen. Make sure Local USB has a checkmark next to it. If not, click it.





**NOTE** If you don't see the HotSync Manager icon, click Start on the Windows taskbar, and then select Programs. Go to the Palm Desktop program group and select HotSync Manager.

#### MAC ONLY

- Make sure HotSync Manager is enabled: Open the palmOne folder and double-click the HotSync Manager icon. On the HotSync Controls tab, be sure Enabled is selected. If it is not, click it.
- Disconnect the HotSync cable from your computer, and then reconnect the cable and restart your computer.




## When I tap to synchronize, nothing happens on Palm Desktop software, and my handheld times out.

- Perform a soft reset.
- Make sure that **HotSync manager is running** on your computer.
- Make a copy of the folder containing your information. This folder is named with either your full username or a shortened version of the name. Uninstall and then reinstall Palm Desktop software.
- Turn on your handheld, and go to the Home  screen. Select HotSync , and then tap Local.

## I can't synchronize my handheld with Microsoft Outlook.

### WINDOWS ONLY

**NOTE** If you choose to synchronize your handheld with Outlook, information from Contacts, Calendar, Tasks, and Memos is synchronized with Outlook. Other information, such as photos and notes, is synchronized with Palm Desktop software.

- Click the HotSync Manager icon  and select Custom. Check the following:
  - Make sure that you have the correct username selected from the drop-down list.
  - Make sure that the applications you want are set to synchronize the files. If not, select each application, click Change, and then choose Synchronize the files.
  - Make sure that the correct application name is selected. For example, the older version of Calendar was called Date Book. If you have upgraded from an older handheld, make sure that that Calendar is set to Synchronize the files, and Date Book is set to Do Nothing.
  - If you synchronize your handheld with more than one computer, click Settings and select Enable synchronization to multiple PCs for each application you want to synchronize. This helps avoid duplicating the same information on a single computer.

**NOTE** Click the Set as default check box to use this setting each time you synchronize. Otherwise, it applies during the next synchronization only.


- Be sure that the application you want is installed. Reinstall the HotSync Manager and make sure that the application is selected.
- Reinstall Palm Desktop software and select the option to synchronize with Microsoft Outlook.

### One or more of my applications does not synchronize.


If you have synchronized successfully but you can't find the information from your handheld on your computer, check to see that you have the correct username selected for viewing data.

**NOTE** If you upgraded from a previous handheld, go to [www.palmOne.com/support/intl](http://www.palmOne.com/support/intl), select your country, select the Zire™ 31 handheld from the main page, and click the Upgrade link.

#### WINDOWS ONLY

Click the HotSync Manager icon  in the lower-right corner of your screen, and then select Custom. Check that the application is set to synchronize the files. If it is not, select the application, click Change, and then choose Synchronize the files. Click the Set as default check box to use this setting each time you synchronize. Otherwise, it applies during the next synchronization only.

#### MAC ONLY

Double-click the HotSync Manager icon  in the palmOne folder. From the HotSync menu, select Conduit Settings. Select your username from the User pop-up menu, and be sure that the application is set to synchronize.

### I can't open the HotSync Manager.

Make a backup copy of your Palm Desktop data by opening the palmOne (Windows) or Palm (Mac) folder on your computer, selecting the folder with your username, copying the folder to another location, and then renaming the folder. Then reinstall Palm Desktop software.

## When I synchronize, I receive the 8009 error message: An application has failed to respond to a HotSync notification.

### WINDOWS ONLY

The 8009 error indicates that the Windows registry is corrupt. You need to rebuild the HotSync Manager registry entries. For information on rebuilding the registry entries, go to [www.palmOne.com/support/intl](http://www.palmOne.com/support/intl) and search the palmOne Knowledge Library for "error 8009."

## My files didn't install during synchronization.

- If files do not install after you synchronize, the file type was not recognized. On your handheld, open the application associated with those files. Then synchronize again. If the files remain in the palmOne™ Quick Install list, they are not associated with an application on your handheld and cannot be installed.
- If you are trying to install files to an expansion card, make sure that a card is inserted into your handheld's expansion slot before you synchronize.

## I can't add more files to the palmOne™ Quick Install list.

Make sure the dialog box that confirms where the files will be installed is closed. You cannot add more files to the list when the confirmation dialog box is open.

## When I add a zipped file (ZIP) to Quick Install, no files appear in the Quick Install list.

Unzip the file with a file compression utility, such as WinZip, and then add the unzipped files to Quick Install.

### I can't synchronize using the IR port.

- On your handheld, be sure the HotSync application is set to Local, with the option IR to PC/Handheld.
- Be sure the IR port of your handheld is aligned directly opposite to, and within a few inches of, the infrared device of your computer.
- Synchronizing using the IR port does not work after you receive a low battery warning. Recharge your handheld.
- Set some applications to Do Nothing to speed synchronization. IR synchronization speeds can be slow. Synchronizing with photos or MP3 files can take up to an hour or more.

#### WINDOWS ONLY

- On a computer running Windows 98, be sure that the HotSync Manager is running, that **Infrared is selected** on the HotSync Manager menu, and that the Serial Port for local operations is set to the simulated port for infrared communication.
- On a computer running Windows 2000/ME/XP, **select Infrared** in the HotSync Manager.

#### MAC ONLY

Make sure the infrared communications extensions have been installed in the Extensions folder inside the System folder. Next, open the HotSync Software Setup window, and be sure that **HotSync Manager is enabled** and that the **Local Setup Port is set to Infrared Port**.

### I do not see an infrared option when I open HotSync Manager.

First check your computer's documentation to see if your computer supports IR communication. If it does not, you cannot synchronize your handheld with your computer using the IR port.

If your computer does support IR communication, follow these steps:

1. Click the HotSync Manager icon in the taskbar  in the lower-right corner of your screen.

2. Make sure that Local Serial is selected.
3. Select Setup.
4. Click the Local tab.
5. In the Serial Port drop-down box, select the port your computer uses for infrared communication. See the documentation for your operating system for instructions on finding this port. This information is usually located in the Control Panel.
6. Click OK.

### **My handheld displays the message “Waiting for sender” when it’s near my computer’s infrared port.**

- Your computer’s infrared port may be set to search automatically for the presence of other infrared devices. Consult the documentation for your operating system for information about turning off this option.
- In most cases, simply moving your handheld away from the computer’s infrared port solves the problem.

### **My handheld appears to freeze when I place it near my computer.**

Move your handheld away from the computer’s infrared port.

### **I want to synchronize my computer with more than one handheld.**

If the computer running Palm Desktop software synchronizes with more than one handheld, each handheld should have a unique name. Synchronizing more than one handheld with the same username causes unpredictable results and, potentially, loss of your personal information. Assign a username to your handheld the first time you synchronize.

If you are synchronizing with Outlook, make sure the right profile is selected for the applications you want to synchronize in HotSync Manager. From the Palm Desktop home screen, click the HotSync Manager, and then select Custom.

## Calendar

### **I tapped the Today button, but it does not show the correct date.**

Make sure the Set Date box on the [Date & Time Preferences](#) screen displays the current date.

### **I created an event, but it doesn't appear in the Week View.**

- If scroll arrows appear on the right of your screen, scroll down to see if the event appears further down the screen.
- If you have two or more events with the same start time, the first event created appears as a gray bar, and any subsequent conflicting events appear as a single red bar. To see the overlapping events select the Day View. For more information, see [Spotting event conflicts](#).
- If you marked the event as private, check [Security Preferences](#) to see that Private Records is set to Show private records.

## Memos

### **I'm having problems listing memos the way I want to see them.**

If you cannot manually arrange the order of memos on the list screen, open the Options menu and select Preferences. Make sure that Sort by is set to Manual.

If you choose to view your memos alphabetically on Palm Desktop software and then synchronize, the memos on your handheld still appear in the order defined in the Preferences setting. In other words, the sort settings you use with Palm Desktop software are not transferred to your handheld.

## Notes

### **I'm having problems listing notes the way I want to see them.**

If you cannot manually arrange the order of notes on the list screen, select Preferences from the Options menu and make sure that Sort by is set to Manual.

If you choose to view your notes alphabetically on Palm Desktop software and then synchronize, the notes on your handheld still appear in the order defined in the Preferences setting. In other words, the sort settings you use with Palm Desktop software are not transferred to your handheld.

## Photos

### **I can't find the Photos icon on the Home screen.**

- Tap the pick list in the upper-right corner of the Home screen and select All. You may need to scroll down a bit, but you should now see an icon for each of the applications on your handheld.
- Photos is not preinstalled on your handheld. You need to **install Photos from the CD**.

## RealOne

### **I would like better-quality sound during playback.**

You can save music files in either MP3 or RMJ format. RMJ is a proprietary format used by the RealOne desktop. In either case, saving at a lower bit rate creates a smaller file size, but also gives a lower playback quality. Increase the bit rate to improve playback sound quality, but remember that this increases file size.



### **When I save songs from a CD, I do not see the song title or artist name.**

When capturing songs from a CD, you must have an active Internet connection to obtain song title and artist information. This information is supplied from the GraceNote server on the web.

## Tasks

### **The info I entered does not appear in an application.**

- Open the Options menu and select Preferences. If Show Completed Tasks is selected, deselect it to display the missing tasks.
- If you marked the task as private, check **Security Preferences** to see that Private Records is set to Show private records.

## Privacy

### **I forgot the password, and my handheld is not locked.**

First, use the password hint to try to remember the password. If this doesn't help or if you do not have a password hint, you can use **Security Preferences** to delete the password, but your handheld deletes all entries marked as private. However, if you synchronize before you delete the password, the synchronization process backs up all entries, whether or not they are marked private. Then you can follow these steps to restore your private entries:

1. Tap Lost Password in Security Preferences and tap in the password box to remove the password and delete all private records.
2. Synchronize your handheld with your computer again.

### I forgot the password, and my handheld is locked.

First, use the password hint to try to remember the password. If this doesn't help or if you do not have a password hint, you must **perform a hard reset** to continue using your handheld.

## Sharing

### I can't beam information to another handheld or other device.

**NOTE** Depending on the receiving handheld model, not all information may be sent correctly.

- If you are beaming to another Palm OS® handheld, confirm that your handheld and the other handheld are 4 to 39 inches (approximately ten centimeters to one meter) apart and that the path between the two handhelds is clear of obstacles. Beaming distances to other devices with an IR port may be different.
- Move your handheld closer to the receiving device.
- Make sure the receiving device has **beam receive enabled**.
- **Perform a soft reset** on both your handheld and the receiving device.

### When someone beams information to my handheld, it doesn't receive the info.

- If you are receiving info from another Palm OS® handheld, confirm that your handheld and the other handheld are 4 to 39 inches (approximately ten centimeters to one meter) apart and that the path between the two handhelds is clear of obstacles. Beaming distances to other devices with an IR port may be different.
- Move your handheld closer to the sending device.

- Make sure your handheld has beam receive enabled.
- Perform a soft reset on both your handheld and the receiving device.

### **When someone beams data to my handheld, I get a message telling me it is out of memory.**

- Your handheld requires at least twice the amount of memory available as the data you are receiving. For example, if you are receiving a 30KB application, you must have at least 60KB free.
- Purge old Calendar events and delete unused or unnecessary applications.

## Problems with incompatible applications

palmOne, Inc. works with developers of third-party add-on applications to ensure the compatibility of these applications with your handheld. Some third-party applications, however, may not have been upgraded to be compatible with your handheld.

Possible symptoms of incompatible applications include:

- Fatal errors needing resets
- Frozen handheld requiring a reset
- Slow performance
- Abnormal screen display or uneven sound quality
- Problems using features
- Problems opening an application
- Problems synchronizing

You can determine whether an incompatible application is causing problems by **deleting the application** and then operating your handheld.

After you have deleted the application, try to replicate the operation that created the error. If removing the application solves your problem, contact the application developer for a solution.

### Finding a third-party application that is causing a problem

If you have multiple third-party applications installed on your handheld or have upgraded from an earlier model of a Palm OS® handheld, perform the following procedure to remove all third-party applications from your handheld. Once you have removed all of the third-party applications, you can install one application at a time to determine which application is causing the problem.

The following procedures erase all data from your handheld. Before removing the applications, **synchronize** to back up your data.

1. Open the palmOne folder on your computer.
2. Open the user folder for your handheld. User folder names are often abbreviated as lastname firstinitial.
3. Select and drag the Backup folder to the Windows desktop. Make sure you see the Backup folder on the Windows desktop.
4. Close the palmOne folder.
5. **Perform a hard reset**, and then synchronize your handheld with your computer.
6. Operate your handheld and try to replicate problem operations.
7. Do one of the following:
  - If your handheld still has problems, review this Common Questions section for solutions to the problem. Fix the problem before reinstalling the third-party applications.

- If your handheld no longer has problems, install the third-party applications one application at a time using the following procedure:
  - a. Open the Backup folder you moved to the Windows desktop in step 3.
  - b. Double-click a PRC file. The palmOne™ Quick Install window opens with the PRC file listed.
  - c. Click Done.
  - d. Synchronize your handheld with your computer.
  - e. Operate your handheld and try to replicate problem operations.
  - f. Do one of the following:
    - If installing the application re-creates your problem, remove the application and contact the application developer for a solution. Continue to reinstall your applications one application at a time to make sure another application is not creating a problem.
    - If installing the application does not cause a problem, go to step a and reinstall another application.

# Getting Help

This guide is meant to tell you everything you need to know to set up, customize, and use your handheld. However, you may occasionally run into an issue that is not addressed in this guide. Here are some resources to help you if that happens.

## Self-help resources

If you run into a problem with your handheld, be sure to check these resources first:

- Answers to [common questions](#) about your handheld and its features
- The Palm Desktop online Help
- The *Palm Desktop Software for the Macintosh User's Guide* located in the Documentation folder on your installation CD
- The palmOne™ Knowledge Library, accessible at [www.palmOne.com/support/zire31](http://www.palmOne.com/support/zire31)
- The most recent palmOne Zire™ 31 handheld HelpNotes on your regional web site



## Technical support

If, after reviewing the self-help resources, you cannot solve your problem, go to [www.palmOne.com/support/zire31](http://www.palmOne.com/support/zire31) or send an e-mail to your regional Technical Support office.

Before requesting technical support, please experiment a bit to reproduce and isolate the problem. When you do contact Technical Support, please provide the following information:

- The name and version of the desktop operating system you are using
- The actual error message or state you are experiencing
- The steps you take to reproduce the problem
- The version of handheld software you are using and available memory

To find version and memory information, follow these steps:

1. Go to the Home  screen.
2. **Open the menus** .
3. Select Info from the App menu.
4. Select Version for version info, and Size for memory info.

# Product Regulatory Information

## FCC Statement

This device complies with part 15 of the FCC rules. 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 equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

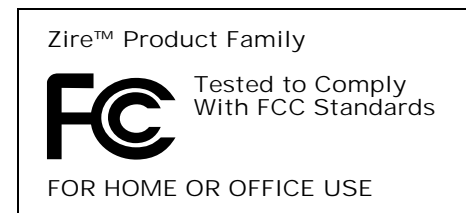
- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

The use of shielded I/O cables is required when connecting this equipment to any and all optional peripheral or host devices. Failure to do so may violate FCC rules.

**[ ! ] IMPORTANT** Changes or modifications not covered in this manual must be approved in writing by the manufacturer's Regulatory Engineering Department. Changes or modifications made without written approval may void the user's authority to operate this equipment.

Responsible Party:

palmOne, Inc.  
400 N. McCarthy Blvd.  
Milpitas, California 95035  
United States of America  
(408) 503-7500





## Canadian ICES-003 Statement

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.



## CE Compliance Statement

This product was tested by palmOne, Inc. and found to comply with all the requirements of the EMC Directive 89/336/EEC as amended.

## Declaration of Conformity

**palmOne, Inc., Declares the Product:**Handheld PDA & HotSync® cable

**Model Name/Number:** Zire 31

**Manufacturer's Name:** palmOne

**Manufacturer's Address:** 400 N. McCarthy Blvd.  
Milpitas, 95035-5112

Conforms with the following specifications:

- EN 55024: 1998 (Emissions & Immunity)
- EN55022:1998, CISPR 22 1997, Class B Radiated and Conducted Emissions
- IEC 61000-4-2, A1 1998-01, ESD Immunity, 4kV Contact, and 8kV Air Discharge
- IEC 61000-4-3: 1995 RF Immunity, 80-1000MHz, 3V/M, 1kHz, 80% A.M.
- ENV 50204:1996, RF Immunity, 895-905MHz, 3V/m, 200Hz, 50% AM
- IEC 61000-4-4: 1995 EFT Immunity, 1kV on AC port, 5/50nSec, 5kHs Rep. Freq.
- IEC 61000-4-5: 1995 Surge Immunity, 1.2/50uSec, 2kV(peak), Common Mode, 1kV(peak) Differential Mode

- EN61000-4-6:1996, Conducted Immunity, 150kHz-80MHz, 3V RMS, 1kHz, 80% AM
- IEC 61000-4-11: 1994, 100% Voltage Dip 0.5 period, 30% Dip 25 periods and >100% Dip 250 periods

Authorized palmOne Representative: David Woo  
Manager, palmOne, Inc., World Wide Compliance

Date: November 4, 2003

## Battery Warning

Do not mutilate, puncture, or dispose of batteries in fire. The batteries can burst or explode, releasing hazardous chemicals. Discard used batteries according to the manufacturer's instructions and in accordance with your local regulations.

### Warning – Explosion Hazard

- Substitution of components may impair suitability for Class I, Division 2;
- When in hazardous location, turn off power before replacing or wiring modules, and,
- Do not disconnect equipment unless power has been switched off or the area is known to be non-hazardous.

### Varning

Eksplodingsfara vid felaktigt batteribyte. Använd samma batterityp eller en ekvivalent typ som rekommenderas av apparattillverkaren. Kassera använt batteri enligt fabrikantens instruktion.

### Advarsel!

Lithiumbatteri—Eksplodingsfare ved fejlagtig håndtering. Udskiftning må kun ske med batteri af samme fabrikat og type. Levér det brugte batteri tilbage tilleverandøren.

### Varoitus

Paristo voi räjähtää, jos se on virheellisesti asennettu. Vaihda paristo ainoastaan valmistajan suosittelemaan tyyppiin. Hävitä käytetty paristo valmistajan ohjeiden mukaisesti.

### Advarsel

Ekspløsjonsfare ved feilaktig skifte av batteri. Benytt samme batteritype eller en tilsvarende type anbefait av apparatfabrikanten. Brukte batterier kasseres i henhold til fabrikantens instruksjoner.

### Waarschuwing!

Bij dit produkt zijn batterijen geleverd. Wanneer deze leeg zijn, moet u ze niet weggooien maar inleveren als KCA.

## Uwaga

Nie kroić lub przekłuwać baterii, ani nie wrzucać ich do ognia. Mogą się rozerwać lub wybuchnąć wydzielając trujące środki chemiczne. Zużytych baterii należy pozbywać się w sposób opisany przez producenta i zgodnie z miejscowymi przepisami.

## אזהרה

יש סכנת התפוצצות אם מחליפים את הסוללה בצורה לא נכונה.  
יש להחליף את הסוללה בסוללה זהה או דומה, בהתאם להמלצת היצרן.  
יש להשליך סוללות משומשות בהתאם להוראות היצרן

## Static Electricity, ESD, and your palmOne™ handheld

Electrostatic discharge (ESD) can cause damage to electronic devices if discharged into the device, so you should take steps to avoid such an occurrence.

### Description of ESD

Static electricity is an electrical charge caused by the buildup of excess electrons on the surface of a material. To most people, static electricity and ESD are nothing more than annoyances. For example, after walking over a carpet while scuffing your feet, building up electrons on your body, you may get a shock -- the discharge event -- when you touch a metal doorknob. This little shock discharges the built-up static electricity.


### ESD-susceptible equipment

Even a small amount of ESD can harm circuitry, so when working with electronic devices, take measures to help protect your electronic devices, including your palmOne™ handheld, from ESD harm. While palmOne has built protections against ESD into its products, ESD unfortunately exists and, unless neutralized, could build up to levels that could harm your equipment. Any electronic device that contains an external entry point for plugging in anything from cables to docking stations is susceptible to entry of ESD. Devices that you carry with you, such as your handheld, build up ESD in a unique way because the static electricity that may have built up on your body is automatically passed to the device. Then, when the device is connected to another device such as a docking station, a discharge event can occur.

### Precautions against ESD

Make sure to discharge any built-up static electricity from yourself and your electronic devices *before* touching an electronic device or connecting one device to another. The recommendation from palmOne is that you take this precaution before connecting your handheld to your computer, placing the handheld in a cradle, or connecting it to any other device. You can do this in many ways, including the following:

- Ground yourself when you're holding your mobile device by simultaneously touching a metal surface that is at earth ground.

- 
- For example, if your computer has a metal case and is plugged into a standard three-prong grounded outlet, touching the case should discharge the ESD on your body.
  - Increase the relative humidity of your environment.
  - Install ESD-specific prevention items, such as grounding mats.

### **Conditions that enhance ESD occurrences**

Conditions that can contribute to the buildup of static electricity in the environment include the following:

- Low relative humidity.
- Material type (The type of material gathering the charge. For example, synthetics are more prone to static buildup than natural fibers like cotton.)
- The rapidity with which you touch, connect or disconnect electronic devices.

While you should always take appropriate precautions to discharge static electricity, if you are in an environment where you notice ESD events you may want to take extra precautions to protect your electronic equipment against ESD.

## SYMBOLS

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