Palm-size PC

User's Guide

Powered by

Microsoft®
Windows®CE
Palm-size PC

For distribution with new Palm-size PCs only.

Your Palm-size PC comes with a *Hardware Manual* in addition to this *Palm-size PC User's Guide*. Be sure to read the *Hardware Manual* first.

Before using your Palm-size PC for the first time,carefully read the **Safety Precautions** in the *Hardware Manual.*

Keep this *Palm-size PC User's Guide* on hand for reference whenever using your Palm-size PC.

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Welcome

Congratulations on your selection of our Palm-size PC.
Your new Palm-size PC comes with Microsoft Windows CE preinstalled, which means it can be used in conjunction with a Microsoft Windows based personal computer. You can use the Palm-size PC's powerful software capabilities to take along the latest version of your appointments, contacts, and other data, while using your desktop or laptop for major input and editing work. You can even send and receive e-mail while on the go.
Picture yourself in the following situations.

- You're on a business trip and receive valuable feedback from an important client. You can use Calendar to schedule a meeting with your colleagues back at the office. Next, you can use Contacts to look up e-mail addresses and send messages informing everyone about the meeting.
- You're at a meeting taking notes and drawing diagrams with Note Taker. Afterwards, you send copies of your notes to your colleagues by attaching them to an e-mail message. When you get back to the office, you clean up and edit your notes after uploading them to your desktop computer.
- While driving home from work, you suddenly remember two or three important phone calls you need to make the first thing tomorrow. While stopped at a red light, you reach for your Palm-size PC and use Voice Recorder to record a reminder for later playback.
- You're meeting friends for dinner and a movie tonight. You use Internet Explorer 4.0 on your desktop computer to get the latest movie information, which you then download to your Palm-size PC. Later over dinner, you use your Palm-size PC to go over the movie information with your friends to decide which movie you want to see.

These are just some of the many ways you can use the software capabilities of your new Palm-size PC in your daily life. In addition, there are a number of other additional programs you can install to tailor the Palm-size PC to your specific data management needs.

About This User's Guide

This User's Guide contains information about the following topics.
- Basic Palm-size PC operation
- How to use the standard software that comes pre-installed on your Palm-size PC
- How to connect the Palm-size PC to a Windows based computer

For information about replacing batteries and about the Palm-size PC hardware, see the separate *Hardware Manual*. Information is also available from the sources listed in the next section.

Where to find additional information

Information	Source
Palm-size PC programs	• This User's Guide • Palm-size PC online help. On your Palm-size PC, tap **Start** and then **Help**.
Data synchronization and file exchange with a desktop computer	• This User's Guide • Palm-size PC online help • **Windows CE Services Help Topics**. On the Mobile Devices window of your desktop computer, click **Help** and then **Windows CE Services Help Topics**.
Toolbar buttons and dialogs	Holding the stylus on a toolbar button or dialog on the Palm-size PC screen displays context help (which shows the name of the item along with a short explanation). If you want to clear the context help without performing the operation of the button or tool where the stylus is located, slide the stylus from the button or tool and then lift it from the Palm-size PC screen.
Connection troubleshooting	**Windows CE Services Help Topics**. On the Mobile Devices window of your desktop computer, click **Help** and then **Windows CE Services Help Topics**.
The latest information about your Palm-size PC and Windows CE devices	The Windows CE home page. http://www.microsoft.com/windowsce/ppc
Windows CE release information	Release notes on your desktop computer. On your desktop computer, click **Start**, point to **Programs** then **Microsoft Windows CE Services**. Then click **Release Notes**.
Palm-size PC hardware information	*Hardware Manual*

Note

- You must have Windows CE Services installed on your desktop computer before you can access **Windows CE Services Help Topics**. See the separate *Quick Start Guide* and Chapter 6 of this User's Guide for information on installing **Windows CE Services**.
- In this User's Guide, the term "desktop computer" includes both desktop computers and laptop computers.
- The modem card described in this User's Guide is intended for use in the United States and Canada only.

Part 1 Using the Palm-size PC

Part 1 of this User's Guide provides an overview of basic operations and how to use the software on your Palm-size PC.

Chapter 1 Palm-size PC Basics

Basic Palm-size PC operations and information on how to customize your Palm-size PC.

Chapter 2 Tutorial

Hands-on experience entering data and performing other operations on your Palm-size PC.

Chapter 3 Voice Recorder and Note Taker

Introduction to using the Voice Recorder and Note Taker software.

Chapter 4 Pocket Outlook

Introduction to the Calendar, Contacts, Tasks, and Inbox programs that make up Pocket Outlook. This chapter also explains how to synchronize data with Microsoft Outlook or Microsoft Schedule+ running on a desktop computer.

Chapter 1

Palm-size PC Basics

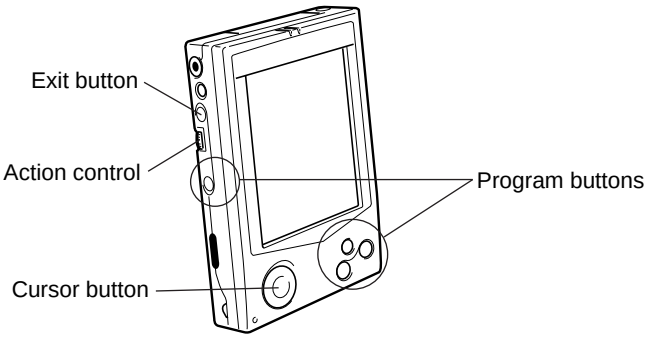
Before you start using your Palm-size PC, see the separate *Hardware Manual* for information on the following operations.

- Installing batteries
- Charging Palm-size PC main battery
- Turning on Palm-size PC
- Adjusting screen contrast
- Adjusting screen brightness

The first time you turn on Palm-size PC power, a Palm-size PC Welcome Wizard appears to guide you through a few setup steps. Perform the steps as instructed, and soon you are ready to go!

Palm-size PC Buttons

The illustration below shows the buttons on your Palm-size PC.



Program Buttons

Pressing a button starts up a program. The first time you start up your Palm-size PC, Voice Recorder, Calendar, Contacts, and Menu are assigned to these buttons automatically. Pressing a program button when power is off turns on power and starts up the software assigned to the button.

Note
If you plan to use the program buttons to turn on power and start up applications, be sure to turn off (uncheck) the **Display owner identification** option on the **Owner Properties** dialog. Applications assigned to buttons may not start up properly if this option is turned on.

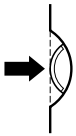
Exit Button

This button is similar to the **Esc** key on a desktop computer keyboard. Use it to interrupt an ongoing operation and to return to a previous screen or menu.

Action control

This versatile dial-type button can be used to perform a number of different operations.

Press ..... Pressing the **Action** control is similar to pressing the **Enter** key on a desktop computer keyboard. The **Action** control press operation is indicated as ● on the online help screens.



Rotate Up/Rotate Down ..... Rotating the **Action** control up or down is similar to pressing the cursor up or down key on a desktop computer keyboard. **Action** control up and down operations are indicated as ↑ and ↓ on the online help screens.

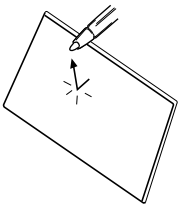
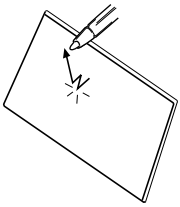
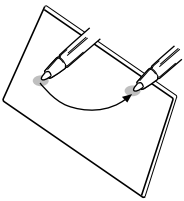
Cursor Button

Use this button to move the cursor up, down, left, and right on the screen.

Note
Some buttons also perform specific functions within a particular program. In Note Taker, for example, holding down the **Exit** button and dragging the stylus enters a space. See Palm-size PC online help for each program for information about special button functions. To access online help, tap **Start** and then **Help**.

Touch Screen Operations

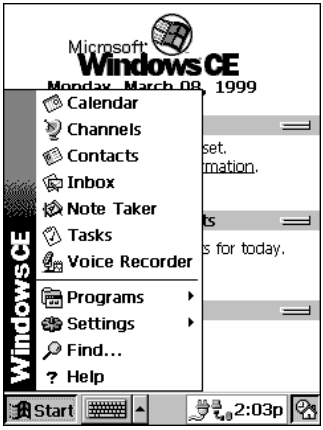
Using the stylus to tap buttons and menu items on the touch screen is the same as clicking the item on a desktop computer. You can also double-tap (double-click) and drag as described below.

Tap	Lightly tap the touch screen once to perform the operation that is equivalent to clicking on a desktop computer.	
Double-tap	Lightly tap the touch screen twice in quick succession to perform the operation that is equivalent to double-clicking on a desktop computer.	
Drag	Hold the stylus against the touch screen as you drag it to another location to perform the operation that is equivalent to dragging on a desktop computer. Lifting the stylus from the touch screen performs a drop.	

Palm-size PC Programs

Your Palm-size PC comes pre-installed with a collection of useful programs. These include Microsoft standard programs (Calendar, Contacts, etc.) and CASIO programs (Menu, etc.). You can select the program you want from the **Start** button or by pressing its program button.

With your Palm-size PC, you do not need to quit a program after you are finished using it. You can simply select another program.



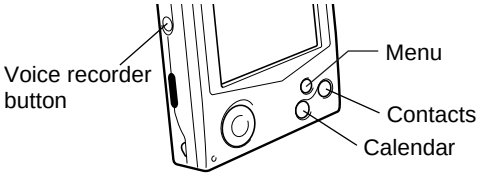
Start Menu

Important!
To help ensure stable system operations, your Palm-size PC does not like to have too many programs running at the same time. Because of this, programs may be shut down automatically in order to conserve available memory. Be sure to frequently save data to protect against losing it when a program is shut down by the system.

Icon	Program
	Calendar Keeps track of your appointments.
	Channels Downloads Web data from your desktop computer.
	Contacts Keeps track of your friends and business contacts.
	Inbox Sends and receives e-mail.
	Note Taker Provides a place for creating freehand or typed notes.
	Tasks Keeps track of things you need to do.
	Voice Recorder Records voice memos for later playback.
	Calculator Performs basic calculations.
	Menu A handy menu of buttons that provide easy access to Palm-size PC programs.
	Connections Establishes a desktop computer or Internet connection over a cable or dial-up connection.
	ActiveSync Initiates synchronization with a desktop computer.
	PC Link Establishes a connection with your personal computer.
	Solitaire A popular card game you can play anywhere.
	Brightness Adjusts screen contrast and brightness.
	Card Backup Backs up and Restore Palm-size PC RAM data onto a memory card.

Assigning a Program to a Program Button

The first time you start up Palm-size PC, Voice Recorder, Calendar, Contacts, and Menu are assigned to the program buttons automatically.



Use the following procedure to assign different programs to the program buttons.

To assign programs to the program buttons

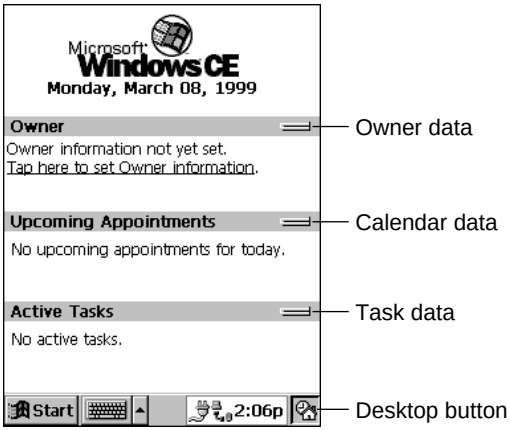
1. On your Palm-size PC, tap **Start**, **Settings**, and then **Buttons**.
2. Use the Button Properties dialog that appears to assign programs to the program buttons.

Important!
Do not assign a program installed on a CompactFlash card to a program button. Only assign programs that are installed in Palm-size PC main memory.

Note
Programs that are pre-installed on your Palm-size PC when you buy it are stored in ROM (read-only memory) and cannot be removed.

Active Desktop

You can use the Active Desktop to display important data, upcoming appointments and tasks. Think of the Active Desktop as the "cover" for your Palm-size PC.



Active Desktop

You can display the desktop at any time by tapping the **Desktop** button in the lower right corner of the screen.

To change the contents of the desktop, tap **Start**, **Settings**, **Display**, and then select **Display Active Desktop**.

Display Properties Dialog

Taskbar

The Taskbar appears along the bottom of your Palm-size PC screen.

① **Start** button ..... Tap to display the Start menu.

② Input panel button ..... Tap to display or hide the input panel (page 12).

③ Input method arrow ..... Tap to display a list of input methods (page 12).

④ Status icons ..... Double-tap an icon to display information about the status of your Palm-size PC.

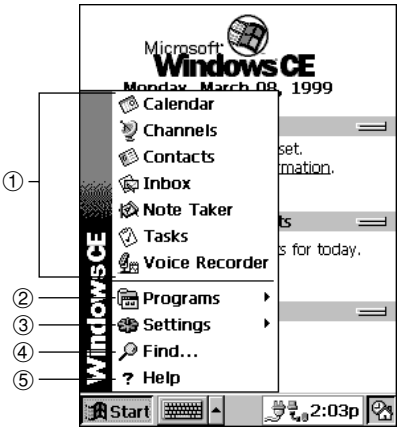
⑤ Desktop button ..... Tap to display the Active Desktop.

Note

- A battery icon appears in the status icon area when battery power is low. See “Icon Lists” on page 129 for more information about icons.
- Messages also appear on the screen to warn you when battery power is low. You can check the current battery level at any time by tapping **Start**, **Settings**, **Power** to display Power Properties.

Start Menu

Tap the **Start** button to display the **Start** menu.



① Palm-size PC Standard Software ..... Tap on the name of a program to start it up.

② **Programs** Menu ..... Tap here to display a sub-menu of CASIO programs, programs for data communication, etc.

③ **Settings** Menu ..... Tap here to display a sub-menu of Palm-size PC settings. See "Customizing Your Palm-size PC" on page 15.

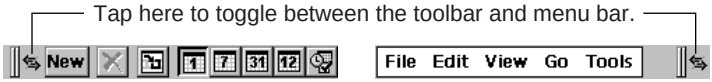
④ **Find** ..... Tap here to display a dialog that lets you search for data in Palm-size PC memory.

⑤ **Help** ..... Tap here to display Palm-size PC online help.

Command Bar

The appearance of the command bar at the top of the Palm-size PC screen depends on what program you are currently using. The following explanation describes the Calendar command bar, which you can display by tapping **Start** and then **Calendar**.

The command bar consists of a toolbar and a menu bar. The toolbar appears first whenever you start up a program, but you can toggle between the toolbar and menu bar or you can have both on the display at the same time.



If you drag down on the bottom of the toolbar, the menu bar will appear underneath it, so you can view both bars at the same time. Drag the bottom of the menu bar back up again to return to the toolbar-only display.

Note
The buttons that appear on the toolbar are those for tasks most often used in each particular program. See Palm-size PC online help for more information about the buttons that appear for each program.

Typing and Writing on your Palm-size PC

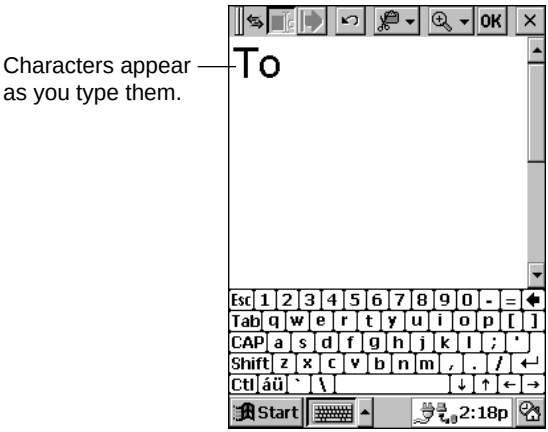
Your Palm-size PC provides you with a selection of three different options for entering data. You can type with an on-screen keyboard, hand-write characters using character recognition, or draw graphics on the screen using the stylus.

You can use the stylus to draw graphics on the screen for input into Note Taker, and for notes you attach to entries in Calendar, Contacts, and Tasks.
You get the option of entering text by typing with the on-screen keyboard or by handwriting using the Palm-size PC's built-in character recognizer. These options are available for any program you run on our Palm-size PC.

To select the input method, tap the **Input Method** arrow and then select one of the methods from the menu that appears.

Typing with the Keyboard

To type with the on-screen keyboard, tap the **Input Method** arrow and select **Keyboard**. Next, use the stylus to tap the keyboard keys.



You can also set up the keyboard to suit your own particular needs. Tap **Start**, **Settings**, and then **Input Panel**. Next, select **Keyboard** as the input method and then tap **Options**.

Enabling swipe shortcuts (gestures) on your keyboard allows you to do the following.

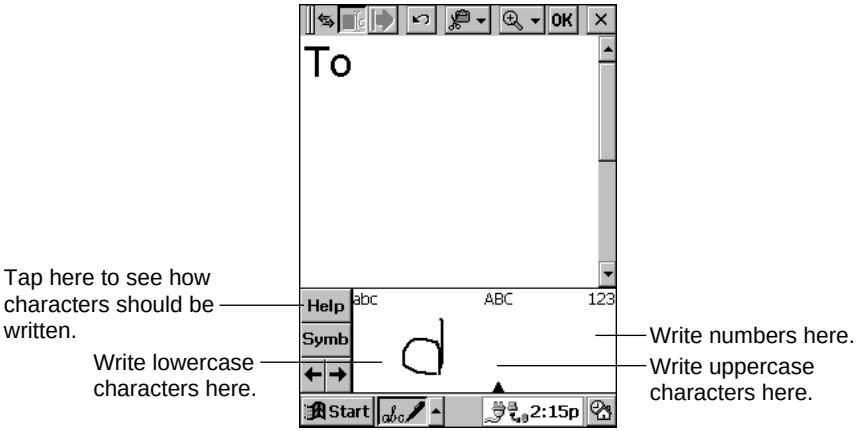
- Swipe across the keyboard from left to right to enter a space.
- Swipe across the keyboard from right to left to delete a character.
- Swipe the keyboard from top to bottom to enter a carriage return.
- Swipe upward from a key to enter the character assigned to that key in uppercase.

Note
You can use the [Action] control and cursor key in combination to perform the operations described below.

This combination:	Performs this operation:
Action + Cursor Up	Alt
Action + Cursor Down	Space
Action + Cursor Right	Tab
Action + Cursor Left	Back Tab (Shift + Tab)

Writing Using the Character Recognizer

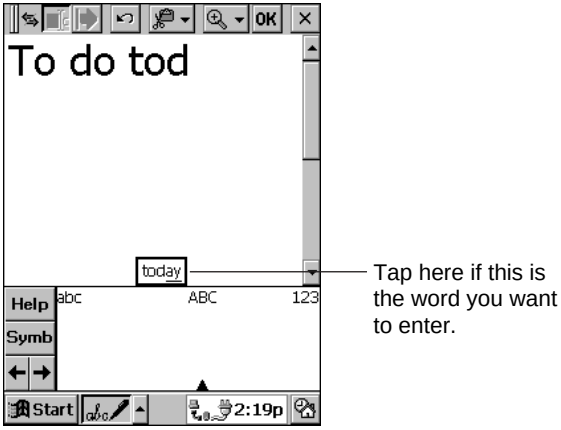
Your Palm-size PC comes with CIC® Jot™ character recognition software that lets you write characters by hand. To hand-write using the character recognizer, tap the **Input Method** arrow and select **Jot Character Recognizer**. Now when you write a letter in the box at the bottom of the screen with the stylus, the handwritten character is converted to typed text that appears on the screen.



Certain letters need to be written in a particular way in order for them to be recognized. Tapping **Help** displays an online demonstration of character writing. You can also find character information in Appendix A at the back of this User's Guide.

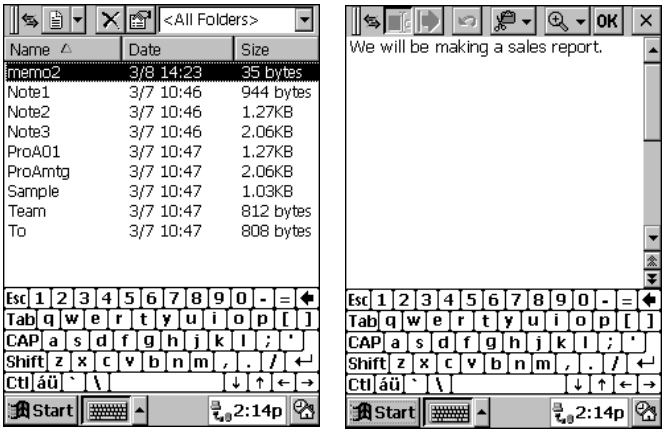
Note
Drag the stylus across the panel from right to left to delete a character. Drag from left to right to enter a space.

As you type or write text, your Palm-size PC guesses the word you are entering and displays a suggestion above the input panel. If the word that appears is what you want to enter, tap it and it is inserted at the insertion point. Your Palm-size PC learns the words you use over time, so the more you use it, the quicker and more accurate its guesses become.



Viewing Data

Most of the pre-installed programs provide a *list view* that shows the items or files stored with a program. You can select a particular item or file in the list view and change to a detailed view of its contents.



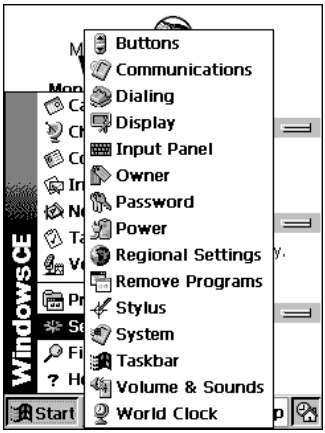
- Tapping on a column heading sorts the items in the list on that column. Each time you tap a heading, the sort order changes between ascending and descending.
- In Calendar, Contacts, and Tasks, you can assign records to particular categories and then select the category whose data you want to appear in the list view.

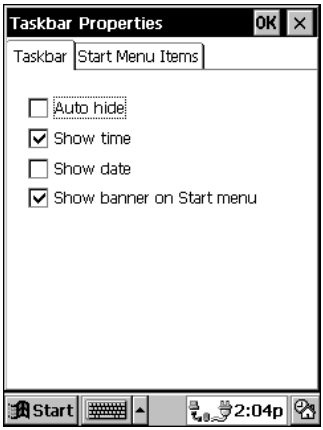
- In Note Taker, Voice Recorder, and Inbox, you can place files or messages into folders and then select the folder whose files you want to appear in the list view.

See the online help and manuals that come with your Palm-size PC for more information about the different views and filtering capabilities of each program.

Customizing Your Palm-size PC

You can tailor the settings of your Palm-size PC to suit your particular needs. Tap **Start** and **Settings**, and then tap the setting you want to change in the menu that appears.





The following describes the settings that you can adjust with the **Settings** menu.

Buttons

For assigning programs to the program buttons and for making up/down control settings (for Action control and screen scroll button operations).

Important!
Do not assign a program installed on a CompactFlash card to a program button. Only assign programs that are installed in main memory.

Communications

For specifying a device name (the name that connected devices use to recognize your Palm-size PC), and for making settings for connection to a desktop computer.

Dialing

For specifying the dial method to be used for a dial-up connection.

Display

For specifying the background for the Active Desktop.

Input Panel

For specifying the input panel input methods.

Owner

For entering and editing owner data, which appears on the Active Desktop whenever your Palm-size PC is started up.

Password

For registering and deleting a password required each time your Palm-size PC is turned on, and for setting security options.

Power

For displaying a screen that shows the current battery level and for setting the idle time before auto power off is triggered.

Regional Settings

For specifying the number system, currency, date, date and time formats and other settings for your region.

Remove Programs

For removing programs installed in RAM.

Stylus

For calibrating the touch screen and adjusting the double-tap speed.

System

For adjusting memory allocation between storage memory and program memory.

> ***Note***
> ***You can allocate up to 16MB for storage memory.***

Taskbar

For specifying which programs and items appear on the Taskbar.

Volume & Sounds

For making volume settings and for turning sounds on and off.

World Clock

For setting the date and time for your location and a second location.

Note
See online help for more information about these settings.

Chapter 2

Tutorial

This chapter walks you through a number of procedures and helps you to become familiar with using the pre-installed programs of your Palm-size PC. This chapter covers the following topics.

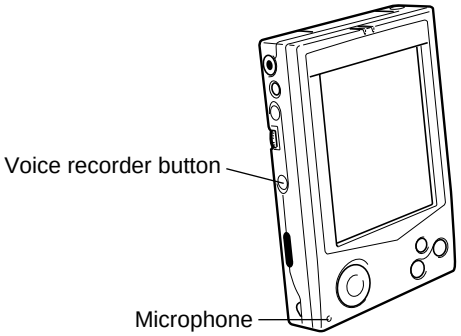
- Recording a message with **Voice Recorder**
- Adding a **Contacts** record
- Creating a **Calendar** appointment
- Entering a reminder in **Tasks**
- Creating a note with **Note Taker**
- Viewing the **Active Desktop**

If you like, you can skip around this chapter and look at only the procedures you are interested in.
For more information about how to use each program, start up the program, tap **Start** and then tap **Help** to display online help.

Note
If you haven't already done so, be sure to reach Chapter 1 to familiarize yourself with Palm-size PC basic operation, typing and writing text, etc.

Recording a Message with Voice Recorder

Voice Recorder is the easiest way to enter data into your Palm-size PC. Simply hold the Palm-size PC up to your mouth and speak into the microphone. The voice recorder button is positioned for easy access while the Palm-size PC is being held in your hand.



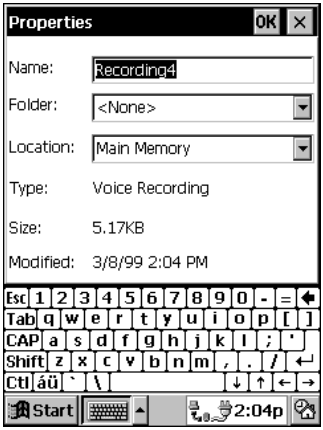
To record a message with Voice Recorder

1. Hold down the voice recorder button.
- Recording continues as long as you keep the voice recorder button depressed.

2. Speak into the microphone.

3. Release the voice recorder button to stop recording.
- The Palm-size PC beeps to let you know recording is complete.

Note
- Press the **Action** control to playback the recording you just made.
- Press the **Action** control to pause playback. Pressing the **Action** control again resumes playback from where you stopped it.
- The recording you just make is shown in the file list, named Recording 1 (or something similar). To change its name, tap it in the file list (so it is highlighted), and then tap . Type the name you want into the Properties dialog that appears.



Adding a Contacts Record

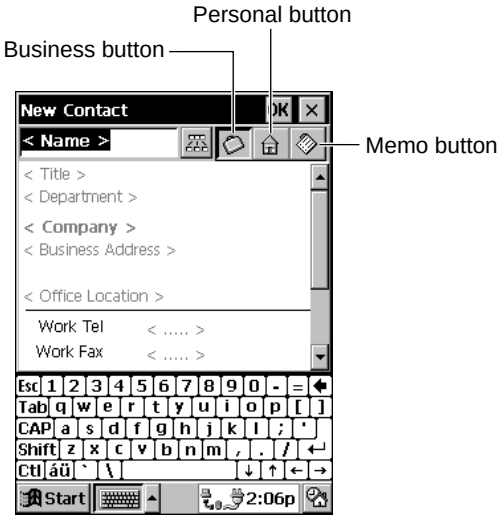
Contacts lets you keep track of phone numbers, addresses and other contact information for your customers, business associates, and friends.

Note
If you already have contact data on your desktop computer, you can use the procedures described in Part 2 of this User's Guide to download it to your Palm-size PC.

To create a new Contacts record

1. Press the Contacts button ( ) on the front of your Palm-size PC, or tap **Start** and then **Contacts**.

2. Tap the **New** button.
- This displays the new contact dialog.



- The business data input screen appears first. You can enter three types of data with Contacts: business, personal, and memo.

3. Enter the name, company, work address, work number, e-mail address and other data for the contact.
- To move between fields, either press the **Action** control and the right cursor button at the same time, or use the stylus to tap the field you want to jump to.

4. If you want to enter personal data, tap .

5. Enter the home phone number.

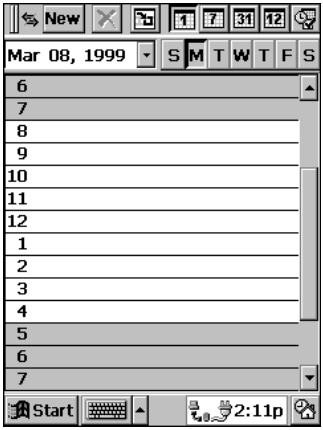
6. After you are finished, tap **OK** to store everything. The new contact should be in the Contacts list.

Creating a Calendar Appointment

Your Palm-size PC's Calendar program is just the thing for keeping track of appointments, meetings, and other important events.

To create a Calendar appointment

1. Press the Calendar button ( ) on the front of your Palm-size PC, or tap **Start** and then **Calendar**.



2. Tap the date ▼ button to display the calendar.

3. Tap the date of the appointment in the calendar, tap the line that corresponds to the time of appointment, and then tap the **New** button to display the dialog for entering a new Calendar appointment.

4. Tap the **Description** ▼ button and then select the appropriate description from the list that appears.

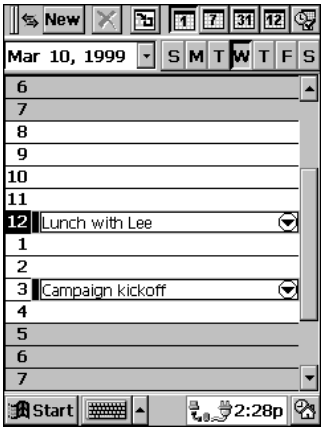
- If you cannot find the description you want in this list, tap the **Description** ▼ button again and go to the next step.

5. Tap the **Input Method** button and select the input method you want to use.

6. Enter the reminder of the description using the input method you selected.

- See "Typing and Writing on your Palm-size PC" on page 12 of this User's Guide and Palm-size PC online help for more information about entering text.

7. Tap **OK** to save the appointment and return to the Calendar screen.



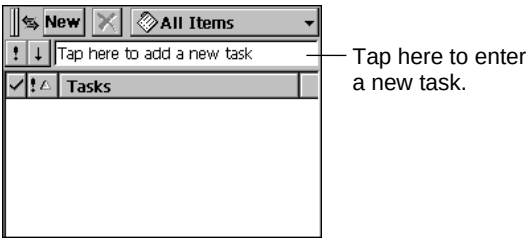
Important!
Windows CE 2.11 counts the week that contains the January 1 as the first week of each year.

Entering a Reminder in Tasks

The Tasks program helps to effectively things you have to do each day.

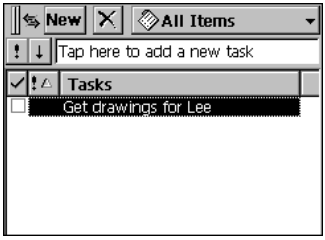
To enter a reminder in Tasks

1. Tap **Start** and then **Tasks**.



2. Use the on-screen keyboard or handwriting recognition to enter the title of the task.

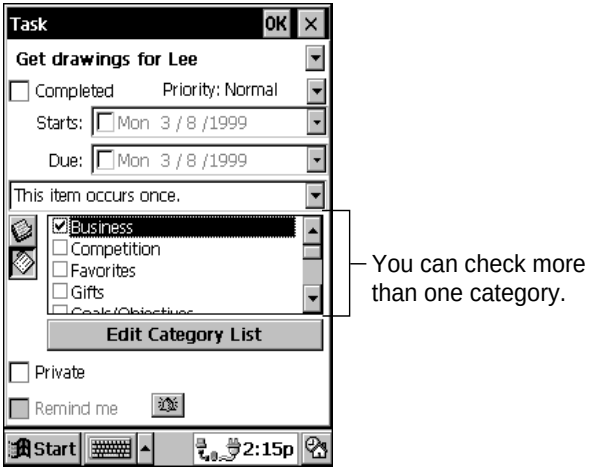
3. Tap ↵ on the keyboard or tap outside the handwriting input panel to add the new task to the list.



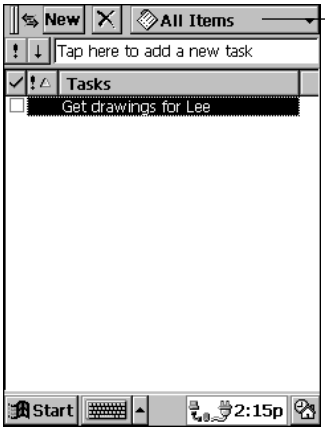
To assign a category to a task

1. On the task list, double-tap the task to which you want to assign a category.
• This displays a dialog that shows the details of the task.

2. Tap the button and then check the box next to the category (or categories) you want to assign to the task.



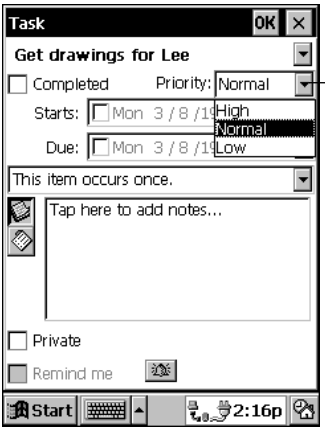
3. To save the task, tap **OK**.



Tap here to display a menu of categories. Only the tasks that are assigned the currently selected category are shown in the task list. Selecting **All Items** shows all items, regardless of category.

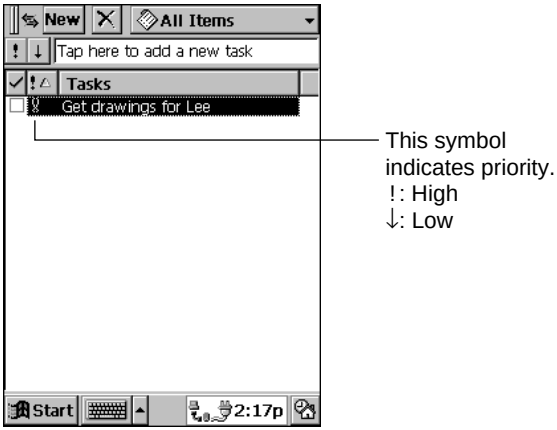
To assign a priority to a task

1. On the same screen for assigning a category to a task (page 24), tap the **Priority** ▼ button.



Select a priority from the list.

2. To save the task, tap **OK**.



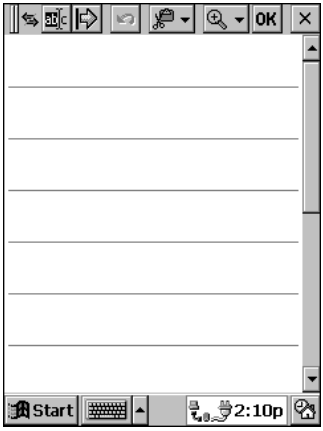
Creating a Note with Note Taker

Your Palm-size PC's Note Taker program is just like having a digital note pad with you wherever you go. Note Taker lets you type your notes on the spot and even edit data.

To create a note with Note Taker

1. Tap **Start** and then **Note Taker**.

   If this is your first Note Taker note, the above step displays a blank input screen. If you already have Note Taker notes stored in memory, a list of notes appears first, and you have to tap to display the input screen.



2. Use the on-screen keyboard or handwriting recognition to enter text, or draw a diagram right on the screen.
3. After the note is the way you want, tap **OK** to save it and return to the Note Taker list of notes.

- Note Taker automatically names your note using the first characters of text in the note. To change the name or to move your note to a particular folder, highlight the note in the list. Next tap **File** and then **Properties**. Use the dialog that appears to make the changes you want.

To enter text into a note

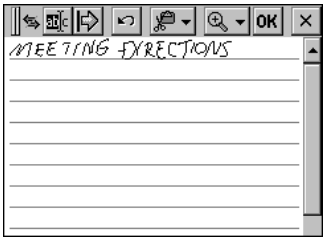
Tapping the input panel button to display the input panel clears the horizontal lines from the screen and causes the cursor to appear. You can type text from the keyboard or enter text using handwriting recognition while the cursor is on the screen.

- See "Typing and Writing on your Palm-size PC" on page 12 of this User's Guide and Palm-size PC online help for more information about entering text.

To enter freehand letters in a note

While the horizontal lines are shown on the Note Taker screen (no input panel displayed), use the stylus to write the letters you want directly on the screen.

You can write letters just as you would with a pencil and paper. You can also zoom in and out on the note to change its size.

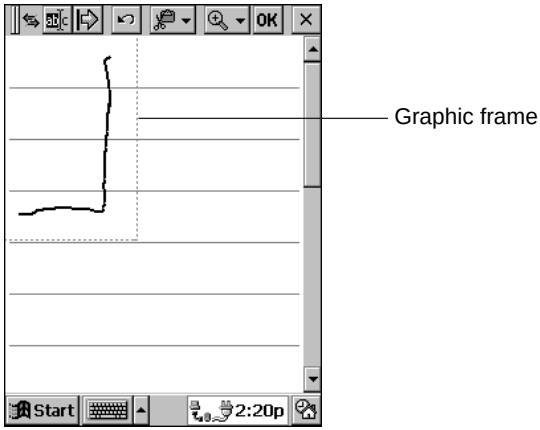


Scale: 100%

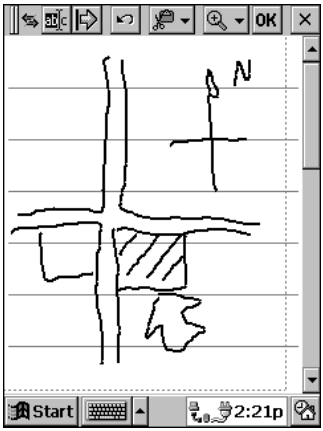
Important!
Freehand letters cannot be converted later to typed text.

To draw graphics in a note

Use the stylus to draw graphics on the screen, just as you would with a pencil and paper. If your figure extends across more than three horizontal lines, it is surrounded by a dotted-line frame, which identifies it as a graphic.



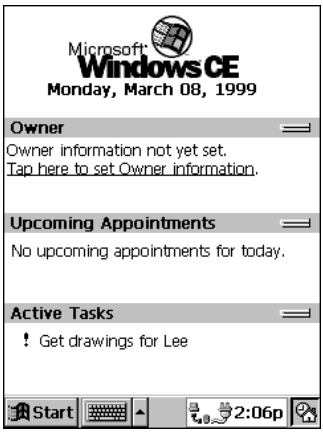
If you draw another figure outside the existing graphic frame, the frame expands to incorporate the new figure.



Viewing the Active Desktop

The Active Desktop of your Palm-size PC shows you upcoming appointments and active tasks at a glance.

To display the desktop, tap the **Desktop** button on the Taskbar.



This is the *Active Desktop*. The initial default contents for the Active Desktop are owner data, upcoming appointments (from Calendar), and active tasks (from Tasks).

To change the contents of the Active Desktop, tap **Start**, **Settings**, and then **Display**. On the dialog that appears, tap the **Desktop** tab and then select the items you want to include on the Active Desktop.

What's Next?

This tutorial is a basic overview of just some of the many things your Palm-size PC can do for you. Here are some suggestions of places where you can find other important information.

- See Chapter 3 and Chapter 4 for more information on Palm-size PC programs. Or you can get more information from Palm-size PC online help.
- See Chapter 6 about how you can link up with a desktop computer to synchronize data.
- See Chapter 5 to find out how to use your Palm-size PC to dial into the Internet or your company's server.

Chapter 3

Voice Recorder and Note Taker

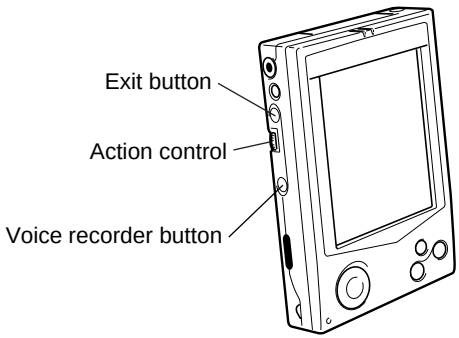
This chapter provides an overview of the Voice Recorder and Note Taker programs that come pre-installed on your Palm-size PC.

Using Voice Recorder

Voice Recorder lets you record your voice with the touch of a button for later playback when you need it. You can perform record and playback operations one-handed, which means you can operate Voice Recorder while doing something else.

Controlling Voice Recorder Operations with Buttons

The following are the buttons that control Voice Recorder record and playback operations.



To start recording

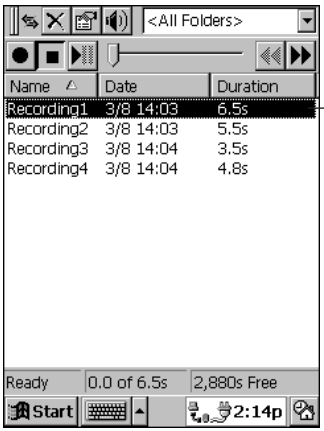
Hold down the voice recorder button to record. Recording continues as long as the button is depressed.

To stop recording

Release the voice recorder button.

To select data for playback

On the recording list, use the **Action** control to move the highlighting to the recording you want to play back.

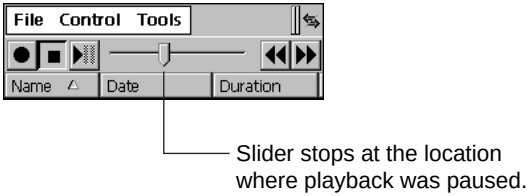


To playback a recording

Press the **Action** control to play back the recording whose name is highlighted on the recording list.

To pause playback

Press the **Action** control during playback to pause.



To resume paused playback

Press the **Action** control again to resume playback that is paused.

To stop playback

While playback is either in progress or paused, press the **Exit** button to quit the playback operation.

To playback all the recordings in the file list

Press the **Action** control twice to playback all the recordings in the file list, starting from the recording whose name is highlighted in the list.

To fast-forward during playback

While playback is in progress, rotate and hold the **Action** control downwards to fast forward. Normal playback resumes from the point where you release the **Action** control.

Note
Fast forward is disabled while playing a PCM recording (page 35).

To rewind during playback

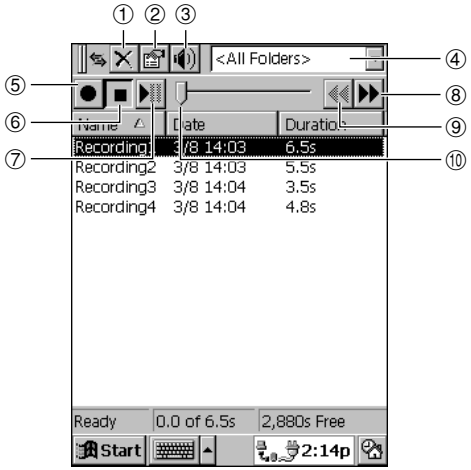
While playback is in progress, rotate and hold **Action** control upwards to rewind. Normal playback resumes from the point where you release the **Action** control.

Controlling Voice Recorder Operations with On-screen Buttons and Menu Commands

You can also control Voice Recorder operations using on-screen buttons and menu commands.

On-screen Buttons

The buttons and menu commands that control Voice Recorder operations are described below.



① Delete button
Tap to delete the highlighted recording.
② Properties button
Tap to display a dialog that shows the properties of the highlighted recording.
③ Speaker Volume button
Tap to display a dialog for controlling speaker volume.
④ Folder list
Tap to display a list of folders. The recordings in the Voice Recorder list are those contained in the folder selected using this list.
⑤ Voice recorder button
Tap to start recording.
⑥ Stop button
Tap to stop recording.
⑦ Playback/Pause button
Tap to pause recording. Tap again to resume playback from the point where it was paused.
⑧ Fast Forward button
Tap to fast-forward the recording.
⑨ Rewind button
Tap to rewind the recording.
⑩ Slider
This slider shows the current playback location. You can change to another location by dragging the slider left and right.

File List

The file list shows all the recordings contained in the currently selected folder. You can sort the recording list contents by tapping the column headers at the top of the list.

Select the folder here. Selecting **All Folders** displays recordings in all folders.

This ▲ mark appears next to the name of the column on which the file list is sorted. Each tap of a column header toggles the sort order between ascending ▲ and descending ▼. You can specify which file attributes you want to appear in the file list. Tap **Tools** and then **Options**. Next tap the **Columns** tab.

To create, change the name of, or delete a folder

Select **Edit Folders** here to display a dialog that lets you create a new folder, or change the name of or delete an existing folder.

Recording Properties

Recordings are automatically assigned default names that follow the sequence **Recording 1**, **Recording 2**, and so on. You can change the recording name and the folder where the recording is stored using the recording's properties dialog, which is displayed by selecting a recording on the recording list and taping the **Properties** button.

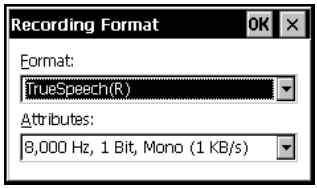
Change the recording name here.

Use this box to move the recording to another folder.

If you are using a memory card, use this box to specify whether the file should be stored in Palm-size PC main memory or on the memory card.

Recording Formats

Voice Recorder normally records data in TrueSpeech, which requires a relatively small file. A 10-second TrueSpeech recording uses only about 10 Kbytes of memory, but with quality that is quite sufficient for normal human speech. When higher quality recording is required, you can change to PCM format by tapping **Tools** and then **Recording Format**. Tap the **Format** ▼ button and select **PCM** from the list that appears. PCM recordings are saved as .wav files, which can be uploaded to a desktop computer for playback, editing, and archiving.



If recording quality is not a factor, you can get maximum recording time by changing the format to Mobile Voice, which compresses files so they are about one third the size of TrueSpeech files.

Note

- A desktop computer must have Windows CE Services installed in order to play back Mobile Voice files. See Chapter 6 for more information about installing Windows CE Services.
- The slider does not move in real time during recording and playback of a Mobile Voice file.
- Though **Stereo** can be selected in the **Attributes** box of the **Recording Format** dialog when PCM is selected as the recording format, playback is always monaural.

To record to a memory card

1. In Voice Recorder, tap **Tools** and then **Options**.
2. On the **General** tab of the dialog that appears, check the **Save to storage card** checkbox.

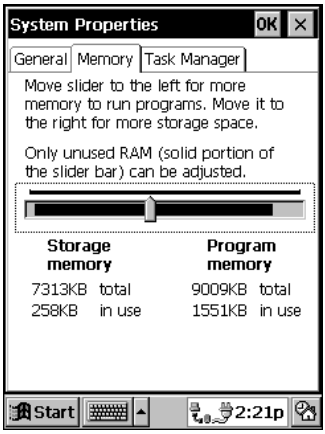
- The **Save to storage card** is dimmed if your Palm-size PC does not have a memory card installed.

To increase the size of the data storage area in Palm-size PC memory

If you keep getting memory low messages while using Voice Recorder, try using the following procedure to increase the amount of Palm-size PC memory available for data storage.

1. Tap **Start**, **Settings**, and then **System**.

2. On the **Memory** tab of the system properties dialog that appears, use the slider to reserve more memory for data storage.



Note
You can allocate up to 16MB for storage memory.

If overall memory is in sufficient, try using a memory card.

Using Note Taker

Note Taker is just like having a digital note pad along with you wherever you go. Unlike paper, however, Note Taker lets you edit and format the contents of a note quickly and easily.

To start up Note Taker, tap **Start** and then **Note Taker**.

Creating a New Note

Tap to display the new note screen. Tapping the ▼ button displays a list of templates from which you can choose the one you want.

Inputting Text into a Note

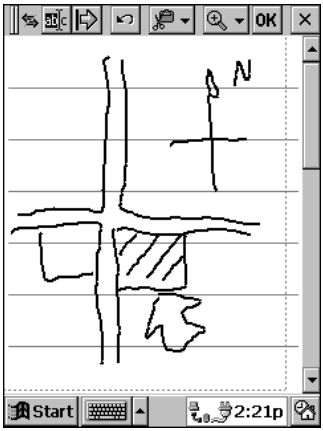
You can enter text into a note by typing with the on-screen keyboard or with the character recognizer. See Chapter 1 of this User's Guide for more information about entering text using these methods. Note Taker also lets you enter freehand graphics and letters by drawing directly on the screen.

This is the screen for typing text with the keyboard. On this screen there are no horizontal lines. A cursor shows the input position.

You can change to input of freehand letters and graphics by tapping to hide the input panel.

Freehand Letters and Graphics

Use the stylus to draw the letters and graphics you want directly on the screen.



If your figure extends across more than three horizontal lines, it is surrounded by a dotted-line frame, which identifies it as a graphic.

Note

- Scrolling a screen that contains freehand graphics can cause the graphics to break up on the screen. Scroll some more and the graphics should return to normal.
- Tapping **View** and then **Full Screen** hides the command bar and displays the maximum amount of data on the screen. Tap **Restore** to view the command bar again.

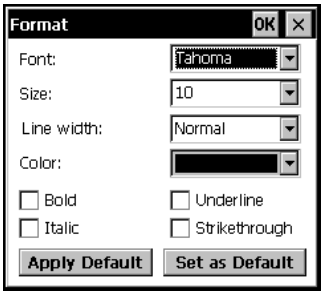
Editing and Formatting a Note

You can edit text you entered using the keyboard or the character recognizer, and you can also edit freehand graphics and letters. To select text or a figure for editing, hide the input panel, tap the **Select** button, and then drag the stylus over the text or figure.

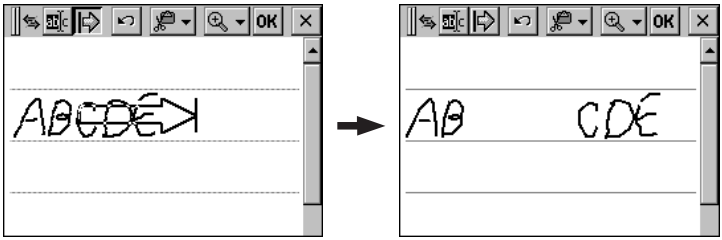
Note

Instead of tapping **Select**, you can also hold down the **Action** control while dragging the stylus across the text or figure.

Tap and then **Format** to display the format dialog. The contents of the format dialog depend on whether text or a graphic is selected.



You can use the button to increase or decrease the space between the elements on the screen.



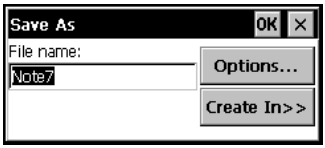
Note
Instead of tapping , you can also hold down the **Exit** button while dragging the stylus across the text or figure.

Saving a Note

After the note is the way you want, tap **OK** to save it and return to the note list. Note Taker automatically assigns a name to the note according to the following rules.

- The first 21 characters of the first line of typed text are used as the note name.
- If there is no text in the note but the note is inside a folder, the note is given the folder name followed by a sequential number. Notes stored in a folder names **Sales**, for example, would be named Sales1, Sales2, etc.
- If there is no text in the note and the note is not inside a folder, the note is given the name **Note** followed by a sequential number.

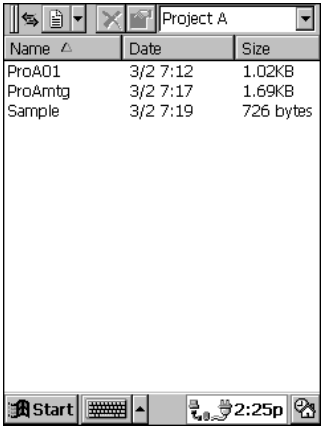
To change the name of a note, to move the note into a folder, or to change the file format of a note, tap **File** and then **Save As**.



Each Note Taker note is a separate file saved in Note Taker (.pwi) format, which synchronizes with Microsoft Word files as described under "How Data is Synchronized" on page 82. You can also save a note in Rich Text (.rtf) or text only (.txt) format, but doing so causes all freehand letters and graphics to be lost.

Managing Your Notes

The easiest way to keep track of your notes is to give them easy-to-understand names and store them in folders. For example, you could create a folder named **Project A** and place all relevant notes in that folder.
Selecting a folder in the note list causes all its notes to appear in the list.



Chapter 4

Pocket Outlook

Microsoft Pocket Outlook programs are Calendar, Contacts, Tasks, and Inbox. Using Windows CE Services, data from Calendar, Contacts and Tasks can be synchronized with Microsoft Outlook, Microsoft Schedule+7.0a and Microsoft Exchange running on a desktop computer. See Chapter 6 of this User's Guide for more information about Using Windows CE Services to synchronize data.

Inbox is a program for managing your e-mail. Inbox lets you synchronize outgoing and incoming e-mail with Microsoft Outlook or Microsoft Exchange running on a desktop computer. It also lets you use your Palm-size PC to dial up an Internet service provider to send and receive e-mail. See Chapter 5 of this User's Guide for more information about dial-up connections.

You can start up any of the Microsoft Pocket Outlook programs by tapping **Start** and then tapping the program you want to run in the **Start** menu.

Note
The section provides an overview of each of the programs that make up Pocket Outlook. For more information, see Palm-size PC online help. To view online help, tap **Start** and then **Help**, and then tap on the appropriate title.

Calendar: Scheduling an Appointment

Use Calendar to manage your appointments, meetings, and other important events. You can check your appointments any of a variety of views (Day, Week, Month, Year, and Agenda) with the tap of a command bar button.

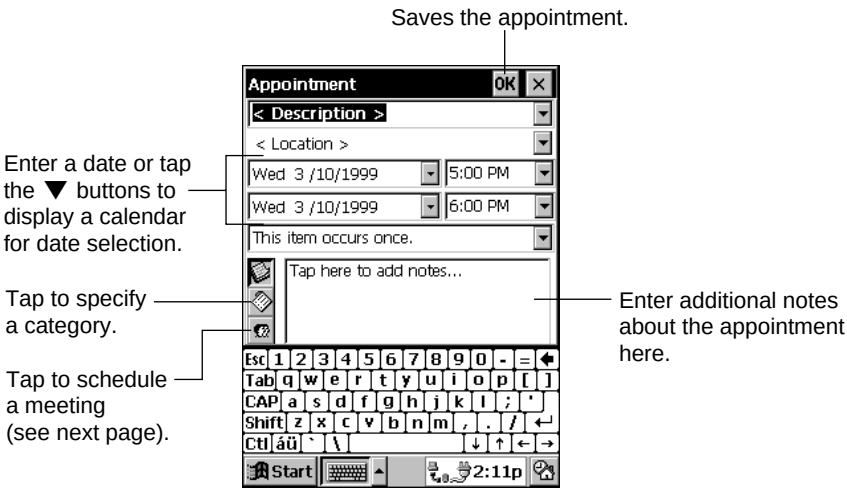
Important!
Windows CE 2.11 counts the week that contains the January 1 as the first week of each year.

Appointment List

Appointment Card

Note

You can display a new appointment card by holding down the Calendar program button ( ) on the front of your Palm-size PC for a few seconds.



Scheduling a Meeting

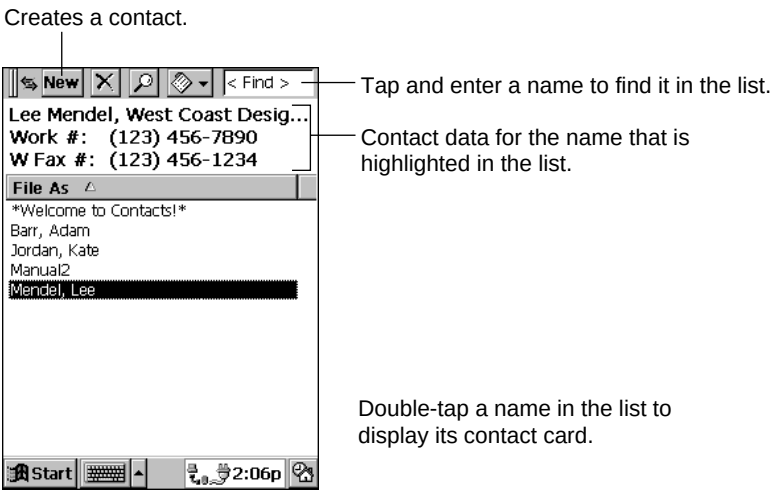
You can use Calendar to set up meetings with desktop computer users of Outlook or Schedule+, or with others who are using Pocket Outlook on a Palm-size PC. First, create a meeting appointment in Calendar, specifying who you think should attend and the location. Note that the e-mail addresses of attendees need to be already registered in Contacts.

- Inbox automatically creates a meeting announcement and sends it to the applicable e-mail addresses the next time you connect to your e-mail service or synchronize mail messages with your desktop computer.
- Responses from those who receive the announcement are sent to your Inbox. If your Inbox is set up to receive meeting announcements, icons that indicate their responses appear next to each name on the appointment card.
- When you receive a meeting announcement, your responses are sent back to the meeting organizer. Meetings you agree to attend are automatically added to your Palm-size PC Calendar.

Contacts: Managing Business and Private Contacts

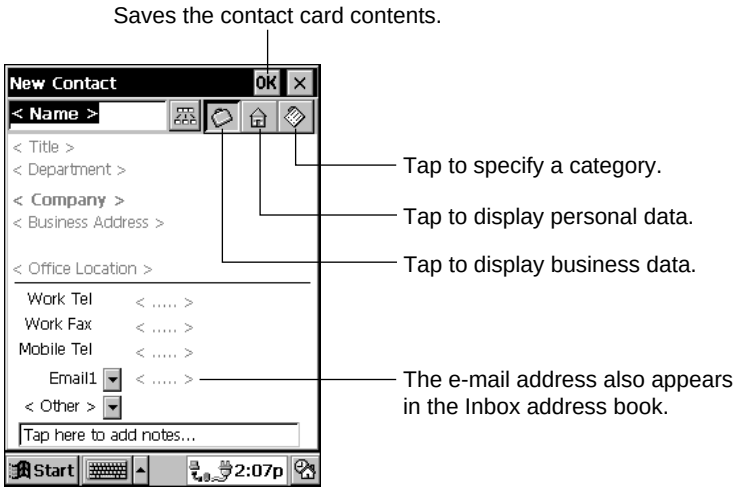
Contacts lets you maintain an up-to-date list of acquaintances and their contact data for instant recall when you need it. Contacts can also be used to look up e-mail addresses when sending e-mail with Inbox.

Contacts List



Contact Card

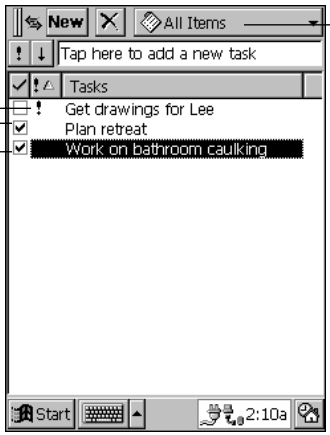
Note
You can display a new contact card by holding down the Contacts program button ( ) on the front of your Palm-size PC for a few seconds.



Tasks: Keeping Track of Things You Need to Do

Use Tasks to keep track of things you need to do. You can check a task after you complete it, and overdue tasks appear in bold. You can assign a priority and categories to each task, and even set an alarm to remind of particularly importing tasks. Tasks also are shown in the Active Window and in the Calendar's Agenda view.

Tasks List



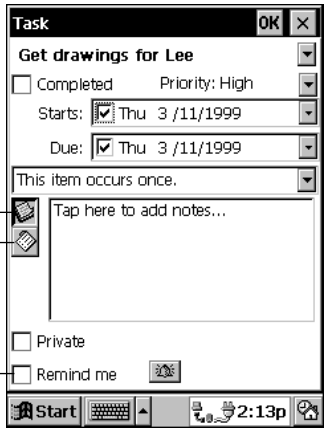
Specifies the category whose tasks are shown in the list.

This mark indicates high priority.

A checkmark indicates a task is complete.

Double-tap a task name to view its task card.

Task Card



Tap this button and then tap the description box to the right to write a freehand memo.

Displays the category list in the description box.

Check this box to set a reminder alarm. Click the button to set the alarm time.

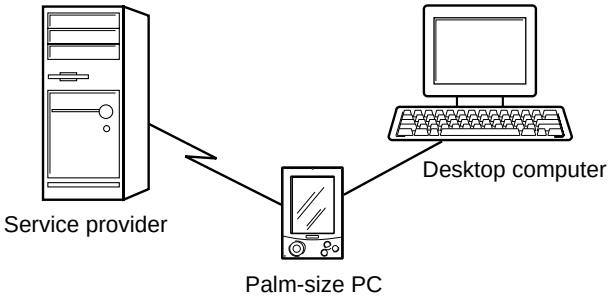
Note

All tasks must have a **Due** date specified. You cannot create a task with a **Starts** date only.

Inbox: Sending and Receiving E-mail

You can use Inbox to send and receive e-mail using either of the following two methods.

- You can synchronize incoming and outgoing messages with Microsoft Exchange or Microsoft Outlook running on your desktop computer. Or you can transfer individual messages between your Palm-size PC and desktop computer.
- You can send and receive e-mail using a dial-up connection to a service provider or your company's server (page 58).

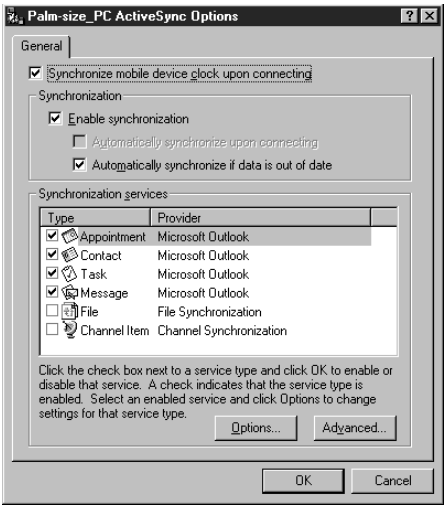


Synchronizing Messages

You can set up the **ActiveSync Options** of Windows CE Services so e-mail messages are synchronized along with other data. The following operations are performed when e-mail messages are synchronized.

- Messages are copied from the Inbox folder of Exchange or Outlook on your desktop computer into the Inbox folder on your Palm-size PC. **The messages on the two computers are linked, so when you delete a message on your Palm-size PC, it is deleted from your desktop computer the next time you synchronize.**
- Messages in the Outbox folder on your Palm-size PC are transferred to the Outbox folder on your desktop computer. These messages are then sent with the next e-mail send operation from Exchange or Outlook on your desktop computer.
  Features available on your desktop computer, such as scheduling meetings and selective downloading of attachments are also available on your Palm-size PC.

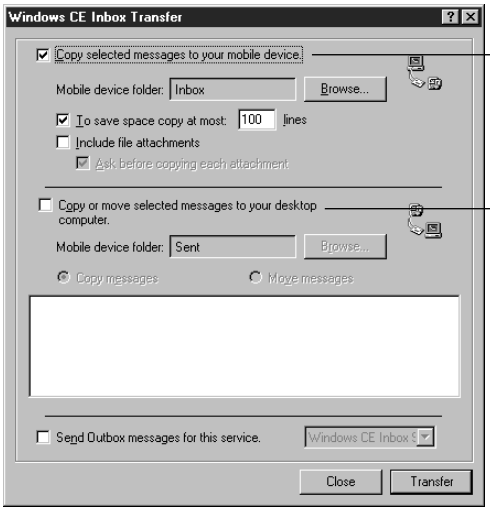
  E-mail message synchronization is disabled under the initial default settings of Windows CE Services. Use procedure under "Changing Communications Settings" on page 79 of this User's Guide to enable it.



Windows CE Inbox Transfer

Installing Windows CE Services on your desktop computer adds the **Windows CE Inbox Transfer** command to the Exchange and Outlook **Tools** menu. You can use this command to copy or move specific messages between Exchange or Outlook and your Palm-size PC. Messages can be moved into the Inbox or into specific folders.
Note that messages moved with **Windows CE Inbox Transfer** are not linked, so you can modify or delete them on one location without affecting the messages in the other location.
You can also use this method to move messages to your desktop computer that you received on your Palm-size PC from other services.

To transfer messages with **Windows CE Inbox Transfer**, click **Tools** in either Exchange or Outlook, and then click **Windows CE Inbox Transfer**. Use the dialog that appears to specify what you want to do.



See Windows CE Services online help for more information about using **Windows CE Inbox Transfer**.

Using a New Dial-Up Connection

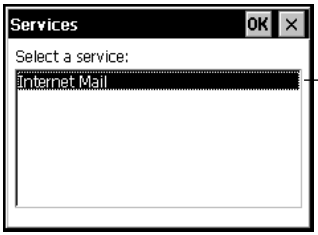
A dial-up connection is just what its name implies, you dial a number over a telephone line and connect to a computer at the other end. Note the following important points concerning a dial-up connection.

- You must set up an e-mail account with a local service provider in order to send and receive e-mail over a dial-up connection. See Chapter 5 of this User's Guide for more information about how to make dial-up connection settings.
- You need a CompactFlash type modem before you can use a dial-up connection. See the separate *Hardware Manual* for more information about the type of CompactFlash modem you need.
- Your Palm-size PC does not support connection to any Internet service provider (ISP) that requires use of special software or programs.
- Your Palm-size PC supports dial-up connection with an Internet service provider (ISP) that uses a POP3 mail server and SMTP mail gateway.
- You can use multiple mail services for your mail. You need to specify a name and make the correct settings for each service. The software for doing this comes pre-installed on your Palm-size PC.

To set up a new mail service

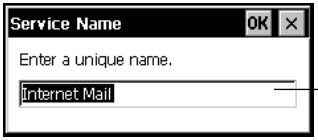
1. In Inbox on your Palm-size PC, tap **Compose** and then **Options**.
2. On the dialog that appears, tap the **Services** tab.

3. Tap the **Add** button to display a service selection dialog.

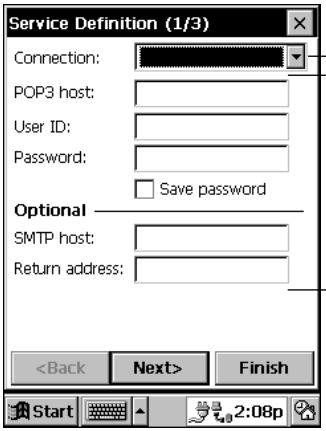


Internet Mail Service is the initial default for this list.

4. Tap **OK** to display a dialog for entering the name of the service.



5. Input a name for your service provider and then tap **OK**.
6. In the service provider settings dialog that appears, enter the required information.



7. Tap **Finish** to save your settings.

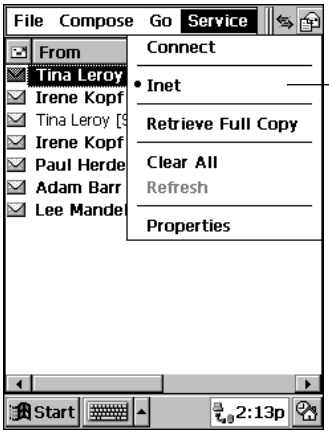
Note

- In step 6 of the above procedure, enter a mail address in the **Return Address** box if you want replies to your e-mail sent to an address that is different from the one you send from. Normally you can leave this box blank.
- Tapping **Next** in place of **Finish** in step 7 displays a dialog for making other settings that control connection to your mail server and e-mail send and receive. See Palm-size PC online help for more information about these settings.

Selecting a Service

If you have more than one service registered on your Palm-size PC, you should always check to make sure the proper one is selected before you create a new mail message or before you send and receive mail.

In Inbox on your Palm-size PC, tap **Service** and tap the name of the service you want to use.



The currently selected service is the one with a dot next to it. Note that you can use only one service at a time.

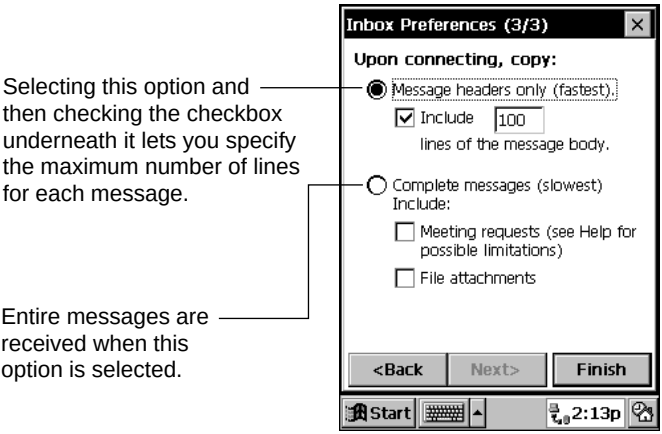
How Mail is Sent and Received by Inbox

After you select a service, tap **Service** and then **Connect** to dial it up. After your Palm-size PC dials and connects, Inbox picks up any unread mail addressed to you from your service's computer, and sends any unsent messages that are waiting in the Outbox folder.

Received Messages

Inbox is initially set up to receive messages up to 100 lines long (anything after the 100th line is cut off). Not attachments are downloaded, and original messages remain on the mail server.

- To receive selected messages in their entirety the next time you log into your mail service, select the message (or messages) on the Inbox, tap **Service**, and then tap **Retrieve Full Copy**.
  The icons of selected messages in the Inbox message list change to to indicate that full copies of them will be retrieved.
- To change the maximum number of lines and other Inbox deliver options, tap **Service** and then **Properties**. On the dialog that appears, tap **Next** twice.

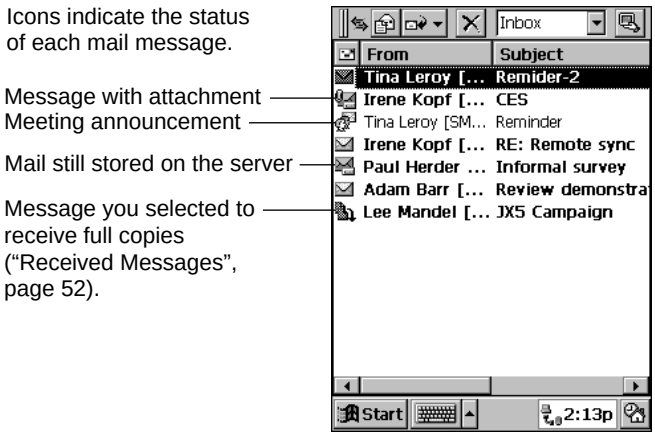


Note

- For synchronization with a desktop computer, Inbox is initially set up to copy only 50 lines of each new message from Exchange or Outlook. To receive selected messages in their entirety the next time you synchronize, select the message (or messages) on the Inbox, tap **Service**, and then tap **Retrieve Full Copy**.
- See Palm-size PC online help for more information about service properties.

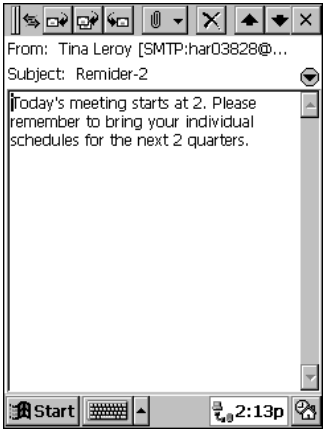
Reading Received Messages

Messages received from your mail service provider are picked up and placed in the Inbox whenever you use Inbox to log into your provider's server. The following shows the typical appearance of the Inbox after mail is received.



Note
The Inbox **Size** column shows both the downloaded size and the original file size. 1/2K, for example, means 1KB of a 2KB message was downloaded to the Palm-size PC from the server.

To view the contents of a mail message, double-tap it in the Inbox.



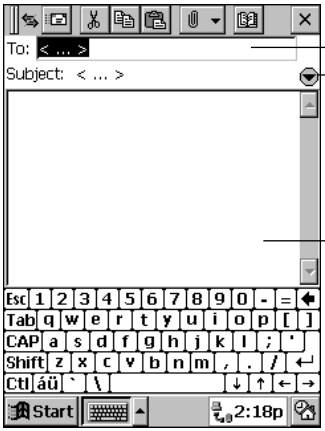
Note
You can use **Service**, **Properties** to specify whether or not the connector should be terminated automatically following a mail send or receive operation. See online help for more information.

Sending an E-mail

You can create an e-mail message either by writing a new one from scratch, or by replying to a message you received from someone else.

Writing a New Message

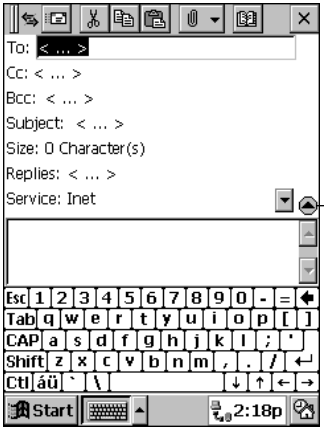
Tap to display a blank message screen.



Tapping displays an address book from which you can select the e-mail address you want.

Tap this button when you want to input addresses for CC (carbon copy) and BCC (blind carbon copy) addresses.

Enter the text of your message here.

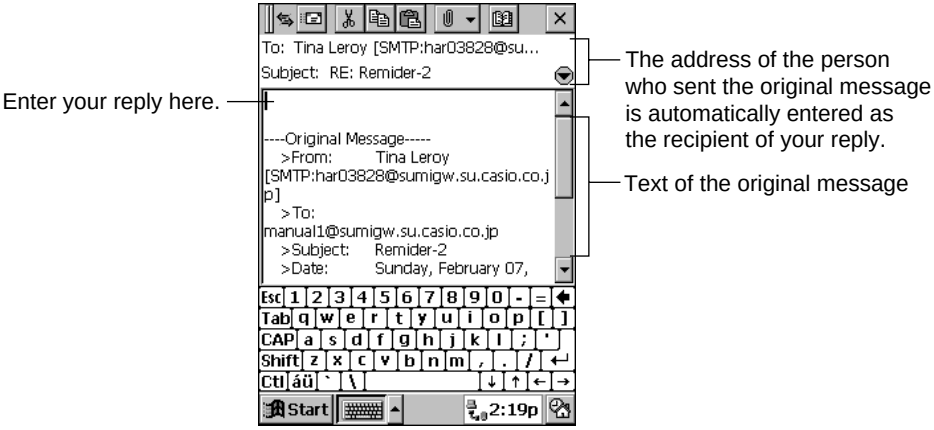


Tap the scroll button to return to the above screen.

When your message is the way you want it, tap to place it in the Outbox folder.

Replying to a Message

Display the received message or select its name in the Inbox. Next, tap and then tap **Reply to Sender**.



When your message is the way you want it, tap to place it in the Outbox folder.

Part 2 Communicating with a Computer

Part 2 of this User's Guide takes you through the procedures for connecting Palm-size PC to a desktop computer or to a dial-up network.

Chapter 5 Dial-Up Connections

This chapter explains how to set up your Palm-size PC for a dial-up connection. It also describes the difference between an Internet service provider and a corporate network.

Chapter 6 Windows CE Services and Channels

You must install Windows CE Services software in order to be able to synchronize data between your Palm-size PC and desktop computer. Windows CE Services is also useful for backing up Palm-size PC data and performing other useful tasks.
This chapter explains how to install and use Windows CE Services. It also provides information about how to use *Channels*.

Chapter 7 Data Backup and File Transfer

In addition to synchronizing data between your Palm-size PC and desktop computer, Windows CE Services also lets you back up your Palm-size PC data on your desktop computer and exchange individual files if you want. You also use Windows CE Services when you want to install programs into Palm-size PC RAM.
This chapter tells you how to do all this, plus how to use infrared to exchange data with another Palm-size PC or other Windows CE device.

Chapter 5

Dial-Up Connections

A *dial-up connection* is any connection that enables communications between a Palm-size PC and a *remote computer* using telephone lines and a modem. Once the connection is established, you can send and receive e-mail, or even synchronize data when connected to your desktop computer.

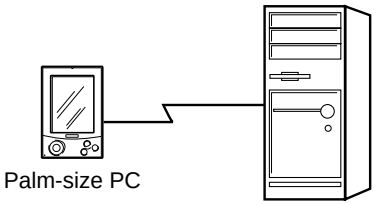
This chapter explains how to make the required settings for a dial-up connection. It also contains information about the types of computers you can connect to with a dial-up connection.

Remote Computers

Your Palm-size PC can establish a dial-up connection with the types of remote computers described below.

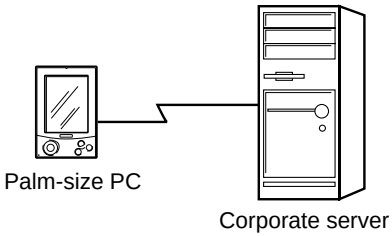
Internet Service Provider

You can set up an account with an Internet service provider (ISP) for sending and receiving e-mail. Information (telephone number, user name, password, etc.) you need to set up your Palm-size PC for this type of connection should be provided by your ISP.



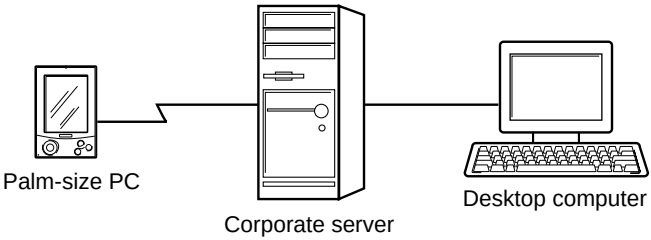
Corporate Network

This configuration lets you dial up the server at your company. Your company's network must be configured to allow external dial-in for you to be able to use this configuration. Once connected, you can send and receive e-mail to addresses on the network. The telephone number and any other information you need to set up your Palm-size PC for this type of connection should be provided by the system administrator of the corporate network.



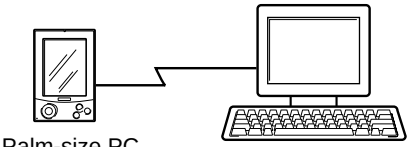
Remote Desktop Computer on a Corporate Network

In this configuration, the desktop computer must be connected to your corporate network, and network connections must be enabled. If you are going to perform remote synchronization, you must first install Windows CE Services and create a partnership using a direct cable connection as described in Chapter 6.



Remote Desktop Computer via Direct Dial-up Connection

For this type of connection, you must have a modem connected to your remote computer and set up for communication. If you are going to perform remote synchronization, you must first install Windows CE Services and create a partnership using a direct cable connection as described in Chapter 6.



Note
See "Setting Up the Remote Computer" on page 67 of this User's Guide for information about setting up a desktop computer for remote synchronization.

Palm-size PC Dial-Up Connection Settings

Use Windows CE **Remote Networking** to make the setting for dial-up connections. Before you start making settings, do the following.

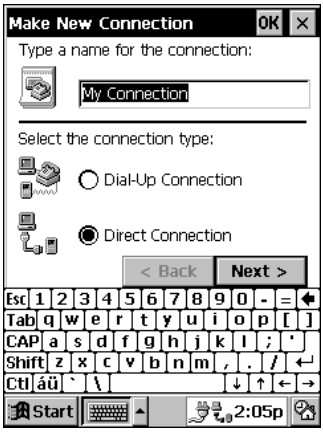
1. Make sure you have the following information on hand.
   - The phone number you need to dial
   - Name servers information (primary DNS)
   - Baud rate and other connection information
2. Connect the telephone and modem you plan to use.
   For a dial-up connection, you must insert a CompactFlash modem card into the card slot of your Palm-size PC.

   See the separate *Hardware Manual* for information about how to install the modem card .

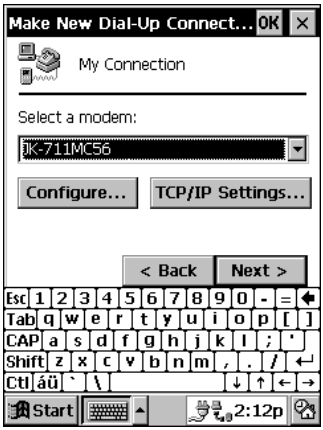
To make Palm-size PC dial-up connection settings

1. On the **Start** menu, tap **Programs**, **Communication**, and then **Connections**.

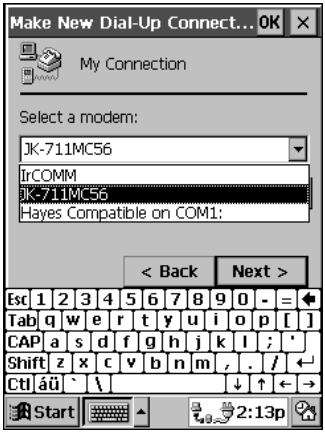
2. To create a new connection, double-tap the **Make New Connection** icon.



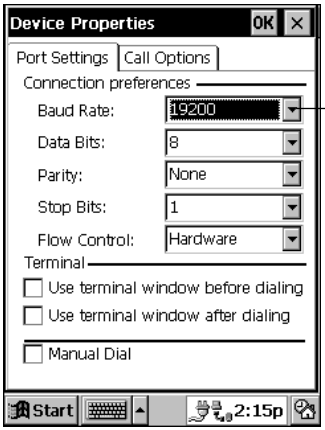
3. Enter a name for the connection, select **Dial-Up Connection**, and then tap **Next** to advance to the **Make New Dial-Up Connection** dialog.



4. Tap the **Select a modem** box to open a list of available modems. Select the one you are using.

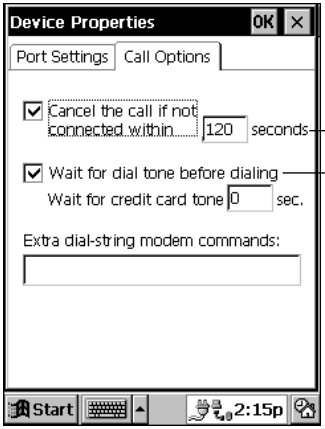


5. Tap the **Configure** button to display the **Device Properties** dialog. Make the settings described below.



Set the baud rate in accordance with the modem you are using and the speed of the remote device you are dialing up.

Port Settings



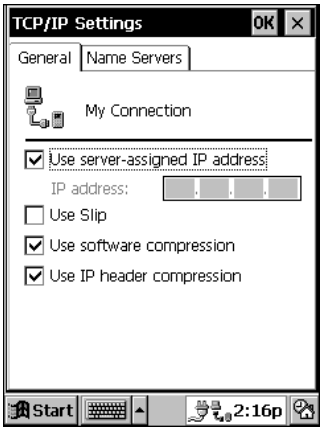
The default setting here is 120 seconds. Depending on the modem card you are using, you may have need to change this setting. See the ReadMe file on the Windows CE CD-ROM that comes with your Palm-size PC for more information.

Depending on the type of line you are connected to, you may need to uncheck this option.

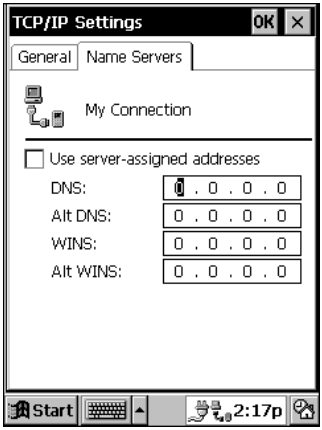
Call Options

6. After making the **Device Properties** settings you want, tap **OK** to close the dialog and return to the **New Dial-Up Connection** dialog.

7. Tap the **TCP/IP Settings** button to display the **TCP/IP Settings** dialog. Make the settings shown below.



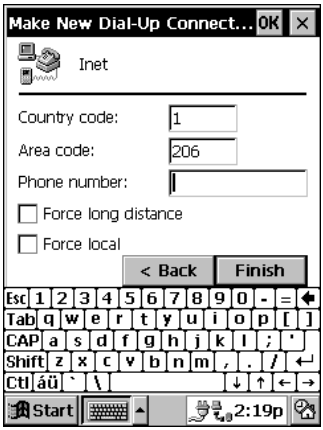
General



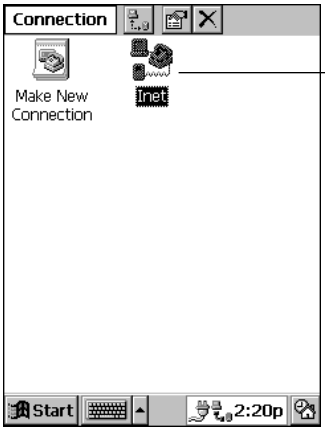
Name Servers

8. After making the **TCP/IP Settings** you want, tap **OK** to close the dialog and return to the **New Dial-Up Connection** dialog. Then tap **Next**.

9. Enter the telephone number of the server.



10. After everything is the way you want it, tap **Finish** to return to the initial **Connection** window.

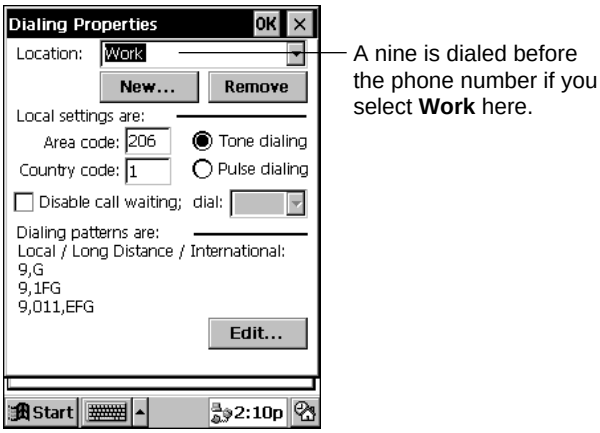


The **Connection** window now contains the new connection you just created.

Note
You have to use the above procedure to create a connection for each remote server (service provider, corporate network, or desktop computer) you plan to dial up.

Setting the Dialing Properties

Dialing properties control how the phone number you input in step 9 of the above procedure is actually dialed. To open the **Dialing Properties** dialog, tap **Start**, **Settings,** and then **Dialing**.



You can set up properties for each dialing location from which you dial. Then before you need to dial a number, simply select the dialing location you want, and dialing is performed with all the necessary prefixes.

Let's say you have the following number specified for your dial-up connection.

Area Code: 567 Phone Number: 123-4567

You can set up dialing properties to add the area code whenever you dial from home, and drop the area code but append a nine at the beginning to get an outside line whenever you dial from the office.

Dialing from home: 567-123-4567

Dialing from the office: 9-123-4567

You can add new dialing locations to the list as required, and even specify different dialing patterns for each location. See Palm-size PC online help for more information about dialing properties.

Setting Up the Remote Computer

A remote computer must also be set up correctly before you can access it from your Palm-size PC. The following describes the required settings for each type of remote computer.

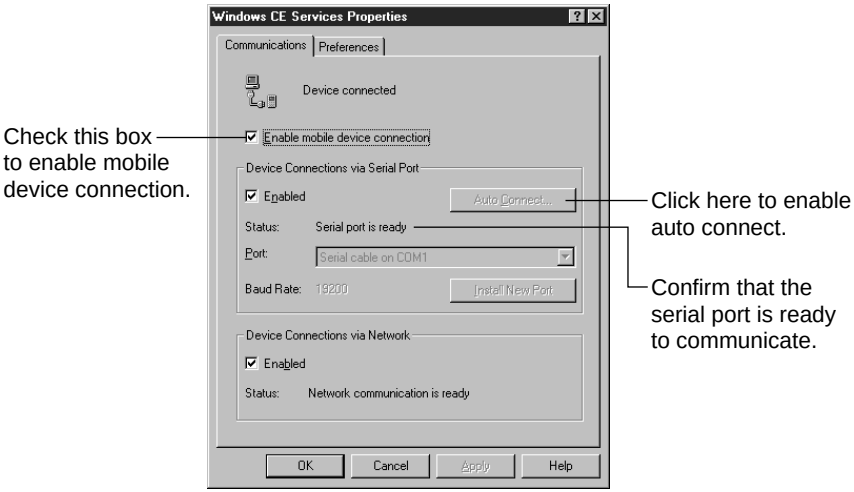
Internet Service Provider or Corporate Network

The server must be running for a connection to be made. Systems are sometimes down due to periodic maintenance or unforeseen problems. Your service provider or network administrator should be able to keep you informed of regularly scheduled system maintenance. If the telephone number is busy when you dial, wait awhile and try again.

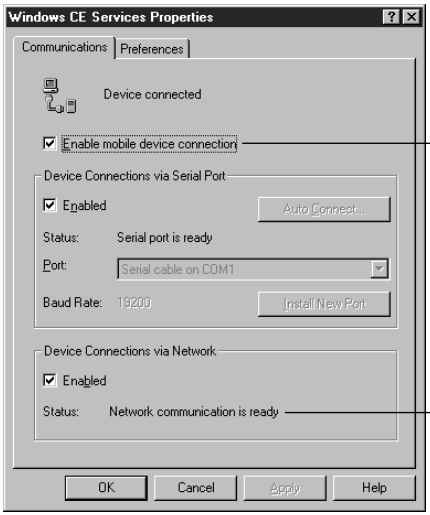
Remote Desktop Computer

You can connect to a remote desktop computer through a modem attached to it, or through the network to which the computer is connected. The following points apply in either case.

- Before establishing a dial-up connection, you must first establish partnership between your Palm-size PC and the desktop computer.
- The desktop computer must be turned on, with Schedule+, Exchange, or Outlook running with your user profile.
- In the lower right corner of the **Mobile Devices** window, the connection status must show **Waiting for mobile device to connect**.
- **Enable Synchronization** must be checked on the **ActiveSync Options** dialog.
- When connecting through a modem, the modem must be connected to the desktop computer and turned on. You must also enable mobile device connection as described below.
- From the **Mobile Devices** window, tap **File** and then **Communications** to display the **Windows CE Services Properties** dialog shown below.



- For a remote connection to a desktop computer connected to a network, make the **Windows CE Services Properties** shown below.



Establishing a Dial-Up Connection

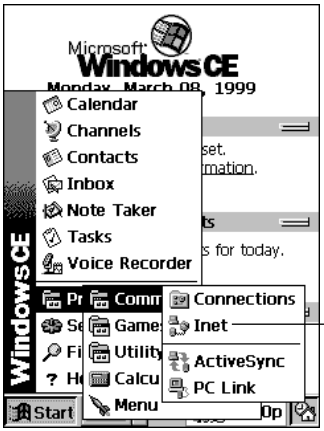
After making all the required settings, you are ready to try establishing a dial-up connection with your Palm-size PC.

Note

- A CompactFlash modem card makes it possible for you connect to a standard analog telephone line. See the separate *Hardware Manual* for more information about using it.
- We recommend that you use the AC adapter to power your Palm-size PC whenever using a CompactFlash modem card for communication.

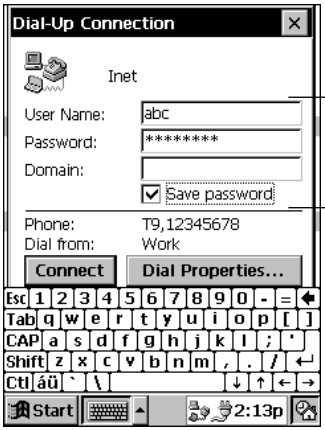
To establish a dial-up connection with a service provider or corporate network

1. Tap **Start**, **Programs**, and then **Communications**.



This list shows all connections you created with the procedure under "To make Palm-size PC dial-up connection settings" on page 61.

2. Tap the connection to display the following dialog.



Enter the user name and password. Check the **Save Password** option if you don't want to input your password every time.

3. Check to make sure that the phone number is correct.

- If the phone number is not correct, refer to the procedure under "To make Palm-size PC dial-up connection settings" to correct it.

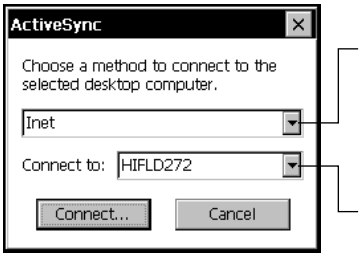
4. Tap **Connect** to connect.
- The dialog shown below appears telling you the connection is being established. The dialog closes automatically when the connection is established.

- Now you can send and receive e-mail.

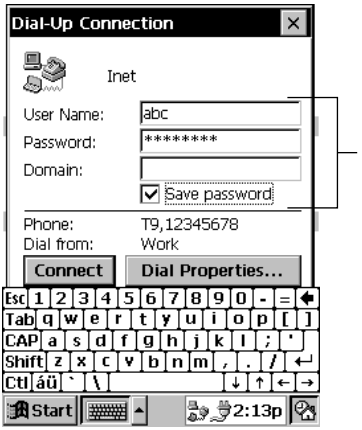
Note
You can also establish a dial-up connection directly from Inbox. See "How Mail is Sent and Received by Inbox" on page 52 for more information.

To establish a dial-up connection with a desktop computer for synchronization

1. Tap **Start**, **Programs**, **Communications**, and then **ActiveSync**.



2. Tap the connection to display the following dialog.



Enter the user name and password. Check the **Save Password** option if you don't want to input your password every time.

3. Check to make sure that the phone number is correct.
- If the phone number is not correct, refer to the procedure under "To make Palm-size PC dial-up connection settings" to correct it.

4. Tap **Connect** to connect.
- A dialog appears telling you the connection is being established. The dialog closes and synchronization starts automatically when the connection is established.
- The icon on the Taskbar indicates that a connection currently exists.

Closing a Connection

Double-tap the icon on the Taskbar. On the dialog that appears, tap **Disconnect** to close the connection.

ActiveSync and Inbox can be set up to close a connection established from them automatically once they finish their operations.

Chapter 6

Windows CE Services and Channels

Installing Windows CE Services on your desktop computer enables the following operation.

1. Synchronization of Pocket Outlook data (Calendar, Contacts, Tasks, Inbox) on your Palm-size PC with Microsoft Schedule+ for Windows and Microsoft Outlook 98 for Windows data on your desktop computer.
2. Downloading to your Palm-size PC of information from channels subscribed to on your desktop computer with Microsoft Internet Explorer 4.0.
3. Installation of Palm-size PC programs.
4. Exchange of files between your Palm-size PC and desktop computer. Palm-size PC file and folder operations from your desktop computer.
5. Back up and recovery of Palm-size PC data using your desktop computer's hard disk.

Items 1 through 3 are explained in this chapter, while items 4 and 5 are explained in Chapter 7.

Windows CE Services

The following describes how to install and use Windows CE Services.

Installing Windows CE Services

This section explains how to install Windows CE Services on your desktop computer, and how to establish partnership with your Palm-size PC.

Before Beginning Installation

Note the following points before beginning installation.

- Installation requires you to restart your computer. Save any files that are currently open and quit all programs before you begin installation.
- After installation is complete, your computer will look for the COM port where your Palm-size PC is connected and automatically make communications settings. See the separate *Hardware Manual* for more information on how to connect your Palm-size PC to your desktop computer with a cable.
- Even if you plan to use an infrared connection for communication, you still need to connect to your computer using a cable during the setup procedure. See Windows CE Services online help for more information on synchronizing over an infrared connection.

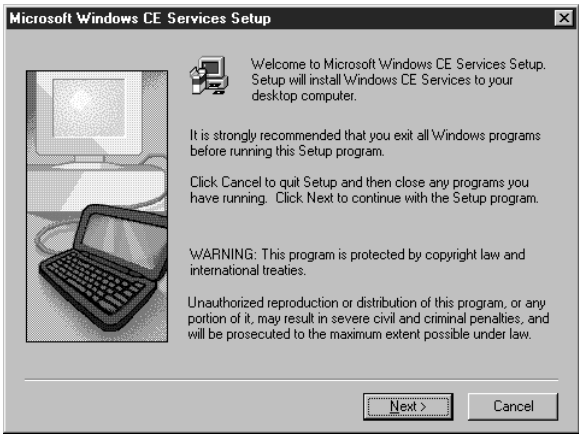
- If your desktop computer is running Windows NT with a service pack, you will be informed during the set up that you may need to reinstall the service pack. Try connecting first. If you are not successful, reinstall the service pack.

Note

- Windows CE Services does not support data exchange or synchronization with a handheld PC running Windows CE 1.0.
- Windows CE Services and H/PC Explorer (for Windows CE 1.0 Handheld PCs) cannot be installed on the same computer.

To install Windows CE Services

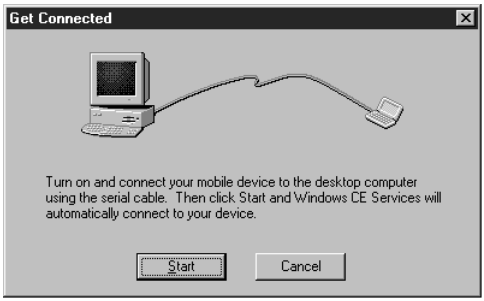
1. Insert the Windows CE CD-ROM that comes with your Palm-size PC into your computer's CD-ROM drive. This causes the Microsoft Windows CE Services Setup window shown below to appear.



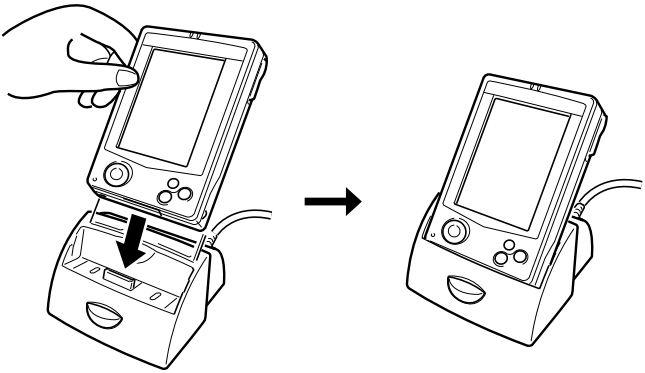
2. Follow the instructions that appear on your computer screen to install Windows CE Services.

3. On the dialog that appears asking whether you want to restart your computer, click **Finish**.

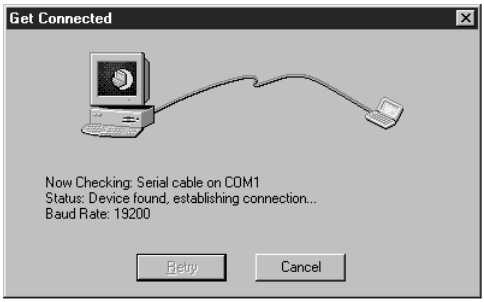
- The dialog shown below appears after your computer restarts.
- With some computers, you may not need to restart. In such a case, click **Next** to display the dialog shown below.



4. Turn off your Palm-size PC and place it on its cradle. Make sure the Palm-size PC seats securely onto the cradle.



5. Turn on Palm-size PC power and click the **Start** button on your computer's screen.
- Windows CE Services automatically locates the port where Palm-size PC is connected and configures the communications port.



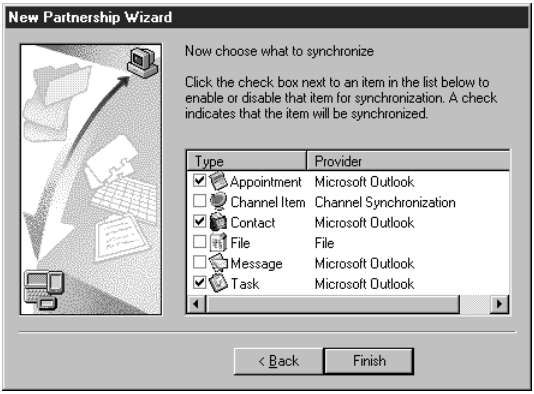
- If you are running Windows NT on your desktop computer, you will need to enter the user name and password you provided earlier in the installation procedure into your Palm-size PC.
- If the message **"Cannot find Palm-size PC"** appears, click **Cancel** to quit this procedure, and make the required communication settings manually as described under "Changing Communications Settings" on page 79.

6. The dialog shown below appears after Windows CE Services finishes making its communications settings. Enter the name of your Palm-size PC into the **Device Name** box.

7. Click **Next**, and the dialog shown below appears.

- Use this dialog to specify a synchronization method. Normally you can leave the default **Continuous** setting as it is.

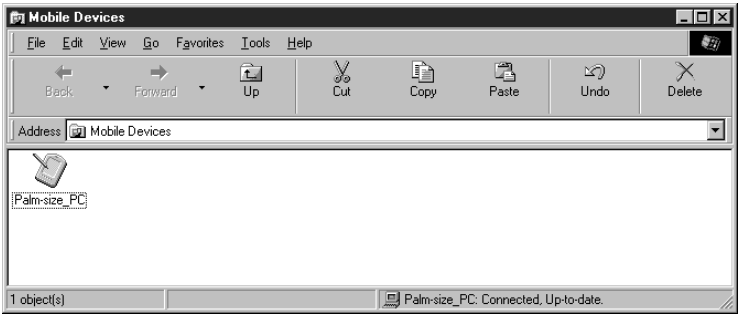
8. After you finish making the settings you want, click **Next**.



- Use this dialog to specify what data you want synchronized.
- Note that you later can change the settings you make in steps 7 and 8 using the procedure under "Changing Communications Settings" on page 79.

9. Click **Finish**.
- This starts a synchronization operation and sets up a partnership between your Palm-size PC and desktop computer.

10. The **Mobile Devices** window shown below appears after synchronization is complete.



- See “Using the Mobile Devices Window” on page 78 for more information about the **Mobile Devices** window.

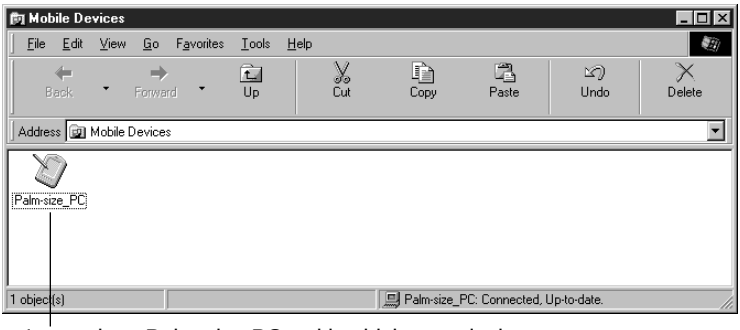
Note
You can set up partnership between your desktop computer and more than one Windows CE device (Palm-size PCs running Windows CE 2.0 and handheld PCs). You can also set up partnership between two desktop computers, such as your home computer and work computer.

Optional Infrared Communication Driver Component

The Windows CE CD-ROM contains an optional infrared communication driver component. You must install this component on your desktop computer if you want to communicate with your Palm-size PC over an infrared connection. See Windows CE Services online help for more information about installation and setup.

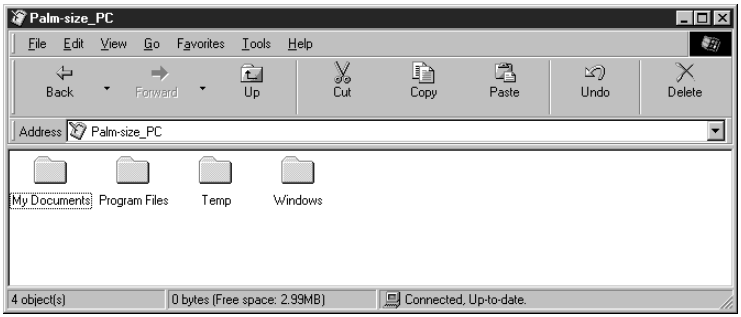
Using the Mobile Devices Window

To display the Mobile Devices Window, click the shortcut icon that is created automatically during installation. You can also display it by clicking **Start**, pointing to **Programs**, point to **Microsoft Windows CE Services**, and then clicking **Mobile Devices**.



Icons show Palm-size PCs with which your desktop computer has a partnership. The name of each icon is the name you give the Palm-size PC during installation.
The **Mobile Devices** windows lets you do the following.

- After clicking a Palm-size PC icon to select it, select **ActiveSync Options** on the **Tools** to make settings for synchronization. See "Changing ActiveSync Options Settings" on page 85 for more information.
- Double-click a Palm-size PC icon to open the Explorer window.



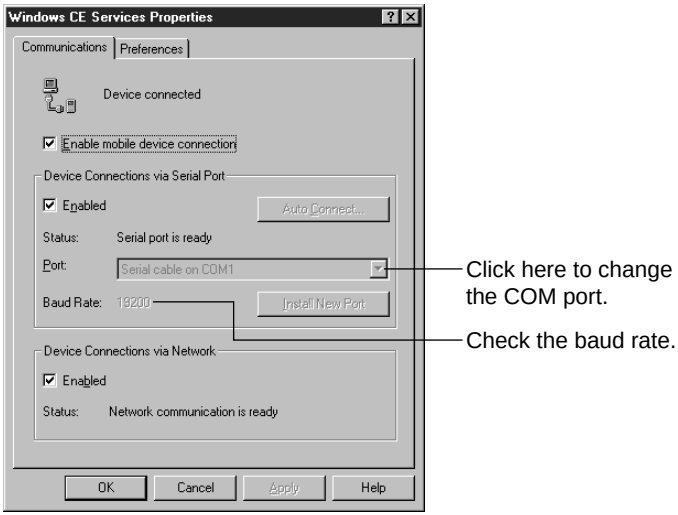
Use this window to copy and move Palm-size PC files, create and name folders, and copy files between your desktop computer and Palm-size PC. See "Copying Files" on page 90 for more information.

Changing Communications Settings

Use the procedure described here to make communications settings manually when Windows CE Services cannot detect your Palm-size PC during installation or when you want to set up for infrared synchronization. Note the following points before changing communications settings.

- Verify that the correct communications port is selected on your desktop computer and that it is free.
  Windows CE Services uses the COM port specified by **Windows CE Services Properties** (explained below) and the Windows Dial-Up Adapter to connect to your Palm-size PC. Make sure these resources are available to Windows CE Services. Other programs cannot be using these resources while your Palm-size PC and desktop computer are connected.
- Make sure the baud rate settings of your desktop computer and Palm-size PC are the same.

To check the above communications settings, open the **Mobile Devices** folder, click **File** and then **Communications**. On the dialog that appears, click, the **Communications** tab.



The initial default setting for the baud rate on your Palm-size PC is 19200. To change the baud rate setting on your desktop computer to match this, click **Start**, point to **Settings**, and then click **Control Panel**. Next, double-click either **System** (Windows 95/98) or **Modems** (Windows NT). For more information, see Windows CE Services online help.

To change the baud rate setting of your Palm-size PC, tap **Start**, **Settings**, and then **Communications**. On the dialog that appears, click the **PC Connection** tab, and then select the baud rate setting you want.

Synchronization

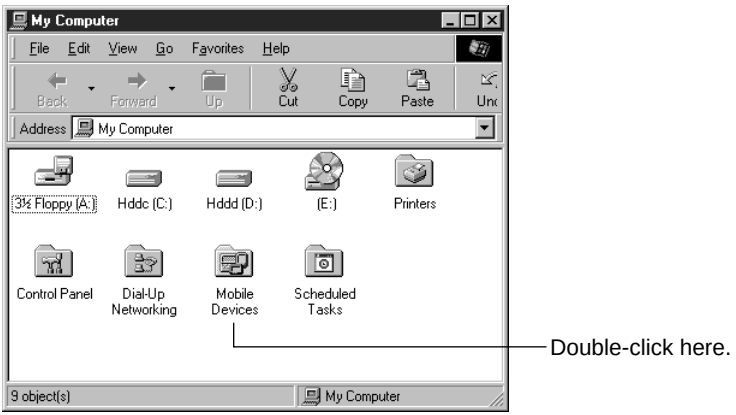
Synchronizing between your Palm-size PC and desktop computer updates data so both have the latest version. Note that you have to install Windows CE Services on your desktop computer before you can perform synchronization.
Synchronization does the following.

- **Any additions to or modifications of data you make on one computer are reflected in the data of the other computer.**
- **Any deletion of data from one computer causes the same data to be deleted from the other computer.**

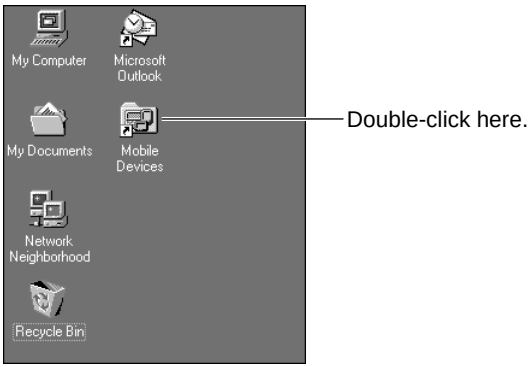
Synchronization is performed according to the settings you make in step 7 on page 76. With **Continuous** (which is the initial default setting) or **On Connect**, synchronization starts as soon as you place your Palm-size PC on the cradle.

If you selected the **Manual** option during installation of Windows CE Services, you need to start up Windows CE Services using either of the procedures described below.

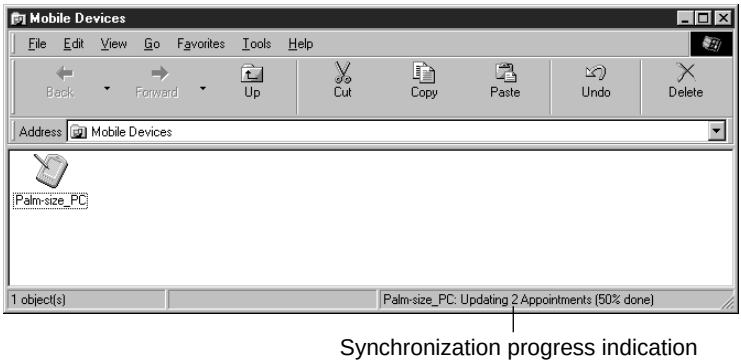
- On your desktop computer, double-click the **My Computer** icon and then double-click the **Mobile Devices** folder.



- Double-click the **Mobile Devices** shortcut on your computer's desktop.



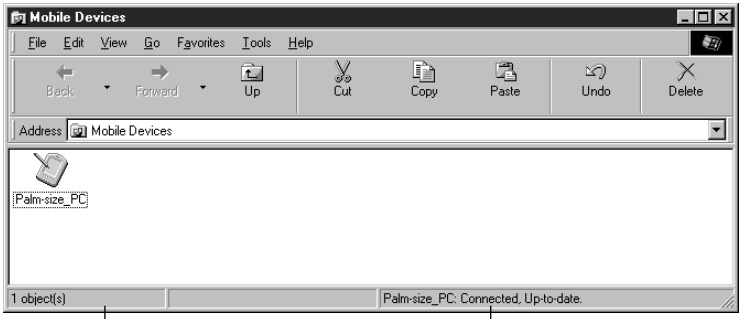
Next, to actually start synchronization, click the **Tools** menu on the **Mobile Devices** window and then click **Synchronize Now**. The progress of the synchronization is indicated in the lower right of the **Mobile Devices** window.



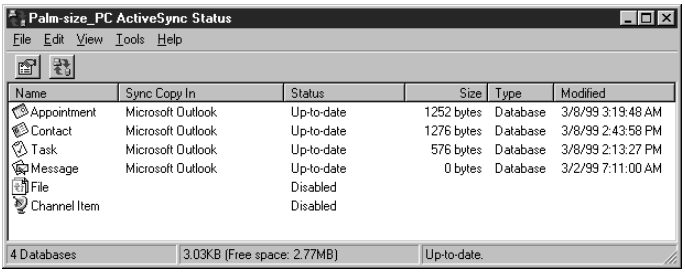
Note
Depending on the volume of data that needs to be synchronized, synchronization can take anywhere from one minute to a number of minutes.

Checking Synchronization Details

The message **"Palm-size_PC: Connected, Up-to-date."** appears at the bottom of the **Mobile Devices** window after synchronization is complete.



You can check the details of what was done during the synchronization operation by clicking **Tools** and then **ActiveSync Status**.



ActiveSync Status Window

How Data is Synchronized

This section is an overview of how data is synchronized between your Palm-size PC and desktop computer. For more information about synchronizing for specific items, see Windows CE Services online help.

Under initial default settings, only Contacts, Calendar, and Tasks data is synchronized. You can change what is synchronized using the procedure under "Changing ActiveSync Options Settings" on page 85.

Contacts, Calendar, Tasks

Data on your Palm-size PC is synchronized with the corresponding Schedule+ or Outlook programs on your desktop computer. New items entered on one computer are copied to the other.
Freehand drawing you enter on your Palm-size PC are saved on your desktop computer as metafiles (pictures) and added to Outlook. Freehand drawings are not added to Schedule+.

Inbox

The Inbox and Outbox folders of your desktop computer or e-mail saved with Outlook are synchronized with the Inbox and Outbox folders of your Palm-size PC. If for some reason you cannot send or receive e-mail directly from you Palm-size PC, you can synchronize e-mail messages and use your desktop computer to send and receive.
Under initial default settings, only the first 50 lines of each new message are received by your Palm-size PC, without any attachments.
Synchronization transfers messages in your Palm-size PC Outbox folder to your desktop computer, which sends the messages.
For more information about Palm-size PC e-mail operations, see Chapter 4 of this manual.

Files

Voice Recorder, Note Taker file, and other files you create are stored on your Palm-size PC in a folder named **My Documents**. You can view these files from your desktop computer by double-clicking the icon for your Palm-size PC in the **Mobile Devices** window.
If file synchronization is enabled (“Changing ActiveSync Options Settings” page 85), Palm-size PC files are automatically synchronized with files in the folder named **<Palm-size PC> My Documents** on your desktop computer. The text <Palm-size PC> in the actual folder name will be the same as your Palm-size PC name. The name of a folder for a Palm-size PC named “mypc” for example, would be **mypc My Documents**. The location of this folder depends on your desktop computer’s operating system.

Windows 95/98
My Documents\<Palm-size_PC> My Documents

Windows NT
WINNT\Profiles\<user name>\Personal\<Palm-size_PC> My Documents

Synchronization copies files back and forth between your Palm-size PC and desktop computer.

- Note Taker files are automatically converted to Microsoft Word (.doc) files* when they are copied to your desktop computer. Conversely, Microsoft Word files copied from your desktop computer to your Palm-size PC are converted to Note Taker (.pwi) files. Note, however, that no all data and formatting is converted. For more information, see Windows CE Services online help.

  *Microsoft Word97 is the initial default.

- Voice Recorder files are .wav files on both your Palm-size PC and desktop computer. To play Voice Recorder .wav files on your desktop computer, however, you need a special decoder that is installed along with Windows CE Services.

Channel Information

Synchronization downloads the most recent channel information from the channels subscribed to with Microsoft Internet Explorer 4.0 on your desktop computer. See "Using Channels" on page 87 for more information about channels.

Resolving Synchronization Conflicts

Synchronization conflicts occur when a previously synchronized item, such as an appointment or task, has been modified on both the desktop computer and Palm-size PC. You can set up **Mobile Devices** for either manual or automatic resolution of synchronization conflicts.

Manual Resolution

With this option, Windows CE Services displays an alert message whenever it detects a synchronization conflict. You get the option of whether or not to apply a pre-defined method to resolve the conflict.

Automatic Resolution

This option automatically resolves all conflicts by selecting the data either on your Palm-size PC or desktop computer, according to a pre-defined resolution method. No alert message is displayed.

To select the conflict resolution method you want to use, display the **Mobile Devices** window, click the **Tools** menu, and then click **ActiveSync Options**. On the dialog that appears, click the **Advanced** button to display the dialog shown below.

Select this option for manual conflict resolution. Select the resolution methods from the list box.

Select this option for automatic conflict resolution. Select the resolution methods from the list box.

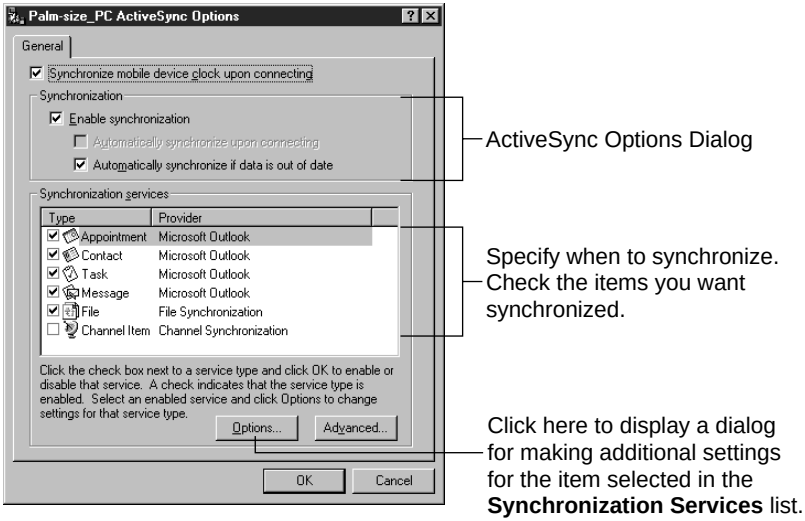
Changing ActiveSync Options Settings

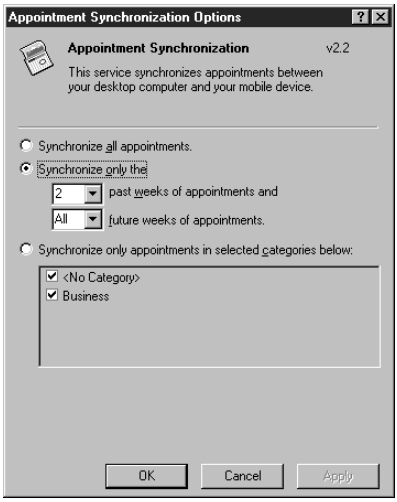
Use the procedure below to change settings that affect when to synchronize and what data should be synchronized.

Note
You can perform this procedure even when your Palm-size PC is not connected to your desktop computer.

To change ActiveSync Options settings

1. On your desktop computer, double-click the **Mobile Devices** icon to open the **Mobile Devices** window.
2. Click the icon of your Palm-size PC to select it.
3. On the **Tools** menu, click **ActiveSync Options** to display the dialog shown below.





Appointment Option Dialog

- See Windows CE Services online help for more information about settings you can make with the options dialogs. Clicking the [?] button in the upper right corner of the dialog changes the cursor to a question mark. Clicking a setting in the dialog with the question mark cursor displays an explanation about that setting.

4. Use the dialog to make the settings you want.

- See Windows CE Services online help for information about each setting.
- Clicking the **Advanced** button displays a dialog for resolving synchronization conflicts. See "Resolving Synchronization Conflicts" on page 84.

5. After everything is the way you want, click **OK** to close the dialog and return to the **Mobile Devices** window.

Using Channels

A *channel* is a Web site or other Web-formatted content that is available for offline viewing on your Palm-size PC. Channels help you to keep informed with the latest news, stock quotes, movie schedules, and more while on the go. Once you subscribe to a channel from your desktop computer, information is updated on your computer, as it becomes available. Then when you synchronize, the latest information is automatically transferred to your Palm-size PC for viewing.

Channels and their automatic updates are managed on your desktop computer by Internet Explorer 4.0 or later. You must have Internet Explorer 4.0 or later running on your desktop computer to subscribe to Channels.

Microsoft maintains a special Web site to help you get started using Channels. For information on getting started with Channels on your Palm-size PC, visit the following Web site.

http://www.microsoft.com/windowsce/channels

Displaying the Channels Screen

Tap **Start** and then **Channels**.

Synchronizing Channel Information

You must enable Channel information synchronization for it to work. In the **Mobile Devices** window of Windows CE Services, click **Tools** and then **ActiveSync Options**. In the dialog that appears, put a checkmark next to **Channel Item**.
When you synchronize using the procedure under "Synchronization" on page 80, Channel information is copied to your Palm-size PC from your desktop computer. You can view Channel information using Channels or your Active Desktop. See "Using Channels" on page 87 for more information.

Viewing Channel Information

The channel icon appears in the status area of the Taskbar whenever there is new Channel information available.

Channel icon

Double-tap the icon to switch to Channels.

Viewing Channel Information on the Active Desktop

You can set up your Active Desktop to display specific channel content for quick reference. To display Channel content in the Active Desktop, tap **Start**, **Settings** and then **Display**. On the dialog that appears, select the components you want to display on the Active Desktop.

Note
On the Active Desktop, you can display Channel content only if it is distributed as a mobile desktop format file. Go to the Web site of the Channel content provider to find about the file format they use.

Chapter 7

Data Backup and File Transfer

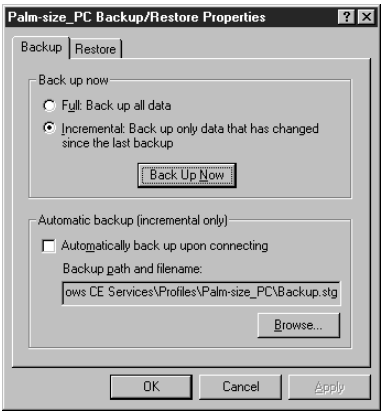
In addition to synchronizing data, your can use Windows CE Services to back up and restore Palm-size PC data, to copy and move files between your Palm-size PC and desktop computer, and to install and remove software on your Palm-size PC.

Backing Up and Restoring Data

It is a good idea to use Windows CE Services to regularly back up your Palm-size PC data on your desktop computer. If your Palm-size PC data is ever corrupted or lost, you can restore the data from the backup file on your desktop computer. A backup file contains all the files, Pocket Outlook data, and RAM-based programs that are in Palm-size PC memory.

To back up Palm-size PC data

On the **Mobile Devices** window, click on the toolbar, or click **Tools** and then **Back Up Now**. To make settings that tell the Palm-size PC what it should do when backing up data, click **Tools** and then **Back Up/Restore** to display the **Back Up/ Restore Properties** dialog.



When you restore Palm-size PC data, all data currently in Palm-size PC memory is replaced with the last backup you made. If there are files in Palm-size PC memory that you do not want replaced, drag them from the **Explorer** window in Windows CE Services to your desktop computer. See “Copying Files” on the next page for information about how to do this.

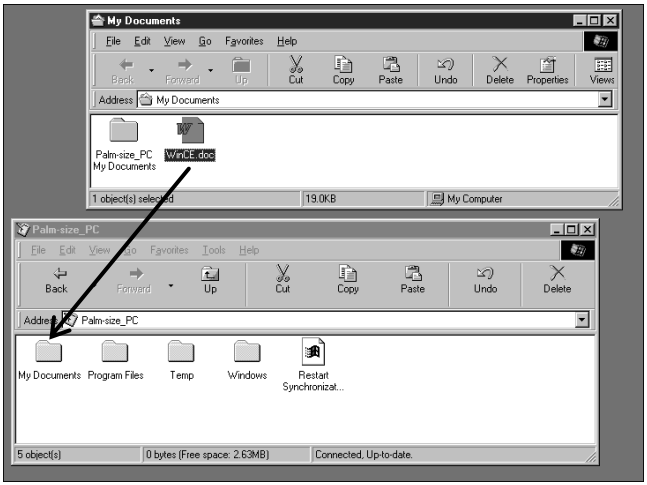
After restoring Palm-size PC data, turn off your Palm-size PC, remove it from the cradle, and then reset it. See the separate *Hardware Manual* for information about resetting your Palm-size PC.

Copying Files

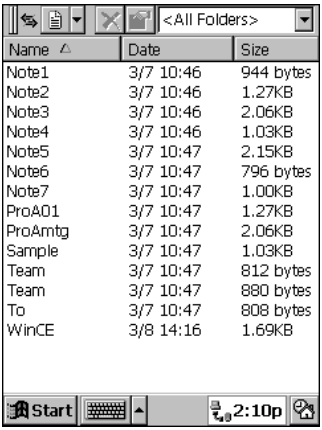
You can copy files between your Palm-size PC and desktop computer.

To copy a file

1. On your desktop computer, open the **Mobile Devices** window.
2. Double-click your Palm-size PC icon to open the **Explorer** window.
3. Open the **My Documents** folder, which contains all the files in Palm-size PC memory.
4. Now you can drag and drop files between your desktop computer and the **My Documents** folder.



The name of a file you copy to your Palm-size PC appears in the list view of the program that can open it.



Note Taker List

Note
You can also synchronize the contents of your Palm-size PC's **My Documents** folder with specified files on your desktop computer. See Chapter 6 of this User's Guide for details.

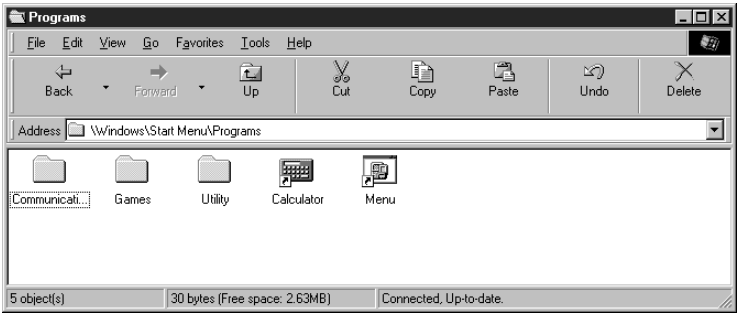
Installing and Removing Software

You can install any program designed to run under the Microsoft Windows CE Operating System (Windows CE). Normally, you run the program's installer on your desktop computer to install the program on the Palm-size PC. If the program does not have an installer, use the copy procedure below to copy it manually to the Palm-size PC. Note, however, that you should carefully read the documentation that comes with the software you are installing for information about how to install it.

To copy a program to your Palm-size PC

1. Double-click the **Mobile Devices** shortcut icon on the desktop of your desktop computer to open the **Mobile Devices** window.

2. On the **Mobile Devices** window, double-click the icon of your Palm-size PC to open it. Next, double-click the **Windows** folder, **Start Menu** folder, and then the **Programs** folder. This opens the window shown below.



3. Drag the Windows CE program from your desktop computer and drop it into the **Programs** folder.
4. To run the program on your Palm-size PC, tap **Start** and then **Programs**. Next, tap the name of the program in the **Programs** menu.

Note
Some programs may not run correctly after being installed using the above procedure. Be sure to read all documentation and any ReadMe files that come with the program for information about what you need to do to install it correctly.

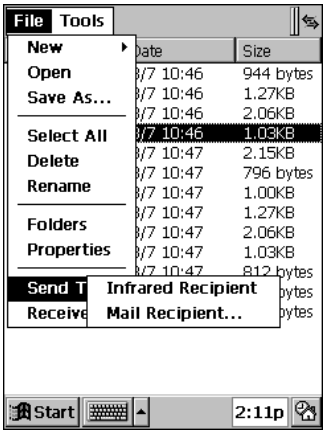
To remove a program from Palm-size PC

1. On your Palm-size PC, tap **Start**, **Settings**, and then **Remove Programs**.
2. Select program you want to remove and then tap **Remove.**

Note
- You cannot remove the programs that come pre-installed on the Palm-size PC when you purchase it.
- You cannot use the above procedure to remove a program that you installed using the procedure under "To copy a program to your Palm-size PC" on page 91. See the documentation that comes with the program for information about how to remove it.

Transferring Data with Infrared

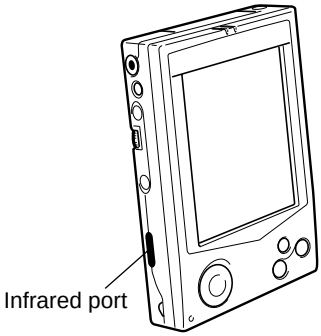
Your Palm-size PC has an infrared port that you can use to exchange information with another Windows CE device. In Contacts, for example, you can send up to 25 cards at a time to another Windows CE device. In Voice Recorder and Note Taker, you can send individual files or notes.



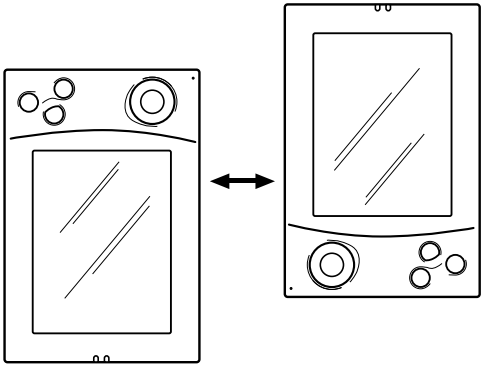
Note Taker Infrared Send Menu

To transfer data with infrared

1. Align the infrared port of your Palm-size PC with the infrared port of the other Windows CE device.



- The two infrared ports should be within about 30cm from each other.



2. On the sending unit, start up the program that contains the data you want to send. Select the items you want to send, and then tap **File**, **Send To**, and then **Infrared Recipient**.
3. On the receiving unit, start up the same program, and then tap **File** and then **Receive**.

- The displays of both units show a message indicating that data transfer is being performed. Both units play a sound and display a message when transfer is complete.

Part 3 Using the CASIO Programs

Chapter 8

Menu

Menu is an application launcher that runs for your Palm-size PC. It lets you assign applications and files to 12 buttons on its main menu, from which you can launch an application or open a file with a tap of your stylus.

Menu also lets you create submenus and assign them to main menu buttons. Tapping a submenu button opens the submenu, which contains six more application and file buttons. This means you can group your applications and files to make your Palm-size PC operations more organized and efficient.

Main Menu

Submenu

The initial default for the main menu is all of the pre-installed programs that come with your Palm-size PC.

Using Menu

Starting Up Menu

You can start up Menu either by pressing your Palm-size PC's program button or by using a menu program.

To start up Menu using the program button

Press the program button to start up Menu and display is initial screen.

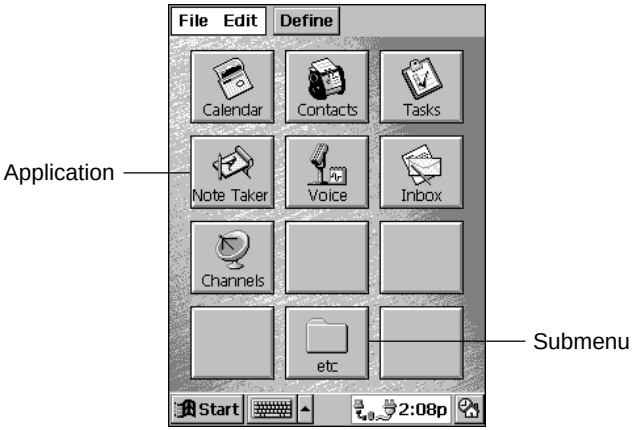
- If your Palm-size PC is turned off, pressing the program button also turns on power.

To start up Menu using a menu program

1. Turn on your Palm-size PC.
2. Tap **Start**, **Programs**, and then **Menu**.

Using the Main Menu

- Tap an application button to launch the application.
- Tap a file button to start the associated application and open the file.



- Tap a submenu button to display the submenu. Submenu button operations are identical to button operations on the main menu.

Submenu

- Close a submenu by tapping the close button in the upper right corner or by pressing the Palm-size PC's **Exit** button.

Using Action Control for Menu Button Operations

You can also use **Action** control to perform the following main menu and submenu button operations.

- On the main menu, rotate the **Action** control downwards once to select the button in the upper left corner of the menu. Next, rotate the **Action** control up and down to select buttons on the menu.
- Press the **Action** control to perform the operation assigned to the button that is selected on the screen.
- Pressing the **Action** control while a submenu button is selected displays the submenu.
- **Action** control operations for a submenu are the same as those for the main menu.
- Close a submenu by pressing the Palm-size PC's **Exit** button or by tapping the close button in the upper right corner of the submenu.

Configuring Menu

Assigning Operations to Main Menu Buttons

Use the following procedures to assign applications, files, and submenus to main menu buttons, and to edit and delete current button assignments. All of these operations are performed using the **Button Selection Screen**.

To assign an application to a main menu button

1. On the main menu, tap Define to display the button selection screen.
2. Tap the button to which you want to assign the application to select it (indicated by a frame around the button). Next, tap to display the **New** dialog.
- If a button does not have any application assigned to it yet, you can display the **New** dialog by double-tapping the button.
- If you select a button that already has an application assigned to it, the following steps will replace the existing application with the new one.

3. Tap **Application** to display the **Define** dialog.
4. Select the application you want to assign to the button from the list of **Start** menu applications on the dialog.
- To select an application not shown in the dialog list, tap **Browse** to open the **Browse** dialog.

5. When the name of the application you want is highlighted in the file list area, tap **OK** to assign it to the button and close the **Browse** dialog.
6. If you want to change the button's icon, tap **Change Icon** and perform the procedure under "To change the icon of a button" on page 99.
7. Tap the **Name** text box and type in the name you want to assign to the button.
8. After everything is the way you want, tap **OK** to return to the button selection screen where you can see what your new button looks like.
- The button shows the icon of the application and name you assigned to it.

9. After you are finished, tap [x] to return to the main menu.

Note
The number of main menu buttons is fixed at 12. You cannot increase the number of buttons.

To change the application assigned to a button

1. On the main menu, tap Define to display the button selection screen.
2. Double-tap the button whose application you want to change. This displays the **Define** dialog.

3. Perform steps 4 and 5 under “To assign an application to a main menu button” on page 98 to make the button settings you want.
4. After everything is the way you want, tap **OK** to return to the button selection screen.
5. Tap [x] to return to the main menu.

Note
Double-tapping a submenu button in step 2 of the above procedure displays the **Submenu Settings** dialog. See “Submenu Buttons” on page 100 for information about using this dialog.

To change the icon of a button

1. On the main menu, tap Define to display the button selection screen.
2. Tap the button whose icon you want to change to select it (indicated by a frame around the button).
3. Tap to display the **Define** dialog.
4. Tap **Change Icon** to display the **Change Icon** dialog.
5. Tap the icon you want to assign to the button.
6. After the icon is the way you want, tap **OK** to return to the **Define** dialog.
7. Tap **OK** to return to the button selection screen.
8. Tap [x] to return to the main menu.

To clear the settings of a button

1. On the main menu, tap Define to display the button selection screen.
2. Tap the button whose settings you want to clear to select it (indicated by a frame around the button).
3. Tap .
4. In response to the confirmation message that appears, tap **Yes** to clear the settings of the button or **No** to close the message dialog without doing anything.
5. Tap [x] to return to the main menu.

To move a button

1. On the main menu, tap Define to display the button selection screen.
2. Tap the button you want to move to clear to select it (indicated by a frame around the button).
3. Tap to cut all the settings of the button and move them to the clipboard. This is a cut operation, so the settings are deleted from the original button.

4. Tap the button to which you want to assign the settings you just cut.
5. Tap to paste the settings to the button you tapped in step 4.
6. After you are finished, tap [x] to return to the main menu.

Note
- You can also cut and paste button settings between main menu buttons and submenu buttons.
- If you paste settings to a button that already has an application assigned to it, the original settings of the button are replaced with the pasted settings.
- You cannot cut settings from a button that does not have an application assigned to it.

Submenu Buttons

Use the following procedures to create and edit submenu buttons.

To create a submenu

1. On the main menu, tap **Define** to display the button selection screen.
2. Double-tap a button that does not have any application assigned to it. This opens the **New** dialog.
3. Tap the **Submenu** button to display the **Submenu Settings** dialog.
4. Enter the name you want to give to the submenu button into the **Submenu Name** box.
5. Tap [x] to return to the button selection screen, which now shows your new submenu button.
6. Tap [x] to return to the main menu.

Note
- You can perform the above procedure without inputting a name in step 4, but doing so creates a submenu button without a name.
- After returning to the button selection screen in step 5, you could continue by assigning applications to the buttons inside the submenu, see "To assign applications to buttons inside submenus" on page 101 for information about how to do this.
- You cannot create a submenu inside of another submenu.

To change the name of a submenu button

1. On the main menu, tap **Define** to display the button selection screen.
2. Double-tap the submenu button whose name you want to change. This opens the **Submenu Settings** dialog.
3. Change the name of the submenu.

4. Tap [x] to return to the button selection screen, which now shows the submenu button with its new name.
5. Tap [x] to return to the main menu.

To change the icon of a submenu button

1. On the main menu, tap Define to display the button selection screen.
2. Double-tap the submenu button whose icon you want to change. This opens the **Submenu Settings** dialog.
3. Tap **Change Icon** to display the **Change Icon** dialog.
4. Tap the icon you want to assign to the button.
5. After the icon is the way you want, tap **OK** to return to the **Submenu Settings** dialog.
6. Tap [x] to return to the button selection screen, which now shows the submenu button with its new icon.
7. Tap [x] to return to the main menu.

To assign applications to buttons inside submenus

The procedures you should use to assign applications to, change settings of, delete, and move settings of buttons on a submenu are the same as those for the main menu buttons. Note the following points, however, when working with submenu buttons.

- You cannot create a submenu inside of another submenu.
- You can move applications between the main menu and submenus using cut and paste.
- Assigning applications to and editing submenu buttons often involves stepping through a number of screens and dialogs. After you are finished, be sure to keep clicking the [x] close buttons in the upper right corner of the displays until you get back to the main menu screen.

Menus and Toolbars

File Menu

Command	Description
Define	Displays the button selection screen.
Close	Returns from the button selection screen to the main menu.
About Menu	Displays version information.

Edit Menu

Command	Description
New	Displays the **New** dialog.
Modify	Displays the **Define** dialog. When a submenu button is selected, displays the submenu button selection screen.
Delete	Deletes the settings of the selected button.
Cut	Cuts the settings of the selected button and stores them on the clipboard.
Paste	Pastes the settings on the clipboard to the selected button.

Note
Edit menu commands are available only while the button selection screen or submenu button selection screen is on the display.

Toolbar

The following buttons are available on the toolbar.

Define ..... Tapping this button while the main menu is on the display opens the button selection screen.

..... Same as **Edit**-**New**.

..... Same as **Edit**-**Modify**.

..... Same as **Edit**-**Delete**.

..... Same as **Edit**-**Cut**.

..... Same as **Edit**-**Paste**.

Chapter 9

Card Backup Tool

Card Backup Tool lets you quickly and easily back up your Palm-size PC memory data to a memory card. Backed up data lets you easily restore your system should it start to malfunction due to some data error.

Backed Up Data

Card Backup Tool backs up the following three types of data in Palm-size PC memory.

- Files
  Files are created using Voice Recorder, Note Taker, and other applications and add-on programs. Files transferred from your desktop computer to the Palm-size PC are also backed up.
- The Registry
  The registry contains setup data for Windows CE and built-in applications.
- Database Data
  Database data is Calendar, Contacts, Tasks, and Inbox data.

Time Required for Backup

Depending on the volume of data you are backing up (or restoring), the backup operation can take anywhere from about 10 seconds to a number of minutes. To back up 4MB of data, for example takes three or four minutes. To check how much data is on your system, tap **Start**, **Settings**, and then **System**. On the dialog that appears, tap the **Memory** tab. The value under **Storage memory** indicates how much data is stored in memory. See Palm-size PC online help for more information.

Important!
The restore operation can take a very long time if you do not have enough storage memory allocated. When this happens, quit the restore operation, increase the size of the storage memory, and then try the restore operation again.

Using Card Backup Tool

This section provides details about the backup and restore operations you can perform using **Card Backup Tool**. Be sure to read the following precautions before using **Card Backup Tool** for either backup or restore.

Read this first!

- Always reset your Palm-size PC before backing up or restoring data. Make sure you perform a reset operation. *Do not perform a full reset operation!* See the separate *Hardware Manual* for information about how to reset your Palm-size PC.
- Be sure to power your Palm-size PC with the AC adapter whenever performing a backup or restore operation.
- If main battery or backup battery power is low when you start a backup or restore operation, a warning message appears and the backup or restore operation is cancelled. Before starting a backup or restore operation, charge the battery pack or load new batteries.
- Do not perform any button or screen operations on the Palm-size PC while a backup or restore operation is in progress. Do not touch the Palm-size PC at all until the backup or restore operation is complete.
- Files and other data are automatically compressed before it is stored in Palm-size PC memory. Make sure the memory card you are using for backup has enough unused space to store the data.

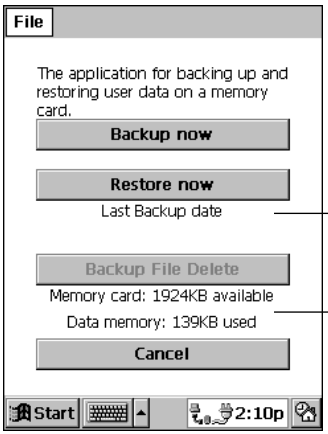
Backing Up Data

Use the following procedure to back up data. Make sure you read the precautions under "Read this first!" above before starting.

To back up data

1. Connect the AC adapter to your Palm-size PC.
2. Reset the Palm-size PC.
3. Insert a memory card with sufficient free space to store the backup data into the CompactFlash card slot of the Palm-size PC.

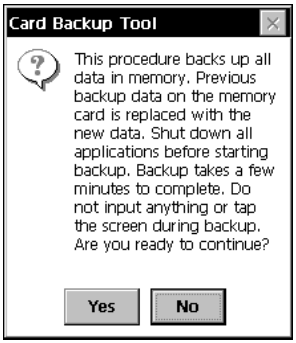
4. Tap **Start**, **Programs**, **Utility**, and then **Card Backup**.
• This starts up Card Backup Tool and causes the dialog shown below to appear.



If the memory card already contains backup data, the date of the last backup appears here.

This area shows the amount of free space on the memory card and the amount of Palm-size PC data memory that is used.

5. Tap **Backup now**.
• This causes the dialog shown below to appear.



6. Tap **Yes** to start the backup or **No** to close the dialog without backing up anything.
• An hourglass icon on the screen indicates that the backup operation is being performed.
• The message **"Backup complete!"** appears on the display after the backup operation is complete.

7. After backup is complete, tap **OK** to quit Card Backup Tool.

Note
If the backup operation is interrupted or unsuccessful for any reason and there is a previous backup file on the memory card you are using, the previous file remains intact on the card.

To interrupt a backup operation

1. Tap the [x] close button in the upper right corner of message box that is on the screen while a backup operation is in progress.
- This causes the message **"Do you really want to cancel?"** to appear.

2. Tap **Yes** to cancel the backup operation or **No** to resume it.

Restoring Data

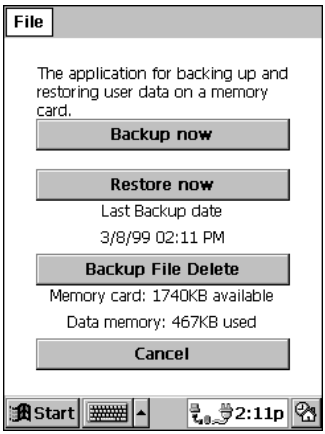
Performing the restore operation causes the following to happen.
- If the same file or registry data exists in both Palm-size PC memory and on the memory card, the data in Palm-size PC memory is overwritten with the data on the memory card.
- Any files or registry data in Palm-size PC memory that is not on the memory card is left as-is.
- Calendar, Contacts, Tasks, and Inbox data in Palm-size PC data is all overwritten with the corresponding data from the memory card.
- To return Palm-size PC to the exact status it was when you backed up the data, perform a full reset before restoring the data. See the separate *Hardware Manual* for information about the full reset.

Use the following procedure to restore data. Make sure you read the precautions under "Read this first!" on page 104 before starting.

To restore data

1. Connect the AC adapter to your Palm-size PC.
2. Reset the Palm-size PC.
3. Insert the memory card that contains the data you want to restore into the CompactFlash card slot of the Palm-size PC.

4. Tap **Start**, **Programs**, **Utility**, and then **Card Backup**.
• This starts up Card Backup Tool and causes the dialog shown below to appear.



5. Tap **Restore now**.
• This causes the dialog shown below to appear.

6. Tap **Yes** to start the restore operation or **No** to close the dialog without restoring anything.
• An hourglass icon on the screen indicates that the restore operation is being performed.
• The message **"Restore complete!"** appears on the display after the restore operation is complete.

7. After the restore operation is complete, tap **OK** to quit Card Backup Tool.

8. Reset your Palm-size PC again.

To interrupt a restore operation

1. Tap the [x] close button in the upper right corner of message box that is on the screen while a restore operation is in progress.
- This causes the message **"Do you really want to cancel?"** to appear.

2. Tap **Yes** to cancel the restore operation or **No** to resume it.

Deleting a Backup File

You can use the following procedure to delete the backup files you created using Card Backup Tool. Delete a file when you no longer need it, when you want to free up space on a memory card, etc.

To delete a backup file

1. Insert the memory card that contains the backup file you want to delete into the CompactFlash card slot of the Palm-size PC.

2. Tap **Start**, **Programs**, **Utility**, and then **Card Backup**.
- This starts up Card Backup Tool.

3. Tap **Backup File Delete**.
- This causes the dialog shown below to appear.

4. Tap **Yes** to delete the backup file or **No** to close the dialog without deleting anything.

Part 4 Reference

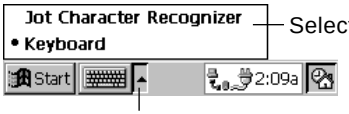
Appendix A
Handwritten Character Recognizer

The CIC Jot character recognition software built into your Palm-size PC provides a quick and easy-to-use method for entering text in any program. Simply write each character on the input panel, and it is translated into typed text and displayed on the screen.

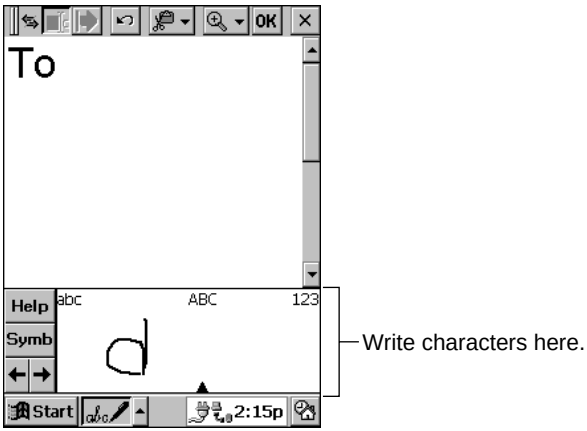
This appendix explains how to use the Jot Character Recognizer. It also provides tables showing how and where to write characters for each of the two character sets: the Natural Character Set and the Simplified Uppercase Character Set.

To activate the character recognizer

Tap the **Input Method** arrow on the Taskbar, and then tap **Jot Character Recognizer** to select it as your input method.

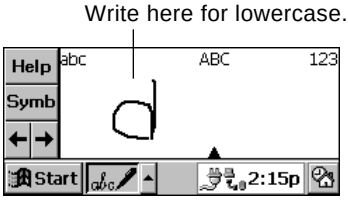


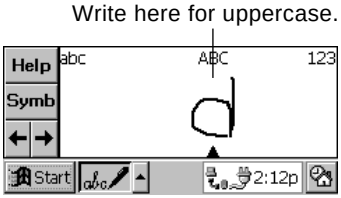
Use the stylus to write a character on the input panel. The character recognizer translates the character into typed text and displays it at the insertion point on the screen.



Input Panel Areas

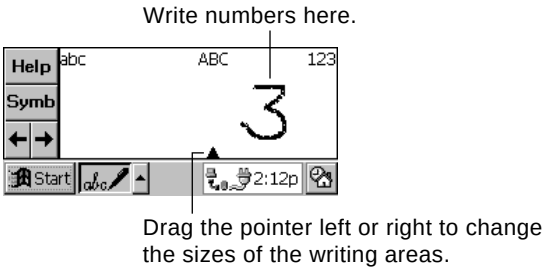
How the character recognizer interprets a character you draw depends on where you write it in the input panel. Write an uppercase or lowercase character in the uppercase area (**ABC**), for example, and it will be translated to an uppercase letter.





You can also write punctuation and editing marks, and add or delete spaces in either of the letter areas (**abc** or **ABC**) of the input area. To add a space, for example, draw a horizontal line from left to right. To backspace, draw a line from right to left. See the tables starting from page 112 for more information.

Use the number area (**123**) of the input panel to input numbers.

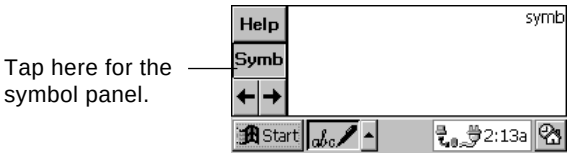


You can also write common punctuation marks in the number area. This means you can input telephone numbers, birthdays, and other data that mixes numbers and punctuation all in the number area. See the tables starting from page 112 for more information.

Symbols

Use the symbol input area to input symbols like @ or #. You can display the symbol panel by tapping the **Symb** button on the input panel, or by drawing a vertical line from bottom to top anywhere on the panel.

After you draw the symbol, the character recognizer automatically changes back to the main input panel (for letter and numbers) after a few moments. Or you can tap the **Symb** button again to return to the main input panel.



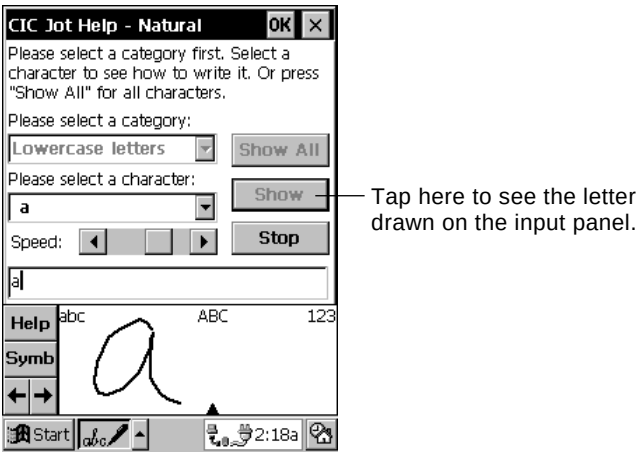
See the tables starting from page 112 for more information.

Character Writing Help

The character recognizer software recognizes a number of alternate ways of writing a character. If you are having a problem with a particular character, you can use Help to see an animated demonstration of how to write it.

To display character writing help

1. Tap the **Help** button on the input panel.
2. Tap **Next**.
3. Select the character you want to see, and then tap **Show**.

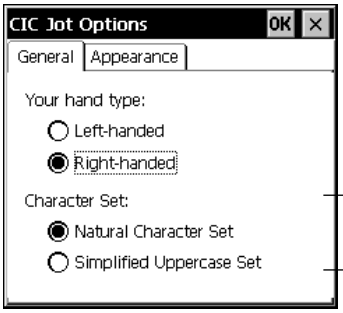


Options

A number of options are available that you can use to set up the character recognizer to suit your needs.

To set character recognizer options

1. Tap **Start**, **Settings**, and then **Input Panel**.
2. Select **Jot Character Recognizer** as the input method, and then tap **Options**.

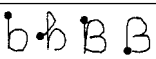
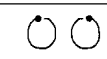
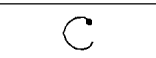
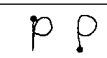
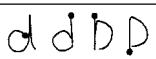
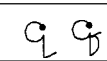
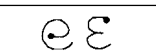
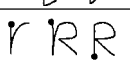
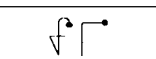
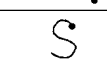
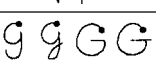
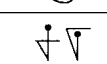
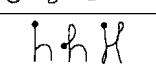
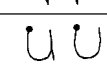
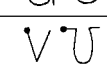
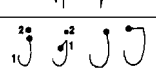
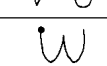
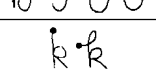
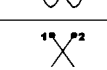
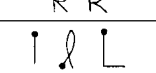
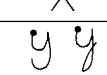
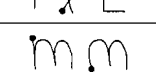
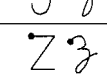


The Simplified Uppercase Character Set is a good choice when you want to write faster. See "Simplified Uppercase Character Set" on page 117 for more information. Or you can select this character set in the **Options** dialog and then tap the **Help** button in the input panel.

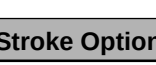
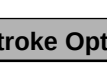
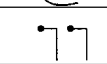
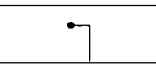
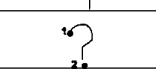
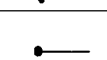
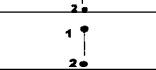
Natural Character Set

The tables in this section show how to write Natural Character Set letters, numbers, punctuation marks, editing marks, and symbols. Alternative writing methods are shown for each character. A dot indicates where a stroke begins, and a stroke that does not have a dot can be written in either direction. Stroke sequence is numbered where appropriate.

Letters

Letter	Stroke Options	Letter	Stroke Options
a		n	
b		o	
c		p	
d		q	
e		r	
f		s	
g		t	
h		u	
i		v	
j		w	
k		x	
l		y	
m		z	

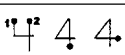
Letter Area Punctuation Marks

Mark	Stroke Options	Mark	Stroke Options
period		at	
comma		double quote	
apostrophe		tab	
question		space	
exclamation		backspace	
ampersand			

Letter Area Editing Marks

Mark	Stroke Options	Mark	Stroke Options
forward delete		paste	
cut		undo	
copy		carriage return	

Numbers

Number	Stroke Options	Number	Stroke Options
0		5	
1		6	
2		7	
3		8	
4		9	

Number Area Punctuation Marks

Mark	Stroke Options	Mark	Stroke Options
period		/	
comma		\	
dash		(	
tilde		)	
+		=	
*		backspace	

Number Area Editing Marks

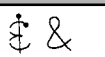
Mark	Stroke Options	Mark	Stroke Options
cut		undo	
copy		tab	
paste			

Accented Letters

Write the letter in the letter area and the accent in the number area.

Accent Mark	Stroke Options	Accent Mark	Stroke Options
à		ã	
á		ä	
â		å	

Symbol Panel Symbols

Symbol	Stroke Options	Symbol	Stroke Options	Symbol	Stroke Options
.		|		&	
,		!		1	
'		?		2	
–		$		3	
–		%		±	
~		/		×	
@		\		÷	
<		"		¼	
>		+		½	
(		:		¾	
)		;		®	
[		=		©	
]		#		^	
{		*		§	
}		£		¢	
Æ		¶		‡	
æ		¤		…	
Ç		º		•	
ç		«		–	
ª		»		–	
º		¨		‹	

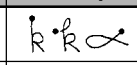
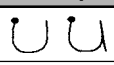
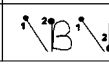
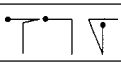
Symbol	Stroke Options	Symbol	Stroke Options	Symbol	Stroke Options
¸		¯		›	
¿		·		f	
¡		¬		Š	
þ		`		š	
Þ		´		ˆ	
Ð		¦		˜	
–		¯		‹	
Ø		™		’	
ø		Œ		“	
ß		œ		”	
µ		‰		’	
¥		†		”	

Simplified Uppercase Character Set

You can select this character set in the **Options** dialog described under “Options” on page 112. Since you write uppercase letters only, there are fewer stroke options with this set. This also simplifies input and makes it possible for you to write faster.

The tables in this section show how to write Simplified Uppercase Character Set letters, numbers, punctuation marks, editing marks, and symbols. Alternative writing methods are shown for each character. A dot indicates where a stroke begins, and a stroke that does not have a dot can be written in either direction. Stroke sequence is numbered where appropriate.

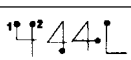
Letters

Letter	Stroke Options	Letter	Stroke Options	Letter	Stroke Options
A		K		U	
B		L		V	
C		M		W	
D		N		X	
E		O		Y	
F		P		Z	
G		Q		Ç	
H		R		æ	
I		S		ß	
J		T			

Letter Area Editing Marks

Mark	Stroke Options	Mark	Stroke Options
space		copy	
back delete (backspace)		paste	
forward delete		undo	
cut		carriage return	

Numbers

Number	Stroke Options	Number	Stroke Options
0		5	
1		6	
2		7	
3		8	
4		9	

Number Area Punctuation Marks

Mark	Stroke Options	Mark	Stroke Options
(		/	
)		^	
=		%	
+		.	
*			

Number Area Editing Marks

Mark	Stroke Options	Mark	Stroke Options
undo		paste	
cut		carriage return	
copy		dash -	

Accented Letters

Write the letter in the letter area and the accent in the number area.

Accent Mark	Stroke Options	Accent Mark	Stroke Options
à		ã	
á		ä	
â		å	

Symbol Panel Punctuation Marks

Use the punctuation area (**punct**) of the symbol panel to enter punctuation marks.

Mark	Stroke Options	Mark	Stroke Options
period		&	
comma		^	
apostrophe		<	
?		>	
!		{	
dash		}	
underscore		$	
/		*	
\		+	
(		%	
)		TAB	
=		~	

Symbol Panel Symbols

Use the symbol area (**symb**) of the symbol panel to enter symbols.

Symbol	Stroke Options	Symbol	Stroke Options	Symbol	Stroke Options
!		±		Þ	
@		×		Ð	
#		÷		–	
$		¼		Ø	
%		½		ø	
&		¾		ß	
*		®		µ	
"		©		¥	
:		§		£	
;		¶		¢	
?		Æ		¤	
+		æ		«	
=		Ç		»	
[		ç		º	
]		ª		-	
|		º		¬	
¦		¸		`	
1		¿		´	
2		¡		¨	
3		þ		¯	
.		•		ˆ	

Symbol	Stroke Options	Symbol	Stroke Options	Symbol	Stroke Options
™		–		~	
Œ		–		‘	
œ		‹		’	
‰		›		“	
†		*f*		”	
‡		Š		’	
…		š		”	

Appendix B
Tips and Troubleshooting

Tips

This section provides you with useful tips about using batteries and protecting your Palm-size PC data.

Conserving Battery power

Conserving battery power is important, especially when you are on the go. Under normal conditions, a fully charged batteries supply enough power to provide you with many hours of use. Here are a few tips to make a charge last even longer.

Use the AC adapter whenever possible.

Powering your Palm-size PC with the AC adapter helps to conserve battery power. Use of the AC adapter is especially recommended whenever you are performing any of the following high-power drain operations.

- When using a dial-up connection
- When connected to a desktop computer
- When using a CompactFlash card or other peripheral

Shorten the auto power off trigger time.

Under initial default settings, your Palm-size PC automatically turns off power if you do not perform any operation for about three minutes. You can conserve battery power by shortening this time. Tap **Start**, **Settings**, and then **Power**. On the dialog that appears, tap the **Power Off** tab and make the setting you want.

Turn off sounds you don't need.

Under initial default settings, your Palm-size PC emits sounds for various events, such as warnings, the arrival of appointment times, screen taps, and button presses. You can conserve battery power by turning off sounds you don't need. Tap **Start**, **Settings**, and then **Volume & Sounds**. On the dialog that appears, make the settings you want.

Charge batteries as soon as possible after the low battery warning appears.

Charge the main batteries as soon as possible after appears in the Taskbar to warn you that main battery power is running low. Continued use while main battery power is low runs down the backup battery.
When appears in the Taskbar, replace the backup battery as soon as possible. Remember that you must keep batteries fresh to protect against loss of data in Palm-size PC memory. See "Appendix C" on page 129 for more information about the battery icons that appear in the Taskbar.

Reduce screen brightness.

A brighter screen backlight setting uses more battery power. Tap **Start**, **Programs**, **Utility**, and then **Brightness**. On the dialog that appears, tap the **Brightness** tab and then reduce the brightness setting.

Adjust the auto dimming settings.

You can shorten the amount of time the system waits after the last operation before dimming the screen.
Tap **Start**, **Programs**, **Utility**, and then **Brightness**. On the dialog that appears, tap the **Auto Dim** tab. Following the instructions that appear on the screen to make auto dimming settings.

Protecting Important Data

You can protect your data in two different ways. The first is using a password to keep important data confidential. The second way is to back up data on your desktop computer in case of Palm-size PC damage or malfunction.

Use a password to keep data confidential.

Once you register a password, no one will be able to access Windows CE without entering the password. Tap **Start**, **Settings**, and then **Password** to display the dialog for registering a password. After you input the password you want to use and check the **Enable password protection at power on** option, you will have to input the password each time you turn on your Palm-size PC.

Important!
Make sure you use a password you can remember easily or make a written note of it somewhere. If you forget your password, you will not be able to use your Palm-size PC. You will have to perform a full reset, which deletes all data in Palm-size PC memory, and start all over again.

Back up data to protect against accidental loss.

You can back up your Palm-size PC data on your desktop computer, which provides you with a means to recover if Palm-size PC data is corrupted or accidentally deleted. Periodic backups using Windows CE Services are strongly recommended to protect your important data. For more information, see Chapter 7 of this User's Guide.

Note that software named "Card Backup Tool" also comes bundled with your Palm-size PC. With this software you can quickly and easily back up Palm-size PC onto a CompactFlash card.

Other Tips

Showing your name to the receiver of your e-mail

On the Service menu of the Inbox, tap **Properties** and input your name and e-mail address into the **Return address** box using the following format.
YOUR NAME <xxx@xxx.xx>

Addressee mail address

Normally, you only need to input a mail address into the **To:** field of a mail message, like aaa@bbb.cc. Some system however require pointed brackets around [To:] mail addresses. For example :<aaa@bbb.cc>. Check with your service provider for further information.

Troubleshooting

Use the advice in this section whenever you start to have problems with getting your Palm-size PC to do what you want.

Note

- When having problems with Windows CE Services, see its help for advice about what you should do. You can also find information in the "Troubleshooting" section of the separate *Hardware Manual*.
- If you experience frequent problems with Palm-size PC operation, you may have to reset it. See the separate *Hardware Manual* for details.

Dial-up Connection

"Port disabled" error message

- Check your modem card to make sure it is inserted securely into the card slot as far as it will go.
- Check your dial-up connection properties to make sure that the modem card name that is selected is correct for the modem card you are using.

"Cannot detect carrier" error message

- Check to make sure that the modem card is correctly connected to a telephone line.
- Check if there is a problem with the telephone line.
- Make sure the modem is connected to an **analog** telephone line. It will not work if it is connected to a digital line.
- Make sure the number you are dialing is correct. See "To make Palm-size PC dial-up connection settings" on page 61 for more information.

Unreliable connection

- Try charging Palm-size PC battery or use the AC adapter for power.
- If the telephone line you are using has call waiting, disable it. Tap **Start**, **Settings**, and then **Dialing**. In the **Properties** dialog, select the **Disable call waiting** option. Next, enter the disable code specified by your telephone company.

Infrared Communications

Note the following whenever you are having problems communicating with another Windows CE device using infrared.

- Transfer only one file at a time or no more than 25 Contacts cards at a time.
- Align the infrared ports so they are facing directly at each other, and are no more than 30cm apart.
- Some types of lighting, especially fluorescent type, can interfere with infrared communication. Try moving to another location.
- Disconnect the AC adapter from the Palm-size PC before starting infrared communication.

Important!

- You may not be able to communicate using infrared with a device running a non-English version of Windows CE or a version of Windows CE earlier than 2.0.
- This Palm-size PC currently does not support IrCOMM communication with another device. The IrCOMM is equipped for communication that will be available in the future.

Display

Blank screen

Perform the following steps. If one step does not correct the problem, move on to the next one.

1. If your Palm-size PC does not respond when you press the **Power** button, try holding down the button for a full second.
2. Make sure the battery cover is locked and all expansion slots are secure.
3. Charge Palm-size PC main battery.
4. Reset the Palm-size PC.

Dark screen

- Prolonged use of the liquid crystal touch screen under direct sunlight can cause it to temporarily darken. This condition should clear up naturally after a short time.
- Adjust display contrast. While holding down the **Exit** button, press the bottom of the cursor button to decrease contrast.
- Increase screen brightness. Press the **Exit** button and then press the right side of the cursor key to increase screen brightness.

Screen characters are too small.

- In Note Taker, try changing the size of the view by tapping the Zoom arrow on the command bar and selecting a zoom factor.
- In Calendar, Tasks, and Contacts, try enlarging the display font. In any of these programs, tap **Tools** and then **Options**. Next, select the **Use large font** option.

Palm-size PC Response

Stylus operations do not produce the desired results.

Recalibrate the touch screen, press **Action** while holding down the **Power** button (or tap **Start**, **Settings**, and then **Stylus**). On the dialog that appears, tap the **Recalibrate** button and follow the instructions that appear on the screen.

Slow or no response

- Check the "Troubleshooting" section of the separate *Hardware Manual* for possible solutions. If nothing works, reset your Palm-size PC.

Other

Forgotten password

- Once you register a password, there is no way to access your Palm-size PC without it. If you forget the password, you will have to perform a full reset, which deletes all data in Palm-size PC memory.

Memory problem resulting in abnormal operation

If the message **"A problem with memory contents has been found..."** appears, you must perform a full reset to restore normal Palm-size PC operation.

When using Windows CE Services, cannot overwrite a file on the Palm-size PC because it is read-only.

- Use Windows CE Services to delete the file from Palm-size PC memory and try again.

Error message appears while you are using Card Backup Tool.

- Take the actions advised by the message.

Palm-size PC time setting is wrong.

- Check to make sure the time setting of the desktop computer to which your are connected is correct.

When nothing else works...

If the above procedures do not correct your problem, you probably have to perform a full reset, which deletes all the data in Palm-size PC memory.
After performing a full reset, you will have to re-install programs and re-input your data.
See the separate *Hardware Manual* for more information about full reset.

Appendix C
Icon Lists

The lists in this appendix explain the meanings of the icons that appear in the status area of your Palm-size PC screen Taskbar.

Battery Icons

Icon	Meaning
	Backup battery is low.
	Main battery is low.
	AC adapter is connected.

Connection Icons

Icon	Meaning
	Dial-up connection
	Direct cable connection

Synchronization Icons

The icons listed below appear in the status area of your desktop computer's Taskbar while your Palm-size PC is connected to your desktop computer.

Icon	Meaning
	Palm-size PC or other Windows CE device is connected.
	Waiting for Palm-size PC to connect.
	No Palm-size PC or other Windows CE device is allowed.
	Synchronization error
	Items that require synchronization have been found.
	Synchronizing (animated arrows)
	Synchronization items are up to date.

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MO9909-000003C PN411183-001