

## Security

You can lock and turn off your handheld so that it does not operate until you enter a password.

- Applications
- Security
- Password
- Enter a password & hint
- Enter preferences for Auto Lock
- When your Palm is turned on~ it will ask for your password.

## Free Software

Search the Internet for free software

<http://palm.com>

<http://download.com> ~ link to Handhelds

<http://palmcomputing.palmgear.com/palm/shareware.cfm>

<http://www.handango.com/palm>

# Palm m100 Training

Date Book  
Address Book  
To Do  
Note Pad  
Memo Pad  
Calculator  
Clock  
and more...



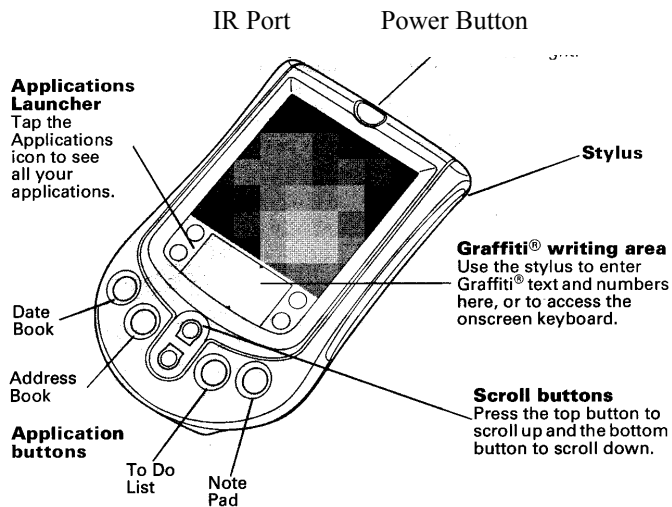
**Pekin Public Schools District 108**

Angela Arnold  
Tech Center  
501 Washington  
Pekin, Illinois 61554

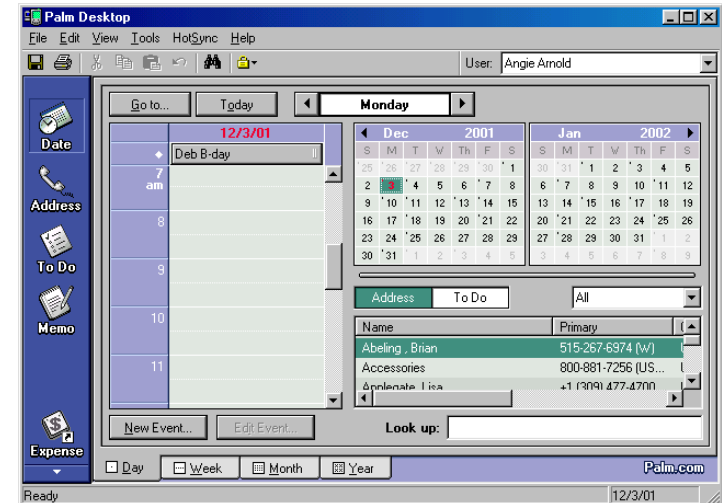
## Working with Applications

## Now that I have a Palm ~ what do I do with it?

- Enter your schedule in Date Book
- Keep contact names and addresses in Address Book
- Keep a To Do List
- Write quick notes in Note Pad
- Set alarms in Clock, Date Book and Note Pad
- Personalize your Alarms
- Sync with your desktop
- Beam information to other Palm users
- And much more....



## Using the Palm Desktop Software



All functionality of the Palm device ~ available on your desktop. Organize your life. Manage your calendar and create your to-do list on your desktop computer, then transfer that data to you Palm handheld at the touch of a button. The new Palm Desktop software v4.0 has lots of great, new features including the ability to view an entire calendar year in a single window, hide private records, customize your calendar to your liking and more.

# Graffiti Writing

## Tips:

- Write large characters
- To delete—set insertion point to the right of the character, make a backspace (left to right)
- Write at a natural speed
- Do not write at a slant
- Press firmly

### The Graffiti® alphabet

Letter	Strokes	Letter	Strokes
A	Λ	N	N
B	B B	O	O O
C	C	P	p p
D	D D	Q	Q
E	E	R	R R
F	F F	S	S
G	G G	T	T
H	h	U	U
I	I	V	V V
J	J	W	W
K	K	X	X X
L	L	Y	Y Y
M	M M	Z	Z

Space	—	Back Space	—
Carriage Return	↵	Period	tap twice

Caps Shift	
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Caps Lock	
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### Graffiti numbers

Number	Strokes	Number	Strokes
0	0 0	5	5 5
1	1	6	6
2	2	7	7
3	3	8	8 8
4	4	9	9

Symbol	Stroke	Symbol	Stroke
Period	.	Dash	-
Comma	,	Left Paren	(
Apostrophe	'	Right Paren	)
Question	?	Slash	/
Exclamation	!	Dollar	\$



## What if I have trouble viewing the screen?

### If you are in a dark place ~ use backlight to illuminate the screen

- Press and hold the power button for approx. 2 seconds
- To turn off backlight—press and hold the power button again for approx. 2 seconds

### Adjust the contrast

- Tap the Contrast Icon in the upper-right corner of the Graffiti writing area.

## Battery Power

Your Palm is powered by 2 AAA batteries. The battery door is located on the back of the handheld device. When changing the batteries, replace them immediately. The backup power will protect your data for up to one minute.

## Caring for Your Handheld Device

- Only use the stylus provided or another plastic-tipped pen intended for use with handheld device
- Do not expose to water
- Do not drop
- Do not carry in back pocket
- Protect from temperature extremes
- Use soft, damp cloth to clean handheld
- Use diluted window-cleaning solution and soft cloth to clean screen

## Opening Applications

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Tip: When you press an application button on the front panel, you have instant access to the selected application. You don't even need to turn on your handheld first.

## How do I Access Menus?

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Open the application.  
Tap the menu icon OR the inverted title area at the top of the screen.

## Customizing Your Handheld

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Go to Applications—Prefs  
Use the pull-down menu in the upper-right corner to view categories (General to set sounds and activate beam capability.)

## Choosing Fonts

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In all basic applications you can change the font style to make text easier to read. You can choose a different font style for each application.

- Open the application
- Menu
- Options
- Font



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## MEMO PAD

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### Creating a New Memo

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Memos can contain up to 4,000 characters.

1. Go to Memo Pad
2. New
3. Enter the Text
4. Done



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# NOTE PAD

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## Creating a Note

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1. Open the Note Pad application
2. Write information directly on the handheld screen  
Tap the pen selector to choose a different pen width or choose eraser to remove
3. Select the time at the top of the screen and enter a title with Graffiti

## Reviewing Notes

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1. In the Note Pad list, select the title of the note you want to see
2. Review or edit
3. Done

## Setting an Alarm

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1. Tap the note you want to assign an alarm to
2. Tap the menu
3. Tap Options, Alarm
4. Select the time, date, etc....
5. OK
6. The alarm will sound with a reminder message

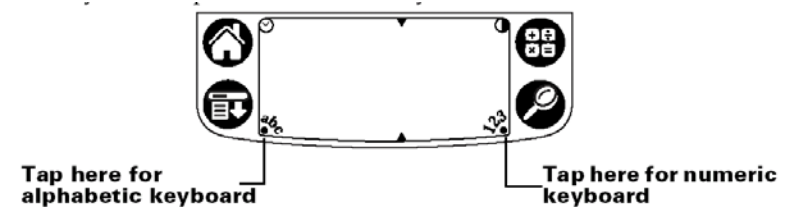
## How do I Enter data?

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- Onscreen keyboard
- Graffiti writing
- Enter or input to Palm desktop software—sync with your handheld
- External keyboard
- Beam data

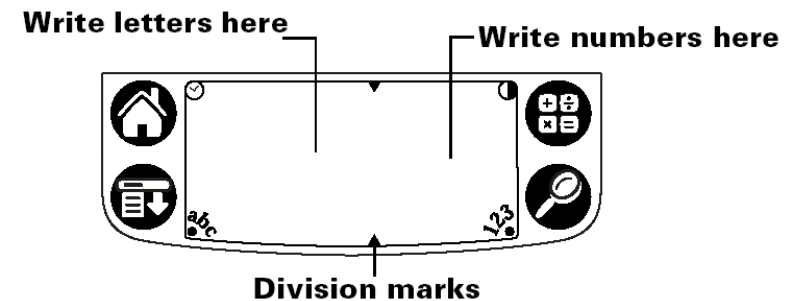
## Onscreen Keyboard

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## Graffiti Writing

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## The Following Applications Come with Your Palm

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Date Book  
Address Book  
To Do  
Note Pad  
Memo Pad  
Calculator

### Installing Additional Applications with a Windows Computer

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1. Copy or download the application you want to install to the add-on folder in your Palm Desktop directory (default—c:\palm\add-on)
2. Double click the Palm Desktop icon on your desktop
3. Click Install
4. In the User drop-down – choose the name that corresponds to your handheld
5. Click Add
6. Select the applications you want to install
7. Open

### Removing Applications

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1. Applications icon
2. Menu icon
3. App, Delete
4. Delete From
5. Tap the Application you want to remove
6. Delete
7. Yes

### Categorize Applications

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1. Go to Applications
2. Menu
3. App, Category
4. Choose from the Pick List next to each application to select



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# To Do List

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## Creating an Item

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1. Go to the To Do List Application
2. Tap New
3. Enter the text
4. Deselect by tapping anywhere on the screen

## Setting Priority ~ Assign Due Dates

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1. Select the item
2. Tap Details
3. Set priority, due dates, etc....
4. Click OK



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# ADDRESS BOOK

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## Creating an Entry

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1. Go to Address Book Application
2. Tap New
3. Enter the last name etc....
4. Tap the scroll arrows to move to the next page of information
5. Tap Done

## Creating a Business Card

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1. Create an Address Book Entry for yourself
2. Open your Address Card
3. Press Menu
4. Select Business Card
5. Yes

## Beaming Your Business Card

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1. Go to Address Book
2. Menu
3. Beam Business Card
4. Position the IR ports so they can communicate. (The port is located on the top of the Palm.)
5. A message dialog box will appear and let you know that the data has been sent.
6. The receiver has to choose whether or not to accept the information.

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# DATE BOOK

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## Scheduling an Event for the Current Day

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1. Tap the time for the start of the event
2. Enter a description of the event
3. Default – 1 hour in length
4. Tap the time to open the Set Time dialog box
5. Tap the time columns on the right side to set specific times for start and end
6. Tap all day to match preferences you set in Date Book Preferences
7. No Time to schedule as an untimed event – only one allowed per day

### Rescheduling an Event

1. Tap the event you want to reschedule
2. Tap details
3. Choose Date or Time to change
4. OK

## Setting an Alarm

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Alarms can sound minutes, hours, or days before an event. The default is 5 minutes.

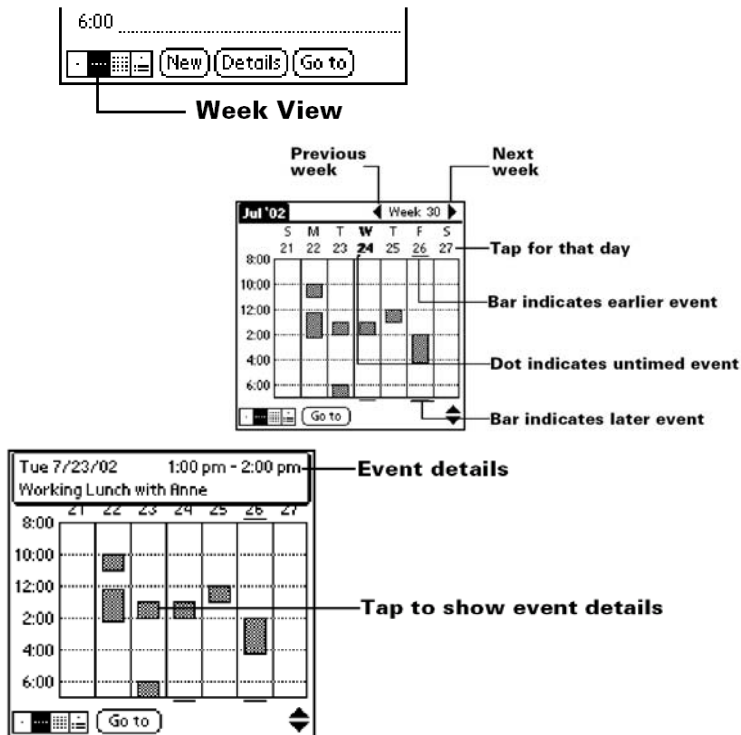
1. Tap the event you want to attach an alarm to
2. Tap Details
3. Tap Alarm check box
4. Choose the number of minutes, hours, or days
5. OK

## Repeating or Continuous Events

1. Tap the event
2. Details
3. Tap Repeat box to open the Change Repeat dialog box
4. Set repeat for day, week, month, or year
5. Specify end date
6. OK

## Cycling Through Day, Week, Month and Agenda View

Tap the appropriate view icon in the lower-left corner of Date Book



## Working in Week View

- To reschedule an event, tap and drag event to a different time or day
- Tap a blank time on any day to move to that day and have the time selected for a new event
- Tap any day or date that appears at the top of the Week View to move directly to that day without selecting an event