

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 m500 Training

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



Pekin Public School District 108

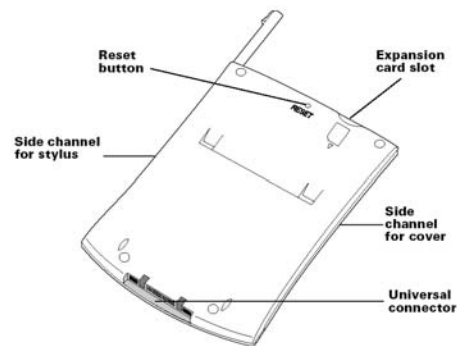
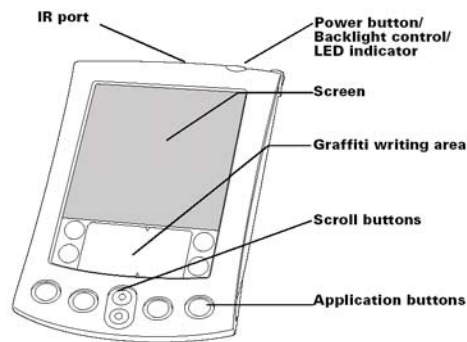
Angela Arnold
Tech Center
501 Washington
Pekin, Illinois 61554

- Tuesday, December 4, 2001
- Thursday, December 6, 2001

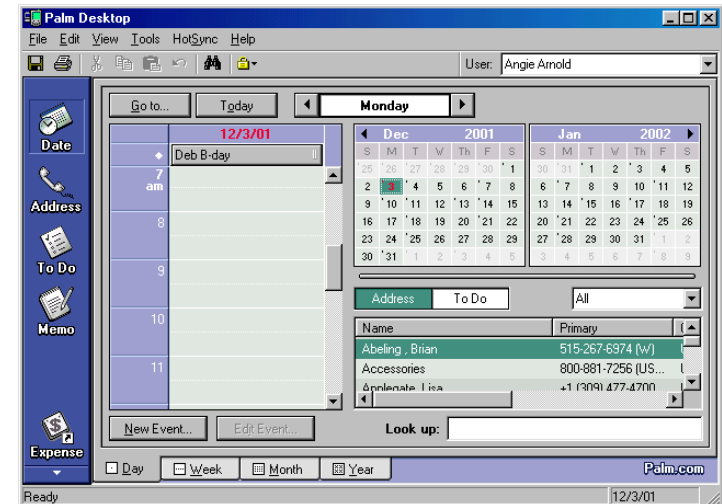
Working with Applications

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	OO
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	OO	5	55
1	I	6	6
2	Z	7	7
3	3	8	88
4	L	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.

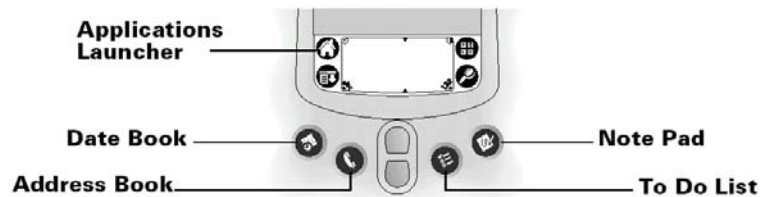
Charging the battery...

Your Palm has a Lithium-ion battery that automatically charges each time you place it in the cradle. You just need to place the Palm in the cradle for a few minutes each day to recharge the battery to full capacity. If your Palm battery gets low – a warning message will display. Perform a HotSync and then recharge the battery. If it dies completely – you have about a week before data is lost.

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



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?

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

Customizing Your Handheld

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

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



MEMO PAD

Creating a New Memo

Memos can contain up to 4,000 characters.

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



NOTE PAD

Creating a Note

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

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

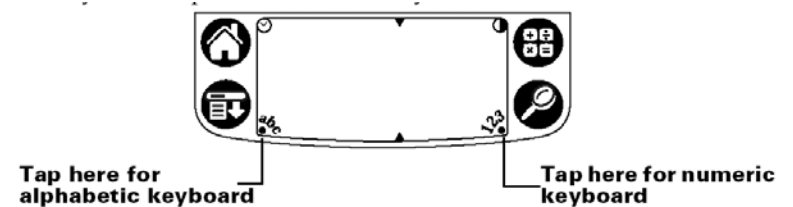
Setting an Alarm

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

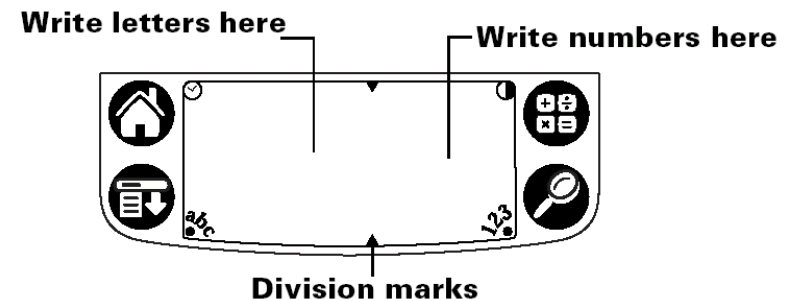
How do I Enter data?

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

Onscreen Keyboard



Graffiti Writing



External Keyboard

Drivers must be loaded on your desktop machine. They will transfer to the Palm when you sync.

The Following Applications Come with Your Palm

Date Book
Address Book
To Do
Note Pad
Memo Pad
Calculator

Installing Additional Applications with a Windows Computer

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

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

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



To Do List

Creating an Item

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

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



ADDRESS BOOK

Creating an Entry

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

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

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.

DATE BOOK

Scheduling an Event for the Current Day

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

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

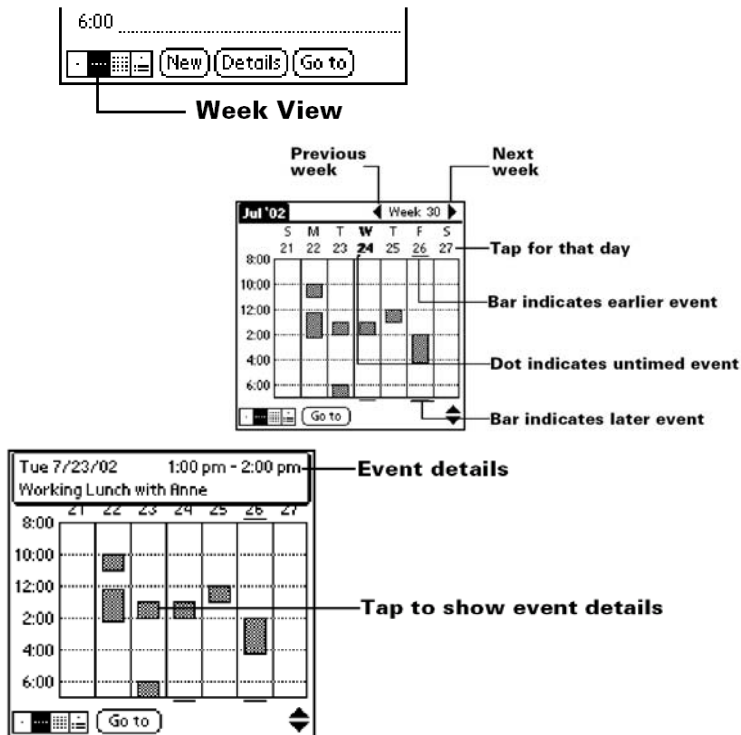
1. Tap the event you want to attach an alarm to
2. Tap Details
3. Tap Alarm check box
4. Choose the number of minutes, hours, or days
5. OK

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