

# Palm OS 4

## Quick Reference Card



CustomGuide.com

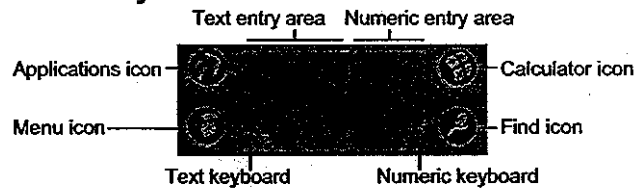
Customizable Print-On-Demand Courseware  
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### Getting Started

#### Palm Handheld Layout



#### Text Entry Area



### The Fundamentals

- **To Perform a HotSync:** Place the Palmtop in the HotSync cradle and press the HotSync button.
- **To Start an Application:** Tap the Applications icon in the text entry area and tap the desired application.
- **To Open/Use a Menu:** Tap the Menu icon in the text entry area and tap the desired menu.
- **To Use the Calculator:** Tap the Calculator icon in the text entry area.
- **To See Current Battery Life:** Tap the Applications icon in the text entry area. The battery gauge at the top of the screen displays the current battery life.
- **To Find Information:** Tap the Find icon in the text entry area, enter the word or phrase you want to search for and tap OK.
- **To Create a New Item:** Open the desired application, tap **New**, and enter the information needed to create the item.
- **To Add a Note to an Item:** Open the desired application, tap the item to select it, tap **Details**, then **Note**. Enter your note and tap **Done**.
- **To Delete an Item:** Open the desired application, tap the item to select it, tap **Details**, then **Delete...**
- **To Categorize an Item:** Open the desired application, tap the item to select it, tap **Details**, tap the **Category** arrow, and tap the category.

### Working with Applications

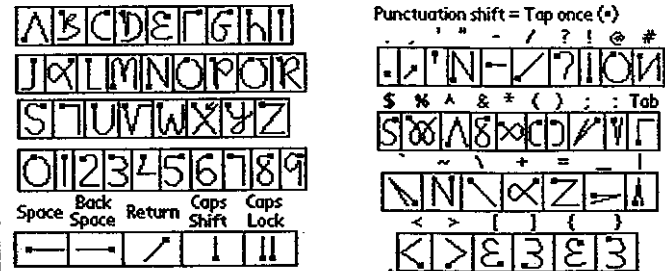
- The Palm Organizer comes with several built-in applications that are accessed by the buttons on your Organizer (e.g. Date Book, Address Book, To Do List, and Memo Pad) that are stored in the ROM (Read-Only Memory) and cannot be removed.
- Additional applications can be installed to the RAM (Random-Access Memory). These applications can be removed when no longer needed.
- **To Install an Application:** Double-click the .PRC Palm application you want to install, select the user from the drop-down list, and click **Done**. The application will be installed the next time you perform a HotSync.

### Entering Data

There are three main ways to enter information on a Palm Organizer:

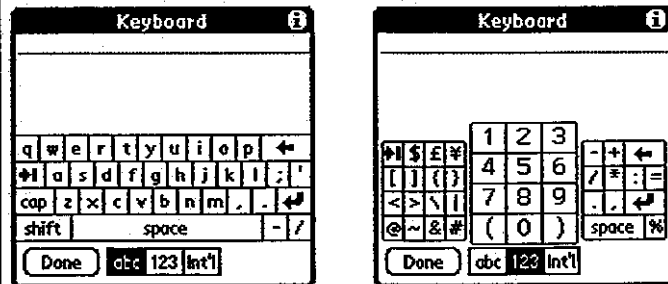
1. With the stylus, using the Text entry area.
2. With the stylus, using the on-screen keyboard.
3. From your computer, using the Palm Desktop software.

#### Using Graffiti



- Graffiti letters are entered in text entry area (left side) and numbers are entered in the numeric entry area (right side).
- Begin your stylus stroke at the heavy dot (•), and reproduce the shape corresponding to the letter you want to write.
- **To Write in Uppercase:** Toggle the case by drawing the shift stroke, lifting up the stylus, and then entering the desired letter.
- **To Use Punctuation:** Toggle the punctuation case by tapping the text entry area, lifting up the stylus, and then entering the desired character.

#### Using the On-Screen Keyboard



- **To Use the Text Keyboard:** Tap the text entry area while in a text-entry application to activate the keyboard.
- **Use the Numeric Keyboard:** Tap the text entry area while in a text-entry application to activate the keyboard.

- **To Remove an Application:** Tap the Applications icon, tap the Menu icon, select **App** → **Delete** from the menu, select the application you want to delete, and tap **Delete...**
- **To View Free Memory:** Tap the Applications icon, tap the Menu icon, and select **App** → **Info** from the menu.
- PalmGear H.Q. is a great resource for free and commercial Palm applications. The web site is at [www.palmgear.com](http://www.palmgear.com).

## Date Book

### Views

- To Change Date View: Tap the corresponding View icon as shown below:

The image shows three screenshots of the Date Book interface. The first is Day View for Dec 13, 00, showing a list of appointments from 8:00 to 6:00. The second is Week View for Dec '00, showing a grid of days with appointment blocks. The third is Month View for December 2000, showing a calendar grid with appointment blocks.

- Day View** gives you a detailed view of each day. You can add and edit appointments from Day View.
- Week View** gives you an overview of how much free time have in a given week. Tap an appointment to display its details.
- Month View** gives you an overview of how much free time you have in a given month.

### Selecting Dates

- To Go To a Specific Date: Tap **Go to** and tap the desired date.
- To Use the Date Navigation Bar: Tap as follows:

The image shows a date navigation bar with buttons for Previous week, S, M, T, W, T, F, S, and Next week. Below the buttons, it says "Tap the date you want to display".

### Working with Appointments

- To Add an Appointment: Go to the day of the appointment, tap the line next to the hour your appointment starts and enter the appointment text.

The image shows an Event Details dialog box with fields for Time (1:00 pm - 2:00 pm), Date (Thu 12/21/00), Alarm, Repeat (None), and Private. It has buttons for OK, Cancel, Delete, and Note.

- To Modify the Time: Tap the appointment and tap **Details**. Tap the **Time** box and select the new start and end times.
- To Modify the Date: Tap the appointment and tap **Details**. Tap the **Date** box and select the new date.

- To Modify the Time/Date in Week View: Switch to Week View and tap the appointment block with the stylus, then drag it to the new location.
- To Add an Alarm to an Appointment: Tap the appointment and tap **Details**. Tap the **Alarm** box and specify how many minutes before the appointment the alarm should go off.
- To Create a Recurring Appointment: Tap the appointment and tap **Details**. Tap the **Repeat** box and specify how you want the appointment to repeat.

### Memo Pad and Editing Text

- To Create a New Memo: Tap **New** and enter the text.
- To Select Text: Drag the style across the text you want to select.
- To Delete Text: Select the text you want to delete and draw the **backspace** stroke.
- To Copy Text: Select the text you want to copy, tap the **Menu** icon in the text entry area, and select **Edit** → **Copy** from the menu.
- To Cut Text: Select the text you want to copy, tap the **Menu** icon in the text entry area, and select **Edit** → **Cut** from the menu.
- To Paste Text: Tap where you want to insert the text, tap the **Menu** icon in the text entry area, and select **Edit** → **Paste** from the menu.

## Address Book

### Address Edit

The image shows an Address Edit form for "Palm III Accessories". Fields include Last name, First name, Title, Company (3Com Corporation), Work (801-431-1536), Home, Fax, Other (www.palm.com), and E-mail. Buttons for Done, Details, and Note are at the bottom.

- To Display an Address: Tap the address from the list.
- To Add an Address: Tap **New** and enter the address.
- To Edit an Address: Tap the address and tap **Edit**.
- To Categorize an Address: Edit the desired address, tap the **Category** arrow, and select the category.

- To Designate your Business Card: Create or select an address containing your information, tap the **Menu** icon in the text entry area, and select **Record** → **Business Card** from the menu.
- To Beam your Business Card: Press and hold the **Address** button on your Organizer to beam your business card.
- You can import data files, such as addresses, to your Palm Organizer as long as they are saved as (.csv) Comma or (.txt) Tab delimited text files.
- To Import Addresses: Open the Palm Desktop software and click the **Address** button. Select **File** → **Import** from the menu, then navigate to and open the file you want to import. Drag the fields in the left column so that they match the correct fields in the right column and uncheck any fields that you do not want to import. Click **OK** and perform a HotSync to transfer the information to your Palm Organizer.

### To Do List

The image shows a To Do List screen with a list of tasks: 1 Embezzle petty cash fund, 1 Quit job, 1 Go to casino and bet petty cash fund, 2 Tell kids there is no such thing as Santa Claus, and 3 Subscribe to Men's Health and Fitness magazine. Buttons for New, Details, and Show are at the bottom.

- To Add a To Do: Tap **New** and enter the to do item.
- To Categorize a To Do: Tap the desired to do, tap the **Category** arrow, and select the category.
- To Change a Priority: Tap the priority and select the new priority from the list.
- To Complete a To Do: Tap the  check box next to the to do.

- To Change the Due Date: Tap the to do and tap **Details**. Tap the **Due Date** arrow and select the due date.
- To Change what is Displayed: Tap **Show** and specify what you want to be displayed in the to do list.
- To Purge Completed To Do's: Tap the **Menu** icon in the text entry area and select **Records** → **Purge** from the menu.

### Customizing the Palm Organizer

- To Customize Your Organizer: Tap the **Applications** icon in the text entry area and tap the **Preferences** icon, then select one of the following categories from the **Preferences** arrow.

Buttons	Assign applications to the Palm buttons	Modem	Configure the Palm for use with a modem
Digitizer	Calibrate the LCD screen	Network	Configure network settings
Formats	Set country defaults, such as time and date	Owner	Set owner name, phone number and address
General	Set the time/date, auto shut-off, and sound	Shortcuts	Define Graffiti shortcuts for common words and phrases