



# Palm™ Handheld Basics





# Think of your computer...

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- Menu area
- Launcher
- Hard Buttons
- Categories
- Stylus
- Scroll Buttons



## The “hard” buttons launch the main applications

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- Date Book
- Note Pad/Memo Pad
- Address Book
- To Do



## “Soft” buttons

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- Launcher (aka: Home, Applications)
- Menu
- Calculator
- Find



# There are five+ ways to enter text.

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- On-screen keyboard
- Graffiti®
- Synchronize
- Beam via infrared
- Use an external keyboard



Graffiti® is an alphabet designed for handheld computing.

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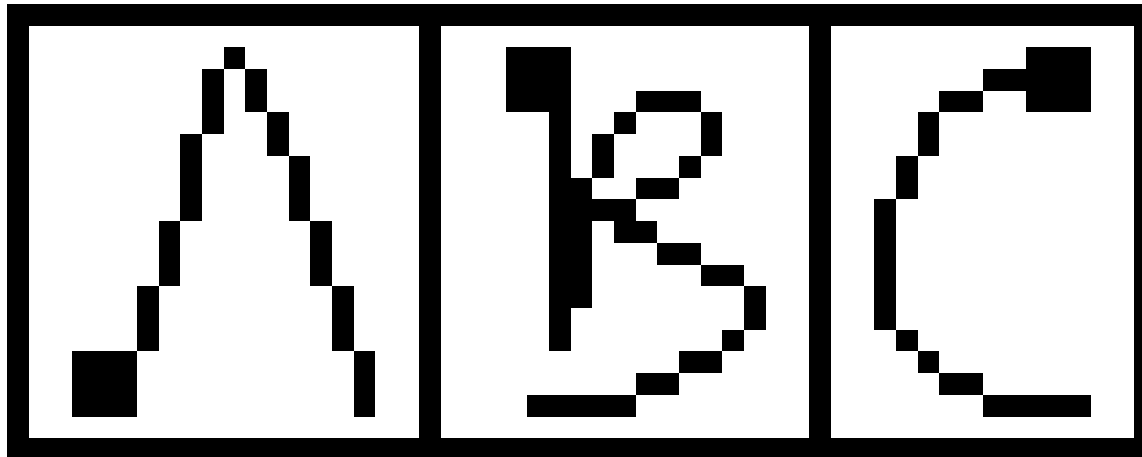
CAN YOU READ THIS SENTENCE?

THE QUICK BROWN FOX JUMPS  
OVER THE LAZY OLD DOG



# Graffiti® writing tips...

Start with the heavy dot.



Write large with sharp corners.



# Practice writing the alphabet

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**Letters on the left side...**





# Practice writing numbers

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**Numbers  
on the right**



# Option: Use the on-screen keyboard

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Tap near “abc” or “123”



# Giraffe

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# System Preferences

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# Prefs on Palm handheld are like Control Panels on computers

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Open Applications by tapping once on  
Launcher

Show “All” or “System” categories to  
see Prefs



# Preferences

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- Date & Time
- Digitizer
- Formats
- General
- Owner



# Memo Pad Application





# Launch the Memo Pad application

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- Create a new memo
- Notice the blinking insertion point at the top-left corner of the memo.
- Categorize your memo





# Editing Text

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# There are three ways to select text

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Drag  
**selects letters**

Double-Tap  
**selects a  
word**

Triple-Tap  
**selects a line**

*Hold down the last tap  
to select more of the same  
kind of selection*



# Menus

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- Beaming a category of Memos
- Beaming a single Memo
- Sorting your memos



# Address Book Application





# Launch the Address Book application

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*Press the  
Address  
Book  
button*

*Or tap the  
Address  
Book icon in  
the  
Launcher.*



# Add your name

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1 Tap "New"

2 Enter text

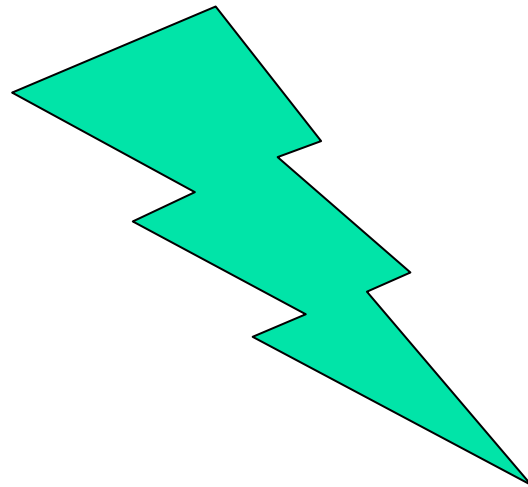
Edit your own entry

Finish your entry or edit  
session



# Creating & Beaming Your eBusiness Card

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# Business Card

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- Open your own entry to record view
- Open the menus

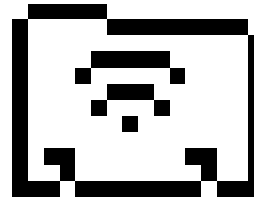


# Identify your business card

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- 1 Choose "Select Business Card..." from the Record menu
- 2 Tap "Yes"

***Notice this icon at the top of your business card***





## You are ready to beam your electronic business card with one button

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1. **Point to another Palm handheld within 3 feet and on the same ‘plane’**
2. **Hold down the “Address Book” button for **two seconds** - or until you see the message **“Searching”****
3. **Choose to “Accept” via “Yes” or “No” buttons.**



# Categories

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- Creating categories
- Selecting categories



# Address Book Menus

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# Date Book Application





# Launch the Date Book application

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*Press the  
Date  
Book  
button*

*Or tap the  
Date Book  
icon in the  
Launcher.*



The Date Book has four views...

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Day      Week      Month      Agenda



# Make an appointment...

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**1 Tap “New”**

**2 Select times**

**3 Enter text**





# Phone Lookup

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**1 Place cursor**

**2 Open Options and  
choose Phone Lookup**

**3 Find name and  
tap "Add"**



# Details Dialog

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# Note Pad Application





# Launch the Note Pad application

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*Press the  
Note Pad  
button*

*Tap the  
Note Pad  
icon in the  
Launcher.*



# Note Pad

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- Create a new note
- Notice the highlighted time at the top-left corner of the note.
- Just write on the screen



# Menus

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- Beam a note
- Beam a category of notes
- Alarm a note



# To Do Application





# Launch the To Do application

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*Press the  
To Do  
button*

*Or tap the  
To Do List  
icon in the  
Launcher.*





# Create a new To Do item

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1 Tap "New"

2 Enter text

3 Set priority



# Menus

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- Record
- Options



# Palm Desktop Software

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# HotSync™ Synchronization

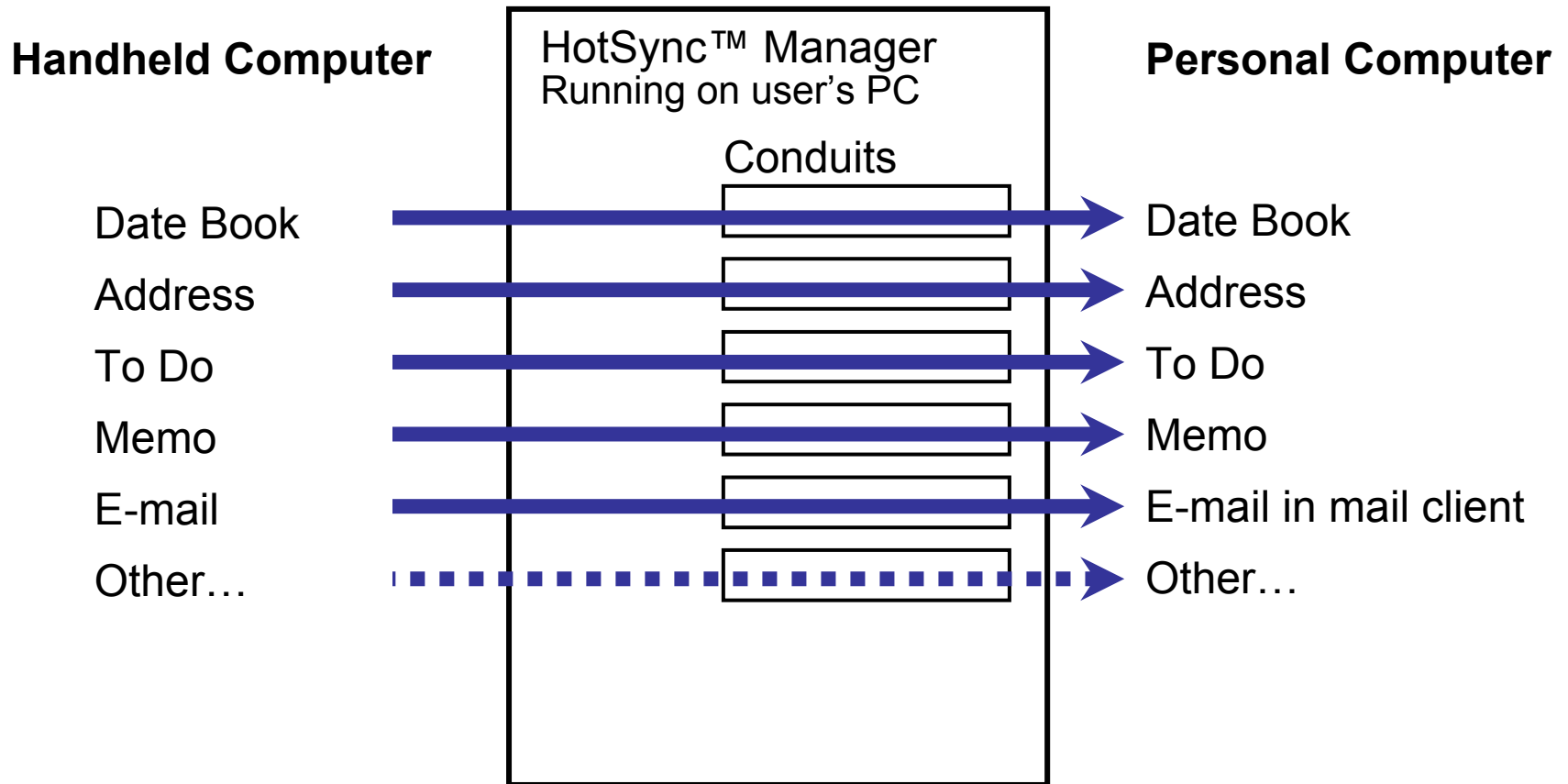
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HotSync = Palm to computer mirroring

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# Your data is safely stored in two places





## Setting up for desktop synchronizing

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- Synchronizing cradle
- Desktop software CD
- PC or Macintosh



# BEFORE installing desktop software

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- Check for existing Palm Desktop SW
  - Version?
  - Remove older versions and install new
- Check for existing (active) user folders
  - Drag whole “Users” folder to desktop if re-installing newer version of software (Mac)
  - Drag whole folder that bears the name of the user to desktop if re-installing newer version of software (Win)

*After installation: Drag from desktop into new software folder*





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# HotSync™ Software Setup (Mac)

Choose Serial Port Settings!!

# HotSync™ Software Setup (PC)

Choose Com Port Settings!!



# HotSync™ - Controlling Synchronization

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# PC:How to open the Custom dialog

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**Select “Custom...” from the HotSync™ menu...**

**...or from the HotSync™ icon in the system tray.**



# Synchronization

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- PC: Use Custom to control synchronization
- Mac: How to use Conduit Settings to control synchronization



# Basic Troubleshooting

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- Checking Battery Level
- Resetting Palm
- Downloading Software
- Installing Software
  - .prc
  - .pdb



## Beyond the PDA organizer to the handheld computer...

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### *What hardware and software extend the power of your desktop computer?*

- |                                |                                       |
|--------------------------------|---------------------------------------|
| Word processing.....           | ■ Palm keyboard, WordSmith, Thesaurus |
| Spreadsheet.....               | ■ Documents to Go, QuickSheet         |
| Database.....                  | ■ Filemaker Mobile, MobileDB          |
| Drawing & Painting.....        | ■ TealPaint, Diddlebug, BugMe         |
| Digital photography.....       | ■ PalmPix camera                      |
| Printing.....                  | ■ TealPrint, PalmPrint, PrintBoy      |
| Internet connectivity.....     | ■ AvantGo                             |
| Calculators.....               | ■ ImagiMath, PowerOne                 |
| Scientific probes.....         | ■ ImagiProbes                         |
| Stories, texts, authoring..... | ■ eTales, PalmReader, Palm DropBook   |
| Course Management.....         | ■ 4.0 Student                         |
| Assessment.....                | ■ Learner Profile, Grade Busters      |



# Websites to Remember...

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**Palm Education:** [www.palm.com/education](http://www.palm.com/education)

**Education integration:** [www.rainbowtech.org](http://www.rainbowtech.org)

**Palm Store:** [www.store.palm.com](http://www.store.palm.com)

**Software:** [www.palmgear.com](http://www.palmgear.com)

[www.handango.com](http://www.handango.com)

[www.mobimate.com](http://www.mobimate.com)

[www.pdaed.com](http://www.pdaed.com)

[www.tucows.com](http://www.tucows.com)

[www.smaller.com](http://www.smaller.com)